# City of Miamisburg Safety Manual







### Statement of the City of Miamisburg's Commitment to Employee Safety & Health

The City of Miamisburg firmly believes that our employees are our most important asset. Accidents are avoidable; the causes of most work-related personal injuries can be eliminated. The prevention of work-related injuries is a critical part of the operation of the City of Miamisburg.

It is the policy of the City of Miamisburg to promote health and safety and to prevent injury to our employees, both on and off the job, by the constant application of every reasonable and practical means available to:

- (1) Provide safe and healthful working conditions;
- (2) Protect employees and the community from undesirable health effects;
- (3) Protect employees and City property from the results of accidents and fires;
- (4) Promote and maintain the safety and health of all our employees;
- (5) Promote a commitment for the safe return to work of any injured employee as soon as they are able to work in a productive capacity;
- (6) Promote and encourage off-the-job safety and health for our employees and their families.

Employees are personally responsible to themselves and the City of Miamisburg for their own safety and health. In order to prevent personal injury, injury to others and damage to property, employees must use good judgment and observe all safety and health rules and job instructions relating to the performance of their work. It is the responsibility of each supervisor to see that this policy is enforced.

Our standards and rules for safety will provide a safe work environment for all employees. To better facilitate compliance, the City provides training, coaching and counseling for employees. When normal channels of training, coaching and counseling do not produce this compliance, disciplinary action may be administered, up to and including termination.

I expect each of you to understand and to give total support to this policy. Any questions regarding this policy can be directed to the City's Human Resources Department.

whom Keith Johnson

9/2/9

Keith Johnson City Manager

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### <u>Purpose</u>

The health, safety and welfare of all city employees is of major importance. It is the policy in the City of Miamisburg to ensure that all employees are provided with a safe work environment and the necessary equipment to perform their job in a safe manner.

The City of Miamisburg has established a Safety Manual to provide guidance and direction to all departments in order to promote a safe environment for the staff and citizens of the City of Miamisburg. This Safety Manual was created to provide information which encourages employees to identify and implement safe practices and to guard against all unsafe conditions. The City believes that safe working conditions for all employees can be attained through the use of safety equipment, proper job instruction, frequent review of work practices and proper supervision. The goal is to prevent personal injuries, fatalities and the loss of or damage to material resources as a direct result of accidents.

It should be understood that this safety manual provides general rules that should be followed under normal working conditions. The City understands that extenuating or emergency situations may arise from time to time which would prevent an employee from following all the guidelines. The City also recognizes that this manual is not an all encompassing document and rather a part of a network of Safety Manuals found within City Departments that as a whole can encompass all job duties, safety hazards, and best practices.

Establishment and maintenance of a safe work environment is the shared responsibility of the City and employees from all levels of the organization. The City will attempt to do everything within its control to assure a safe environment and compliance with federal, state and local safety regulations. Employees are expected to obey the safety rules of their department and of the City and exercise caution in all their work activities. If an employee is found to be using unsafe procedures in the performance of their duties (i.e. failing to wear appropriate, issued safety equipment) discipline may result, up to and including dismissal. Employees at all levels of the organization are expected to report and correct unsafe conditions as promptly as possible.

The Assistant to the City Manager is the Safety Officer and as such, is responsible for coordinating the City's overall safety program.

### **GENERAL SAFETY RULES**

#### Last Edited: August 7, 2008

At the City of Miamisburg, safety is an on-going process and is the responsibility of all employees. City of Miamisburg employees are expected to adhere to the following General Safety Rules in performing work for the City. It is understood that the nature of certain types of public service requires employees to perform inherently hazardous work. In an effort to ensure a safe work environment for employees, the following standards and rules will apply. Departmental standard operating procedures and/or guidelines may require even more stringent rules; in that case, the more stringent rules shall apply.

- 1. All employees will conduct themselves in a safe and professional manner while performing their assigned duties, and will not engage in horseplay or practical jokes. Employees will not create unsafe or unsanitary working conditions.
- 2. Employees will wear/use all proper safety equipment and clothing, where deemed necessary by the City of Miamisburg and governed by departmental work rules. Employees will not wear any clothing or use other devices which could cause a safety risk in the performance of their assigned tasks.
- 3. Employees will follow all safety policies, procedures and departmental standard operating procedures and guidelines.
- 4. Employees will not bypass, disregard, modify or remove safety guards and/or other safety devices in place for employee protection and safety. The only exception to this General Rule would be the supervisor directed repair of any safety equipment or device.
- 5. Employees will not willfully falsify readings, documentation, and/or printouts from equipment. Employees will not deliberately abuse, destroy, damage, steal or deface equipment or property.
- 6. Employees will provide relevant safety information to another worker or supervisor/crew leader.
- 7. Employees will become familiar with the location and operation of all safety equipment, including fire extinguishers, located in their work areas. Employees will also become familiar with the emergency evacuation routes in their work areas. Employees who work with flammable liquids must ensure that these liquids and other hazardous chemicals are in approved containers and are stored according to applicable regulations.
- 8. Employees will report injury or loss to their supervisor as soon as practical after the injury or loss. Failure to report an injury or loss by the end of that shift may result in disciplinary action and denial of Workers Compensation claims. Supervisors will ensure that the proper incident report forms are available for employee completion.
- 9. Employees will report all unsafe acts and conditions to their immediate supervisor, including any deviations from standards of safety within their department.
- 10. Employees will ensure, before use, that any equipment, including vehicles, are in a safe working condition. Employees will immediately advise their supervisor of any malfunctions, discrepancies or problems. Employees will complete equipment checklists and forward to their appropriate supervisor, on the schedule deemed appropriate by their individual departments.
- 11. Employees will only use equipment and/or tools they have been authorized to use and properly trained to operate. This includes all machinery, cranes, and mobile equipment.
- 12. Employees will operate City-owned vehicles and/or equipment in a safe manner and will assure that debris is removed from City-owned vehicles after each use.

When normal channels of training, coaching and counseling do not produce compliance with these standards and rules, disciplinary action may be administered, up to and including dismissal.

# <u>Chapter 1</u> Training

All employees must receive training in essential safety measures identified for their specific job assignment. This training will include the following:

Newly hired employees (full-time, part-time and seasonal) shall receive safety training within the first month of employment for all aspects of their specific job assignment.

Employees required to utilize certain equipment shall receive proper safety training on any new piece of equipment or any new procedures.

The City shall conduct at least one annual general safety training program that encompasses all employees (i.e. tornado drill, exercise of the disaster plan, CPR training, fire extinguisher training, fire drills, first aid, workplace violence, etc.) This training program should be applicable to the entire work force and promote general safety.

Each department will have a monthly safety training meeting. Topics are at the department's discretion or can follow the monthly topics designated by the City-wide Safety Team. Departmental meetings will be recorded. A copy of each meeting's agenda, attendance sign-in sheet and handouts will be submitted to the Safety Coordinator at the monthly City-wide Safety Team meeting.

# Chapter 2

# **Equipment Safety**

The purpose of this chapter is to establish work practices and procedures for the safe use of personal protective equipment (PPE). Its major focus is to prevent injuries that could result from the improper use and/or selection of PPE. The program addresses the following OSHA regulations:

- Personal Protective Equipment: 29 CFR 1910.132
- Eye and face protection: 29 CFR 1910.133
- Head protection: 29 CFR 1910.135
- Foot protection: 29 CFR 1910.136
- Hand protection: 29 CFR 1910.138
- Hearing conservation: 29 CFR 1910.95
- Respiratory protection: 29 CFR 1910.134

### Section 1 – Personal Protective Equipment

The purpose of this program is for all managers, supervisors, and employees of the City of Miamisburg to ensure that the necessary personal protective equipment is provided, properly selected, and maintained. Protective equipment, including personal protective equipment (PPE) for eyes, face, head and extremities, protective clothing, shields and barriers must be provided, used and maintained in a sanitary and reliable condition. Each employee is responsible for the care and condition of the equipment issued to them. Supervisors must perform the necessary checks to ensure that protective equipment is maintained as required and that damage equipment is promptly replaced. Supervisors shall not allow employees work without the proper protective equipment.

Protective equipment must be provided by the department wherever it is necessary by reason of hazards, operations or environment, chemical hazards, mechanical irritants that could cause injury or impairment of function of any part of the body through absorption, inhalation or physical contact. Department heads are responsible to insure that appropriate PPE is provided. Upon issuance of PPE, supervisors shall maintain a log of PPE provided to the employee by the City.

Where City employees provide their own personal protective equipment, as authorized by the supervisor, the equipment must meet all applicable rules, procedures, codes, standards and regulations. Proper sanitation and maintenance must be provided regardless of issuing party.

All PPE must be of safe design and construction for the work to be performed.

Each department must assess the workplace and the operations to determine what hazards are present that require the use of PPE. Supervisors must assure the proper selection of PPE, communicate the selections to the appropriate employees and assure that it is properly used and that the selection fits. It may be necessary to perform a Job Safety Analysis to determine what the appropriate PPE is.

Supervisors must ensure that proper training is provided for all employees. Minimum training must include: when PPE is necessary, what PPE is necessary, how to wear PPE, the limitations of PPE, and proper care and maintenance of PPE. Employees must demonstrate that they have the ability to properly use and care for PPE. When there is a change in the workplace or operations, employees must be retrained in how to properly use the PPE.

### Section 2 – Eye & Face Protection

There are many eye and face hazards throughout City facilities and operations. Protective eye and face equipment is required where there is reasonable probability of an injury that could be prevented by such protective equipment. Eye and face protection must meet the requirement of ANSI Standard Z 87.1 - Eye and Face Protection. Some examples of environments where eye and face protection is required, but not limited to, are: flying objects and particles, glass, corrosive liquids, or compressed air use.

Eye and face protection must meet the following requirements:

- provide adequate protection including side protection if necessary
- be reasonably comfortable
- fit snugly, but not unduly interfere with movement
- be durable
- be capable of being disinfected
- be easily cleanable
- be kept clean and in good repair

### Section 3 – Head Protection

Helmets or hardhats must be provided as necessary for the protection of employees' from impact and penetration from falling or flying objects and from limited electric shock and burns. All such equipment must meet the specifications and requirements of ANSI Standard Z 89.1 Such operations that in which head protection may be necessary include: construction work, work in areas with overhead bump hazards, work areas where there are objects that may fall on employees' heads, work under scaffolds or ladders, etc.

### Section 4 – Foot Protection

Safety footwear must meet the requirements and specifications of ANSI Standards Z 41.1. There are exceptions or waivers for uncomfortable shoes or "medical waivers". If an employee is performing tasks that require the use of safety shoes, then safety shoes must be worn. The most common foot hazards are:

- impact heavy falling or rolling objects that can injure the toes or instep
- puncture sharp objects that can pierce the bottom of the foot
- chemical direct contact with hazardous substances
- electrical shock contact with exposed electrical components.

Safety shoes or boots with impact protection are required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities involving forklifts, around bulk rolls, and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc. could be stepped on by employees causing a foot injury. Chemical resistant boots are made from a variety of materials, including rubber, vinyl, neoprene, and nitrile. The particular type of chemical boot depends on the type of chemical being used.

There are two types of electrical hazards for which protective footwear is necessary:

- contact with live exposed electrical components and
- buildup and sudden release of static electricity.

