



# **Injury & Illness Prevention Plan/ Safety Policies**

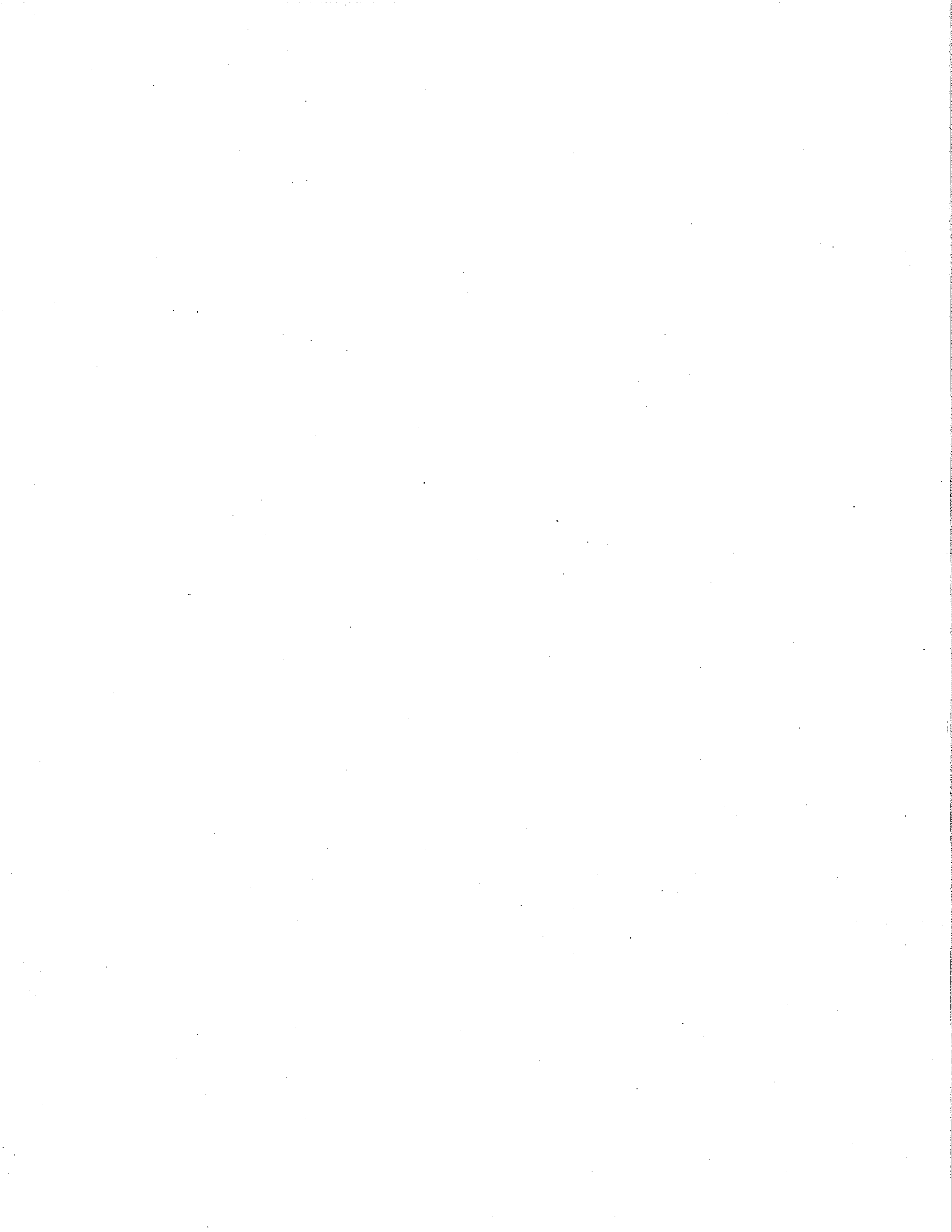
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# Injury Illness Prevention Program

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## 1. Introduction

The safety and health of each City of San Rafael (City) employee is of primary importance. The safety and health of our employees and volunteers continues to be a primary consideration in City operations, therefore the prevention of occupationally-induced injuries and illnesses will be given precedence whenever necessary. Safety and health must be a part of every City operation. Without question, it is every employee's responsibility at all levels.

The City will maintain safety and health programs and has developed this Injury & Illness Prevention Plan (IIPP) as part of this effort. The IIPP sets forth the City's commitment and plan to ensure all city employees work in a safe and healthy environment. The IIPP states both the City's role for ensuring safe work practices and the employee's responsibilities for adhering to these work practices.

The City has developed the IIPP in accordance with California Code of Regulations Title 8, Section 3203. The City expects this document to provide 1) guidance to City employees and 2) the foundation for safe and healthy work practices. To be successful, this program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and their co-workers.

This IIPP is designed to:

- 1) Authorize the responsibility for the implementation of this Program;
- 2) Develop a system to ensure compliance with existing rules & regulations;
- 3) Develop a system of communicating safety & health information to all City employees;
- 4) Implement methods of identifying & evaluating work place hazards;
- 5) Provide tools to fully investigate occupational injuries, illnesses, & near misses;
- 6) Provide methods to correct unsafe conditions & work practices; &
- 7) Implement a training program.

City Management will support and uphold these objectives to the extent possible to ensure a safe and healthy work environment. In doing this, management also pledges to comply with safety and health regulations and to enforce them wherever possible.

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Ken Nordhoff, City Manager

\*Any questions or additional information regarding this IIPP may be obtained by contacting Human Resources\*

## 2. Authority & Program Responsibility

### ***Program Authorization***

The City has authorized the Human Resources Director to act as Program Administrator (Administrator). Implementation of the IIPP is the responsibility of the Administrator and may include the following tasks: development/ revision of safety and health policies, communication, discipline for non-compliance with rules and regulations, training development and presentation, and accident investigation. The Administrator may authorize necessary personnel to carry out specific tasks associated with implementation of the IIPP.

Currently, the Administrator is:

***Primary Program Administrator*** – Human Resources Director

***Secondary Program Administrator*** - Employee Benefits Analyst

Phone: (415) 485-3063  
Email: [human.resources@cityofsanrafael.org](mailto:human.resources@cityofsanrafael.org)

### ***Program Responsibilities***

Generally, all City employees share responsibility for successful implementation of the IIPP and providing a workplace that is safe. However, certain positions hold more specific responsibilities. These are further detailed as follows:

**Program Administrator** - is responsible for fully implementing all facets of the IIPP. Tasks may include:

1. Maintain a training program designed to instruct employees in general work practices and providing specific instructions with respect to hazards specific to each employee's job assignment;
2. Maintain necessary accident, injury, and illness records for investigative purposes and implementation of IIPP;
3. Provide guidance regarding safety issues and risk management;
4. Implement periodic inspections to identify unsafe conditions and work practices; and
5. Communicate health and safety matters with employees.

**Safety Committee** – acts as a liaison between the City Safety Committee and the employees they represent. Tasks may include:

1. Regularly attend quarterly meetings;
2. Communicate health and safety information to respective units;
3. Assist with implementation of City policies and procedures; and
4. Oversee corrections of identified hazards.

**City Manager** – is responsible for support, general guidance, participation in and maintenance of the IIPP.

1. Provide financial and other support necessary to maintain an effective IIPP;
2. Oversee implementation of IIPP by each Department Head; and
3. Ensure employee participation and adherence to IIPP policies and programs.

**Department Heads** - are responsible for implementing safe work practices and maintaining a safe work environment. Tasks may include:

1. Support the IIPP;
2. Provide employee training in accordance with applicable Federal, State and local laws and document all training received;
3. Ensure participation of all department employees in the IIPP;
4. Encourage employees to promptly report all accidents and potential hazards to ensure timely investigation and/or correction;
5. Budget accordingly for training, personal protective equipment (PPE), and costs associated with investigating/correcting hazardous conditions; and
6. Report **all** injuries, accidents and hazards to Human Resources immediately.

**Mid-Managers and Supervisors** – are responsible for direct supervision of employee's, including their work practices, to ensure compliance with existing policies, rules and regulations.

1. Identify and report all potential safety hazards;
2. Provide necessary personal protective equipment (PPE) along with enforcing proper use of such equipment;
3. Enforce established safety policies and programs;
4. Assist in identifying training needs and see that employees receive such training;
5. Assist in identifying where operating procedures should be updated;
6. Make sure safety guards are in place and properly maintained;
7. Make sure all tools are used properly and are in good working order;
8. Do not allow employees to operate equipment or tools for which training has not been received;
9. Communicate hazards and appropriate work practices to employees; and
10. Report **all** injuries, accidents and hazards to Human Resources immediately.

**All City Employees** – are responsible to practice safe work habits, maintaining a workplace that is hazard-free and to abide by all applicable safety rules and regulations, including:

1. Maintain workspace in a condition that is free of potential hazards;
2. Have an understanding of the IIPP and its contents;
3. Conduct all work while adhering to applicable safety and health regulations;
4. Attend and participate in organized training programs;
5. Properly wear and maintain necessary PPE;
6. Immediately report all work-related injuries, illnesses, near misses and defective equipment to appropriate supervisor;
7. Use safe lifting procedures;
8. Keep exits, aisles and walkways clear of debris at all times;
9. Know where exits are located and appropriate means of egress;
10. Know where to find and how to use fire extinguishers;
11. Obey all traffic rules and speed limits when driving City vehicles; and
12. Make sure proper warning signs, cones, lights and other necessary devices are provided for work being done in the streets or other exposed locations.



### **3. Compliance with Rules & Regulations**

All production, maintenance, repair, and any other work related tasks conducted by City employees shall be done in accordance with existing safety and health rules and regulations. These regulations have been established in order to protect worker's health in the workplace. Thus, it is in the best interest of all City employees to ensure compliance.

The Administrator, or designee, will organize and implement methods to ensure compliance with safety regulations. This may include conducting and/or contracting random inspections, having pre or post-task meetings, implementing a Job Safety Analysis (JSA) system, or any other method deemed appropriate.

#### ***Employee Safety Evaluations***

City employees receive annual performance evaluations from Managers/Supervisors. An important part of the evaluation is each employee's performance pertaining to safety and health. Safety is a component of the evaluation form and employees will be evaluated on how well they comply with the City's safety rules, regulations and procedures. Failure to comply with these rules, regulations and procedures will be handled on an individual basis.

#### ***Employee Training Program***

The City shall offer employee training in applicable safety and health topics. This training program is further detailed in Section 8.

#### ***Departmental Safety Rules***

Each Department provides different services that require adherence to specific rules and regulations. The Department safety procedures are to be strictly adhered to. Failure to comply with these procedures will be handled on an individual basis.

#### ***Fitness for Duty***

The following policies are in place so that unnecessary injuries in the workplace are kept to a minimum:

- A. No employee should attempt to perform any work task he or she is not mentally or physically fit to conduct;
- B. If a supervisor has reasonable suspicion that an employee is either mentally or physically unfit to work, he or she should prohibit that employee from working until acceptable evidence to the contrary is secured.
- C. In the event that an employee's doctor has placed them on medical work restrictions, it is imperative that the employee adhere to these work restrictions to avoid further injury.

## 4. Safety Communication System

All information pertaining to occupational safety and health shall be appropriately communicated to each of the affected City employees. Communication may consist of any number of methods (detailed below). The important aspect is that the employee is provided with the information necessary to perform their job in a manner that protects the safety and health of themselves and others.

### ***Citywide Communications***

The City will communicate safety and health information to all City employees. Such communication may include updates or revisions to the IIPP, implementation of new policy, recognition of outstanding safety performance and more. The purpose of these communications is to inform and keep employees informed of current safety practices and regulations.

### ***New Hires***

Human Resources (HR) will be responsible for communication of health and safety information on a citywide basis. HR will provide all new employees with the City's IIPP and applicable safety policies and programs. These policies and programs will be kept up to date and located on the HR intranet site.

### ***Safety Committee***

Members of the City's Safety Committee are responsible for communicating safety related information to their respective departments. Your Safety Committee member serves as a liaison between the City Safety Committee and the employees they represent.

### ***Immediate***

There may be instances where information must be immediately communicated on a citywide basis (i.e. an emergency, outbreak, etc.). The purpose of these communications is to get information to as many City employees as possible in a timely manner. HR will notify each of the Department Heads, who will then be responsible for communicating to their staff. These situations will be handled on a case-by-case basis.

### ***Group Focused Communications***

Not all communications need to be sent to all City employees. Departments work with different potential hazards and require more specific training and information in order to conduct their daily tasks in a safe manner. Herein are some methods that may be implemented to provide more specific information to different groups.

### Safety Training

Each employee must know the hazards and other pertinent safety and health information pertaining to their specific job. The City has implemented a Training Program as one method of conveying such specific information (i.e. Fall Protection, lock out/ tag out, etc.) to affected employees. The training program is further detailed in Section 8.

### Safety Meetings

The City may not be able to provide a formal training session for each safety topic. However, the information must be communicated to the affected employees. Safety meetings will be held at the department level for specific issues and should include information on the hazards present and how work will be done to 1) eliminate hazards or 2) work safely around the hazards.

Meetings should be held before a job begins to cover specific project information. For projects lasting several days, Cal-OSHA requires that supervisory personnel conduct "toolbox" or "tailgate" safety meetings at least once every ten (10) working days. This allows supervisors to discuss new hazards identified and other pertinent safety information specific to the job.

Recommended topics for discussion at safety meetings include:

- New hazards that have been introduced or discovered
- Causes of recent accidents, injuries or near-misses
- Methods adopted by the City to prevent a repeat of injury
- Any health and safety issue of concern to employees or deemed by the supervisor/manager to require further discussing or reinforcement.

Supervisory personnel may contact the HR office for assistance in obtaining safety-related materials or scheduling training sessions.

### Department Emails

Email may also be used to share health and safety information for a specific job or task within a Department. All affected employees should have access to email or be provided the information in another form.

## 5. Identification & Evaluation of Workplace Hazards

All City employees share responsibility for identifying workplace hazards. Once identified, it is important to conduct an evaluation of the hazard(s) in order to determine appropriate work practices that should be implemented to avoid injury. This section identifies a number of different methods the City will implement in order to identify and evaluate workplace hazards.

### ***Periodic Scheduled Workplace Inspections***

The State of California requires "regular and frequent" workplace inspections. Supervisors are expected to be aware of potential safety hazards on an ongoing basis and should inspect all work areas, structures, machinery and equipment at frequent intervals. Corrective measures must be taken immediately to eliminate the hazards under the direct control of the Supervisor.

The City conducts annual safety inspections of all City facilities or as otherwise required. These annual safety inspections will be conducted by the City's designated safety consultant. A representative of the HR Office coordinates these inspections. Following the inspection, a written summary report shall be submitted to the HR Director. The Safety Committee shall review the report and oversee that all corrective measures are taken.

### ***New Hazards***

Whenever a new substance, process, procedure or equipment is introduced into the workplace, the immediate supervisor should conduct a job safety analysis (JSA) to fully evaluate the hazards.

