

EMPLOYEE SAFETY MANUAL

TABLE OF CONTENTS

SAFETY MANAGEMENT

No. 100	Employee Safety Policy Statement
No. 101	General Safety Rules
No. 102	Safety Team
No. 103	General Safety Goals and Objectives
No. 104	Departmental Safety Goals and Objectives

GENERAL INSTRUCTIONS

No. 400	Preventive Maintenance
No. 500	Safety Training for New Equipment/New Processes
No. 600	Employee Fall Protection
No. 700	Servicing Powered Equipment (Lock Out – Tag Out)
No. 800	Line Opening
No. 900	Trenching and Shoring
No. 1000	Disease/Infection Prevention
No. 1100	Medical Aid – Personal Injuries
No. 1101	Investigation of Workplace Injuries or Accidents
No. 1102	Accident Analysis Form
No. 1103	First Report of Loss (for insurance claims – not Worker's Comp)
No. 1104	Witness Report Form

PROTECTIVE EQUIPMENT AND PROGRAMS

No. 1200	Minimum Eye Protection
No. 1201	Head Protection
No. 1202	Foot Protection
No. 1203	Hearing Protection
No. 1204	Respiratory Protection
No. 1205	Protective Clothing
No. 1206	Back Safety

ENVIRONMENTAL SAFETY

No. 1300	Working in Confined Spaces
No. 1301	Monitoring Exposure to Airborne Chemicals
No. 1302	Housekeeping
No. 1303	Heat and Cold Stress
No. 1304	Asbestos Safety
No. 1305	Ice – A Prime Winter Hazard

FIRE PROTECTION

No. 1400	Handling, Storage, and Dispensing of Flammable and Combustible Liquids
----------	--

- No. 1401 Portable Fire Extinguishers
- No. 1402 Emergency Evacuation of Buildings

TRANSPORTATION, WAREHOUSING, AND STORAGE

- No. 1500 Handling, Packaging, and Transportation of Hazardous Chemicals
- No. 1501 Vehicle Safety
- No. 1504 Traffic Control Safety

CHEMICAL SAFETY

- No. 1600 Chemical Labeling
- No. 1601 "Right to Know" Information

ELECTRICAL SAFETY

- No. 1700 Work on Near Electrically Energized Circuits
- No. 1701 Use of Personal Electrical Items

MECHANICAL SAFETY

- No. 1800 Hoisting Equipment and Use
- No. 1801 Tools and Equipment

SAFE OFFICE PRACTICES

- No. 1900 General Safety Procedures
- No. 1901 Video Display Terminals
- No. 1902 Office Ergonomics

REPORTING AND INVESTIGATION

- No. 2000 Reporting and Investigation of Hazardous Conditions
- No. 2001 Hazardous Conditions Report Form
- No. 2003 Reporting and Investigation of Fire Incidents
- No. 2004 Departmental Documentation for Fire Investigation Report

INSPECTIONS

- No. 2100 Safety Inspections
- No. 2101 Safety and Loss Control Checklist – option 1
- No. 2102 Safety and Loss Control Checklist – option 2
- No. 2103 Safety Inspection Report Form

NO. 100: EMPLOYEE SAFETY POLICY STATEMENT (Updated 3.16)

The management of the City of Wyoming has a sincere concern for the welfare and safety of its employees and the public it serves. Each employee must pursue the highest standard in their assigned activities and must recognize that the well-being of persons and the protection of physical resources are as important as the activity and work being performed.

SAFETY POLICY

The purpose of this policy is to establish procedures for implementing safety policies and to ensure the development of a safe working environment for all employees. It is the policy of the City of Wyoming to make every effort to eliminate or reduce the possibility of accidents to people and loss of property.

SAFETY TEAM

A Safety Team has been created to establish safety policies, investigate accidents, track loss trends, and assign task forces to address specific areas of concerns. Representatives from both management and labor have been appointed and serve on the Team. The Team shall prepare and submit a written report by June 30 each year. The report shall at a minimum document: safety training that was conducted in each department; work place accidents that occurred during the period; a summary of why those accidents occurred; review the gaps in safety procedures and implementation based on accident findings; trends of work place injuries and provide an analysis thereof; amount of lost time due to injury; suggestions for reducing lost time; and a plan for safety training for the upcoming twelve month period.

RESPONSIBILITIES (Updated 11.05)

Department Directors

The primary responsibility for providing accident-free operations rests with Department Directors; however, this responsibility is ultimately the City Manager's. In order to provide for the safety and well being of the employees in their department, as well as other employees and members of the public who use or interact with the department's operations, it is the responsibility of each Department Director to communicate safety policies to department employees, enforce the maintenance of safe work habits, and expedite the removal and correction of safety hazards. The following procedures will assist in fulfilling this responsibility:

1. Provide personal leadership in demonstrating the importance of employee safety and accident prevention.
2. Take initiatives to establish and maintain a safe workplace, safe work practices, and accident prevention measures for all employees.
3. Detect and correct unsafe working conditions and practices. Problems of safety beyond the Department Director's control shall be reported to the City Manager. The City Manager shall take appropriate actions to correct the unsafe working condition(s) or modify the work routine to minimize risk of injury to employees.
4. Regularly train employees in correct work procedures and in safety policies. Make certain that the safety manual is issued directly to every new employee during orientation and signed for by the employee.

5. Be certain that each employee knows and follows the safety rules which apply to that employee's work.
6. Encourage safety suggestions and discussions. Make certain that good suggestions are used and all safety questions receive answers.
7. Make certain that all accidents are promptly and thoroughly investigated and properly reported.
8. Keep informed on safety subjects through reading, training courses, and discussions with others.

Employees

Employees are required to observe all safety regulations and requirements (verbal or written) of the City as well as those given by their Department Director, an employee in charge, or the City Manager. In addition to guarding their own safety and the City's property, employees shall take all precautions to safeguard fellow workers and other people affected by their work. An employee shall also report any unsafe condition to their immediate supervisor, Department Director, or the City Manager.

Administration

The City Manager in conjunction with the Safety Team shall be responsible for the coordination of safety activities and safety programs throughout the City.

In cooperation with Department Directors, the Safety Coordinator, and members of the Safety Team shall develop and maintain a comprehensive safety program. The minimum objectives of the program shall be to:

1. Annually review and update this safety policy and disseminate changes to every City employee.
2. Formalize in each department a set of safety standards for employees to follow in performing their duties.
3. Educate and motivate employees directly or through their Department Director and supervisors to work safely.
4. Use the established system for reporting accidents and analyzing accidents to determine cause and future prevention (see Reporting Accidents and Injuries, Section 11, #1101).
5. Promptly address any employee who neglects safety habits and discipline when appropriate.
6. Solicit suggestions from employees and adopt good ideas which promote better safety.
7. Collect and distribute relevant safety training materials, educational aids, safety posters, and safety literature to employees.

DISCIPLINARY PROCEDURES

Every Department Director, supervisor, and the City Manager has the authority to correct safety violations. Employees who violate safety rules may be subject to any or all of the following disciplinary procedures.

1. Disciplinary action up to and including discharge.

2. Required attendance at a remedial training session(s).
3. Removal from safety-sensitive work until the problem is corrected.

NO. 101: GENERAL SAFETY RULES (Updated 3.16)

The City is concerned with the safety and well-being of all its employees and the public it serves. Management prohibits employees from taking any unnecessary chances in the performance of their duties. The City has established the following General Safety Rules for all employees to know and follow.

1. Employees must be concerned about their own safety and the safety of others. If an employee sees another employee engaging in an unsafe or improper practice, the employee observing such practice is expected to point out the hazard involved to the employee. The employee engaged in the unsafe practice should not take offense at these warnings since they are impersonal and intended for the good of the employee and the City.
2. Because conditions or circumstances may arise which are not foreseen, safety rules cannot be all-inclusive; therefore, employees must demonstrate good judgment, refrain from unsafe and improper practices which are violations of written rules and instructions, and avoid violations of unwritten rules of "common sense". An employee's first and most important obligation is to work safely while performing his/her duties.
3. Employees must use the safest methods and practices practical when performing their jobs.
4. Safety demands teamwork. When employees are working in crews or groups, each member must know and understand what the other members of the group are expected to do.
5. The City expects all employees to participate in and support the City's Safety Program.
6. Employees who have sustained an off-duty injury, have medical conditions, and/or allergies which adversely affects their ability to perform their usual assigned duties must report to the proper authority prior to going on duty. The supervisor in charge must not permit an employee under his/her charge to work if that employee's condition renders him/her unfit to do so. Such employee(s) may be required to pass a medical examination.
7. Employees must watch where they step at all times. Many injuries are the result of falling, slipping, or tripping, and may occur at any time and under all circumstances. Employees should use due caution when engaging in activities which might subject them to falls.
8. Employees working at night should exercise due caution with respect to inherent hazards.
9. To the extent possible, employees must keep the work areas under their control clean and orderly at all times.
10. Employees must not leave tools or equipment on window sills, ledges, ladders, vehicles, or similar places where items might fall or be jarred from place.
11. All aisles, stairways, driveways, halls, and walkways must be kept free of debris, tools, equipment, and other material.
12. Employees must place appropriate warning signs and/or barricade areas that are wet or freshly waxed until the area has been made safe.
13. Employees must avoid when possible and/or exercise due caution when walking or stepping on surfaces made slippery by grease, oil, wet paint, water, ice, or similar substances. Such areas should be reported to the proper authority for clean up.
14. When using stairs, employees must use handrails when practicable and available.

15. Employees must not walk or stand under suspended loads, workers on poles, ladders, or scaffolds. They must not straddle or stand adjacent to ropes/cables that are under tension or might be tightened without warning.
16. Employees must not stand, or attempt to stand, on improvised scaffolds or supports.
17. Broken glass must be removed from doors and windows and from the floor/platform promptly with gloved hands or proper tools.
18. Employees may not engage in horseplay while on City property.
19. Employees are responsible for familiarizing themselves with Material Safety Data Sheets (MSDS) and know where they are kept.
20. Employees must be alert while on duty.
21. Employees must exercise care to prevent fires and inspect their work area for fire hazards. They must remove or correct such hazards, or if unable to do so, report the hazards to their supervisor promptly.
22. Employees must not ask individuals who do not work for the City to assist them with their work except in cases of accident, personal injury, or other emergencies.
23. Employees must report immediately, both verbally and in writing, to the Department Director, supervisor in charge, or City Manager all personal injuries suffered on the job. If the employee is unable to make the report, another employee, person in charge, or Department Director must do so. The employee in charge must obtain the names and addresses of all witnesses whenever an accident involving personal injury or damage to property occurs.
24. A Department Director or designee must make an inspection immediately if an injury results from the use of tools, a machine, or other equipment.
25. Employees (operators/mechanics) may not remove or cut out any safety switches/devices/apparatus on any type of equipment or machines.
26. Employees must perform their assigned duties in a manner that is consistent with safety.
27. Employees must follow all established rules. These rules are essential to safety.
28. An employee whose duties require that he/she operate a motor vehicle must comply with all traffic laws.
29. An employee who has questions about the meaning of any rule or instruction must ask his/her Department Head, employee in charge, or City Manager for an explanation.
30. Employees may not use or possess intoxicants, narcotics, sedatives, stimulants, or any legal or illegal drug or drug paraphernalia that may impair them while on duty, while on City property, in a City vehicle, or at any time that such use or possession may subject the City to criticism or loss of goodwill.
31. Employees may not smoke in areas designated as non-smoking areas.
32. Employees must inspect equipment and tools prior to use, and if found defective, repair them or request a replacement. Employees must report any defective equipment to their Department Head or employee in charge.

EMPLOYEES WHO VIOLATE ANY OF THE ABOVE RULES ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

NO. 102: SAFETY TEAM (Updated 3.16)

OBJECTIVE

To assist City management in establishing and maintaining a safe and efficient workplace environment.

MEMBERSHIP

Members shall include representatives from every department. Both management and the labor force shall be represented on the Team.

SCOPE

The City's Safety Team is an important part of its loss control program. It can help reduce the cost of operations and produce many other desirable effects. The objectives of the City's Safety Team are:

- Promote safe work habits for the well-being of employees and citizens.
- Reduce the occurrence, frequency, and/or severity of incidents and accidents; thereby increasing productive output (quality and quantity).
- Promote the safe use of equipment.
- Enhance employee satisfaction.
- Facilitate employee loyalty and cooperation.
- Provide analysis and evaluation of injury/incident data and program performance to City management.
- Develop countermeasures for identified unsafe practices or conditions.

GOALS

The Safety Team is responsible for establishing annual goals concerning hazard control and accident prevention. Once the goals are set and specific objectives formulated, they are to be provided to the Safety Coordinator.

General goals to be carried out by applicable departments are:

- Help the City comply with government standards concerning loss control matters.
- Integrate hazard control and safety into the day-to-day activity of all personnel.
- Provide safety training for all City employees in essential safety measures as identified for their specific job assignments.
- Provide new employee orientation and training programs for newly hired full time employees. A new employee orientation and training program for newly hired part time and seasonal employees will be conducted within the first week of employment for all aspects of their job assignments.
- Provide training, at least quarterly, for all employees who normally work in an environment outside of an office setting (Police, EMS, Fire, Public Works, Waterworks, and Recreation).
- Provide remedial training for employees involved in safety violations.
- Provide mandatory safety training whenever new equipment is purchased or new processes are introduced.
- Reduce incident and accident rates.

- Evaluate incident and injury occurrences and provide the City Manager with recommended counter measures concerning prevention.

ACTIVITY AND DUTIES

The Safety Team shall meet, at a minimum, on a quarterly basis to accomplish its goals and objectives.

The Safety Team shall also discuss accidents, incidents (near misses), new training requirements, employee suggestions, future educational needs as they relate to safety, and submit recommended counter measures for improvement. Other actions should include:

- Review the quality of supervisor's accident investigation reports.
- Review actions taken to prevent accident recurrences.
- Establish a system for handling employee safety suggestions.
- Review new employee safety orientation procedures.
- Review results of the safety inspection program.
- Participate in revising safety rules and procedures.
- Advise the Safety Coordinator when arranging special safety training programs.
- Review and help implement specific accident prevention activities.
- Review, update, and prepare reports on the status of the loss control program.

EFFECTIVE TEAM MEETINGS

Good safety meetings require thorough planning and effort. Notices of meetings should be sent to each member of the Team. Meetings are run by the Safety Coordinator.

NO. 103: GENERAL SAFETY GOALS/OBJECTIVES (YEAR 2016)

The primary goal is to eliminate loss-producing events by initiating procedures that assist administration and employees in achieving this goal by implementing the following objectives.

Loss Control

Reduce and prevent City losses through the establishment and implementation of City and individual departmental safety policies, procedures, and practices utilizing the Safety Team, training seminars, needs assessments, and facility safety inspections.

Risk Management

Provide administrative support, services, and training, utilizing a variety of resources, including MVRMA's resources, City staff, and outside consultants.

Recognition

Recognize the efforts of departments and employees, with appropriate acknowledgement such as awards, bonuses, etc. for zero department losses or innovative safety suggestions.

Communication

Provide leadership by making available and encouraging the use of safety related films, videos, tapes, posters, and publications at staff and departmental levels.

Cooperation

Facilitate cooperative ventures by promoting inter-departmental safety related activities such as a training session by one department to/of another department.

Education

Provide educational opportunities for all employees (full-time, part-time, seasonal) to increase their knowledge and awareness of safety issues through seminars, group meetings, publications, and multi-media resources.

NO. 104: DEPARTMENTAL SAFETY GOALS/OBJECTIVES (YEAR 2017)

Purpose

The primary focus of a department's goals and objectives is to reduce the frequency and severity of loss-producing events. Goals and objectives should be stated whenever possible in measurable terms, so that progress can be effectively monitored. Historical loss data can provide general guidance where attention may be directed. Annual goals and objectives should not be repeated year-after-year, but should change to reflect the types of safety issues currently faced by the department.

Community Development Department

1. Conduct sidewalk safety inspections for trip hazards
2. Utilize sidewalk grinding technique to resolve trip hazards on public sidewalks throughout community
3. Tree inspections to remove hazardous trees from private properties.
4. Participate in Wellness Program trainings

Finance & Customer Service Department

1. Continue to participate in workplace safety classes/seminars and any applicable classes through MVRMA or the Wellness Program
2. Ensure that the front office and storage areas are free of obstacles that may lead to injuries or blockage
3. Strive to maintain at least two employees in the city building during business hours
4. Continue NIMS training as needed
5. Review building evacuation plans or safety concerns at monthly department meetings

Fire & EMS Department

1. City wide CPR training
2. City wide disaster training
3. Fire Drills and evacuation plan review in all City buildings
4. Department emphasis on training new drivers as well as continual driver training
5. Increase HazMat training levels within Fire & EMS department

Police Department

1. Competition of State mandated Continuing Professional Training
 - (6) hours of Trauma Informed Policing
 - (4) hours of Practical Application of Force
 - (4) hours of Officer and Community Wellness
 - (2) hours of Legal Updates
 - (4) hours of general law enforcement training

Our goal is to at minimum double the state requirements. All of our officers are on track to receive 12 hours of legal update training. They will get 4 hours of hands on defensive tactics training along with additional classroom training on the application of force.

Firearms' training has been enhanced with monthly pistol drills. This is in addition to our annual qualification and day long rifle training.

2. The new Taser X-26p was purchased and issued to each of our officers. Officers received in-service training and completed an annual qualification prior to being issued the new electronic control devices.
3. Training with Wyoming Fire in developing strategies for dealing with mass casualty incidents.
4. We are transitioning to a new digital radio system. These new Motorola APX series radios will enhance officer safety by providing clear secure encrypted communications that are fully compliant with Ohio's Multi-Agency Radio Communications System (MARCS) initiative. This technology will allow our officers to communicate with emergency service throughout the State of Ohio.

Public Works Department

1. Continue monthly/quarterly equipment safety inspections, electrical inspections, and vehicle safety inspections.
2. Continue department safety meetings (with discussion and videos)
3. Reduce/eliminate "lost time" accidents.
4. Assist the Recreation Department with annual inspections of playground equipment/structures.
5. Continue aggressive street maintenance program; in-house asphalt repairs (cutting, grinding and patching) and contracting for major resurfacing and/or street reconstruction projects.

