



# Grounds Crew Safety

## From Veteran Buildings & Grounds Supervisors

**WSSCA**  
**44<sup>th</sup> Annual**  
**School Safety and Security Conference**

# Introductions



## ❖ **John Daily**

School District of Holmen

Custodial/Maintenance Supervisor



## ❖ **Norm Davis**

Westby Area School District

Supervisor of Buildings and Grounds



## ❖ **Joel Konze**

Sparta Area School District

Supervisor of Buildings and Grounds



# Overview



- ❖ **Key safety items for grounds crews**
- ❖ **What to consider**
- ❖ **What works**
- ❖ **What doesn't work**
- ❖ **Opportunities to learn from**
- ❖ **Questions & Answers**

# Your Role As Supervisor



- ❖ **Plan, organize, schedule, supervise** work of ground crew
- ❖ **Assign, instruct, train, evaluate** personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care of use of grounds equipment and machinery
- ❖ **Plan and schedule** routine care, grounds maintenance, repair work
- ❖ **Test, evaluate, recommend, order tools, equipment, chemicals,** and those methods best suited to district requirements and federal laws/regulations
- ❖ **Estimate quantity and costs** of material, equipment, labor needs required for various projects

# Determining Your Needs



- ❖ **What do you need/want to get done?**
  
- ❖ **What will you use summer for:**
  - Undertake big project(s)
  - Perform preventative maintenance functions
  - Catch-up unfinished business from the school year
  - Only deal with warm weather issues i.e. sports fields, mowing, pools, playgrounds, etc
  - Maintain same routine as during school year
  
- ❖ **Will you need additional staff to accomplish your needs/wants?**
  
- ❖ **Does your budget allow for additional staff?**

# Topics to Consider



- ❖ **General upkeep**
- ❖ **Repair**
- ❖ **Maintenance**
- ❖ **School district grounds**
- ❖ **Equipment**
- ❖ **Facilities**
- ❖ **Properties**
- ❖ **Logs**
- ❖ **Job descriptions**
- ❖ **Security**
- ❖ **Privacy**

# Specific Duties



- ❖ **IPM**
- ❖ **School forests**
- ❖ **Plants, trees, & shrubberies**
- ❖ **Thatching lawns**
- ❖ **Mowing**
- ❖ **Fertilizing**
- ❖ **Spraying**
- ❖ **Irrigation**
- ❖ **Planting**
- ❖ **Sports fields**
- ❖ **Trimming**
- ❖ **Grounds upkeep**
- ❖ **Weed abatement**
- ❖ **Landscaping**
- ❖ **Field and track**
- ❖ **Equipment repair/maintenance**
- ❖ **Facilities repair/maintenance**
- ❖ **Properties repair/maintenance**
- ❖ **Painting**
- ❖ **Preventative maintenance functions**
- ❖ **Playgrounds**
- ❖ **Parking lots**
- ❖ **Competition playing fields**
- ❖ **Laundry**

# Staffing



❖ **You are able to hire additional seasonal help**

❖ **Who to hire:**

- Students?
- Teachers/union members?
- Your substitute custodians/maintenance employees?
- People off the street?
- Temp agency employees?



❖ **Pros and cons for each group**

# Hiring Considerations



- ❖ **MVR Check**
- ❖ **Equipment usage – age restrictions**
- ❖ **Operate power grounds keeping equipment such as mowers, chain saws, tractors, aerial booms**
- ❖ **Will employees be allowed to operate district owned vehicles?**
- ❖ **Knowledge of tools and equipment used in grounds maintenance**
- ❖ **Knowledge of local, state, and federal regulations**
- ❖ **Physical demands including:** lifting, carrying, pushing, pulling, stooping, kneeling, crouching, crawling, ascend/descending ladders, stairs, scaffolding, aerial booms
- ❖ **Inclement weather, tight spaces, dust, fumes, dampness**

# Training/Staff Development



- ❖ **School district policies and procedures**
- ❖ **Safety training**
- ❖ **Safety meetings**
- ❖ **Computers/time clocks**
- ❖ **Equipment usage/maintenance training**
- ❖ **Work independently, as team, with others**
- ❖ **Work order system**

# Accidents



- ❖ **Accidents occur for many reasons**
  
- ❖ **Understanding why accidents occur is first step in prevention**
  
- ❖ **Unsafe acts cause four times as many accidents and injuries as unsafe conditions**
  
- ❖ **Seven behaviors can cause workplace accidents:**
  - Over confidence
  - Ignored safety procedures
  - Shorts
  - Lack of instructions
  - Poor housekeeping
  - Mental Distractions
  - Pre-planning