### ***Employee Reports of Hazards***

The employee's responsibility in correcting hazardous conditions is in reporting. All employees are to immediately report any unsafe condition or hazard they discover to their immediate supervisor. Report of an imminent hazard should be verbal, followed up in writing, using the **Safety Report** form (Appendix A). These forms and instructions are available in all departments. This form should be presented to the immediate supervisor and then forwarded to Human Resources within three (3) working days of notification of the hazard. A copy of the completed form should be posted for all employees of that area to see. The copy is then kept on record in that department safety files for a period of one (1) year.

No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Employees who wish to remain anonymous may report unsafe conditions or hazards directly to Human Resources.

### ***Job Safety Analysis (JSA)***

The JSA process is an organized method of evaluating job tasks and the associated hazards and/or risks. This process will identify hazards, conditions or unsafe work practices that could contribute to an injury or illness. Results of the analysis will be used to determine how the task can be modified to reduce hazard potential.

JSA shall be conducted 1) when a specific job task has resulted in two (2) or more lost time occupational injuries/illnesses within twelve (12) calendar months or 2) any other time deemed appropriate by a Supervisor. The Supervisor will contact Human Resources to schedule a meeting for completion of a JSA.

Once the analysis is complete, the Supervisor will be notified of the results, and should use the information to train employees on how to do the job task as set forth by the analysis.

## 6. Investigation of Occupational Injury & Illness

Human Resources is to be immediately notified of all injuries and accidents so that a proper investigation can be conducted. HR will follow-up on injury and accident reporting with the appropriate Supervisor and employee(s) as necessary. Depending on the severity and/or frequency of a specific type of accident/injury, the HR Director will determine whether further investigation is necessary.

Employees must use the **Safety Action Report** form (Appendix B) when reporting accidents. These forms and instructions are available in all Departments. This form should be presented to the immediate Supervisor and then forwarded to HR within one (1) working day of the accident. The copy is then kept on record in the department files for a period of one (1) year. If further accident investigation is necessary, Supervisors may develop a more extensive follow-up report.

It is suggested that near misses, which could have resulted in serious injury or significant property damage, also be reported and investigated. Investigation of these instances may avoid serious accidents in the future. Information collected from investigation reports should be used to direct safety training and hazard correction efforts accordingly.

## **7. Methods & Procedures for Correcting Unsafe Conditions**

The City of San Rafael will address each identified workplace hazard(s). Because it may not be possible to correct each unsafe condition, they may be ranked in order of potential risk and addressed accordingly.

### ***Common Hazard Corrections***

Correction of workplace hazards will generally be accomplished by a Public Works employee at the direction of the Safety Committee.

If an employee can readily and properly correct a potential hazard, the employee should make the correction and report his/her action to their Supervisor. In the event that a reported hazard is not corrected in a timely manner, and the employee has not been informed of a reason, the employee should notify HR, which will follow up with the department response (or lack thereof).

### ***Hazards with Risk of Imminent Harm***

Whenever possible, it is the City's intention to immediately eliminate any hazard which gives rise to a risk of imminent harm. When such a hazard exists that cannot be eliminated immediately without endangering employees, all exposed employees will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment. In situations in which it is not possible for employees to correct the hazard without placing themselves in danger, outside experts trained in abatement of the particular hazard will be hired to correct the condition.

### ***Corrective Measures***

When it is agreed upon that correction is required, one or more of the following methods of corrective action may be taken:

1. Engineering, Mechanical or Job Design Change Controls:  
This is the Cal-OSHA preferred action since it usually eliminates or reduces the hazard and is a permanent solution.
2. Training:  
Not only is training required by law, it is also an effective way of establishing a safe method to do a job.

3. Administrative Control:

An example of this control is limiting exposure time to a repetitive operation or noisy area. This area can be done by rotating employees.

4. Personal Protective Equipment (PPE):

This action involves using hearing protection, proper gloves, etc. If engineering controls are possible, Cal-OSHA dictates we can only use PPE until we can implement permanent controls.

Common sense practices as well as the law, require that the City has a plan when administering and documenting corrective actions. Management has the overall responsibility of coordinating corrective actions in the workplace.

***Safety Suggestion Program***

All City employees may recommend changes that will enhance workplace safety. Employees are encouraged to share their ideas with their designated Safety Committee Representative or to write an email to the Employee Benefits Analyst.



## 8. Occupational Safety & Health Training Program

Awareness of occupational safety and health hazards, along with the knowledge of how to prevent or control such hazards, is essential to a safe and healthy work environment. To create and maintain awareness, the City has established a safety and health training program. The training program is designed to instruct each employee on **general** safety procedures as well as **specific** hazards and safety procedures associated with each employee's work assignment. This would include any training necessary to teach employees how to use personal protective equipment (PPE), such as respirators and hearing protection.

### *When Training will be Provided*

1. To all new employees upon orientation where new employees will be given a copy of the IIPP and be required to review the sections appropriate to his/her job;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever the City is made aware of a new or previously unrecognized hazard;
5. Whenever the Program Administrator, Department Manager or Supervisor believes that additional training is necessary; and/or
6. As required by Cal-OSHA.

### *Training Responsibilities*

Supervisors and Managers will be made aware of training courses and opportunities relevant to the safety and health hazards to which employees under their immediate direction may be exposed. Employees are responsible for participating in all required training.

Upon request, the HR Director will assist Department Heads in identifying necessary safety training programs. Contracted outside professionals will also be periodically hired to coordinate safety training courses and seminars.

## 9. Summary of City Policies

### ***Bloodborne Pathogens***

This policy establishes procedures to work safely with or around infectious materials. All City employees who may come in contact with blood or other potentially infectious materials should be familiar with the content of this policy.

### ***Chemical Storage, Handling, and Transportation***

This policy provides general guidelines on how to properly store, handle, and transport common chemicals. It specifies what to do if an identified material or chemical is discovered or spilled. At no time should a City employee handle or work with chemicals they are unfamiliar with or have not had appropriate training to work safely with the material(s).

### ***Confined Space***

Confined spaces can be a dangerous, even a life-threatening hazard. These spaces are present in and around the City. Only persons who have been properly trained shall be allowed to enter a confined space. This policy provides detail on how to safely enter and work around confined spaces.

### ***Electrical Safety***

This policy establishes procedures for working safely with electricity. It also establishes guidelines that powered equipment should meet in order to be safely operated. Employees working with electricity and powered equipment should be familiar with the content of this policy.

### ***Emergency Procedures***

This policy defines what is to be done in the case of emergencies, including: fire, hazardous material spills, earthquakes, bomb threats, and medical conditions. All employees should know what to do in the case of such emergencies and the content specified within this policy.

### ***Fall Prevention***

This policy covers proper procedures to protect against fall hazards. This includes proper use of ladders, scaffolds, guardrails, platforms, and other elevated surfaces. Proper inspection, maintenance and use of fall arrest are also included within this policy. Employees working on elevated surfaces or near fall hazards are required to wear fall protection and should be familiar with the content of this policy.

### ***Fire Prevention***

This policy defines fire prevention techniques that employees should implement where fire is a hazard. This includes material storage and prompt reporting of conditions that could result in fire, or elevated fire risk, so the conditions may be corrected immediately. Departments working with flammable materials will develop a specific Fire Prevention Plan.

### ***Fire Safety***

This policy covers safety associated with fires. This includes ensuring City employees are trained in the proper use of fire extinguishers and emergency evacuations. It is important that all City employees are knowledgeable of the content within this policy.

### ***First Aid & Medical Services***

This policy discusses First Aid and general response procedures. Only trained personnel will administer First Aid. The City will ensure First Aid kits are maintained in the necessary Departments. This policy also calls on specific procedures outline in the City's Bloodborne Pathogens policy.

### ***Gas Cylinders & Welding***

This policy discusses appropriate work activities associated with welding operations and compressed gas cylinders. It details appropriate ventilation measures, storage and use of gas cylinders and safe working practices. This policy is designed specifically for employees who work with these materials.

### ***Hand Tools***

This policy describes and establishes procedures to safely work with hand and powered tools. City employees working with these tools will be trained how to work safely with each tool and necessary PPE that may be required while working with certain tools.

### ***Hazard Communication (HAZCOM)***

This policy establishes procedures for information on hazardous substance present in the workplace to be communicated to affected City employees. Communicating may be done in a variety of means including labels, email, facsimile, or other written or verbal methods. Employees will receive appropriate training regarding specific hazards and/or substances in their work area, or that they may reasonably come in contact with, during work activities.

### ***Hearing Conservation***

This policy provides training for City employees working in or around equipment/processes that create noise exposure above the 85 decibel threshold in order to prevent permanent hearing loss.

### ***Heat Illness Prevention***

All City employees who work outside and their respective supervisors shall receive training in order to control the risk of heat illness. The training will include; risk factors of heat illness, importance of frequent consumption of water, acclimatization, different types and symptoms associated with heat illness, and procedures for reporting and responding to symptoms.

### ***Housekeeping***

This policy requires City employees to maintain their work spaces free of hazards or adequately controlled hazards. All employees are required to implement general guidelines in order to promote safety and health of themselves and others.

### ***Lifting Techniques***

This policy establishes procedures for safe lifting and material handling for all City employees. Employees that regularly lift or move loads shall know the contents of this policy.

### ***Lock Out / Tag Out***

This policy establishes procedures to be implemented in order to prevent injuries resulting from accidental start-up or release of energy from equipment during repair and maintenance activities. City employees working in or around equipment/processes that may be lock/tagged out shall be trained on the meaning of tags and proper procedures for certain pieces of equipment and machinery.

### ***Machinery & Machine Guarding***

This policy establishes procedures for safely working with machinery. This includes evaluating and installing necessary machine guards. No employee shall disengage or otherwise alter existing guards. Employees will receive appropriate training on equipment that requires guarding. This policy is intended for employees who work with machinery.

### ***Motor Vehicle & Driving Safety***

This policy establishes safe driving procedures to be followed by all City employees operating motor vehicles during City-related work tasks. The policy requires that City employees be trained prior to operating a City vehicle and as necessary thereafter.

### ***Office Safety & Ergonomics***

This policy establishes procedures for ensuring safety in office environments. Employees working in offices should be familiar with the requirements of this policy, including proper work station organization/ set-up and common office safety issues (i.e. electrical cords and trip hazards).

### ***Protective Clothing & Safety Devices***

This policy establishes procedures to be followed when PPE is worn by employees. This includes eye, face, hearing, respiratory, head, hand, body and foot protection. Employees working with these types PPE should be familiar with the content of this policy. Specific policies have been developed for respiratory and hearing protection, which should also be adhered to by affected employees.

### ***Respiratory Protection***

This policy establishes procedures for proper selection, use, and maintenance of respiratory protection. Typically, the City prohibits use of air-supplied respiratory protection unless the affected Department establishes procedures for proper use (i.e. Fire Department). Employees who wear respiratory protection during work related tasks will receive annual training and fit-testing as outlined in this policy.

### ***Street Work Procedures***

This policy establishes procedures for employees working in City streets. Such work will be required to clearly warn and direct traffic away from work activities. Employees required to perform such work activities will be appropriately trained and familiar with the requirements of this policy.

### ***Tree Work***

This policy establishes procedures to be implemented while trimming or cutting down of trees and other shrubbery. City employees will ensure that equipment used during such tasks is in good working order and used in a safe manner.

### ***Trenching, Excavations, and Sub-Surface Operations***

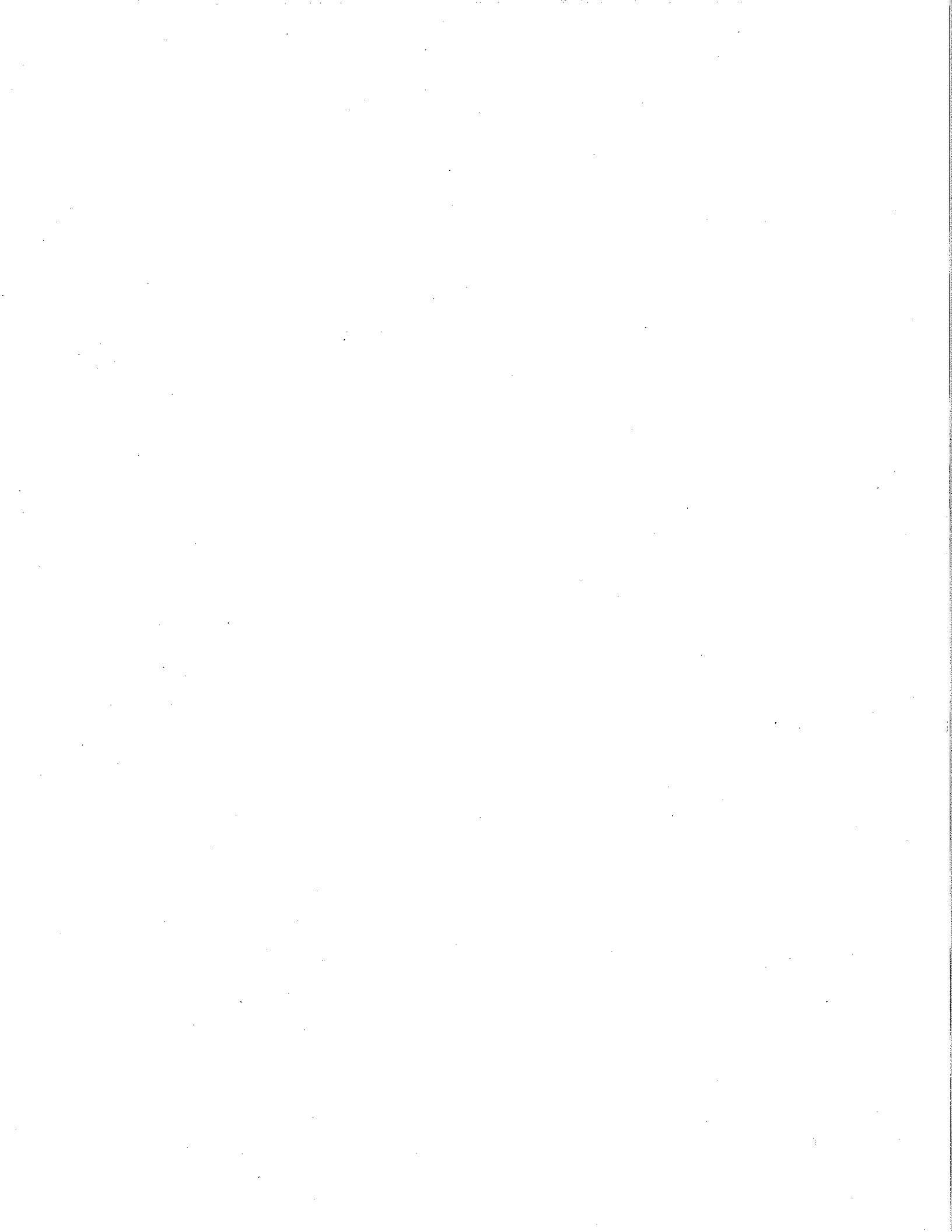
This policy establishes procedures that will be followed during excavations and trenching work. Specific controls may be necessary for each job. Affected City employees will be trained on proper safety procedures and be familiar with the content of this policy.