Recreation Department

1. Continue yearly AED/CPR for all staff members.
2. Work with Fire-EMS to complete fire inspection, including room occupancy and posted evacuation plans.
3. Provide training to staff relative to safety and crime prevention.
4. Seek out training opportunities for staff members through agencies such as OPRA, NPRA, and MVRMA for continued training and awareness of safety and risk management issues.

Waterworks Department

1. Clean out the clearwell (high service pumps station tank)
2. Clean out the recarbonation tank in the water plant.
3. Water Works to obtain CO detector for going into confined spaces.
4. Maintain Ohio EPA Operator Certifications
5. Review and Quiz on "Let's Talk Safety" 2016 manual.
6. Attend State of Ohio AWWA conference in August/September.
7. Routinely inspect fire extinguishers and vehicles.
8. Test lead/copper samples per EPA requirements.

NO. 400: PREVENTATIVE MAINTENANCE

The objective of this policy is to assure that all equipment and facilities are maintained in an appropriate condition to provide for a safe and healthful work environment.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. The City will maintain equipment and facilities in such a manner as to prevent injury, down time to equipment, and property damage.

RESPONSIBILITIES

Supervisors/Department Directors

1. Designating personnel responsible to facilitate an appropriate preventive maintenance schedule.
2. Maintaining appropriate preventive maintenance documentation.
3. Initiating an evaluation on any equipment that malfunctions or is involved in an incident or injury and submit, in writing, the findings of an evaluation to the Safety Coordinator.
4. Locking out of service any equipment that an evaluation determines contributed to an incident until appropriate repairs are completed.

Employees

1. Being alert to, and reporting to a supervisor or Department Director, any equipment that malfunctions.

NO. 500: SAFETY TRAINING FOR NEW EQUIPMENT/NEW PROCESSES

The objective of this policy is to assure that all new equipment and processes meet appropriate safety and health guidelines and contribute to a safe and healthful work environment.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. All employees who may in any way be affected by new equipment, procedures, or processes shall be trained in all appropriate safety procedures relating to the new equipment, procedures, or processes.

RESPONSIBILITIES

Supervisors/Department Directors

1. Recognizing that a planned process change and/or addition to the department's equipment requires additional training.
2. Utilizing the necessary approved resources to provide for the training in a timely fashion.
3. Conveying to employees the requirement and need for the additional training and assure that all employees affected by the change/new equipment receive the training.
4. Records of new equipment training should be maintained by the Department Director. Documentation forms are available from the Safety Coordinator.

Employees

1. Co-operating fully in the training process.
2. Advising their supervisor or Department Director that they have not been properly trained on a piece of equipment if asked to operate the same.

NO. 600: EMPLOYEE FALL PROTECTION

The purpose of these requirements is to provide for the protection of employees against falls in the workplace.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Scaffolds and ladders shall be adequate in design and properly installed. Guardrails must meet regulatory requirements and provide sufficient protection on work platforms. Employees working above ground or near shafts or depressions shall be equipped with suitable fall protection.

RESPONSIBILITIES

Supervisors/Department Directors

1. Determining jobs for which fall protection is needed.
2. Assuring that equipment design is appropriate.
3. Communicating and enforcing job site requirements.
4. Specifying guardrails and fall protection.
5. Evaluating work platforms, scaffolds, and ladders.

Employees

1. Observing fall protection requirements.

PROCEDURES

1. Every floor, wall, and yard opening shall be guarded to prevent accidents from employees falling through or into them.
2. Elevated platforms, runways, and walkways more than six feet above ground must have standard railings and toeboards.
3. Stairs having three or more risers shall have railings or handrails.
4. All ladders shall be maintained in good repair. Extension ladders must be equipped with automatic locks. Portable ladders must have operable safety shoes or spurs. Fixed ladders (except on smokestacks, towers, tanks, manholes, and bins) more than twenty feet in length shall be equipped with a ladder cage or well.
5. Safety nets shall be provided when workplaces are more than twenty-five feet above the surface where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts are impractical.

NO. 700: SERVICING POWERED EQUIPMENT (LOCK OUT/TAG OUT)

The purpose of these instructions is to provide safety requirements for servicing electrically, pneumatic, and hydraulic powered equipment.

Four major areas of safety must be considered with all powered equipment:

1. Protection of the operator at the point of operation.
2. Protection from equipment movements at all other points.
3. Protection during testing, troubleshooting, or machine adjustments done with power on or equipment in motion, especially when guards or other safety devices must be bypassed.
4. Protection during maintenance, repairs, or the correction of machine malfunctions or jams necessitating some part of the body in the path of equipment movement, or directly exposed to electrical systems.

The first two areas are addressed through equipment design standards, specifications, and operating procedures. The third area is best addressed through carefully planned “de-bugging” procedures. The last, and often most hazardous area, is the subject of this instruction.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Prior to being serviced, powered equipment shall be de-energized, locked, tagged out, or otherwise disconnected from all applicable power sources, and further immobilized as necessary to prevent accidental death, injury, or shock.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring that all equipment, having hard-wired or piped sources of power, is equipped with approved devices that can be used to lock-out the power.
2. Ensuring that a secure and controlled system for issuing safety locks and keys is maintained.
3. Ensuring that employees are instructed in and following all instructions.

Employees

1. Must follow prescribed practices and procedures.

DEFINITIONS

Approved Devices:

- a. Electrical disconnect switches* (for main disconnect switches and for local disconnect switches, commonly labeled “drive safety switch”).

- b. Hydraulic or pneumatic valves* which can be locked open or out and can cut off their air, liquid, gas, or vacuum supply while simultaneously relieving the line pressure supply or vacuum downstream of the valve. For compressed air systems commonly called an "air dump valve".

Tag-Out:

- a. Securing of a valve in the OFF position with a snap hook and tag stating, "DANGER - Do Not Operate Until This Tag Is Removed By (Person's name)".

*Labels on all safety switches and valves must indicate the equipment, system, or sub-system for which they provide protection. Where the term "Drive Safety Switch" is used, it must be understood, unless otherwise clearly indicated, that the switch so labeled shuts off only the control circuit to the applicable drive motor. A main disconnect switch, on the other hand, disconnects all ungrounded conductors from its source of supply, including the control circuit.

RESPONSIBILITIES

Supervisors/Department Directors/Crew Leaders

1. Providing only one key when issuing a lock to an employee.
2. Identifying the second key and securing it in a controlled place to prevent unauthorized removal.
3. Removing the lock from safety use should either key be lost.

PROCEDURES

Criteria for Tagging-Out Instead of Locking-Out

Both of the following conditions must prevail to use "tagging-out" for shutting off a power source.

1. The person must have a clear view of the tagged-out switch or valve servicing the equipment.
2. The person must routinely operate, maintain, or service the piece of equipment.

If both of the above conditions are not met, the power supply must be locked-out.

Where only one employee requires protection for a very short period of time and can remain within an arm length of the safety switch during that time, then shutting off the switch without tagging is acceptable.

De-energizing and Securing Powered Equipment

All persons servicing or exposing themselves to power supplied equipment, must take the following steps before working on the equipment.

1. Inform persons who need to know that the equipment will be shut down and locked or tagged-out.
2. Place lock(s) or snap hook(s) and tag(s) on all switches or valves which shut off a power source, including remote or alternate power sources, that could produce hazardous equipment movement.

3. Make sure the tag has your name on it. Another person's lock or tag is not an acceptable substitute. Where needed, a multiple locking device should enable all people working on the equipment to apply their own locks.
4. Disconnect or relieve to atmospheric pressure and tag any remaining applicable power source not equipped with an approved lock-out device. Examples are temporary or emergency power feed or a cylinder, accumulator, line, or surge tank which could have fluid under pressure or vacuum that could produce unwanted motion.
5. Secure loose or freely movable equipment parts against accidental movement. Where there remains a potential for equipment to forcefully actuate or function (i.e., gravity or spring-activated mechanisms), put a safety block, brackets, or pins specifically designed for such a purpose securely in place to eliminate the possibility of hazardous movement. Jacks or hoists are not acceptable substitutes for safety blocks.
6. Drain capacitor chargers where the potential for shocks exists.
7. Prior to starting work, test the equipment to ensure it does not function in any unwanted manner.

In those few cases where it is not possible to follow all applicable procedures of these instructions, obtain permission from your supervisor or her/his designee prior to starting such work.

Removal of Locks and Tags

1. Locks and tags are to be removed only by the person(s) who placed the lock and/or tag on a switch or valve, except as noted in item 2 and 3 below.
2. If the person who put a lock in place is no longer in the work area, the person's immediate supervisor, after determining it is safe to do so, may remove the lock. Whenever this is done, the supervisor must seek out and inform the person and must never remove a lock where there is a possibility the person could return to work on the equipment believing that the lock is still in place.
3. If a danger tag is not signed and it cannot be determined who put the tag on, only the Department Director or higher authority responsible for the equipment may authorize the removal of the lock and tag after ascertaining that it is safe to do so.

NO. 800: LINE OPENING

The purpose of these instructions is to provide safety requirements for non-routine disassembling or separating of utility pipelines and in-line equipment. It does not apply to routine line openings covered by operating instructions.

Individuals have occasionally been sprayed with hot, corrosive, or toxic materials when opening pipelines presumed to have been adequately flushed, drained, and depressurized. These instructions have been established to prevent such occurrences and in conjunction with instructions for "Servicing Powered Equipment", Section 700 and "Working In Confined Spaces", Section 1300 sets forth a comprehensive approach for safely servicing equipment.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Process and utility pipelines shall be opened only after adequate precautions have been taken to minimize the possibility of hazardous exposure to their contents.

RESPONSIBILITIES

Supervisors/Department Directors

1. Specifying and communicating precautions, protective equipment, and procedures required for the pipeline openings to employees.
2. Preparing pipelines so they may be opened safely.
3. Initiating and completing any required permits.
4. Ensuring that each pipeline opening in their area is planned and carried out in accordance with approved procedures.

Employees

1. Following prescribed practices and procedures.
2. Reporting any unanticipated condition to their supervisor or Department Director which may affect their safety before continuing with the job.

DEFINITIONS

Approved Portable Eye or Eye/Face Wash:

- a. An ASME code construction pressure operated unit which supplies a minimum of 8 liters/min. flow for an eye wash or 24 liters/min. flow for an eye/face wash.

PROCEDURES

Job Preparation and Line Isolation

1. Physically trace the pipeline to be opened to identify pertinent feed arrangements, cross connections, trapped sections, and valves.
2. Drain and vent the system to a safe location.
3. Flush and/or purge lines containing corrosive, toxic, or flammable materials with appropriate fluids such as water, steam, or nitrogen.
4. Ensure that the pipeline and related equipment has cooled well below the boiling point of the contents and be at least be 62 degrees C (145 degrees F).
5. Close, tag, and where possible, lock all upstream, downstream, and cross connection valves. Use a double block and bleed where possible for systems which contain hot, corrosive, toxic, or flammable materials.
Depending on the nature of the system, some valves may have to be gagged or locked open for venting and draining.
6. Ensure that all applicable pumps or other powered equipment connected to the pipeline are immobilized, locked, and tagged in accordance with "Servicing Powered Equipment (Lock-out/Tag-out Requirements)".

Hazards Review and Emergency Preparedness

Supervisors ensure that employees are familiar with the following:

- a. Feed arrangements, cross connections, and valves in the pipeline system to be opened.
- b. The hazards of the material(s) previously in the line.
- c. Potential physical hazards of the line opening such as residual pressure, temperature, or accessibility of the line.
- d. The work area barricading requirements.
- e. Procedures to follow in the event of an emergency; including the nearest eye wash and shower location; available escape routes; safety requirements; and equipment and materials needed for handling a potential spill of pipeline contents. For areas where eye wash or eye/face wash is needed and are not immediately available, use approved portable units.
- f. The protective equipment to be worn during the line opening. Assume that there is still material in the line and under pressure for this determination. For highly corrosive materials, this would normally require full body protection.
- g. If welding or burning is involved, the need for fire fighting equipment.

Line Opening Procedures for Supervisors and/or Department Directors

1. Clearly communicate to individuals who will open the line, as to what line preparation is to be done, specify precautions, and the readiness requirements for line start-up whenever pipelines are to be opened which previously contained corrosive, toxic, flammable, or combustible materials or materials that are under high pressure.
2. Review all provisions of the line opening communication and ensure that employees performing the work are fully aware of the hazards and precautions to be taken, including the need for their own lock(s) and tag(s) on any pumps or other powered equipment connected to the pipeline to be opened.

3. Determine that the line test procedure used will ensure a safe operating start-up.

Line Opening Procedures for Individuals Opening Lines

In spite of the precautions which have been taken to ensure a safe line opening, always assume that a line may still contain material under pressure during the opening process and proceed as follows:

1. Wear specified protective equipment during the opening until it is clearly safe to remove per the supervisor's instructions.
2. Take a defensive position which ensures no exposure to a direct spray and enables quick escape in case of a spray.
3. Use a canvas or plastic shield over the flange or line, if possible, to safeguard against the spraying or splashing of hazardous materials.
4. When opening flanged lines, first loosen bolts on the side opposite you to prevent spray in your direction.
5. Ensure that all contents have drained before removing all the bolts.
6. Check lines containing flammable material with a portable combustible gas analyzer before proceeding further. If flammable vapors are detected, rebolt and have the contaminated sections flushed until no vapors are present.
7. Handle a dismantled line with care since any residue from the material(s) previously in the line could spill out as the line is removed.
8. Install a blank on the open line if the line will not be replaced for a lengthy period of time. Install a bleed valve to provide for safe removal of the blank at a later date if the line does not have double blocks and bleed protection.

Job Completion When Line is Reassembled

1. Reinstall all required flange guards and bonding straps.
2. Test the line for leaks per specified procedures.
3. Reinstall all insulation removed during the line opening.
4. Remove all locks and tags installed during the opening, after the line is safely ready for start-up.
5. Clean the area of leaks, spills, debris, and tools.
6. Replace signs or line labels that were removed during the line opening.
7. Remove all barricades from the work area.
8. Report completion of the line opening to your supervisor.
9. Thoroughly wash any hazardous residue from removed piping before discarding or returning to stock.
10. Update all appropriate drawings to reflect any changes made in the piping.

NO. 900: TRENCHING AND SHORING (Updated 6.16)

The purpose of these instructions is to provide safety procedures for trenching and shoring operations.

Excavation and trenching cave-ins result in an estimated one hundred fatalities annually in the United States. For each fatality there are an estimated fifty related serious injuries annually. In addition to human losses due to excavating and trenching accidents, the financial costs can be staggering and include property damage, work stoppage, and workers compensation.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Trenches more than five feet deep shall be shored, laid back to a stable slope, or provided with adequate means of protection for employees.

RESPONSIBILITIES

Supervisors/Department Directors

1. The site supervisor (or competent person) shall make daily inspections
2. The site supervisor shall make sure the Ohio Utility Protection Service was contacted before digging.
3. Department Director shall ensure that employees are instructed in trenching and shoring procedures.
4. The Department Director shall make sure each employee has the necessary protective devices. The site supervisor shall provide the necessary protective devices for site visitors, pedestrians, and area road traffic.

Employees

1. Following prescribed practices and procedures.

DEFINITIONS

Braces:

- a. The horizontal members of the shoring system whose ends bear against the uprights or stringers.

Sheeting Boards:

- a. A pile or sheeting that may form one of a continuous interlocking line, or a row of timber, concrete, or steel piles driven in close contact to provide a tight wall to resist the lateral pressure of water, adjacent earth, or other materials.

Stringers:

- a. The horizontal members of a shoring system whose sides bear against the uprights or earth.

Trench:

- a. A narrow excavation 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 fifteen feet.

Screw Jack:

- a. Screw or hydraulic type jacks used as temporary cross bracing in a trench shoring system.

Trench Box:

- a. Pre-constructed set of side plates and adjustable cross members to prevent the walls of the pit from collapsing.

FOOTNOTES

1. The dimensional lumber specified for a given depth is the minimal size accepted. Over-sized lumber should be used when conditions warrant its use.
2. All excavations deeper than sixteen feet shall be close-sheeted from this level down. Sheeting boards placed in excavations with depths less than sixteen feet shall be spaced a maximum of two feet on centers. Excavations less than sixteen feet in depth and encompassing soft, sandy, "fill" soil, or hydrostatic pressure shall be close-sheeted the entire depth.
3. The bottom of the sheeting boards shall extend down the side of the excavation to within two feet of the pipe invert or the final bottom of the excavation.
4. Screw jacks are not acceptable as permanent cross braces. Usage is limited to temporary duty to set a permanent specified cross brace.
5. The top set of stringers and cross braces shall be placed with three feet below the ground or street level.
6. All specified horizontal and vertical spacing measurements are maximum values. Closer spacing or stringer/cross braces is permitted to accommodate power equipment operations.
7. Excavations with a final depth of five feet or less are required to be shored when conditions such as soft, sandy, "fill" soil, or hydrostatic pressure warrant it.
8. A ladder shall be placed in any excavation deeper than four feet whenever the trench is occupied.
9. Deviations from and modifications to these specifications may be permitted when the following conditions are met.

Prior to excavation, a survey of the excavation site and testing of the excavation soils is performed by a registered engineer, who is qualified to evaluate soil mechanics and trenching and excavation practices. The registered engineer will provide a report specifying the required type of shoring method and materials.

NO. 1000: DISEASE/INFECTION PREVENTION (Updated 11.05)

Potential contact with disease causing organisms is a common health hazard. The purpose of these instructions is to minimize such hazards.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Employees should take normal precautions to avoid potential contact with disease causing organisms.