Inspection and maintenance guidelines for chemical and electrical footwear:

- holes that could allow a hazardous chemical or electrical current to reach your skin
- worn or abraded places where protective material may be thin, nails or other metal objects imbedded in the soles
- discoloration, cracks, cuts, swelling or other signs of damage to the materials
- broken or missing fasteners used to close the top of the boot.

Follow manufacturers recommendations for cleaning boots.

### Section 5 – Hand Protection

Hand protection is required for those employees who are exposed to hazards such as skin adsorption, cuts, lacerations, abrasions, punctures, chemical or thermal burns, temperature extremes. Proper glove selection must be based on the job being performed.

With respect to selection of gloves for protection against chemical hazards:

- The toxic properties of the chemicals must be determined; in particular, the ability of the chemical to cause local effects on the skin and or to pass through the skin and cause systemic effects;
- Generally any chemical resistant glove can be used for dry powders;
- For mixtures and formulated products, a glove should be selected on the basis of the chemical component with the shortest breakthrough time; and
- Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

Inspection and maintenance is important for all types of gloves, but critical for gloves that protect against chemicals and electrical shock hazards. All gloves should be inspected prior to each use. Bend or roll each part of the glove to expose any defects or imbedded materials. Look for the following signs of damage: punctures, tears, cracks, abrasions, and changes in the texture of the material, such as swelling, softening, hardening or sticky spots. Be sure to also turn gloves inside out to inspect. Chemical and electrical gloves should be tested with air.

- Inflate with air and listen or feel for escaping air
- inflate with air and immerse in water and look for any air escaping

Proper cleaning and storage of gloves can make a significant difference in how long they last.

- leather gloves can be cleaned with saddle or leather soap.
- rubber electrical gloves should be wiped clean of any oil or grease
- chemical gloves should be washed and or decontaminated.

Any hole, regardless of small it is, can allow a hazardous substance or electrical current to get inside. Even a pinhole can lead to a very serious injury. Never wear damaged or defective electrical or chemical gloves.

### Section 6 – Hearing Protection

Fortunately, noise exposure can be controlled. Every effort is made to use quieter processes, machinery, and equipment. When feasible engineering controls do not reduce the noise level to or below the OSHA permissible exposure limit (PEL) of 90 dB, proper hearing protectors are used. Employees exposed to continuous noise levels of eighty-five or more decibels or to situation in which the supervisor determines that noise levels are significant shall be provided with approved hearing protection. As with all safety equipment, the wearing of hearing protection in required areas is mandatory. All supervisors properly enforce hearing protection requirements.

### Section 7 – Respiratory Protection

Respirators shall be provided for and used by employees where personal protection is required to prevent exposure to respiratory hazards as covered in OSHA standards 29 CFR 1910.134 Respirator users must be given training in respiratory care and use, and maintain and store their respirator in accordance with the instructions given. There are two major types of respirators: 1) air purifying respirators, which remove contaminants from the air and 2) atmosphere supplying respirators, which supply clean air.

All employees required to wear a respirator must undergo a fit test by a competent professional before training begins, and then annually thereafter. This is to determine if the person can perform the job while subject to the additional breathing stresses imposed by wearing a respirator. Inspect respiratory equipment before each use and after cleaning by checking the condition of the face piece, headbands, valves and hoses, and fit of canister, filter or cartridge. Immediately repair or replace respirator failing inspection. Limit repairs to changing canister, filters or cartridges and replacing head straps.

Employees may be required to wear a respirator under the following conditions:

- level of oxygen is insufficient or could become insufficient
- potential exposure to harmful gases or vapors
- potential exposure to other airborne hazards: dusts, mists, fumes, sprays, other airborne particles

# Chapter 3

# **Vehicular Safety**

The purpose of this policy is to serve as a minimum standard for the safe operation of City of Miamisburg vehicles and personal vehicles while conducting City of Miamisburg business. This policy covers all vehicles regardless of type and size, type of assignment, or condition of the vehicle. City employees are responsible for the vehicle in their possession. This shall include all applicable Federal, State, and local laws that pertain to vehicle operations. This policy applies to all personnel who operate motorized equipment owned or leased by the City.

### Section 1 – License & Insurance

All employees operating City vehicles will have a valid driver's license in their possession during employment hours. Employees are also required to report to their supervisor immediately any moving citation they receive that will affect their ability to operate a vehicle. Finally, make sure there is a laminated city insurance card in the glove box of all vehicles.

### Section 2 – Pre-Operations Inspection

All mobile equipment will be inspected prior to daily operations. This will consist of at least a visual inspection to insure that there are no obvious mechanical conditions that are in need of repair. If potential dangerous conditions are noted, the employee will notify the supervisor so that a determination can be made as to whether or not to take this unit out of service.

### Section 3 – Housekeeping within Vehicles

Vehicle compartments will be kept clear of materials that could constitute a safety hazard in the operation of the vehicle. Unsecured tools, loose debris or other items that could contribute to an accident or blow out of the vehicle (trash) will be removed or dealt with immediately. The interior and exterior of the vehicle shall be kept free of trash, junk and dirt. Smoking in City vehicles is prohibited.

### Section 4 – Passenger Rules

Vehicles that are used to transport personnel, regardless of the distance, will be equipped with seating supplied from the manufacturer. Neither the employee nor any passenger will ride in the standing position or such scenarios as riding on the tailgate of the pick-up truck. Vehicles specifically designed for stand-up drive or the exterior of the vehicle is equipped for stand-up passenger (i.e. refuse truck) shall follow the specific safety instructions of the applicable department.

### Section 5 – Seat Belts/Vehicle Restraints

Seat belts/restraints are required for all passengers at all times when the vehicle is in motion. This applies to all motorized equipment with safety harnesses and other restraint measures.

### Section 6 – Securing Materials

The operator is responsible for ensuring that all materials are properly secured onto or in the vehicle before proceeding. If materials exceed the tail of the vehicle, appropriate flags or lighting should be added to the end of the material.

### Section 7 – Backing Operations

Each operator will make every effort to position his / her vehicle so that it is not necessary to back up. When vehicles must be backed and rear vision is obstructed, a spotter must be used. If no spotter is available, the operator will dismount the vehicle and walk around the vehicle to make sure the area to be backed into is clear. Next, back slowly with great care.

Whenever possible, back your vehicle into a parking space when traffic allows. This will allow you to drive forward with an unobstructed view rather than backing out into the flow of traffic.

All equipment with obstructed rear views must be equipped with electronic back-up alarms (i.e. dump truck). All vehicles equipped with backing cameras must ensure the camera is operational.

### Section 8 – Winter Driving Safety

To maximize safety during winter driving, follow these guidelines:

- If you don't have to go out, don't! If you go out, be sure to buckle up!
- Be prepared to turn back and seek shelter if conditions become threatening
- In fog, drive with your headlights set on dim or use fog lights. If the fog is too dense, pull off the roadway and stop in a safe area where you can be seen by other vehicles.
- In rain, fog, snow or sleet do not overdrive your headlights. Stay within the limits of your vision.
- Keep your windows clear of snow and ice. Do not start out until your windshield is defrosted.
- Drive slower and increase your following distance. Your speed should be adjusted for the road conditions and match the flow of traffic.
- Roadway conditions may vary depending on the sun, shade, or roadway surface. Watch for slick spots especially under bridges, on overpasses and in shaded spots. Be prepared to react physically and mentally.
- If pavement is snow or ice covered, start slowly and brake gently. If you start to slide, ease off the gas pedal or brakes. Steer into the direction of the skid until you feel you have regained traction then straighten your vehicle.
- When a snowplow is coming towards you, allow plenty of room for the plow to pass.

- When you approach a snowplow from behind, pass with care and only when you can see the road ahead of the plow. You should not try to pass in blowing snow; there may be a vehicle in the cloud of snow.
- Be alert when you approach a cloud of snow, which covers the road, especially on passing lanes of interstates. A snowplow may be at work clearing the lane.
- If you are involved in a minor rear end accident, take caution when exiting your vehicle. If you are bumped from behind and you do not feel comfortable exiting your vehicle, motion to the other vehicle and drive to a safe location.

### Section 9 – Cell Phone Safety

The purpose of this program is to establish work practices and procedures for the safe use of cell phones while driving. A cell phone can be a valuable tool for safety. The phone can enable a person to report a crime, an accident, life-threatening emergencies, or drunk drivers. When reporting an emergency situation on your cell phone, it is best to pull over so you or other drivers will not be at risk. Make sure "911" is programmed into your phone for reporting emergencies.

Some important general safety steps to take while driving is when you are driving alone turn your cell phone off before you start driving so you won't be distracted by the ring. Tell friends and family to leave a voice mail message so you can return their call when it's safe. Always keep both hands on the wheel.

Keep your cell phone within easy reach in case of an emergency. Never talk on the cell phone in heavy traffic or during hazardous weather conditions. If you have to make or receive a call while driving, pull over and park in a safe area and keep the doors locked. Always pre-program important numbers into your phone such as the phone numbers of relatives and friends. These will be available if you are in an accident and are unable to speak. Also, learn the location of buttons on your phone so you can dial without taking your eyes off the road.

If you are expecting a very important call and it has to be taken, let someone else go with you and drive, or let them take the call for you. Do not carry on a conversation that is stressful or causing you distraction. If you have to use a hands-free device, prepare everything before you start driving. If you have a holder for your phone, make sure the phone is secure and will not pop out while you are driving.

To make your day a little safer and your life a little easier, here are some cell phone safety tips:

- Try to place calls while your vehicle is stationary.
- Use a "hands-free" or speaker phone accessory (these are available for most if not all hand-held cell phones).
- Never read or write text messages while driving. Taking your eyes off the road for a second or two can result in a collision. Pull over to the side of the road if you must text.
- Program frequently called numbers into your phone's memory allowing you to keep dialing to a minimum.
- If you must dial when the car is moving, hold the phone at eye level so you will have a clear view of the road.

- Never read or write while the car is moving. If you must write a note or take down a
  phone number during a conversation, <u>PULL OVER</u>!
- Make sure your phone is within easy reach while driving.
- If your phone is connected to your car's power source, disconnect your phone before using jumper cables. The power surge could damage your phone.
- Make sure 911 is programmed into your phone's memory should you need to report an accident or other emergency.

If you must call when behind the wheel, remember the following:

- Recognize that driving requires your full attention.
- Before you get into the car, become familiar with the phone's features.
- Use the phone only if it's absolutely necessary.
- Use the phone only when and where it's safe to do so.
- Ask a passenger to place the call for you and to do the talking.
- Keep the call short.
- Tell the person at the other end that you're driving.
- Get off the phone as soon as possible—especially in traffic or bad weather.
- Don't combine a phone conversation with other distractions.
- Secure your phone so it doesn't become a projectile in a crash.

