



CITY OF KETTERING

**SAFETY PREAMBLE**  
**Policy 1**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Safety Preamble*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

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- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
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### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

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**SAFETY MANAGEMENT MANUAL**



**CITY OF KETTERING**

Safety Committee

**PREAMBLE:**

The Safety Management Manual contains the general City of Kettering safety policies and procedures and the City of Kettering emergency preparedness plans. The policies are general guidelines for personnel to use in maintaining a safe work environment and responding to various emergency situations, including fire, tornado, bomb threat and weather emergencies.

Each department will educate employees on these safety policy/procedures and emergency preparedness plans.

Who reviews this manual:

- Executive Committee including the Safety Coordinator and/or Safety Committee
- Director of Human Resources
- City Manager

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources

— Reviewed 04/2018; 8/2019; 6/2021



CITY OF KETTERING

**SAFETY PROGRAM OVERVIEW**  
**Policy 2**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Safety Program Overview*

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## **SAFETY PROGRAM OVERVIEW**

### **PURPOSE:**

To ensure that the physical environment throughout the City of Kettering is free from hazards and manage staff activities to reduce the risk of injury to staff, volunteers, vendors and visitors through review and maintenance of the Safety Manual.

### **POLICY:**

The City of Kettering will establish and maintain a comprehensive Safety Management program. The program will be based upon an interactive information collection and evaluation system designed to identify opportunities to improve safety through an ongoing effort of problem identification, evaluations, action and monitoring. The Safety Management Program shall include the following key components: Emergency Preparedness, Hazardous Materials (Waste Management), General Safety Management and Specific Department Programs.

### **PROCEDURE:**

- Maintain and develop policies and procedures designated to enhance safety within the City of Kettering, based on the review of activities and findings of the Safety Committee.
- Review and evaluate trends in accidents.
- Coordinate, review and revise internal/external disaster plans.

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Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



**SAFETY ORGANIZATIONAL CHART**  
**Policy 3**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Safety Organizational Chart*

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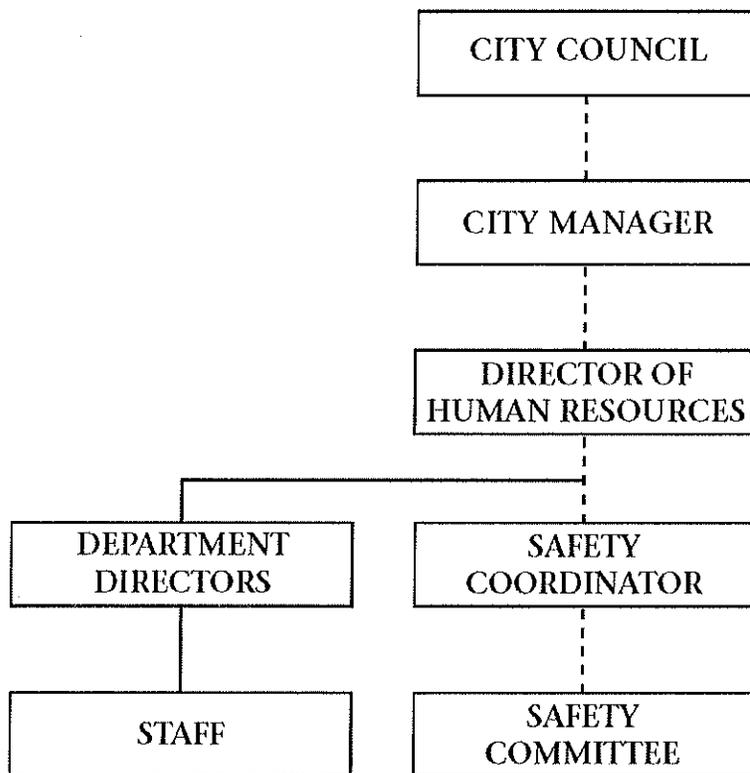
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# CITY OF KETTERING

## SAFETY ORGANIZATIONAL CHART



The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**SAFETY COMMITTEE OVERVIEW**  
**Policy 4**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Safety Committee Overview*

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## **SAFETY COMMITTEE OVERVIEW**

### **PURPOSE:**

The City of Kettering has established a Safety Committee to formulate safety programs and to provide guidance and direction to all departments in order to promote a safe environment for the staff, volunteers and citizens of the City of Kettering.

### **POLICY:**

The City Manager or his/her designee appoints the chairperson and the members of the Safety Committee. The committee shall be composed of the City Safety Coordinator and representatives of the various City Departments/Work Groups.

### **PROCEDURE:**

The responsibilities of the Safety Committee shall be as follows:

- Develop policies and procedures designated to enhance safety within the City of Kettering based on the review of activities and findings of the Safety Committee.
- Coordinate and collaborate the development of departmental safety rules and practices.
- Review and evaluate trends in accidents.
- Review all Accident/Injury reports
- Conduct an annual evaluation of the Safety Management Program and its effectiveness. This will be done for each function of the Safety Management Program and will include major activities and accomplishments, problems, action taken, effectiveness and future actions needed. Once the annual evaluation is complete, the committee will establish goals for the next fiscal year.
- Coordinate, review and revise internal and external disaster plans.
- Support training of all departments.

**NOTE:** The Safety Committee shall meet at least quarterly to address the above responsibilities.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

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Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**MANAGEMENT SAFETY POLICY**  
**Policy 5**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Management Safety Policy*

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Safety Committee

**To: City of Kettering Employees**  
**From: Mark W. Schwieterman**  
**Date: 2021/ 2022 Safety Year**  
**Re: MANAGEMENT SAFETY POLICY**

The personal safety and health of all City of Kettering employees is not only one of our highest priorities, it is an organizational **value** that helps determine how we perform services for the citizens of Kettering.

Our goal is to eliminate or control both known and potential safety and health hazards which our employees face on the job. The City maintains that the best source of protection for the health and safety of the workforce is the individual employee. It is the responsibility of all employees to strictly follow all safety and health policies and procedures. Safety and health are a shared responsibility. Only through the ongoing cooperative effort of employees, supervisors, department directors, the Human Resource Department, the safety coordinator, safety committee members, and managers of this organization can we truly maintain a safe and healthy place to work.

All employees must comply with these policies and with all applicable safety laws. To do this, all employees must constantly be aware of conditions in all work areas that can produce injuries. Employee cooperation in detecting hazards and controlling them is paramount. Employees shall inform their supervisor immediately of any situation beyond their ability or authority to correct. The City will strive to provide mechanical and physical facilities required for personal safety and health.

Without question, safety is every employee's responsibility. As a condition of employment, each employee must consistently work in a safe manner.

Mark W. Schwieterman  
City Manager

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**THE SAFETY CYCLE**  
**Policy 6**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*The Safety Cycle*

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- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

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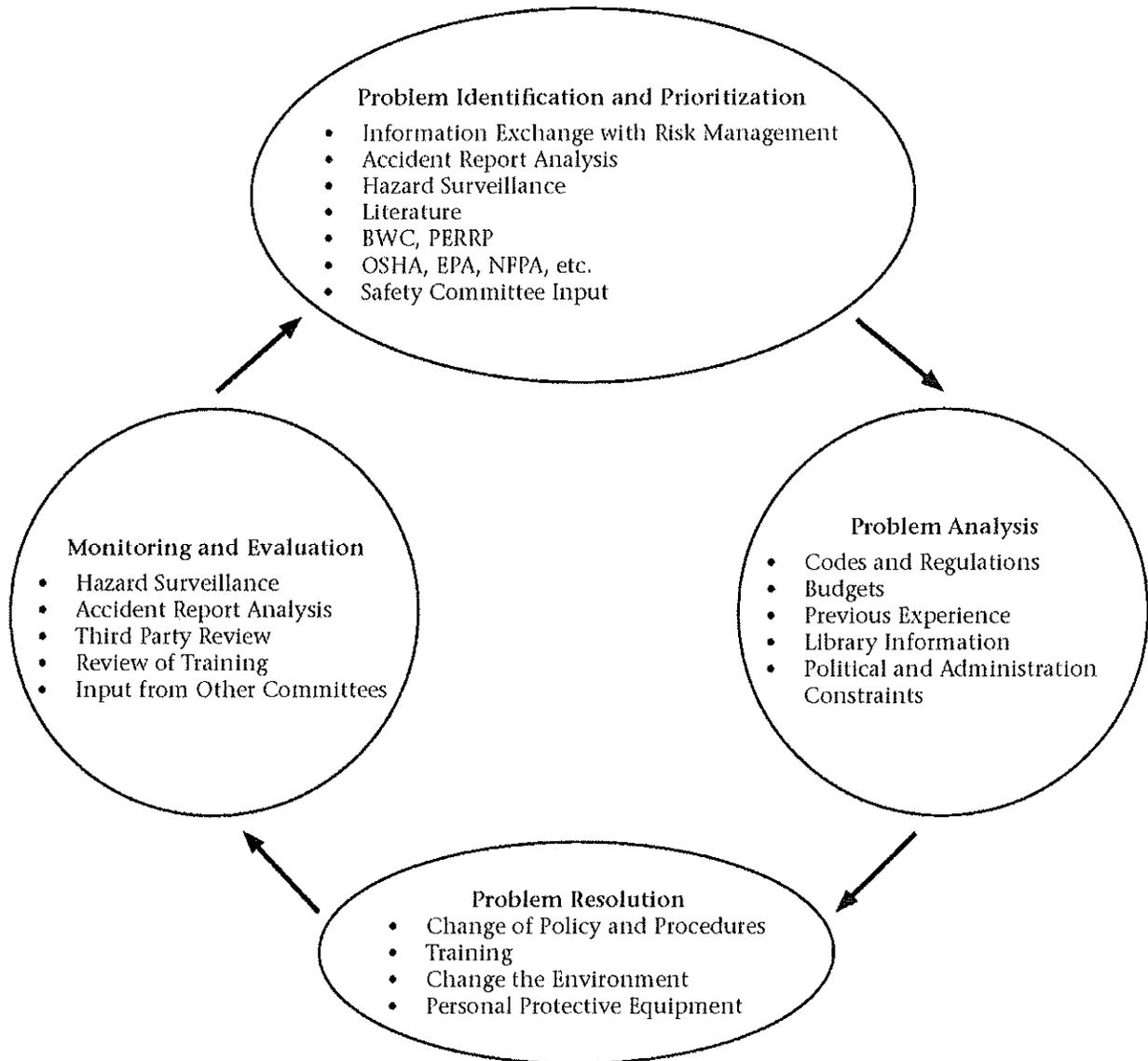
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- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.



# CITY OF KETTERING

## THE SAFETY CYCLE



The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**LETTER OF AUTHORITY FOR CITY  
SAFETY COORDINATOR  
Policy 7**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Letter of Authority for City Safety Coordinator*

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- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

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- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.

- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

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CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

August 10, 2021

Mr. Robert Baker  
Safety Coordinator  
City of Kettering  
3600 Shroyer Road  
Kettering, OH 45429

Dear Mr. Baker,

Pursuant to the moral, professional and legal requirements governing the safety and health of all City employees, I/we are designating certain responsibilities to the City's Safety Coordinator.

In the event that hazardous conditions exist that would cause personal injury to staff, citizens or damage to equipment or buildings, you, in your role as City Safety Coordinator, are authorized to take immediate corrective action, as appropriate under the circumstance.

Upon initiation of corrective action, you are to notify the Director of Human Resources, as well as the Department Director/Manager responsible for the area in question.

If you require additional assistance or clarification, please do not hesitate to contact me.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman, City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith, Director of Human Resource

Accepted:

8.23.2021  
Date

Robert O. Baker  
Robert O. Baker, Safety Coordinator

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**EMERGENCY PREPAREDNESS PLAN**  
**Policy 8**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Emergency Preparedness Plan*

---

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- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
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**CITY OF KETTERING**  
**EMERGENCY PREPAREDNESS PLAN**

**EMERGENCY OPERATION CENTER (E.O.C.)**

The Kettering Fire Department E.O.C. functions as the focal point for communications and command response during a disaster. The E.O.C. is located at Kettering Fire Department Headquarters and is staffed by the Chief of Kettering Fire Department or his/her designee and other personnel deemed appropriate. The E.O.C. will maintain control of disaster activities by obtaining information from the disaster scene and by providing directions.

An E.O.C. radio will be used to communicate information between the E.O.C. and the appropriate City personnel regarding the number of victims, the severity of the disaster, transportation and the need for additional personnel.

The E.O.C. will maintain open communication with City departments, public service and relief agencies in the community.

The City Manager's designated Public Information Officer will provide information to the news media and the families of victims as it becomes available from the E.O.C.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021

Date



Mark Schwieterman  
City Manager

Issued:

8-23-2021

Date



Jenny Smith  
Director of Human Resources

— Reviewed 05/2018; 11/2019; 06/2021



CITY OF KETTERING

**CHEMICAL AND HAZARDOUS  
MATERIAL MANAGEMENT  
Policy 9**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Chemical and Hazardous Material Management*

---

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Chemical and Hazardous Material Management*

---

**1. Purpose**

The purpose of this policy is to actively provide for the well-being of the City of Kettering employees by adhering to the requirements of the Federal Hazard Communication Standard (eg: 29 C.F.R. 1910.1200) and other applicable city, state, and federal requirements.

**2. Policy**

**A. Hazardous Material Criteria**

The City of Kettering has established the following criteria to assist employees with identifying materials that are considered to be "Hazardous." Material that is chemical or biological in nature and meets one or more of the following criteria is considered to be "Hazardous". Any material that has any potential adverse health effect or in any way can be hazardous and is properly used; such as, but not inclusive to:

1. Material that requires the use of special handling precautions, such as protective garments (gloves, aprons, goggles, and shields).
2. Material with maximum exposure limits and monitoring requirements.
3. Material that contains 0.1 percent or more of a carcinogenic agent.

Materials that are not considered "Hazardous" include:

1. Products available to the general public used as a consumer product, and are stored in the same quantity, as a typical consumer would maintain.
2. Any drugs regulated by the U.S. Food and Drug Administration in the non-manufacturing sector.

**B. Safety Data Sheets**

1. Copies of Safety Data Sheets (SDS) for all hazardous materials will be kept in yellow SDS binders and must be visible and accessible to employees on each work shift.
2. Each department will maintain a department SDS database. Each department is responsible for maintaining revised and new product SDS and sending a duplicate copy to the Safety Coordinator for the update of the master file. The Safety Coordinator will conduct inventories on department chemicals and SDS when requested by the Department Director.
3. Each department is responsible for creating and maintaining a chemical inventory listing.

C. Container Labeling

1. When a department receives a shipment, the person accepting this shipment will check containers for manufacturer hazardous warning. The person receiving the product will notify his/her supervisor of any new or unusual chemicals containing a hazard warning and will not release the chemical until an SDS is received.
2. Departments will place the 704 National Fire Protection Association (NFPA) labels on chemical containers with numerical hazard ratings for health flammability, reactivity, and other special information as specified in the National Fire Rating System Reference Guide.

D. Chemicals in Unlabeled Pipes

1. Before beginning welding or construction in an area containing unlabeled pipes, the Facilities Department must be contacted to identify the pipe contents, potential hazards and necessary safety precautions to be taken.

E. Employee Education

1. During the Department orientation about exposure prevention to hazardous chemicals, each new employee should be informed and trained on all hazardous material they may come in contact with, and the procedure to follow if exposure occurs. Documentation of this training must be kept with the employee's records. It is the responsibility of the employee's immediate supervisor to assess the employee's knowledge of hazardous materials. Lack of knowledge will prompt an individual review or further training.
2. Training on handling specific hazardous materials will be incorporated into department staff meetings as needed.

F. Informing Contractors

1. Any department that is working with outside contractors will provide such contractor with information on hazardous chemicals they may be exposed to while at the job site, chemical exposure prevention measures, and the City of Kettering Hazardous Communication Policy.
2. Before bringing a hazardous material into the City of Kettering, all contractors will be required to provide appropriate SDS to City Departments with whom they are working.

G. Informing City Departments

1. When requesting assistance from any other City Department, such as Facilities, Streets, Parks, etc. for haz-mat type incidents, information must be provided about the hazardous material and personal protective equipment must be provided.

### 3. Procedure

#### A. Handling Hazardous Waste

1. Hazardous wastes will be segregated from other wastes at the point of origin and placed into an approved container.
2. The approved container will be labeled with the identified hazardous waste and placed in the department's designated holding area. The department is responsible for any hazardous waste generated in the department and will make arrangements for its removal.
3. Each department will insure that documents for wastes that are transported off site are completed and kept on file for three years.
4. The agent who the City of Kettering uses to haul hazardous material is responsible for maintaining valid permits relevant to transporting and proper disposing of hazardous waste.

