



# City of Piqua Employee Safety Manual



Adopted March 2003

**CITY OF PIQUA  
EMPLOYEE SAFETY MANUAL  
TABLE OF CONTENTS**

<b>SECTION 1.</b>	<b>SAFETY MANAGEMENT</b>	
100	Introduction	1
101	Enforcement and Reporting	2
102	General Safety Rules for All City Employees	3
<b>SECTION 2.</b>	<b>CHEMICAL SAFETY</b>	6
200	Labeling	6
201	Handling and Storage	7
<b>SECTION 3.</b>	<b>ELECTRICAL SAFETY</b>	8
300	Circuits and Equipment	8
<b>SECTION 4.</b>	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	10
400	Eye Protection	10
401	Head Protection	10
402	Foot Protection	10
403	Hearing Protection	11
404	Respiratory Protection	11
405	Protective Clothing	12
406	Firefighters	12
<b>SECTION 5.</b>	<b>VEHICULAR SAFETY</b>	13
500	Vehicle Operation	13
501	Heavy Equipment Operation and Trailers	15
502	Off-The-Road Trucks, Backhoes, Front End Loaders	16
503	Traffic Control	17
<b>SECTION 6.</b>	<b>ENVIRONMENTAL SAFETY AND HEALTH</b>	18
600	Confined Spaces	18
601	Trenching and Shoring Procedures	21
602	Heat and Cold Stress	23
<b>SECTION 7.</b>	<b>MECHANICAL SAFETY</b>	24
700	Hand Tools	24
701	Power Tools	26
702	Building and Grounds	29
703	Housekeeping	32
<b>SECTION 8.</b>	<b>FIRE PROTECTION</b>	33
<b>SECTION 9.</b>	<b>OFFICE SAFETY</b>	34
<b>SECTION 10.</b>	<b>FIRST AID</b>	36
<b>SECTION 11.</b>	<b>TRAINING</b>	37
<b>SECTION 12.</b>	<b>ACKNOWLEDGEMENT</b>	38
<b>SECTION 13.</b>	<b>INCIDENT/ACCIDENT FORM</b>	39

## **SECTION 1. SAFETY MANAGEMENT**

### **100: Introduction**

***The health, safety and welfare of all city employees is of major importance.*** It is the policy in the City of Piqua 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 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.

## **SECTION 1. SAFETY MANAGEMENT**

### **101: Enforcement and Reporting**

***All safety regulations shall be strictly enforced by Department Heads.*** However, safety awareness must radiate through all supervisory levels and down to the individual employee on the job.

Accidents and injuries which do occur shall be examined by the employee's supervisor to ensure that all safety regulations have been followed. Employee accidents and injuries shall be reported immediately by an employee to their supervisor. All necessary forms for reporting an accident or injury shall be completed and submitted to the Department Head and then forwarded to the Human Resources Director. A supervisor, qualified employee or independent investigator must make an inspection immediately if an injury results from the use of tools, machine or other equipment. The Department Head shall determine if an independent investigation is required.

If it is determined that the employee failed to adhere to the established safety regulations, disciplinary action may be taken in accordance with either the appropriate labor contract, federal or state laws, or as directed by The City of Piqua Policy and Procedure Manual.

The City of Piqua Safety Committee has been established to improve the personal safety of each employee, and to improve communication among all employees. This committee reviews all accidents and recommends steps to prevent accidents in the future and improve workplace safety. This committee also exchanges information, discusses matters of mutual interest, reviews personnel and other policies, explores ways to improve public service delivery, and to increase the overall efficiency of the City's operations.

The committee consists of representatives from each of the following departments: City Manager, Finance (Finance, Income Tax and Utility Business Office), Public Works (Water, Wastewater, Parks, and Engineering), Police, Fire, Community Development, Power System. Each department shall be represented by a member of Management and a Line employee.

The duties of every member of the committee shall be to represent their department's employees or management on all issues presented to the committee. The group services as an advisory committee to the City Manager. The primary focus is on developing new and improved procedures for employee safety and information flow between the employees and management.

## **SECTION 1. SAFETY MANAGEMENT**

### **102: General Safety Rules**

The following is a list of general safety rules and regulations applicable to most employees' job duties. They are intended to assist in developing safe work habits. Safety is a personal responsibility, and it is expected that each person shall consider their job carefully from the viewpoint of performing it safely and efficiently. Management does not expect and, in fact, prohibits employees from taking any unnecessary chances in performance of their duties. Additional safety operating procedures for specified work may be provided by your department head.

1. Learn the right way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs.
2. Keep your work area in good order. Cluttered floors, aisles, storage and work areas all make your job more difficult as well as more dangerous. Good housekeeping is essential to safety.
3. Use and maintain in safe condition the correct equipment and tools for your work.
4. Observe the recommended work procedures developed for your job.
5. Always work at a safe speed. Never hurry foolishly, such as running in aisle, down stairs or other areas in which potential danger could exist.
6. Avoid horseplay and practical jokes of any kind, whether on or off duty, while on city property.
7. Call your supervisor's attention to any conditions you perceive as unsafe. Make suggestions when you feel they will improve the safety or performance of an operation.
8. Learn proper first aid and emergency action plans.
9. Respect moving equipment and machinery, and never operate with equipment safety guards removed. Only authorized personnel should operate machines, equipment, tools, etc. Be alert to backing equipment at all times.
10. Wear protective equipment and always wear clothing suitable for the type of work at hand. Loose clothing and jewelry should not be worn around moving machinery.
11. Never allow children or other persons to play or stand around where you are working.
12. All posted signs shall be carefully read and obeyed.
13. Storage spaces should not be overloaded or overcrowded, nor material stored where forbidden.