# <u>Chapter 4</u> Inspections and Reporting

### Section 1 – Inspections

In order to ensure the safety and well-being of all City of Miamisburg Employees, it is the policy of the City of Miamisburg to regularly inspect all City owned and operated equipment, vehicles, and facilities. Each department shall maintain inspection records for the equipment and vehicles it operates. The Fleet division of the Public Works Department is responsible for oversight of vehicle maintenance and shall keep record of inspections and preventative maintenance which they perform. The Building Maintenance Division of the Parks and Recreation Department shall maintain inspection records for City owned facilities, with the exception of Public Works facilities and Fire Stations which shall be inspected and records maintained by each respective department. All department heads shall be responsible for ensuring proper inspection timelines are upheld. The following are guidelines for frequency of safety inspections:

Vehicles

- inspected for safe operation: Prior to each use,
- formal inspections for mileage, PPE on board, etc.: Monthly

Equipment

- inspected for safe operation: Prior to each use
- formal inspection and inventory: Yearly
- Additional inspections may be required per manufacturer's or division's requirements (ex. HVAC systems are inspected on six month/seasonal intervals).

Facilities

- formal inspection for safe operation: Monthly
- fire suppression and alarm systems: Yearly
- In addition a safe facility hotline is in operation 24 hours a day that allows users of public facilities to make staff aware of any concerns or hazards.

At the conclusion of an incident, an inspection or investigation shall follow to identify and mitigate any potential liability exposures as a result of the incident. Inspection and investigation procedures that follow incidents can be found in the reporting section of this document.

### Note: Inspection sheets for Vehicles, Equipment, and Facilities are kept per department.

### Section 2 – Preventative Maintenance

Preventative Maintenance concerns are addressed in each department as a portion of the inspection process. Each department that owns or operates vehicles or equipment necessitating preventative maintenance shall perform and keep record of all preventative maintenance tasks, schedules, and documentation.

### Section 3 – Job Safety Analysis

A Job Safety Analysis (JSA) is a method that can be used to identify, analyze and record 1) the steps involved in performing a specific job, 2) the existing or potential safety and health hazards associated with each step, and 3) the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness. JSA's are performed as a portion of the Risk Management program and are done by members of the City Safety Team. JSA's can be used to identify hazards associated with but not limited to the following:

- Impact with a falling or flying object.
- Penetration of sharp objects.
- Caught in or between a stationary/moving object.
- Falls from an elevated work platform, ladders or stairs.
- Excessive lifting, twisting, pushing, pulling, reaching, or bending.
- Exposure to vibrating power tools, excessive noise, cold or heat, or harmful levels of gases, vapors, liquids, fumes, or dusts.
- Electrical hazards.
- Light (optical) radiation (i.e. welding operations, etc.).
- Water (potential for drowning or fungal infections caused by wetness).

The following are the steps included in completing a JSA. The process analyzed by the JSA will be chosen by the City Safety Team.

- 1. Select jobs with a high risk for workplace injury or illness.
- 2. Select an <u>experienced employee</u> who is willing to be observed.
- 3. Identify and record each step necessary to accomplish the task.
- 4. Identify any and all <u>actual or potential</u> safety and health hazards associated with each task.
- 5. Determine and record the recommended action(s) or procedure(s) for performing each step that will eliminate or reduce the hazard (i.e. engineering changes, job rotation, PPE, etc.).

### Note: A sample JSA is included .

TE. NEW: O	REVISED 0	ALYSIS PERFOMED BY:	VIEWED BY:	ROCEDURE			
n.	A No.	UPERVISOR: AN	GEPARTMENT: RE	LECOMMENDED ACTION OR P			
	JOB TITLE: JS Page of	TITLE OF PERSON WHO DOES S	LOCATION: I	POTENTIAL HAZARDS	•		
	JOB SAFETY ANALYSIS		ORGANIZATION	SEQUENCE OF BASIC JOB STEPS			

City of Miamisbu	rg Safety Team	JOB SAFETY AN	IALYSIS	Date Performed	I: July 23, 2008
JSA performed by:	Debbie Sisler, Norr	<u>ma Woltt, Dave Thom</u>	pson, Bob Stanley, B	eth Moore	
Job Title	Title of Person who does the Job	Supervisor of Person who does the Job	Location that Job is performed	Department	Division
Trailer loading	Parks Maint. Worker	Parks Maint. Supervisor	Parks Maint. Building Lot	Parks & Recreation	Parks Maintenance
Sequence of Basic	Job Steps	Potential Hazards		Recommended Act	ion or Procedure
1. Back up pick-up	truck to jack	Bumping or hitting tr damage	ailer might result in	Use a co-worker to safely	help you back up
2. Manually crank	up jack	None			-
3. Unchain / rechai	in safety chains,	Runaway trailer cou	ld result if lock	Double check chain	is before pulling out
crossing them		down not done corre	ectly		
4. Close the ball / h	nitch	None			
5. Insert the awnir	ng pin	None			
6. Attach the light of to the trailer	sord from the truck	None			
7. Check (by turnin	ig on truck hazards)	None			
to make sure the tr working	ailer lights are				
8. Lower ramps ma trailer by removing	anually at back of pins	Back strain or pinch	point	Use correct lifting te gloves	schnique and wear
9. Drive mower up	ramps	Bad driving could re falling off trailer or hi mower already loade	sult in mower itting another ed on trailer	Take your time loac	ling the mowers
10. Tighten tie dow	In straps for mower	Pinch point for hand	s and fingers	Take you time tight	ening down straps
11. Raise ramp an in place.	d put in pins to lock	Back strain or pinch	point	Use correct lifting te gloves	schnique and wear

### Section 4 – Reporting

In the event that an incident involving City employees, property, or an incident occurs on City property the incident shall be reported in an appropriate manner. Upon reporting, each unsafe act or condition shall be investigated to determine its proximate cause and corrective actions needed. These incidents may include but are not limited to injury, property damage, or unsafe actions or conditions. The procedure for reporting incidents is as follows:

### Major Incidents:

(Examples: life-threatening first aid emergencies, vehicle accidents, witness to criminal behavior, etc.)

- 1. Call 911
- 2. Call Departmental Supervisor/Superintendent
- 3. Treat Incident as trained/instructed by Supervisor or emergency professional
- 4. Secure witness information (if any)
- 5. Complete necessary reporting forms

### Minor Incidents:

(Examples: minor first aid situations, damage to City property or private property (non-vehicle accident), etc.)

- 1. Call Departmental Supervisor/Superintendent
- 2. Call 911 if instructed to do so
- 3. Treat Incident as trained/instructed
- 4. Complete necessary reporting forms

Incident reports shall be submitted to the immediate Supervisor involved and the subsequent Superintendent/Department Head by the end of the current day. Completed forms are then reviewed and copies are kept and filed with a copy being submitted to the Human Resources Director within 24 hours of the incident. The following forms will be used for the listed incident:

Vehicle Accident, Damage to City and/or Private Property due to Vehicle Accident

Property Damage Report – including Supervisors Report

### **Employee Injury Report**

Employee's Report of Incident and Injury Supervisor Report and Checklist for On-The-Job Injuries

### Note: A sample of each form is included.



## **CITY OF MIAMISBURG** IAMISBURG PROCEDURES FOR WORK-RELATED INJURIES

(WORKERS' COMPENSATION CLAIMS)

#### EMPLOYER NAME AND POLICY NUMBER NAME: **CITY OF MIAMISBURG** ADDRESS: 10 N. FIRST ST. MIAMISBURG, OH 45342

35705302

POLICY NO .:

YOUR WORKER'S COMPENSATION COORDINATOR: NAME: KATHY WEISGARBER TITLE: HUMAN RESOURCES DIRECTOR PHONE: (937) 847-6465 FAX: (937) 866-0891

### IF YOU EXPERIENCE AN ON-THE-JOB INJURY:

- 1. REPORT THE INCIDENT TO YOUR SUPERVISOR AND COMPLETE ALL APPLICABLE PAPERWORK, I.E. EMPLOYEE'S REPORT OF INCIDENT AND INJURY.
- 2. YOUR WORKER'S COMPENSATION COORDINATOR CAN PROVIDE ADDITIONAL WRITTEN OR VERBAL INSTRUCTIONS.
- 3. YOU MAY SEEK MEDICAL ATTENTION FROM THE MEDICAL GROUP LISTED BELOW OR ANOTHER MEDICAL PROVIDER, AS LONG AS THE PROVIDER IS A BUREAU OF WORKERS' COMPENSATION CERTIFIED MEDICAL PROVIDER. THIS IS NECESSARY FOR CONSIDERATION OF PAYMENT BY THE BUREAU OF WORKERS' COMPENSATION FOR MEDICAL TREATMENT.
- 4. PROVIDE A MANAGED CARE ORGANIZATION (MCO) IDENTIFICATION CARD, TO THE MEDICAL PROVIDER TO ENSURE ALL BILLS AND NECESSARY DOCUMENTS ARE PROCESSED CORRECTLY. THE ID CARD CAN BE OBTAINED FROM YOUR SUPERVISOR OR HUMAN RESOURCES.
- 5. KEEP YOUR SUPERVISOR INFORMED OF YOUR MEDICAL CONDITION, TREATMENT PLAN, AND EXPECTED RETURN-TO-WORK DATE.
- 6. PROVIDE YOUR WORKERS' COMPENSATION COORDINATOR WITH COPIES OF ALL DOCUMENTATION RELATED TO YOUR INJURY.

### SEE YOUR SUPERVISOR OR WORKERS' COMPENSATION COORDINATOR FOR ALL NECESSARY FORMS

MEDICAL GROU	P:	MANAGED CARE	ORGANIZATION:
NAME:	KETTERING WORKERS' CARE	NAME:	COMPMANAGEMENT
ADDRESS:	DRYDEN/75 OFFICE SERVICE CENTER 3		HEALTH SYSTEMS INC.
	2032 SPRINGBORO WEST	ADDRESS:	P.O. BOX 1040
	DAYTON, OH 45439		DUBLIN, OH 43017
	(DRYDEN ROAD AT I-75)	PHONE:	1-(888)-247-7799
PHONE:	(937) 293-7770		

### \*\*\*EMPLOYEES SHOULD KEEP THIS FORM AS A REFERENCE\*\*\*\*

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# **CITY OF MIAMISBURG** EMPLOYEE'S REPORT OF INCIDENT AND/OR INJURY (WORKERS' COMPENSATION CLAIMS) (TO BE COMPLETED BY EMPLOYEE AT TIME OF INCIDENT) TODAY'S DATE:

EMPLOYEE NAME (LAST, FIRST, M)		SSN	BIRTH DATE	GENDER	ł	HOME PHONE NO.
YOUR ADDRESS		CITY		STATE	2	ZIP
POSITION		DEPARTMENT			ŀ	HIRE DATE
DATE AND TIME EMPLOYEE BEGAN WORK	DATE AND TIME OF ILLNESS OR IN	IJURY			DATE AND	TIME RETURNED TO WORK
DESCRIBE WHAT CAUSED THE INJURY/SYMPTON	I MS, WHAT YOU WERE DOING JUST B	EFORE THE INCIDENT, AI	ND WHAT YOU DID AFT	ER THE INCIDEN	IT. PLEASE BI	E AS SPECIFIC AS POSSIBLE
*						
DID YOU REPORT THIS INCIDENT TO ANYONE?	IF YES, TO WHOM?	TITLE/POSITION		DATE AND T	IME THE INC	IDENT WAS REPORTED
IF NOT, WHY NOT?				1		
DID ANYONE ELSE WITNESS THE INCIDENT?	IF YES, LIST ALL NAMES OF WITNES	SES (WITNESSES COMPL	ETE WITNESS STATEME	NT)		
VES NO WHAT PART(S) OF YOUR BODY WAS/WERE AFFE	CTED? (PLEASE BE SPECIFIC: FOR EX	AMPLE, RIGHT ELBOW, L	EFT KNEE, RIGHT INDE	X FINGER):		
WHAT TYPE OF INJURY DID YOU EXPERIENCE? (	PLEASE BE SPECIFIC: FOR EXAMPLE,	BRUISE, SCRAPE, LACER	ATION, PULL):	-		
WAS ANY FIRST AID PROVIDED AT THE SCENE?	IF YES: DESCRIBE:					
DID YOU SEEK OTHER MEDICAL TREATMENT?	WHEN:	WHERE:				
YES NO		WERE VOLLHOSPITALI	ED OVERNIGHT AS AN	INLDATIENT2	1	
		Thene too host their		IN FAILURE	ľ	TITSICIAN NAME.
IF TREATMENT WAS NOT SOUGHT IMMEDIATELY	/, EXPLAIN WHY:	☐ YES	D NO			
LAST DAY WORKED PRIOR TO INJURY:		IF NOT RETURNED, EST	IMATE DATE OF RETUR	N:		
IS THIS AN AGGRAVATION OF A PREVIOUS INJU	RY/SYMPTOM?	IF YES, WHEN WERE YOU LAST TREATED FOR THIS INJURY? PHYSIC			PHYSICIAN NAME:	
HAVE YOU EVER HAD A SIMILAR INJURY?	IF YES, DESCRIBE THE SIMILAR INJU	JRY:				
UNDER CURRENT WORKERS' COMPENSATION LAW IN THE FUTURE MEDICALLY ATTEND, TREAT, OR EX DISEASE ARISING FROM THE INJURVIILLNESS DES AND/OR TO THE EMPLOYER'S AUTHORIZED REPRI EMPLOYEE NAME (PRINT):	MEDICAL RELE V, THE EMPLOYER IS ENTITLED TO AS GAMINE ME, OR ANY PERSON WHO MA SCRIBED ABOVE, TO DISCLOSE SUCH ESENTATIVE. A COPY OF THIS FORM W	EASE STATEME IGNED MEDICAL RELEASE Y HAVE INFORMATION OF INFORMATION TO MY EM ILL SERVE AS THE ORIGIN	NT E. I HEREBY AUTHORIZE. ANY KIND WHICH MAY B PLOYER, TO THE EMPLO VAL.	ANY PERSON OF E USED TO REAC DYER'S DESIGNA	R PERSONS W CH A DECISION TED MANAGE	HO HAVE IN THE PAST OR WIL NIN ANY CLAIM FOR INJURY OI D CARE ORGANIZATION (MCC
EMPLOYEE SIGNATURE:			DATE SIG	NED:		
RETURN ORIGINAL DOCUMENT TO HUMAN RESOU	RCES OFFICE					PAGE 2 OF 4

EFFECTIVE DATE: AUGUST, 2005

### 307.1 **RESTRICTED DUTY**

EMPLOYEES WISHING TO RETURN TO WORK FROM A TEMPORARY INJURY OR ILLNESS, WHICH INCLUDES WORK RELATED INJURIES, MAY NOT BE ABLE TO PERFORM ALL OF THEIR NORMAL DUTIES. IF THE EMPLOYEE'S MEDICAL CONDITION TEMPORARILY LIMITS THEM FROM PERFORMING THEIR REGULAR JOB, RESTRICTED ("LIGHT") DUTY MAY BE MADE AVAILABLE IN ANOTHER POSITION FOR A MAXIMUM OF TWELVE WEEKS OR EQUIVALENT HOURS. WRITTEN REQUESTS FOR EXTENSION WILL BE CONSIDERED BY THE ASSISTANT CITY MANAGER.

A RESTRICTED DUTY REQUEST FORM MUST BE SUBMITTED WHEN AN INJURY IS EXPECTED TO KEEP THE EMPLOYEE OFF WORK THREE OR MORE DAYS. THIS REQUEST WILL BE CONSIDERED BY THE EMPLOYEE'S DEPARTMENT HEAD AND ASSISTANT CITY MANAGER ON ITS OWN MERIT. FINAL APPROVAL FOR RESTRICTED DUTY WILL BE MADE BY THE ASSISTANT CITY MANAGER. APPROVAL WILL REQUIRE A STATEMENT FROM THE EMPLOYEE'S DOCTOR OUTLINING THEIR MEDICAL CONDITION AND LISTING THE SPECIFIC NATURE OF THE RESTRICTIONS TO WHICH THE EMPLOYEE IS SUBJECT AS A RESULT OF THEIR TEMPORARY CONDITION (SEE ATTACHED FORM). EMPLOYEES WHO ARE FOUND TO BE WORKING OUTSIDE THE SCOPE OF THEIR EMPLOYMENT WITH THE CITY WHILE ON RESTRICTED DUTY WILL BE AUTOMATICALLY REMOVED FROM RESTRICTED DUTY STATUS.

TO BE PLACED ON RESTRICTED DUTY, THE EMPLOYEE MUST BE ABLE TO PERFORM ALL ASPECTS OF THEIR RESTRICTED DUTY ASSIGNMENT. WHEN ALL ASPECTS OF AN ASSIGNMENT ARE UNKNOWN OR UNPREDICTABLE, E.G. STANDBY/ON-CALL, SUCH ASSIGNMENTS ARE INELIGIBLE RESTRICTED DUTY.

RESTRICTED DUTY MAY BE PERFORMED IN A DIVISION OR DEPARTMENT OTHER THAN THE EMPLOYEE'S REGULAR DEPARTMENT OR DIVISION. SUCH ASSIGNMENTS MUST BE WITH THE CONSENT OF THE APPROPRI-ATE DEPARTMENT HEAD. A RESTRICTED DUTY ASSIGNMENT MAY CONSIDER ALTERED WORK SCHEDULES FROM THE EMPLOYEE'S REGULAR WORK SCHEDULE AND MAY ALLOW TIME OFF FOR THE PURPOSES OF MEDICAL TREATMENT OR PHYSICAL THERAPY. ALL RESTRICTED DUTY ASSIGNMENTS MUST BE FOR A MINIMUM OF 20 HOURS PER WEEK.

IF NO RESTRICTED DUTY IS AVAILABLE, THE EMPLOYEE CANNOT RETURN TO THEIR ORIGINAL POSITION UNTIL THEY ARE CAPABLE OF PERFORMING ALL ESSENTIAL FUNCTIONS OF THEIR JOB WITH OR WITHOUT REASONABLE ACCOMODATION. A RESTRICTED DUTY POSITION WILL BE TERMINATED IMMEDIATELY IF EITHER THE EMPLOYEE'S ATTENDING PHYSICIAN OR THE CITY'S EXAMINING PHYSICIAN DETERMINES THAT THE EMPLOYEE'S CONDITION HAS BECOME PERMANENT. RESTRICTED DUTY MAY ALSO BE TERMINATED IF A CHANGE IN THE EMPLOYEE'S MEDICAL CONDITION FURTHER RESTRICTS THEIR ABILITY TO WORK, IN WHICH CASE THE EMPLOYEE WILL BE RETURNED TO THE APPROPRIATE STATUS (SICK LEAVE, INJURY LEAVE, ETC.).

PRIOR TO RETURNING TO WORK FROM RESTRICTED DUTY, THE EMPLOYEE MUST OBTAIN FROM HIS ATTENDING PHYSICIAN A RELEASE TO FULL DUTY. SUCH RELEASE MUST BE IN WRITTEN FORM AND CERTIFY THAT THE PHYSICIAN HAS READ AND UNDERSTANDS THE EMPLOYEE'S ESSENTIAL JOB FUNCTIONS AND PHYSICAL DEMANDS OF THEIR POSITION.

PAGE 3 OF 4

### CITY OF MIAMISBURG REQUEST FOR RESTRICTED DUTY

THIS FORM MUST BE FILLED OUT BY THE EMPLOYEE AND THE EMPLOYEE'S ATTENDING PHYSICIAN BEFORE BEING SENT TO THE DEPARTMENT HEAD FOR PRELIMINARY APPROVAL. THE PHYSICIAN'S STATEMENT BELOW MUST DEFINE THE EMPLOYEE'S MEDICAL CONDITION AND LIST THE SPECIFIC LIMITATIONS AND RESTRICTIONS GIVEN THE EMPLOYEE'S CURRENT AND ESSENTIAL JOB FUNCTIONS (ATTACH SEPARATE DOCUMENTATION IF NECESSARY).

IF NO RESTRICTED DUTY IS AVAILABLE, THE EMPLOYEE CANNOT RETURN TO THEIR ORIGINAL POSITION UNTIL THEY ARE CAPABLE OF PERFORMING ALL OF THE ESSENTIAL JOB FUNCTIONS OF THAT POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION. A RESTRICTED DUTY POSITION WILL BE TERMINATED IMMEDIATELY IF EITHER THE EMPLOYEE'S ATTENDING PHYSICIAN OR THE CITY'S EXAMINING PHYSICIAN DETERMINES THAT THE EMPLOYEE'S CONDITION HAS BECOME PERMANENT. RESTRICTED DUTY MAYALSO BE TERMINATED IF A CHANGE IN THE EMPLOYEE'S MEDICAL CONDITION FURTHER RESTRICTS THEIR ABILITY TO WORK.

EMPLOYEE NAME (LAST, FIRST, M.I.)		TODAY'S DATE
DEPARTMENT	TITLE	DATE OF ILLNESS OR INJURY
REQUESTED DATES OF RESTRICTED DUTY (12 WEEK MAX.) FROM TO	PHYSICIAN'S NAME:	
PHYSICIAN'S STATEMENT:		
PHYSICIAN'S SIGNATURE:		DATE:
DEPARTMENT HEAD APPROVAL:		DATE:
ASSISTANT CITY MANAGER APPROVAL:		DATE:

RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFICE



## **CITY OF MIAMISBURG PROPERTY DAMAGE REPORT**

	REPORT DATE	1 1	1
	REPORT TIME	-	
	DAMAGED DATE	1	
	DAMAGED TIME		
	EXPIRES		
R	T NO.	CHA	RGED
		DY	DN
C	BY		
		L TRANS	PORT

(To be Completed by Employee at Time of Incident)

	EMPLOYEE (LAST, FIRST, M)				SSN	DRIVER'S	LICENSE NO.	ISSUED		EXPIRES		
	DEPARTMENT				CLASSIFICATION	_						
		CITATION DESCRIPT	ION:	JURISDICTION			REPORT NO.			CHARGED		
	CITY VEHICLE YR.	MAKE	MODEL		LICENSE PLATE NO.	VEH. NO.	VEHICLE TO	OWED	TOWED 8	BY		
	EMPLOYEE INJURIES DESC (ALSO COMPLETE INJURY	RIPTION: REPORTS)			1	1		LINO	1			TRANSPORT
-	DRIVER OF OTHER VEHICL	E (LAST, FIRST, M.)			ADDRESS							
UNIT	PHONE	SSN	DRIVER'S LICENSE NO.	ISSUED	EXPIRES	INSURANCE C	COMPANY					
OTHER	INJURIES I YES I NO	DESCRIPTION OF INJ	JURIES								MEDICAL	TRANSPORT
	PHONE	INSURANCE CO.			VEH. YR.	MAKE		MODEL		LICENSE	PLATE NO	
	DETAILED DESCRIPTION O	F INCIDENT:										
		E DEODERTY DAMAG	c									
	TO CITY PROPERTY:	I PROPERTI DAMAG										
	TO PRIVATE PROPERTY-											
	PHOTOGRAPHS	6		EMPLOYEE	NAME			EMPLOYEE	SIGNATUR	E		
CITY UNIT			AVADD DETAILS AS NECESS	ARY):				" <b>*</b>				
OTHER UNIT	RETURN ORIGINAL DOCUMEN	IT TO HUMAN RESOUR	DAMAGED AREA/ADD DETA		ARY):	There are an area and a second		" <b>ד</b>			PAGE 10	DF 3