RESPONSIBILITIES

All City Employees

1. Washing hands thoroughly with soap and hot water after using restroom facilities and any other time conditions require such action. When this is not possible, a waterless cleaner or wipe shall be used.
2. Using barrier creams to prevent absorbing disease causing organisms or substances through the skin, and to reduce dermatitis.
3. Wearing gloves provided by the City when a job requires them or when directed by a supervisor or Department Director. Gloves are provided for an employee's protection against cuts, abrasions, and infections. Non-permeable (rubber, latex, etc.) type gloves shall be used instead of permeable (cotton, leather, etc.) whenever such protection is advisable.
4. Taking special care to keep the area covered where the skin is broken from any cause. Cuts, bruises, blisters, or any break in the skin provides a pathway for the entry of disease-causing organisms whether air or water borne and can cause infections and possibly very serious physical problems.

NO. 1100: MEDICAL AID – PERSONAL INJURIES (Updated 11.05)

The purpose of these instructions is to provide procedures to be used in the event of an injury on the job.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. Prompt reporting and treatment of personal injuries can prevent serious complications and form a basis of establishing claims if needed.

RESPONSIBILITIES

Supervisors/Department Directors

1. Following the Workers Compensation Guidelines, including completing a Supervisor's Investigation Report.

All City Employees

1. Contacting the appropriate emergency services entity to request help for the injured employee as needed
2. Giving or assisting in administering immediate first aid to the injured employee. The injured employee has the right to request a hospital and physician of his/her own choosing.
3. Notifying the injured employee's supervisor or your supervisor if an accident occurs during regular working hours. If during other than regular working hours, notification of the injury must be given to the appropriate supervisor on the morning of the next regular work day.

Injured Employee

1. Following the requirements for Workers Compensation Guidelines, including filing a First Report of Injury.

NO. 1101: INVESTIGATION OF WORKPLACE INJURIES AND ACCIDENTS (Updated 6.16)

The purpose of accident investigation is to assist in the prevention of accident recurrences and to provide consistency in the investigation and reporting of incidents.

When a City employee is involved in an accident that results in an injury and/or loss of time on the job, he/she may be eligible for accident and/or compensation benefits as provided by State Law, City Ordinance, or Union Contract.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is, therefore, imperative that employees read, understand, and follow the procedures outlined herein. All occupational accidents, illnesses, and near misses (those unplanned events that do not result in injury, financial loss, or property damage) shall be investigated.

Prompt reporting of all accidents (personal and vehicular) is required. All accident forms must be completed accurately and totally and returned to supervisory personnel. The purpose of any investigation is to find the cause of the accident and to prevent future accidents, not to place the blame for the accident.

RESPONSIBILITIES

Subsequent to an accident, the following actions should be taken. All forms are available from the City Manager.

City Manager

1. Reviewing all reports for completeness and thoroughness, requesting additional information if necessary. Assisting management in the accident investigation.
2. Assuring proper notification of authorities per Federal, State, and City regulations. Contacting CompManagement Health Systems and/or MVRMA as appropriate and forwarding copies of completed reports (as indicated on forms) to the appropriate agencies.
3. Establishing active liaison with the operating department, CompManagement, the Bureau of Workers' Compensation, and MVRMA during the entire period that the claim is open.
4. Making certain that all reports/forms are maintained in a central file.

Supervisors/Department Directors

1. Going to the scene of the accident immediately or as soon as possible. Ensuring that first aid is being administered and that emergency medical services have been contacted if required.
2. Immediately notifying the City Manager if the incident resulted in a fatality or serious injury. If a minor injury occurred outside of normal working hours (before 8:00 a.m. or

after 5:00 p.m.), notify the City Manager immediately upon the beginning of the next working day.

3. As soon as possible after being informed of the incident, contacting and interviewing the employee involved, co-workers who were present at the time of the incident, and other witnesses, as to what happened and how it happened. If certain facts appear uncertain, continue the investigation until the uncertainty is removed. Get the facts, but do not place the blame or responsibility. Ask open-ended questions.
4. Complete Supervisor's Investigation Report and request written witness statements. Complete Accident Analysis Report and First Report of Loss Form – return both to the City Manager.
5. Making a recommendation to the City Manager for the acceptance or rejection of the claim.
6. Following up to make certain that conditions causing the incident have been corrected. If they have not or can not be corrected immediately, report to the City Manager. Publicizing corrective actions so future incidents may be prevented.
7. Forwarding all completed reports to the City Manager. (The Accident Investigation Report must be submitted to the City Manager no later than 24 hours after the incident.)

Note: Department Directors may obtain an adequate supply of all above or below referenced forms from the City Manager.

Employees

1. Reporting all occupational accidents, illness, and near misses to his/her immediate supervisor as soon as possible.
2. Reporting to Wyoming Family Practice Center or personal physician if the injury requires treatment.
3. Completing the "First Report of Injury" form, or "Employee's Incident Report" (available from your supervisor or City Manager).
4. Following the Workers Compensation Guidelines

NO. 1102: ACCIDENT ANALYSIS REPORT (Updated 1.07)

INSTRUCTIONS:

- 1. Within 24 hours of notice of the accident, complete this report.**
- 2. Send report to City Manager.**
- 3. If you were not present at the time of injury, interview the employee.**

Employee Name:

Occupation:

Department:

Time of Accident:

Date of Accident:

Date Injury Reported:

Fully Describe the Accident (attach additional pages if necessary):

What factors led to the accident (environmental conditions, equipment malfunction, improper technique, horseplay):

List any safety devices or other equipment in use at time of accident:

Did employee receive specific training or instructions relating to the job being performed?

What actions could be taken to prevent a similar accident?

Employee's Name

Date of Accident

Date of Investigation

FIRST REPORT OF LOSS

Claim Type (check all which may apply):

1) A City Property Damage Claim (above \$1,000 threshold)	<input type="checkbox"/>
2) A City Liability Claim (all claims)	<input type="checkbox"/>
3) Subrogation claim	<input type="checkbox"/>
4) An incident or event, but only for informational purposes	<input type="checkbox"/>

City:

Department:

Date of Loss:

Date of Report:

Employee Preparing Report:

Employee Email Address or Phone#:

Description of claim or incident: (Field below expands as you type)

Description of damage to city property: (Field below expands as you type)

Third-party claimant's information:

Name:

Phone #:

Address:

City & State:

Zip Code:

Description of injuries or property damage to third-party claimants: *(Field below expands as you type)*

Please forward the this form, the supervisor’s investigation report, police report, repair estimate, or any other information relating to the loss to the City Manager.

NO. 1104: STATEMENT OF WITNESS TO ACCIDENT OR INJURY

INCIDENT IDENTIFICATION INFORMATION:

Name of Employee alleging Incident: _____ Shift: _____

Occupation: _____ Department: _____

WITNESS STATEMENT:

Your name has been given as a witness to an incident alleged by the above individual. Through your cooperation, information can be obtained to complete the investigation of this incident. Therefore, it will be appreciated if you will answer each of the following questions and promptly return your completed statement.

Your Name: _____ Position Title: _____

Telephone Number: _____

Did you see an accident involving the above employee?

- Yes
- No

If not, how did you learn about the accident?

Information on the accident:

Date of accident: _____ Time of accident: _____ a.m. p.m.

Describe what you observed:

Your Signature: _____ Date: _____

State of Ohio _____ s
County of _____ s

Before me, a Notary Public in and for said state, personally appeared the above named who acknowledged before me that he/she did sign the foregoing instrument and that the same is his/her free act and deed.

In testimony whereof, I have hereunto affixed my name and official seal at _____, Ohio, this _____, day of _____, 20____.

(SEAL)

Signed _____

Name Printed _____
Notary Public, State of Ohio

My Commission Expires _____
Date

NO. 1200: MINIMUM EYE PROTECTION

The eye is a most precious and highly vulnerable organ to which flying objects and small particles cause serious injury. Employees wearing eye protection have had their vision saved from potentially serious and permanent loss. It is therefore appropriate that adequate protection be required in the workplace.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Approved eye protection shall be worn where danger exists from flying objects or materials.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating eye protection requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Ensuring that employees wear the prescribed gear as required for safety.
5. Performing random periodic inspections of an employees' safety equipment, including eye wear.

Employees

1. Wearing approved eye protection where danger exists from flying objects or materials or where contact with corrosive, hazardous, or other chemicals or substances that can damage or irritate the eye is possible.
2. Advising his/her supervisor when he/she does not have the required eye protection for the job assigned prior to the commencement of the assigned duty.
3. Wearing approved eye correction at all times at work when such person has corrected vision of 20/70 or less.
4. Not wearing contact lenses in areas where chemical contact is a potential hazard to the eyes. Contact lenses may be worn in other areas requiring eye protection provided that approved eye protection is worn over the contact lenses.

5. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
6. Properly maintaining all safety equipment specifically assigned to that employee.
7. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
8. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
9. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

NO. 1201: HEAD PROTECTION

Head protection has been found to be an effective method for the prevention and reduction of injuries which commonly occur in the workplace.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Approved hard hats are required to be worn when there is a danger of head injuries from impact, flying or falling objects, or other conditions.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating head gear protection requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Performing random periodic inspections of an employees' safety equipment including head gear.

Employees

1. Wearing the required head protection for their jobs and work areas and taking proper care of their head gear.
2. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
3. Properly maintaining all safety equipment specifically assigned to that employee.
4. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
5. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
6. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

NO. 1202: FOOT PROTECTION

Nationally 70,000 foot/toe injuries occur each year. These painful incidents, in addition to a large number of slips, trips, falls, and back injuries, could be reduced by the use of appropriate protective footwear.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Approved safety shoes and/or special foot protection shall be worn by employees whenever job requirements indicate their need.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating foot protection and safety shoe requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Performing random periodic inspections of an employees' safety equipment including foot gear.

Employees

1. Wearing the required foot protection for their jobs and work areas and taking proper care of their gear.
2. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
3. Properly maintaining all safety equipment specifically assigned to that employee.
4. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
5. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.

6. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

NO. 1203: HEARING PROTECTION

The purpose of these instructions is to provide procedures to be used to protect employee's hearing.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Employees exposed to continuous noise levels of eighty-five or more decibels (dBA-slow response) shall wear approved ear protection. If variations in noise level involve maximums at intervals of one second or less, the noise is considered continuous.

RESPONSIBILITIES

Supervisors/Department Directors

1. Surveying noise level exposures upon request and determining if any employee's exposure is at or above the permitted level.
2. Performing random periodic inspections of an employees safety equipment including hearing protection equipment.
3. Instituting corrective action to reduce exposures to less than an eight hour TWA of 85 dBA by administrative or engineering control methods.
4. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating hearing protection requirements.
5. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
6. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Wearing the required hearing protection for their jobs and work areas and taking proper care of the gear.
2. Helping to identify and eliminating high noise in the workplace.
3. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
4. Properly maintaining all safety equipment specifically assigned to that employee.
5. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.

6. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
7. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

NO. 1204: RESPIRATORY PROTECTION (Updated 1.03)

These instructions describe the selection and use of respirators, and the training and medical testing requirements for respirator users.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating respiratory protection requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment and storage to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Ensuring that employees wear the prescribed respirators as required for safety.
5. Immediately repairing or replacing respirators failing inspection. Limiting any repairs to changing canisters, filters, or cartridges and replacing head straps. Do not attempt to replace components or make adjustments, modifications, or repairs beyond those recommended by the manufacturer.
5. Identifying locations and conditions having possible respiratory hazards for necessity of evaluation by a qualified person.
8. Disqualifying persons from work assignments requiring filter respirators who have facial hair which prevents a respirator from sealing properly or who cannot be properly fitted into a filter respirator.
9. Assuring that those respirators, not individually assigned after each use, are cleaned and disinfected.

Employees Required to Wear Respirators

1. Using and maintaining their respirators in accordance with the instructions given in the training program and as recommended by the manufacturer and/or manufacturer recommendations. Misuse constitutes possible disciplinary action.
2. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
3. Properly maintaining all safety equipment specifically assigned to that employee.

4. Inspecting respirator equipment immediately before each use and after cleaning by checking the condition of the face piece, headbands, valves, hoses, and fit of canister, filter, or cartridge and report any damaged or defective parts or conditions to your supervisor.
5. Cleaning and disinfecting respirator as needed and as recommended by the manufacturer.
6. Storing respirators as instructed in the training program to protect against dirt, sunlight, temperature extremes, excessive moisture, damaging chemicals, and identity mix-ups.
7. Not wearing a respirator specifically assigned to someone else.
8. Promptly advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
9. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if they are improperly protected or advising them to leave the immediate work area.
10. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

Respirator:

- a. A device (supplied air or filter) worn by a person for protection against breathing harmful vapors, gases, dust, fumes, or mist.

Qualified Person:

- a. A person trained and physically qualified to wear the appropriate equipment, operate air sampling instruments, select appropriate respirators, and check the atmosphere in the area of operation.

Engineering Controls:

- a. Equipment or instrumentation which prevents the evacuation or release of harmful chemical agents into the working environment (process enclosures, exhaust ventilation, high temperature interlocks, process isolation, etc.).

PROCEDURES

Determining the Need for Respiratory Protection

In determining the need for respiratory protection, the following factors should be considered by a qualified person.

1. Identity of contaminants (more than one may be present requiring special filters)
2. Toxicity and/or irritating characteristics of a contaminant

3. Physical state of a contaminant (dust, mist, vapor, or gas)
4. Concentration of contaminant (determines if protection is needed and whether filtered or supplied air)
5. Skin absorption of a contaminant (properly selected gloves and protective gear may provide adequate protection)
6. Anticipated exposure time (exposure concentration and time determine respirator type and service life)
7. Skin and/or potential for eye irritation
8. Work location (escape distance to safe atmosphere)
9. Possibility of oxygen deficient atmosphere (supplied air required)

Conditions Dictating Respirator Use

The following situations having workplace exposures to respiratory hazards above permissible levels make the use of respirators necessary.

1. During the time necessary to install engineering controls.
2. Where engineering controls, work procedures, or process changes are not feasible or sufficient to reduce employee exposure to permissible levels or below.
3. For brief, intermittent, or non-routine operations.
4. In emergencies.

Implementation

Where it has been determined by a supervisor, Department Director, or other appropriate individual that respirators are required, ensure that operating procedures specify the appropriate type, make, model, and canister or cartridge type for each step requiring such protection.

Training

A respirator training program includes the following factors.

1. Description of respirators
2. Intended use and limitations of respirators
3. Proper wearing, adjustment, and on site testing for fit by positive and negative seal tests
4. Inspection, maintenance, cleaning, and storage requirements
5. User's responsibilities
6. Limitations
7. Certification for use

NO. 1205: PROTECTIVE CLOTHING

These instructions describe the routine and special clothing required to be worn in the workplace in the City.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. The proper protective clothing shall be worn when working in areas requiring protection. Unless specifically excepted, full leg pants and full shirts with long or short sleeves shall be worn at all times.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring the availability of the needed protective clothing unless otherwise identified as the responsibility of the employee.
2. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, communicating protective clothing requirements including but not limited to appropriate times when short pants or t-shirts may be worn.
3. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
4. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
5. Performing random periodic inspections of an employees' safety equipment including protective clothing.

Employees

1. Using the prescribed protective clothing properly.
2. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing to perform the task prior to carrying out the assigned duty.
3. Properly maintaining all protective clothing specifically assigned to that employee.
4. Advising their supervisor/Department Director if they are missing a piece of mandatory protective clothing or if the protective clothing has become damaged or unusable and is in need of repair or replacement if such repair or replacement is the responsibility of the City.

5. Advising others in the immediate work area of the need for them to wear protective clothing if they are improperly protected or advising them to leave the immediate work area.
6. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or to leave the area after being so advised.

Visitors

1. Shall be required to comply with protective clothing, and/or equipment and shall observe the same general safety rules.

PROCEDURES

1. Traffic vests of a different color than clothing will be worn while working in areas with traffic.
2. Impervious protective wear shall be worn in areas where clothing may become wet with injurious materials.
3. Employees shall be properly attired to perform job per department guidelines where applicable.

NO. 1206: BACK SAFETY (Updated 1.03)

These instructions provide directions for lifting and carrying in an effort to minimize or avoid painful and/or serious back injuries.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

PROCEDURES FOR ALL EMPLOYEES

1. Consider the size, weight, and shape, of the object to be carried. Do not lift more than can be handled comfortably. If necessary or questionable, get help.
2. Set feet solidly. One foot can be slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability (approximately the width of the shoulders).
3. Get as close to the load as practical. Bend legs about 90 degrees at the knees. Crouch. Do not squat. It takes about twice as much effort to get up from a squat.
4. Keep the back as straight as practical. It may be far from being vertical, but it should not be arched. Bend at the hips with knees bent, not from the middle of the back.
5. Grip the object firmly. Maintain that grip while lifting and carrying. Before changing or adjusting this grip, set the object down again.
6. Straighten the legs to lift the object, and at the same time bring the back to a vertical position. A good tip is to look at the sky or ceiling when beginning a lift.
7. Never carry a load that is too large to see over or around. Make sure the path of travel is clear. Carry the object close to the body.
8. Never turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object. Grip the object firmly, keep it close, and keep the back straight (not arched). To keep hands from being pinched against the floor, put one corner of object down first, so that the fingers can be removed from under the sides.
9. When lifting an object with another person, be sure to lift at the same time and let the object down together. One person should give the signals or orders.

NO. 1300: WORKING IN CONFINED SPACES (Updated 12.07)

Confined work spaces must regularly be entered for inspection, cleaning, and/or repair. Such spaces can present unusual hazards such as lack of sufficient oxygen; special mechanical or electrical hazards; possible exposure to flammable, toxic, or corrosive chemicals or undesirable microbiological species; and difficulty of escape during an emergency. Many fatalities have occurred because of inadequate attention to these hazards. However, with thoughtful planning, careful equipment preparation, and effective precautionary measures, confined spaces can be entered safely.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. A confined space may be entered only after adequate procedures are established and safeguards have been taken.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring that each confined space entry, under their control, is planned and carried out in accordance with the procedures of this instruction.
2. Assuring preparation of confined spaces, under their control, so they may be entered safely.
3. Specifying and communicating precautions and protective equipment for entry of the confined spaces under their control.
4. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating confined space protection requirements.
5. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
6. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees Entering Confined Spaces

1. Performing their work in compliance with the job planning requirements.
2. Reporting any condition not anticipated during job planning which may affect their safety before continuing work.
3. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.