14. Safety demands teamwork. When employees are working in crews or groups, each member must know and understand what each member is expected to do.
15. When the City offers programs of safety, employees are expected to participate.
16. Employees must watch where they step at all times. Many injuries are the result of falling, slipping, tripping and may occur at any time, especially when holding heavy, large or protruding articles.
17. Employees working at night should be aware of possible hazards hidden by shadows.
18. Employees must not leave tools or equipment on window sills, ledges, ladders, vehicles or similar places since they might fall or be jarred from place.
19. Employees must keep all aisles, stairways, driveways, halls and walkways free of debris, tools, equipment and other material.
20. In instances where work may create a hazard for the public or city staff, employees must place appropriate warning signs and/or barricade work areas until the activity in the work areas has been completed.
21. Employees must exercise caution when walking or stepping on surfaces made slippery by grease, oil, wet paint, water, ice or similar substances.
22. Employees must remove ice from over doorways, from all walkways and stairs, and from any other location where it might fall or result in a fall.
23. Employees must not walk or stand under suspended loads, ladders, scaffolds, etc.
24. Employees must not run unless there is an emergency.
25. Employees must exercise caution when going around corners or opening doors to prevent collisions.
26. Employees must not stand or attempt to stand on improvised supports such as boxes, barrels, chairs, stools or other unsafe items for which the item's use was not intended.
27. Employees who have been off duty because of illness/accident or whose sight, color sense, hearing or health may have become affected in a way that would affect job performance, are required to present a physician's excuse indicating the employee is released to return to work.
28. Employees must exercise care to prevent fires and inspect the premises for fire hazards where possible. They should remove hazards or report them to their supervisor promptly.
29. Employees must not ask individuals who do not work for the city to assist them with their work except in cases of accident, personal injury or other emergencies.

30. Employees must not carry, possess or store firearms or other weapons while on duty, unless authorized to do so by the city, regardless of possession of a license.
31. Employees whose duties require that they operate a motor vehicle must comply with all traffic laws and possess a valid driver's license or commercial driver's license at all times.
32. Employees must not report to duty if they are on medication, including those prescribed by a doctor or over the counter, if such medications will adversely affect their alertness, coordination, reaction, response or ability to work safely.
33. Employees may not smoke in city buildings or vehicles.
34. Employees must inspect equipment and tools prior to use and, if they are defective, repair them or request a replacement.

## **SECTION 2. CHEMICAL SAFETY**

### **200: Labeling**

Following are the labeling requirements for chemicals received or stored on City property.

1. Management has a responsibility to inform those who handle chemicals of the hazardous characteristics of those chemicals and first aid procedures to follow for any exposure to those chemicals.
2. All containers of chemicals handled in the City must have an approved manufacturers precautionary label.
3. Supervisors shall ensure that all containers of chemicals received, stored, manufactured or used by that division are properly labeled.
4. Affix labels designated for use neatly and straight near the top of the container so they are easy to read.
5. Place labels so the opening of the container does not ruin or remove the label.
6. All labeling will comply with appropriate OSHA regulations.



## **SECTION 2. CHEMICAL SAFETY**

### **201: Handling and Storage**

Employees who handle or use chemicals, compressed gases, poisons, corrosives, flammable liquids, restricted pesticides or other harmful substances shall have training in methods of safe handling, use and control in compliance with the Hazard Communication "Right to Know" standard. Following are the handling and storing requirements for any hazardous substance.

1. Material Safety Data Sheets (MSDS) must be available for easy access and reference by employees.
2. Employees shall know what procedures to follow in the event of an emergency or an exposure.
3. Handle all chemical containers with care. Never drop, throw or permit one container to collide with another.
4. Avoid hoisting containers; if such action is necessary, work with safety lifting clamps or cradles; avoid use of ropes, cables and chain slings.
5. When transporting chemical containers, carry them with a clamp support or safety chain at least two thirds of the way up the container to hold it in place.
6. Store containers in an upright position where other materials cannot fall on or against them.
7. Store chemicals in a cool, dry place and protect them from exposure to external heat sources, flammable materials, electrical equipment or weather.
8. Store chemicals by date of shipment so that the oldest are used first.
9. Refer to Material Safety Data Sheets when working with any type of acid.
10. All chemical containers should be covered, well vented and stored to prevent a fire hazard. Clean up any spillage properly.
11. Containers that have held acid or other chemicals should be disposed of in a safe manner to protect personnel.
12. Mix chemicals only according to the instructions on the container.
13. Replace chemical covers and lids tightly after use.

## **SECTION 3. ELECTRICAL SAFETY**

### **300: Circuits and Equipment**

This section describes the conditions under which work may be done on or near energized electrical circuits and it defines minimum safety procedures for performing such work.

1. Under no circumstance should City employees from departments other than the Piqua Municipal Power Systems attempt to correct problems with Piqua Municipal Power Systems electrical equipment. Because such work is inherently dangerous, it must be done under controlled conditions. If power lines are down, call 2077 to secure the area and coordinate repairs with the Distribution Department.
2. In-house electrical repairs should only be handled by trained, qualified personnel and must be approved by a supervisor.
3. All facilities, machinery and equipment should be inspected by qualified personnel or contractors and defects shall be repaired.
4. Inspect extension cords before use and limit their use to only portable equipment for temporary use. Use only three wire heavy-duty cords.
5. Make sure electrical ground wires are in place and label all disconnects and breakers.
6. Ground Fault Circuit Protection should be used in damp and wet locations and for all outdoor construction projects or those used with a portable generator.
7. Establish a LOCKOUT/TAGOUT program for all work on electrical circuits. This program is designed to inform people that work is being done and to prevent unauthorized access to the area.
8. New electrical work and repairs must be inspected by certified inspection personnel to ensure compliance with federal, state and local building codes.
9. Do not overload electrical outlets by using extension cords or gang outlet adapters.
10. Never use metal ladders for electrical maintenance. Use wood or other non-conductive ladders.
11. Power must be OFF when a) installing or replacing any hard-wired electrical components or devices; b) fishing or snaking wires; c) handling metal conduit, rods, rules, tapes or chains where exposed live parts are present; d) drilling or installing fittings; e) opening any panel where the electrical potential exceeds 600 Volts; f) connecting or disconnecting wires.
12. Wear low voltage gloves and safety glasses when pulling out conductors or opening electrical enclosures.

13. Do not leave an energized enclosure open and unattended. If absence from the site is unavoidable, these precautions must be taken: a) effectively isolate the area involved (i.e. rope it off) and identify it with a sign; b) notify the supervisor of the precautions taken.
14. Minimize the potential for your body becoming a ground link by using practices such as the "one handed method", insulated probes and protective gloves, and by not wearing metal such as a wristwatch, rings or jewelry while handling electrical circuitry.
15. Do not block or store anything in front of electrical controls or breaker panels.
16. Secure areas where outdoor electrical and metering equipment may be subject to tampering or vandalism.
17. Temporary wiring should be removed immediately upon completion of the purpose for which the wiring was installed. Temporary electrical power and lighting installation (such as holiday decorations, remodeling, etc.) shall not exceed a period of 90 days.
18. Any employee who discovers an apparent electrical fault or malfunction, shall immediately tag the faulty tool or equipment with a warning and shall report the incident to a supervisor as soon as possible.
19. In operation of aerial manlifts, a minimum of ten feet separation from power lines or other cable shall be maintained at all times.