PASSENGER5/WITNESSES NAME	ADDRESS	PHONE
ATTACH WITNESS REPORTS TO THIS DOCUMENT		
TO BE COMPLETED BY SUPER CHECK APPLICABLE BOXES DAMAGE CAUSED BY BODILY INJURY DAMAGE TO PRIVATE MORE THAN ONE MO EXTENUATING CIRCU	<b>/ISOR</b> A TRAFFIC ACCIDENT ON A STREET OR ALLEY Y OWNED PROPERTY OR VEHICLE /ING CITY VEHICLE MSTANCES (SPECIFY)	
EMPLOYEE ACTIONS	WHICH CONTRIBUTED TO INCIDENT	
	AAA	
WHAT STEPS HAVE BEEN TAKEN OR RECOM	MENDED TO PREVENT A RECURRENCE?	
		NR 450 A.,
-		
SUPERVISOR SIGNATURE:	DATE OF INVESTIGATION	k
SUPERVISOR NAME:	SUPERVISOR TITLE:	
RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFIC		PAGE 2 OF 3

### DEPARTMENT HEAD REVIEW

WAS DISCIPLINARY ACTION TAKEN OR IS SUCH ACTION ANTICIPATED? □YES □NO

IF YES, EXPLAIN THE ACTION TAKEN: \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_\_ DATE: \_\_\_\_\_

RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFICE

PAGE 3 OF 3



## CITY OF MIAMISBURG SUPERVISOR CHECKLIST FOR ON-THE-JOB INJURIES

#### 1. SEE THAT MEDICAL CARE IS PROVIDED AS SOON AS POSSIBLE.

- ➡ FOR NON LIFE-THREATENING INJURIES BETWEEN THE HOURS OF 7:30AM AND 4:30PM, OBTAIN PROMPT MEDICAL ATTENTION FROM KETTERING WORKERS' CARE (937) 293-7770.
- ⇒ FOR NON LIFE-THREATENING INJURIES BETWEEN THE HOURS OF 4:30PM AND 7:30AM, THAT NEED MEDICAL ATTENTION, OBTAIN MEDICAL ATTENTION FROM SYCAMORE MEDICAL CENTER EMERGENCY ROOM.
- ➡ FOR ALL LIFE-THREATENING INJURIES, CALL 911 FOR TRANSPORTATION TO THE APPROPRIATE EMERGENCY MEDICAL CARE FACILITY.
- ⇒ GIVE THE INJURED WORKER A WORKERS' COMPENSATION IDENTIFICATION CARD TO PROVIDE TO THE MEDICAL PROVIDER.
- ⇒ A RETURN-TO-WORK RELEASE FORM FROM THE MEDICAL PROVIDER MUST BE RETURNED TO THE SUPERVISOR BEFORE THE INJURED WORKER IS PERMITTED TO RETURN TO WORK.
- ⇒ IF THE INJURED WORKER IS RETURNED TO RESTRICTED/LIGHT DUTY, THE INJURED WORKER'S MEDICAL PROVIDER MUST COMPLETE THE REQUEST FOR RESTRICTED DUTY FORM.

#### 2. COMPLETE INCIDENT INVESTIGATION.

- ⇒ TAKE THE APPROPRIATE CORRECTIVE SAFETY ACTION(S) AND DOCUMENT YOUR ACTION(S).
- ➡ CONTACT THE ASSISTANT TO THE CITY MANAGER (847-6686) OR HUMAN RESOURCE DIRECTOR (847-6465) REGARDING IMMEDIATE AND FUTURE CORRECTIVE SAFETY ACTIONS.
- 3. ENSURE THAT THE EMPLOYEE COMPLETES THE EMPLOYEE'S REPORT OF INCIDENT AND INJURY.

⇒ THE MEDICAL RELEASE AT THE BOTTOM OF THE FORM MUST BE SIGNED AND DATED.

4. COMPLETE SUPERVISOR REPORTS.

⇒ INDUSTRIAL INJURY FACT SHEET
 ⇒ INJURY REPORT - SUPERVISOR'S STATEMENT

- 5. ENSURE THAT ALL APPLICABLE WITNESS STATEMENTS ARE COMPLETED.
- 6. REPORT THE INCIDENT TO THE HUMAN RESOURCES DEPARTMENT (847-6465) BY THE END OF THE SHIFT OR BY THE START OF THE NEXT BUSINESS DAY.

⇒ SUBMIT THE ORIGINALS OF ALL FORMS AND MEDICAL DOCUMENTATION TO HUMAN RESOURCES WITHIN 48 HOURS.

### \*\*\*EMPLOYEES SHOULD KEEP THIS FORM AS A REFERENCE\*\*\*\*

PAGE 1 OF 4



### CITY OF MIAMISBURG STATEMENT OF WITNESS TO INCIDENT AND/OR INJURY (To be Completed by WITNESS at Time of Incident)

NAME OF EMPLOYEE INVOLVED (LAST, FIRST, M)	POSITION	DEPARTMENT
YOUR NAME HAS BEEN GIVEN AS A WITNESS TO AN INCIDENT ALLEGED BY THE AB	OVE INDIVIDUAL. THROUGH YOUR	COOPERATION INFORMATION CAN BE OBTAINED TO COMPLETE TH
INVESTIGATION OF THIS INCIDENT. ANSWER EACH OF THE FOLLOWING QUESTION	S AND PROMPTLY RETURN YOUR CO	OMPLETED STATEMENT.
WITNESS WAME (LAST, FINST, M)	POSITION/DEPARTMENT	TODAY'S DATE
WITNESS ADDRESS	CITY	STATE ZIP
DID YOU SEE AN INCIDENT OCCUR INVOLVING THE ABOVE EMPLOYEE?	IF NOT, HOW DID YOU LEARN OF	THE INCIDENT?
DATE AND TIME OF INCIDENT OBSERVED		
DESCRIBE WHAT YOU OBSERVED:		
THINESS SIGNALUKE		DATE
RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFICE		PAGE 2 OF 4



### CITY OF MIAMISBURG INDUSTRIAL INJURY FACT SHEET SUPERVISOR'S REPORT

EMPLOYEE NAME (LAST, FIRST, M.I.)		TODAY'S DATE
DEPARTMENT	TITLE	DATE OF INJURY

WAS AN INVESTIGATION COMPLETED CONCERNING THE CIRCUMSTANCES OF THIS INJURY?		WERE THERE ANY WITNESSES TO THIS INJURY?			
		IF SO, ATTACH WITNESS STATEMENTS			
WAS THE INJURY A RESULT OF HORSE PLAY?	WAS THE EMPLOYEE UNDER THE	INFLUENCE OF DRUGS OR ALCOHOL	WAS THE INJURY SELF-INFLIC	TED?	
IF YES, TO ANY OF THE ABOVE , EXPLAIN.	L 11.5			NO	
HAS THERE BEEN ANY RECENT DISCIPLINARY ACT	ON TAKEN AGAINST THIS EMPLOYE	EE?	D YES D M	10	
IF SO, EXPLAIN:					
HAS THE EMPLOYEE MISSED ANY WORK PREVIOUS	SLY DUE TO SIMILAR INDUSTRIAL O	R NON-INDUSTRIAL CONDITIONS?		NO	
IF SO, LIST DATE(S):					
HAS THE EMPLOYEE SUBMITTED MEDICAL DOCI	JMENTATION FOR THE INJURY?		D YES D N	NO	
IF YES, PLEASE ATTACH.					
IF KNOWN, PLEASE PROVIDE THE NAME, ADDRE	S, AND TELEPHONE NUMBER OF	THE ATTENDING PHYSICIAN			
PHYSICIAN'S NAME	ADDRESS	CITY STA	TE ZIP PHO	NE	
HAS THE EMPLOYEE RETURNED TO WORK?	□ YES □ NO	IF NOT, WHAT IS THE CURRENT EST	IMATED DATE OF RETURN?		
WITH THE INFORMATION YOU HAVE WOULD YO	RECOMMEND THE CLAIM BE AC			10	
	The CENTRE OF THE CENTRE DE AC			NU	
IF NOT, WHY?					
SUPERVISOR NAME:		TITLE:	The second s		
SUPERVISOR SIGNATURE:		DATE:			
PLEASE ATTACH COMP	LETED INCIDENT R	EPORTS, WITNESS ST	TEMENTS, AND AN	١Y	
ACCUMUL	ATED MEDICAL BIL	LS AND INFORMATIO	Ν.		

ADDITIONAL COMMENTS MAY BE NOTED ON THE REVERSE SIDE OF THIS FORM.

RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFICE

PAGE 3 OF 4



# CITY OF MIAMISBURG MIAMISBURG INJURY REPORT - SUPERVISOR'S STATEMENT

EMPLOYEE NAME (LACT FIDOT MUS		
ENIFLOTEE NAME (LAST, FIRST, M.I.)		TODAY'S DATE
DEPARTMENT	TITLE	HIRE DATE
DATE OF INJURY	DATE EMPLOYEE REPORT WAS RECEIVED	WERE YOU A WITNESS TO THE INJURY?
HOW DID YOU RECEIVE YOUR INFOR	MATION REGARDING THE INJURY?	VES NO
DO YOU AGREE WITH THE FACTS AS	STATED ON THE EMPLOYEE'S STATEMENT?	□ YES □ NO
PLEASE EXPLAIN:		
DOES THE EMPLOYEE'S DESCRIPTION	N OF THE INJURY AND INCIDENT CORRESPOND TO YOUR UNDERSTANDING (	OF WHAT TOOK PLACE?
PLEASE EXPLAIN.		
DO YOU HAVE ANY QUESTIONS REGA PLEASE EXPLAIN:	RDING THIS INJURY WHICH HAVE NOT BEEN ANSWERED TO YOUR SATISFAC	TION?   YES  NO
DO YOU HAVE ANY KNOWLEDGE OF P	REVIOUS COMPLAINTS OR INJURY TO THE SAME INJURED BODY PARTS AS I	IDENTIFIED IN THE EMPLOYEE'S STATEMENT?
PLEASE EXPLAIN:		
WHAT DO YOU FEEL COULD HAVE BEE	IN DONE TO PREVENT THIS INJURY?	
TO THE BEST OF YOUR KNOWLEDGE, PLEASE EXPLAIN:	WERE THE DEPARTMENT'S SAFETY RULES AND PROCEDURES FOLLOWED B	BY THE INJURED EMPLOYEE? I YES INO
ABBITIONAL CONTRENTS.		
SUPERVISOR SIGNATURE		DATE:
DEPARTMENT HEAD REVIEW:		DATE:

RETURN ORIGINAL DOCUMENT TO HUMAN RESOURCES OFFICE

### NOTE: Each department may have additional forms used for the reporting of incidents as part of their operations. In such case, please refer to the appropriate department operations manual for that department.