# Temporary Workers



❖ **Temporary workers are twice as likely to have accidents**

❖ **Why:**

- Inexperience
- Unfamiliar with workplace
- Unfamiliar with company rules
- Onsite for limited time period
- Not committed to position

# Motorized Equipment



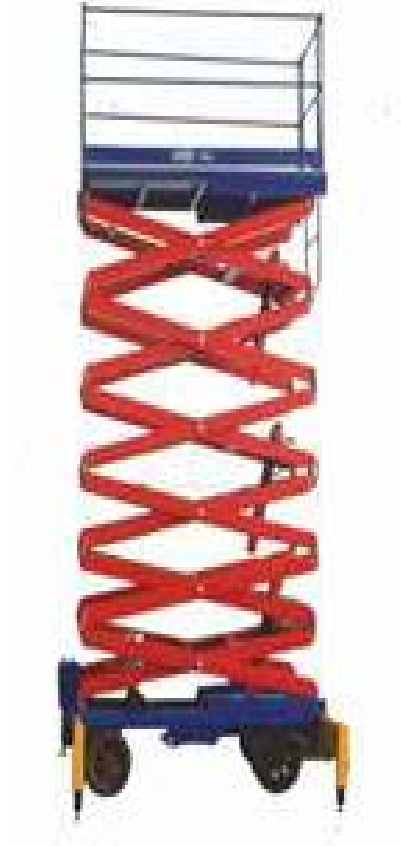
- ❖ **Who is using the equipment?**
- ❖ **What is equipment used for?**
- ❖ **What training is provided?**
- ❖ **Are there prerequisites for using equipment?**
- ❖ **Who is maintaining equipment?**



# Scissor Lifts



- ❖ **Do you have lifts in your district?**
- ❖ **Who is using the lifts?**
- ❖ **What training is provided?**
- ❖ **Is preventative maintenance provided?**
- ❖ **Who is performing general maintenance?**
- ❖ **What are they used for?**
- ❖ **How are they transported?**



# Chainsaws



❖ **Do you have a chainsaw in the district?**

## **Items to Consider**

- ❖ Chainsaw owner - district or employee?
- ❖ Who uses the chainsaw?
- ❖ Did the operator receive any special training?
- ❖ What PPE is available?
- ❖ Chainsaw usage?
- ❖ Who is performing the PM?



# Personal Protective Equipment

- ❖ **Have you performed hazard assessment for district?**
- ❖ **Has necessary PPE been acquired based on hazards?**
- ❖ **Do employees know where PPE is and have access to it?**
- ❖ **Have employees received PPE training?**
- ❖ **Do employees like the PPE?**
- ❖ **Any employees who won't use the PPE?**
- ❖ **Do you provide allowances for PPE?**



# Bleachers



- ❖ **Summer is ideal time to tend to bleachers**
- ❖ **Are inspections being performed?**
- ❖ **Who is performing inspections?**



# Ladders



- ❖ **Types of ladders for district**
- ❖ **Ladder usage for personnel**
- ❖ **Ladder storage**
- ❖ **Items being used instead of ladders**
- ❖ **Ladder inspections**



# Grounds Keeping Equipment

- ❖ **Who can use this equipment?**
- ❖ **Prerequisites for use**
- ❖ **Training**
- ❖ **PPE considerations**
- ❖ **Responsible for PM**
- ❖ **Logs**



# Playgrounds



- ❖ **Summer is an ideal time to devote attention to playgrounds**
- ❖ **Playground inspections, staff to perform them**
- ❖ **Preventative maintenance year round**
- ❖ **Logs**
- ❖ **Reporting issues**
- ❖ **Corrective action**



# Chemical Usage



- ❖ **Chemical usage - high liability**
- ❖ **Training**
- ❖ **PPE**
- ❖ **Chemicals used by personnel**
- ❖ **Chemical usage**
  - General cleaning
  - Specific jobs i.e. gum removal, floor care, etc.
  - Painting



# Lifting & Moving Furniture

- ❖ **Goal - no injuries**
- ❖ **Physical work performance**
- ❖ **Prequalifications for staff**
- ❖ **Training**
- ❖ **Equipment**



# Importance of Preventative Maintenance (PM)

● ● ● ● ●

❖ **Preventative Maintenance:** a procedure of inspecting, testing, and reconditioning a system at regular intervals according to specific instructions, intended to prevent failures in service or to retard deterioration.

- Protect worker safety
- Extend life of equipment
- Catch problems early
- Save money

# Questions



- ❖ **John Daily, School District of Holmen  
Custodial/Maintenance Supervisor  
608.526.6610**
  
- ❖ **Norm Davis, Westby Area School District  
Supervisor of Buildings and Grounds  
608.634.0101**
  
- ❖ **Joel Konze, Sparta Area School District  
Supervisor of Buildings and Grounds  
608.269.3151**