4. Properly maintaining all safety equipment including that specifically assigned to that employee.
5. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
6. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
7. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

DEFINITIONS

Confined Spaces:

- a. Enclosures having limited means of access, ingress, or egress and lacking natural ventilation such as, but not limited to, storage tanks, pump wet wells, manholes, sewers, pits, vaults, tunnels, regulator chambers, large duct work, or excavations.

Qualified Person:

- a. A person properly trained to operate air sampling instruments, to check the atmosphere within confined spaces to assist in rescue.

PROCEDURES

Preparation and Isolation

1. Ensure that materials (solid, liquid, gas, or vapor) cannot enter the confined space while workers are inside by disconnecting and removing, blanking, or double blocking and bleeding all pipelines to the confined space, including drain lines from the confined space if connected to other vessels or sewers such that material could back into the space entered.
2. Ensure that the confined space is completely drained, thoroughly cleaned and purged accordingly to the hazardous nature of the material previously in the confined space. Consideration must be given to the safe discharge of the cleaning and purged materials.
3. If conditions in #1 cannot be fully met, have a qualified person analyze the confined space for oxygen, explosive gasses, and toxic content. If the confined space previously contained specific toxic materials, also analyze for those materials through a cracked manhole or vent. If an oxygen deficiency, flammable, or other toxic vapors are indicated, further clean and/or purge the space until the problem is corrected.
4. Ensure that all powered equipment to or from the confined space is immobilized and locked off properly. The device should be locked out with an approved lock out tag out device.

Ventilation

1. Provide a positive fresh air supply to the confined space prior to entry and continuously during entry. The preferred way is to introduce the fresh air to the bottom of the area with a blower and vent it from the top unless adequate ventilation is already present.

2. Ensure that the fresh air is suitable for breathing and cannot become contaminated by adjacent vents or equipment.

Atmospheric Checks

1. Have a qualified person determine the oxygen content at several places in the confined space using an appropriate oxygen analyzer just prior to entry to ensure oxygen content is between 20-22%.
2. If the confined space contained any flammable or toxic materials, sludge, or other substances which could release flammable or toxic vapors, acid, or other material which could react with the vessel itself to form flammable or toxic vapors, have several places in the confined space tested for the flammable or toxic vapors by a qualified person using an appropriate analyzer just prior to entry. If flammable vapors are indicated by any movement of the analyzer needle, or if toxic vapors are indicated, continue ventilation until these conditions are met before entering the confined space.
3. If acceptable atmospheric conditions cannot be met and maintained and entry is necessary, other protective measures will be required.
4. Monitor the confined space atmosphere continuously during occupancy using an appropriate analyzer with an alarm system for oxygen content, flammable vapors, or toxic vapors. Because of the nature of the work or the confined space, the potential exists for:
 - a. The confined space atmosphere to become oxygen deficient or rich (less than 20% or greater than 22%).
 - b. The production or introduction of flammable or toxic vapors into the confined space.

For example: In a tank which previously contained a toxic material, the potential exists for the material to be trapped between a crust and the tank wall. As the crust is removed, the toxic material would be released to the confined space, so continuous monitoring would be required. If working in a sewer with waste flowing by from other areas, the potential exists for flammable or toxic material to be dumped or spilled into the sewer, or biological action can reduce oxygen content. Continuous monitoring would again be required.

Personal Protective Equipment

1. Specify that appropriate protective equipment be worn during entry. The type of work to be done, the condition of the confined space to be entered, and the potential change in the conditions of the space, will determine the requirements for the equipment.
2. If the potential for the presence of toxic vapors exists (see the example above) an air supplied respirator shall be required.
3. If the exposure is irritating to the skin, impervious protective clothing and rubber gloves shall also be required. The respirator shall provide full eye protection.
4. Communications shall be maintained between the entry person(s) and attendant employees at all times. This may be accomplished by direct voice and visual contact, hard wire telephone, or two-way radio contact depending on the specific conditions.

5. Adequate, reliable, intrinsically safe lighting (preferably helmet mounted) shall be available for use and used when appropriate.

Emergency Preparedness

1. Ensure that an effective emergency removal procedure is available with the appropriate apparatus and equipment set up and with attendants trained in its use.
2. All individuals entering the confined space must use safety harnesses with rescue lines.
3. Winches and pulleys will be maintained and ready for immediate use in case of need for personnel removal. Some jobs will require set up prior to entry, others due to special restrictions at the job site, will require that equipment be emergency ready.
4. When using a self-contained breathing apparatus, a minimum of two attendant employees shall be available, with one in continuous visual or voice contact. When air is not required or being used, at least a single attendant if required.
5. A different source of breathing air from the one already in use should be provided when an emergency entry into a confined space is required.

Operational Guidelines

1. After all planning is completed, carry out the work required following all the provisions of this policy.
2. If the continuous oxygen, flammable vapors, or toxic gases and vapors monitor indicate a problem, leave the confined space immediately and immediately contact your supervisor.
3. If an emergency occurs which requires evacuation of the confined space or surrounding work area, do not re-enter the confined space until planning procedures have been repeated and acceptable results have been achieved.

Attendant Employees

1. If a spill, fire, or other incident should occur which could affect those inside the confined space, inform those inside to leave the space until the supervisor in charge has assessed the potential problem.
2. If a worker inside should appear to be in trouble or should collapse, initiate the emergency removal procedure established prior to entry including notifying the EMS/911 and then inform the supervisor in charge. Do not enter the confined space to assist in the rescue unless absolutely necessary. Then enter only after putting on a air-supplied breathing apparatus or different air source, plus safety harness with a life-line and have someone stand by in continuous visual and voice contact.

Other Requirements

1. Immediate cleanup is recommended when leaving a confined space where skin exposure or equipment exposure to chemicals or biological materials is possible.
2. If a check for flammable vapors is required, use spark resistant hand tools, air-operated or explosion proof tools, and six volt explosion proof light sources.

NOTE: When welding inside a confined space, extra ventilation may be required to ensure that oxygen is not depleted and that air contaminants formed during the welding do not build up.

Under no circumstances should cylinders of oxygen and acetylene be allowed inside a confined space due to the potential for leaks resulting in an explosion.

NO. 1301: MONITORING EXPOSURE TO AIRBORNE CHEMICALS

Airborne toxic chemicals will cause ill effects when contacted or breathed at certain concentrations. This has led to Federal Standards regulating monitoring. Air sampling devices measure air concentrations of chemicals in the workplace to protect the health of its employees. The City will not knowingly expose employees to hazardous levels of contaminants.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. City work areas shall, wherever and whenever possible, be in compliance with OSHA standards on airborne chemicals. In addition, exposure to airborne chemicals shall be minimized to ensure that employees will not suffer adverse health affects.

Certain individuals may be especially sensitive to chemicals or have personal concerns regarding incidental exposures. These issues should be dealt with individually in consultation with medical personnel.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring that the employee is notified of all chemicals used in their operation and/or area.
2. Performing air sampling as required.
3. Instituting corrective action if required through engineering controls.
4. Requiring the use of appropriate employee protection should engineering controls not be possible.
5. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
6. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
7. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Advising their supervisor or Department Director of any special sensitivities or other adverse health affect that they have experienced or that they are aware of that have been, or are likely to be, caused by contacting, breathing, or being incidentally exposed to dry toxic or airborne toxic chemicals.

2. Advising their supervisor or Department Director of any instances where they believe air borne chemicals may be present and need to be addressed.
3. Being familiar with and wearing the appropriate protective equipment for the job.
4. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing to perform the task prior to carrying out the assigned duty.
5. Properly maintaining all protective clothing specifically assigned to that employee.
6. Advising their supervisor/Department Director if they do not have an approved respirator or are missing a piece of mandatory protective clothing or if the respirator or protective clothing has become damaged or unusable and is in need of repair or replacement if such repair or replacement is the responsibility of the City.
7. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
8. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.
9. Advising others in the immediate work area of the need for them to wear protective clothing if they are improperly protected or advising them to leave the immediate work area.
10. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or to leave the area after being so advised.

DEFINITIONS

Breathing Zone Air Sampling:

- a. The sampling device is held in the "Breathing Zone" of the employee to obtain a representative air sample during specific parts of the work schedule.

Personal Air Sampling:

- a. The air sampling device is directly attached to the employee's shirt lapel and worn continuously during all work and rest operations to obtain an average concentration of contaminant during the sampling period.

General Air Sampling:

- a. This procedure, also known as "area sampling" or "fixed location sampling" involves positioning the sampler at one location in the work area. This procedure may not provide a representative sample of worker exposure, but it is useful in evaluating engineering controls.

Instantaneous Sampling:

- a. In this procedure, short samples are taken at random times during the work period. These samples are also known as grab samples.

Permissible Exposure Level (PEL):

- a. OSHA standard for the concentration of airborne contaminants expressed as time-weighted average concentration for a normal 8 or 10 hour workday.

Qualified Air Samplers:

- a. Persons appointed by the management who have satisfactorily completed a training course in air sampling techniques given by Industrial Hygienists.

Time Weighted Average (TWA):

- a. The contaminant concentration is measured over selected work intervals and the results are averaged by weighing each concentration measurement according to the length of exposure.

Short Term Exposure Guidelines (STEG):

- a. The standard for the concentration of airborne chemicals set for a fifteen minute exposure period.

EXAMPLES OF CHEMICALS UNDER CONCERN

1. Asbestos - particulate breathing hazard (Refer to "Asbestos Safety Procedures" for more specific handling and exposure instructions.)
2. Chlorine - corrosive gas, skin, and breathing hazard
3. Nitric Acid - corrosive liquid, skin, and breathing hazard
4. Stoddard Solvent - flammable irritant, breathing hazard
5. Dursban 50W - toxic skin and breathing hazard
6. Benzene - flammable irritant, contact and breathing hazard (present in gasoline)

NO. 1302: HOUSEKEEPING

Housekeeping is a shared responsibility and requires proper maintenance from the grounds to the closets. In facilities where good practices are followed, undesirable conditions are reduced resulting in decreased accident rates.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. All City employees are expected to maintain the following good housekeeping practices.

RESPONSIBILITIES

Supervisors/Department Directors

1. Responsible for proper housekeeping in or around the work area they are supervising.
2. Providing scrap containers and/or scrap collection areas where needed and used for storage of scrap.
3. Properly storing scrap material of salvage value until suitable arrangements are made for disposal.
4. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
5. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
6. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
7. Performing random periodic inspections of an employees' safety equipment.

City Employees

1. Maintaining good housekeeping in shops, yards, buildings, vehicles, and job sites.
2. Keeping walks, aisles, stairways, fire escapes, and other passageways clear of obstructions and tripping hazards.
3. Keeping access to electrical panels, control valves, fire extinguishers, etc., clear of obstructions.
4. Placing tools and materials where they will not cause tripping or stumbling hazards or where they may fall and strike anyone.
5. Cleaning up puddles of oil, paint, water, and other liquids promptly. Absorbent material should be used as a cleanup aid when needed.
6. Removing nails from sheathing scaffolds, forms, other lumber, and packing boxes prior to stacking or storing. If such products are to be added to a scrap pile, nails should be bent over to the point where they will not be a safety hazard or removed.

7. Depositing dirty and oily waste rags, trash, and other waste materials in approved containers and dispose of them as soon as is practicable.
8. Cooperating in keeping rest rooms, drinking fountains, locker rooms, and other facilities in a neat, clean, and sanitary condition.
9. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
10. Properly maintaining all safety equipment and protective clothing specifically assigned to that employee.
11. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
12. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
13. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

NO. 1303: HEAT AND COLD STRESS

Because of the wide variations in individual susceptibility, prevention of annoyance or aggravation of an existing condition from hot and cold extremes may be difficult to achieve. It is recognized that combinations of such physical factors as the sun, heat, humidity, wind, and cold may place added stress on the body through exposure. Therefore, these exposures must be recognized, evaluated, and controlled in the workplace in order to help avoid adverse physical conditions that might cause harm to City employees.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Employee exposures to high heat or extreme cold (or wet) conditions should be monitored and appropriate acclimatization fitness should be exercised for outside work/tasks.

RESPONSIBILITIES

Supervisors/Department Directors

1. Evaluating work conditions to determine levels of cold and heat extremes.
2. Assuring that work schedules allow for adequate warm-up or cool-down time periods.
3. Communicating and enforcing job site requirements related to heat and cold extremes.
4. Providing warm-up areas, cool-down areas, electrolyte replacement, and other appropriate protective equipment unless such equipment and clothing is the responsibility of the employee.
5. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
6. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
7. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
8. Performing random periodic inspections of an employees' safety equipment.

Employees

1. Advising their supervisor or Department Director of any special sensitivities or other adverse health affect that they have experienced or that they are aware of that have been, or are likely to be, caused by being exposed to heat or cold.
2. Following the designated work/rest regimen guidelines.

3. Preparing for work by adapting to prevailing conditions. Drinking water and electrolytes in high heat conditions, and consuming high energy food and warm drinks in extreme cold conditions.
4. Wearing appropriate work clothing.
5. Being aware of heat stress physical symptoms (see below) and reporting any adverse health symptoms to their supervisor.
6. Applying any necessary lotions, ointments, etc. to protect oneself from exposure to the sun or other condition as may be necessary.
7. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
8. Properly maintaining all safety equipment and protective clothing specifically assigned to that employee.
9. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
10. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
11. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

HEAT STRESS

Exposure to high heat and humidity can be a health hazard if not treated properly. Nearly all workers can be exposed to limited amounts of heat without adverse effects; however, each employee must be aware of his/her limitations in working in such conditions and be acclimated to the work conditions at all times.

Heat stress can cause the following physical reactions:

1. Elevated body temperature
2. Dizziness
3. Nausea
4. Profuse sweating or complete stoppage of sweating

COLD WEATHER CONDITIONS

For work practices at or below -12 degrees C (10 degrees F) the following shall apply:

1. The worker shall be under constant protective observation (buddy system or supervision).
2. The work rate should not be so high as to cause heavy sweating that will result in wet clothing. If heavy work must be done, rest periods must be taken in heated shelters and an opportunity for changing into dry clothing must be provided.

3. New employees shall not be required to work full-time in cold until they become accustomed to the working conditions and have obtained required protective clothing.
4. The weight and bulkiness of clothing shall be included in estimating the required work performance and weights to be lifted by the worker.
5. The work shall be arranged in such a way that sitting still or standing still for long periods is minimized. Unprotected metal chair seats shall not be used.
6. The worker should be protected from drafts to the greatest extent possible.
7. The worker shall be instructed in safety and health procedures. The training program shall include the following:
 - a. Proper re-warming procedures and appropriate first aid treatment.
 - b. Proper clothing practices.
 - c. Proper eating and drinking habits
 - d. Recognition of impending frostbite.
 - e. Recognition of signs and symptoms of impending hypothermia or excessive cooling of the body even when shivering does not occur.
 - f. Recognition of safe work practices.

SPECIAL WORKPLACE RECOMMENDATIONS

1. Employees should be excluded from work in cold at -1 degree C (30 degrees F) or below if they are suffering from diseases or taking medication which interferes with normal body temperature regulation and reduces tolerance to working in a cold environment.
2. Trauma sustained in freezing or subzero conditions requires special attention because an injured worker is predisposed to secondary cold injury. Special provisions should be made to prevent hypothermia and secondary freezing of damaged tissues in addition to providing for first aid treatment.

NO. 1304: ASBESTOS SAFETY

Since the 1920's, asbestos has been known to be hazardous to people who may breathe the fibers. However, it was not until the late 1970's that the use of asbestos and the release of fibers into the air were suspected as the cause of asbestosis and mesothelioma. In the 1980's regulations and control procedures were published by the EPA, the final document was published in October 1987. The content of these procedures are promulgated in the EPA/Ohio Department of Health handling and control procedures.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Asbestos containing materials (ACM*) shall be **handled and evaluated only by those certified** to do so. These designated personnel will use only EPA approved procedures for enclosure, encapsulation, or removal of asbestos containing materials. Entry of unauthorized personnel is restricted from asbestos containing materials removal projects.

RESPONSIBILITIES

Designated Asbestos Containing Materials Personnel

1. Maintaining competency in the use of Ohio Department of Health and EPA approved procedures for handling asbestos containing materials.

All Other Personnel

1. Shall not drill holes in or otherwise puncture, sand, damage, or disturb any asbestos containing material.
2. Shall not use an ordinary vacuum to clean up asbestos containing materials debris.
3. Shall not remove ceiling tiles below asbestos containing materials without proper protective equipment.
4. Shall not remove ventilation system filters dry.
5. Shall not dry sweep asbestos containing floors.
6. Shall not shake ventilation filters from buildings containing asbestos containing materials.
7. Shall report any observations of any asbestos containing material that have been visibly disturbed to the Department Director or supervisor.

DEFINITIONS

Asbestos Containing Materials (ACM):

- a. Products which contain 1% or greater magnesium-silicate minerals that occur in fibrous form. Included in this group are: chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite asbestos.

Health Hazard:

- a. Respiratory disability from breathing fibers from friable asbestos.

Friable:

- a. Material that can be crumbled with hand pressure and therefore can be expected to most likely emit fibers.

Permissible Exposure:

- a. Airborne asbestos may not exceed 0.2 fibers per cubic centimeter of air averaged over the 8 hour workday.

*other than asbestos containing cement pipe. Asbestos containing cement pipe shall be cut while wearing a respirator after wetting pipe and all removed asbestos cement pipe shall be buried in the hole, unless other provisions have been made as approved by Department Director.

NO. 1305: ICE – A PRIME WINTER HAZARD (Updated 11.05)

Every winter, slips and falls on ice cause injuries to personnel while at work or going to and from work. In spite of the determined efforts to keep our parking lots and walkways free of ice or sanded down, it is virtually impossible to maintain all these areas in good shape at all times. Snow melts during the day, puddles form, and freeze over as the sun goes down.

Personal actions can help avoid accidents and prevent or reduce painful, disabling injuries from slips and falls related to this common winter problem.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

The City will reduce and/or eliminate hazardous winter ice conditions on City property, when possible and practical, and encourages employees to observe extra precautions during this season.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Performing random periodic inspections of an employees' safety equipment.