## **SECTION 4. PERSONAL PROTECTIVE EQUIPMENT**

Protective equipment, including personal protective equipment for eyes, face, head, feet, and extremities, and protective clothing, respiratory devices, shields and barriers, shall be provided, used and maintained in a reliable condition. Enforcing the use of this protective equipment is one of the primary steps in an accident prevention program.

### **400: Eye Protection**

1. Approved safety glasses shall be worn where danger exists from flying objects or materials. Employees shall determine and clearly identify specific areas and jobs requiring eye protection. Should a question arise regarding the use of safety glasses, the final determination shall be made by the supervisor.
2. Persons considered "industrially blind" in one or both eyes (i.e. corrected vision of 20/70 or less) shall wear approved eye protection at all times while at work.
3. Splash protection shall be worn in areas where chemical contact is a potential hazard to the eyes.
4. All employees should have safety glasses with them during working hours.
5. Visitors shall comply with the same requirements for eye protection as established for employees.

### **401: Head Protection**

1. Approved hard hats are required to be worn by all City employees when there is a danger of head injuries from impact, flying or falling objects, electrical shock/burns or when working on any structure which is positioned at or above the operator's shoulders. Supervisors shall determine and clearly identify specific areas and jobs requiring hard hat protection.
2. Visitors shall comply with the same requirements for hard hat protection as established for employees.
3. Employees shall have a hard hat at their disposal during all working hours.

### **402: Foot Protection**

1. Safety toe footwear or approved foot protection may be worn by those employees whose job requirements indicate their need.
2. Rubber boots shall be made available for employee use during situations involving high water, mud, etc.

## **SECTION 4. PERSONAL PROTECTIVE EQUIPMENT**

### **403: Hearing Protection**

1. Employees exposed to continuous noise levels of eighty-five or more decibels or to situations in which the supervisor determines that noise levels are significant shall be provided with approved hearing protection.
2. Visitors shall comply with the same requirements for hearing protection as established for employees.

### **404: Respiratory Protection**

1. Respirators shall be provided for and used by employees where personal protection is required to prevent exposure to respiratory hazards as covered in OSHA Standard 29 CFR 1910.134.
2. Contact lenses shall not be worn by an employee while using a respirator. (Firefighters are exempt).
3. Respirator users must be given training in respirator care, and use, maintain and store their respirator in accordance with the instructions given in the training program.
4. The following factors shall be considered by Qualified Persons in determining the need for Respiratory Protection:
  - a) Toxic or irritation characteristics of a contaminant
  - b) Physical state of a contaminant (dust, mist, vapor or gas)
  - c) Concentration of contaminant
  - d) Skin absorption of a contaminant
  - e) Anticipated exposure time
  - f) Skin and eye irritation
  - g) Work location or escape distance to safe atmosphere
  - h) Possibility of oxygen deficient atmosphere
  - i) Identification of contaminants
5. All employees required to wear an air respirator must undergo a test by a competent medical facility before training begins, 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.
6. Each employee designated to wear a filter type respirator shall be fit tested to determine the size, style and brand to use for the task assigned.
7. Do not wear a respirator assigned to someone else.
8. Report a respirator malfunction to your supervisor immediately.
9. Inspect respiratory equipment before each use and after cleaning by checking the condition of the facepiece, 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.

## **SECTION 4. PERSONAL PROTECTIVE EQUIPMENT**

### **405: Protective Clothing**

1. Unless specifically excepted by a supervisor, full length pants and full shirts with long or short sleeves shall be worn at all times. (Supervisors shall determine appropriate times when short pants may be worn).
2. While working in areas with traffic, traffic vests shall be worn.
3. Gloves shall be provided and worn on an as-needed basis.

### **406: Firefighters**

1. Firefighters shall adhere to the Bureau of Worker's Compensation; Division of Safety and Hygiene; Ohio Administrative Code; Chapter 4121:1-21 Firefighting; section(s) 4121:1-21-02 for firefighting and rescue operations.

## **SECTION 5. VEHICULAR SAFETY**

This section describes operator training regulations, vehicle usage, facility requirements and vehicle inspections.

### **500: Vehicle Operation**

1. Only employees with a valid state operators license may drive City vehicles. The license must be presented to the Human Resources Department for record purposes and all employees will be subject to an annual check of their driver's license through the Bureau of Motor Vehicles. All employees shall report to a supervisor, prior to the beginning of the employee's next work shift, any changes that may restrict or invalidate the State or Commercial Driver's License.
2. Authorization to drive vehicles other than passenger cars and small pick up trucks will be determined not only by the employee's possession of a state operator's license, but also by the successful demonstration of the safe operation of the type of vehicle.
3. All employees operating vehicles and other motorized equipment shall do so in a safe, prudent and reasonable manner, and in conformity with all relevant state and local traffic laws.
4. An employee driving a vehicle shall not permit non-employees to drive or otherwise operate a vehicle.
5. Seat belts shall be used at all times.
6. The driver of a vehicle shall conduct a safety check each day using a prepared checklist appropriate for the type of vehicle. The driver shall be responsible for reporting vehicle defects and the supervisor shall review all completed checklists. Vehicles failing to meet minimum safety standards shall not be driven unless approved by the Supervisor.
7. It is the responsibility of every employee to know and obey all traffic regulations and speed limits. They will be personally responsible for fines and other penalties if traffic regulations are not followed.
8. Employees, before moving a vehicle, should walk around to determine if the way is clear for backing up or pulling forward. When a driver is backing a vehicle and another employee is available, the employee shall be stationed to warn the driver of danger and assist in maneuvering the vehicle.
9. Employees shall not leap onto or off of moving vehicles and shall use appropriate hand or foot fixtures when mounting or dismounting vehicles.
10. Drivers shall be familiar with the capacity and required clearance for the safe use of the vehicle.
11. Windshields and windows of vehicles shall be kept clean and clear of unnecessary items that may obstruct the driver's vision.