### ***Vehicle Accident Reporting and Investigation***

This policy specifies actions to be taken following any vehicular accident involving any city employee either while on city business or off duty while in a City vehicle. Actions will include immediate reporting and possible follow-up investigation.

### ***Workplace Violence Prevention***

This policy prohibits violence in the workplace. All City employees will be familiar with the content of this policy in order to recognize and/or respond to events that may lead to, or have, become violent. This includes armed assailants, bomb-threats, hostage situations and possibly others.



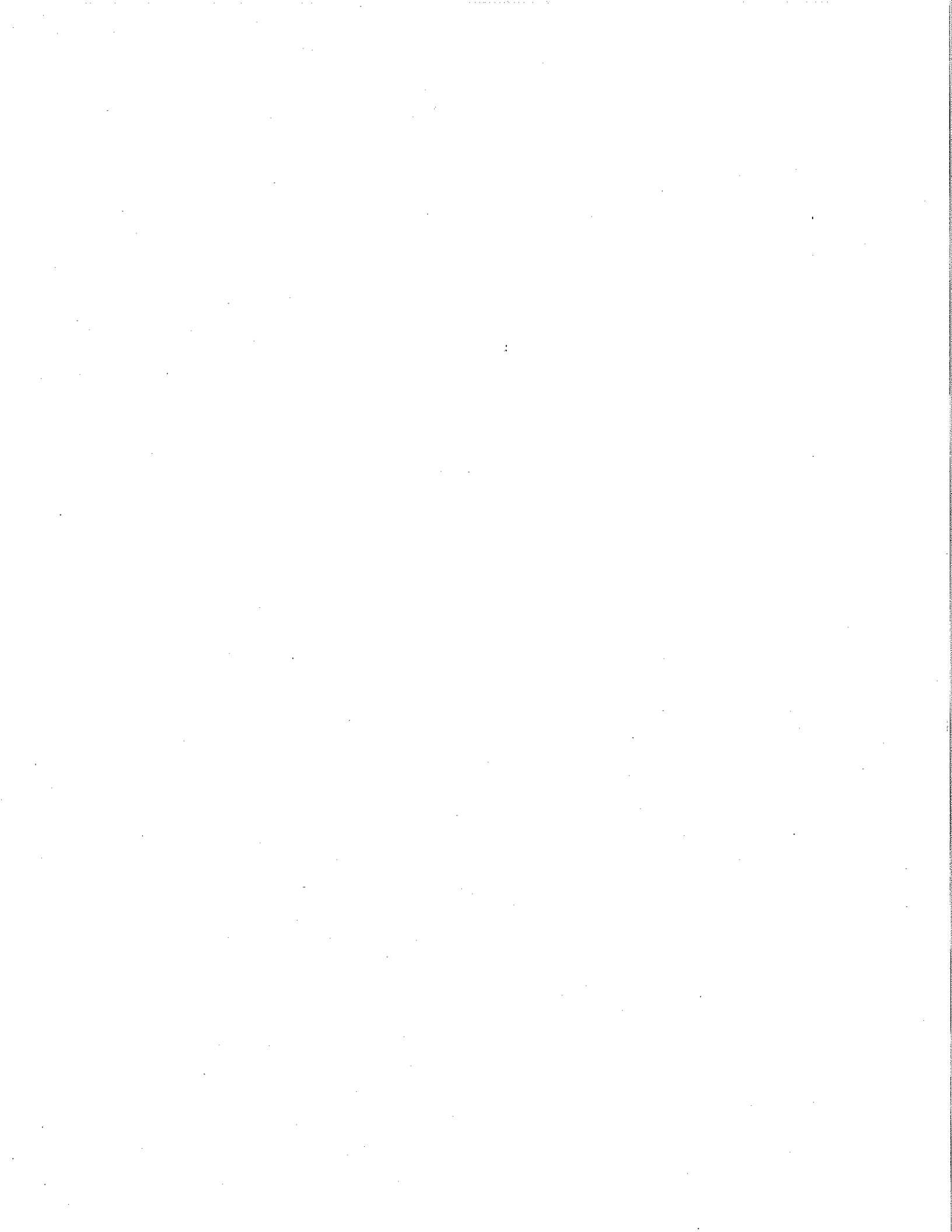


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## ***Appendix A***

Safety Report

Safety Report Instructions







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

# Safety Report

## 1. Personal Information (Optional for "Hazard Report" only).

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Division: \_\_\_\_\_

## 2. Injury Report

Type:  Cut/Abrasion  Sprain/Strain  Other: \_\_\_\_\_

Location on body: \_\_\_\_\_

Severity:  Slight (Req'd First Aid only, even if supplied by Medic)  Serious (Req'd Physician)  Severe (Req'd Hospitalization)

## 3. Damage Report (Over \$500)

Type:  Damage by Others  Private Property  Private Vehicle  City Owned Property

City Vehicle No. \_\_\_\_\_  City Equipment \_\_\_\_\_

Severity:  Minor (Less than \$1,000)  Moderate (Less than \$5,000)  Major (More than \$5,000)

## 4. Hazard Report (May be submitted anonymously)

I'm reporting a hazard which may result in:  Injury  Illness and/or  Property Damage

This hazard involves:  Hazardous Materials  Another Department: \_\_\_\_\_

Risk Assessment:  Possible (Is likely to happen)  Probable (Will absolutely happen)

## 5. Description (Fill out applicable sections)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  Clear  Cloudy  Windy  Rainy  Icy  Hot (90°+)

Location: \_\_\_\_\_ Activity: \_\_\_\_\_

Witness(es): \_\_\_\_\_

Describe incident or condition:

(Include or attach sketch if applicable)

## 6. Requested Action

Information (I would like information and/or training to deal with this incident or condition)

Investigation (I would like to have this incident or condition investigated)

Improvement (I would like to have this incident or condition corrected in the following manner:)

Sign & retain pink copy for your records

(Revised 7/07)

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_

DISTRIBUTION: White-File Yellow-Supervisor Pink-Employee



# Safety Report Instructions

## IF YOU HAVE AN INJURY (Section 2)

- Fill out Sections 1, 2 & 5 of the Safety Report
- Even if your injury is “slight “ and does not require medical attention you must file a report to document the incident.
- If your injury requires medical attention you must also fill out a “Workers’ Compensation: form within 24 hours of the incident.

## IF YOU HAVE DAMAGED PROPERTY OR EQUIPMENT (Section 3)

- Fill out Sections 1, 3 & 5 of the Safety Report.
- If the damage involves a private vehicle or private property contact the Police Dept. to file a report with them.

## IF YOU WANT TO REPORT DAMAGE BY OTHERS (Section 3)

- Fill out Sections 1, 3 & 5 of the Safety Report.
- In Section 3, check the box entitled “Damage by Others.”
- In Section 5, in addition to describing the damage, also describe how you discovered the damage.

## IF YOU WANT TO REPORT A HAZARD (Section 4)

- Fill out Sections 1, 4, 5 & 6 of the Safety Report.
- Hazard Reports may be submitted anonymously to the Director of \_\_\_\_\_.

## DESCRIBING THE INCIDENT OR CONDITION (Section 5)

- Try to be as clear and legible as you can in filling out the description of the incident or condition. Also, in filling out this section it is requested that you print.
- If possible, try to identify the causative and/or contributing factors of the incident or condition.
- Try to be brief and concise in describing the incident or condition. Yet, try to provide as much information as necessary to be accurate in your reporting. You may attach an additional sheet if necessary.
- Whenever possible, include or attach a sketch.

## REQUESTING ACTION (Section 6)

- This is an opportunity for you to request specific action regarding the incident or condition that you are reporting.
- Be sure to recommend a corrective action as applicable.

## WHEN THE SAFETY FORM IS COMPLETED

- You are to sign and date the form in the lower left hand corner (submitted by).
- Your supervisor (or division head) is to sign and date the right side of the form (received by).
- Retain the pink page for your records, give the white and yellow copies to your supervisor.

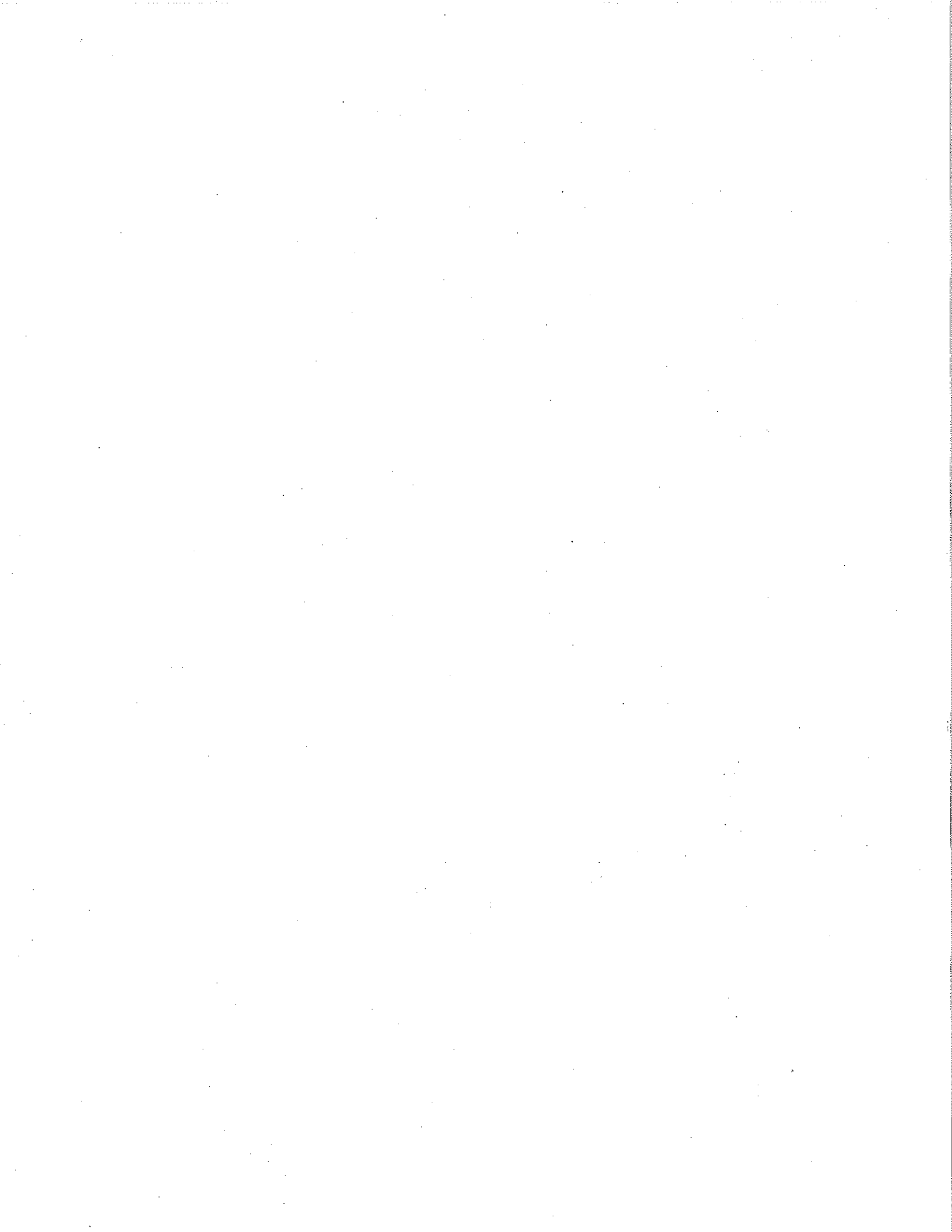


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***Appendix B***

Safety Action Report

Safety Action Report Instructions





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

# Safety Action Report

**EMPLOYEE'S NAME/PHONE NUMBER:** \_\_\_\_\_

## 1. Investigation Activities Completed:

Interviews:  Employee     Witness     Supervisor     Other: \_\_\_\_\_  
 Inspections:  Equipment     Materials     Location     Other: \_\_\_\_\_  
 Reviews:     Procedures     Training Record     Other: \_\_\_\_\_

## 2. Causative Factors:

Causes:  Employee     Procedures     Equipment     Work Environment     Materials  
 Comments: \_\_\_\_\_

Employee's concurrence w/findings:     I Agree     I Disagree    \_\_\_\_\_ Date: \_\_\_\_\_

## 3. Recommended Corrective Action:

|   |  |
|---|--|
| <input type="checkbox"/> No Action Required                 | <input type="checkbox"/> Replacement, repair or improvement of equipment |
| <input type="checkbox"/> Discipline employee                | <input type="checkbox"/> Modify or improve worksite                      |
| <input type="checkbox"/> Train employee in proper procedure | <input type="checkbox"/> Use alternative materials                       |
| <input type="checkbox"/> Develop or modify procedure        | <input type="checkbox"/> Other: _____                                    |

## 4. Description of Corrective Action:

\_\_\_\_\_

**5. Costs:**     No Cost     Est. Cost \$ \_\_\_\_\_     Budgeted     Cap. Outlay Req'd     Cap. Impvt. Req'd

## 6. Signatures

|  |            |   |            |
|--|------------|---|------------|
| Recommended: ✓ _____<br>Supervisor                       | Date _____ | Reviewed: ✓ _____<br>Safety Action Team               | Date _____ |
| Authorized: <input type="checkbox"/> _____<br>Supervisor | Date _____ | <input type="checkbox"/> Concur w/ Recommendation     |            |
| and/or   |            | <input type="checkbox"/> Recommend Alternative Action |            |
| Authorized: <input type="checkbox"/> _____<br>Director   | Date _____ | <input type="checkbox"/> Recommend Additional Actions |            |
| Completed: ✓ _____<br>Supervisor                         | Date _____ | Finalized: ✓ _____<br>Safety Action Team              | Date _____ |



# Safety Action Report Instructions

## 1. Investigation Activities

- Indicate all of the actions that you have taken to investigate the incident or condition that has been reported.

## 2. Causative Factors

- Once you have determined the causative factors of the incident or condition, review them with the individual who originated the report.
- Have the originator indicate if they are in concurrence or disagreement with your findings, and then have them sign the report in Section 2.
- Give the originator the pink copy of the form after they have signed it.

## 3. Recommended Corrective Action

- Indicate the corrective action that you feel should be taken as a result of investigating the reported incident or condition.
- If you feel that "No Action" is required, please explain why in Section 4

## 4. Description of Corrective Action

- Try to be as clear and legible as you can in filling out the description of your recommended action. Also, in filling out this section it is requested that you print.
- Try to be brief and concise in describing your recommended action. Yet, try to provide as much information as necessary to be complete in your explanation. You may attach an additional sheet if necessary.
- Whenever necessary, include or attach a sketch.

## 5. Costs

- Identify the costs of corrective action only. Do not include the costs of medical treatment or damage repair in this section.