#### B. Hazardous Material Spill Management

In the event of a hazardous material spill, take the following action:

1. Immediately contact the Fire Department Haz-Mat unit through 911.
2. Secure the area
  - a. Set up a perimeter (create hot zone)
  - b. Deny entry
  - c. Evacuate all personnel to a safe area; consider the need for decontamination
  - d. Keep all exposed personnel in one area for evaluation
  - e. Do not allow contaminated personnel to spread hazardous material
3. Contain the spill when dealing with situations that may be considered hazardous material emergencies, such as a gas leak from a building's boiler, mechanical room or a 55-gallon haz-mat spill/leak. Take the following precautions:
  - a. Do not come in contact with the material

**LIQUIDS**

  - 1) Prevent hazardous material from entering drains
  - 2) Use Socks-Booms; or another material to prevent spread of puddles

**SOLIDS**

  - 1) Cover with cloth or plastic sheeting to prevent airborne contamination

**GASES**

  - 1) Evacuate building using fire exit plan
  - 2) Shut off valves if possible

C. Kettering Fire Department Operations at Hazardous Material Incidents

1. The following are the steps that the Hazardous Material team will follow to mitigate the Hazardous Material scene:
  - a. Establish control zones and manage the scene.
  - b. Confirm the identity of the material involved in the release.
  - c. Perform a hazard and risk analysis. Perform a "survival scan" and rescue all victims who are capable of being rescued.
  - d. Evaluate the need for personal protective equipment.
  - e. Control, contain and confine the product, either defensive or offensive techniques.
  - f. Decontaminate all personnel and equipment as needed.
  - g. Terminate the incident by turning it over to another public agency or a qualified contractor.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**FIRE PREVENTION AND  
PREPAREDNESS  
POLICY 10**

---

**CITY OF KETTERING**  
*Safety & Health Program*  
*Fire Prevention and Preparedness*

---

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---

**CITY OF KETTERING**  
*Safety & Health Program*  
*Fire Prevention and Preparedness*

---

**PURPOSE**

The purpose of this policy is to ensure worker and public safety by preventing fires in or on City property and to ensure worker and public safety during emergencies by following accepted life safety practices, as well as enhance compliance with the Ohio Fire Code.

**SCOPE**

This program addresses the following areas:

1. Fire Prevention
2. Life Safety
3. Department Fire Plan
4. Fire Protection Equipment
5. Employee Training

**RESPONSIBILITY**

This program assigns the following general responsibilities:

1. **Individual Employees**
  - Attend required training.
  - Report or correct hazards.
  - Promptly report any fire or hazardous condition.
  - Immediately evacuate a structure upon notification of an unfriendly (unintended) fire or other hazardous situation.
2. **Department Director**
  - Assure each department employee receives required training.
  - Work with the City Safety Coordinator to create and post an emergency evacuation plan.
  - Coordinate the correction of hazards in his/her department area.
  - Ensure employees perform their work in a manner that will prevent fires and respond appropriately to a fire emergency.

**REQUIREMENTS**

1. **Fire Prevention** — Fire extinguishing equipment appropriate for the type of potential exposure shall be maintained in all City work areas. The equipment shall be inspected monthly by city-trained volunteer staff. This should be part of the normal monthly building/office area audit and inspection. An appropriate tag will be attached to each extinguisher listing the date it was last inspected, and the initials of person performing the

inspection. Public Service coordinates with a licensed fire protection contractor for the annual inspection of all fire extinguishers.

- Fire extinguishers shall be unobstructed, prominently displayed and easily accessible at all times.
- Coffee pots and other heat-producing equipment shall be turned off when not in use.
- Portable heaters shall not be used on city property except in emergency situations approved by the City Fire Marshal.
- Frayed electrical cords and faulty appliances shall be reported to supervisors immediately and shall not be used until properly repaired or replaced.
- Extension cords are for temporary use only. Extension cords shall be of sufficient size to handle the load they are to carry.
- Flammable or combustible liquids shall be stored in approved labeled containers or in the original manufacturer's container. They shall be tightly capped. When being transferred from one container to another, both containers shall be grounded and bonded.
- Gasoline shall only be stored in an approved container that is red in color and labeled "Gasoline — Flammable." Containers holding other liquids shall be of a different color and lettered with the name of the liquid contained therein and its hazard. Only approved solvents may be used to clean machinery and equipment. Gasoline is not an approved solvent. All cleaning solvents used within the work place shall be stored in the original manufacturer's container or an approved labeled metal container.
- Work areas shall be kept clean and free of excess flammable materials.
- Hazardous materials shall be stored in designated locations and in properly capped or ventilated containers, depending upon the material.
- All compressed gas cylinders shall be secured to prevent accidental tipping. They shall be closed and capped when not in use.

## 2. Life Safety

- All designated exits shall have clear access, both inside and outside, at all times, e.g., no snow or ice build-up.
- Exit doors to a stair enclosure or horizontal exit shall be provided with a reliable self-closing mechanism and shall not, at anytime, be secured in the open position.
- The emergency fire plan should identify a safe place for department workers to assemble after evacuation to facilitate the accounting of all workers.
- There should be no requirement or expectation of employees to initiate fire extinguishment actions.

The Fire Department must be notified immediately by dialing 911.

Employees should not attempt to extinguish the fire:

- If alone and can otherwise escape.
- If fighting the fire will place it between the employee and the only exit.
- If the fire could rapidly grow.
- If the fire involves high voltage equipment, hazardous materials, flammable liquids or flammable gas.
- If the employee lacks confidence in using fire extinguishers.

### 3. **Fire Protection Equipment / Portable Fire Extinguishers**

- Portable fire extinguishers shall be provided and maintained in all structures.
- The Ohio Fire Code shall establish the size and type of fire extinguisher to be provided.
- Public Service will mount the fire extinguisher in accordance with Fire Department requirements.
- Annually, each fire extinguisher will be inspected by a licensed fire protection contractor.

### 4. **Training** — All employees shall receive information on fire safety.

**Department/Fire Plan** — The City Safety Coordinator will work with Department Directors/Managers to educate them on the proper implementation of the fire safety plan as it applies to their area. Employees shall receive training in the department's emergency action plan at the time they are assigned to the department.

Fire safety training shall consist of:

- Specific department emergency plans and fire prevention plan.
- Location of copies of these plans.
- Recognition of common fire hazards.
- Fire extinguisher use.
- Specific fire hazards of their assignment and areas.

### **SPECIFIC HAZARDS**

- Employees involved with special hazards such as welding, flame processes, hot liquids, shall receive hazard-specific training by their supervisor or other qualified person.
- Department Managers and Department Directors should seek additional training to assist in the formulation of action and prevention plans.
- The Director or employee designated to inspect fire extinguishers monthly will receive training from the Fire Department in this task.
- Training must be documented and maintained in the training file.

### **FIRE EXTINGUISHER INSPECTIONS**

#### **Purpose**

The purpose of this section is to bring to the forefront the fact that the personal safety of all City employees is of primary importance and must be a part of every operation. This written program is intended to assist in the annual confirmation that all fire extinguishers available to City Staff are adequately charged and in proper working condition.

#### **1. Responsibilities**

Primary responsibility for implementation of this program lies with Department Directors/Supervisors. Department Directors shall ensure that the designated representative performs the monthly inspection areas assigned to them.

Employees must follow prescribed practices and procedures.

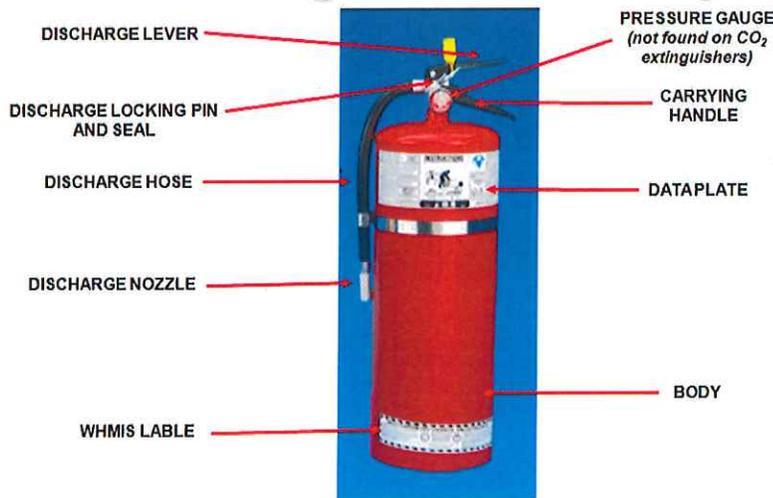
## 2. General Program Requirements

This program applies to the monthly inspection of Fire Extinguishers.

The following list is to be utilized for the Monthly Inspection of all Fire Extinguishers, to be performed by the designated representative:

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the discharge locking pin and tamper seal intact?

### Fire Extinguisher Anatomy



5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?

NOTE: If you did not answer yes to all of these questions, contact Public Service immediately.

6. Initial and date the back of the Inspection Card that is attached to the Fire Extinguisher once your visual inspection is complete. This card is attached to the Fire Extinguisher by the vendor that performs the annual inspection.

MONTHLY INSPECTION RECORD			
DATE	BY	DATE	BY

## THE CITY OF KETTERING FIRE PROTECTION PROCEDURE

### GENERAL INSTRUCTIONS

When an employee detects an unfriendly (unintended) fire or smoke, the steps listed below are to be followed:

1. Ensure that all persons are removed from immediate danger.
2. Alert all other employees and call 911 from a safe location. If the facility is equipped with a fire alarm system, activate the closest manual pull station.
3. Close doors, confine fire/smoke.
4. Extinguish the fire with the proper extinguisher if possible. (There should be no requirement or expectation of employees to initiate fire extinguishment actions.)
5. Evacuate in accordance with your department evacuation plan if necessary.
6. Each Department Director or supervisor is responsible for educating staff on the following information:
  - a. General fire instruction.
  - b. Escape routes and evacuation procedures as determined by departments.
  - c. Location of fire extinguishers.
  - d. Specific assignments during a fire alert.
7. Remember the acronym R.A.C.E.
  - a. **R**emove person from immediate danger
  - b. **A**ctivate the fire alarm
  - c. **C**ontain the fire, close doors
  - d. **E**xtinguish or evacuate the fire area
8. Remember the acronym P.A.S.S. when using a fire extinguisher
  - a. **P**ull the pin
  - b. **A**im low at the base of the fire
  - c. **S**queeze the handle
  - d. **S**weep low at the base of the fire

The City Manager hereby delegates the appropriate responsibility and authority to administer this Fire Safety Program to the Department Directors.

Approved:

8-23-2021

Date



Mark Schwieterman  
City Manager

Issued:

8-23-2021

Date



Jenny Smith  
Director of Human Resources

Reviewed 05/2018; 11/2019; 06/2021



CITY OF KETTERING

**BOMB THREAT PROCEDURE  
POLICY 11**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Bomb Threat Procedure*

---

**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
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- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
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### **Responsibilities of All Employees**

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- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

## THE CITY OF KETTERING

### BOMB THREAT PROCEDURE

The following procedure is designed to assist the City of Kettering personnel in handling bomb threats.

#### **DEFINITION:**

Bomb Threat: A written (including electronic) or verbal threat that an explosive device(s) has been placed on City property.

#### **NOTIFICATION OF BOMB THREAT:**

The Kettering Government Center operators will receive most telephone bomb threats and, therefore, these personnel should be trained in the proper procedure. It is important that the person receiving the telephone call engage with the caller to gather as much information as possible. For example, personnel should say: "I am sure you don't want to kill any innocent people; please tell me where the bomb is...tell me when it is supposed to go off." Follow the F.B.I. format for collecting the bomb threat information (see attached sample form).

In the event that a written bomb threat is received, notify the Kettering Police Department immediately.

#### **RESPONSE TO A BOMB THREAT:**

Upon receiving a bomb threat, notify the Kettering Police Department and immediately relate the information you obtained during your conversation. If possible, fill out the F.B.I. bomb data form and give it to the Kettering Police Department. When any department/individual receives information regarding a bomb threat, he/she will notify: (1) Kettering Police Department, (2) City Manager or designate, (3) Fire Chief or designate.

The City Manager should assemble City personnel. Police officers will supervise and assist in search operations. However, the Police Department will be expected to provide most of the personnel for this function. If a suspicious object or package is found, do not touch, handle or move the package/object. Evacuate the area and notify the police. On their arrival, inform them of the object and its location.



CITY OF KETTERING

**Bomb Threat**  
Communications Data Form

FBI Bomb Data Form — Place this card under your telephone

**Questions to Ask:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sex of the caller: \_\_\_\_\_

Race: \_\_\_\_\_ Age: \_\_\_\_\_

Length of call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Caller's Voice**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Voice disguised |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct        |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar |  |

If the voice is familiar, who does it sound like? \_\_\_\_\_

**Background Sounds**

- |  |   |
|--|---|
| <input type="checkbox"/> Street Noises     | <input type="checkbox"/> Animal noises    |
| <input type="checkbox"/> Crockery          | <input type="checkbox"/> PA System        |
| <input type="checkbox"/> Voices            | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Static            | <input type="checkbox"/> Long distance    |
| <input type="checkbox"/> Local             | <input type="checkbox"/> Motor            |
| <input type="checkbox"/> House noises      | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth             |   |
| <input type="checkbox"/> Factory Machinery |   |
| <input type="checkbox"/> Other: _____      |   |

**Threat Language**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Well spoken (educated)       | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Incoherent                   | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Foul                         |                                     |
| <input type="checkbox"/> Message read by threat maker |                                     |

Remarks: \_\_\_\_\_

Report call immediately to: Kettering Police Department/9-1-1

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: # \_\_\_\_\_

OSHA-1011A

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources

*Reviewed 05/2018; 11/2019; 06/2021*



CITY OF KETTERING

**SEVERE WEATHER ALERT  
PROCEDURE  
Policy 12**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Severe Weather Alert Procedure*

---

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## GENERAL INSTRUCTIONS

The following procedure is designed to assist City personnel in preparing the department/City staff, visitors and volunteers for severe weather watches or warnings.

### **SEVERE WEATHER WATCH:**

Weather conditions are such that the formation of severe weather is possible. The sky can range from blue and sunny to gray and overcast. Both the local weather bureau and radio/TV stations will announce that a severe weather watch is in effect. Examples of these watches include but are not limited to flood watch, tornado watch, and severe thunderstorm watch.

### **SEVERE WEATHER WARNING:**

This type of alert is more than a watch and means that severe weather has been sighted or indicated by weather radar in the vicinity. As with the watch alert, the weather bureau and radio/TV stations will communicate that a severe weather warning is in effect. Examples of these warnings include but are not limited to flood warning, wind advisory, tornado warning, and severe thunderstorm warning.

### **NOTIFICATION AND RESPONSE:**

After receiving notification of a watch or warning, follow the direction given by the National Oceanic and Atmospheric Administration (NOAA) radio or local news affiliates.

If a tornado warning is issued take the following steps:

- Go directly to lowest level (basement). If no lower level is available go to your preplanned safe area
- Stay away from windows.
- Turn high-voltage electrical equipment off if possible.
- Have ready access to a flashlight.
- If an evacuation becomes necessary, each department will follow their own evacuation procedure.
- DO NOT use telephones for personal inquiry during a tornado warning.

The announcement of a severe weather watch or warning will be through a NOAA Emergency Alert Weather Radio and internal alert system. NOAA Emergency Alert Weather Radios are to be kept on and monitored at each city facility during hours of operation.

In the event that an employee finds themselves in the path of a tornado without access to a sturdy structure the following steps should be taken:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park. Stay in the vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources

— Reviewed 05/2018; 11/2019; 06/2021



CITY OF KETTERING

**PERSONAL PROTECTIVE  
EQUIPMENT  
Policy 13**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Personal Protective Equipment*

---

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- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
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---

**CITY OF KETTERING**  
*Safety & Health Program*  
*Personal Protective Equipment Program*

---

1. **Purpose**

The purpose is to ensure worker safety by using Personal Protective Equipment (P.P.E.), which includes all types of equipment used to increase individual safety while performing potentially hazardous tasks. This may include safety glasses, hard hats, gloves, safety vests, or any equipment used to protect against injury or illness.

2. **Scope**

This program addresses the following areas:

Departments/Areas that require P.P.E. to be provided, used and maintained in a sanitary and reliable condition whenever hazards of processes or environment, chemical hazards, or mechanical irritants are encountered in a manner capable of causing injury or illness through absorption, inhalation, or physical contact. Departments are responsible for ensuring the adequacy of the equipment and ensuring that it is properly maintained, even in those cases where employees provide their own P.P.E.

A **Respiratory Protection- Selection and Use of Equipment**

The selection of respirators depends upon the concentration of airborne contaminants likely to be encountered and the NIOSH protection factor assigned to each type of respirator used within the City.

Respirators meeting minimum protection factor requirements shall be used whenever the threshold limit value (TLV) is exceeded. Respirators with higher levels of protection may always be used if desired.

Each employee designated to wear a respirator must receive adequate training. The training session (initial and periodic training) is to be conducted by a qualified individual to ensure that employees understand the limitation, use and maintenance of respirator equipment.