12. Drivers shall not permit more than two (2) additional persons in the front seat of a vehicle while it is in motion.
13. Objects being transported shall be located so that the driver's view is not obstructed and the safe operation of the vehicle is not hindered.
14. To prevent accidents, theft or misuse, employees shall not leave ignition keys in an unattended vehicle.
15. Operators of vehicles shall shut off the engine when leaving the operator's seat and ensure that the brakes are properly applied. When appropriate, the driver shall turn the wheels to prevent rollback. (Fire Department exempt)
16. The following precautions shall be observed when fueling a vehicle: a) the engine shall be shut off; b) the fuel hose nozzle shall be kept in contact with the vehicle fuel tank fill pipe to avoid static sparks; c) radio transmitters shall not be used; d) smoking and open flames shall not be permitted in the fueling area; e) overfilling of fuel tanks shall be avoided; and f) fuel cans shall not be filled while sitting in vehicles.
17. The city recommends that employees use City vehicles when conducting City business. However, if an employee chooses to use their personal vehicle for City business, the employee should be aware that in the event of an accident, the employee's personal insurance takes precedent over the City's insurance.



## **SECTION 5. VEHICULAR SAFETY**

### **501: Heavy Equipment Operation and Trailers**

1. Employees shall comply with all regulations governing lights, markers, length, width, weight and the loading of vehicles. This includes regulations pertaining to explosives, flammable or combustible liquids or other hazardous materials.
2. Before a truck or trailer is moved, it shall be carefully inspected to see that the materials and equipment are properly loaded and secure so that they will not shift.
3. Loads on trucks and trailers shall not exceed rated capacities.
4. Where material extends beyond the rear of a truck or trailer, the projecting end shall be marked with a red flag or red light.
5. Trailers, while being towed, shall be securely coupled to the towing vehicle and secured by safety chains.
6. Before a truck is loaded or unloaded, the brakes shall be securely set or the wheels shall be blocked.
7. While a truck is being loaded by a high lift, power shovel, crane or other loading equipment, the truck should be positioned so that the load does not pass over the driver. If a truck cannot be so positioned, the driver shall stand clear of the truck and loading equipment.
8. Heavily loaded trucks proceeding down steep grades shall be shifted into a lower gear.
9. Trucks equipped with booms, derricks, elevating platforms, aerial buckets or similar equipment shall not be moved unless such equipment has been placed in the stored position, except under the immediate direction of a designated employee who shall give undivided attention to the movement.
10. Before towing wheeled equipment be sure: a) all stabilizing legs are up and locked; b) ball type hitch is hand tight and secure or pins are properly locked; c) all safety chains are properly installed and not touching the ground; d) all lights are working; e) truck mirrors are checked to insure maximum rear vision.
11. While towing: a) do not tow vehicles on rough, off the road terrain at more than five (5) miles per hour. Check any questionable terrain on foot before moving vehicle into it; b) allow plenty of room before returning to the cruising lane after passing another vehicle; c) check overhead clearance; d) avoid high speeds and sharp turns which can topple towing vehicle.

## **SECTION 5. VEHICULAR SAFETY**

### **502: Off-The-Road Trucks, Backhoes, Front End Loaders**

1. Employees shall not use equipment having an obstructed view to the rear unless the equipment has a reverse signal alarm audible above the surrounding noise level and the equipment is backed with an observer who signals that it is safe.
2. Tools and material shall be secured to prevent their movement when transported.
3. Before starting the engine, be sure all operating controls are in neutral.
4. Never operate any of the controls from any position except seated in the operator's seat or at the operator's control panel.
5. Keep vehicle in gear when going down steep grades.
6. Drive at a speed slow enough to ensure safety and complete control.
7. Reduce speed when making a turn, going down hill or applying brakes.
8. Never shift to a low range when operating at a high speed.
9. Do not drive too close to the edge of a ditch, creek or other uneven terrain.
10. Never leave the engine running while the equipment is unattended.
11. Never dismount from equipment when it is in motion.
12. Never permit persons other than the operator to ride on the equipment.
13. Never stand between a tractor and machine when hitching unless all the controls are in neutral and the brakes are locked.
14. Do not oil, grease or adjust equipment when the engine is running.
15. Carry the bucket as low as possible at all times.
16. Do not use the loader as a battering arm.
17. Never allow anyone to work, walk or stand under a raised bucket.
18. Block the wheels securely, and lower the loader bucket or backhoe bucket to the ground if the machine is parked on a hillside.
19. Employees should have access to a fire extinguisher and a first aid kit at all times.

## **SECTION 5. VEHICULAR SAFETY**

### **503: Traffic Control**

Where City work requires that vehicle or equipment be parked or when employees are physically working on or adjacent to a street or highway, traffic control procedures as stated below shall be used.

1. Vehicles shall be equipped with required materials such as reflectors, cones, barricades, directional arrows, reflecting vests, etc.
2. Employees shall install the appropriately designated traffic control devices prior to any job site activities when working in or adjacent to streets and highways, then remove or cover devices when they are no longer needed.
3. The Traffic Control Zone (TCZ) is the distance between the first advance warning sign and the point beyond the work area where traffic is no longer affected. TCZ consists of the following parts: a) advanced warning area; b) transition area; c) buffer space; d) work area; e) termination area.
4. The objectives of the TCZ are: a) warn the motorists and pedestrians of any unusual conditions ahead; b) inform the motorist and pedestrians of what they have to do; c) guide the motorists and pedestrians around or through the work areas, and d) protect the workers, the motorists and the pedestrians.
5. Traffic movement should be inhibited as little as practicable.
6. The work area should be delineated by traffic cones or other devices to exclude traffic and pedestrians. Traffic cones and other channeling devices shall not be spaced more than 50 feet apart. For low-speed or urban streets, a closer spacing should be used. Traffic cones shall be a minimum of 18 inches in height.
7. On high-speed roadways, cones shall be a minimum of 28 inches in height. Orange shall be the predominant color of cones. For night-light devices, cones shall have reflectorization beginning a maximum three inches from the top and the reflectorization shall be a minimum of six inch wide white band. It is also necessary to supplement the reflectorized devices with lighted elements.
8. The development of the work area protection should be based on the point of view of the motorist and the pedestrian. The following checklist will aid in the planning of proper work area protection: a) what type of road is involved; b) what is the speed of traffic; c) is the volume of traffic light or heavy; d) will the nature of the traffic change while work is underway; e) are barricades, flashers or flagger required; f) do the police need to be notified; g) should the job be scheduled to avoid heavy traffic conditions.