All Employees

1. Where possible, walking around icy spots. The extra few steps are well worth the effort.
2. Being aware of ice on inclined surfaces. If necessary, walk in the snow to gain a firm footing.
3. Keeping in mind that ice with a film of water on it is extremely slippery and ice at or near the freezing point is more slippery than at lower temperatures. (For example, ice at 25 degrees F is twice as slippery as ice at 10 degrees F.)
4. If you observe a heavily traveled area completely covered in ice, informing the Public Works Department as soon as possible so corrective measures can be taken.

5. Wearing authorized foot gear. (Rubber or rubber-like soles will significantly reduce your chances of slipping.)
6. Wearing the proper seasonal clothing, (i.e. coveralls in winter season) and taking proper care of the gear.
7. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
6. Properly maintaining all safety equipment specifically assigned to that employee.
9. Advising their supervisor/Department Director if they are missing a piece of seasonal clothing or if a piece of seasonal clothing has become damaged that is issued by the City.
10. Advising others in the immediate work area of the "icy" conditions.
11. Taking appropriate action to remove the hazardous condition.

NO. 1400: HANDLING, STORAGE, AND DISPENSING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS (Updated 10.05)

Flammable liquids are generally considered the most hazardous type of material commonly used in a department. Their ease of ignition, rapid burning rate, ability to form explosive mixtures, capability of spreading fire, and difficulty to extinguish present dangers which require special handling precautions and safeguards.

These instructions describe safeguarding requirements and precautions for storing and dispensing flammable and combustible liquids in portable containers.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Flammable and combustible liquids shall be stored and dispensed in a manner to minimize the danger of fire and explosions.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring that flammable and combustible liquids are contained, stored, and dispensed in conformance with procedures.
2. Instructing their employees in, and ensure the use of, appropriate handling, storage, and dispensing precautions.
3. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
4. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
5. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Wearing and using the required protection gear for their jobs and work areas and taking proper care of the gear. These include gloves, eye and hearing protection, hard hats, etc. as needed.
2. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or

unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.

3. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
4. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

PROCEDURES

Supervisors/Department Directors

1. Ensuring that plans are reviewed for keeping over four quarts (1 gallon) of flammable or combustible liquids outside approved storage areas.
2. When required, making application for the necessary permit or license to store flammable and combustible liquids on City property.
3. Ensuring that such liquids are isolated from other areas by distance (generally a minimum of feet for outdoor areas) or by fire walls of two hour fire-resistance rating.
4. In event of spillage, ensuring that drainage, floor pitch and/or curbing (4 inch high curb at door sills), or trench drains ensure confinement of the liquid.
5. Ensuring that floor level exhaust ventilation at the rate of at least one cfm per square foot of floor area to prevent the possible accumulation of vapors is provided. Also local exhaust ventilation may be required at dispensing stations to satisfy health needs.
6. Ensuring that electrical equipment meets the requirements of Article 500 of the National Electrical Code. Generally, this requires explosion proof (Class 1, Group D) equipment, although if no dispensing operations are anticipated equipment suitable for Division 2 areas is acceptable.
7. Ensuring that ground bars, cables, and clamps are provided for the dispensing areas.
8. Ensuring that extra hazard sprinkler coverage as defined in NFPA Standard No. 13 – 15 provided as required.
9. Ensuring that fire extinguishers suitable for Class B hazards are provided and are properly located and maintained (refer to safety instructions for “Portable Fire Extinguishers, Section 5, No. 501).

CONCENTRATION AND STORAGE

General Requirements for Supervisors/Department Directors

1. Maintaining only necessary inventory levels of flammable and combustible liquids in designated areas.
2. Storing flammable liquids separate from oxidizers, compressed gases, highly toxic materials, corrosives, and water-reactive chemicals.
3. Whenever practical, transferring flammable and combustible liquids into approved metal safety cans prior to use. Ensuring that safety cans are equipped with flame arrestors. When transferring from a stationary drum to an approved metal can, the 2 containers should be grounded together to avoid static electricity.

4. When storing liquids, in excess of fifteen gallons, outside of approved storage areas, utilizing an approved storage cabinet.
5. Ensuring that all containers and storage cabinets are properly labeled using NFPA/DOT labels.

Glass and Plastic Containers

1. When required, it is permissible to keep flammable and combustible liquids in glass or plastic containers when they do not exceed the following capacities.
 - a. 1 pint of a flammable liquid having a boiling point below 38 degrees C (100 degrees F).
 - b. 1 quart of a flammable liquid having a boiling point at or above 38 degrees C (100 degrees F).
 - c. 1 gallon of a combustible liquid.
2. Flammable liquids may be kept in glass or plastic containers of up to one gallon capacity only if all of the following conditions are satisfied.
 - a. Such quantities are required for operational reasons.
 - b. The required liquid purity would be adversely affected by storage in metal, or the liquid would cause excessive corrosion of a metal container.
 - c. A glass container is encased in a secondary protection container during transport and handling.
3. Store glass and plastic containers of flammable or combustible liquids to minimize the possibility of breakage or fire exposure. Preferably, keep bottles in their original shipping cartons and in approved storage areas or cabinets until needed. Individual bottles should be stored on shelves equipped with protective rails or in locations that otherwise minimize the possibility of breakage such as on shelves which are integral parts of storage units, lab benches or lab hoods.

DISPENSING PROCEDURES

All Personnel

1. Wearing any and all protective clothing and/or equipment as may be required.
2. Performing dispensing and transfer operations in approved storage areas whenever possible.
3. Ensuring that adequate ventilation exists for all transfer operations.
4. Do not dispense liquids in the vicinity of open flames, hot surfaces, or spark producing electrical equipment.
5. Ensuring that spills are promptly and properly attended to.
6. When transferring flammable liquids, bonding metal containers to one another by using bonding wires and clamps.
7. When filling small containers maintaining physical contact between the mouth of the receiving container and the nozzle of the dispensing container.

DEFINITIONS

Flash Point:

- a. The lowest temperature of a liquid at which sufficient vapors are given off at the surface to form an ignitable mixture with air as determined by the Tag Closed Cup Test Method (ASTM D-56).

Flammable Liquid:

- a. A liquid having a Tag Closed Cup Flash Point of less than 38 C (100 F) and below 93 C (200 F).

"Dead Man" Control:

- a. A mechanical safeguard which requires an individual to apply continuous manual pressure to allow a flow to occur. Release of the pressure automatically stops the flow.

Bonding:

- a. Connecting two or more conductive objects together by means of an electrical conductor to eliminate a difference of electrical potential between objects.

Grounding:

- a. Connecting a conductive object to ground (zero electrical potential) by means of an electrical conductor to eliminate a difference of electrical potential between objects.

Approved Containers:

- a. Cabinets and devices used to store flammable and combustible liquids, approved by Factory Mutual, Underwriters Laboratory, or the Department of Transportation.

Approved Storage Area:

- a. A room or outside area which has been specifically designed and protected for the storage of flammable and combustible liquids.

Adequate Ventilation:

- a. Exhaust ventilation that will keep flammable vapor concentrations at the smallest practical level close to their source of generation. Ventilation that will prevent unhealthy concentrations of vapors from developing in work areas.

NO. 1401: PORTABLE FIRE EXTINGUISHERS (Updated 10.05)

The need for fire extinguishers, special location requirements, maintenance, and use are directed by City and National Fire Codes.

These instructions describe the types and placement of portable fire extinguishers and guidelines for extinguisher use and maintenance.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Portable fire extinguishers shall be provided, maintained, and kept readily accessible in all areas of the City and shall be handled only by persons knowledgeable in their use.

RESPONSIBILITIES

Public Works Director

1. Maintaining a contract with a certified company to identify location and types of fire extinguisher equipment is necessary, to provide yearly inspections, routine maintenance, hydrostatic tests, and other related items.
2. Maintaining and hydrostatically testing extinguishers in accordance with approved schedules.

Supervisors/Department Directors

1. Ensuring that personnel are educated in the use of extinguishers including location, types, and the class of fire hazards that may be anticipated in their area.
2. Ensuring that key departmental personnel attend a site fire extinguisher training program. The program should cover:
 - a. Description of fire hazard classification of materials.
 - b. Fire monitors duties and evacuation procedures.
 - c. Capacities and limitations of extinguishers.

- d. Procedures for operating extinguishers and techniques for effective application.
- e. Hands-on use of extinguishers on live or simulated fires.

Employees

1. Becoming familiar with the types of fire hazards that may be present in the immediate area and the location, types, and operation of available extinguishers.
2. If a fire is discovered, addressing the emergency as follows:
 - a. Sound the alarm and get assistance.
 - b. If an employee is not confident that he or she can contain and extinguish the fire, evacuate immediately closing the door behind them to contain the fire.
 - c. If the fire is small and localized with little danger of rapid spread and the employee is knowledgeable in the use of extinguishers, use the appropriate type of extinguisher if confident this can be done without endangering oneself.
3. For application, remember the word PASS.
 - P – pull the pin
 - A – aim the horn, hose, etc.
 - S – squeeze the handle
 - S – sweep , low to the base of the flames to extinguish

MISUSE OR TAMPERING WITH FIRE EXTINGUISHERS MAY RESULT IN DISCIPLINARY ACTION.

NO. 1402: EMERGENCY EVACUATION OF BUILDINGS (Updated 10.05)

Serious incidents may occur to individuals (in a building) during the emergency evacuation of that building. Therefore there is a demonstrated need for planning evacuations, conducting periodic drills, and identifying responsibilities in anticipation of future emergencies.

These instructions describe the duties of employees, rules for conduct for drills, and emergency evacuations of City buildings. While these instructions center on fire emergencies, they also apply to all other emergency evacuations.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. The building alarm shall be sounded and the building evacuated whenever a fire or other incident occurs which endangers a person inside the building.

RESPONSIBILITIES

FIRE CHIEF

1. Ensuring that building evacuation plans are established and implemented, including a central meeting place for accountability.

Supervisors/Department Directors

1. Accounting for personnel, to the extent possible, to help assure the complete evacuation of all individuals.
2. Assisting departmental personnel and visitors during evacuation if, such assistance can be rendered without endangering the Department Director/Supervisor.
3. Determining when evacuation is complete.
4. Advising incoming emergency response units of persons trapped or unable to evacuate.

Employees

1. Being familiar with building evacuation plans.
2. Sounding the alarm if fire/smoke is detected.
3. Going to the assigned evacuation location.

PROCEDURE

Supervisors/Department Directors

1. Instructing all personnel in your area on emergency evacuation procedures and available escape routes.

2. Establishing evacuation procedures for handicapped persons; if necessary, assign specific individuals to escort or carry these persons so that their movement does not slow others down or permit them to be injured by persons pushing from behind. In the event the evacuation is only a drill, it will be necessary to escort or carry handicapped persons only to the point where the Department Director/Supervisor are satisfied that in a real emergency, full evacuation would be successfully completed.
3. Ensuring that the alarm is sounded for an incident requiring evacuation.
4. Directing all personnel to evacuate in a prompt and orderly manner when an alarm is sounded.

CONDUCT DURING EVACUATIONS

All Personnel

1. Shutting down operating equipment if this can be done without endangering yourself or others.
2. Not trying to extinguish a fire unless it is small enough to be handled safely and the employee is knowledgeable in the use of the extinguishers.
3. Leaving the building in the most direct manner via the nearest designated "Exit" or "Emergency Exit" and proceeding to the designated evacuation location, closing office doors behind them to limit travel of fire and smoke.
4. Moving quickly, but not running. Using handrails in stairwells. Do not use elevators.
5. Not returning to an evacuated building until the "All Clear" signal is given.

NO. 1500: HANDLING, PACKAGING, AND TRANSPORTATION OF HAZARDOUS CHEMICALS (Updated 2.03)

Chemicals and other materials classified as hazardous by the Department of Transportation (DOT) regulations have precise packaging and transportation requirements. Each method of transportation (air, water, highway, and rail) presents different concerns and, therefore, has different requirements. The chemical content, type, and size of the approved packaging will determine the method(s) of transportation which can be used. Care must be taken to ensure that only approved packages and transportation methods are used.

These instructions reference procedures for selecting packaging and transportation methods for hazardous chemicals including chemical wastes.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. Handling, packaging, and transportation of hazardous chemicals shall be conducted to minimize exposure to personnel, property, the environment, and to conform with applicable regulations. Disposal of hazardous chemicals will be by a qualified handler only.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring that handling, packaging, and transportation of hazardous chemicals are conducted in accordance with approved procedures and methods as defined in the Chemical and Hazardous Materials Transportation Registry. Maintaining disposal/transportation records for a minimum of three years.
2. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
3. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
4. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Following prescribed practices and procedures.
2. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear.

3. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
4. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
5. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
6. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

DEFINITIONS

Hazardous Chemical:

- a. A chemical, mixture of chemicals, or waste material which is classified as hazardous by Department of Transportation Regulations (CFR-Title 49, Parts 100-199 – Hazardous Materials Transportation).

NO. 1501: VEHICLE SAFETY (Updated 10.05)

Powered industrial vehicle operations are a very important part of daily City work requirements. Serious personal injury and property damage can result from improper usage.

These instructions describe operator training requirements for vehicle usage, facility requirements, and inspection regulations for city vehicles.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. All City employees are expected to adhere to the policies and instructions for vehicle safety.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensuring enforcement of the regulations and practices contained herein.
2. Observing the practices used by employees when operating City vehicles.
3. Prohibiting unauthorized employees or other unauthorized persons from driving City vehicles.
4. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
5. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
6. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Driver Qualifications and Responsibilities
 - a. Only employees with valid state operator license, appropriate to the vehicle that their position requires, may drive a City vehicle. The license must be presented to your Department Head for record purposes. The City may deny driving privileges in City vehicles to employees who have unsatisfactory driving records demonstrated by the accumulation of points on state records or other observations.
 - b. Authorization to drive vehicles other than passenger cars and small pick-up trucks will be determined not only by the employee's possession of a state operator's

license but also by the successful completion of training and testing in the safe operation of the type of vehicle to be driven. Evidence of physical capability to drive a City vehicle safely is determined by the individual conducting the training and testing process.

2. Vehicle Inspections by Drivers

- a. The driver of a vehicle shall conduct a safety check each shift using a prepared checklist appropriate for the type of vehicle. If vehicle defects are noted, the vehicle shall be sent for repairs. Vehicles failing to meet minimum safety standards shall not be driven unless the supervisor determines that the defect is minor in nature and that the condition of the vehicle will not compromise the safety of the operator or of others. In these circumstances, the vehicle shall be sent for repairs as soon as practicable upon the completion of the assigned task.
- b. The driver of any vehicle is responsible for reporting vehicle defects to their supervisor.

3. Vehicle Operation (General)

- a. It is the responsibility of every employee who drives a vehicle to know and obey all traffic regulations for the area in which he/she drives. The driver shall be familiar with, and abide by, rules and policies relative to the driving of City vehicles. He/she shall be personally responsible for fines and other penalties.
- b. Vehicles shall be operated within the legal speed limit at all times, or at a lower speed where conditions warrant. Rotating yellow lights do not exempt the driver from the law.
- c. Employees shall use manufactured safety equipment, seat belts, harnesses, etc. when the vehicle is in operation. Equipment shall not be altered or removed.
- d. A driver shall not operate a vehicle when medically, physically, or mentally unfit to do so. Failure of the employee to report such conditions shall result in discipline up to and including dismissal.
- e. Before moving a parked vehicle, especially in confined or congested areas, walk around it to determine if the way is clear for backing up or pulling forward. This circle of safety may prevent an accident. When a driver is backing a vehicle and another employee is available, the employee shall be stationed to warn the driver of danger and assist in maneuvering the vehicle. If alone, and before backing, the driver shall get out and check conditions when necessary.
- f. Vehicle drivers shall not transport unauthorized persons.
- g. Drivers shall be familiar with the capacity and required clearances for the safe use of the vehicles they drive.
- h. Windshields and windows of vehicles shall be kept clean and clear of unnecessary items that may obstruct the driver's vision.
- i. Drivers shall not permit more than two additional persons in the front seat of a vehicle while it is in motion.
- j. Objects or persons being transported shall be located so that the driver's view is not obstructed and the safe operation of the vehicles is not hindered.

- k. The following precautions shall be observed when fueling a vehicle:
 - . The engine shall be shut off.
 - . The fuel hose nozzle shall be kept in contact with the vehicle fuel tank fill pipe to avoid static sparks.
 - . Radio transmitters and cellular phones shall not be used.
 - . Smoking and open flames shall not be permitted in the fueling area.
 - . Overfilling of fuel tanks shall be avoided.
- l. Drivers shall practice defensive driving, that is, making every effort to avoid an accident even though the other party may be in error. Drivers should not insist on their so called right-of-way.
- m. Drivers of vehicles shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle except on the seats or inside the body walls. Passengers shall not stand up on moving vehicles unless the equipment is designed and intended for such activity.
- n. Except in an emergency, drivers shall park their vehicles only in locations permitted by law.
- o. Where work requires that vehicles or equipment be parked on a street or highway or immediately adjacent thereto, traffic control procedures shall be used. Work crews shall place flagmen, barricades, or cones to regulate, warn, or guide traffic in accordance with standard procedures for control of traffic through City work areas.
- p. To change a tire or make other necessary repairs along a highway, the driver shall pull off the pavement as far as possible. If driving on the interstate and a flat occurs, it may be necessary to proceed to the next exit and pull off.
 - . Flashing or rotating lights shall be turned on if available. Traffic control procedures shall be used as needed, including DOT mandated trainings if available.
- q. When a vehicle with a manual transmission is parked on a hill, the driver shall be sure that the brakes are properly applied, that the vehicle is in gear, that the engine is shut off, and that the vehicle's front wheels are turned at an angle to the adjacent curb or otherwise blocked to prevent rolling. A vehicle with automatic transmission shall be placed in "park".
- r. Occupants should enter or leave a parked vehicle on the curb side when applicable or practical. If doors must be opened on the road side, extreme care should be exercised to avoid being struck by other vehicles.
- s. When an occupied vehicle is parked with the engine running, the windows shall be left partially open for adequate ventilation to prevent asphyxiation from carbon monoxide.
- t. A driver shall not operate a gasoline or diesel fuel engine in an enclosed structure unless adequate ventilation is provided.
- u. The driver should try to plan driving and parking to avoid backing. Before backing a vehicle, the driver shall determine that adequate clear space is available and back slowly, keeping a constant lookout during the entire time while backing.

