

MUNICIPAL PESTICIDE AND HERBICIDE APPLICATION SAFETY AUDIT TOOL
Safe practices for operations involving urban application of herbicides

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Municipal staff involved with pesticide and herbicide application should have a current pesticide applicators’ license and be trained in general safety, have some background in assessing weather conditions and predicting near-term conditions, be trained in proper personal protective equipment use for these operations, first aid measures in case of an exposure, and be free of allergies to chemicals being used. Municipal staff also needs to be trained on the importance of complete and accurate record keeping in association with these operations.

At the core of safe operations concerning herbicides and pesticide application are monitoring weather for calm, safe conditions to spray, with minimal chances of drift or over-spray, reviewing Material Safety Data Sheets (MSDS) for chemical safety precautions and mixing the compounds correctly at proper and safe strength for use.

Task/Job Part – Proper Training & Records	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
New employee safety orientation completed				
New employee job-specific safety training completed				
Employee job-specific refresher safety training completed				
Hazardous Materials Awareness training with hazardous communications				
All training records current and complete				
Spray Operations Records & Communications <ul style="list-style-type: none"> ✓ Equipment maintenance and cleaning records ✓ Daily spray operations log form completed ✓ All incidents, exposures, accidents recorded ✓ Public notice to community given ✓ Supervisors, other municipal departments notified ✓ Proper hazardous materials communications ✓ MSDS information updated, old out of use MSDS information stored 30 years 				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment prevention training completed				
Other				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
Customers are treated in a polite manner and customer requests and needs were promptly addressed				
Any customer complaints were responded to in a timely manner and corrective action taken				
Other				

Task/Job Part – Completion of All Certifications & Licenses	Yes	No	Corrective action date	NA
All licenses and certifications, such as Pesticide Applicators' License completed and current				
Current First Aid/CPR				
Other				

Task/Job Part – Checklists & Equipment Inspections	Yes	No	Corrective action date	NA
Completed all weekly risk management checklists				
Completed any notification or corrective action needed				
Completed all equipment checklists				
Equipment properly cleaned and inspected <ul style="list-style-type: none"> ✓ Prior to use, equipment properly cleaned and wash water properly disposed of ✓ Equipment inspected and in good working order ✓ First aid, wash up equipment in place, tested and in proper working order 				
Task/Job Part – Checklists & Equipment Inspections	Yes	No	Corrective action date	NA
Weather check before spray operations <ul style="list-style-type: none"> ✓ Operations suspended if too windy or other weather conditions render operations unsafe or ineffective ✓ Care taken to mitigate risk of over-sprays, run-off and wetlands considered 				
Other				

Task/Job Part – Pesticide/Herbicide Application Operations	Yes	No	Corrective action date	NA
Proper Chemical Operations <ul style="list-style-type: none"> ✓ MSDS reviewed ✓ Proper PPE used ✓ Proper mixing of chemicals with proper ventilation 				
Work zone set up and traffic controls as needed				
Proper application techniques and coverage <ul style="list-style-type: none"> ✓ Care taken to prevent falls ✓ Care taken to prevent exposures ✓ Climatic conditions properly handled (breaks and drinks in hot weather, etc.) ✓ Sun and insect protection if needed 				
Safe weather conditions, wind, heat, dust/visibility, other weather factors considered and responded to properly				
Proper wash up and decontamination <ul style="list-style-type: none"> ✓ PPE properly removed, proper wash up and decontamination or disposal of equipment ✓ Equipment properly cleaned and wash water properly disposed of 				

Task/Job Part – Pesticide/Herbicide Application Operations	Yes	No	Corrective action date	NA
Safe driving to and from work site <ul style="list-style-type: none"> ✓ Seat belts used at all times ✓ Attentive driving, obeying all traffic laws ✓ Walk-arounds through new areas before driving in the area ✓ Equipment spotted safely and also to minimize back up operations ✓ Walk arounds before back ups to check for hazards ✓ Proper equipment egress with three point contact and no jump-offs 				

Task/Job Part – Proper Lifting Technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50# (50# or less per person)				
No lift above waist level				
Chemicals in containers or bags weighing less than 50#				
Reasonable use of spray hoses with hose drags less than 50 feet unless assisted				
Other				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of long sleeves, pants or coveralls (Level D).				
Use of rubber work glove, Nitrile under glove				
Use of Heavy work boots, 8” for ankle protection				
Use of N-95 or N-99 Hepa filter dusk mask				
Use of face shield, goggles or other eye protection				
Use of hearing protection if needed (noise level above 80 decibels)				
Use of communication device – radio, pager, or cell phone				
Other?				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

TOTAL SCORE

Signature _____

Print Name _____

Date _____