Both employees who are designated to wear a respirator and their supervisors will be so instructed.

B. **Eye and Face Protection**

Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, viruses/diseases, or potentially injurious light radiation.

**C. Head Protection**

A protective helmet (hard hat) must be worn when working in areas where there is the potential for injury from falling objects and/or exposed energized electrical conductors that could contact the head. The employee and supervisor need to be sure that the hard hat has sufficient dielectric protection for the electrical hazard when there is exposure.

**D. Foot Protection**

Protective footwear must be worn in areas where there is the potential for foot injuries from falling or rolling objects, from objects piercing the sole, or from exposed energized electrical conductors that could contact the feet.

**E. Hand Protection**

Hand protection must be worn to protect against hazards of skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes or exposure to bodily fluids.

**F. Hearing Protection**

Hearing protection must be worn. There are several types of hearing protection: Earmuffs, ear plugs or canal caps. The type of hearing protection you use depends on the level of noise (you may have to wear more than one at once for extremely loud noise).

**3. Training**

Each worker required to use P.P.E. must receive training in the following:

- Proper donning and doffing of P.P.E.
- What types of P.P.E. provide protection against the hazards identified during the assessment.
- When P.P.E. must be used.
- Proper disposal of damaged P.P.E.

It is the responsibility of the individual departments to train employees in the use of appropriate Personal Protective Equipment. Assistance for this training is available through the Human Resource Department.

**4. Roles and Responsibilities**

**Departments**

- Provide P.P.E. to employees.
- Conduct workplace hazard assessment and determine appropriate level of P.P.E. to be used.
- Train employees in proper P.P.E. usage.
- Maintain certifications of hazard assessment and training.

**Supervisors**

- Ensure employees understand training on P.P.E.
- Ensure employees use P.P.E. as required.

**Individual**

- Attend training.
- Use P.P.E. when required.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**FALL PREVENTION SAFETY  
PROGRAM  
Policy 14**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Fall Prevention Safety Program*

---

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- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Fall Safety Program*

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**1. Definitions**

Body Harness means straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Dangerous Equipment means equipment (such as pickling or galvanizing tanks, degreasing units, machinery, electrical equipment, and other units) which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.

Guardrail System means a barrier erected to prevent employees from falling to lower levels.

Hole means a gap or void 2 inches (5.1 cm) or more in its least dimension, in a floor, roof, or other walking/working surface.

Low-Slope Roof means a roof having a slope less than or equal to 4 in 12 (vertical to horizontal.)

Personal Fall Arrest System means a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Roof means the exterior surface on the top of a building. This does not include floors or framework which, because a building has not been completed, temporarily become the top surface of the building.

Safety-Monitoring System means a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Steep Roof means a roof having a slope greater than 4 in 12 (vertical to horizontal).

Toeboard means a low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.

Warning Line System means a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of a guardrail, body belt, or safety net system to protect employees in the area. The warning line must be flagged at least every six feet.

Work Area means that portion of a walking/working surface where job duties are being performed.

## 1. Purpose

The purpose of a Fall Safety Program is to ensure worker and public safety.

Employees working above ground or near shafts or depressions shall be equipped with suitable fall protection.

## 2. Scope

This program addresses the following areas:

Each employee on a walking/working surface (horizontal and vertical surface) with an unprotected side or edge which is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems or personal fall arrest systems.

### A. Holes

When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections. To allow the passage of materials, when the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

### B. Excavations

Each employee at the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavation is not readily seen because of plant growth or other visual barriers.

Each employee at the edge of a well, pit, shaft, and excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers set back from the edge of the excavation so that the weight of the individual would not cause the edge to give way.

**C. Dangerous Equipment**

Each employee less than 6 feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment guards.

Each employee 6 feet or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.

**D. Low-slope roofs**

Each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. Refer to the Ohio specific safety requirements for additional information.

**E. Steep roofs**

Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail system with toe boards, safety net systems, or personal fall arrest systems.

**3. Training Program**

The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.

A certification of training shall indicate the date, name or other identity of the employee trained, and the signature of the person who conducted the training or the signature of the employer. The latest training certification shall be maintained.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources

-Reviewed 05/18; 11/2019; 06/2021



CITY OF KETTERING

**PERMIT REQUIRED CONFINED  
SPACE ENTRY PROGRAM  
Policy 15**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Permit Required Confined Space Entry Program*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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CITY OF KETTERING  
Safety & Health Program  
Permit Required Confined Space Entry Program

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1. **Confined Space Policy**

The City of Kettering is committed to provide a safe and healthful work environment for all City employees. In pursuit of this endeavor, the following written program is in place to first identify any permit-required confined spaces and to eliminate or control hazards associated with confined space operations. This program is in accordance with the Occupational Safety and Health Administration's (OSHA) Permit-Required Confined Spaces standard (29 CFR 1910.146).\*

2. **Confined Space Safety Statement**

In order to protect the welfare of employees, an examination of safety factors will be weighed to provide a good work environment for the employee and the employer.

An employee will not be required to work in conditions in which he/she identifies valid safety concerns. An employee should make any safety concerns known to his/her supervisor. In such cases where an employee feels unsafe conditions exist, a review of current safety measures will be done to ensure proper safety precautions are in place. Should an unsafe condition exist, new safety measures will be developed to eliminate the safety hazard and determine how the oversight occurred. If, however, it is determined that all reasonable safety measures are in place, the work will continue following appropriate review of safety measures and procedures with the employee.

3. **Definitions**

Acceptable Entry Conditions: The conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant duties assigned in the employer's permit space program.

Authorized Entrant - An employee who is authorized by the employer to enter a permit space.

Blanking or Blinding: The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space: A space that:

- (1) Is large enough, so configured that an employee can bodily enter, and perform assigned work;
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and
- (3) Is not designed for continuous employee occupancy.

Double Block and Bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

Emergency: Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entry: The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit (permit): The written or printed document that is provided by the City of Kettering to allow and control entry into a permit-required space and that contains important information.

Entry Supervisor: The person (such as the employer, foreman or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry.

*NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. In addition, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.*

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (this is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10% of its LFL (lower flammable limit).
2. Airborne combustible dust at a concentration that meets or exceeds its LFL. *NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.*

3. Atmospheric oxygen concentrations below 19.5% or above 23.5%.
4. Atmospheric concentrations of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control; or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit.

*NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.*

Hot Work Permit: Written authorization of the permit to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.  
Immediately Dangerous to Life or Health (IDLH): Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

**Immediately Dangerous to Life or Health (IDLH)** - means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Inerting: The displacement of the atmosphere in a permit space by a non-combustible gas (such as nitrogen) to such an extent that the resulting atmosphere is non-combustible.

Isolation: The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking: The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Lockout/Tagout (OSHA 29 CFR 1910.147): The process by which an energy source, fluid, chemical, gas or any other product has a lock and/or tag in place so that it cannot be activated and endanger the entrants of a permit-required confined space.

Non-Permit Confined Space: A confined space that **does not** contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere: An atmosphere containing less than 19.5% oxygen by volume.

Oxygen Enriched Atmosphere: An atmosphere containing more than 23.5% oxygen by volume.

Permissible Exposure Limit (PEL): The maximum average concentration to which an employee can be safely and repeatedly exposed to over an 8 hour day of a 40 hour week. This exposure limit is established by OSHA.

Permit Required Confined Space (Permit Space): A confined space that has one or more of the following characteristics:

- (1) Contains or has a potential to contain a hazardous atmosphere.
  - (2) Contains a material that has the potential for engulfing an entrant.
  - (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or
  - (4) Contains any other recognized serious safety or health hazard.
- Note: For the purpose of rescue, all confined spaces will be treated as permit required.

Permit-Required Confined Space Program (permit space program): The employer's overall program for controlling, and where appropriate, for protecting employees from permit space hazards and for regulating employee entry into permit spaces..

Permit System: The written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Pre-Entry/Entry Checklist: The form used to determine safety of a confined space.

Prohibited Condition: Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service: The personnel designated to rescue employees from permit spaces.

Retrieval System: The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

Safety Data Sheet (S.D.S.): The paperwork provided by the manufacturers and compounders of chemicals, with minimum information about chemical composition, physical and chemical properties, health and safety hazards, emergency response and waste disposal of materials as required by OSHA 29 CFR 1910.120.

Testing: The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Threshold Limit Value (TLV): Allowable air contaminant level established by the American Conference of Government Industrial Hygienists.

Toxic Atmosphere: An atmosphere containing a concentration of a substance above known safe levels. (See Hazardous Atmosphere)

## Zones

- (1) Hot Zone - means the confined spaces and any area outside of the space that may be contaminated or hazardous.
- (2) Warm Zone - means the area outside the hot zone where attendants, and rescue equipment are setup. The Rescue Safety Officer must stay in the warm zone throughout the rescue assignment.
- (3) Cold Zone - means the area outside the warm zone, which should remain safe throughout the incident. The command post, medical, and staging should be in the cold zone.

## 4. Training Requirements

- 4.1 General requirements — Employees responsible for supervising, planning, entering or participating in entry or rescue operations should be adequately trained in their functional duties prior to any entry or rescue operation. The Director/Manager of the following departments/units are responsible for ensuring that all affected personnel in their department are properly trained and that refresher training is given to ensure that the employees understand the specific hazards associated with the confined spaces found within its department operations. Personnel who may be included are any authorized entrants, attendants, entry supervisors, on-site rescue team members, and employees who may potentially enter the space. Each department will maintain training records to reflect that their employees have received proper training associated with entry operations under OSHA 1910.146.
  - 4.1.1 Public Service Department
  - 4.1.2 Parks, Recreation and Cultural Arts Department
  - 4.1.3 Planning and Development Department
  - 4.1.4 Engineering and Transportation Engineering Department.
  - 4.1.5. Fire Department (In addition, the Fire Department shall maintain a periodic observance of confined space operations to ensure that its employees are trained to safely rescue a victim from any of the City's confined spaces.)
- 4.2 Atmospheric Monitoring Training: Employees identified as using testing equipment will receive training on their department's air monitoring equipment; its uses, limitations, hazards, field calibration and record keeping.
- 4.3 Training Activities: Whenever possible training activities shall be conducted in real confined spaces, where practical and safe. Representative spaces shall be used to simulate those spaces that cannot be trained in safely or economically.
- 4.4 Training Contents: A record of each training session shall include stated goals and objectives, a list of practical exercises performed and an evaluation of student comprehension.

- 4.5 Training Equipment: Actual equipment will be removed from service for use in training. Once training is completed, that equipment will be inspected and placed back in operational status. **NOTE:** Ropes for training purposes will be maintained by the Fire Department.
- 4.6 Training Documentation: Each training session shall be recorded and shall include:
- a) A student roster,
  - b) Name of instructor,
  - c) Duration of training, and
  - d) A breakdown of training time per subject.
- 4.7 Rescue Training Frequency: Rescue training sessions shall be held on an annual basis. These sessions are to include the entry departments as regular participants so that a working bond can be established between the departments involved with confined space entry.
- 4.8 Refresher Training: Refresher training shall be provided at least every three years, and more often if necessary, to each employee involved in operating a process to assure that the employee understands and adheres to the current operating procedures of the process. The employer, in consultation with the employees involved in operating the process, shall determine the appropriate frequency of refresher training.

## 5. **Entry Team Responsibilities**

The entry team in all permit-required confined space entry operations will consist of the following designated employees: attendants, entrants, entry supervisors and rescue personnel. Each position carries with it certain responsibilities.

### 5.1 Attendant Duties

- 5.1.1 Know the hazards that may be faced during entry.
- 5.1.2 Know the symptoms of hazard exposure to entrants.
- 5.1.3 Continuously maintain an accurate count of entrants in the space.
- 5.1.4 Always remain outside of permit space during entire entry operations.
- 5.1.5 Maintain continuous communication with entrants.
- 5.1.6 Monitor conditions in and around the space.
- 5.1.7 Order immediate evacuation of space if problems arise.
- 5.1.8 Perform non-entry rescue procedures.
- 5.1.9 Summon rescue if entrants require emergency services.

5.1.10 Perform appropriate measures to prevent unauthorized personnel from entering the permit space.

5.1.11 Not become involved in any other activities during operations that might interfere with primary duty to monitor and protect the entrants.

## 5.2 Authorized Entrant Duties

5.2.1 Know the hazards that they may face during entry.

5.2.2 Properly use equipment required for safe entry operations.

5.2.3 Maintain continuous communication with the attendant.

5.2.4 Alert the attendant in the event of an emergency.

5.2.5 Evacuate the space if an emergency occurs.

## 5.3 Entry Supervisor Duties

5.3.1 Know the hazards, symptoms and consequences of exposure.

5.3.2 Verify that all testing, checks and procedures specified on the permit have been followed.

5.3.3 Verify that rescue services are available and have been notified.

5.3.4 Responsible to terminate the entry and cancel the permit as required.

5.3.5 Contact the Kettering Police Department to assist with unauthorized individuals in or around the confined space.

5.3.6 Determine that entry operations remain consistent with the terms printed on the authorized permit and that acceptable entry conditions are maintained at all times.

## 6. Rescue and Emergency Services

6.1 The Fire Department shall ensure that its employees have documented proof of training to the level of entrant and then to the level of rescuer.

6.2 The Fire Department shall provide advance life support for the victim and separate advanced life support equipment and crew for the rescue team.

6.3 The rescue team shall utilize safety retrieval lines during all entry operations.

6.4 During any operation where a victim or rescuer is exposed to a hazardous material for which an SDS is available, a copy of the SDS shall be given to the medic crew and forwarded to the hospital.

6.5 Requesting rescue services shall be made at least 24 hours in advance if possible. This is due to manning and arrangements for extra personnel. If an

unforeseen problem occurs that requires an immediate entry, contact with the Fire Department should be made as soon as possible so that a rescue team can be assembled if indicated.

- 6.6 No permit-required entry shall be permitted into a space from which the Fire Department is not prepared to perform a rescue for a victim.

7. **Confined Space Evaluation Form**

7.1 **City of Kettering Confined Space Recognition / Assessment / Evaluation Checklist**

General Location Description: \_\_\_\_\_

Reason for Assessment: New Discovery Y/N Re-evaluation Y/N

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Department: \_\_\_\_\_

Is the Space Marked? Y/N Is the Entry Point Secured? Y/N

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Section I

- 1. Can an employee bodily enter and perform work? Y/N
- 2. Does the space have limited means of entry & exit? Y/N
- 3. Is the space designed for "continuous" human occupancy? Y/N

*If the answers for questions 1 & 2 in Section I are "Yes" and the answer for question 3 in Section I is "No," then this is a confined space. Otherwise, this is not a confined space. If you have determined that this is a confined space, continue with the assessment; otherwise, stop with this assessment and file this report to be cataloged.*

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Section II

- 1. Does this space have the real potential for a hazardous atmosphere? Y/N
- 

Section III

- 1. Does the space contain a material that has the potential for engulfing an entrant?  
Y/N
  - 2. Does the space have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section?  
Y/N
  - 3. Does the space contain any other recognized serious safety or health hazard?  
Y/N
-

If you answered "Yes" to any question in Section III, then this is a Permit-Required Confined Space.

If you answered "No" to all questions in Section III, but answered "Yes" to the question in Section II, then this is a space that may have the opportunity to be reclassified as a Non-Permit Required Confined Space on an entry by entry basis, but until it is reclassified it must be considered a Permit-Required Confined Space.

If you answered "No" to all questions in Section II & III, then this is a Non-Permit Required Confined Space by Configuration.