### Incident Investigation – Special note on Supervisor's Accident Investigation Report

There are two sections relating to incidents intended for supervisors for the purpose of investigating each unsafe act or condition to determine its proximate cause and corrective actions needed: the Supervisor's Report and Checklist for On-The-Job Injuries, and the Supervisor's Accident Investigation Report for Vehicle/Property Damage. Upon the completion of an incident report, the immediate Supervisor, Superintendent, or Department Head shall complete the appropriate Supervisor's Report and identify the proximate cause of the incident and then make note of any needed corrective actions.

# Chapter 5

# Work Area Safety

Work area safety concerns are addressed broadly in the City's General Safety Rules. This document is intended to give employees guidelines that are to be followed while performing job duties to ensure a safe work environment. In addition, each department may have standard operating procedures and/or guidelines which may require more stringent rules; in that case, the more stringent rules will apply. The remainder of this section will outline some common areas of concern in regards to work area safety.

### Section 1: Ergonomics and Office Safety

Ergonomics and office safety concerns are those related to hazards present due to the physical requirements of a job related to the physical capacity of the worker. This can include hazards related to lifting and back safety (see Chapter 5-2), physical position of the employee while performing a task, and repetitive motions required to complete a task. This section will focus on ergonomics as related to office safety (computer use, office chair and desk positioning) as other ergonomic and office safety concerns will be covered in later sections.

### **Office** Posture

When working in an office setting, your body should remain in a comfortable working posture in which your joints are neutrally aligned. In order to maintain this comfortable working posture, follow the guidelines below:

- Maintain straight hands, wrists, and forearms. These should be in-line and roughly parallel to the floor.
- Your head should be level, or bent slightly forward and balanced. Your head should remain in-line with your torso.
- Relax your shoulders and your upper arms should hang normally at the side of the body. You should not be reaching forward or upward to perform tasks.
- Maintain a fully supported back in a chair with appropriate lumbar support.
- Your feet should rest on the floor or on a footrest as to maintain your knees at the same height as your hips.

Regardless of how good an office posture you can maintain, it is important to note that prolonged amounts of time in any posture is not healthy and poses hazards. Be sure to stretch frequently and move throughout the day.

### Section 2: Lifting and Back Safety

Lifting and back safety are of primary concern to any employee whose job duties entail lifting or moving objects of any size and weight. The purpose of this section is to educate employees on how to protect themselves from the hazards of improper lifting practices and other back safety hazards.

This section will cover:

- Safe lifting techniques;
- Alternative materials handling techniques;
- Other back safety issues.

### Safe Lifting Techniques

The following points outline good lifting practices and procedures that can minimize the risk of back injury and pain:

- 1. Size up the load before you lift. Test by lifting one of the corners or pushing on the object. If it's heavy or feels too flimsy, get assistance by using a mechanical aid or help from another employee. When in doubt, don't lift alone.
- 2. Ensure a clear lifting path is available from the location of the lift to its destination.
- 3. Bend your knees when lifting. This is the single most important aspect of lifting any object. Be sure to bend your knees on both the lift and set-down.
- 4. When performing the lift:
  - $\circ$   $\;$  Place your feet close to the object and center yourself over the load.
  - Get a good hand hold. If none is available, get assistance.
  - Lift straight up, smoothly and let your legs do the work, not your back.
  - Avoid overreaching or stretching to pick up or set down a load.
  - Do no twist or turn your body once you have made the lift.
  - Set the load down properly, bending at the knees.
  - Always push, do not pull, the object when possible.
  - Change the lifting situation if possible to minimize a lifting hazard:
    - If it's a long load, get help.
    - Split the load into several smaller ones.
    - Avoiding lifts from below the knees or above the shoulders.

### Alternative materials handling

Alternative materials handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. Alternative materials include:

- Hoists
- Forklifts
- Dollies
- Carts

Each piece of equipment listed above has its own set of operating instructions. As with any piece of equipment, do not operate without first receiving proper training.

### Back Safety Concerns

There are other areas of back safety that are not directly related to lifting. The following outlines other areas of back safety concern:

- **Catching objects and working low:** When catching falling or tossed objects your feet should be firmly planted with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. Bending from the waist can lead to back pain.
- **Extended sitting or standing:** Certain jobs require long hours of standing or sitting. These conditions can create back troubles. If you are required to sit for long periods, be sure to stand up and stretch frequently. Keep your weight evenly balanced when standing. Don't lean to one side for any length of time.
- **Housekeeping:** Poor housekeeping, such as slippery floors, crowded work conditions, disorganized tools or other hazards on the floor can create slip, trip or fall hazards that can result in a back injury. Be sure to maintain a clean work environment.
- **Poor posture:** Be aware of proper posture when sitting, standing, or reclining. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should be straight.
- **Poor physical condition:** Your physical condition can lead to back pain. If you are overweight, extra strain on your spine results. It is estimated that every extra pound on the front of your body puts ten pounds of strain on your back. When you are out of shape, the chances for chronic back pain are greater. Infrequent exercise or muscle use can lead to back injury. A sudden strain on generally unused back muscles leads to injury, particularly when there is a sudden twisting or turning of the back.
- **Repetitive Trauma:** Many back injuries do not come from a single lift, but occur from relatively minor strains repeated over time. As the worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments. Eventually a more serious injury may occur. It is important to practice safe lifting practices every time you lift a load, regardless of its size and weight.

### Section 3: Chemical Safety

Chemicals are common in the workplace and range from common items used at home or highly hazardous industrial chemicals. In any case, handling, storing, and using chemicals requires a basic knowledge of chemical safety and in-depth knowledge and training for any chemicals used in the workplace. This section will contain information on basic chemical safety knowledge. All employees exposed to and working with any specific chemicals will receive proper training on handling, storing, and disposing (when applicable) of chemicals.

### **Basic Chemical Safety**

The basics of chemical safety involve reading labels, mixing chemicals, and storing chemicals.

• *Read the Labels:* All of the chemicals we use come with a label detailing specific information about the chemical, its handling, storage, disposal, and first-aid treatment information. Chemicals also come with a MSDS sheet or Material Safety Data Sheet. This document contains all the information necessary to determine what the substance is, why it may be dangerous, and how to use it safely. The first step in reading labels is identifying the Hazardous Material Identification System (HMIS) tag to determine some initial safety concerns. The HMIS uses a numerical system to determine Health Hazard Rating, Flammability Hazard Rating, Physical (formerly Reactivity) Hazard Rating, and Personal Protective Equipment Rating. Some chemicals also use the Fire Diamond system to rate the safety hazards with a given chemical. The fire diamond includes the Reactivity criterion for chemical safety. This was replaced in the HMIS with Physical Hazard rating which OSHA uses to determine physical hazards in one of seven classes: Water Reactives, Organic Peroxides, Explosives, Compressed gases, Pyrophoric materials, Oxidizers, and Unstable Reactives.



The HMIS system and fire diamond system use a number rating system from 0 to 4 to rate health and safety hazards associated with the chemical it is labeling. The fire diamond uses the White area to identify special fire hazard protections while it is used for Personal Protection in the HMIS system. Below is the rating system used by HMIS; the fire diamond will be outlined in Chapter 6.

- Health (Blue) The Health section conveys the health hazards of the material. In the latest
  version of HMIS, the blue Health bar has two spaces, one for an asterisk and one for a
  numeric hazard rating. If present, the asterisk signifies a chronic health hazard, meaning
  that long-term exposure to the material could cause a health problem such as emphysema
  or kidney damage. The rating system is as follows:
  - **4.** Life-threatening, major or permanent damage may result from single or repeated overexposures.
  - **3.** Major injury likely unless prompt action is taken and medical treatment is given.
  - **2.** Temporary or minor injury may occur.
  - **1.** Irritation or minor reversible injury possible.
  - **0**. No significant risk to health.

- Flammability (Red) The flammability section conveys the flammability hazard of the materials. The rating system used by HMIS for this section is identical to that used in the fire diamond. The rating system is as follows:
  - Flammable gases, or very volatile flammable liquids with flash points below 73 °F (23 °C), and boiling points below 100 °F (38 °C). Materials may ignite spontaneously with air (ex., Propane).
  - 3. Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73 °F (23 °C) and boiling points above 100 °F (38 °C), as well as liquids with flash points between 73 °F and 100 °F.
  - Description 2. Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100 °F (38 °C) but below 200 °F (93 °C) (ex., Diesel fuel).
  - **1.** Materials that must be preheated before ignition will occur. Includes liquids, solids and semi solids having a flash point above 200 °F (ex., Canola oil).
  - **0.** Materials that will not burn (ex., Water).
- Physical Hazard (Orange) OSHA criterion of physical hazard includes assessment in seven classes: Water Reactives, Organic Peroxides, Explosives, Compressed gases, Pyrophoric materials, Oxidizers, and Unstable Reactives. The rating system is as follows:
  - **4.** Materials that are readily capable of explosive water reaction, detonation or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure.
  - 3. Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, self-react, or undergo other chemical change at normal temperature and pressure with moderate risk of explosion.
  - **2.** Materials that are unstable and may undergo violent chemical changes at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
  - **1.** Materials that are normally stable but can become unstable (self-react) at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
  - **0.** Materials that are normally stable, even under fire conditions, and will not react with water, polymerize, decompose, condense, or self-react. Non-explosives.

• **Personal Protection (White)** – This section is used to indicate what personal protective equipment should be used when working with the chemical. The rating system uses a combination of numbers, letters, and/or symbols to convey the necessary information. The following graphic identifies the rating system:



• *Mixing Chemicals:* Never assume it is okay to transfer chemicals from one container to another. This is especially important if the container has previously held another chemical. Chemicals may become mislabeled this way, or a dangerous reaction could occur between a newly introduced chemical into a container with residue from another chemical. Chemicals should be mixed only if required. Employees should not mix chemicals of any kind unless trained on how to handle the chemicals, what type of container to mix into, and how to store the mixed solution.

### • Chemical Storage:

Chemicals should be stored in a way that meets OSHA requirements and mitigates any and all identified safety hazards. Employees should consult a chemicals safety label or MSDS sheet for more information regarding a specific chemical's storage guidelines. Below are general guidelines for storing most chemicals:

- Segregate all incompatible chemicals for proper storage of chemicals by hazard class. In other words, store like chemicals together and away from other groups of chemicals that might cause reactions if mixed.
- Flammable materials should be stored in an approved, dedicated flammable materials storage cabinet or storage room if the volume exceeds ten gallons. Keep cabinet doors closed.
- Chemicals should be stored no higher than eye level and never on the top shelf of a storage unit. Do not overcrowd shelves. Each shelf should have an anti-roll lip.
- Avoid storing chemicals on the floor (even temporarily) or extending into traffic aisles.
- Liquids should be stored in unbreakable or double-contained packaging, or the storage cabinet should have the capacity to hold 110% of the volume of the stored contents in the event a container breaks.
- Store acids in a dedicated acid cabinet.
- Store highly toxic or controlled materials in a locked, dedicated poison cabinet.
- Volatile or highly odorous chemical shall be stored in a ventilated cabinet. Chemical fume hoods shall not be used for storage as containers block proper air flow in the hood and reduce available work space.
- All chemicals should be labeled and dated upon receipt and on opening.
- Look for unusual conditions in chemical storage areas, such as:
  - Leaking or deteriorating containers
  - Spilled chemicals
  - Temperature extremes (too hot or cold in storage area)
  - Lack of or low lighting levels
  - Blocked exits or aisles
  - Open lights or matches
  - Fire equipment blocked, broken or missing
  - Lack of information or warning signs ("Flammable liquids", "Acids", "Corrosives", "Poisons", etc.)
- First aid supplies, emergency phone numbers, eyewash and emergency shower equipment, fire extinguishers, spill cleanup supplies and personal protective equipment should be readily available near all storage areas.
- Keep all stored chemicals, especially flammable liquids, away from heat and direct sunlight.