## 6. Signatures

- Obtain the appropriate signatures as determined by the Safety Process Report.
- Retain the yellow section for your records, and turn in the white copy to:

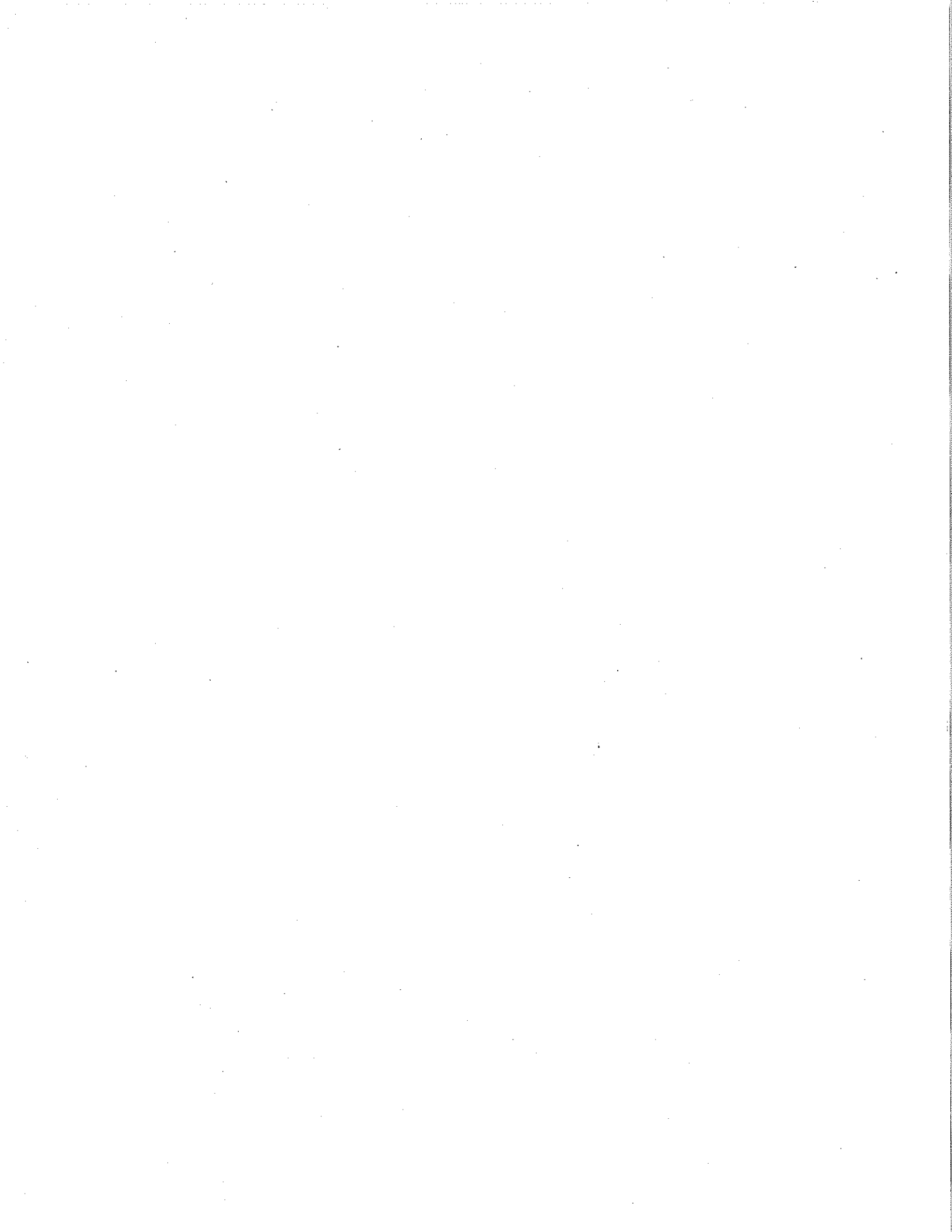
\_\_\_\_\_ or \_\_\_\_\_



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## ***Appendix C***

### City of San Rafael Safety Policies







## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Bloodborne Pathogens                |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Bloodborne Pathogens

**PURPOSE:** The City of San Rafael has established this policy to establish procedures to work safely with or around infectious materials. A written program is required to ensure proper procedures are followed in order to eliminate or minimize employee exposure to such materials.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 5193

**RESPONSIBILITY:** All City employees who may come in contact with blood or other potentially infectious materials should be familiar with the content of this policy.

The City will develop and maintain a written Exposure Control Plan for identified work tasks that could result in an exposure incident. If needed, the plan will be developed with the necessary components as specified within the California Code of Regulations.

**DEFINITIONS:** Exposure Incident is defined as a instance where bodily fluids comes into contact with mucous membranes (eye, mouth) or non-intact skin (i.e. open cut) resulting from performance of one's duties.

Universal Precautions is an approach in which all human blood and bodily fluids are treated as if there were infected with bloodborne pathogens. Precautions include preventing physical contact with and splashing of fluids.

**CONTROLLING POTENTIAL EXPOSURES:** If it can't be determined that the material is not a bodily fluid, all employees shall use Universal Precautions in order to prevent contact. Bodily fluids will be appropriately cleaned and the impacted area disinfected by the end of the shift that the incident occurred. Cleaning and disinfecting will be done by appropriately trained staff, wearing proper personal protective equipment (PPE). All waste resulting from clean-up will be immediately disposed of.

Any employee working with bodily fluids, while working and wearing proper PPE, shall wash their hands immediately as a washing facility is available. Any laundry that has been contaminated with blood or other bodily fluids shall be properly disposed of or laundered if deemed appropriate.


**PERSONAL PROTECTIVE EQUIPMENT:** PPE may include gloves, gowns, face shields, eye protection, mouthpieces, ventilation equipment, or any other item that prevents the permeation of bodily fluids. Disposable, one-time use gloves will be made readily available to all City employees expected to come into contact with bodily fluids. Other PPE will be provided as deemed necessary. If splashing of bodily fluid is expected, respiratory and eye protection shall be worn by employees.

## Bloodborne Pathogens

**TRAINING:** City employees who could potentially be exposed to bodily fluids will receive training specific to the requirements of this policy. This training will include an explanation of the Bloodborne Pathogen regulations, possible modes of transmission, any existing Exposure Control Plan, symptoms of disease(s), methods to identify potential risks, proper cleanup and disposal, PPE, and other relevant information. Records of the training will be maintained by Departments.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure that policy provisions are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Northhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |  |
|----------------|--|
| Subject:       | Chemical Storage, Handling, & Transportation |
| Issue Date:    | August 15, 2008                              |
| Revision Date: |  |
| Prepared By    | City of San Rafael Safety Committee          |
| Approved By:   | Ken Nordhoff, City Manager                   |

### Chemical Storage, Handling, & Transportation

**PURPOSE:** The City of San Rafael has established this policy to ensure the safe storage, handling, and transport of chemicals and other hazardous materials.

**REFERENCE:** California Code of Regulations Title 8 Sections 4650 & 5164.

**RESPONSIBILITY:** All City employees shall ensure that hazardous materials are properly stored, handled, and transported as per existing regulations. The City will provide necessary training to impacted employees.

Contractors shall ensure they follow all applicable regulations anytime they work on City premises.

**HANDLING GUIDELINES:** All employees working with hazardous materials will be trained on proper use of the materials, storage, and their respective material safety data sheets (MSDS). Extreme care will be exercised by all personnel handling or working with acids, caustics, petroleum products, chlorine or other gases; this also applies to transporting activities.

1. Handle tools carefully working around acid or other chemicals to avoid dropping them where they may cause a splash.
2. After tools have been near corrosive chemicals, clean them thoroughly by neutralizing with lime baking soda.
3. All spilled materials will be cleaned up immediately if the spill is minor and can be done safely. Large spills will require immediate evacuation. Cleanup of such spills will be done by a contractor specifically trained for such clean-up activities.
4. Only authorized, licensed personnel will use pesticides, herbicides, fungicides, or any agricultural chemicals having critical toxicity ratings.
5. Make sure employees know how to handle chemicals, understand how to dispose of them and know where to find the Material Data Safety Sheets (MSDS).

**STORAGE GUIDELINES:** Storage of all hazardous materials first shall be evaluated to ensure compatibility. If necessary, materials will be stored in sufficiently separated areas. Ventilation of the storage area may be required.

All materials will be stored in compatible containers. Containers of injurious chemicals or hazardous substances will be plainly labeled with proper identification information (i.e. name, hazard, etc.). The labels should clearly communicate the hazards and what precautionary measures should be taken. Each container shall be stored in a manner that prevents physical damage and/or deterioration. Signs stating "Proper Safety Equipment Required" will be posted in the storage areas of chemicals, hazardous substances, pesticides, and herbicides.

## Chemical Storage, Handling, & Transportation

Compressed gas cylinders will be stored away from any sources of heat (flame, radiant, electric arc, etc.) and in a manner that prevents them from falling. The storage area should be clearly labeled, ventilated, and protected from possible falling or striking hazards. Regulators shall be removed any time the cylinder is to be stored and the valve cap securely fastened.

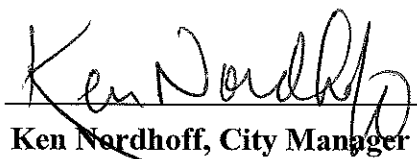
**PERSONAL SAFETY:** If employees come into physical contact with hazardous materials, they should immediately implement treatment procedures provided on the MSDS, and report to a doctor or emergency room immediately thereafter. Eyewash and other emergency kits may be necessary in chemical, hazardous materials, pesticide, and herbicide storage areas.

**TRANSPORTATION:** The majority of hauling of hazardous materials will be performed by the supplying vendor. On occasion, the City may be required to transport chemicals and/or hazardous materials. If so, all hazardous materials will be transported in strict adherence with CalTrans regulations.

**TRAINING:** City employees working with or around hazardous materials will be trained on proper storage, handling, and transportation of materials they are expected to work with.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Confined Space Safety               |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Confined Space Safety

**PURPOSE:** The City of San Rafael has established this policy to establish procedures to be implemented for safe work in and around confined spaces. A written program is required to ensure proper procedures are adhered to prior to entering a permit-required confined space.

**RESPONSIBILITY:** The City will evaluate work spaces and identify permit-required confined spaces. These spaces and associated hazards will be communicated to affected employees and contractors expected to work within the designated space(s).

All City employees who enter, permit, or assist work being conducted in confined spaces shall be familiar with the content of this policy.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around confined spaces on City premises. Copies of required entry permits will be provided to the City.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 5157.

**DEFINITIONS:** To be a confined space, three criteria must be met: 1) large enough and configured in a way that an employee can gain entrance to and work within, 2) has limited or restricted means of entry or exit, and 3) is not designed for continuous occupancy. Examples of confined space include storm drains, sewers, vaults, manholes, pump stations, etc.. These spaces may require an entry permit if the atmosphere has the possibility of becoming hazardous or an engulfment hazard exists.

Permit-required confined space may meet one of four conditions: 1) hazardous atmosphere, 2) engulfment hazard, 3) configuration of a space such that the employee could be trapped, or 4) has a recognized safety or health hazard. These spaces require evaluation and a permit system to be completed prior to entry.

**ENTRANCE COVERS & OPENINGS:** Employees shall ensure that hazards associated with removing a cover are eliminated. This includes back strain that may occur due to a heavy load or traffic near a manhole. Any open entrance that creates a fall hazard will be sufficiently guarded with a railing or temporary barrier.

**HAZARDOUS ATMOSPHERE:** A hazardous atmosphere is an ambient condition that could result in incapacitation, unconsciousness, impairment of one's ability for self rescue, injury or possibly death. This includes gas/vapor concentrations exceeding 10% of the lower explosive limit (LEL); oxygen concentrations outside the normal range (19.5-23.5%); and elevated airborne concentrations of contaminants.

## **Confined Space**

---

If a hazardous atmosphere is detected, all employees will evacuate the space. It may also be necessary to evacuate the area immediately adjacent to the confined space. An evaluation of the space will be conducted to determine the cause of the hazardous atmosphere so that measures can be implemented to prevent subsequent occurrences and safe entry to the space can occur.

**NON PERMITTED CONFINED SPACES:** Confined spaces that meet the following criteria do not require a permit prior to entry: 1) forced air ventilation is shown to be sufficient in maintaining a safe atmosphere, or 2) past monitoring and inspection data show the space can be entered safely.

**PERMIT REQUIRED CONFINED SPACES:** Access to these spaces will be limited to authorized personnel, including employees who have had proper training. Access to these spaces will be secured to prevent unauthorized persons from entering. All confined spaces will be considered permit-required unless they have been evaluated and proper determination has been made showing a permit is not required. If an evaluation can't be completed, the space shall be permit-required and controls shall be implemented following the worst-case scenario.

Prior to entering a permit-required space, the air must first be tested. The space will not be entered until the oxygen content, LEL, and potential airborne contaminants have been evaluated and documented to be within acceptable ranges. Testing will be continued periodically until the work is completed and the employee exits the space. Hazards that are present will be engineered out, or appropriate personal protective equipment (PPE) will be implemented.

Forced ventilation can be used to ventilate the employee's immediate work area of the employee and will be operated for the entire time the employee is in the space. Ventilation systems/ blowers will be stationed as such so as to provide clean air to the space. Care should be taken to ensure the blower is supplying air from a "clean source" and not supplying vehicle exhaust or other contaminants to the space.

Rescue and emergency procedures will be discussed prior to entry. This includes obtaining additional emergency services (i.e. Fire Department, EMT, etc.) and identifying route(s) to the nearest hospital.

**ENTRY PERMIT:** Prior to entering a permit-required confined space, City employees will complete an entry permit. This permit will include the authorized entry date, location, purpose of entry, personnel (entrant, attendant, and supervisor), existing hazards, results of pre-entry monitoring, rescue and emergency procedures, communication procedures, equipment to be used (i.e., fall arrest, respirator, blower, etc.), and other pertinent evaluation information (i.e., engulfment hazard and associated protective measures). The permit will be signed by the person conducting evaluation of the space. This permit will be reviewed with the employee entering the space, entry attendant, and entry supervisor prior to entry.

The entry supervisor must sign the entry permit after it has been reviewed and prior to entry. The permit shall then be posted at the confined space entrance or easily accessible at a location nearby.

Each permit will cover only the instance for which it was signed. Completed and canceled permits will be kept on file for a minimum of one (1) year so they may be used in future evaluations of the same confined space.

**ENTRANT:** An entrant is someone who enters a confined space. They will be familiar with the hazards of the space and be adequately trained on equipment and communication devices that will be used. Entrants will maintain communication with attendants and alert them of any dangerous situation.

**ATTENDANT:** An attendant is someone who maintains communication with the entrant from outside the confined space and recognizes potential hazards before they arise. Attendants will be responsible for monitoring work activities and atmospheric conditions during work. They will be familiar with the hazards associated with

## Confined Space

the specific entry along with possible behavioral effects of exposure to the identified hazard (e.g., nausea associated with hydrogen sulfide) and will be responsible for initiating rescue or emergency services. At no time should the attendant be taken away from monitoring the entrant.