- v. Speed and load weight affects the stopping distance of a vehicle and is an important factor in determining whether a driver can avoid an accident.

4. Vehicle Operation (Heavy, Over-the Road)

- a. Regulations governing lights, markers, length, width, weight, and the loading of vehicles, shall be complied with. This includes regulations pertaining to explosives, flammable or combustible liquids, or other hazardous materials.
- b. Before a truck or trailer is moved, it shall be carefully inspected to see that the materials and equipment are properly loaded and secured so that they will not shift.
- c. Loads on trucks and trailers shall not exceed rated capacities.
- d. Where material extends beyond the rear of a truck or trailer, the projecting end shall be marked with a red flag or red light.
- e. Trailers, while being towed, shall be securely coupled to the towing vehicle. Trailers, except those attached to a tractor by a "fifth wheel", shall be secured by safety chains or cables.
- f. Before a truck is loaded or unloaded, the brakes shall be securely set or the wheels shall be blocked.
- g. While a truck is being loaded by a "high lift", power shovel, crane, or other loading equipment, the truck should be positioned so that the load does not pass over the driver. If a truck cannot be so positioned, the driver shall stand clear of the truck and the loading equipment.
- h. The capacity of booms, derricks, or other hoisting equipment mounted on trucks shall not be exceeded.
- i. Heavily loaded trucks proceeding down steep grades shall be shifted into a lower gear.
- j. Trucks equipped with booms, derricks, elevating platforms, aerial buckets, or similar equipment shall not be moved unless such equipment has been placed in the stored position, except under the immediate direction of a designated employee who shall give his/her undivided attention to the movement.
- k. Before towing the following rules apply:
 - . All stabilizing legs must be up and locked.
 - . Ball type hitches must be hand tight and secure. Pintle types must have the proper pin positively locked.
 - . All safety chains should be properly installed and should not touch the ground.
 - . If lights are provided, they should be checked and plugs should be properly inserted.
 - . Truck mirrors should be checked to insure maximum rear vision.
- l. While towing the following rules apply:
 - . Do not tow vehicles on rough, off-the-road terrain at more than five (5) miles per hour.
 - . Use discretion. Check any questionable terrain on foot before moving the vehicle into it.
 - . Keep regular, critical observation of the towed vehicle at all times.

- . When passing another vehicle, allow plenty of room before returning to the cruising lane. Use your turn signal.
 - . When on residential streets, check overhead clearance to insure against damage to wires or trees.
 - . High-speed, sharp turns can topple the towed vehicle and possibly the towing vehicle. Avoid such turns.
- m. When moving wheeled equipment by hand the following rules apply:
- . When unhooking from a towing vehicle, unhook the ball hitch first, then the safety chains. Also, make sure the front stabilizer is in the down position.
 - . Before attempting to move trailer equipment, make sure you have enough help to move it and also control the movement, especially on sloped terrain.
 - . Before attempting to pick up the towing tongue, make sure both stabilizing legs are up and locked.
5. Vehicle Operation (Heavy, Off-the-Road), including bulldozers, tractors, off-the-road trucks, backhoes, graders, front loaders, and agricultural and industrial tractors.
- a. Braking systems shall be maintained in a condition capable of stopping and holding equipment when fully loaded.
 - b. Employees shall not use equipment having an obstructed view to the rear unless:
 - . The equipment has a reverse signal alarm audible above the surrounding noise level.
 - . The equipment is backed up only when an observer signals that it is safe to do so.
 - c. Tools and materials shall be secured to prevent their movement when transported in the compartment with employees.
 - d. Before starting the engine, drivers shall be sure all operating controls are in neutral.
 - e. Never operate any of the controls from any position, except seated in the operator's seat or at the operator's control panel.
 - f. Drivers shall keep the vehicle in gear when going down steep grades.
 - g. Driver shall drive at a speed slow enough to insure safety and complete control, especially over rough terrain.
 - h. Reduce speed when making a turn, going down a hill, or applying the brakes.
 - i. Do not drive too close to the edge of a ditch or creek.
 - j. Never shift to a low range when operating at high speed.
 - k. Never leave the engine running while the equipment is unattended.
 - l. Never dismount from equipment when it is in motion.
 - m. Never permit persons other than the operator to ride on the equipment. Never allow riders on a moving crawler or its drawn equipment.
 - n. Never stand between a tractor and a machine when hitching unless all the controls are in neutral and the brakes are locked.
 - o. Do not oil, grease, or adjust equipment when the engine is running.
 - p. Driver shall carry the bucket as low as possible at all times, especially when working on a hillside or backing up a steep incline.
 - q. Do not use the loader as a battering ram.

- r. Never allow anyone to work, walk, or stand under a raised bucket.
 - s. The wheels shall be blocked securely and the loader bucket or backhoe bucket lowered to the ground if the machine is parked on a hillside.
 - t. Do not attempt to repair or tighten hoses when they are under pressure, when the boom is raised, or when the engine is running.
 - u. Drivers shall check overhead clearance carefully before driving under power lines, guy wires, bridges, low hanging branches, entering or leaving buildings, and etc.
 - v. Drivers shall always carry a "charged" fire extinguisher and a first aid kit.
 - w. When loading off-the-road vehicles for over-the-road transit, the following safety factors must be considered:
 - . Centering the vehicle on the trailer or low-boy
 - . Proper tie-downs
 - . Blocking and chocking
 - . Position of buckets, booms, etc.
6. Public Safety Emergency Vehicles Operations
 - a. Police, Fire, EMS, and Passenger Vehicles and Vans
 - . During non-emergency conditions follow policies and instructions in Part 3 of these instructions.
 - . Under emergency response situations, only qualified personnel will operate vehicles in accordance with the vehicle guidelines of their respective departments.
 - . Transportation to the designated location should be achieved without injury to the operator and to others, and without injury to City vehicles and equipment.
 7. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear.
 8. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
 9. Properly maintaining all safety equipment specifically assigned to that employee.
 10. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.

NO. 1504: TRAFFIC CONTROL SAFETY

Problems of traffic control occur when motorists and pedestrians are expected to change their patterns of travel through City work zones. The Ohio Manual of Uniform Traffic Control, Part VI, provides guidelines and principles which can minimize exposures to accidents when City employees must work near traffic.

These procedures describe the requirements for job site or vehicular protection when City personnel or vehicles are located in a street or highway or adjacent to a street or highway.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

Where City work requires that vehicles or equipment be parked adjacent to a street or highway, or when employees are physically working on or adjacent to a street or highway, traffic control procedures shall be used. Work crews shall place flagman, barricades, cones, high level warning devices, or directional arrows to regulate, warn, or guide traffic, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), Part VI.

RESPONSIBILITIES

Supervisors/Department Directors

1. Providing the necessary training in the use of traffic control devices and maintain availability of required materials such as reflectors, cones, ladders, barricades, directional arrows, reflecting vests, and other necessary equipment.
2. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
3. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
4. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Installing the appropriately designated traffic control devices prior to any other job site activities when working in or adjacent to streets or highways in accordance with MUTCD.
2. Removing or covering devices when they are no longer needed.
3. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear.

4. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
5. Properly maintaining all safety equipment specifically assigned to that employee.
6. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
7. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
8. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

PROCEDURES

1. Traffic safety in work zones should be an integral and high priority element of every project from planning through design and construction. Similarly, maintenance work should be planned and conducted with the safety of the motorists, pedestrians, and workers kept in mind at all times.
2. Traffic movement should be inhibited as little as practical.
3. To ensure acceptable levels of operation, routine inspection of traffic control devices should be performed.
4. The maintenance of roadside safety requires constant attention during the life of the work zone because of the potential increase in hazards.
5. The work area should be delineated by traffic cones or other devices to exclude traffic and pedestrians. Traffic cones and other channelizing devices shall not be spaced more than fifty feet apart. For low-speed or urban streets, a closer spacing should be used. Traffic cones shall be a minimum of eighteen inches in height.
6. Whenever more conspicuous guidance is needed, especially on highways, cones shall be a minimum of twenty eight inches in height. Orange shall be the predominant color for cones. For night-light devices, reflectorization of cones shall be provided by a minimum six inch wide white band placed a maximum of three inches from the top.
7. Operations are particularly hazardous at night when the driver's ability to see is sharply reduced from daytime conditions. It is therefore necessary to supplement the reflectorized signs, barriers, and channelizing devices with lighted elements.

PLANNED WORK AREA PROTECTION

1. The development of the work area protection should be based on the point of view of the motorist and pedestrian. The following checklist will aid in the planning of proper work area protection.
 - a. What type of road is involved.
 - b. What is the speed of traffic.
 - c. Is the volume of traffic light or heavy.

- d. Will the nature of the traffic change while the work is underway.
- e. Are barricades required.
- f. Are flashers and/or floodlights required.
- g. Will flaggers be required.
- h. Do the police need to be notified.
- i. Should the job be rescheduled to avoid heavy traffic conditions.
- j. Is a traffic signal detector involved.
- k. Has a supervisor been notified.

DEFINITIONS

Traffic Control Zone (TCZ):

- a. The distance between the first advance warning sign and the point beyond the work area where traffic is no longer affected consists of the following parts.
 - . Advance warning area
 - . Transition area
 - . Buffer space
 - . Work area
 - . Termination area

Objectives of the Traffic Control Zone:

- a. **WARN** the motorists and pedestrians of any unusual conditions ahead.
- b. **INFORM** the motorists and pedestrians around or through the work areas.
- c. **PROTECT** the workers, motorists, and the pedestrians.

Warning Signs:

- a. Are used to notify drivers and pedestrians of specific hazards which may be encountered when these operations are underway and for the protection of workers working in or near the roadway.

NO. 1600: CHEMICAL LABELING (Updated 10.05)

The use of chemicals in containers entails some risk of exposing personnel or the environment to chemicals, either through normal or accidental damage to the container. Management has a responsibility to inform those who handle chemicals of the hazardous characteristics of those chemicals. One method of meeting that responsibility is by establishing procedures for the proper labeling of containers of chemicals. Labels must be either NFPA or DOT compliant.

The following procedures describe the precautionary labeling requirements for chemicals received or stored in containers at City Departments.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. All Containers of chemical materials handled in the City must have an approved precautionary label.

RESPONSIBILITIES

Supervisors/Department Directors

1. Insuring that all containers of chemicals received, stored, manufactured, or used by a department are properly labeled.
2. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection and chemical labeling requirements.
3. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
4. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Informing supervisors or Department Director of containers that are not properly labeled.

2. Affixing labels designated for use neatly, straight, and near the top of the side of the container so they are easy to read.
3. Placing labels so the opening of the container does not ruin or remove the label.
4. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear.
5. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
6. Properly maintaining all safety equipment specifically assigned to that employee.
7. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
8. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
9. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

NO. 1601: "RIGHT TO KNOW" INFORMATION (Updated 6.16)

Safety Data Sheets (SDS) are available on the job along with warning labels retained on containers for access and reference by employees exposed to potential hazards. These hazards may be physical (such as flammable, unstable, or water reactive) or health related (such as corrosive, toxic, irritant, or carcinogen).

City management wishes to inform and train employees about the potential hazards in their workplace.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

Employees who handle or use chemicals, compressed gases, poisons, corrosives, flammable liquids, restricted pesticides, or other harmful substances (any substance listed in 29 CFR 1910, sub part Z, Toxic and Hazardous Substances) shall have training in methods of safe handling, use, and control. They will be instructed in potential hazards, personal hygiene, and protective measure required and shall comply with proper procedures. They shall know who to contact in the event of an emergency or an exposure.

PROCEDURES

Information is available through Supervisors/Department Directors or from Safety Data Sheets (SDS) and technical bulletins. Safety Data Sheets for commonly used substances are located in appropriate areas.

Hazardous materials used in City operations include: fuels, solvents, herbicides, liquid chlorine, acetylene, oxygen, liquid oxygen, acids, alkalizes, polymers, caustics, restricted pesticides, sewage chemical grout, explosives, polychlorinated biphenyls (PCBs), waterplug, and mercury.

HAZARD IDENTIFICATION SYSTEM

The diamond-shaped diagram shown for each chemical gives at a glance a general idea of these hazards under emergency conditions such as spills, leaks, and fires. The hazard identifications system is not intended to identify the non-emergency health hazards of chemicals.

Based on the hazard identification system in "Recommended System for the Identification of the Fire Hazards of Materials, NFPA No. 704M", the diagram provides planning guidance to fire departments for safe tactical procedures in emergency operations, gives on-the-spot information to safeguard the lives of fire fighting personnel and others who may be exposed, and provides plant design engineers and plant protection and safety personnel with a means of identifying hazardous materials and areas in which they are stored.

The diagram identifies the “health”, “flammability”, and “reactivity” (instability and water reactivity) of a chemical and indicates the order of severity of each hazard by use of one of five numeral gradings, from four indicating a severe hazard or extreme danger, to zero indicating no special hazard. In the diamond-shaped diagram “health” hazard is identified at the left, “flammability” at the top, and “reactivity” at the right.

The bottom space is primarily used to identify unusual reactivity with water. A “W” with a line through its center alerts fire fighting personnel to a possible hazard in the use of water. This bottom space may also be used to identify a radiation hazard by use of the radiation symbol. Oxidizing chemicals are identified in the bottom space by “OXY”.

Supervisors/Department Directors

1. Maintaining an inventory of the hazardous chemicals known to be in the workplace.
2. Maintaining, and making accessible at all times, information of who to contact in case of an emergency or an exposure.
3. Assuring that copies of SDSs are maintained in appropriate places for review by employees or visitors.
4. Insuring that SDSs shall be readily available, upon request, for review by employees or visitors at all times.
5. Each department where any employee may be exposed to hazardous chemicals under normal operating conditions or foreseeable emergencies shall provide, at least annually, an education program for employees using hazardous chemicals on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. Additional information shall be provided whenever the potential for exposure to hazardous chemicals is altered or whenever new and significant information is received by the department concerning the hazard of a chemical. New or newly assigned employees shall be provided training before working with hazardous chemicals or before working in an area containing hazardous chemicals. Training shall be the responsibility of the supervisory staff.
6. Keeping records of the dates of training sessions and the names of the employees attending.
7. Providing, at no expense to employees, appropriate personal protective equipment to protect employees from exposures to hazardous chemicals.
8. Investigating reports of hazardous conditions and taking corrective action when necessary.

Employees

1. Reporting all hazardous conditions to supervisor.
2. Wearing or using prescribed personal protective equipment.
3. Being aware of the location of SDS sheets appropriate to their duties and responsibilities.
4. Understanding the dangers associated with the use of hazardous substances in the workplace, as well as their safe and proper use.

5. Requesting information when unsure about handling procedures for a hazardous substance.
6. Employees shall not be required to work with a hazardous chemical from an unlabeled container except for a portable container intended for immediate use by the employee who performs the transfer.
7. Employees who may be exposed to hazardous chemicals shall be informed of such exposures and shall have access to the Safety Data Sheets for the hazardous chemicals.

NO. 1700: WORK ON OR NEAR ELECTRICALLY ENERGIZED CIRCUITS (Updated 9.05)

Not only do electricians and instrumentation technicians work with electrical circuits, others may also have tasks which create the potential for exposure to energized electrical circuits. Because such work is inherently dangerous, it must be done under controlled conditions.

These procedures describe the conditions under which work may be done on or near energized electrical circuits and defines minimum safety procedures for performing such work.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

Hot work, work on energized circuits, is forbidden except in critical situations which absolutely require it. In such situations only qualified personnel may perform work on facilities and equipment having potential electrical hazards.

RESPONSIBILITIES

Supervisors/Department Directors

1. Evaluating all facilities, machinery, and equipment in the department and defining any tasks that must be completed on energized circuits, (hot work).
2. Reviewing all testing or diagnostic procedures necessary on energized circuits, evaluating the hazards, and specifying procedures and equipment for performing such work.
3. Establishing divisional hot work procedures and ensuring that they include those herein contained.
4. Approving hazardous electrical work prior to the commencement thereof.
5. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect employees and others, and communicating proper protection requirements.
6. Providing employees, who are required to work on electrically energized circuits, with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such training, clothing, and/or safety equipment.
7. Maintaining appropriate records to demonstrate that employees under his/her control, who are required to work on electrically energized circuits, have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Following prescribed practices and procedures.

2. Wearing and using the required personal protection for their jobs and work areas, taking proper care of the gear, and purchasing or otherwise obtaining the necessary protective clothing and or equipment or gear if so required.
3. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
4. Properly maintaining all safety equipment and protective clothing specifically assigned to or required to be worn by that employee.
5. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
6. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
7. Reporting to their supervisor/Department Director instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

DEFINITIONS

Hot Work:

- a. Work where exposed and unguarded energized circuits or parts having an electrical potential greater than fifty volts must be contacted.
- b. Work near energized circuits or parts where contact with greater than fifty volts potential is possible.

Testing and Diagnostic Electric Work:

- a. The physical inspection and checking of electrical circuits and components for the purpose of isolating the source of and eliminating malfunctions, or ensuring correct functioning.

Service Rated:

- a. Indicates that the capacity of the equipment being used on energized circuits equals or exceeds that of the circuitry being tested or discharged.

Qualification Requirements:

- a. Qualifications for electrical work can encompass a wide range of training and experience, for example:
 - . Knowledge of the equipment.
 - . Awareness of hazards involved.
 - . Knowledge of safety procedures, including use of protective devices.
 - . The minimum amount of electrical training required (e.g. having an electrical license issued by a state agency).
 - . First aid training.

Knowledge of emergency procedures.