### Section 4: Environmental Safety

This section contains information relating to environmental safety concerns. Environmental concerns contained in this section are cold weather concerns, heat related concerns, sun protection, tornado safety, and thunderstorm and lightning safety.

### A. Cold Weather Concerns:

The cold weather section is intended for all employees who may be or potentially may be exposed to cold, damp environmental work conditions. This section aims to help employees understand and recognize the factors that can lead to cold weather related disorders and the signs and symptoms that an employee may be suffering from cold related issues. Potential exposure to extreme cold coupled with the presence of moisture may result in cold stress related disorders. Injury due to cold exposure may be either local (frostbite) or systemic (hypothermia). They are treated separately, but frequently occur in the same patient.

This section will cover:

- Signs and symptoms of frostbite;
- Signs and symptoms of hypothermia;
- Prevention of cold related injuries.

### Frostbite

Frostbite is separated into three categories: frost nip, superficial frostbite, and deep frostbite. Frostbite rarely occurs unless environmental temperatures are less than freezing and usually less than 20 degrees Fahrenheit.

- Frost nip: manifests as a whitened area of skin which is slightly burning or painful. Peeling or blistering may occur within 24 - 72 hours. This is the only form of frostbite which is treatable in the field. Treatment for frost nip includes simple warming of the affected part. Warm fluids should also be administered to the person.
- Superficial frostbite: is when the skin has a waxy or white appearance and is firm to the touch, feels warm to the victim, and has no pain sensation. Tissue beneath this affected area is resilient. To prevent superficial frostbite or to administer treatment, the following measures should be implemented: 1) prevent further heat loss (warmer clothes), 2) protect from further injury (warm covering), 3) place victim in a protected environment, 4) limit use of frozen extremities, 5) do NOT vigorously rub the affected area.
- **Deep frostbite:** is when tissues are cold, pale and solid. It is an extremely serious injury and can result in the loss of the affected extremities. Call 911 immediately.

### Hypothermia

Hypothermia is defined as a decrease in one's core body temperature from 98.6 °F to 95°F. Hypothermia is categorized into mild hypothermia and systemic hypothermia.

- Mild hypothermia: manifests itself in the form of shivering, goose bumps, and cold pale skin. The target organ is the brain. The following signs should be noted: 1) decrease in worker's usual efficiency, 2) decreased communication, 3) forgetfulness, 4) poor motor skills, 5) poor judgment.
  - If a person is suffering from mild hypothermia, get them to a warm area as soon as possible. Remove wet or damp clothing and dry the underlying skin. Cover their head with a hat or blanket and apply blankets around the body. Administer warm fluids orally (after the body has had time to warm up) and monitor the body temperature at 15 minute intervals for one hour. Seek medical attention.
- Systemic hypothermia: is caused by exposure to freezing or rapidly dropping temperatures. It can be fatal. It's symptoms are usually exhibited in five stages: 1) shivering, apathy, listlessness, sleepiness; 2) rapid cooling of the body to less than 95°F; 3) Unconsciousness, glassy stare, slow pulse, and slow respiratory rate; 4) freezing of the extremities; 5) death.
  - Systemic hypothermia is a medical emergency. Call 911 immediately. Take the individual to a warm area as soon as possible. Remove wet or damp clothing and cover their head with a hat or blanket. Warm the person up by any available means including wrapping blankets, coats etc. around the body, placing them in a building or car with the heat on, etc. Do NOT administer warm fluids even if normal behavior returns.

### Prevention of Cold Related Illness and Injury

The following measures should be implemented by personnel to prevent the onset of cold related injuries:

- Assure a change of dry clothes is available
- Wear several layers of warm clothing to protect against wet conditions and wind
- Keep gloves and socks dry
- Insulated boots should not impede circulation
- Warm head coverings should be worn to prevent heat loss from the head
- Evaluate skin condition and color on breaks and periodically during work operations
- Assure the availability of an enclosed, heated environment

### B. Heat Related Concerns

The heat related concerns section is intended for all employees who may be or potentially may be exposed to hot, humid environmental work conditions. This section aims to help employees understand and recognize the factors that can lead to heat stress and the signs and symptoms that an employee may be suffering from heat related issues.

This section will cover:

- Signs and symptoms of heat rash;
- Signs and symptoms of heat cramps;
- Signs and symptoms of heat exhaustion;
- Signs and symptoms of heat stroke;
- Prevention of heat related disorders.

### Heat Rash

Heat rash is an irritation to the skin that results from continuous exposure to heat or humid air. This type of rash is often caused by clothing rubbing against wet skin or from an allergic reaction to soap or detergent.

First aid for heat rash includes keeping the area dry and clean. Loose cotton clothing should be worn to help absorb moisture away from the skin. Scented soaps and detergents should be avoided. In addition, reduce the amount of detergent used to launder work clothes.

### Heat Cramps

Heat cramps are muscular pains and spasms due to heavy exertion. These cramps are generally caused by a loss of water and salt from heavy sweating. Signs and symptoms include: muscle spasms and pain in the hands, feet and abdomen.

First aid for heat cramps includes getting the victim to a cool place and replenishing their fluids. Give the person one half glass of room temperature water every fifteen minutes for an hour. It may be necessary to gently massage the affected muscle. The employee should be given adequate time to rest.

### Heat Exhaustion

Heat exhaustion occurs from increased stress on various body organs including inadequate blood circulation due to cardiovascular insufficiency or dehydration. Signs and symptoms include:

- Pale, cool, moist skin
- Heavy sweating
- Dizziness
- Nausea
- Headache
- Irritability
- Loss of coordination
- Fainting

If an employee is showing signs and symptoms, or complains of heat exhaustion, move them to a cooler place as soon as possible and remove any personal protective equipment. Cool them by fanning and applying cold compresses or wet towels. Give this person one half glass of room temperature water every fifteen minutes for an hour if they are fully conscious and can tolerate it. This employee should be removed from work activities for the rest of the work day. If at any time the employee does not display normal behavior, call 911.

### Heat Stroke

Heat stroke is the most serious form of heat stress. Temperature regulation fails and body temperature rises to critical levels. Immediate action must be taken to cool the body before serious injury or death occurs. Call 911 immediately. Signs and symptoms include:

- Red, hot unusually dry skin
- Lack of or reduced perspiration
- Core body temperature between 104 108 degrees Fahrenheit
- Nausea
- Dizziness or confusion
- Strong, rapid pulse

If an employee is suffering from heat stroke, immediately move them to a cool place and remove all personal protective clothing. Treat the victim for shock by lying them down on their back and elevating their feet 10 - 12 inches. Cool the victim as quickly as possible by immersing them in cold water or wrapping them in wet towels. Do not administer liquids by mouth.

### Prevention of Heat Related Concerns

Employees potentially exposed to hot work environments should drink plenty of fluids during the work day. Adequate fluid intake includes a minimum of 4 - 8 ounces of water, fruit juice or electrolyte solution during each break. Caffeinated and carbonated beverages should be avoided due to their ability to increase the potential for dehydration. Supervisors have the responsibility to monitor employees' exposure and working conditions and be alert for signs and symptoms of heat stress.

### C. Sun Protection

The sun protection section is intended for all employees who may be or potentially may be exposed to the sun as a part of their work conditions. This section aims to help employees understand and recognize the factors that can lead to overexposure to the sun and the damages that can result

This section will cover:

- Risks of sun exposure;
- Sunscreen;
- Items and practices to reduce risk of sun exposure

### Risk of Sun Exposure

Exposure and overexposure to the sun is important because of the hazards associated with Ultraviolet (UV) rays. UV rays are an invisible kind of radiation that comes from the sun, tanning beds, and sunlamps. UV rays can penetrate and change skin cells. Too much exposure to UV rays can change skin texture and cause the skin to age prematurely, leading to skin cancer. UV rays also have been linked to eye conditions such as cataracts.

Protection from sun exposure is important all year round, not just during the summer or at the beach. Ultraviolet (UV) rays can reach you on cloudy and hazy days, as well as bright and sunny days. UV rays also reflect off of surfaces like water, cement, sand, and snow.

The hours between 10 a.m. and 4 p.m. daylight savings time (9 a.m. to 3 p.m. standard time) are the most hazardous for UV exposure in the continental United States. UV rays are the greatest during the late spring and early summer in North America.

The following sections are steps and practices used to decrease your risk of sun overexposure.

### Sunscreen

The sun's UV rays can damage your skin in as little as 15 minutes. Put on sunscreen before you go outside, even on slightly cloudy or cool days. Don't forget to put a thick layer on all parts of exposed skin. Get help for hard-to-reach places like your back. Most sun protection products work by absorbing, reflecting, or scattering sunlight. They contain chemicals that interact with the skin to protect it from UV rays. All products do not have the same ingredients; if your skin reacts badly to one product, try another one or call a doctor.

- **SPF.** Sunscreens are assigned a sun protection factor (SPF) number that rates their effectiveness in blocking UV rays. Higher numbers indicate more protection. You should use a sunscreen with at least SPF 15.
- **Reapplication.** Sunscreen wears off. Put it on again if you stay out in the sun for more than two hours, and after you swim or do things that make you sweat.
- **Expiration date.** Check the sunscreen's expiration date. Sunscreen without an expiration date has a shelf life of no more than three years, but its shelf life is shorter if it has been exposed to high temperatures.
- **Cosmetics.** Some make-up and lip balms contain some of the same chemicals used in sunscreens. If they do not have at least SPF 15, don't use them by themselves.

### Items and Practices to Reduce Risk of Sun Exposure

The following are items that can be worn or practices that can be used to reduce the risk of sun exposure resulting in injury:

- Clothing
  - Loose-fitting long-sleeved shirts and long pants made from tightly woven fabric offer the best protection from the sun's UV rays. A wet T-shirt offers much less UV protection than a dry one. Darker colors may offer more protection than lighter colors. If wearing this type of clothing isn't practical, at least try to wear a T-shirt or a beach cover-up. Keep in mind that a typical T-shirt has an SPF rating lower than 15, so use other types of protection as well.
- Hats
  - For the most protection, wear a hat with a brim all the way around that shades your face, ears, and the back of your neck. A tightly woven fabric, such as canvas, works best to protect your skin from UV rays. Avoid straw hats with holes that let sunlight through. A darker hat may offer more UV protection. If you wear a baseball cap, you should also protect your ears and the back of your neck by wearing clothing that covers those areas, using sunscreen with at least SPF 15, or by staying in the shade.
- Sunglasses
  - Sunglasses protect your eyes from UV rays and reduce the risk of cataracts. They
    also protect the tender skin around your eyes from sun exposure. Sunglasses
    that block both UVA and UVB rays offer the best protection. Most sunglasses
    sold in the United States, regardless of cost, meet this standard. Wrap-around
    sunglasses work best because they block UV rays from sneaking in from the side.