## **SECTION 6. ENVIRONMENTAL SAFETY AND HEALTH**

### **600: Confined Spaces**

Confined spaces are enclosures having limited means of access, ingress or egress, and lack natural ventilation such as, but not limited to, storage tanks, pump wet wells, manholes, sewers, pits, vaults, funnels, tubs, regulator chambers, large duct work or excavations. Regularly, such spaces must be entered for inspection, cleaning or repair and such spaces can present unusual hazards.

It is the responsibility of each Supervisor to implement and enforce a *Confined Space Entry Program* if their employees or contracted employees are required to work in confined spaces. It is then the responsibility of each employee to be familiar with their work location policy and perform job assignments in accordance with that policy.

The *Confined Space Entry Program* shall address the following: Preparation and Isolation; Ventilation; Atmospheric Checks; Personal Protective Equipment; Emergency Preparedness; Operational Guidelines; Attendant Crew Member Duties; Conclusion of Entry Operations.

#### **A. *Preparation and Isolation.***

1. Ensure materials (solid, liquid, gas or vapor) cannot enter the confined space while workers are inside. This may include: disconnecting, removing, blanking, or double blocking and bleeding all pipelines to the confined space and drain lines from the confined space. All hazards must be identified and evaluated prior to employee entry.
2. Ensure the confined space is completely drained, thoroughly cleaned and purged according to the hazardous nature of the material previously in the space. Consideration must be given to the safe discharge of the cleaning and purged materials.
3. If conditions in #1 cannot be fully met, a qualified person must analyze the confined space for oxygen, explosive gases and toxic content. If an oxygen deficiency, flammable or other toxic vapors are indicated, further clean and/or purge the space until the problem is corrected. All atmospheres should be monitored before entry – no matter what.
4. Ensure all powered equipment to or from the confined space is immobilized and locked off properly.
5. Implement the measures necessary to prevent unauthorized entry.

#### **B. *Ventilation***

1. Provide a positive fresh air supply to the confined space prior to entry and continuously during entry.
2. Ensure the fresh air is suitable for breathing and cannot become contaminated by adjacent vents or equipment.

### ***C. Atmospheric Checks***

1. OSHA has classified atmospheric hazards into three categories: 1) oxygen deficiency; 2) explosive gas; and 3) toxic gas. These atmospheric hazards cause most confined space fatalities and injuries.
2. Have a qualified person determine the oxygen content at several places in the confined space using an appropriate oxygen analyzer just prior to entry to ensure oxygen content is between 20-22%.
3. If a confined space had contained any flammable or toxic materials, a sludge, acid or other material which could react to form flammable or toxic vapors, have several places in the space tested. If flammable vapors are indicated by any movement of the analyzer needle, or if toxic vapors are indicated, continue ventilating there until conditions are met.
4. Monitor the confined space atmosphere continuously during occupancy using an appropriate analyzer with an alarm system for oxygen content, flammable vapors or toxic vapors.

### ***D. Personal Protective Equipment***

1. An air supplied respirator is required if vapors are present.
2. If the exposure is irritating to the skin, then impervious protective clothing and rubber gloves shall be required. The respirator will provide full eye protection.
3. Communications shall be maintained between the entry person(s) and attendant crew members at all times by direct voice and visual contact, hard wire telephone or two-way radio contact.
4. Adequate, reliable, intrinsically safe lighting (preferable helmet mounted) shall be available for use.

### ***5. Emergency Preparedness***

1. Ensure an effective emergency removal procedure is available with appropriate apparatus and equipment set up and attendants trained in its use.
2. Safety harnesses with rescue lines shall be used by all individuals entering the confined space.
3. Winches and pulleys for ease of personnel removal in emergencies will be maintained and ready for immediate use.
4. Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operation. A minimum of two attendants shall be required if self-contained breathing apparatus are used.
5. Should emergency entry into the confined space be required, a different source of breathing air from the one already in place should be used.

## ***F. Operational Guidelines***

1. If the monitors continue to indicate a problem, leave the confined space and immediately contact the designated safety representative or supervisor specified on the work permit.
2. If an emergency occurs which required evacuation of the space or surrounding work area, do not re-enter until planning procedures have been repeated.
3. Use spark resistant hand tools, air-operated or explosion proof power tools and 6 volt explosion proof light sources if a check for flammable vapors is required.
4. When welding inside a confined space, extra ventilation may be required to ensure oxygen is not depleted and air contaminants do not build up. Under no circumstances should you allow cylinders of oxygen and acetylene inside a confined space.

## ***G. Attendant Crew Member Duties***

1. If a spill, fire or other incident should occur which could affect those inside the confined space, inform those inside to leave the space until the designated safety representative has assessed the potential problem.
2. If a worker inside should appear to be in trouble or should collapse, initiate the emergency removal procedure established prior to entry and then inform the safety representative. Do not enter the confined space to assist in the rescue unless absolutely necessary, and then only enter after following the requirements listed above.

## ***H. Conclusion of Entry Operation***

1. Upon leaving a confined space where skin exposure or equipment exposure to chemicals or biological materials is possible, immediate cleanup is recommended. Secure space property.
2. NOTE: All OSHA regulations are met for this type of operation. Training and certifications are needed.

**SECTION 6. ENVIRONMENTAL SAFETY AND HEALTH**  
**601: Trenching and Shoring Procedures**

1. Trenches more than three (3) feet deep shall be shored, laid back to a stable slope, or provided with adequate means of protection for employees.
2. Utility companies and municipally owned utilities shall be contacted and advised of proposed work prior to start of excavation. State law requires 48 business hours prior notice for any diggings, excavation or related work.
3. Wear approved hard hats, safety glasses and foot protection when working in all phases of trench construction.
4. Provide and maintain all necessary barriers, temporary bridges and walks, warning signs, flags, lights, and when necessary, watchmen and flagmen for the protection of workers, vehicles and pedestrians.
5. When employees are required to be in trenches deeper than 4 feet, an adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel. The ladder should extend from the bottom of the trench to at least three (3) feet above the top. Before climbing out of a trench, look all ways for traffic danger.
6. Do not place excavated material, tools, or other material closer than two (2) feet from the edge of a trench.
7. If possible, keep the soil bank between workers and the traffic.
8. If the walls of a trench contain glass, wire or other sharp objects, carefully remove them.
9. When resuming excavation after heavy rains or freezing weather, inspect all banks for cracks which may indicate earth movement and the probability of cave-in. All long-term excavations shall be inspected daily before work can begin.
10. The dimensional lumber specified for a given depth is the minimal size accepted. Over-sized lumber should be used when conditions warrant its use. All specified horizontal and vertical spacing measurements are maximum values. Closer spacing or stringer/cross braces is permitted to accommodate power equipment operations.
11. No work shall be performed by City employees where excavation depth exceeds twelve (12) feet.
12. Screw jacks are not acceptable as permanent cross braces. Usage is limited to temporary duty to set a permanent specified cross brace.
13. The top set of stringers and cross braces shall be placed with three feet below the ground or street level.