**ENTRY SUPERVISOR:** Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

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

**RESCUE & EMERGENCY SERVICES:** At least one (1) appropriately trained person appropriately trained will be immediately available to perform non-entry rescue and emergency services. They will be familiar with the necessary equipment to assure a safe non-entry rescue. These persons will practice non-entry rescue procedures at least once annually and be certified in first aid and CPR. The San Rafael Fire Department shall provide confined space entry rescue.

**POSTINGS:** Postings will be placed at the entry of all permit-required confined spaces. These postings shall read, "DANGER – PERMIT REQUIRED CONFINED SPACE. DO NOT ENTER."

**ATMOSPHERE TESTING REQUIREMENTS:** Prior to employee entry, the atmosphere within any closed vessel or confined space must be tested with an approved testing device to establish the presence or lack of explosive or toxic gases, and/or lack of proper oxygen level. If a dangerous gas, vapor or low oxygen content is found prior to entry, the atmosphere will be made safe by mechanical venting as required by the policy.

The atmosphere of any confined space will be constantly monitored by approved testing equipment. Each department is responsible for assuring that employees receive adequate training in the use of testing equipment.

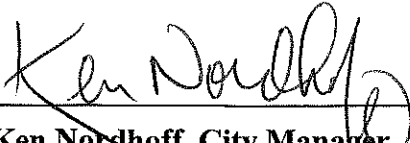
When working in a confined space, no entry will be made, and no work will be done, without a trained second person available for emergencies.


**SAFETY LINES REQUIREMENTS:** Any work that requires entering a sanitary-sewer manhole, a storm-sewer manhole, or the use of respiratory equipment will require that the employee be equipped with and wear a safety line which will be manned at all times by the attendant.

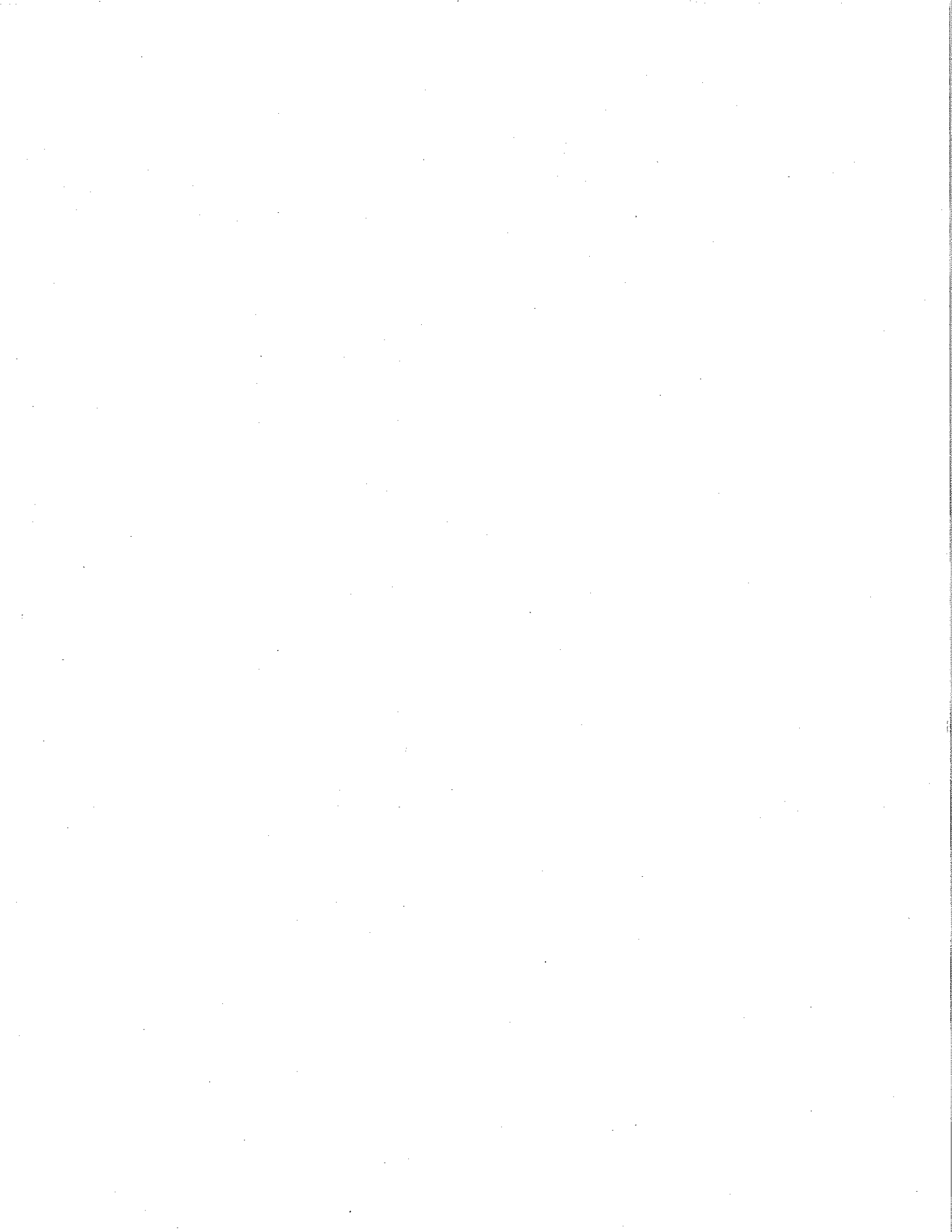
**TRAINING:** City employees working in or around confined spaces will receive training specific on the requirements of this policy. This training will include assigned duties, air monitoring, entry permits, and other proper entry procedures. Employees are required to be knowledgeable of the monitoring, communication, and protective equipment. Human Resources will maintain records of this training.

**PROGRAM EVALUATION:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

  
\_\_\_\_\_  
Date







**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Electrical Safety                   |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Electrical Safety**

**PURPOSE:** The City of San Rafael has established this policy to establish requirements that shall be followed by those City employees working with, or around electrical systems. This policy also establishes criteria that electrical equipment should meet in order to be operated safely.

**RESPONSIBILITY:** The City will label electrical hazards with signs reading, “DANGER ELECTRICAL HAZARD, AUTHORIZED PERSONNEL ONLY.” Any City employee who works with, or near electrical systems shall be knowledgeable on how to work safely around electrical hazards.

Contractors and other employers working on City premises will be required to adhere to safety policies defined herein and applicable regulatory requirements.

**ELECTRICAL SAFETY REQUIREMENTS:** Electrical work shall only be performed by individuals who have been adequately trained. All City employees shall consider that all apparatuses and electrical lines are energized unless they have been tested and found to be de-energized or cleared.

Electrical hazards will be reported immediately to the appropriate supervisor. This includes steam, water, or oil leaks observed near electrical equipment and overheating or sparking equipment. If possible, these devices will be shut down immediately and reported. The equipment shall not be used until proper repairs have been implemented.

Working surfaces will be kept dry when working with, or near an electrical apparatus. Do not attempt to use or start any electrical equipment if hands are wet or if standing on a wet surface. All portable and fixed electrical equipment must be securely grounded before using. No employee will operate equipment or machinery within ten (10) feet of a power line.

Employees will follow all procedures specified in the City’s Lock Out/ Tag Out policy to ensure proper locking and bleeding of energy sources, including electrical. A switch will not be closed without full knowledge as to why the circuit is open. The tag on the switch will be removed only by the person who tagged the switch open.

**ELECTRICAL EQUIPMENT REQUIREMENTS:** All powered equipment will be periodically inspected to ensure it is in good working condition, including electric cords. Any equipment found not to be in good working condition shall be marked for repair or discarded immediately. Conditions that may render a piece of equipment not in good working condition including frayed power cords, deteriorated insulation, missing grounding prong on cord plug or other unsafe conditions. The use of makeshift or over-capacity fuses and circuit breakers is prohibited as is the overloading of electrical outlets.

## Electrical Safety

**MECHANICAL LIFTS:** Booms, elevating buckets and lifts will be operated so that a clearance of ten (10) feet from power lines is maintained.

**PERSONAL PROTECTIVE EQUIPMENT:** Employees may be required to wear appropriate personal protective equipment (PPE) to protect from electric shock. All PPE will be maintained in good condition. If it is found that the insulating material has become worn or degraded, the condition of the PPE shall be reported and the equipment replaced.

**TRAINING:** City employees working with, or around electrical systems will undergo safety awareness training on the hazards associated with such work and proper inspection procedures. Training will also include the proper maintenance and use of Personal Protective Equipment.

**PROGRAM EVALUATION:** The City will review and revise this policy as necessary. This will be done to ensure provisions are being effectively implemented and that this policy covers current conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Emergency Procedures                |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Emergency Procedures

**PURPOSE:** The City of San Rafael has established this policy for emergency incidents that require immediate actions. The steps laid out by this policy should be followed if you witness a fire, medical emergency, hazardous materials spill, earthquake, bomb threat or other emergencies.

**MANAGEMENT RESPONSIBILITIES:** Managers and supervisors are responsible for communicating these action steps to all employees in their respective departments. They are also responsible for communicating additional information, as it becomes available, to employees.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 3220.

**STAFF RESPONSIBILITIES:** All employees are responsible for knowing these action steps and implementing them in case the described instances occur.

**EMERGENCY ACTION PLANS:** Each City facility or Department shall establish a specific Emergency Action Plan (EAP) that should be followed in case of an emergency. The EAP shall include 1) emergency escape routes, 2) critical operation procedures, prior to evacuation, 3) procedures to account for all City personnel after evacuation, 4) rescue and medical duties, 5) alarm systems, and 6) training. The purpose of the EAP is to ensure emergency evacuation procedures have been communicated to each City employee.

**HOW TO CALL:** Dial 9-9-1-1 if you are using a telephone within the City phone system. If you are using a pay phones or other phones outside the City phone system, dial 9-1-1. Be sure to speak the following calmly and clearly:

1. "This is a (type of incident – e.g., automobile accident) emergency";
2. "I need the (fire department, police department, or paramedics)";
3. Explain exactly what the problem is;
4. Give the location of the incident/victim, this may include the nearest cross street;
5. Provide your name;
6. DO NOT HANG UP until asked to;
7. Follow any instructions you are given.

Note: If using a cell phone, tell the call-taker immediately what city you are calling from and what type of emergency you have. Different emergency services use different dispatch centers. With the correct information, the call-taker will transfer you to the right center and then you can proceed with the above listed procedure.

## Emergency Procedures

**FIRE EMERGENCY ACTION STEPS:** Follow these steps in a fire emergency.

1. Go to the nearest exit;
2. Activate the building alarm system (if applicable);
3. Proceed to pre-designated evacuation area;
4. Call 9-9-1-1;
5. Wait for further instructions from your supervisor.

**MEDICAL EMERGENCY ACTION STEPS:** Follow these steps in a medical emergency:

1. Try to determine what happened to the victim (fall, unconscious, heart attack, etc.);
2. Call 9-9-1-1;
3. Notify supervisor (both yours and theirs, if known);
4. DO NOT move the victim, unless there is danger from a fire or other hazard;
5. Apply first aid according to your ability;
6. Watch for, or have others watch for, emergency vehicles to assist them locating the victim.

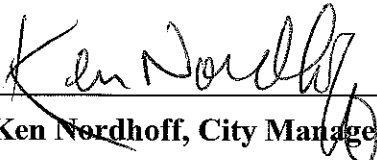
**HAZARDOUS MATERIAL EMERGENCY ACTION STEPS:** Follow these steps during emergencies involving hazardous materials (e.g., spill, accident, etc.):

1. Evacuate the area. DO NOT attempt to stop/prevent release of the material;
2. Call 9-9-1-1. Provide as much information as possible (color of the material, odors, placard info, etc.);
3. Notify your supervisor;
4. Stay out of contact with, and upwind of, the material;
5. Notify and keep others out of the immediate area of the incident;
6. Watch for, or have others watch for, emergency vehicles to assist them locating the incident.

**EARTHQUAKE EMERGENCY ACTION STEPS:** Follow these steps if an earthquake occurs:

1. If indoors, stay there. Get under a desk or table, stand in a corner, or crouch next to a sturdy object that may be able to support falling objects. If outdoors, get into an open area away from trees, buildings and power lines;
2. After the earthquake, check for injuries (follow steps provided in Medical Emergency Section);
3. DO NOT use the telephone unless there is a serious emergency.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Fall Prevention                     |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Fall Prevention**

**PURPOSE:** The City of San Rafael has established this policy for City employees to prevent fall related injuries.

**RESPONSIBILITY:** The City will provide all necessary fall arrest systems and training to ensure proper use of fall protection equipment. In the case of a fall, the City will ensure prompt rescue.

All City employees must wear appropriate fall protection when working above ground, near ledges, poles, towers or other locations where falls in excess of 7½ feet could occur. This policy also requires fall protection for employees working on elevated poles, towers, scaffolds, among other structures.

Contractors working on City premises will be required to adhere to fall protection requirements.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 1637, 1670, 3209, 3276, 3277, and 3279.

**FALL ARREST:** Employees will use lifelines or lanyards as part of a fall arrest system. These should be capable of locking and used under a qualified individual’s supervision. Lanyards and lifelines will have a breaking strength of 5,000 pounds. Each employee will also have separate lifelines. City employees will take the necessary precautions to protect lanyards and lifelines from being cut or abraded.

All fall arrest systems will limit free fall to less than two (2) feet. Therefore, lifelines will be secured to an anchor at a height not lower than the employee’s waist. The lifeline will attach to a harness in the center of the employee’s back, near shoulder level or above the head. Employees will use fall arrest equipment according to its intended purpose.

All lifelines and lanyards will be attached to an anchor capable of withstanding four (4) times the intended load. If horizontal movement is required, the lanyard will be anchored in such a way that it will slide with the employee.

All personal fall restraints used by the City will be labeled as meeting the requirements of ANSI A10.14-1991 or ANSI Z359.1-1992. Employees will follow all manufacturers’ instructions to ensure proper use of fall protection.

**GUARDRAILS:** Guardrails shall be present on all stairwells, ramps, and on all sides of unenclosed elevated work locations. The top of guardrails should be 42-45 inches from the floor and be able to handle a live load of twenty (20) pounds per linear foot in any direction. Other means of protection may be required in situations where guardrails can’t be installed or they create an additional hazard.

## Fall Prevention

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**HOISTS:** Typically, employees will not be elevated on hoists. However, if it is required, the lifeline will be rigged to bring employees to the edge of the work area and no further.

**LADDERS:** All City employees are required to use approved ladders in necessary situations; crates, chairs or boxes will not be used as a substitute. Employees shall ascend and descend permanent and portable ladders while facing the ladder. Both hands will be used while climbing. Employees are not allowed to carry materials while on a ladder which would prevent the use of both hands. No employee will stand on the top wrung of a ladder and will follow the manufacturer's instructions.

The City will use portable ladders made of metal or fiberglass. All ladders will have safety feet. Rungs will have some means of skid-resistance. Single section ladders shall not exceed thirty (30) feet in length. Two (2) section ladders shall not exceed forty-eight (48) feet in length. Step ladders shall not exceed twenty (20) feet high. Ladders shall not be used in a blind doorway.