**7.2 City of Kettering Permit Required Confined Space Description**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Evaluator: \_\_\_\_\_

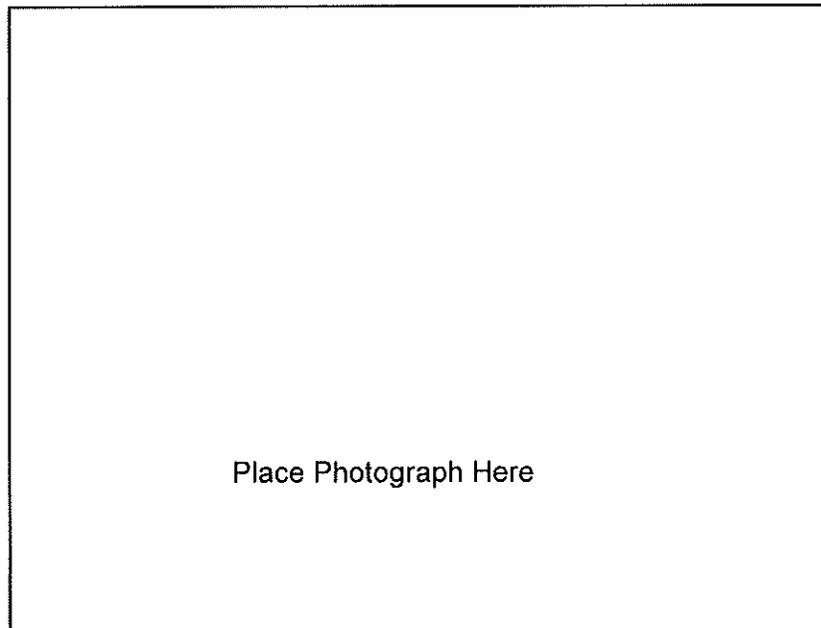
Department: \_\_\_\_\_

Physical Location of Space: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Photograph of area around entrance to space*



**Hazard Analysis**

Atmospheric Conditions: 0.2%: \_\_\_\_ LEL%: \_\_\_\_ CO ppm: \_\_\_\_  
H2S ppm: \_\_\_\_ Specific Toxins % or ppm  
\_\_\_\_ %/ppm \_\_\_\_ || \_\_\_\_ %/ppm \_\_\_\_  
\_\_\_\_ %/ppm \_\_\_\_ || \_\_\_\_ %/ppm \_\_\_\_

Other Hazards: \_\_\_\_\_

\_\_\_\_\_

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## 8. Confined Space Permit System

- 8.1 Preparing the permit shall be accomplished by first obtaining the completed, site specific description form 8.2 of this document, and reviewing the associated hazards for the space being prepared for entry. From this review, a checklist is created to help provide for all safety concerns, atmospheric monitoring, and isolation problems to be identified and the proper method to correct or monitor each identified area. Difficulties in accessibility are also identified and methods to provide easy and safe access are documented for check off. Once a checklist is established for the confined space being prepared for entry, a permit can be created which identifies each hazard, its control measure and its acceptable entry condition.
- 8.2 Using the permit shall be accomplished by the confined space entry team. They shall use the pre-entry checklist to ensure they have assembled the proper equipment and are following the site specific procedures associated with isolation and safe entry into the confined space. Once they have begun the pre-entry checklist, they will document their findings upon the permit issued for this entry. If control measures and/or atmospheric ventilation is necessary, then those measures shall begin and the results will be re-evaluated per the pre-entry checklist and description form 8.2. When the entry supervisor is satisfied that all necessary control measures are operating properly and that acceptable entry conditions exist, the permit may be signed and certified for entry for the time given by the entry supervisor. **NOTE:** Once the space has been abandoned (vacated), the permit is automatically rescinded and must be re-certified by the entry supervisor.
- 8.3 Termination of the permit and return of the space to normal service shall take place as soon as possible upon completion of the scheduled work at the site. This is to help reduce inadvertent entry into the space and reduce the possibility of improper re-activation of the equipment associated with the space. The entry supervisor shall ensure that the space is returned to proper service by specific termination procedures (usually the reverse of the pre-entry checklist) or specific manufacturer's instructions associated with the space or equipment directly involved in the entry procedures. **NOTE:** There shall be no cases where the space is left in a condition that creates confusion as to its service status.

## 9. Non-Permit Required Confined Space Entry Procedures

- 9.1 When entry is required in a previously identified non-permit required space, the entry team shall review the description form 8.2 to determine if there is equipment needed to help in the entry process. A pre-entry checklist can be created from the description form and the entry team can then proceed with site evaluation and entry. If at any time unacceptable conditions are created or become apparent, the space is to be evacuated and the space re-evaluated prior to re-entry.

**10. Non-Permit Required by Reclassification Confined Space Entry Procedures**

- 10.1 First and foremost, this is a space that shall always be considered a permit-required confined space until pre-entry procedures and checklists have proven otherwise. The entry team shall review the description form 8.2 to determine a pre-entry checklist and the hazards associated with the space and the proper procedures for removing the hazards from the space. All pre-entry checks shall be done from outside the space and no one is permitted to enter the space until all pre-entry checks are complete and acceptable entry conditions are satisfied.
- 10.2 If a prohibited condition is discovered during entry operations, the evacuation alarm shall be activated and all entrants shall leave the space immediately.
- 10.3 The prohibited condition shall be corrected from the outside or the space shall be reclassified as a permit-required confined space and the permit system shall be instituted to continue the entry operations.

**11. Contractor Requirements**

- 11.1 Contractors for the City of Kettering shall comply with this entire program.
- 11.2 Contractors shall provide written documentation to show that their employees on site performing work in and for the City of Kettering have received the proper training.
- 11.3 The City of Kettering shall make a copy of this program available to contractors and shall be available to answer any questions the contractor may have.
- 11.4 The City of Kettering shall require all contractors to comply with this program.
- 11.5 Non-compliance or any exception to this program may be grounds for forfeiture of a contract, termination of payment and seizure of any bonds required previously by the City of Kettering.

**12. Rescue Procedures**

- 12.1 The Kettering Fire Department shall be considered the primary responder for confined space rescue for the employees for the City of Kettering and will coordinate rescue activities. If circumstances arise that necessitate a change from this section, the alternative rescue team shall provide no less protection than the Fire Department.
- 12.2 The rescue team shall maintain a safety line on all rescuers entering the spaces so as to facilitate non-entry rescue if necessary, unless the safety line would create a greater life-safety hazard.
- 12.3 The rescuers shall wear Class III full-body rescue harnesses compliant with NFPA 1983, unless the harness would create a greater life-safety hazard.
- 12.4 All rescue activities shall comply with NFPA 1983 and OSHA 1910.146.

12.5 Rescue teams shall use the incident command system to facilitate accountability of its team members.

\* As a public employer, the City of Kettering is subject to the jurisdiction of Public Employment Risk Reduction Program (PERRP); however oftentimes, PERRP regulations and Occupational Safety and Health Administration (OSHA) regulations are parallel. In some limited circumstances regarding confined space, OSHA has jurisdiction over the City of Kettering along with PERRP.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Confined Space Program to the Department Directors.

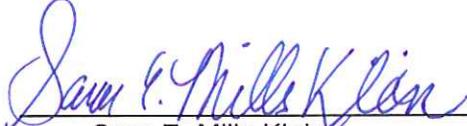
Approved:

6.30.18  
Date

  
Mark W. Schwieterman  
City Manager

Issued:

6/30/18  
Date

  
Sara E. Mills Klein  
Director of Human Resources

—Reviewed 05/18.

**ATTACHMENT A**

**Non-Permit Required Confined Spaces by Configuration**

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Difficult means of entry. Not intended for human occupancy.</b></p>	<p><b>Kettering Middle School</b> Restroom Building 3000 Glengarry Drive</p> <p>A. Pipe chase in restroom building by diamonds</p> <p><b>State Farm Park</b> 2510 Blackhawk Drive</p> <p>A. Pipe chase in restroom</p> <p><b>Indian Riffle Park</b> 2801 E. Stroop Rd.</p> <p>A. Pipe chase in restroom building</p> <p><b>Recreation Complex</b> 2900 Glengarry Drive</p> <p>A. Tot Pool Water Control Area (within Tot Pool area)</p>	<p>No significant hazards</p>	

**Non-Permit Required Confined Spaces by Configuration**

<b>Type of Space</b>	<b>Location of Space</b>	<b>Associated Hazards of Space</b>	<b>PPE and/or Reduction Methods</b>
<b>Elevator Pit (4)</b>	<b>Recreation Complex</b> 2900 Glengarry Drive  <b>Government Center</b> 3600 Shroyer Road  <b>Justice Building</b> 3600 Shroyer Road  A. Police Department Jail  B. Police Department Lobby	Crush injuries	Lockout/tagout procedures
<b>Bleacher Space (2)</b>	<b>Recreation Complex</b> 2900 Glengarry Drive  A. Gym — Electric retracting  B. Arena	Crush injuries  Limited accessibility	Lockout/tagout procedures and mechanical blocking  Lockout/tagout on Zamboni and an Attendant present

**ATTACHMENT B**

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<b>Vault</b>	<p><b>Civic Commons</b> 675 Lincoln Park Blvd.</p> <p>A. Sump Pump Pit in basement of Concession</p> <p>B. Deduct meter pit - Montgomery County</p> <p>C. Main Water Meter Pit - Montgomery County</p> <p>D. Water Fountain Pit</p> <p><b>Fraze Pavilion</b> 695 Lincoln Park Blvd.</p> <p>A. Main Water Meter Pit</p> <p>B. Orchestra Pit (when partially covered)</p> <p><b>Government Center - North Bldg.</b> 3600 Shroyer Road</p> <p>A. Main and deduct water meter pit - Montgomery County</p> <p><b>Government Center - South Bldg.</b> 3600 Shroyer Road</p> <p>A. Main and deduct water meter pit - Montgomery County</p>	<p>Oxygen deficient atmosphere</p> <p>Carbon monoxide contaminated atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p>

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
	<p><b>Polen Farm</b> 5099 Bigger Road</p> <p>A. Main Water Meter Pit - Montgomery County</p> <p>B. Retention Tanks – Splash Pad</p> <p><b>Oak Creek Park</b> A. Water fountain Pit</p> <p><b>Recreation Complex</b> 2900 Glengarry Drive</p> <p>A. Main and deduct water meter pit - Montgomery County</p> <p>B. Main Pool Drain Valve - (12'D x 4' Diameter)</p> <p><b>Service Center Yard</b> 1015 E. Dorothy Lane</p> <p>A. Manhole - water meter pit B. Manhole - water valve pit C. Manhole - water valve pit</p> <p><b>State Farm Park</b> 2510 Blackhawk Drive</p> <p>A. Water valve pit B. Main water meter pit - Montgomery County C. Water fountain pits</p>	<p>Oxygen deficient atmosphere</p> <p>Carbon monoxide contaminated atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p>

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
Vault	<b>Indian Riffle Park</b> 2801 E. Stroop Rd. A. Main water meter pit B. Water fountain pits C. Water fountain pits		
	<b>Delco Park</b> 1845 E. Dorothy Lane A. Water meter pit - S.W. corner of Park B. Water fountain pit C. Water fountain pit D. Water fountain pit  <b>Ernst Park</b> 1030 E. David Road A. Water Fountain Pit B. Water Fountain Pit  <b>Kantner Park</b> 1512 Brownleigh Rd A. Water Fountain Pit <b>Kennedy Park</b> A. Water Fountain Pit B. Water Fountain Pit	Oxygen deficient atmosphere  Carbon monoxide contaminated atmosphere	Atmospheric monitoring  Ventilation

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
	<p><b>Tait Park</b> 3750 Tait Rd.</p> <p>A. Water Fountain Pit</p> <p><b>Van Buren Park</b> 1450 Scottsdale Drive</p> <p>A. Water Fountain Pit</p> <p><b>Fire Station #34</b> 2700 Patterson Road</p> <p>A. Water Meter Pit</p>		
<b>Electric Vault *</b>	<p><b>Recreation Complex</b> 2900 Glengarry Drive</p> <p>A. Electric vault near locker exit at Ice Rink</p> <p><b>Fraze Pavilion</b> 695 Lincoln Park Blvd.</p> <p>A. Electric vault in grass area of Amphitheater</p>	<p>Electrocution</p> <p>Oxygen deficient atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p>

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Entrapment by Configuration</b></p>	<p><b>Service Center Yard</b> 2800 Acorn Avenue</p> <p>A. Manhole - DP&amp;L High Voltage</p> <p><b>Recreation Complex</b> 2900 Glengarry Dr.</p> <p>A. Cooling tower sump tank indoors</p> <p><b>Government Center - North Bldg.</b> 3600 Shroyer Road</p> <p>A. Plumbing &amp; HVAC chases behind Jail Cells</p>	<p>Oxygen deficient atmosphere</p> <p>Suffocation by strangulation</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p> <p>Work platforms</p>
<p><b>Engulfment Vaults *</b></p>	<p><b>Recreation Complex</b> 2900 Glengarry Drive</p> <p>A. Filter Room Pit</p> <p>B. Main Pool Deck Inside Pit in Pump Room</p> <p>C. Main Pool Deck Strainer Pit</p> <p><b>Vehicle Maintenance Center</b> 1015 E. Dorothy Lane</p> <p>A. Truck Lift Sump Pump (3 ea.)</p>	<p>Oxygen deficient atmosphere</p> <p>Suffocation by drowning</p> <p>Crush injuries</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p>

Note (\*) A significant isolation issue exists at that type of space and OSHA 1910.147 should be observed.

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Sanitary &amp; Storm Sewer System Including Manholes</b></p> <p>■</p>	<p><b>Civic Commons</b> 675 Lincoln Park Blvd.</p> <p>2 Manholes</p> <p>A. In Ackerman median B. LPCC Manhole</p> <p><b>Recreation Complex</b> 2900 Glengarry Drive</p> <p>A. Sanitary Manholes around pool deck outside of Main Pool B. Storm Manhole near Traffic Circle</p>	<p>Oxygen deficient atmosphere</p> <p>Contaminated atmosphere</p> <p>Possibility of getting lost</p> <p>Slippery surfaces, fall &amp; trip hazards</p> <p>Explosive atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p> <p>Emergency escape pack</p> <p>Full body Type III Harness with Lifeline</p> <p>SCBA (Self-Contained Breathing Apparatus)</p> <p>Chemical Protective Clothing</p> <p>Hoist</p>
<p><b>Sanitary &amp; Storm Sewer System Including Manholes</b></p> <p>■</p>	<p><b>Service Center Yard</b></p> <p>A. 7 Manholes</p> <p>B. 1 Manhole north side of the Steel Storage Building in lawn area, oil/water separator to sanitary.</p> <p>C. 1 Manhole east side of VMC, oil/water separator to sanitary.</p>	<p>Oxygen deficient</p> <p>Contaminated atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p> <p>Emergency escape pack</p>

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
	<p><b>State Farm Park</b> 2510 Blackhawk Drive</p> <p>1 Manhole</p> <p><b>Delco Park</b> 1845 E. Dorothy Lane</p> <p>1 Manhole</p> <p><b>Fire Station #31</b> 2350 S. Dixie Drive</p> <p>1 Manhole</p> <p><b>Fire Station #32</b> 250 W. Dorothy Lane</p> <p>A. Manhole/Oil Separator to Sanitary</p> <p><b>Fire Station #33</b> 2861 Bobbie Place</p> <p>A. Manhole/Oil Separator to Sanitary</p>	<p>Possibility of getting lost</p> <p>Slippery surfaces, fall &amp; trip hazards</p> <p>Possible explosive atmosphere</p>	<p>Full body Type III Harness with Lifeline</p> <p>SCBA (Self-Contained Breathing Apparatus)</p> <p>Chemical Protective Clothing</p> <p>Hoist</p>
<p><b>Sanitary &amp; Storm Sewer System Including Manholes</b></p> <p>■</p>	<p><b>Fire Station #36</b> 4500 Bigger Road</p> <p>A. Manhole/Drain - Oil Separator to Sanitary</p>	<p>Oxygen deficient atmosphere</p> <p>Contaminated atmosphere</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p>

■ NOTE: As a practical matter, without physically surveying each and every location, the City of Kettering will identify any storm sewer openings that can be entered as confined spaces.

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<b>Cylindrical Liquid Tanks*</b>	<b>Fire Station #37</b> 3780 Tait Road A. Floor Drain Separator Tank to Sanitary <b>Parks Maintenance Center</b> 3170 Valleywood Dr. A. Stormwater Separator (oil/solids) <b>Van Buren Park</b> 1450 Scottsdale A. Manhole to Storm  <b>Parks Maintenance Center</b> 3170 Valleywood Dr. A. Spray Truck B. Spray Truck C. Spray Truck D. Water Truck E. Water Tank  <b>Recreation Center</b> 2900 Glengarry Drive A. Water heater tank in Bubble Air Handler Room	Possibility of getting lost  Slipper surfaces, fall & trip hazards   Explosive atmosphere   Oxygen deficient atmosphere  Chemical contamination Chemically contaminated atmosphere	Emergency escape pack  Full body Type III Harness with Lifeline   SCBA (Self-Contained Breathing Apparatus) Chemical Protective Clothing Hoist Atmospheric monitoring  Ventilation Residue testing  Dilution of residue MSDS of chemical to determine chemically compatible protective clothing

## Permit Required Confined Spaces

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Large Metal Box (Leaf Box) **</b></p>	<p><b>Service Center Yard</b> 2800 Acom</p> <p>A. 20 - 22 leaf boxes</p>	<p>Oxygen deficient atmosphere</p> <p>Organic contamination</p> <p>Organic toxins contaminating atmosphere</p> <p>Crush hazard with end gate</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p> <p>Residue testing</p> <p>Dilution of residue</p> <p>MSDS of chemical to determine chemically compatible protective clothing</p>
<p><b>Machinery *</b></p>	<p><b>Street Division</b> 2800 Acom</p> <p>A. K-22 Asphalt Trailer Hopper</p> <p>B. K-23 Asphalt Trailer Hopper</p> <p>C. K-15 Asphalt Trailer</p> <p>D. Trk 216 Vacuum Truck</p> <p>E. Trk 218 Vacuum Truck</p>	<p>Oxygen deficient atmosphere</p> <p>Organic contamination</p> <p>Crush hazards</p> <p>A. End gates</p> <p>B. Moving parts</p> <ol style="list-style-type: none"> <li>1. Compactors</li> <li>2. Augers</li> <li>3. Vacuum Fans</li> <li>4. Hydraulic Gates</li> </ol> <p>Thermal hazards</p>	<p>Atmospheric monitoring</p> <p>Ventilation</p> <p>Residue testing</p> <p>Dilution of residue</p> <p>MSDS of chemical to determine chemically compatible protective clothing</p>

+ NOTE: This assumes the boxes are in use on the trucks or are assembled in the yard. They are a non-permit space if torn down.