PROCEDURES

1. Electrical Work Rules – Power must be OFF when:
 - a. Installing or replacing any hard-wired electrical component or device including, but not limited to, relays, switches, receptacles, ballasts, solenoids, lighting fixtures, circuits, and circuit breakers.
 - b. Fishing or snaking wires or handling metal conduit, rods, rules, tapes, or chains in an area where exposed live parts are present or where concealed live parts may inadvertently be contacted.
 - c. Drilling or installing fittings in an area where exposed live parts are present or where concealed live parts may inadvertently be contacted.
 - d. Opening any panel where the electrical potential exceeds 600 Volts.
 - e. Connecting or disconnecting wires, either by hand or with tools.
 - f. Working on emergency power/lighting panels and transfer switches. In this case the power must be off on both normal and emergency power sources.
2. Testing and Diagnosing Energized Circuits – Minimum of the safety precautions required for testing and diagnostic procedures are:
 - a. Wearing low voltage gloves and safety glasses when pulling out conductors in troughs, junction boxes, raceways, lighting fixtures, and lighting/distribution panels.
 - b. Using service rated test equipment and wearing safety glasses when opening electrical enclosures for troubleshooting, visual inspection, and testing for voltage and amperage.
 - c. Testing and diagnostic work on opened and energized enclosures must, at a minimum, follow these work practices:
 - Avoid leaving an energized enclosure open and unattended as it presents a shock hazard to others. If it is unavoidable, these precautions must be taken:
 - Effectively isolate (e.g. rope off or barricade) the area involved and identify it with signs or posters.
 - Notify the supervisor of the hazard and the precautions taken.
 - Whenever possible the equipment being checked should be powered via a ground fault circuit interrupter.
 - Use a service rated discharge wand when discharging a capacitive storage unit.
 - Minimize the potential for your body becoming a ground link by using practices such as the “one hand method”, insulated probes, and protective gloves and by not wearing a wristwatch, rings, or jewelry.
 - d. Wearing safety glasses when adjusting variable controls designed to be adjusted while energized.
 - e. Using only service rated test equipment and wear safety glasses when inspecting electrical outlets for voltage, amperage, and polarity.
 - f. Using wooden or other non-conductive ladders only.

- g. Ensuring that the work area is free of conditions or items that could inadvertently come into contact with the electrically energized circuit and other conditions that may unnecessarily put the employee or bystanders at risk such as the presence of moisture.

NO. 1701: USE OF PERSONAL ELECTRICAL ITEMS (Updated 9.05)

The growing use of personal electrical items in City employment areas brings with it an increase in risk and a related concern for safety. Because some items fail the most basic tests for shock and fire protection, their use is inconsistent with our intent to provide a safe working environment. In general, therefore, the use of most personal electrical items is discouraged in City facilities.

The following describes the rules and responsibilities governing the use of employee-owned or City provided electrical items such as coffee makers, heaters, hot plates, radios, and dryers.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

All personal electrical items used on City premises must conform to the safety requirements detailed in this procedure. Units with exposed heating elements that can ignite common flammable materials such as paper or cloth are explicitly prohibited.

Supervisor/Department Directors

1. Monitoring the use and inspecting personal electrical items to ensure conformance with this policy. The City Manager may establish more stringent requirements than those described herein, and may have any items he/she deems unsafe, removed from city property.

All Employees

1. Following the practices and recommendations prescribed by the manufacturer of the personal electrical item and those prescribed herein.
2. Ensuring that all personal electrical items are equipped with a three-wire cord and are approved and labeled by a recognized independent testing organization such as Underwriter's Laboratories, Inc. Personal electric items not having a three wire cord that are approved by underwriters Laboratories, Inc. or other recognized independent testing agency for use with that such cord, may be used provided all of the manufacturers recommendations, practices, and procedures as well as those prescribed herein, are followed.

3. Ensuring that all personal electric items are equipped with an On-Off switch.
4. Ensuring that all personal electric items are mechanically stable, that is, not wobbly or easily tipped over.
5. Periodically inspecting all personal electrical items, owned by employee that are used at work to ensure that they are in proper working order.
6. Ensuring that all personal electric items are plugged directly into an approved receptacle without the use of an extension cord or two prong adaptor unless the personal electrical item is approved for use therewith.
7. Reporting instances to their supervisor/superior of the unsafe use or condition of any personal electrical item(s) on City property or discussing such unsafe use or condition with the owner of such personal electric item so as to result in the immediate removal or repair of such unsafe item.

NO. 1800: HOISTING EQUIPMENT AND USE (Updated 9.05)

Hoisting systems are used to raise, lower, and transport loads that are too heavy to be moved manually. Improperly designed, installed, or operated hoisting systems may result in accidents and/or injury. By specifying, installing, and using hoisting systems correctly, such serious accidents as well as many potential back injuries and muscle strains can be avoided.

These procedures describe the procurement, use, inspection, and maintenance of hoisting systems.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

Hoist operators and maintenance personnel shall be protected from known hazards associated with the use of hoists through the procurement and installation of approved equipment and use of approved safeguards and procedures.

With the use of untested hand-operated chain hoists, the maximum load shall be limited to 75% of the manufacturer's stated capacity.

Overhead and Gantry hoists may be used up to the rated capacity, providing they are tested annually at 125% of that capacity and inspected at least annually.

RESPONSIBILITIES

Supervisors/Department Directors

1. Reviewing and approving hoisting system installation plans, ensuring that all hoisting equipment and installation meets engineering standards.
2. Ensuring that all newly purchased hand-operated chain hoists are given a dynamic and static test at 125% and 150%, respectively, of the manufacturer's stated capacity at the manufacturer's facility. Assigning a maximum load limit capacity (as written on the hoist I.D. plate), and ensuring that the new capacity limit is painted on the hoist in large black numerals over a yellow background. The load capacities of hand-operated chain hoists are down-rated because the chains have a lower reserve strength than wire cables and structural defects are difficult to detect. The capacity limit provides more protection to operators who must stand immediately adjacent to this type of hoist to lift and lower loads.
3. Inspecting the installed system before it is put into operation.
4. Ensuring that each system component (mount, hoist, cable, chain, and lock) is individually labeled with the correct capacity, if applicable.
5. Training operators in the safe use and care of the hoisting equipment.

6. Ensuring that each operator is capable of using the hoisting equipment safely before allowing the individual to work without close supervision.
7. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
8. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment including the procedures outlined in this safety policy and the instruction specified by the manufacturer.
9. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.

Employees

1. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
2. Using hoisting systems safely and immediately reporting mechanical defects or accidents to their supervisors.
3. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear and purchasing or otherwise obtaining the necessary protective clothing, equipment, or gear if so required.
4. Properly maintaining all safety equipment and protective clothing specifically assigned to or obtained by that employee.
5. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
6. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
7. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

Hoist Operators

1. Conducting periodic inspections and provide preventive maintenance for hoisting equipment.
2. Inspecting the hoisting system before each use.
 - a. Using only hoist systems that are in good condition. Not using slings or hoist cables that are kinked, twisted, or knotted or hooks which have become stretched or cracked.
 - b. If the system is electrically-operated, ensuring that the up and down movement of the cable corresponds to the action of the "up" and "down" controls on the panel.

3. If the hoist system is defective, "locking-off" the system and notifying your supervisor or Department Director so repairs can be made.
4. Using only approved slings and hooks for lifting.
5. Centering the hoist directly over the load before lifting - a minimum of ten feet from uninsulated electrical lines.
6. Not attempting to lift a load that is unbalanced or heavier than the hoisting system component with the lowest capacity.
7. Making sure that all people are clear of the area under the hoisting system before lifting a load.
8. When starting to pick the load up, always lifting in small increments until you are sure that the load is balanced and securely suspended.
9. Lifting the load smoothly to avoid unnecessary strain on the hoist system.
10. Not keeping the load suspended longer than necessary or leaving a suspended load unattended.
11. Taking the tension off of the cable or chain, after lowering a load and before lifting again, ensuring that the cable or chain is correctly seated in the groove on the hoist drum.
12. Only using the cable limit switches for emergency stops. As with all equipment, they are subject to wear and are therefore more likely to malfunction if routinely used.
13. Not using hoists to lift or transport personnel.

NO. 1801: TOOLS AND EQUIPMENT (Updated 9.05)

The use of various types of tools and equipment is a very important part of daily City work requirements. Serious personal injury and property damage can result from improper usage.

These procedures describe the rules and responsibilities governing the use of tools and equipment, whether owned by the City or the employee.

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

All tools and equipment used by City personnel must be approved for use by departmental supervisors or Department Director.

RESPONSIBILITIES

Supervisors/Department Directors

1. Generally determining the jobs or tasks that require training, instruction, protective clothing, and/or safety equipment to protect the safety of an employee and others, and communicating proper protection requirements.
2. Providing employees with the necessary training, instruction, clothing, and/or safety equipment to safely perform the assigned task unless the employee is responsible for such clothing or equipment.
3. Maintaining appropriate records to demonstrate that employees under his/her control have received the necessary training on a particular piece of equipment or procedure prior to assigning that employee a task involving the same.
4. Performing random periodic inspections of an employees' safety equipment.
5. Establishing a maintenance program/schedule for all tools and equipment to ensure that they are in good working order.

All Employees

1. Hand Tools
 - a. Inspecting hand tools and similar equipment frequently and maintaining them in a safe condition. Those which are found to be unsafe shall be removed from service, tagged, and not used again until repaired. All tools found to be defective shall be reported to the supervisor or Department Director in a timely manner.
 - b. Metal rules, metal tape lines, or tape lines containing wires, shall not be used near energized electric conductors or equipment.
 - c. Files, or other tools with pointed fangs, shall be equipped with suitable handles.
 - d. When using a screwdriver, knife, or other tool, employees shall place themselves in such a position that they will avoid injury if the tool slips.

- e. Tools and material shall not be thrown from one employee to another, nor from one location to another. A suitable container should be used for raising or lowering small equipment or tools between different elevations.
 - f. Tools shall not be placed on ladders, stairs, balconies, or other elevated places from which they might create a stumbling hazard or become dislodged and fall.
 - g. Only non-sparking tools shall be used in locations where sources of ignition may cause a fire or explosion.
 - h. When axes or scythes are used on a slope, the employee using these tool should be below or down slope from the work area. A safe distance shall be maintained between employees engaged in hand cutting work.
2. Portable Power Tools
- a. Power tools shall be inspected, tested, and determined to be in safe operating condition prior to use.
 - b. Power-activated tools shall be operated only by qualified personnel.
 - c. When power-operated tools are designed to accommodate guards, they shall be equipped with such guards when in use. Guards shall be regularly inspected and maintained in safe working condition. Any power tool found to have a defective guard shall immediately be placed out of service and reported to the supervisor or Department Director.
 - d. Personal protective equipment shall be worn, as required, when using hand tools and portable power tools.
 - e. The following rules shall be observed when operating an electric drill:
 - . The employee shall adequately secure the work by using a clamp, jig, or vise, and shall not hold small work in his/her hands.
 - . Employees shall not sweep away chips with their bare hands.
 - . The need for adequate eye protection shall be considered whenever a drill is in use, especially when the work is near head level or overhead.
 - . Employees shall be sure that the chuck key or drift has been removed from the chuck before a drill is started.
3. Portable Electric Cords
- a. Electric cords shall be maintained in safe condition. Worn or defective plugs shall be repaired or replaced.
 - b. Electric cords shall be disconnected by pulling on the plug and not the cord.
 - c. Extension cord hand lamps used in an explosive-type dust or gaseous atmosphere shall be of the explosion-proof type.
 - d. Extension cord hand lamps shall be of the molded composition type or other type approved for the purpose. Brass-shell paper lined lamp holders shall not be used. Hand lamps shall be equipped with a handle and a substantial guard over the bulb.
 - e. When a portable hand lamp is used near energized electrical equipment or circuits, special precautions shall be taken to prevent accidental electrical contact.
 - f. Extension cords used with portable electric tools and appliances shall be of the three-wire ground type.
4. Portable Electric Tools, Equipment, and Appliances

- a. The exposed noncurrent-carrying metal parts of portable or plug-connected equipment which may become energized shall be grounded.
 - b. Portable electric tools, equipment, and appliances shall be of the approved double-insulated type and be conspicuously marked as such.
 - c. Portable electric tools, equipment, and appliances shall be completely self-contained when battery operated.
5. Pneumatic and Hydraulic Tools
- a. Impact wrenches shall be provided with a locking device for retaining the socket.
 - b. Shutting off and exhausting pressure from the line before disconnecting the line from any pneumatic tool or connection.
 - c. Air hoses, pipes, valves, filters, and other fittings shall be pressure-rated by the manufacturer and this pressure shall not be exceeded. Defective hose shall be removed from service.
 - d. Using only approved hydraulic fluid power tools.
 - e. Not exceeding manufacturer's safe operating pressure for hydraulic hoses, valves, pipes, filters, and other fittings.
 - f. Using only hydraulic or pneumatic tools on or around energized lines or equipment that have non-conducting hoses having adequate strength for the normal operating pressures.
6. Chain Saws
- a. When starting a chain saw, it shall be placed on or against a solid support. The saw bumper shall be against the tree or limb before starting a cut. To prevent accidents, employees shall stand with weight evenly distributed on both feet, holding the saw firmly with both hands. The proper grip will protect employees if the saw kicks.
 - b. Always stopping the engine and pulling the spark plug wire off before working on the saw.
 - c. Never setting a saw down while the blade is engaged.
 - d. Never refueling while the engine is running or the engine is hot. Always move away from the fueling spot before starting the engine. Do not smoke while refueling.
 - e. Preparing the immediate cutting area by cleaning out undergrowth likely to interfere with the operator or the saw.
 - f. Removing dead material, which could cause a fire from the cutting area.
 - g. Chain saws should not be operated above shoulder level.
 - h. Keeping all bystanders away from the work area.
 - i. Other workers should remain within hailing distance in case help is needed.
 - j. Selecting a clear path of safe retreat when felling trees.
 - k. Wearing appropriate person protective equipment, i.e.; hard hats eye and ear protection, chaps, appropriate shoes.
7. Machine and Machine Guards
- a. Machine operators shall wear approved personal protective equipment as required by the operation.
 - b. Do not operate any machinery or equipment unless all guards are in place.

- c. Do not operate any machinery, equipment, valve, or switch which has been locked or tagged out of service.
 - d. Machine guards removed from maintenance or repairs shall be replaced as soon as maintenance or repairs have been completed and prior to the use of the tool or equipment.
 - e. Do not fuel, lubricate, or service moving machinery unless it is so designed.
8. Grinding Wheels
- a. Employees using abrasive wheels shall wear a face shield, goggles, or safety glasses.
 - b. When installing a grinding wheel, the employee shall be sure that the rated speed of the wheel exceeds the maximum speed of the spindle. They shall also closely inspect the wheel and give it a "ring" test by supporting it free and tapping it lightly with a wood object. If the wheel is not defective, it should produce a clear, metallic tone.
 - c. Most defective wheels break when first started. New wheels shall be run at full operating speed for at least one minute before work is applied. Employees shall stand to one side away from the wheel each time that the grinder is started and see that the immediate area in front of the wheel is clear before starting the device.
 - d. Work rests shall be rigidly supported and kept at a distance no more than 1/8 inch from the grinding surface of a wheel. Work rests shall never be adjusted while a wheel is in motion.
 - e. Tongue guards shall be adjusted to within ¼ inch of the surface of the wheel.
 - f. Employees shall not grind on the side of a grinding wheel unless it is designed for side grinding.
9. Building and Grounds Tools (Lawn Mowers, Weed Eaters, Trimmers, Hedge Shears)
- a. Before starting powered building and grounds tools, making sure all guards are in place.
 - b. Checking the fuel and oil levels of a four cycle engine. Do not fill the gasoline tank while the engine is running. Do not smoke while refueling.
 - c. Standing clear of the grass discharge chutes. Keeping hands and feet from under the blade housing when starting a mower.
 - d. Before using any powered building and grounds tool, making sure you have been instructed on using the controls of the tool.
 - e. Before mowing an area, inspecting the area and remove stones, branches, and other foreign objects from the area. Looking ahead of the mower as you move.
 - f. When mowing on a steep slope, never mowing up and down. Mowing across the face of the slope.
 - g. Using extreme caution when pulling a mower toward you and doing so only for a short distance.
 - h. Making sure other personnel are kept at a safe distance.
 - i. Not distracting the attention of a person who is mowing.
 - j. Not leaving the engine running while a powered building and ground tool stands unattended.

- k. Shutting of a mower before moving across paved, gravel, or dirt areas.
 - l. Stopping the engine and disconnect the spark plug wire before working on the mower or unplugging the grass chute. Disconnecting the power cord of electrical tools before working on them.
 - m. Always assuming that exhaust pipes and mower engines are hot until proven otherwise.
 - n. No passengers are allowed on tractor type mowers or on any tractor.
10. Wearing and using the required personal protection for their jobs and work areas and taking proper care of the gear.
 11. Advising their supervisor or Department Director that they are inadequately trained in a particular task or if they are unfamiliar with a piece of equipment or procedure or unaware of the need to wear any protective clothing or equipment to perform the task prior to carrying out the assigned duty.
 12. Properly maintaining all safety equipment specifically assigned to that employee.
 13. Advising their supervisor/Department Director if they are missing a piece of mandatory safety equipment or if the equipment has become damaged or inoperable and is in need of repair or replacement and such repair or replacement is the responsibility of the City.
 14. Advising others in the immediate work area of the need for them to wear protective clothing or safety equipment if the employee observes that they are improperly protected or advising them to leave the immediate work area.
 15. Reporting instances where an employee or other individual has failed to wear the mandatory protective clothing or safety equipment or to leave the area after being so advised.

NO. 1900: GENERAL SAFETY PROCEDURES (Updated 11.05)

POLICY STATEMENT

Observing the general safety rules, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensure all employees are properly trained and instructed in safe office practices and aware of all hazards associated with their work.