Fixed ladders will be designed for a live, single load of 200 pounds with rungs  $\frac{3}{4}$  inches in diameter. All rungs will be kept in a condition free of hazards. All fixed ladders will be placed in a location with adequate clearance. Ladders reaching the height of twenty (20) feet will have a platform at the top.

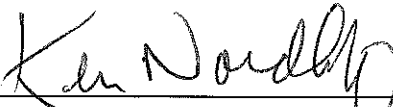
All ladders, portable and fixed, will be maintained in good usable condition and free of greasy or oily substances. Any damage to ladders will be reported immediately so necessary repairs can be done. No more than one (1) person should be on a ladder at a time. No metal ladder shall be operated around electrical equipment.

**INSPECTION:** Employees will inspect the fall arrest system and intended anchor before each use. If the system is found to be defective, it shall be taken out of service. Inspections of all equipment will be done at least twice annually or according to manufacturer's instructions. Records of these inspections, including the date, will be maintained by departments. A piece of equipment may need to be inspected by a professional if it endures an impact load.

**TRAINING:** Only trained personnel will be allowed to work in locations or operations where fall protection is required. Training will include a description of hazards, proper procedures for using fall protection, equipment limitations and inspection.

**PROGRAM EVALUATION:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Fire Prevention                     |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Fire Prevention

**PURPOSE:** The City of San Rafael has established this policy to establish fire prevention procedures.

**RESPONSIBILITY:** All City employees shall be familiar with the content of this policy.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Section 3221.

**GUIDELINES:** Fire requires three things: oxygen, fuel source and a flame. If you observe a condition where a fire hazard exists, report it immediately to a supervisor.

**SMOKING:** No open flames or smoking will be permitted in areas where flammable gases or liquids are stored or used. "No Smoking" and "No open Flames" signs will be posted.

**MATERIAL STORAGE & HANDLING:** Departments shall see that all chemicals and materials are stored properly. Flammable liquids will be stored and properly labeled in approved safety cans. Drums of flammable liquids will be stored in an upright position and dispensing will only be done with an approved crank-type pump. All drums of flammable liquids will be properly grounded.

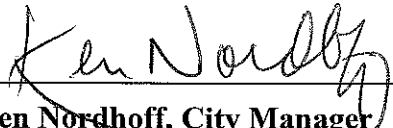
Oil and paint soaked rags will be stored only in approved safety containers. Disposal of such rags will only be in safe receptacles placed outside buildings daily, or in approved safety containers.

The dispensing of flammable liquids will be done in an approved mixing/dispensing room or outside. Transfer of flammable liquids will be done well away from open flames and other sources of ignition. Open-flame heaters, including water heaters, will be properly guarded and located. No clothing or combustible material will be stored in close proximity to any open flame or electric heater in such a manner as to permit ignition.

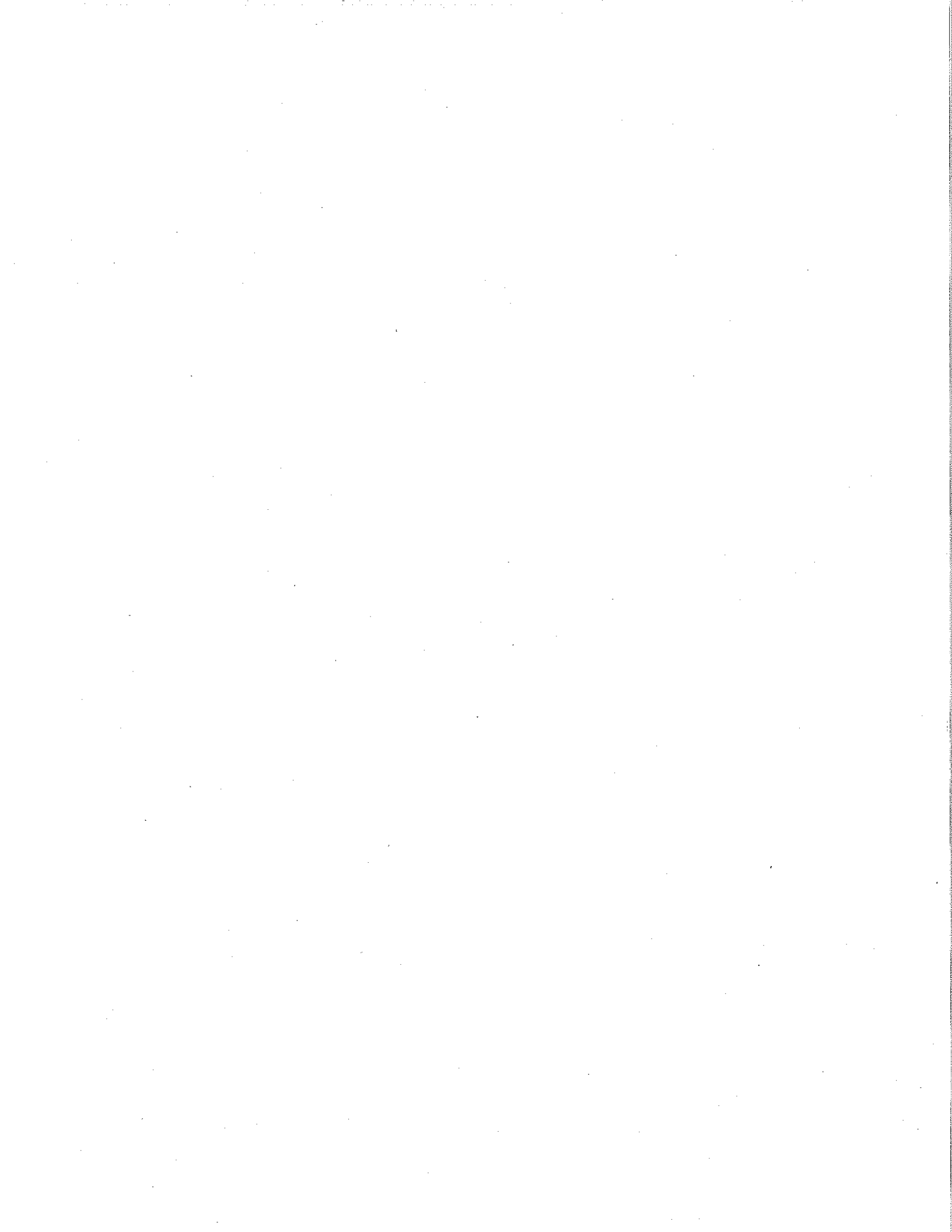
**WELDING OPERATIONS:** Welding will only be permitted in areas where there are no combustible or flammable contents and where there is no risk of fire.

**FIRE PREVENTION PLAN:** Departments working with hazardous materials and flammable materials shall develop a Fire Prevention Plan as required by Cal-OSHA. This plan shall identify: potential fire hazards; proper handling and storage procedures; control of ignition sources and fire protection systems that are in place. It will also identify those responsible for the fire protection systems and overseeing chemical storage. Once established, employees within the department are required to be trained on the plan's content.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date







**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Fire Safety                         |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Fire Safety**

The City of San Rafael has established this policy to ensure the safest conditions in the event of a fire. This policy focuses on actions to be taken in case of a fire.

**RESPONSIBILITY:** All City employees shall be familiar with the requirements of this policy.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Sections 1922 and 6151.

**TRAINING:** Employees are expected to know how to use fire extinguishers and will be provided training on the proper use and the associated hazards. This training will be done annually as required by Cal-OSHA.

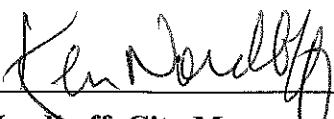
**FIRE EXTINGUISHERS:** Fire extinguishers are located throughout City buildings. The locations of these fire extinguishers will be clearly visible and communicated to City employees. Efforts will be made to ensure a maximum travel distance of seventy-five (75) feet to extinguishers, where deemed appropriate.

All City extinguishers will be inspected to ensure 1) an extinguisher is indeed present where marked, 2) it is pressurized, and 3) it is in good condition. Extinguishers will be serviced annually by persons licensed by the State Fire Marshal. When an extinguisher appears to be in suspect condition, report it immediately.

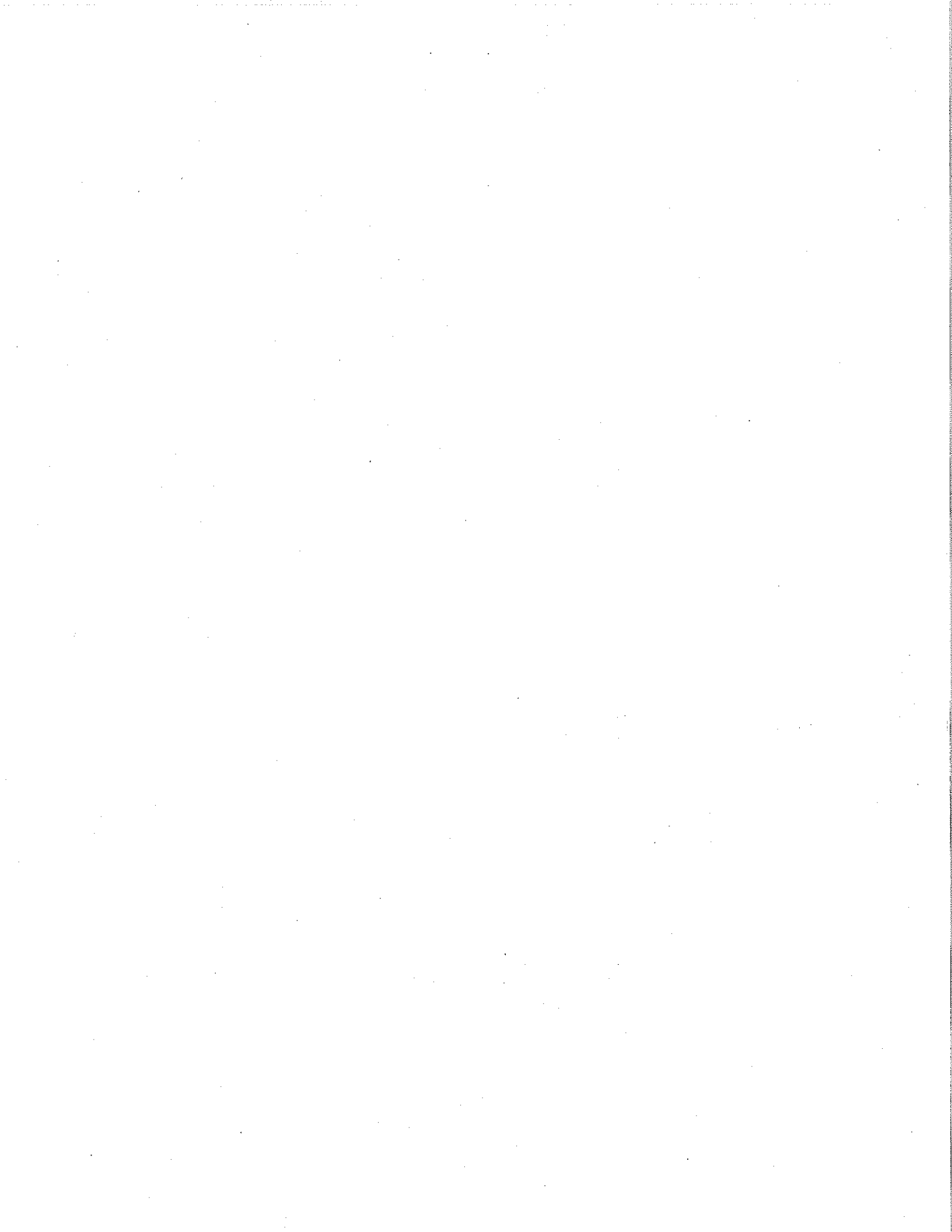
Approved fire extinguishers (Dry chemical) will be provided in all areas for storing, dispensing, mixing or handling of flammable liquids is likely to occur. The type of extinguishers present will be based on materials present, fires anticipated and other factors. Employees must ensure the proper fire extinguisher is used for the proper type of fire. If unsure, it is better to evacuate the area and call the Fire Department. Some extinguishers could exacerbate the fire (e.g., using a water extinguisher on electrical fires). Extinguishers containing carbon tetrachloride or chlorobromomethane agents are prohibited by the City.

**EMERGENCY EVACUATION:** Exit signs and directional exit signs, when required, will be properly maintained. Exit doors must be unlocked when the building is occupied. Free passage to, and through, these exits must be maintained at all times. All employees must know the exits from the building in which they work. More detailed emergency procedures are provided in the City's Emergency Procedures Policy.

**APPROVED BY:**

  
 \_\_\_\_\_  
**Ken Nordhoff, City Manager**

8-15-2008  
 \_\_\_\_\_  
**Date**





## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | First Aid & Medical Services        |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### First Aid & Medical Services

**PURPOSE:** The City of San Rafael has established this policy to define the intent of first aid and general first Aid administration procedures. The steps laid out by this policy should be followed if immediate and temporary care of an accident or illness is needed.

**INTENT:** The intent of first aid is to quickly determine the extent of an injury or illness, so as to minimize the severity of such event, by applying appropriate skills and not causing additional injury. First aid shall not be a substitute for medical attention administered by licensed professionals.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 3400 and 1512.

**RESPONSIBILITY:** Only trained personnel will administer first aid, in accordance with approved procedures as endorsed by the American Red Cross until ambulance services arrive or the injured person(s) reach the appropriate treatment facility.

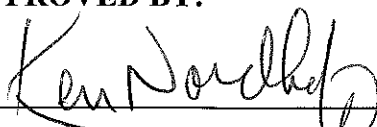
**FIRST AID KITS:** First aid kits will be maintained in all City facilities and in all City vehicles. First aid kits should be readily available and kit locations known to all affected personnel. In addition to basic first aid supplies, all first aid kits should include latex gloves and pocket facemasks for mouth-to-mouth resuscitation.