**Permit Required Confined Space**

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Entry, Exit &amp; Through Ways From Waterway Overflows</b></p>	<p>F. Trk 2 Street Sweeper                      G. Trk 4 Street Sweeper                      H. Cylindrical Liquid Tank, Equipment: two                      I. Slide-in Brine Tank Truck Apparatus</p>		
	<p><b>Recreation Complex</b>                      2900 Glengarry Drive</p> <p>A. Cooling tower at addition                      B. Cooling tower from Ice Rink                      C. Air Handler Plenums (8)</p>	<p>Oxygen deficient atmosphere                      Contaminated atmosphere                      Engulfment                      Hypothermia</p>	<p>Atmospheric monitoring                      O<sub>2</sub>, LEL, CO, H<sub>2</sub>S                      Full body harness                      Life line, escape pack</p>
	<p><b>Civic Commons</b>                      675 Lincoln Park Blvd.</p> <p>A. L.P.C.C. Dam Overflow</p>		<p>Poss. ventilation and/or SCBA (Self-Contained Breathing Apparatus)</p>
	<p><b>Indian Riffle Park</b>                      2801 E. Stroop Road</p> <p>A. Pond overflow</p>		

## Permit Required Confined Space

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
	<p>B. Pond inlet pipe C. Pond outlet pipe</p> <p><b>Delco Park</b> 1845 E. Dorothy Lane</p> <p>A. Pond overflow pipe - N.E. corner of pond B. Pond inlet pipe - West side of pond</p> <p><b>Pondview Park</b> 2320 Pondview Drive</p> <p>A. Pond overflow pipe B. Outlet pipe under Pondview Drive</p>		
<p><b>Entry, Exit &amp; Through Ways From Waterway Overflows</b></p>	<p><b>Blackhawk Park</b> 3005 Blackhawk Drive</p> <p>A. Storm pipe West of County Line Road Bridge B. Stream inlet pipe - North side of Little Beaver Creek C. Stream inlet pipe - North side of Little Beaver Creek</p>	<p>Oxygen deficient atmosphere</p> <p>Contaminated atmosphere</p> <p>Engulfment</p> <p>Hypothermia</p>	<p>Atmospheric monitoring</p> <p>02, LEL, CO, H2S</p> <p>Full body harness</p> <p>Life line, escape pack</p>

## Permit Required Confined Space

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
<p><b>Entry, Exit &amp; Through Ways From Waterway Overflows</b></p>	<p><b>J.F. Kennedy Park</b> 5073 Bigger Road</p> <p>A. Storm inlet pipe (middle of park by sidewalk)</p> <p>B. Storm inlet pipe (NE corner of park in ditch)</p> <p><b>Southdale Park</b> 3036 Bellflower Avenue</p> <p>A. Inlet storm pipe - West end of stream</p> <p>B. Outlet storm pipe - goes under Bellflower Ave.</p> <p><b>Van Buren Park</b> 1450 Scottsdale</p> <p>A. Storm Drain Pipe</p> <p><b>Walther Park</b> 4421 Overland Trail</p> <p>A. Storm pipe</p>	<p>Oxygen deficient atmosphere</p> <p>Contaminated atmosphere</p>	<p>Poss. ventilation and/or SCBA (Self-Contained Breathing Apparatus)</p> <p>Atmospheric monitoring</p> <p>02, LEL, CO, H2S</p>

## Permit Required Confined Space

Type of Space	Location of Space	Associated Hazards of Space	PPE and/or Reduction Methods
	<b>Wenzler Park</b> 3535 Sharewood A. Storm pipe	Engulfment	Full body harness
	<b>Rushland Detention Basin</b> A. Storm Pipe	Hypothermia	Life line, escape pack
	<b>Marshall Road Detention Basin</b> A. Storm Pipe		Positive ventilation and/or SCBA (Self-Contained Breathing Apparatus)
	<b>Parks Maintenance Center</b> 3170 Valleywood Drive A. Storm Pipe - Creek north of Building		

## ADDENDUM

### Equipment for Confined Space Rescue

The Kettering Fire Department currently possesses a highly advanced and comprehensive rope rescue equipment cache. The list below outlines what the Kettering Fire Department has already purchased.

- (6) 200' ½" Rescue Ropes
- (6) Rope Bags
- (6) Small Equipment Bags
- (2) Haul Safe System
- (80) 1" Nylon Webbing Runners (450 ft.)
- (20) 8mm Prusik Cord (40 ft.)
- (8) CMI Ascenders
- (4) Gibbs Ascenders
- (6) Single, Rescue Pulleys
- (6) Double, Rescue Pulleys
- (12) Rescue 8 Descenders
- (2) Break Bar Rappel Rack
- (100) Stubi Offset 'D' Carabiners
- (8) Roco, Class 3 Rescue Harness
- (8) Harness Bags
- (8) Rescue Knives
- (8) Helmet Lights
- (4) Pick-Off Straps
- (6) Nylon Rope Edge Protectors
- (2) Edge Roller Edge Protectors
- (2) Half-Back Rescue Extricators
- (2) SKED Stretchers
- (1) Ventilator Blower & Hose
- (2) Four Gas Air Monitors
- (1) Rescue Tri-Pod
- (6) Anchor Plates

## Street Department

### Equipment for Confined Space Entry and Rescue

- (1) 24 inch pipe ball plug, pneumatic
- (2) 12-inch pipe ball plug, pneumatic
- (2) 6-inch pipe ball plug, pneumatic
- (4) 4-inch pipe ball plug, pneumatic
- (1) 20-foot utility rope, poly
- (6) 5-foot hose extensions
- (1) manhole cage
- (2) 3-ton chain hoist
- (9) 6 inch x 10 foot vent tubing, canvas / plastic
- (6) 12 inch x 10 foot vent tubing, canvas / plastic
- (4) equipment cable winches
- (1) Unihoist with Reese hitch and base plate
- (2) tripod personnel winches
- (5) 3/8<sup>th</sup>. 100 foot tag line
- (1) bag assorted utility rope
- (2) rescue t lifts
- (1) 175-foot tagline
- (1) 50 foot tagline
- (2) tie off adapters
- (1) equipment bucket with rescue wristlets
- (2) CMC / Roco professional rescue harness with chest harness
- (2) large Rose work harness
- (4) large DBI work harness
- (1) 8-foot tripod
- (1) 12-foot tripod
- (2) 6-inch manhole vent tubes
- (1) 6-inch electric blower
- (2) 3 section sewer ladders
- (2) single pulleys
- (3) harness bags
- (4) zippered rope bags
- (2) zip string rope bags
- (9) equipment bags
- (2) 4-gas TMX412 monitors
- (1) dual battery charger
- (4) leather carrying cases
- (1) sampling pump
- (1) 10-foot sampling tubing
- (2) spare ni – cad batteries
- (3) 9-volt battery conversion packs
- (6) 10 minute self-contained escape air apparatus
- (1) calibration kit
- (2) Ear Mark wireless com kit
- (2) spare Ear Mark headsets



CITY OF KETTERING

**LIFT TRUCK SAFE OPERATION**  
**Policy 16**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Lift Truck Safe Operation*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Lift Truck Safe Operation Program*

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**1. Purpose:**

The purpose of a Lift Truck Safe Operating Policy is to establish procedures for the safe operation of City of Kettering lift trucks.

**2. Policy:**

The Lift Truck Safe Operating Program has been established in accordance with the requirements found in 29 CFR 1910.30, Other Working Surfaces: 1910.176, General Handling Materials, and 29 CFR 1910.178, Powered Industrial Trucks. A training program has been developed to provide our lift truck operators, both new and experienced, with a uniform understanding of safe, efficient lift truck operation, our specific equipment and safety rules. Completion of training is required of all employees who operate a lift truck. Managers and Supervisors will make every effort to insure that the safe operating practices are observed. All employees are expected to follow safe driving practices.

This program requires retraining when an operator is assigned to operate a different type of lift truck, involved in an accident that is considered operator preventable, or when the operator violates the safety rules.

The City of Kettering Vehicle Maintenance Center is responsible for maintaining the lift truck in a safe condition and keeping records of service. All Departments and employees are expected to cooperate in keeping the lift truck in safe operating condition. See "Lift Truck Checklist" and "LP Gas Tips on Care and Safety."

Accurate records and copies of tests and rating forms will be kept in the employee safety training file.

**3. Safe Operating Procedures:**

A. Safety Inspections

1. Operators are required to inspect their lift truck prior to operating it.
2. The inspection report, "Lift Truck Checklist", such as the one located at the end of the document, must be completed.
3. If at anytime a lift truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.

B. Authorized Operators

1. Only authorized operators are permitted to operate city lift trucks.
2. An authorized operator is someone who has been trained and holds current certification in the proper use of a lift truck.

C. Operating a Lift Truck

1. No one may ride as a passenger on a lift truck. Never use the lift truck as an elevator for other employees, except when a lift cage designed for that purpose is used.
2. The operator must wear the seat belt while lifting with or driving the lift truck.
3. Pedestrians have the right-of-way at all times.
4. The operator must always face the direction of travel.
5. The operator must look before starting out to verify that no person or object is in the way.
6. Do not drive over debris or holes in the driving surface. It may cause the load to shift and fall, or the truck to flip over.
7. Maintain an adequate space between vehicles and observe safe motor vehicular driving rules at all times.
8. Avoid quick starts, quick turns and jerky stops. Come to a complete stop before reversing direction of travel.
9. Slow down when travel surfaces are wet or frozen.
10. Keep legs and arms in the cab area at all times.
11. Do not drive with wet or greasy hands.
12. Run the lift truck with the forks about 4" off the travel surface.
13. When lift truck is left unattended, the forks must be lowered to the floor and as even with the grade angle as possible.
14. Be aware of required mast clearances.

D. Carrying a Load

1. Forks must be lowered to the floor or blocked in place when other employees unload material.
2. Observe load center of gravity restrictions, and keep load as close to the ground as possible when traveling. Center every load.
3. Check the changing mast height clearances and other clearance issues before raising the load.
4. Never exceed the maximum load capability.
5. Drums must be carried on a pallet or drum carrier.
6. If material of irregular shape is carried, it must be secured.
7. Lift and lower loads slowly. Never raise or lower a load during truck travel.
8. Do not permit anyone to walk under a raised load. Never leave a raised load unattended.
9. Never attempt to straighten drums by butting with the forks or end of the lift truck.
10. Movable forks must be firmly in place and the securing pin properly seated.
11. Attachments to the forks must be secured in place, bolted, banded or otherwise fastened to the forks.

12. On an incline, whether ascending or descending, the lift truck must be driven with the load on the upgrade side of the driver.

E. Towing a Load

1. The pintle hook must be firmly attached, pinned, or bolted to the receiver or forks.
2. The pintle hook must be closed with the safety pin in place.
3. Drive very slow and avoid sharp turns.

F. Parking the Lift Truck

1. Parking an attended lift truck.
  - a. The operator is within 25 feet of the truck.
  - b. The truck is in full view of the operator.
    1. Forks must be lowered to the floor.
    2. Controls must be in neutral.
    3. Brake must be set.
2. Parking an unattended lift truck.
  - a. Forks must be lowered and flat on the floor.
  - b. Controls must be in neutral.
  - c. Brake must be set.
  - d. Propane tank valve closed, while lift truck is running.
  - e. Turn lift truck off and remove the key.

**4. Lift Truck Checklist**

1. Do a visual walk around, checking for any fluid leaks and damage.
  - Overhead cage
  - Mast components
  - LP tank clamps
2. Check tires.
3. Open engine compartment and check:
  - Oil
  - Water
  - Battery
  - Hydraulic fluid
4. Close and latch engine compartment.
5. Inspect seat belt for wear.
6. Inspect fire extinguisher.
7. Check propane fuel level.
8. Open propane tank valve a quarter turn, and inspect for leaks.
9. Sit in seat, fasten seat belt and start lift truck.
10. Check out lift controls.
11. Release brake and check out transmission movement and brake action.
12. Sign and file checklist, or turn in for repairs.

## 5. LP Gas Tips on Care and Safety

Although LP gas produces much less exhaust than gasoline-powered forklifts, remember that it still exhausts carbon monoxide. Do not allow LP forklift to run in an enclosed building without properly ventilating, and monitoring the air quality.

Never drop, drag or slide LP containers. Use a hand truck to securely transport tanks or roll the cylinder on its foot ring slightly off the vertical. Valves on empty cylinders must be closed during storage and transportation.

It is recommended that containers be changed outside, although codes allow for changing indoors. Inspect containers before each installation for sharp dents, gouges, leaks, excessive external corrosion, and damaged collars or foot rings. Remove any damaged tanks from service immediately and contact the service company about the condition of the tank. In addition, make specific preventative maintenance checks on the following: filter valve, liquid service valves, cylinder service valve coupling, safety relief valve, and magnetic liquid level gauge.

Tanks must be properly secured while transporting or when mounted to lift truck. Instruct drivers on proper tank mounting so that they always mount the cylinder-locating pin in the 12 o'clock position. This allows for the tank to vent vapors correctly (instead of being blocked by the liquid.) Show drivers the proper way to fasten the tank clamps, so that they don't force the clamps on backwards.

When parking the truck for more than a few minutes, the following should be done:

1. Shut off container fuel valve and run the engine "dry".
2. Turn off ignition switch.
3. See that no source of ignition or heat is present.

LP gas can change from a liquid to a gas and back to a liquid again, depending on the atmospheric pressure and temperature. As the temperature increases, so do the pressure in the tank. When LP gas vaporizes rapidly, it has a cooling effect. Care must be taken to avoid skin contact as it could lead to burns and frostbite.

No more than 300 lbs. can be stored inside, and the tank must be secured so it cannot fall or be hit by traffic. When stored outside, keep in a cool, shady area. If the tanks are stored horizontally, the safety relief valve must be in the 12 o'clock position so that vapors will be vented correctly.

LP gas in its natural state is odorless. However, it has been odorized so that any leaks in the system can be detected.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021

Date



Mark W. Schwieterman  
City Manager

Issued:

8.23.2021

Date



Jenny Smith  
Director of Human Resources

-Reviewed 05/2018; 06/2021

## Safety Policy 16, Attachment

### Lift Truck Pre-Drive Checklist

1. Do a visual walk around, checking for any fluid leaks and damage.
  - Overhead cage
  - Mast components
  - LP tank clamps
2. Check tires.
3. Open engine compartment and check:
  - Oil
  - Water
  - Battery
  - Hydraulic fluid
4. Close and latch engine compartment.
5. Inspect seat belt for wear.
6. Inspect fire extinguisher.
7. Check propane fuel level.
8. Open propane tank valve a quarter turn, and inspect for leaks.
9. Sit in seat, fasten seat belt and start lift truck.
10. Check out lift controls.
11. Release brake and check out transmission movement and brake action.
12. Sign and file checklist, or turn in to VMC for repairs.

Date Checklist performed: \_\_\_\_\_

Employee who performed Checklist: \_\_\_\_\_

## Safety Policy 16, Attachment

### Liquefied Petroleum Gas (Propane) Tips on Care and Safety

Although LPG produces much less exhaust than gasoline-powered forklifts, remember that it still exhausts carbon monoxide. Do not allow LPG forklift to run in an enclosed building without properly ventilating, and monitoring the air quality.

Never drop, drag or slide LPG containers. Use a hand truck to securely transport tanks or roll the cylinder on its foot ring slightly off the vertical. Valves on empty cylinders must be closed during storage and transportation.

It is recommended that containers be changed outside, although codes allow for changing indoors. Inspect containers before each installation for sharp dents, gouges, leaks, excessive external corrosion, and damaged collars or foot rings. Remove any damaged tanks from service immediately and contact the service company about the condition of the tank. In addition, make specific preventative maintenance checks on the following: filter valve, liquid service valves, cylinder service valve coupling, safety relief valve, and magnetic liquid level gauge.

Tanks must be properly secured while transporting or when mounted to lift truck. Instruct drivers on proper tank mounting so that they always mount the cylinder-locating pin in the 12 o'clock position. This allows for the tank to vent vapors correctly (instead of being blocked by the liquid.) Show drivers the proper way to fasten the tank clamps, so that they don't force the clamps on backwards.

When parking the truck for more than a few minutes, the following should be done:

1. Shut off container fuel valve and run the engine "dry".
2. Turn off ignition switch.
3. See that no source of ignition or heat is present.