- Shade
  - You can reduce your risk of skin damage and skin cancer by seeking shade under an umbrella, tree, or other shelter before you need relief from the sun. Your best bet to protect your skin is to use sunscreen or wear protective clothing when you're outside—even when you're in the shade.

### D. Tornado Safety

Tornadoes are an ever present threat to the Miami Valley. As such, it is important that staff be aware of the dangers of a tornado, what to do to prepare for tornadoes, and what to do in the event of a tornado.

### What are Tornadoes?

Tornadoes are spawned from powerful thunderstorms and appears as a rotating, funnelshaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.

Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

### How to Prepare for a Tornado

Tornadoes can come and go in a very short amount of time so preparing and planning for a tornado is the best way to be safe should one occur. In order to prepare employees should learn and know what the danger signs of a tornado are, have a communication plan for tornadoes, and know what to do in the event of a tornado.

- **Danger Signs** these often are pre-emptive signs of approaching tornadoes
  - Dark, often greenish sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train.
- Communication Plan
  - The City of Miamisburg has established a communication system to be used in the event of an emergency. Each department shall maintain an E.O.C. binder containing communication procedures to follow in the event of a tornado.

### What to do in the Event of a Tornado

To best prepare for a tornado, you must be alert to weather conditions, particularly if your job duties require you to be outside, or in a vehicle. However, even employees who work primarily inside must be aware of Tornado safety practices. The following tips can assist in what to do before, during, and after a tornado:

- Be alert to changing weather conditions.
  - Look for approaching storms; if you see approaching storms or any of the danger signs, be prepared to take shelter immediately.
  - If you are under a tornado WARNING, seek shelter immediately!
- In the event of a tornado take shelter.
  - If you are in a building, go to the pre-designated tornado safety areas. These areas are designated in yellow on the City of Miamisburg Evacuation Routes.
    - If you cannot make it to a pre-designated safety area, find the lowest point in the building you can reach. If there is only one floor, find an interior hallway and get under a sturdy table. Use your arms and hands to protect your head and neck. Stay away from windows and outside walls if possible.
  - If you are in a vehicle, get out of the vehicle and find a nearby building or shelter. Take shelter indoors following the above guidelines.
  - If you are in a vehicle and no shelter is nearby, lie flat in a ditch or depression and cover your head with your hands. Do not get under an overpass or bridge as strong and damaging drafts can occur there. Do not try to outrun a tornado with your vehicle. Leave the vehicle and protect yourself.
- After a tornado contact your supervisor and update them with any injuries or damages sustained. Staff should follow normal protocol for incident and damage reporting.

### E. Thunderstorm and Lightning Safety

This section will outline some facts concerning thunderstorm and lightning, as well as tips to stay safe during a thunderstorm.

### • Facts About Thunderstorms

- They may occur singly, in clusters, or in lines.
- Some of the most severe occur when a single thunderstorm affects one location for an extended time.
- Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- About 10 percent of thunderstorms are classified as severe—one that produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado.

### • Facts About Lightning

- Lightning's unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard. However, the storm may be moving in your direction.
- Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.
- Your chances of being struck by lightning are estimated to be 1 in 600,000, but could be reduced even further by following safety precautions.
- Lightning strike victims carry no electrical charge and should be attended to immediately

### Staying Safe in a Thunderstorm

To help stay safe during a thunderstorm follow the guidelines below:

- "*If thunder roars, go indoors*" because no place outside is safe when lightning is in the area. The safest place to be is inside a building away from exterior walls and windows.
- During a Thunderstorm, Avoid the following:
  - Natural lightning rods such as a tall, isolated tree in an open area.
  - Hilltops, open fields, or a boat on the water.
  - Isolated sheds or other small structures in open areas.
  - Anything metal—tractors, farm equipment, golf carts, golf clubs, and bicycles.

### • Summary of Lightning Safety Tips for Inside a Building

- Seek shelter in pre-determined safety areas.
- Avoid contact with electrical equipment or cords. If you plan to unplug any electronic equipment, do so well before the storm arrives.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.

- Summary of Lightning Safety Tips if you are Outside
  - Seek shelter indoors; if none is available follow the guidelines below:
  - Seek shelter in a low area under a thick growth of small trees.
  - Find the lowest piece of terrain and squat down covering your head. Make yourself the smallest target possible and minimize your contact with the ground. Do not lie flat.
- Summary of Lightning Safety Tips if you are in a Vehicle
  - If the weather is permitting, seek shelter inside.
  - If no indoor shelter is readily available stay in your vehicle, be sure not to touch anything metal inside the vehicle. While your vehicle does not provide protection (rubber tires do not insulate your vehicle) the metal roof and support bars may transfer lightning around the outside of the vehicle to the ground.

### Section 5: Mechanical Safety

Mechanical Safety deals with the hazards of using and storing mechanical devices and equipment. Information on safe use of equipment can be found in each department's safety manual. In general there are a few points to consider when using and storing mechanical equipment that can reduce and eliminate hazards to yourself, co-workers, and users of City facilities.

- When using power tools be sure to follow safety guidelines and wear proper Personal Protective Equipment.
- Cords shall be approved and rated for its use. Do not use an extension cord to power items such as space heaters or heat lamps. Extension cords should only be used in a temporary manner.
- All tools shall be stored in an organized manner. All air hoses, tanks, valves, fittings shall be pressure rated for its use and stored in a manner to reduce falling, slipping, and tripping hazards.
- All equipment shall be operated only after being properly trained and certified (when applicable) to operate that piece of equipment.
- Any and all safety concerns relating to equipment use, storage, or maintenance shall be reported to a supervisor immediately.

### Section 6: Electrical Safety

The electrical safety section is intended for all employees who may be or potentially may be exposed to electrical wires, cords, or lighting as well as those indirectly exposed to electricity as in an office setting. This section aims to help employees understand and recognize the hazards surrounding working with and around electricity. This section includes information on extension cords, overloaded receptacles, cords as a trip hazard, and lockout/tagout procedures.

### **Extension Cords**

OSHA and local fire code deems the use of extension cords in the work place as a violation except with used as a temporary remedy for the inaccessibility of an electrical outlet. If an extension cord is to be used, it should not be used to power items that require large loads of electricity such as space heaters, as this poses a significant risk of overloading receptacles and thus a fire hazard. When using an extension cord it is important that the cord is inspected for nicks and frays, ensuring the prongs of the plug are secure, and that no bare wire is exposed.

### **Overloaded Receptacles**

Employees shall be conscientious to not overload receptacles by excessively using power strips, extension cords, and filling all receptacles of a given outlet or power strip. This presents a hazard of tripping circuit breakers and presents the risk of a potential fire. Do not use items such as an adapter to allow more items to plug into a receptacle than was originally intended to be. Such overloading can present shock and fire hazards.

### Cords as a Trip Hazard

A few general housekeeping rules dealing with cords can maintain a safe working environment and eliminate the risk of tripping as a result of a misplaced cord.

- Avoid allowing electrical cords to extend across walkways.
- If a cord must extend across a walkway, it must be covered with a rubber shield or trip prevention device.
- Do not run cords under carpet for any reason.
- Use cable ties to secure multiple cords together, particularly behind desk areas and places where cords could extend into walkways.

### Lockout/Tagout Procedures

The lockout/tagout procedure outlines a standard that requires hazardous energy sources to be isolated, brought to a neutral state of energy, and be rendered inoperative before any maintenance or service work can begin. Moreover, employees shall be trained on proper lockout/tagout procedures should the maintenance or servicing of electrical equipment be a part of their job duties. More information regarding lockout/tagout procedures can be found in department specific manuals for those employees who work with electrical lockout/tagout processes.

# <u>Chapter 6</u> Fire Safety and Emergency Preparedness

### Section 1: Fire Safety

Fire safety is of utmost importance in the workplace. The City of Miamisburg has a comprehensive fire safety program that includes emergency evacuation plans, fire extinguishers, and fire suppression and alarm equipment. These can be further detailed as a part of Section 2: Emergency Preparedness. In order to ensure a fire safe work environment, employees should follow the guidelines listed below:

- All flammable and combustible liquids shall be stored and disposed of in a manner detailed on safety labels and that which minimizes the danger of fire and explosions. All storage of flammable or combustible materials shall be done so in accordance with all applicable code and regulations.
- All electrical cords and electrical devices shall be operated in accordance with applicable code and regulations and used in a manner which is safe and minimizes risk of fire.
- Portable fire extinguishers are provided, maintained, and accessible in all City facilities and vehicles.
- As a part of each department's safety training program, all employees shall participate in fire safety training annually including but not limited to covering topics of fire risks, extinguishing, and evacuation.
- In the event of a fire, follow practiced evacuation routes and rally point procedures. If able, activate fire alarms, suppression devices, and call 911. Do not re-enter a facility after a fire has been detected, unless given permission by Fire Department personnel.
- In accordance with State of Ohio law, smoking is prohibited inside and within 25 feet of any City facility. Cigarettes shall be extinguished in a safe manner; do not place extinguished cigarettes into a trash can.

### Section 2: Emergency Preparedness

Employee Emergency Preparedness is comprised of knowing how to stay safe in an emergency which entails knowledge of evacuation routes, inclement weather shelter locations, and fire rally points and knowing how to care for others in an emergency. This section will contain information on City Evacuation Routes, Panic Buttons and basic first aid.

### **Evacuation Routes**

Evacuation Routes are posted around all City facilities and have 6 main components: Your location within the building's layout, primary and secondary escape routes, locations of all fire extinguisher and fire alarm pull stations, and locations of severe weather safe-zones. Employees shall familiarize themselves with each of these components to know best how to respond in an emergency. Evacuation routes are color coded to allow easy use in an emergency. Evacuation routes are reviewed and updated as needed. Each department shall determine a rally point to be used upon a facility evacuation. Sample evacuation routes are shown below.



#### **Panic Buttons**

Panic Buttons are installed around the Civic Center. In the event of a threatening situation, an employee should depress the panic button. Depressing the panic button will notify the regional dispatch center of your emergency and dispatch an officer to your location. In the event that your panic button is depressed, it is essential that you notify the facilities department so they can reset the system. Failure to do so will cause the system to be in constant inactive mode, which could cause a delay in response time in an actual emergency.

#### **Basic First Aid**

First aid kits are located and maintained within each department. Basic elements of a first aid kit should include bandages, gloves, a respiration mask, gauze, and tape. All employees as a part of their department's safety training program should be exposed to basic first aid training annually.

### Acknowledgement of Safety Manual

This document is available to all employees as a part of their employee orientation program or through their department's safety training program.

Each department will keep a copy of records acknowledging employee understanding of the contents of this manual. A master list of acknowledgements can be found in the Human Resources Department.

I have read and understand the contents of this manual.

Printed Name:		

Signature:	
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