**WHAT TO DO:**

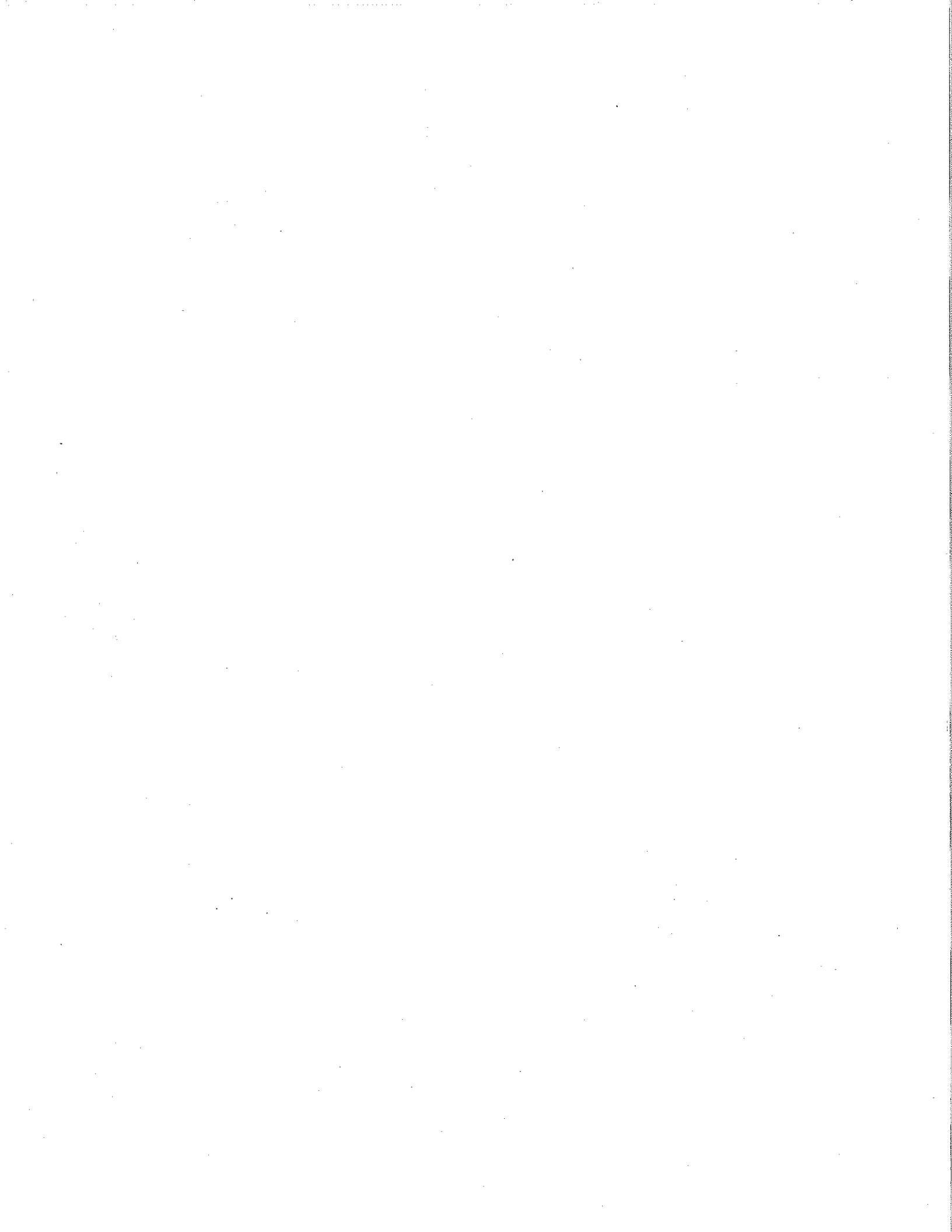
1. If in a City facility, in the event of emergency call **9-9-1-1 or the Fire Department (Fire Dispatch Emergency) at 415-453-1515**. Administer first aid until medical services arrive.
2. Keep the victim lying down until the severity of the injury is determined.
3. If the injured person has no pulse and is not breathing, administer CPR.
4. Treat for shock by keeping the victim warm and elevate feet eight (8) to twelve (12) inches.
5. Do not move an injured person unless it is to prevent further injury.
6. Do not give unconscious or semi-conscious victim water or other liquids.
7. Practice **Universal Precautions** to prevent contact with blood and body fluids.

**PERSONAL SAFETY:** Employees should use protection to prevent contact with blood and body fluids. See the Bloodborne Pathogens policy for further detail.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date





## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Gas Cylinders and Welding           |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Gas Cylinders and Welding

**PURPOSE:** The City of San Rafael has established this policy to develop safe working procedures for City employees that perform welding tasks and work with or around gas cylinders.

**RESPONSIBILITY:** Any City employee working welding operations and around gas cylinders.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Sections 1536, 1740, 4838, 4839, 4845, 4851, 4852, 4853, and 5150.

**INDOOR WELDING:** Welding indoors shall only be done when ample controls are in place. This includes either ventilation of the immediate work area or adequate respiratory protection. Ventilation at a minimum air velocity of 100 feet per minute (fpm) is required for potentially hazardous metals, fluxes or coatings. Examples include beryllium, cadmium, chromium, fluorides, lead, mercury and zinc. When using beryllium, supplied air respirators may be required.

No welding shall be done near degreasing or other operations involving chlorinated hydrocarbons. Interactions of ultraviolet radiation from welding and gaseous vapors may result in highly toxic gases.

**REGULATORS:** Employees must not use a cylinder of compressed gas without reducing the pressure through a regulator. Regulators must be selected for specific gases and pressures for which they are to be used. Repair to regulators will be done only by mechanics specializing in regulator repair. If a regulator is found to be operating poorly or is broken, it should be replaced immediately.

Regulators shall be connected following common "cracking" procedures. Before a regulator is removed from a cylinder valve, the cylinder valve will be closed and the gas released from the regulator. Regulators should not be connected or removed near open flames or live welding operations.

**HOSES:** Hoses for fuel gas and oxygen shall be easily distinguished from one another and shall not be interchanged. Typically, red hoses are for fuel gas and green hoses are for oxygen. Connections of these hoses shall be maintained according to Connection Standards and any hose or connection that has been found to be worn or in poor condition, should be replaced immediately. Hoses and connections should have backflow protection.

**TORCHES:** All torches should be inspected prior to use. Torches found to be clogged shall be cleaned. Lighting of torches shall be done by friction lighters or other approved devices.

**GAS CYLINDERS STORAGE:** Portable gas cylinders or containers will be handled with extreme care and will be stored in a well-ventilated location away from direct sunlight. All cylinders must be kept in an upright position

## Gas Cylinders and Welding

and chained or cabled to prevent their rolling or being knocked over. Valve protection caps shall be placed on cylinders while not in use and in transport. Nothing will be stored on top of cylinders to protect the valves.

All cylinders will be stored at a safe distance from welding operations. Cylinders containing oxygen shall be stored away from fuel-gas cylinders or other combustible materials. This includes a minimum distance of twenty (20) feet or a partition wall constructed of non-combustible materials that is at least five (5) feet high.

**GAS CYLINDERS USE:** Cylinders, gauges and other attachments must be approved for the type of gas used. At no time shall contents of one cylinder be transferred to another cylinder. No cylinders shall be allowed inside a confined space.

Cylinders should be opened slowly and no more than one and a half (1½) turns. This allows quick shut off in case of an emergency. All valves shall be opened slowly and all valves shall be shut off when not in use.

Some types of cylinders have special risks associated with them that shall be controlled. Keep oxygen cylinders and fittings away from oil and grease, and do not handle such cylinders or apparatus with oily hands, gloves or clothing. Also, acetylene shall not be generated, piped or used at pressures greater than fifteen (15) pounds per square inch (psi) of pressure. Chlorine cylinders and piping must be kept free of water and moisture. If a chlorine cylinder is leaking, clear the area, call the fire department for aid and clear the area downwind.

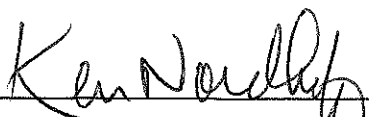
**WELDING GUIDELINES:** Welding will not be permitted in areas that are not authorized by management. Welders will be thoroughly familiar with the requirements of the Cal-OSHA requirements and will be qualified before being allowed to undertake welding. When welders are working in the vicinity of flammable and combustible materials, they shall be certain that approved fire-fighting equipment is nearby before starting any welding operations.

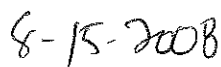
**ARC WELDING PROCEDURES:** Arc welding shall be done in isolated areas or booths separated by low reflectivity screens. Workers shall wear appropriate eye protection. Workers shall ensure cables are insulated, flexible and capable of carrying the necessary current. They also shall ensure proper grounding of welding and cutting machine frames.

The power supply will be shut off when the employee exits the work area.

**INERT-GAS METAL ARC WELDING PROCEDURES:** Special requirements shall be met before MIG or MAG welding can be done. This includes ensuring no chlorinated solvents are being used within two-hundred (200) feet of the welding area and that employees completely cover exposed skin to prevent ultraviolet burns. This type of welding shall not be done on stainless steel, unless additional controls are implemented.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

  
\_\_\_\_\_  
Date



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Hand Tools                          |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Hand Tools**

**PURPOSE:** The City of San Rafael has established this policy to ensure safe working procedure for City employees who work with hand tools.

**RESPONSIBILITY:** Any City employee who uses hand tools shall be familiar with the contents of this policy.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Section 3556.

**TRAINING:** Employees will be trained to use powered hand tools.

**GUIDELINES:** Only trained, competent personnel will operate drills, air hammers, and other powered hand tools. However, persons undergoing training may operate such power tools under the supervision of a trained and experienced person. Employees will only use tools that are clean and in good working condition. Employees shall always use proper tools for the proper job. Examine tools for flaws, correct sizes, and cutting edges before using. Defective tools will be tagged “defective” and removed from service, or disposed of.

Appropriate tools will be used for each task. Pliers and cutters will not be used on nuts, pipe fittings, etc. The wrench designed for the particular job will be used, and stored so the pull forces the jaws onto the nut or stud head. Whenever possible, only soft metal, hard rubber or rawhide hammers will be used for striking hardened steel or other brittle metals.

Adequate care will be exuded when working with all tools, but especially for those that might result in cuts and abrasions. Sharp pointed tools will be carried in sheaths instead of loose in the pocket. Keep hands out of the path of sharp tools. When using knives or chisels, cut away from you body instead of towards you body.

Employees shall routinely clean up their immediate work area. This will be done to ensure others don’t slip or trip over tools and other work materials.

When using pneumatic tools, always shut off air at manifold and bleed air hose before disconnecting machine, hand tools or air hose. Portable air drills, air hammers, air chippers, etc., will be equipped with a hand grip switch, which will shut off the supply of air when the grip is released.

If work is to be done in a confined space that requires the use of hand-held power tools, the atmosphere should be tested for the existence of explosive vapors. The selection and use of tools should be done to prevent the creation of sparks, unless the area of enclosure has been thoroughly ventilated.

**PERSONAL PROTECTIVE EQUIPMENT:** Use safety glasses, protective clothing, gloves, steel-toed boots, etc., appropriate to the task. Employees will not use power tools unless eye protection is worn. Eye protection will also be worn when cutting wire or strapping, which is under tension.

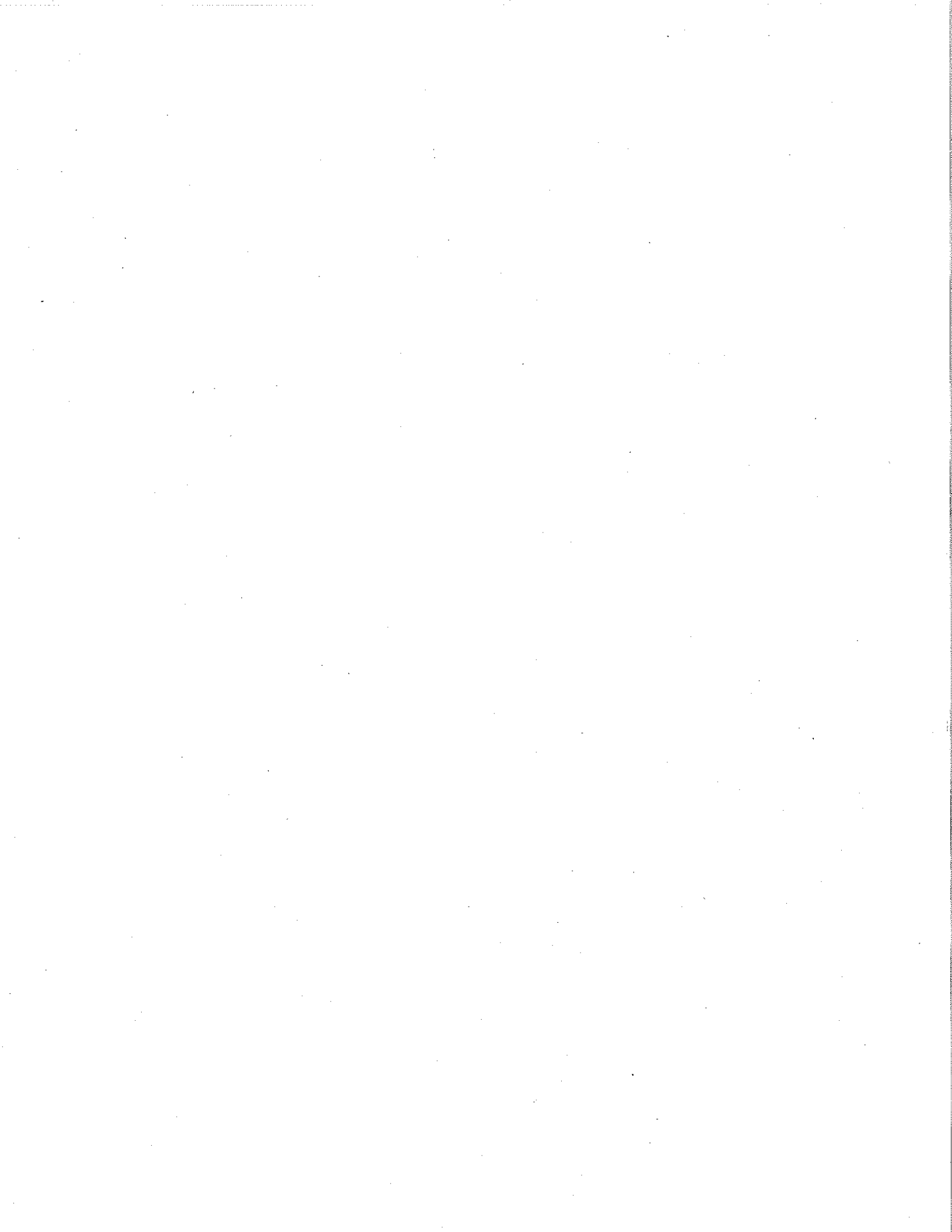
**GAURDS:** Guarding, if present, will be used at all times. Electric saws will be unplugged before changing blades. No employees will remove, replace or render inoperative any guard except for repair.

Since it sometimes becomes necessary to improvise and use other than the best type of tool for a specific job, allowance should be made for these circumstances and extra caution used.

**APPROVED BY:**

Ken Nordhoff  
Ken Nordhoff, City Manager

8-15-2008  
Date







**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Hazard Communication                |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Hazard Communication**

**PURPOSE:** The City of San Rafael has established this policy to ensure City employees are provided information about chemical or other substance hazards present in the workplace.

**RESPONSIBILITY:** The City will maintain this written Hazard Communication policy and communicate hazards associated with chemicals or materials on City premises to employees. Employees may be informed by labeling, training or other forms of warning. The City will also communicate this information to affected visitors, contractors and other employers on City properties.

All City employees shall know whether hazardous substances are present in the work place that the employee may potentially be exposed under normal or emergency situations. Employees may request information on hazards without being discriminated against.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Section 5194.

**MEANS OF COMMUNICATION:** The City will communicate hazards verbally or in writing by fax, email, placards, labels, or other means.