14. Excavations with a final depth of five (5) feet or less are required to be shored when conditions such as soft, sandy or "fill" soil or hydrostatic pressure warrant it.
15. Be aware that trench dimensions, soil stability, variable weather and moisture conditions, proximity of other structures, weight and placement of soil and equipment use on the job, and sources of vibration are other important factors in choosing the type of shoring to use.
16. All trenching and shoring procedures should conform to OSHA requirements.



## **SECTION 6. ENVIRONMENTAL SAFETY AND HEALTH**

### **602: Heat and Cold Stress**

It is recognized that combinations of such physical factors as heat, humidity, wind and cold can place added stress on the body through exposure. Because of wide variations in individual susceptibility, factors such as these should be recognized, evaluated and controlled in the workplace. This section describes protection requirements for weather and temperature extremes during work activities.

1. The supervisor should make adequate arrangements for appropriate rest breaks and liquid intake during periods of intense physical activity in high heat/humid conditions.
2. Employees should be aware of the signs of heat stress (dizziness, nausea, profuse sweating or complete stoppage of sweating) and report any adverse health symptoms to their supervisor.
3. Work in extreme cold shall be arranged in such a way that sitting still or standing still for long periods of time is minimized.
4. Employees shall be instructed in first aid of cold related illness/injuries which includes: proper re-warming procedures; proper eating and drinking habits; and recognition of signs and symptoms of hypothermia and frost bite.

## ***SECTION 7. MECHANICAL SAFETY***

According to the National Safety Council, hand tools in all industries are responsible for nearly 10% of all compensable injuries. It is important that both the employer and the employee understand the need for learning the proper care and handling of tools. By following the proven safety precautions in this section, a major source of injury can be reduced.

### ***700: Hand Tools***

1. Use only approved tools and equipment which are in good condition. Check the condition of a tool at frequent intervals.
2. Always select the appropriate tool for the job. For example, do not substitute a screwdriver for a hammer or a knife for a screwdriver.
3. Hammers, axes, shovels and similar tools shall not be used if the handles are loose, cracked, splintered or taped.
4. Tools shall not be thrown from one employee to another, nor from one location to another. A suitable container should be used for raising or lowering tools between different elevations.
5. Tools shall not be placed on ladders, stairs, balconies or other elevated places from which they might create a stumbling hazard or become dislodged and fall.
6. Avoid using tools on moving machinery. Stop the machine before making adjustments.
7. Have good support underfoot so there is no hazard of slipping, stumbling or falling. When using an axe or similar tools, the employee should be below or down slope from the work area.
8. Carry sharp or pointed tools in covers or be sure they are pointed away from the body in case of a fall.
9. Wear safety glasses when using impact tools on hard, brittle material.
10. Use tools made of non-sparking material where explosion/fire is a hazard.
11. When tools are not in use, place them in plain view, a safe distance from the work area, with blade or sharp edges down.
12. Impact tools with mushroomed heads shall not be used until they have been re-conditioned.
13. When using a hammer to draw nails that are hard to remove, be sure to place a wood block under the hammer head in order to increase the leverage afforded.

14. Leave adequate clearance when swinging any tool.
15. Use only wrenches having jaws in good condition. Shims shall not be used to make a wrench fit. Extensions should not be used on a wrench handle to increase the leverage unless the wrench is specifically designed for use of such extension.
16. Metal rules, metal tape line or tape line containing wires shall not be used near energized electric conductors or equipment.

## **SECTION 7. MECHANICAL SAFETY**

### **702: Power Tools**

1. Power tools shall be inspected, tested and determined to be in safe operating condition prior to use.
2. Power tools shall be operated only by qualified personnel and personal protective equipment shall be worn as required.
3. When power tools are designed to accommodate guards, they shall be equipped with such guards when in use.
4. Wear safety glasses, goggles or a face shield while using electric hand tools if there is a danger of flying particles.
5. In the presence of flammable vapors or gases, use pneumatic hand tools rather than electric ones.
6. Do not wear loose clothing when using portable power tools.

#### **A. Cords**

1. The exposed non-current-carrying metal parts of portable or plug-connected equipment which may become energized shall be ground.
2. Use only approved and inspected, three-wire ground type extension cords. Because cords on the floor create a danger of stumbling or tripping, suspend them over aisles or work areas where possible.
3. Electric cords shall be disconnected by pulling on the plug and not on the cord.
4. Avoid hanging an extension cord over nails or other sharp object and avoid leaving cords where vehicles may run over them.
5. Protect the cord against contact with oil, hot surfaces and chemicals.
6. Never patch any serious damage to cord insulation with tape – either shorten the line or discard it.
7. Store extension cords in a clean, dry place where they can lie loosely coiled.
8. Do not use the cord as a line to raise or lower the tool from one elevation to another.
9. Extension cord hand lamps shall be of the molded composition type or approved for the purpose, and hand lamps shall be equipped with a handle and a substantial guard over the bulb.

## **B. Pneumatic Tools**

1. Pressure shall be shut off and exhausted from the line before disconnecting the line from any pneumatic tool or connection. Lying on the ground, an air hose should be protected against vehicles and pedestrians.
2. Air hoses, valves, filters, and other fittings shall be pressure-rated by the manufacturer and this pressure shall not be exceeded. Defective hoses shall be removed from service.
3. Approved safety-type hose connections that do not readily come apart should always be used. A short chain attached to the hose and the tool housing will prevent the hose from becoming disconnected and whipped about.
4. Do not wear loose, bulky or torn clothing when using these tools.
5. Do not, under any circumstances, point a portable pneumatic tool at anyone.
6. Do not use compressed air to dust off the clothing or any part of the body.

