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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
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| Related Documents: | * Owner’s Manual for Specific make and model of shears, if available * Part 9 of the OHS General Health & Safety Regulations | |
| When to use this SWP: | Protecting workers from injuries associated with the use of shears. Shearing knives to be used and maintained in compliance with manufacturer’s guidelines. Shearing is necessary to maintain the desired shape of a Christmas Tree. | |
| Hazards & Risks: | * Cuts/Amputation * Strains & Sprains * Blisters * Entanglement * Burns | |
| Personal Protective Equipment: | CSA approved equipment:   * Steel toes * Safety glasses * Hearing Protection (Powered Shears) * Hard hat if trees taller than 2 meters * Protective Gloves – Prevent Cuts & Grip * Shin guards for horizontal & Vertical chopping * No loose clothing * Contain log beards. | |
| Training Requirements: | * Training by a competent experienced person | |
| Communication Process: | * Work with an experienced person before operating on your own. | |
| Equipment & Supplies: | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone or two-way radio * Spill kit | |
| **Hand or Manual Shearing Knives:**   1. Read the owner’s manual before use, if one is available 2. Inspect shearing knives before use paying particular attention to the condition of the handle. Cracked or splintered handles need to be replaced. 3. Wear the recommended CSA/ANSI standard PPE as listed above or as per Hazard Assessment requirements. 4. Use the type of shearing knives that you are most comfortable and experienced in using. 5. Keep shearing knives-sharp. Shearing knives may need to be sharpened throughout the day. Have the correct tools on hand for sharpening. Wear gloves while sharpening shearing knives. 6. Clean shearing knives regularly to reduce the amount of pitch build up and dulling of the tools. 7. Do not hold branches while cutting or shearing. 8. Use the shearing knives for their intended purpose. 9. Wear gloves that afford grip on the shearing knives. 10. Ensure shearing knives have wrist straps made out of leather and that the wrist straps are used. 11. Use correct cutting stroke or movement when using knives to minimize arm, wrist and hand strains and sprains. 12. Cut away from the body. Maintain distance from other workers to prevent contact. 13. Work your way backwards around the tree rather than cutting into the tree. 14. Use a step ladder or platform to reach tops of trees. Follow the OHS Regulations for Ladders or platform and ensure another worker is available to hold the ladder. 15. Look for hazards such insect or pest nests. If allergic to insect stings, ensure you carry the correct medication. If stung, alert the supervisor immediately. 16. Ensure workers are fit for duty and are not under the influence of drugs or alcohol. 17. Ensure first aid kit and qualified first aiders are easily accessible at the worksite. 18. Know how to identify poison ivy and maintain a distance from it when working. 19. Ticks are common in forested areas of Nova Scotia. Ensure to wear a hat, long sleeves and pants with close fitting cuffs as well as insect repellent with Deet to prevent bites from ticks especially those that may carry lyme disease.     1. Check your body all over from head to toe when done working, checking for ticks. Shower within a couple of hours of finishing work as ticks that have only been on the skin for a few hours will easily come off in the shower. 20. Take frequent breaks to minimize repetitive motion strain and sprain. 21. If possible, schedule shearing early in the day to take advantage of cooler weather. Take breaks in the shade and stay hydrated.   **Powered Shearing Knives or Trimmer:**   1. Read the owner’s manual before use. 2. Be trained on the machine by a competent person. 3. Conduct a visual inspection before each use. Check fluids and top up before starting work. 4. Maintain and service shearing knives or trimmer as per manufacturer’s specifications. 5. Only use cutting blades designed for the make and model of machine used. 6. Fuel on hard surfaces to avoid contaminating water sources or damaging trees and grass. 7. Do not smoke while fueling. 8. Do not hold branches or material to be cut. 9. Ensure the engine is stopped before fueling. 10. Allow the machine to cool down a bit before fueling. 11. Follow points 15 to 21 above for Hand or Manual Shearing Knives. 12. Keep body parts away from the moving blade. 13. Do not operate with workers or public near by 14. Do not modify the machine without manufacturers and engineered approval. 15. Keep blades clear of brush. Do not remove brush from blades while the machine is running. 16. Keep blades sharp and well adjusted for use. 17. Try to keep blades away from the ground to avoid throwing rocks and debris. 18. Turn off the machine before taking it off and putting it down. 19. Ensure all decals are in good condition and legible. 20. During transport, disconnect safety switch plug, drive shaft and harness from cutter blade. 21. Always use both hands on the machine while cutting 22. Hold so cutting teeth are angled slightly toward the tree. 23. Keep good footing and balance at all times – do not use a ladder to reach higher parts of trees. | | |
| EMERGENCY PROCEDURES: | | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |