



# Trees and Storms Accident Avoidance Checklist

## I. Administration

- A Company Philosophy regarding storm work
  - 1. Statement
  - 2. Stated policy procedures to deal with customers v. storm work e.g. contact/reschedule

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- C Employee records:
  - Training documentation
    - Skill
    - Safety
    - First aid
    - CPR
    - Heat

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- E Contracts:
  - Disclaimers
  - Specifications
  - Same as non storm work

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- G Equipment readiness
  - Standard
  - Specialized
  - Service Schedule

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- B Insurance:
  - Liability – Understand coverage
  - Workman's Comp
  - Rider
  - Error and omissions
  - Certificates from subcontractors/associates

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- D Pricing philosophy:
  - Billable verses non-billable

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- F Resource list: (Prearranged relationships including: contact address, phone #, rates, hours, after hours)
  - Temp services
  - Rental yards
  - Blue Stake
  - Cities
  - County
  - State
  - DOT
  - Utilities
  - Streets
  - Disposal sites
  - Emergency Services
    - Hospitals
    - Emergency care
    - Poison control
    - Fire Department
    - Police
    - Ambulance
  - Internet resources

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## II. Initial Contact

- Preprinted form
- A Location of tree/damage
  - Owner of tree
  - Responsible party
    - Phone
  - Will insurance company be involved?
  - Immediate service needed
    - Assessment
    - Estimate
    - Get 'Er Done

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- C Priority
  - Potential to cause further damage
  - Affecting:
    - Traffic flow
    - Quality of life

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- E Customer concern
  - Perceived action needed
  - Requested time to address

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- B Type of damage involving trees
  - Personal Injury
  - Property damage involved;
    - Public easement
    - Utilities
  - Below ground

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- D Staging area
  - Private land
  - Adjoining land
  - Commercial land
  - Public

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- F Money discussion
  - Staging fee
  - Hourly Rate
  - Work Parameters

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- G Authorization procedure
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III. Dispatch

A Work orders  
 In bold type  
 Address  
 Directions/map  
 Onsite contact and information  
 Authorization contact  


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C Labor needs  
 Leadership  
 Crew members  


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E Tool needs  


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G Estimated time allocation  


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B Objective  
 Whole  
 Stages  


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D Equipment needs  


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F Safety needs  
 Auxiliary  
 Water  
 Insects  
 Animals  


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IV. Arrival at site

A Initial parking area  
 Staging area  


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C Approach to work area  


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E Contact with agent/tree owner  
 Review work order  
 Signed authorization  


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G Tree Triage  
 Characteristics of tree  
 Type of failure  
 Loaded  
 Unloaded  
 Size/weight  
 Needed rigging/support  
 Assess/ evaluate information gathered  
 Owner's desired result  
 Develop work plan  


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B Secure Equipment location  
 Cones  
 Caution tape  
 Fencing  


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D Assigned setup duties  
 Place cones  
 Direct traffic  


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F Triage Site/Situation (systematic):  
 Visual first - entire site  
 Approach  
 Retreat  
 Potential hazards/risks  
 Location of utilities  
 above ground  
 Below ground  
 Animals  


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V. Work implementation

A Job briefing  
 Risks  
 Goals  
 Time Allocation  


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B Work Assignment  


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C Communication line  


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VI. Appraisal at site

A Review site  


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B Signed acceptance  


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C Recommended follow up  


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VII. Critique in house

A Debrief

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C Weaknesses

Needed improvements

Desired improvements

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B Strengths

What went great?

What was ok?

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