## **C. Chain Saws**

1. When starting a chain saw, it shall be placed on or against a solid support. The saw bumper should be against the tree or limb before starting a cut. Stand with your weight evenly distributed on both feet and hold the saw with both hands.
2. Never set a saw down while the blade is engaged and always stop engine and pull the spark plug wire off before working on a saw.
3. Never refuel a saw or other equipment while the engine is running. Always move away from fueling spot before starting the engine. Do not smoke while refueling.
4. Chain saws should not be operated above shoulder level.
5. Prepare immediate cutting area by cleaning out undergrowth likely to interfere with operator or saw.
6. Keep all bystanders away from the work area. Other workers should be within hearing distance in case you need help.
7. Select a clear path for safe retreat when falling trees or limbs are present.
8. Employees must wear hard hats, eye, chaps and ear protection.

#### ***D. Grinding Wheels***

1. Employees shall wear a face shield, goggles or safety glasses.
2. Employees shall stand to one side away from the wheel each time that the grinder is started and see that the immediate area in front of the wheel is clear before starting the device.
3. Apply work gradually, giving the wheel an opportunity to warm slowly.
4. Never operate a wheel that is loose on its spindle, out of balance or nicked or cracked.
5. Work rests shall be rigidly supported and kept at a distance no more than  $\frac{1}{8}$  inch from the grinding surface of a wheel. Work rests shall never be adjusted while a wheel is in motion.
6. Tongue guards shall be adjusted to within  $\frac{1}{4}$  inch of the surface of the wheel.
7. Employees shall not grind on the side of a grinding wheel.

#### ***E. Soldering Irons and Equipment***

1. Keep hot soldering irons away from woodwork or other flammable material; set the tools on fireproof racks or holders when not in use.
2. Turn off electric soldering irons every time the work place is left.
3. Never test the temperature of a soldering iron by holding it close to the skin.
4. Never snap or throw surplus solder from the iron or wipe it on a trouser leg. Keep a prepared pad handy for this purpose.
5. Wear safety glasses at all times.

**SECTION 7. MECHANICAL SAFETY**  
**702: Building and Grounds**

**A. Mowing and Trimming**

1. Before starting a powered tool, make sure all guards are in place, and be sure any rocks, wires, sticks or other objects that may be picked up and thrown are out of the way.
2. Stand clear of grass discharge chute and keep hands and feet from under blade housing.
3. Before mowing an area, inspect the area and remove stones, branches and other foreign objects from the area. Look ahead of mower as you move.
4. When mowing with a push lawnmower on a steep slope, never mow up and down. Mow across the face of the slope. When using a riding mower, mow up and down a slope greater than 5 degrees. A 15-degree slope (27% grade) is generally considered the maximum slope for mowing.
5. Reduce speed on slopes and if possible, make turns on level ground.
6. Use extreme caution when pulling a mower toward you and do so only for short distances.
7. Do not leave engine running while a powered tool stands unattended.
8. Shut off motor before moving across paved, gravel or dirt areas.
9. Stop engine and disconnect spark plug wire before working on equipment.
10. Always assume exhaust pipe and engine are hot until proven otherwise.
11. No passengers are allowed on tractor type mowers or on any tractor.
12. Check the condition of the blade break and engine kill switch if so equipped.
13. Avoid distractions such as ear phone radios. Stay alert and devote your full attention to what you are doing and what and who is around you.
14. Be especially careful when mowing damp or wet grass because of the additional problem of slipping.
15. The supervisor shall clearly state when eye and hearing protection must be worn.

## ***B. Painting***

1. When painting indoors or in closed areas, care should be taken to provide sufficient ventilation.
2. When working with lead/zinc or other toxic-base paint, the hands should be kept away from the mouth and washed before handling food or tobacco.
3. The excessive use of solvents to remove paint from the skin should be avoided.
4. Smoking or the presence of an open flame should not be permitted when there is a hazard of fire or explosion from solvent or paint vapors.
5. Rags containing oils or paints should be promptly placed in closed metal containers to reduce fire hazard.
6. When spray painting, an approved respirator or adequate ventilation should be used to reduce the hazard of inhaling fumes or mists if sufficient ventilation is not provided or available.
7. Structures built before 1975 may pose a risk because of lead based primer and paints, so proper precautions should be taken.

## ***C. Ladder and Scaffold Safety***

1. Never use a makeshift ladder. Use the right length ladder for the job so you don't have to work from an unsafe position.
2. Inspect the ladder before each use to check for cracked or damaged rails, steps, cleats, splintered surfaces, etc.
3. In setting up a ladder, place it so the distance between the foot of the ladder and the base of the structure is approximately one-fourth of the distance from the base to the point of bearing. Make sure the feet are firmly and evenly supported.
4. Ladders leading to landings or walkways should extend 36" to 42" above the point of bearing.
5. Be sure that stepladders are fully opened with the spreader locked. Never use any ladder or section of ladder that does not have required safety features.
6. Never stand on top of any ladder.
7. Always face the ladder and use both hands when climbing or descending.
8. In raising a long ladder, have someone hold the base; otherwise, tie the base or block it against something solid.
9. Ample overlap between sections must be met; for extended lengths up to 38 feet, three feet is required; 38-44 feet, four feet is required; 44-55 feet, five feet is required.



10. Set the ladder so that the side rails extend 3 ½ feet above a top landing.
11. Have someone hold the ladder if it is likely to shift, very high, on roofs or if the indicated angle cannot be observed.
12. If the ladder is placed before a doorway, lock the door or have someone guard it.
13. If your shoes are muddy or otherwise slippery, clean them before climbing.
14. Carry tools in suitable pockets or hoist them with a rope.
15. Do not use a ladder as a horizontal member of a scaffold.
16. Never lean out from a ladder in any direction.

## **SECTION 7. MECHANICAL SAFETY**

### **703: Housekeeping on Job Sites**

1. Good housekeeping shall be maintained in shops, yards, buildings, vehicles and job sites. Supervisors shall be responsible for proper housekeeping in or around the work they are supervising.
2. Walks, aisles, stairways, fire escapes, and other passageways shall be kept clear of obstructions and tripping hazards. Access to electrical panels, control valves, fire extinguishers, etc. shall be kept clear of obstructions.
3. Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.
4. Puddles of oil, paint, water, etc. shall be cleaned up immediately. Absorbent material should be used as a cleanup aid when needed.
5. Nails in boards shall be removed and the boards carefully stacked or stored.
6. Scrap containers or scrap collection areas shall be provided where needed.
7. Do not store round objects at an elevation unless they are completely contained in a bin or box.
8. Be certain that materials are stacked properly. Do not permit the stacks to reach a hazardous height. Where possible, cross-tie the tiers.