LPG can change from a liquid to a gas and back to a liquid again, depending on the atmospheric pressure and temperature. As the temperature increases, so do the pressure in the tank. When LP gas vaporizes rapidly, it has a cooling effect. Care must be taken to avoid skin contact as it could lead to burns and frostbite.

No more than 300 lbs. can be stored inside, and the tank must be secured so it cannot fall or be hit by traffic. When stored outside, keep in a cool, shady area. If the tanks are stored horizontally, the safety relief valve must be in the 12 o'clock position so that vapors will be vented correctly.

LPG in its natural state is odorless. However, it has been odorized so that any leaks in the system can be detected.



CITY OF KETTERING

**TRENCHING AND SHORING**  
**Policy 17**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Trenching and Shoring*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Trenching and Shoring Program*

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**1. Definitions:**

**Aluminum cross braces air cylinder shoring system:** Used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation.

**Benching:** A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps. Usually with vertical or near-vertical surfaces between levels.

**Cave-In:** The separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

**Excavation:** Any manmade cut, cavity, trench, or depression in an earth surface, formed by earth removal.

**Shield (shield system):** A structure that is able to withstand the forces imposed on it by a cave-in and thereby protecting employees within the structure. Also known as a trench box or trench shield.

**Sloping (sloping system):** A method of protecting employees from cave-ins by excavating to form sides of an excavation that is inclined away from the excavation so as to prevent cave-ins.

**Trench (trench excavation):** A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet.

**2. Purpose**

To ensure worker safety for employees working in areas below ground level.

### 3. **Scope**

This program addresses the following areas:

This instruction describes the trenching and shoring minimum requirements that shall apply to all City excavation.

#### A. **Utility notification on public land** – Facility notification when on City property.

Utility companies and City owned utilities shall be contacted and advised of proposed work prior to start of excavation.

#### B. **Depth of trenching.**

All excavations or trenches five feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in OSHA's Excavation Standard, 29CRF1926.650, .651, and 652.\*

Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

#### C. **Proper shoring devices ingress & egress.**

Shoring or shielding is used when the location or depth of the cut makes sloping back the maximum allowable slope impractical. Because the City has aluminum air shores they will be the focus of this section. Air shoring provides a critical safety advantage over other types of shoring because workers do not have to enter the trench to install them. They are also light enough to be installed by one worker.

Ingress and Egress: Trenches four feet or more in depth shall be provided with a fixed means of egress.

Spacing between ladders or other means of egress must be such that a worker will not have to travel more than 25 feet laterally to the nearest means of egress. Ladders must be secured and extend a minimum of 36 inches above the landing. Metal ladders should not be used when electric utilities are present.

#### D. **Adequate means of protection for employees.**

- All employees on an excavation site must wear hard hats.
- Employees are not allowed to work under loads.
- Employees are not allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- Employees exposed to vehicular traffic shall be provided with a reflective vest or other suitable garments marked with or made of reflective or high-visibility materials.

- Trained flag person, signs, signals, and barricades shall be used when necessary.

Employees shall not be permitted to work in hazardous and/or toxic atmospheres. Such atmospheres include that with:

- Less than 19.5% oxygen.
- A combustible gas concentration greater than 20% of the lower flammable limit.

All operations involving such atmospheres must be conducted in accordance with OSHA. Requirements for occupational health and environment controls for personal protective equipment, lifesaving equipment, engineering controls (such as ventilation) and respiratory equipment may be required.

If there is a possibility that the trench or excavation could contain a hazardous atmosphere, atmospheric testing must be conducted prior to entry.

**E. A competent person.**

A competent person is one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons must complete the four hour Physical Plant Trenching and Shoring Class, successfully pass the exam, and be certified for successful completion of the class. A competent person should have and be able to demonstrate the following:

- Training, experience, and knowledge of:
  - Soil analysis.
  - Use of protective systems.
  - Requirements of 29CFR1926 Subpart P.
- Ability to detect:
  - Conditions that could result in cave-ins.
  - Failures in protective systems
  - Hazardous atmospheres.
  - Other hazards including those associated with confined spaces.
- Authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

**F. Initial training/annually thereafter.**

Training will enable employees to understand the OSHA general protection requirements, soil analysis, and use of protective systems such as sloping, wood shoring, aluminum air shoring, screw jacks, trench shields, and engineered protective systems for trenches and excavation.

**G. Daily inspection.**

The competent person shall conduct daily inspections.

- Before the start of each shift.
- As dictated by the work being done in the trench
- After every rainstorm.
- After other events that could increase hazards, such as snowstorms, windstorms, thaw, dramatic change in weather, etc.

**H. Soil testing.**

The competent person in charge of the excavation shall be responsible for determining whether the soil is Type B or C. If the competent person wants to classify the soil as Type C, they do not need to do any test. However, tests must be conducted to determine if the soil can be classified as Type B. To do this, the competent person shall use a visual test coupled with one or more manual tests as required by OSHA in accordance with the Rules and Guidelines set forth in 29CFR1926 .650, .651, and .652.

**I. Trenching Safety.**

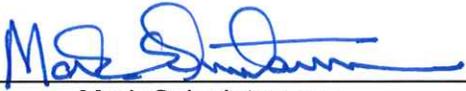
Requirements apply to all excavations with only two exceptions. First, the trench is made into stable rock; second, the trench is less than five (5) feet deep and the ground has been examined by a competent person who has concluded that there is no potential for a cave in.

- \* As a public employer, the City of Kettering is subject to the jurisdiction of Public Employment Risk Reduction Program (PERRP); however oftentimes, PERRP regulations and Occupational Safety and Health Administration (OSHA) regulations are parallel.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Trenching and Shoring Program to the Department Directors.

Approved:

8.23.2021  
Date

  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**CONTROL OF HAZARDOUS ENERGY  
SOURCES PROGRAM  
(LOCKOUT/TAGOUT)  
Policy 18**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Control of Hazardous Energy Sources Program (Lockout/Tagout)*

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**Responsibility for Safety**

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- Addressing hazards identified by employees.
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- Supporting safety training efforts and following-up on information learned in training programs.
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- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

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- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Lockout/Tagout Program*

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**1. Purpose**

The purpose of this policy is to bring to the forefront the fact that the personal safety of all City employees is of primary importance and must be a part of every operation. This written program is intended to comprehensively address the issues of servicing and maintenance of machines and equipment in which the unexpected energizing or start up of the machine or equipment, or release of stored energy could cause injury to employees. This program establishes minimum performance requirements for the control of such hazardous energy sources. These include electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy-producing sources. Prior to being serviced, powered equipment shall be de-energized, locked or tagged off or otherwise disconnected from all applicable power sources, and further immobilized as necessary to prevent accidental injury or shock.

- 2. Responsibilities.** Primary responsibility for implementation of this program lies with Department Directors/supervisors. Department directors shall ensure that (a) all their equipment having hard-wired or piped source(s) of power is equipped with approved devices that can be used to lockout the power; (b) a secure and controlled system for issuing safety locks and keys is maintained; and (c) their employees are instructed in and follow the requirements of this program.

Employees must follow prescribed practices and procedures.

**3. Definitions**

**Affected Employee** — An employee whose job requires him/her to operate equipment on which service or maintenance is being performed, or whose job requires him/her to work in an area in which service or maintenance is being performed.

**Authorized Employee** — An employee who locks or implements a lockout/tagout procedure on equipment or processes to perform maintenance or service.

**Energized** — Connected to an energy source or containing residual or stored energy.

**Energy Isolating Device** — A mechanical device that physically prevents the transmission or release of energy including, but not limited to the following: a manually operated circuit breaker, disconnect switches, line valves, blocks, and any similar devices. Push buttons, selector switches, and other control circuits are not acceptable as energy isolating devices.

**Energy source** — Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Hasp** — A fastener that allows more than one padlock for lockout and prevents unlocking until all locks are removed. When more than one employee is to work on the equipment, each individual must place a lock and tag on the hasp.

**Lockout** — The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout Device** — A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

**Servicing and/or maintenance** — Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energizing or startup of the equipment or release of hazardous energy.

**Tagout** — The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device** — A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

#### **4. General Program Requirements.**

This program applies to the control of energy during servicing and/or maintenance of machines or equipment operated by employees. The program does not address normal operating periods unless an employee is required to remove a guard or safety device or to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operation.

**Exceptions:** This program does not apply to the following conditions:

- Minor tool changes and adjustments that take place during normal operations and are considered routine/repetitive provided effective protection already exists.
- Work on electrical equipment that has a cord and plug and can be unplugged before performing maintenance/service work and the employee working has exclusive control of the equipment.
- "Hot Tap" operations on gas, water, steam or petroleum products pressurized pipelines provided that continuity of service is essential, shut down is impractical and documented procedures are followed.

- A. Energy Control Program.** Department Directors and their supervisory staff shall adopt practices and procedures including employee training and periodic inspections to ensure that before an employee performs any service or maintenance activity on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.
- B. Lockout/Tagout.** If a machine or piece of equipment or energy isolating device is capable of being locked out, a lockout device will be used, unless it can be demonstrated that the use of a tagout will provide equivalent employee protection. If a machine or piece of equipment or energy isolating device is not capable of being locked out, a tagout will be used. (Note: Whenever replacement or major repair, renovation or modification of a machine or piece of equipment is performed or whenever new machines or equipment are installed/used, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.)
- C. Full Employee Protection.** When a tagout device is used on an energy isolating device which is not capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached. Additionally, the tagout procedure should provide a level of safety equivalent to that obtained by using the lockout procedure. To demonstrate that same level of safety such additional elements as removal of an isolating circuit element, blocking of a controllable switch, opening an extra disconnecting device or removal of a valve handle can suffice in order to reduce the likelihood of inadvertent energization.
- D. Energy Control Procedures.** This standard establishes clear and concise procedures for the control of hazardous energy sources. These procedures identify steps of shutting down, isolating, blocking and securing machines or equipment, placement/removal/transfer of lockout and tagout devices and responsibility for them and specific requirements for testing a machine or piece of equipment to verify the effectiveness of lockout/tagout devices.
- E. Energy Control Procedure Exception.** If all of the criteria listed below apply to a particular machine or piece of equipment, then the energy control procedure (lockout/tagout) need not be accomplished.
1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees;
  2. The machine or equipment has a single energy source that can be readily identified and isolated;
  3. The isolation and locking out of that energy source will completely de-energize and de-activate the machine or equipment;
  4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
  5. A single lockout device will achieve a locked out condition;

6. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
  7. The servicing or maintenance does not create hazards for other employees;
- F. Protective Materials and Hardware.** Each department shall be responsible for providing lockout/tagout hardware for isolating, securing or blocking of machines or equipment from energy sources. The lockout/tagout devices shall be clearly identifiable, be used for no other purpose, be the only devices used for controlling energy and be durable, standardized and substantial for their use. Each individual shall have his/her "own" lock and key.
- G. Periodic Inspections.** A periodic inspection of the energy control procedures for each machine or piece of equipment will be conducted at least annually by each department/division.
- The inspection will be performed by a competent authorized employee (a) other than the one(s) utilizing the energy control procedure being inspected and, (b) who has an experience level which qualifies him/her to evaluate those procedures; for example, in the Facilities Department this may be the maintenance foreman;
  - All identified discrepancies will be briefed to the Department/Division Director and then corrected as necessary;
  - The employee conducting the inspection will certify that the inspection was performed. The certification will identify the machine or piece of equipment inspected, the date of the inspection, the employees included in the inspection, and the employee conducting the inspection.
- H. Training.** Initial training will be required of all employees to ensure they are provided with the knowledge and skills necessary for safe application, usage and removal of energy controls. Training is the responsibility of the Department Director. Recurring training shall be provided whenever there is a change in job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Retraining and procedural review will also be provided whenever there is a "close call" or whenever observation by supervisors indicate an employee needs to be retrained. Training is to be provided to employees depending on their role.
- I. Energy Isolation Authorization.** Lockout/tagout shall be conducted only by employees that are both trained and authorized to perform servicing/maintenance on machines or equipment. Department Directors are responsible for identifying those authorized employees.
- J. Notification to Employees of Lockout/Tagout Conditions.** Affected employees shall be notified of the application and removal of lockout/tagout devices. Notification shall be given before the controls are applied and after they are removed from the machine or equipment. Responsibility for notification

belongs to both Department Directors and the employees performing servicing or maintenance.

**5. Energy Control Procedures (Application of Control).** Lockout/tagout procedures shall cover the following actions and be done in the following sequence:

- A. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type/magnitude of the energy, the hazard(s) associated with the energy and the methods or means to control the energy.
- B. The machine or equipment shall be shutdown using the procedures established for that particular machine or equipment. An orderly shutdown must be used to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage. Supervisor's notification may be required. Refer to individual department procedures.
- C. All energy isolating devices needed to control the energy on the machine/equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s). The use of these devices are as follows:
  - Lockout devices shall be affixed to each energy-isolating device by an authorized employee and in a manner that will hold the energy isolating device in a "safe" or "off" position. Each authorized employee working on equipment will have her/his own lock and tag.
  - Tagout devices shall be affixed in such a manner to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited. Where tagout devices are used with energy-isolating devices designed with the capability of being locked, the tag shall be fastened at the same point at which the lock would have been attached. When a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to another employee attempting to operate the device.
- D. Following the application of lockout/tagout devices, all potentially hazardous stored or residual energy will be relieved, released, disconnected, or otherwise rendered safe.
- E. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing/maintenance is completed or until the possibility of such accumulation no longer exists.
- F. Prior to starting work on machines/equipment that have been locked/tagged out, the authorized employee shall verify that isolation and de-energization have been accomplished. Supervisor's notification may be required. Refer to individual department procedures.

## 6. Lockout/Tagout Device Removal.

A. Before lockout/tagout devices are removed and energy restored to the machine/equipment, the following actions should be taken by the authorized employee:

- Remove all non-essential items such as tools and materials from the work area.
- Check that machine/equipment components are operationally intact.
- Ensure that all employees are at a safe distance from the affected machine or equipment.
- Notify affected employees that machine/equipment/processes are going to have the lockout/tagout devices removed.

B. Only the authorized employee who placed the lock and tag on the machine or equipment will remove it. **Exception:** If the authorized employee that applied the lockout/tagout device to the machine or equipment is not available to remove the lock/tag, then the authorized employee's supervisor may remove the lockout/tagout device after:

- Verifying that the authorized employee is not at the facility;
- Making all reasonable efforts to contact the authorized employee to inform them that their lockout/tagout device is going to be removed; and
- Ensuring that the authorized employee who applied the device will be properly informed that the lockout/tagout has been removed upon returning to work.

## 7. Additional Requirements.

### A. Testing of Machines/Equipment/Components.

In situations where lockout/tagout devices must be temporarily removed from the energy isolating device and the machine/equipment energized to test or position, the supervisor's notification may be required (refer to individual department procedures), and the following sequence of actions will be accomplished:

- Clear the machine/equipment of all tools and materials.
- Remove employees from the machine/equipment work area.
- Remove the lockout/tagout devices according to the particular machine or equipment procedures.
- Energize and proceed with the testing or positioning.
- De-energize all systems and reapply energy control procedures according to the machine/equipment procedures and continue servicing/maintenance.

### B. Group Lockout/Tagout Procedures.

When servicing or maintenance on a machine or equipment will be conducted by more than one person, then group lockout/tagout devices will be used to provide protection to all authorized employees. Each authorized employee must have

their own individual device as part of the group lockout/tagout device. Locks will be applied to prevent the machine/equipment from being re-energized until all of the individual lockout/tagout devices of each authorized employee have been removed.

One of the authorized employees will be assigned primary responsibility for the entire group's lockout/tagout protection.

The authorized employee with primary responsibility shall be able to ascertain the exposure status of each individual authorized employee within the group, with regard to the locked out/tagged out machine/equipment. When more than one group of authorized employees are working on a machine or equipment, the authorized employee with primary responsibility must be able to coordinate between groups and ensure the continuity of protection for all authorized employees in each group.

**C. Shift or Personnel Changes.**

In the event that maintenance crews are changed during the servicing or maintenance of equipment where lockout/tagout procedures are being followed, care shall be taken that the departing crew fully informs the incoming crew of the safety devices in place and safety devices yet to be installed. This practice is essential for a safe transition between crews or individuals. Such coordination is required when similar transitions are made between city crews and outside contractors.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

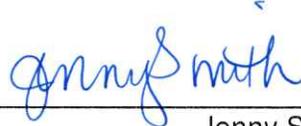
Approved:

8-23-2021  
Date

  
\_\_\_\_\_  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

  
\_\_\_\_\_  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**AUTOMOBILE CLAIMS  
INSTRUCTION CARD  
Policy 19**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Automobile Claims Instruction Card*

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**Responsibility for Safety**

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- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

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Supervisors are responsible for:

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- Being alert to safety and health hazards and correcting or reporting them.
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- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

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- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

M · V · R · M · A  
MIAMI VALLEY RISK MANAGEMENT ASSOCIATION

CITY OF KETTERING  
AUTOMOBILE CLAIM INSTRUCTIONS

This vehicle is owned by the City of Kettering and is exempt from the requirement of carrying or establishing proof of insurance under the exemption contained in Ohio Revised Code 4509.71. Nevertheless, each driver is provided with this letter which may be given to any interested party in the event of a vehicular accident.