Employees

1. Chairs, wastebaskets, cords and other articles shall not be left in aisles or where they constitute a tripping hazard.
2. Desk drawers and file cabinet doors shall not be left standing open.
3. Approved type ladders, step stools, or other safe supports shall be used to reach material on high shelves.
4. Care shall be taken when using portable electrical equipment and hand tools such as heaters, electrical pencil sharpeners, lamps, calculators, etc., to ensure their safe operations. All defective equipment shall be removed from service and/or repaired. Electrical outlets shall not be overloaded with multiple appliances.
5. Use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.
6. Do not lean too far back in chairs. This may result in over-balancing and a fall.
7. Check the seat back to make certain it is locked in place. Do not use a chair that cannot be adjusted.
8. Office doors shall be free of obstructions at all times to permit passage in case of an emergency.
9. Office machines must be placed on a firm, solid work surface.
10. Proper work posture shall be maintained when operating office machines.

NO. 1901: VIDEO DISPLAY TERMINALS (Updated 11.05)

The expanded use of video display terminals (VDT) has created some concern for the health of the operators of such equipment. Studies have shown that operator stress does occur due to visual and posture requirements of persons who must use these VDT over extended periods of time. The recommendations described below are designed to reduce this stress.

POLICY STATEMENT

Observing the general safety rules, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. All City employees are expected to adhere to the policies and instructions for Video Display Terminals.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensure all employees are properly trained and instructed in safe office practices and aware of all hazards associated with their work.
2. Review all human factors associated with this equipment.

Employees

1. Filters may be installed to reduce eye discomfort.
2. Operators should take a fifteen minute alternate task break every two hours to minimize eye fatigue.
3. VDT screens should be kept away from windows and other sources of bright light.
4. Employees should sit in a chair low enough to place both feet on the floor, with knees slightly higher than hips. Sit firmly against the back of the chair.
5. Office machines must be placed on a firm, solid work surface.

NO. 1902: OFFICE ERGONOMICS (Updated 11.05)

Ergonomics means fitting the workplace to the workers by modifying or redesigning the job, workstation, tool or environment. Workstation design can have a big impact on office workers health and well-being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups. The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. The way a task is performed and the workstation environment it is performed in can influence the risk of injury and general work productivity. Good technique can make a job easy and safe to accomplish

POLICY STATEMENT

Observing the general safety rules, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein.

RESPONSIBILITIES

Supervisors/Department Directors

1. Ensure all employees are properly trained and instructed in safe office practices and aware of all hazards associated with their work.
2. Review all human factors associated with this equipment.

Employees

1. Employees should sit in a chair low enough to place both feet on the floor, with knees slightly higher than hips. Sit firmly against the back of the chair.
2. With the arms at your sides and the elbow joint approximately 90 degrees, adjust the height/position of the chair armrests to support the forearms.
3. Adjust the height of the keyboard such that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and the wrist straight.
4. Place the mouse, trackball, or special keypads, next to the keyboard tray. Keep the wrist in a neutral position with the arm and hand close to the body.
5. Adjust the height of the monitor such that the top of the screen is at eye level. If bifocals/trifocals are used, place the monitor at a height that allows easy viewing without tipping the head back.
6. Place reference documents on a document holder close to the screen and at the same distance from the eye.
7. A footrest should be used if the operator cannot rest his/her feet comfortably on the floor.
8. The minimum force necessary should be used to strike the keyboard/ten-key keys, hole punch, stapler, etc.
9. Vary your tasks to avoid a long period of one activity.
10. Take mini-breaks to rest the eyes and muscles. A break does not have to be a stop of work duties. However, it should be a different style of physical activity such as changing from keyboarding to using the telephone or filing.

11. Move the monitor away from sources of glare or direct light.
12. Move between different postures regularly.
13. Filters may be installed to reduce eye discomfort.

NO. 2000: REPORTING AND INVESTIGATION OF HAZADAROUS CONDITIONS (Updated 2.03)

POLICY STATEMENT

Wearing the proper protective clothing and equipment, observing the general safety rules and the recommendations of the various equipment manufacturers, following proper procedures, staying attentive and focused on the job at hand, and generally conducting oneself in a safe and responsible manner are all important to your safety and the safety of others. It is therefore imperative that employees read, understand, and follow the procedures outlined herein. All City employees have a responsibility for helping to create a safe workplace. Therefore, the prompt reporting of any hazardous condition is also required of all City employees.

RESPONSIBILITIES

Supervisor/Department Directors

1. Investigating the condition and taking the appropriate action necessary to correct/eliminate the hazardous condition observed. If the supervisor/Department Director is unable to investigate a reported hazardous condition, he/she shall assign an employee under his/her control to perform such investigation and to take the necessary and appropriate actions to correct/eliminate the hazardous condition.
2. Completing the "Hazardous Condition Report", Section 20, No. 2001, and forwarding the report to the City Manager in all instances involving property damage or bodily injury when such damage or injury is a consequence of the existence of a hazardous condition.

Employees

1. Taking the appropriate action necessary to correct/eliminate the hazardous condition if such action is within the employees scope of duty and does not put the employee or others in danger.
2. Reporting any hazardous condition(s) to his/her supervisor that can not otherwise be corrected/eliminated by the employee in accordance with point number 1, above, as soon as such hazardous condition is observed.

NO. 2001: HAZARDOUS CONDITION REPORT

REPORTING

Date condition observed:

Location of condition:

Description of condition:

Reported to:

Date reported:

Reported by:

INVESTIGATION

Condition investigated by:

Date investigated:

Cause of condition:

CORRECTIVE ACTION

Action taken:

Individual responsible for action:

Date action taken:

Date reported to City Manager:

APPROVAL

Approved by City Manager:

Date Approved:

NO. 2003: REPORTING AND INVESTIGATION OF FIRE INCIDENTS (Updated 3.03)

All fires, regardless of severity, must be reported immediately to warn others and to summon aid. Follow up investigation is important to determine causes and to identify corrective measures to prevent re-occurrences.

POLICY STATEMENT

For all fires, the City of Wyoming Fire/EMS Department will be immediately notified and an investigation report shall be completed.

RESPONSIBILITIES

Supervisors and Department Directors

1. Ensuring that all personnel know how to sound the fire alarm and how to notify the Fire/EMS Department and others in case of fire.
2. Cooperating with the Fire Investigator to properly investigate all fires which occur in their department. A final report will be made by the supervisor/Department Director and attached to the official fire report made by the Fire Investigator.

All Employees, Upon Discovery of a Fire

1. Activating the alarm and where applicable, calling 9 – 911.
2. Notifying others in the area involved of the situation.

All Employees, Upon Notification of a Fire in Their Area

1. Immediately evacuating the area.

NO. 2004: DEPARTMENTAL DOCUMENTATION FOR FIRE INVESTIGATION REPORT (Updated 3.03)

Reporting

Date of Fire Fire Investigation Report Number:

Location of Fire

Reported to

Date Reported

Reported By

Investigation

Condition Investigated By

Date Investigated

Cause of Fire

Corrective Action

Action Taken

Individual Responsible for Action

Date Action Taken

Date Reported to City Manager

Approval

Approved by City Manager

Date Approved

This report should be attached to the official Fire Investigation Report made the by the City of Wyoming Fire Investigator.

NOTE: This report must be completed for all fires occurring on City property, regardless of severity.

NO. 2100: SAFETY INSPECTIONS (Updated 2.03)

The objective of these inspections is to assist in identifying, evaluating, and correcting hazards including unsafe acts and conditions.

CITY POLICY

Safety inspections will be performed on a regular basis in all departments, taking into consideration Federal, State, and local standards. (e.g. OSHA, EEOC, State Labor Codes, etc.)

RESPONSIBILITIES

Safety Coordinator

1. Maintaining a file of all safety inspections for a period of time (usually 12 months) to ensure compliance.

Supervisors/Department Directors

1. Working with the Safety Coordinator to document all safety inspections.
2. Performing a safety inspection of their department on a scheduled basis.
3. Developing, with the assistance of the Safety Coordinator, a department specific self inspection checklist.
4. Taking corrective action within his/her authority as soon as deficiencies are identified.

DEFINITIONS OF CORRECTIVE MEASURES

Imminent Danger:

- a. A condition or practice with potential for loss of life or body part, permanent disability, and/or extensive loss of structure, equipment, or material.

Serious Hazard:

- a. A condition or practice with potential for serious injury or illness resulting in temporary disability or property damage that is disruptive but less severe than imminent danger.

Other Than Serious Hazards:

- a. A condition or practice with potential for minor non-disability injury or illness or non-disruptive property damage.

CORRECTIVE ACTION TIMETABLE

Imminent Danger:

- a. As soon as detected and verified, immediately after verification of an imminent danger situation, the hazard will be abated or employees removed from the site, with the exception of personnel required to accomplish abatement. In situations where it is not possible to affect an immediate permanent solution, suitable interim corrections shall be implemented (e.g. barricades, lookouts, etc.).

Serious Hazard:

- a. As soon as detected and verified, the hazard will be corrected to the extent required to reduce the hazard to the classification of other than serious. The partially corrected hazard will be abated in a timely manner, but within fifteen calendar days of original detection and verification.

Other Than Serious Hazards:

- a. In a timely manner, but within forty five calendar days of detection and verification. In each and every event, immediate steps must be taken to render the situation safe until a permanent solution can be implemented.

NO. 2101: SAFETY AND LOSS CONTROL CHECKLIST (Option 1)

Building/Area _____ **Date** _____

Surveyed by _____

Check items needing improvement

Personal Protective Equipment Program

- 1. Proper personal protective equipment such as hard hats, appropriate footwear, safety eye protection, respiratory protection, etc., is provided where required by the hazard of the job. _____
- 2. Use of such equipment where required is enforced. _____
- 3. The equipment is properly maintained. _____

Equipment/Guarding Maintenance

- 1. Guards suitable to effectively eliminate the hazard are properly installed on all mechanical equipment where an exposure exists, i.e., belts, chains, gears, machinery such as drills, grinders, saws, etc. _____
- 2. There is an enforcement program to keep guards in place. _____
- 3. Portable power tools are grounded or double insulated and in good condition. Three wire extension cords are used. Ground fault outlets are used in wet areas. _____
- 4. Training programs are in use to ensure safe operation. _____
- 5. There are effective preventive maintenance programs for all equipment and maintenance records are maintained on all critical equipment. _____

Equipment/Premises

- 1. Ground level walk/work/travel ways/parking areas are maintained in good

condition i.e., kept dry, uncongested, smooth, and level.

- 2. Covered, noncombustible trash containers, sufficient in number and emptied regularly are available for use. _____
- 3. Oil/paint/solvent soiled rags are stored in covered U.L. listed metal containers and emptied daily. _____
- 4. Cooking equipment is properly maintained/provided with fire suppression systems readily available. _____
- 5. Gasoline and other highly flammable fuel/solvents are never used for parts cleaning. _____
- 6. Flammable liquids are stored properly. Listed safety cans and materials are available for cleaning up spills. _____
- 7. Opened flammable liquid containers are stored in approved U.L. listed storage containers. _____
- 8. Combustible and hazardous materials are stored away from flames, sparks, and other heat sources. _____
- 9. No smoking areas are designated and signs posted in storage areas, repair areas, paint areas, and other hazardous areas. _____
- 10. No smoking rules are enforced and obeyed. _____
- 11. Public areas are maintained in good condition. _____
- 12. Ladders/scaffolds are maintained in good condition. Their use is restricted to authorized employees. Only approved scaffold types are used. _____
- 13. All areas are properly illuminated. _____
- 14. Cranes, hoisting equipment, and lift trucks are maintained in good condition. Scheduled checklist are followed. _____
- 15. All operators have been properly trained in the use of lift trucks and hoisting and hoisting equipment. _____

- 16. Welding/torch cutting operations are performed safely (employees properly dressed, hoses inspected, ventilation provided, cylinders secured, valves turned off when the job is completed, caps in place, cylinders segregated, kept away from flammable materials). _____
- 17. Battery charging/storage is segregated and in a well ventilated area. _____
- 18. Spray painting is done in a segregated area, with appropriate ventilation, wiring, and the use of personal protective equipment. _____
- 19. Electrical service is adequate and appropriate, i.e. adequate voltage, no overloading, adequate/secure outlets, explosion-proof as required, ground fault, etc. _____
- 20. All areas have a housekeeping program. _____

Material Handling

- 21. There is a continuing program of recognition, instruction, and enforcement in the safe movement of equipment and materials with provisions for mechanical handling of equipment where possible. _____

Fire Prevention/Control

- 22. Fire suppression equipment is available where required, properly maintained in operating condition, i.e. fire extinguishers, sprinklers, etc. Locations of fire extinguishers are noted and employees are trained in the use of fire extinguishers. _____

NO. 2102: SAFETY AND LOSS CONTROL CHECKLIST (Option 2)

Building/Area _____ **Date** _____

Surveyed by _____

Check items needing improvement

General Public Areas

- 1. Floor surfaces are even, carpets smooth and free of tripping hazards. _____
- 2. Spilled liquids or tracked in water has been cleaned up. "Wet Floor" warning signs are used. Mats are used at entrances to soak up water. _____
- 3. Lighting is adequate to prevent concealed tripping hazards, such as level changes. _____
- 4. Handrails and guardrails are in place. _____
- 5. Halls and aisles are free of obstacles. _____
- 6. Uneven levels in sidewalks are marked. _____
- 7. Parking areas are well lighted. Speed limits are posted. Vehicle and pedestrian traffic flows are separated. _____
- 8. Elevators are level at floors. Door close delays are long enough. There is an emergency call system. Inspections are scheduled on a regular basis. Elevators are serviced regularly. _____
- 9. Guardrail openings are less than 3.5 inches, eliminating child head entrapment hazards. _____
- 10. Evacuation routes are posted. _____
- 11. Exit signs are in place; working and visible. _____
- 12. Exits are free of obstructions. _____

13. Stairway and fire doors are kept closed. _____

14. Containers are available for trash/rubbish disposal. _____

Office Areas

15. Floor surfaces are even, carpets are smooth and free of tripping hazards. Non-slip finishes are used. _____

16. Spilled liquids and tracked in water are cleaned up. "Wet Floor" warning signs are used. _____

17. Lighting is sufficient to prevent tripping. _____

18. Handrails and guardrails are in place. _____

19. Halls and aisles are free of obstacles. _____

20. Cords across aisles are covered. "Watch Your Step" signs are used. _____

21. Drawers are not left open on file cabinets, blocking aisles. _____

22. Cabinets are secured to prevent tip-over. _____

23. Emergency phone numbers are posted. _____

24. Evacuation routes are posted. _____

25. Exit signs are in place; working and visible. _____

26. Exits are free of obstructions. _____

27. Stairway and fire doors are kept closed. _____

28. Fire extinguishers are mounted and serviced regularly. _____

29. Electrical cords and equipment are in good condition. _____

30. Indoor air quality is monitored. _____

Playground Areas

- 32. Moving parts do not create pinch/crush points. _____
- 33. There are no openings within 3.5-9 inches head entrapment range? _____
- 34. "S" hooks do not have open ends. Chains are not worn thin. _____
- 35. Swing seats are light weight with rounded edges. _____
- 36. There is adequate spacing/separation between equipment and other objects. _____
- 37. There are no exposed bolts or fasteners. _____
- 38. There are no hard surfaces under or around equipment. _____
- 39. Equipment does not have any sharp edges. _____
- 40. Anchoring material is located below ground and unexposed. _____
- 41. There is no broken glass, litter, or hazardous waste in the play area. _____
- 42. There are guard rails on elevated play areas. _____
- 43. The telephone is working; there is a 911 sticker. _____
- 44. The area has been checked for insect nests. _____
- 45. Trash receptacles are stable and emptied. _____
- 46. Tripping hazards (cracks, roots, rocks) have been eliminated. _____
- 47. There are separation barriers (fencing, bushes, walls) between park use areas. _____

Sidewalk Areas

- 48. There is good drainage, away from entrances and walkways. _____

- 49. Door stops or projections are not sticking up out of sidewalks. _____
- 50. Walking surfaces are free of depressions, holes, grates, and drop-offs. _____
- 51. Walking areas are free of manhole covers, drain clean outs, raised edges, cracks. _____
- 52. Surface finishes are rough, not painted or polished. _____
- 53. Standard warning signs are used where needed. _____
- 54. Signs do not block walks or vision. _____
- 55. There are hand and guard rails at level changes. _____
- 56. There is good visual contrast at sidewalk ends, curbs, and level changes. _____
- 57. Wheel stops are used only where necessary and have high visual contrast. _____
- 58. Lighting and/or coloring highlighting designate changes in levels. _____
- 59. Down spouts and rain gutters do not cause wet or icy walks. _____

Vehicle Service Shop Areas

- 60. Personal protective equipment (gloves, safety glasses, ear plugs, safety shoes, respirators, etc.) is available when required. _____
- 61. Walkways are level, clear, and marked. _____
- 62. Absorbent material is available for spill cleanup. _____
- 63. Exits are accessible, unlocked, and signed. _____
- 64. Guards are in place for grinders, saws, fan blades, v-belts, drive shafts, etc. _____
- 65. Grounding or Ground Fault Interrupters are in place. _____
- 66. "Right To Know," "Confined Space Entry" and "Lock Out – Tag Out," programs are in effect. _____

- 67. A flammable storage area is available. _____
- 68. Material handling hoists, carts, or two wheeled dollies are available. _____
- 69. There is a vehicle hoist safety procedure. _____
- 70. There is a safety rack or cage for split rims. _____
- 71. Vehicle exhaust fumes are vented to the outside. _____
- 72. Scrap and rubbish containers are available and properly tagged. _____
- 73. Wheel chocks are available. _____

Traffic Work Zones

- 74. Traffic is reacting as intended. _____
- 75. Warning signals/signs are visible far enough ahead of the work area. _____
- 76. Warning signals/signs in good condition. _____
- 77. The flagger is alert, trained, wearing high visibility clothing, and is in a clearly visible position. _____

NO. 2103: SAFETY INSPECTION REPORT

Reporting

Date of Inspection _____

Area (Location) of Inspection _____

Department _____

Inspector _____

Deficiency (s) _____

Corrective Action

Action Recommended _____

Action Taken _____

Individual Responsible for Action _____

Date Action Taken _____

Date Reported to City Manager _____

Approval

Approved by City Manager: _____

Date Approved _____