## **SECTION 8. FIRE PROTECTION**

1. Flammable and combustible liquids shall be stored and dispensed in a manner to minimize the danger of fire and explosions. When required, make applications for the necessary permit or license to store flammable and combustible liquids on City property.
2. Store flammable liquids separate from oxidizers, compressed gases, highly toxic materials, corrosives and water-reactive chemicals.
3. When practical, transfer flammable and combustible liquids into approved metal safety cans prior to use. Ensure safety cans are equipped with flame arrestors.
4. Ensure all containers are labeled.
5. Do not dispense flammable liquids in the vicinity of open flames, hot surfaces or spark producing electrical equipment. Ensure adequate ventilation exists for all transfer operations.
6. Portable fire extinguishers shall be provided, maintained and kept readily accessible in all areas of the City.
7. All employees shall attend a site fire extinguisher training program which covers:  
a) description of fire hazard classification of materials; b) evacuation procedures;  
c) capacities and limitations of extinguishers; d) procedures for operating extinguishers and techniques for effective application; e) procedure for having extinguishers recharged; and f) hand-on use of extinguishers on live or simulated fires.
8. If you discover a fire, address the emergency as follows: 1) sound the building alarm (if available) and call 911; 2) if you are not confident you can contain and extinguish the fire, evacuate immediately; 3) if the fire is small and localized with little danger of rapid spread and you are knowledgeable in the use of extinguishers, use one to fight the fire; and 4) when the fire is out, leave the area, close the doors, and wait until the Fire Department checks the area. Do not reenter the building until fire officials declare it is safe to do so.
9. The City of Piqua does not permit smoking in any city facility.

## **SECTION 9. OFFICE SAFETY**

1. Office chairs should be placed in an ergonomically correct position.
2. Desks and cabinet drawers should be kept closed to eliminate tripping or collision hazards.
3. Chairs should never be tilted backwards.
4. Employees should always be careful when handling paper because of the chance of cuts. Envelopes should not be licked because of the chance of cutting the tongue. Use a sponge or water wheel.
5. Pencils and pens should always be stored so that they are pointing downward. Try to avoid walking with these and other sharp objects in your hand.
6. Cords from telephone or electrically operated office machines should be placed along the wall or in flat metal housings to prevent tripping.
7. Doors should be kept closed or completely opened to prevent workers from colliding with them.
8. All employees should keep their desks and work space clean and orderly.
9. Horseplay should not be permitted in the office. Such activities may include throwing objects, shooting rubber bands, lifting people off the ground, etc.
10. Be careful when pulling out the top drawer of a file cabinet because it may tip over if overloaded.
11. Fans should be kept off desks and out of reach from the public.
12. Employees should walk, not run, while inside the office area. Also keep to the right, especially around corners.
13. Handrails on steps should be used whenever possible.
14. Articles should never be placed on windowsills, filing cabinets, lockers and other elevated positions.
15. Hands should be carefully kept clear of danger when windows, door and gates are opened.
16. With the use of computers, there is some concern for the health of the operators due to the visual and posture requirements. Supervisors should be sure that the work area is designed to be ergonomically correct, reducing posture discomfort, muscular disorders, and to minimize the glare from the terminal to reduce eye strain.

17. Some models of multiple outlets have unreliable ground connections are a definite shock hazard. Supervisors should inspect all extensions and either replace those with faulty ground connections or repair them.
18. When ice is present in parking lots and walkways, employees should follow these guidelines: a) where possible, walk around icy spots; b) do not walk on ice on inclined surfaces – walk in the snow to the side; c) keep in mind that ice with a film of water on it is extremely slippery; d) report icy conditions to the maintenance department; and e) wear shoes or boots appropriate for outside conditions.
19. Hands should be washed after using the restroom and before eating.
20. Special care shall be taken to cover areas of the skin, which are broken.

## **SECTION 10. FIRST AID**

This section describes procedures to be used in the event of an accident/injury on the job. Prompt reporting and treatment can prevent serious complications and claims.

1. Supervisors shall provide employee training regarding basic first aid and bloodborne pathogens. All necessary first aid equipment shall be made available and easily accessible to all employees, including gloves, eye/face shields, CPR masks and proper cleaning supplies.
2. Employees shall give or assist in administering first aid to an injured worker. If it is an emergency, 911 shall be called immediately. If medical attention is required or requested, the employee shall make arrangements to have the injured person transported to a treatment facility.
3. The supervisor should be notified as soon as possible and the appropriate paperwork completed.

## **SECTION 11. TRAINING**

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

1. 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.
2. Employees who normally work in an environment outside of an office setting shall receive some type of in-service safety training at least quarterly.
3. Employees required to utilize certain equipment shall receive proper safety training on any new piece of equipment or any new procedures.
4. 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.

**SECTION 12. ACKNOWLEDGEMENT**

Please read the following statement and sign below to indicate your receipt and acknowledgement of the City of Piqua Safety Manual.

I understand that this manual does not represent a contract or agreement between the City of Piqua and its employees. I recognize that it is my responsibility to read and comply with all stated safety policies in this manual now and revisions or additions implemented in the future.

The City of Piqua specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to limit the power of the City Manager to repeal or modify these rules.

Distributed to: \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_



# FIRST REPORT OF LOSS OR INJURY

This report is intended to provide notice of (check all which may apply):

- 1) A City Property Damage Claim ( above \$500 threshold ) \_\_\_\_\_
- 2) A City Liability Claim ( all claims ) \_\_\_\_\_
- 3) An incident or event, but only for informational purposes \_\_\_\_\_
- 4) A subrogation claim \_\_\_\_\_

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

Date of Loss: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Employee Preparing Report: \_\_\_\_\_

In the space below, or on an attached sheet, please provide a brief description of the claim or incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of injuries to city employees and/or damage to city property: \_\_\_\_\_

\_\_\_\_\_

Names, addresses, and phone numbers of third-party claimants: \_\_\_\_\_

\_\_\_\_\_

Description of injuries or property damage to third-party claimants: \_\_\_\_\_

\_\_\_\_\_

**Please forward the supervisor's investigation report, police report, repair estimate, or any other information relating to the loss. ( 2/99)**