Employees operating City-owned motor vehicles are not authorized agents for the City of Kettering for claim settlement purposes. Any and all claims should be forwarded to:

Law Department  
City of Kettering  
3600 Shroyer Road  
Kettering, OH 45429  
Phone: (937) 296-2471

The City is insured through the Miami Valley Risk Management Association (MVRMA). Through MVRMA, the City receives automobile liability insurance coverage, subject to various policy terms and conditions. The City's participation in MVRMA does not waive, amend or otherwise alter any immunities, restrictions, or limitations provided by law.

Regardless of the circumstances, no employee, agent, volunteer, or elected official of the City is authorized to make any representation, statement, promise, or assurance as to the validity or payment of any claim which may be asserted against the City. All claims shall be investigated by the Miami Valley Risk Management Association's Claims Manager, who has decision-making authority with regard to the acceptance or denial of any such claim.

Any claim which may be asserted against the City, its employees, agents, volunteers, or elected officials shall be submitted in writing to the address listed on the face of this letter. The information will then be forwarded to the MVRMA Claims Manager. Once an investigation of the matter has been completed, the claimant will receive notification from the Claims Manager as to the acceptance or rejection of the claim.

**Procedures for Traffic Accidents  
Involving City Vehicles**

1. Check for injuries. If there are injuries, call 9-1-1.

**Inside the City of Kettering**

2a. Telephone or radio the Kettering Police Department to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident.

**Outside the City of Kettering**

2b. Telephone or radio the Police Department of the jurisdiction you are in to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident. If you do not know what jurisdiction you are in and there are no injuries, call the Kettering Police Department, and they will forward the call.

3. After making sure appropriate Emergency Medical Services are en route, you may render first aid to any injured persons to the extent you are trained to do so.
4. If outside of Kettering, call the Kettering Police Department and advise them of the accident and location as well as your name, department and vehicle number. The Kettering Police Department will make a determination as to whether or not one of our officers will be sent to your location.
5. Notify your supervisor immediately.
6. Do not move your vehicle unless the location of the vehicle creates a hazard to the safety of other persons or traffic, or if the jurisdiction you call asks you to do so.

**\*\*\*INCONVENIENCE OF TRAFFIC IS NOT A VALID REASON TO MOVE YOUR VEHICLE.\*\*\***

It is not against any law or policy to move your vehicle out of traffic if you deem it necessary due to hazards which exist in your circumstances. The reason the Kettering Police Department prefers you not move the vehicle, is that it may inhibit our ability to investigate the accident.

7. Make no admissions or statements to anyone regarding the accident until the arrival of an officer from the jurisdiction in which you are. Then give an explanation to the police officer only. While we prefer you give a written statement, it is NOT REQUIRED as part of the police investigation. Your own department rules govern any statements given to your supervisor. The VMC requires Form P18-004 be completed within 5 days of an accident.

**Kettering Police Department: (937) 296-2555  
If injuries: 9-1-1  
Radio is Base 4**

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**DAMAGED VEHICLE REPORT**  
**Policy 20**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Damaged Vehicle Report*

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**Responsibility for Safety**

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- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
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- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

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- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
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### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

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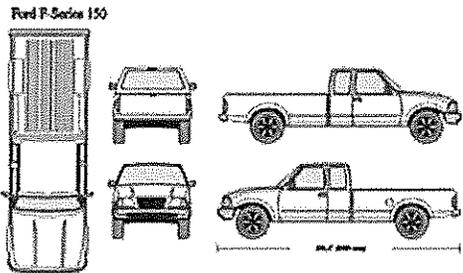
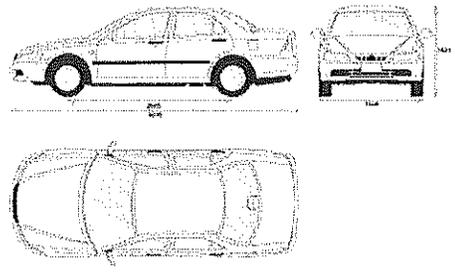
- Maintaining active interest and participation in safety.
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- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

**Reset Form**

## KETTERING VEHICLE MAINTENANCE CENTER DAMAGED VEHICLE REPORT

VEHICLE NO.
REPORT DATE
REPORT TIME
DAMAGED DATE
DAMAGED TIME

This form must be completed and submitted to your supervisor.

EMPLOYEE (LAST, FIRST, M)	OLN	ISSUED	EXPIRES	CITED <input type="checkbox"/> Y <input type="checkbox"/> N
DAMAGE OCCURRED ON		PRIVATE PROPERTY    WITHIN THE INTERSECTION		
IF NOT IN INTERSECTION _____ FEET <input type="checkbox"/> W <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E		(LIST NEAREST INTERSECTION)		
CITY VEHICLE YR.	MAKE	MODEL	LIC. NUMBER	CITY ID NO.
OPERATING <input type="checkbox"/> PARKED <input type="checkbox"/> NON-CONTACT <input type="checkbox"/> DISCOVERED <input type="checkbox"/>		FIXED OBJECT STRUCK <input type="checkbox"/> NO <input type="checkbox"/> YES    TOWED BY		
DRIVER OF OTHER VEHICLE (LAST, FIRST, M)		ADDRESS		
PHONE		OLN	ISSUED	EXPIRES
OWNER OF VEHICLE/PROPERTY (LAST, FIRST, M)		ADDRESS		
PHONE		INSURANCE CO.	VEH. YR.	MAKE
OTHER UNIT: <input type="checkbox"/> OPERATING <input type="checkbox"/> <input type="checkbox"/> PARKED <input type="checkbox"/> <input type="checkbox"/> NON-CONTACT <input type="checkbox"/> <input type="checkbox"/> HIT & RUN <input type="checkbox"/> <input type="checkbox"/> PROPERTY <input type="checkbox"/> <input type="checkbox"/> NONE		MODEL		
LIC. NO.				
DESCRIBE INCIDENT:				
PHOTOGRAPHS <input type="checkbox"/> NO <input type="checkbox"/> YES    BY:		EMPLOYEE SIGNATURE		SUPERVISOR SIGNATURE
DAMAGE TO CITY VEHICLE (CIRCLE DAMAGED AREA/ADD DETAILS AS NECESSARY):		Florida Accord (1997)		
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 10px;"><b>Ford F-Series 150</b></div>  </div>				
DESCRIBE DAMAGE TO OTHER VEHICLE:				



The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**INJURY REPORTING PACKET**  
**Policy 21**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Injury Reporting Packet*

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- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.



## EMPLOYEE'S REPORT OF INCIDENT OR INJURY

<b>Employee Instructions</b>	<ul style="list-style-type: none"> <li>This form is to be prepared by the employee within 24 hours of the incident or injury and submitted to the Immediate Supervisor &amp; Department/Division Director.</li> <li>Please complete <b>ALL</b> items. Use N/A when appropriate.</li> <li>Attach additional page if more space is needed for any item, noting item.</li> </ul>
<b>Supervisor/Director Instructions</b>	<ul style="list-style-type: none"> <li>Please complete <b>ALL</b> items. Use N/A when appropriate.</li> <li>Attach additional page if more space is needed for any item, noting item.</li> <li>Scan or fax form to Lori Skidmore, Workers' Compensation Coordinator (lori.skidmore@ketteringoh.org or fax 937-296-3371). Send the original form by interoffice mail within 24 hours of the incident or injury.</li> </ul>

Full Name		<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date	
Home Address			City/St/Zip	
Phone	Dept.	Job Title		
Date of Incident/Injury/Illness	Time of incident/injury	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Time began work	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Where did incident/injury occur? Exact location (Number, Street, City, Zip)			City-owned Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What were you doing just before the incident occurred? Describe the activity, as well as the tools, equipment or material you were using. Be specific. (Examples: climbing a ladder while carrying roofing materials; spraying chlorine from hand sprayer)				
What happened? Tell us how the injury occurred. (Examples: when ladder slipped on wet floor, I fell 20 feet; I was sprayed with chlorine when gasket broke during replacement)				
What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than just using the words "hurt," "pain" or "sore." (Examples: strained lower back; chemical burn, right hand)				

## EMPLOYEE'S REPORT OF INCIDENT OR INJURY

What object or substance directly harmed you? (Examples: concrete floor; chlorine; radial arm saw.) If this question does not apply to the incident, please write in N/A.				
Name(s) of witness(es). Include address if not a city employee.				
To whom was Incident reported?	Title/Position	Date Reported	Time Reported	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
If the incident was not reported at the time it occurred, please explain why.				
When incident occurred, were you using available safety equipment, following safety procedures?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please explain.	
Was medical/emergency treatment necessary?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of treatment	Did you complete/sign a Workers' Compensation Form when medical treatment was given?
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
Name of physician, other health-care professional or first aid provider				
If treatment was given away from the work site, where was it given? Facility name and address.				
Is this an aggravation of a previous injury/symptom?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of last treatment	By whom or where were you last treated?	
Have you ever had a similar injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe other injury		

The above statements are complete, accurate and true to the best of my knowledge:

Employee Signature	Date
--------------------	------

Parent/Guardian Signature if Employee is under 18 years of age.	Date
---	------

MEDICAL RELEASE (Under current workers' compensation law, the employer is entitled to a signed medical release.) I hereby permit the release of medical information, records, reports, notes and memorandum relative to the disability, condition and injury described above to my employer and/or employer's representative.

Employee Signature	Date
--------------------	------

Parent/Guardian Signature if Employee is under 18 years of age	Date
--	------

## EMPLOYEE'S REPORT OF INCIDENT OR INJURY

### SUPERVISOR'S REPORT

Supervisor's Exceptions/Comments		
Has employee ever complained of a similar disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state when and cause.
Was the employee performing work to which he or she was unaccustomed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state and describe nature of the work.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*NOTE: Signature by supervisor is verification that the supervisor has checked the validity and completeness of the statements regarding the incident or injury.*

### DEPARTMENT/DIVISION DIRECTOR'S REPORT

Did employee receive proper safety instruction from supervisor regarding operation being performed at time of incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide additional details if applicable.
Was there a safety violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If a safety violation was involved, please describe the violation in detail.
Date of meeting with employee/supervisor		
Action taken to prevent a recurrence of this type of incident.		

\_\_\_\_\_  
Department/Division Director Signature

\_\_\_\_\_  
Date

*For Human Resource Dept. Use Only:*

*Human Resource Dept. Phone: 937-296-2446*

Case number from the Log	Employee ID	Hire date	Did the employee receive treatment classified as first aid at the work site or hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was employee treated in an emergency room?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was employee hospitalized overnight as an in-patient?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If the employee died, date of death
Completed by:		Title	Date	

Reviewed by: \_\_\_\_\_ Human Resource Director \_\_\_\_\_ Date of Review

## EMPLOYEE'S REPORT OF BACK INJURY

(This form is to be completed and signed by an employee when a back injury is reported. Use reverse side of form if additional space is needed for any item, noting item.)

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

What part of your back hurts now? \_\_\_\_\_

When did you first notice this back pain? Date \_\_\_\_\_ Time \_\_\_\_\_  a.m.  p.m.

What did you feel? \_\_\_\_\_

What were you doing at that time? (Explain in detail) \_\_\_\_\_

If you were lifting an object, what was it and how heavy? \_\_\_\_\_

What was your exact position when pain was first noticed? \_\_\_\_\_

Did anyone see you get hurt? \_\_\_\_\_ Name/Title \_\_\_\_\_

Did you report/mention this injury to anyone? \_\_\_\_\_ Name/Title \_\_\_\_\_

Date Reported \_\_\_\_\_ Time \_\_\_\_\_  a.m.  p.m.

If the injury was not reported at the time it occurred, please explain why. \_\_\_\_\_

Have you ever had a back injury? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If yes, were you treated by a doctor? \_\_\_\_\_ Date \_\_\_\_\_

Name and address of doctor \_\_\_\_\_

Has it given you further trouble? \_\_\_\_\_

Have you ever received or filed for Workers' Compensation because of a back injury? \_\_\_\_\_

Other injury? \_\_\_\_\_

The above statements have been made by me and are true and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature if Employee is under 18 years of age



## Dayton Locations

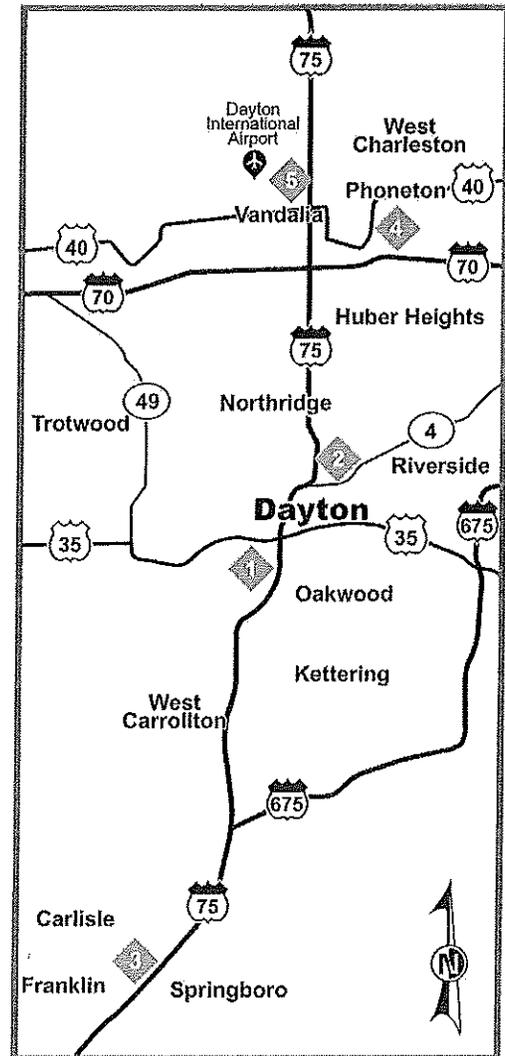
**1. Dayton - South**  
 1435 Cincinnati St, Ste 100  
 Dayton, OH 45417  
 Mon-Fri: 8 am - 5 pm  
 Ph: 937.449.0800  
 Fx: 937.449.0881

**2. Dayton - Troy St**  
 228 Troy St  
 Dayton, OH 45404  
 Mon-Fri: 7 am - 5 pm  
 Ph: 937.228.8132  
 Fx: 937.228.7185

**3. Franklin**  
 333 Conover Dr, Ste H  
 Franklin, OH 45005  
 Mon-Fri: 8 am - 5 pm  
 Ph: 937.746.8795  
 Fx: 937.746.7062

**4. Huber Heights**  
 8701 Old Troy Pike  
 Huber Heights, OH 45424  
 Mon-Fri: 8 am - 5 pm  
 Ph: 937.237.6231  
 Fx: 937.237.6221

**5. Vandalia - Dayton Airport**  
 10871 Engle Rd  
 Vandalia, OH 45377  
 Mon-Fri: 8 am - 5 pm  
 Ph: 937.264.0400  
 Fx: 937.264.0403



- Work-related injuries receive immediate triage assessment.
- Pre-placement and DOT exam forms are provided, or you may use other DOT approved MER and/or MEC forms.
- No contract is required when working with Concentra. Our fees are competitive and adhere to the applicable state workers' compensation fee guidelines.
- Visit [concentra.com/our-locations](http://concentra.com/our-locations) for a list of locations and driving directions.



First Report of an Injury, Occupational Disease or Death

By signing this form, I:
• Elect to only receive compensation and/or benefits that are provided for in this claim under Ohio workers' compensation laws;
• Waive and release my right to receive compensation and benefits under the workers' compensation laws of another state for the injury or occupational disease, or death resulting from an injury or occupational disease, for which I am filing this claim;
• Agree that I have not and will not file a claim in another state for the injury or occupational disease or death resulting from an injury or occupational disease for which I am filing this claim;
• Confirm that I have not received compensation and/or benefits under the workers' compensation laws of another state for this claim, and that I will notify BWC immediately upon receiving any compensation or benefits from any source for this claim.

WARNING: Any person who obtains compensation from BWC or self-insuring employers by knowingly misrepresenting or concealing facts, making false statements or accepting compensation to which he or she is not entitled, is subject to felony criminal prosecution for fraud. (R.C. 2913.48)

Form with sections: Injured worker and injury/disease/death info., Treatment info., Employer info. Includes fields for personal info, employer details, accident description, medical treatment, and employer certification.



Injured worker name			Claim number						
Date of injury	Date of last appointment/examination	Date of this appointment/examination	Date of next appointment/examination						
<b>MEDCO-14 submission (Select one of the options below.)</b>									
<input type="checkbox"/> I have never completed a MEDCO-14. <i>Proceed to section 2.</i> <input type="checkbox"/> I have previously completed a MEDCO-14, and all of the information remains the same. <i>Proceed to and complete section 8.</i> <input type="checkbox"/> I have previously completed a MEDCO-14, and I am providing updates appropriately checking Yes or No on each section.									
<b>Employment/Occupation (Complete this section and proceed to section 3.)</b>					(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )				
2 Have you reviewed the description of the injured worker's job held on the date of injury (former position of employment)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes - please indicate who (select all sources) provided the job description <input type="checkbox"/> Injured worker <input type="checkbox"/> Employer <input type="checkbox"/> MCO <input type="checkbox"/> BWC									
<b>Work status/Injured worker's capabilities</b>					(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )				
3A Does the injured worker have any physical or health restrictions related to allowed conditions in the claim? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, are the restrictions: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <i>Proceed to section 3B.</i> If no, please check the box to indicate the injured worker is released to work as of the date of this exam. <input type="checkbox"/> <i>Proceed to section 8.</i>									
3B If there are restrictions, can the injured worker return to the full duties of his/her job held on the date of injury (former position of employment)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please check the box to indicate that the injured worker is released to work as of the date of this exam. <input type="checkbox"/> <i>Proceed to section 8.</i> If no, please indicate when the injured worker could not do the job held on the date of injury for this period of restricted duty. Date: ____/____/____. Please estimate when the injured worker should be able to return to the job held on the date of injury for this period of restricted duty. Date: ____/____/____. <i>Proceed to section 3C.</i>									
Please indicate which of the activities listed below the injured worker can perform (even if the response to 3B is No.) If the injured worker is not released to the former position of employment but may return to available and appropriate work with restrictions, please indicate the possible return to work date: ____/____/____. The injured worker can perform simple grasping with: <input type="checkbox"/> Left hand <input type="checkbox"/> Right hand <input type="checkbox"/> Both The injured worker can perform repetitive wrist motion with: <input type="checkbox"/> Left hand <input type="checkbox"/> Right hand <input type="checkbox"/> Both The injured worker's dominant hand is: <input type="checkbox"/> Left <input type="checkbox"/> Right The injured worker can perform repetitive actions to operate foot controls or motor vehicles with: <input type="checkbox"/> Left foot <input type="checkbox"/> Right foot <input type="checkbox"/> Both If the injured worker is taking prescribed medications for the allowed conditions in this claim, can the injured worker safely: *Operate heavy machinery: <input type="checkbox"/> Yes <input type="checkbox"/> No *Drive: <input type="checkbox"/> Yes <input type="checkbox"/> No *Perform other critical job tasks as defined by any source listed above in section 2: <input type="checkbox"/> Yes <input type="checkbox"/> No									
Please indicate the following: N = Never, O = Occasionally, F = Frequently, C = Continuously									
		Lifting/carrying		N O F C		Pushing/pulling		N O F C	
Activity	N	O	F	C	Activity	N	O	F	C
Bend					Reach above shoulder				
Squat/kneel					Type/keyboard				
Twist/turn					Work with cold substances				
3C Climb					Work with hot substances				
How many total hours can the injured worker work: ____ per week ____ per day? In an eight-hour workday, how many total hours can the injured worker: Sit: ____ hours <input type="checkbox"/> Continuously <input type="checkbox"/> With break Walk: ____ hours <input type="checkbox"/> Continuously <input type="checkbox"/> With break Stand: ____ hours <input type="checkbox"/> Continuously <input type="checkbox"/> With break Does the injured worker have any functional restrictions based only on allowed psychological conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please describe in space provided below. Note: If Yes is indicated please reference the MEDCO-16 as needed. Additionally, in this space, please provide any additional information addressing the injured worker's capabilities and/or job accommodations which may not be addressed above.									

Injured worker name		Claim number	Date of injury
<b>Disability Information (If 3B above is "NO" or dates updated - all 4A fields, including site/location if applicable must be completed)</b>			(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )
Complete the chart below and furnish the narrative description of the diagnosis(es), site/location, if applicable, and International Classification of Diseases (ICD) code(s) for the condition(s) being treated due to the work-related injury/disease. Please indicate if the condition is preventing the injured worker from returning to job duties he/she held on the date of injury.			
4A	Narrative description of the work-related allowed condition	Site/location if applicable	ICD code
			Is the condition preventing full duty release to the job injured worker held on the date of injury? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
4B	List all other relevant conditions that impact treatment of the conditions listed above (e.g., co-morbidities or not yet allowed conditions).		
<b>Clinical findings: You can reference office notes in lieu of writing clinical findings below.</b>			(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )
5	The injured worker is progressing: <input type="checkbox"/> As expected <input type="checkbox"/> Better than expected <input type="checkbox"/> Slower than expected Provide your clinical and objective findings supporting your medical opinion outlined on this form. List barriers to return to work and reason, for the injured worker's delay in recovery.		
<b>Maximum medical improvement (MMI)</b>			(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )
6	MMI is a treatment plateau (static or well-stabilized) at which no fundamental functional or physiological change can be expected within reasonable medical probability, in spite of continuing medical or rehabilitative procedures. Has the work-related injury(s) or occupational disease reached MMI based on the definition above? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give MMI date: ____/____/____. If no, please provide the proposed treatment plan, including estimated duration of each treatment (attach additional sheet if necessary).		
Note: An injured worker may need supportive treatment to maintain his or her level of function after reaching MMI. Thus, periodic medical treatment may still be requested and provided.			
<b>Vocational rehabilitation</b>			(Updates Yes <input type="checkbox"/> No <input type="checkbox"/> )
7	Vocational rehabilitation is an individualized and voluntary program for an eligible injured worker who needs assistance in safely returning to work or in retaining employment. This program can be tailored around an injured worker's restrictions and may provide job seeking skills or necessary retraining. Is the injured worker a candidate for vocational rehabilitation services focusing on return to work? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please explain why and provide your recommendations to help the injured worker return to employment.		
<b>Treating physician signature - mandatory</b>			
I certify the information on this form is correct to the best of my knowledge. I am aware that any person who knowingly makes a false statement, misrepresentation, concealment of fact or any other act of fraud to obtain payment as provided by BWC, or who knowingly accepts payment to which that person is not entitled, is subject to felony criminal prosecution and may be punished, under appropriate criminal provisions, by a fine or imprisonment or both.			
8	Treating physician's name (please print legibly)		Address, city, state, nine-digit ZIP code
	Treating physician's signature		
	BWC provider (Peach) number	Date	Telephone number Fax number

BWC-3914 (Rev. Aug. 21, 2015)  
MEDCO-14

Workers' compensation identification card

 24-hour customer service: 888.627.7586

 Employer: City of Kettering  
Policy #: 35705702-0

Please provide MEDCO-14 form with any physical restrictions, as employer may have modified duty available.

Please send all information within 24 hours of visit.

Injury report and FROI fax: 888.711.9284  
Medical and authorization fax: 888.627.0074  
Customer service: 888.627.7586  
Prescription questions: 800.644.6292 (follow prompts)

Send all bills and medical bills to:  
Sedgwick Managed Care Ohio  
PO Box 1040  
Dublin, OH 43017

*This card is not a  
guarantee of coverage.*

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

  
Jenny Smith  
Director of Human Resources



CITY OF KETTERING

**TRAINING PROGRAM SIGN-IN  
SHEET  
Policy 22**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Training Program Sign-In Sheet*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

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- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.



The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8-23-2021  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

8-23-2021  
Date

Jenny Smith  
Jenny Smith  
Director of Human Resources



**OFFICE SAFETY PROGRAM**  
**Policy 23**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Office Safety Program*

---

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- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Office Safety Program*

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**Purpose:**

To ensure that proper safety conditions exist in all office areas of the City.

**General Office Safety**

A large percentage of workplace accidents and injuries occur in offices. Like other worksites, the office environment also requires preventive measures to ensure a safe and healthy environment. Common causes of office accidents include the following:

- Poor housekeeping
- Improper use of chairs and ladders
- Improper office layout and arrangement
- Extended use of extension cords
- Dangerous electrical wiring
- Use of space heaters
- Improper work attire
- Failure to remain attentive
- Horseplay
- Slipping, tripping, and falling hazards
- Burning, cutting, and pinching hazards
- Improper lifting and handling techniques
- Exposure to toxic substances

**Good Housekeeping Practices**

Many office accidents are caused by insufficient housekeeping practices. By keeping the office floor both neat and clean, most slipping, tripping, and falling hazards can be eliminated. Other good housekeeping practices include the following:

- Ensure that office lighting is adequate. Contact Facilities to replace burned out light bulbs and have additional lighting installed, as necessary.
- Keep walking surfaces and walkways (in work areas and hallways) clear of debris, electrical cords, objects, or materials.
- Keep workspaces arranged so that the furniture is not blocking or creating a tripping hazard.
- Clean spills and pick up fallen debris immediately. Even simple items such as a loose pencil could cause a serious falling injury.
- Dispose of sharp objects carefully. If they could present a hazard to the cleaning staff, put the sharp object into another container before putting them in the wastebasket.
- Keep all drawers and cabinet doors closed when unattended.
- Clean up a little bit every day. Clear desks of all work papers and files each night before departure. Cleaning up daily is easier than confronting a mountain of accumulated mess.

### **Ergonomics in the Office**

Ergonomics is a discipline that involves arranging the environment to fit the person in it. When ergonomics is applied correctly in the work environment, people can work more comfortably, safely, and efficiently. The following suggested ergonomic principles may assist to improve comfort and minimize stress caused from repetitive motion and poor posture.

- Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
- Use a chair that is padded, is stable, mobile, swivels and allows operator movement. Adjust seat height so knees are about the same level as hips.
- Sit straight up in the chair, and if needed, use a footrest that has an adjustable height.
- Keep wrists and hands in a straight position while keystroking by keeping forearms parallel to the floor and elbows at the sides. Avoid reaching more than 18 inches for work items.

### **Computer Eye Strain**

There are several different user position considerations when setting up a computer workstation so that it is easy on the eyes:

- Locate the computer monitor so that the screen is 18 – 30 inches away from the user. The top of the screen should be adjusted so that it is at the user's eye level or below to help prevent head and neck strain. If you wear bifocals, the monitor may need to be below eye level.
- Use a document holder positioned next to your computer monitor to enter data from hard copies. This helps to keep your eyes focused at the same distance and reduces eyestrain associated with moving your eyes from the document to the computer.

### **Slips and Falls**

Follow these safety precautions in order to avoid slipping and tripping:

- Clean up spills right away or report it to Facilities.
- Be more cautious on smooth surfaces, on floors that have just been waxed, and other slippery surfaces. Take short steps to keep center of balance.
- Wear the right shoes. Wear boots in snow, ice and rain. Adopt a shoe style less prone to slips, trips or falls such as flat shoes instead of high heels.
- Carry only loads where there is clear line of vision over top.
- Keep work areas clean and don't clutter aisles or stairs. Store materials in closets, file cabinets, or desks.
- Arrange furniture so that it doesn't interfere with walkways or pedestrian traffic .
- Extension cord or power tool cords can be dangerous tripping hazards. If they must be used temporarily, tape them to the floor or arrange them so that they won't be in the way of pedestrians.
- Eliminate hazards due to loose footing on stairs, steps and floors. Report loose carpeting, stair treads, or hand rails. Broken pavement and floorboards or loose floor tiles can also catch a foot and cause a fall.

### **Office Equipment**

Office equipment has the potential to harm us if used incorrectly, hastily, or without care. Most office equipment presents relatively minor hazards such as cuts or punctures; but some could present a great hazard such as electrocution.

The following guidelines can assist in keeping an office safe:

- Do not use unfamiliar equipment. Never attempt to operate unfamiliar equipment without reading the equipment instructions or receiving directions from a qualified employee.
- Make sure equipment that tends to move during operations is secured before use.
- Don't use equipment that appears defective in any way.
- Keep electric cables, cords and plug clean and free from kinks, cuts, chemical damage, fraying, and tears.
- Don't overload electrical outlets by using extension devices to increase the number of outlets at that socket.
- Only use extension cords temporarily and only if approved by either Facilities or the Fire Department.

The following table provides examples of equipment with cutting and puncture hazards.

<b>Equipment with Cutting Hazards</b>	<b>Equipment with Puncture Hazards</b>
Paper Cutter	Stapler
Letter Opener	Hole Puncher
Paper Edge	Uncapped Pen and Pencil
Exacto Knife	Thumbtacks and Push Pins
Scissors	Staple Puller
Fan Blades	
Paper Shredder	

### **Chemicals in the Office**

Many common office chemicals can cause injuries if improperly used, stored, or disposed. Some common office chemicals include:

- Toners
- Inks
- Cleaning Products
- Paper Correction Fluids
- White Board Cleaners

A Chemical Inventory/SDS is a fact sheet for a chemical that poses a physical or health hazard in the workplace. A SDS should be available for all chemicals found in the workplace. Remember, any chemical with a SDS that has any, even seemingly minor, adverse effect on the human body is considered to be a hazardous material.

To guarantee the safe use, storage, and disposal of the chemicals in the office, always review the Chemical Inventory/Safety Data Sheet (SDS) and/or container label for important information. If you are unsure as to where your Department/Division SDS binder is located, please see your Safety Committee representative or your supervisor.

### **First Aid and Blood-borne Pathogens**

When accidents, injuries, or illnesses occur in the office workplace, employees need to know how to respond safely and correctly. If a serious accident, injury or illness is witnessed, call 9-1-1 for a Kettering Fire Department medical unit. Be certain to initiate any emergency action plan specific to the department.

On-duty auto accidents or injuries must be reported following the procedures set forth in the applicable City policy using the proper forms for accident reporting and investigation. Proper forms are available in the Automobile Claim Instruction Card, the Damaged Vehicle Report and the Employee's Report of Incident and Injury forms. Please contact a supervisor for a copy of these forms if needed.

Blood-borne pathogens are microorganisms present in human blood that can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus that causes AIDS (Acquired Immune Deficiency Syndrome).

In the event of exposure to blood or other potentially infectious material, be aware that there is a need to protect against the exposure to blood or other body fluids.

Designated first responders should check with their supervisors for department specific instructions when exposed to blood or other potentially infectious material on the job. An exposure control plan will be implemented and training will be provided on the following subjects to affected workers:

- Blood-borne diseases and how they are spread
- The Exposure Control Plan
- Engineering and work practice controls
- Personal protective equipment
- Hepatitis B vaccine, exposure evaluation, and follow-up
- How to respond to emergencies involving blood
- Signs and labels used to warn of potential hazards

Most employees outside of Public Safety departments would not be considered first responders but rather "Good Samaritans." Acts performed by undesignated employees are not covered by the Blood-borne Pathogens Standard; but undesignated first-aid (ex. CPR, AED) responders may want to know exposure controls to protect themselves if they voluntarily respond in the event of an emergency.

### **Emergency Action Plans**

When a significant event such as a fire, tornado, bomb threat, or other emergency occurs, employees need to know where to go and what to do. Each department and/or facility should know their plan of action for emergency situations such as the following:

- Fire Safety
- Tornadoes
- Bomb Threats
- Emergency Preparedness Plan

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021  
Date

  
Mark Schwieterman  
City Manager

Issued:

8.23.2021  
Date

  
Jenny Smith  
Director of Human Resources

— Reviewed 05/2018; 06/2021



CITY OF KETTERING

**NEW EMPLOYEE SAFETY  
ORIENTATION  
Policy 24**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*New Employee Safety Orientation*

---

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- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*New Employee Safety Orientation*

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**Purpose:**

To ensure that all new employees to the City of Kettering are provided with the below safety guidelines:

- ✓ Location and review of the Safety Program and Procedures Manual
- ✓ Fire procedures
- ✓ Fire evacuation plan
- ✓ Location of fire extinguishers for certain work areas
- ✓ Procedures to alert the Fire Department and other employees in case of emergencies
- ✓ Disaster procedures
- ✓ Bomb Threat procedures
- ✓ Inclement weather procedures
- ✓ Accident or Injury procedure
- ✓ Utility, water or electrical failure procedures
- ✓ Location of the Chemical Inventory/Safety Data Sheets and Master file
- ✓ Ensuring that all hazardous material is properly stored and that all hazardous waste is properly removed; if proper removal technique is unknown, complete a work order
- ✓ Training on safety
- ✓ Proper lifting procedures
- ✓ Provide and train on proper safety equipment for the position (ie. Personal Protective Equipment)
- ✓ Active shooter in the workplace procedure
- ✓ Procedures for dealing with disgruntled employees and citizens
- ✓ Any and all Department/Division-specific policies
- ✓ General awareness of the City of Kettering Safety Committee

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

8.23.2021

Date



Mark Schwieterman  
City Manager

Issued:

8.23.2021

Date



Jenny Smith  
Director of Human Resources

-Reviewed 05/18; 07/21