**LABELING:** All containers will have a label that identifies the contents, the appropriate hazard warnings and the manufacturer's name and address. Labels will be updated from time to time to communicate more current information. Labels will not be removed or defaced.

Operations or areas may also use placards, signs, process sheets, operating procedures or other written materials to communicate hazards. Regardless of the type of communication, all warnings must be legible in English and prominently displayed on the container.

This responsibility has been assigned to each City department. To further ensure that employees are aware of the hazards of materials used in their work areas, all secondary containers will be labeled. If applicable, department supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or a generic label; which have a block for identity and blocks for the hazard warning. No label will be removed or defaced until the container is emptied.

**MATERIAL SAFETY DATA SHEETS (MSDS):** The City will maintain a MSDS for all hazardous substances used for City work tasks. MSDS shall be kept in departments or in a central location. MSDS will be in English and provide detail regarding the chemical name(s), CAS number(s), physical properties, chemical properties associated physical and health hazards, potential routes of entry, exposure limits/ guidelines, safe handling requirements and control measures. If this information is missing, it should so be documented on the MSDS.

## HAZCOM

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The MSDS should also state whether the substance is listed on the National Toxicology Program (NTP) Annual Report on Carcinogens or whether it is defined as a potential carcinogen by the International Agency for Research on Cancer (IARC) or Cal-OSHA.

A MSDS may list chemical substances as being trade secrets. The actual substance name must be made available to health and safety employees or designated representatives as specified under CCR Title 8 Section 5194(i)(1)(D). This includes the purposes of conducting exposure assessments or medical emergencies.

MSDS will be kept either in specific departments and/or in central locations to which employees may readily access them. A designated supervisor from each department will be responsible for obtaining and maintaining the data sheet system as needed for their department or division. Each supervisor is responsible for reviewing incoming data sheets for new and significant health/safety. It is the supervisor's responsibility to pass any new information on to the affected employees prior to use of the product.

MSDSs are available to all employees in their work area for review during each work shift. If MSDSs are not available or new hazardous substances are in use that do not have MSDS, the departmental supervisor will be advised immediately.

When hazardous substances are introduced, the above items as they are related to the new material will be reviewed by each Supervisor in departmental safety meetings.

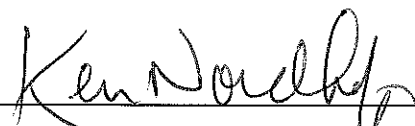
**TRAINING:** The City will provide training to affected City employees pertaining to hazardous substances in their work area(s). This training will be done near the time of hire and any time new hazards are introduced. Training will cover requirements of this policy and where it can be accessed, methods for assessing contaminant concentrations (e.g., gas monitoring), substances present, health hazards associated with substances, control measures, explanation of the labeling system and procedures for safe use of materials. Training will also detail emergency procedures.

Employees attending training will receive a training certificate that will be maintained in each employee's personal file.

**HAZARDOUS NON-ROUTINE TASKS:** Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, the department will research the project and each affected employee will be given proper instruction by their supervisor about hazards to which they will be exposed during such an activity. These instructions will include specific hazards to which the employees may be exposed and protective measures which must be utilized.

**PROGRAM EVALUATION:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Hearing Conservation                |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Hearing Conservation

**PURPOSE:** The City of San Rafael has established this policy to establish procedures to be implemented in order to prevent hearing loss injuries related to occupational exposure.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 5096 5097.

**RESPONSIBILITY:** The City will ensure resources to ensure adequate noise evaluation of work activities. If necessary, the City shall develop a Hearing Conservation Program. Departments will need to evaluate processes to determine which ones require hearing protection and enrollment of employees into a hearing conservation program. City employees are required to follow established hearing conservation procedures.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around materials requiring hearing protection on City premises.

**DEFINITIONS:** Audiometric testing is a method of measuring one's ability to hear various volumes at different frequencies. This is done to detect hearing loss and done by a licensed audiologist.

**HEARING PROTECTION:** Hearing protection will be provided to any employee exposed to an 8-hour time-weighted average (TWA) of 85 decibels or greater. Such protection will be replaced as necessary. The City will ensure that multiple options of hearing protection is available to employees to ensure the greatest effectiveness and comfort. Upon initial use, Department managers shall ensure the hearing protection is worn properly. Periodic inspections may be done as well.

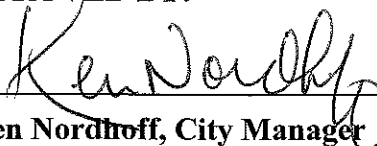
**HEARING CONSERVATION PROGRAM:** A written program shall be written if any employee is evaluated and found to be above a TWA of 85 decibels. Exposure may be assumed to be over this threshold or quantified by area or personal monitoring.

Any employee who is found to have noise exposure over this threshold shall receive an audiometric test (audiogram) within six months of being hired to establish a baseline. The audiogram is to be repeated annually thereafter unless work duties have changed and the employee is not longer exposed to noise above the Cal-OSHA threshold. These evaluations are to be provided free from cost to the employee.

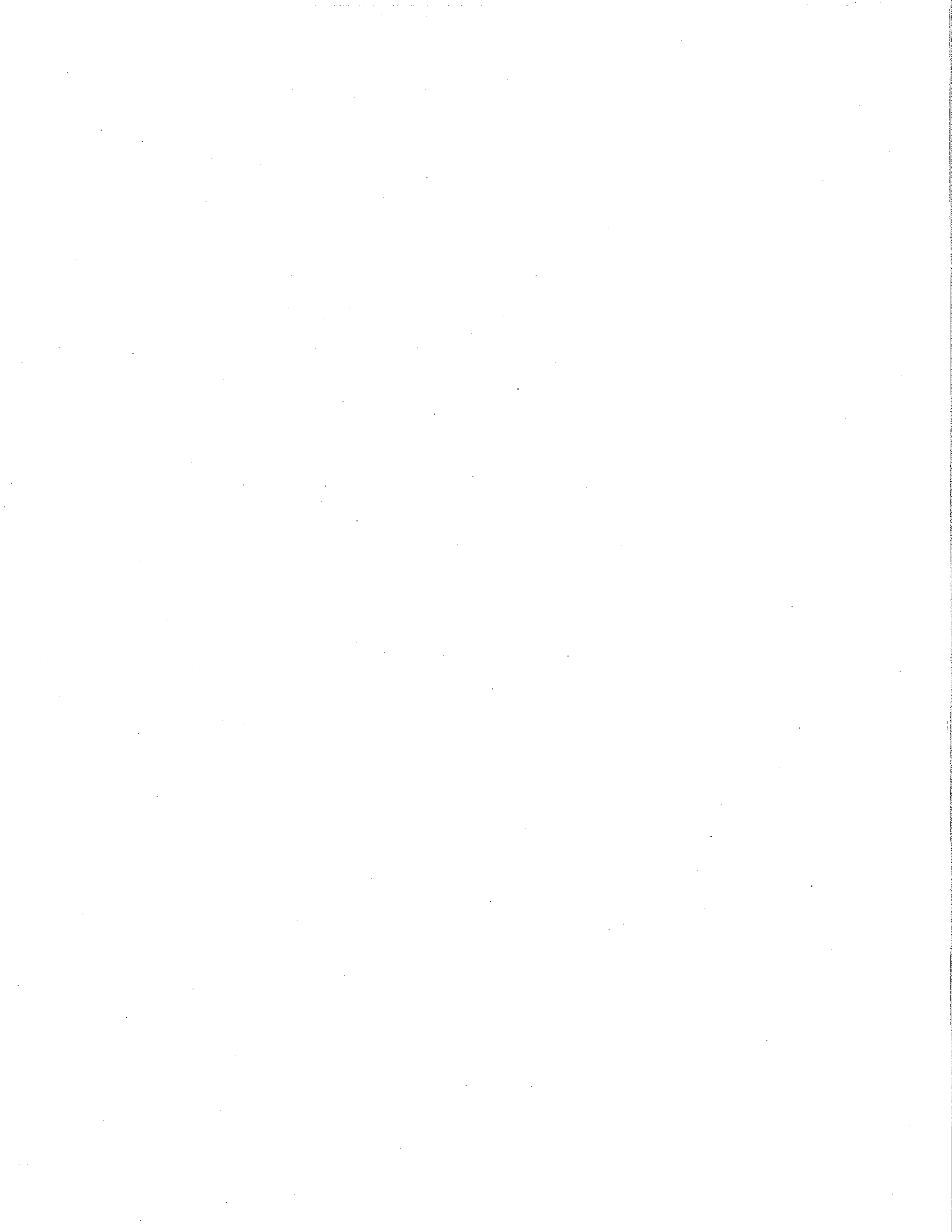
**TRAINING:** City employees working in or around equipment/ processes that create noise exposure above the 85 decibel threshold shall be trained on respective noise hazards and how to effectively wear hearing protection to prevent permanent hearing loss.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date





**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Heat Illness Prevention             |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Heat Illness Prevention**

**PURPOSE:** The City of San Rafael has established this policy to control the risk of occurrence of heat illness in outdoor work tasks of City employees.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 3395.

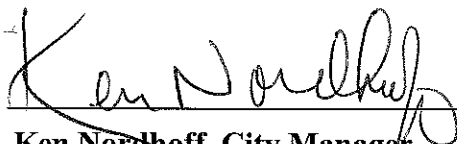
**RESPONSIBILITY:** The City will ensure that ample drinking water is provided for all City employees working outdoors. A minimum of 1 quart per hour per employee shall be provided during each shift.

Employees shall ensure they stay hydrated with the provided drinking water. If any City employee is believed to have heat illness, they shall be removed from the work duties and allowed to cool down in the shade or otherwise effective location. Medical attention shall be sought following any heat illness experienced by a City employee.

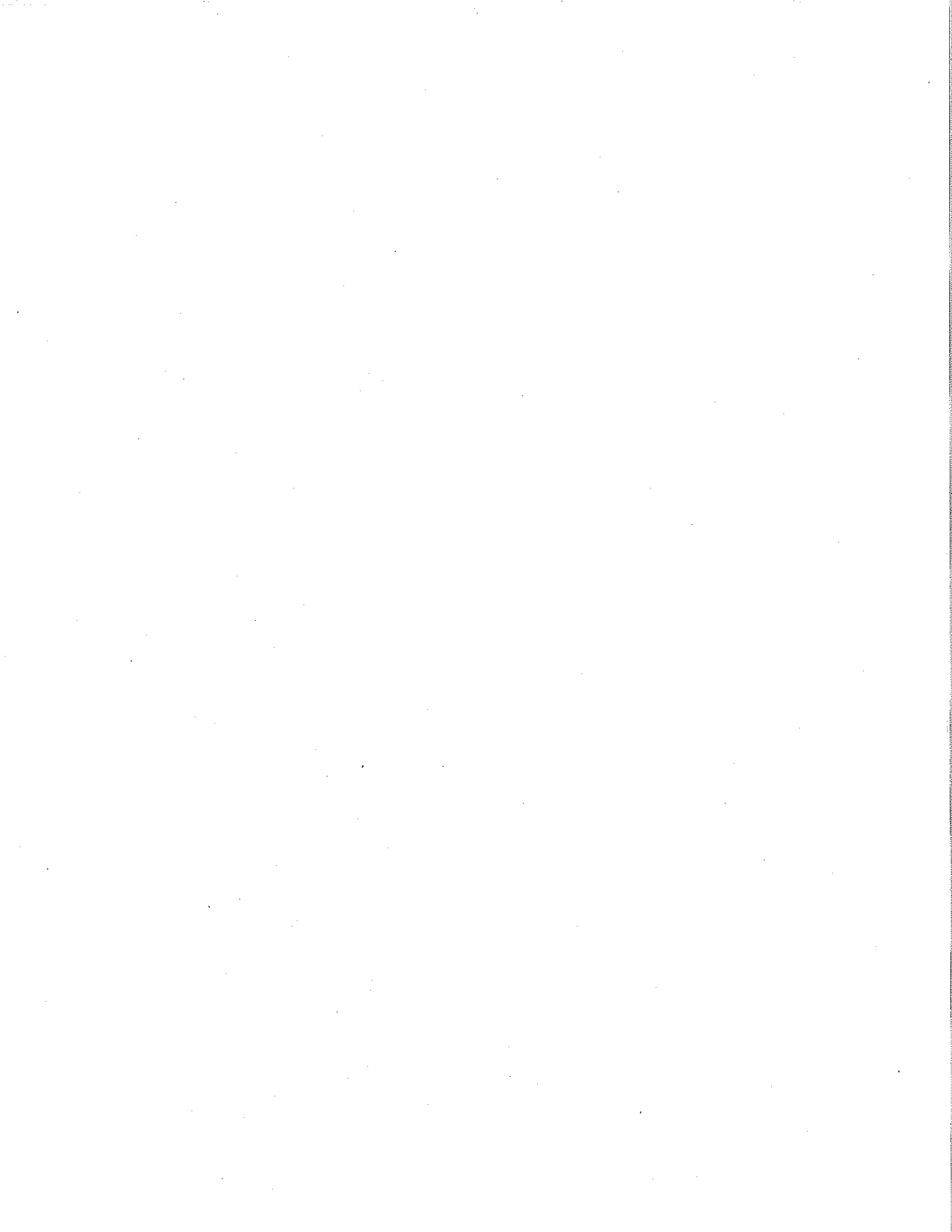
**TRAINING:** All City employees who work outside and their respective supervisors shall receive training. The training will include; risk factors of heat illness, importance of frequent consumption of water, acclimatization, different types and symptoms associated with heat illness, and procedures for reporting and responding to symptoms.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date





**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Housekeeping                        |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Housekeeping

**PURPOSE:** The City of San Rafael has established this policy to ensure adequate maintenance of work spaces and promote safe and healthy work environments.

**RESPONSIBILITY:** All City employees.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 1513, 5551, & 5562.

**GENERAL GUIDELINES:** Good housekeeping practices can play a significant role in reducing workplace accidents and injuries. Good housekeeping is a vital aspect of worksite safety inspection requirements and Cal-OSHA regulations in which work spaces are well kept in order to minimize physical hazards. Your office, work and bench areas should be kept clean and neat.

Generally, aisles and passageways should not be used for storage. Walkways, stairs, and fixed ladders will be kept clear of obstructions. This includes power extension cords, welding hoses, and other obstructions.

Keep tools and equipment arranged and stored in their proper places. Make sure that no tool or appliance has been left in any machine during repair activities that could become a hazard when the equipment is re-energized. Tools should not be stored in locations where they might fall.

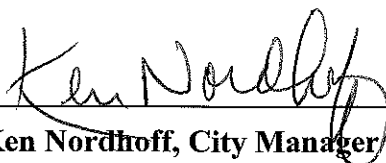
Protruding nails, debris, or other hazards should be cleared from the work area as necessary.

Return all surplus materials and stock to their proper storage areas. Metal stock, lumber, and cased or created goods should be stored neatly. Round stock should be blocked, or otherwise secured, to prevent rolling (e.g. gas cylinders secured by chains in an upright position).

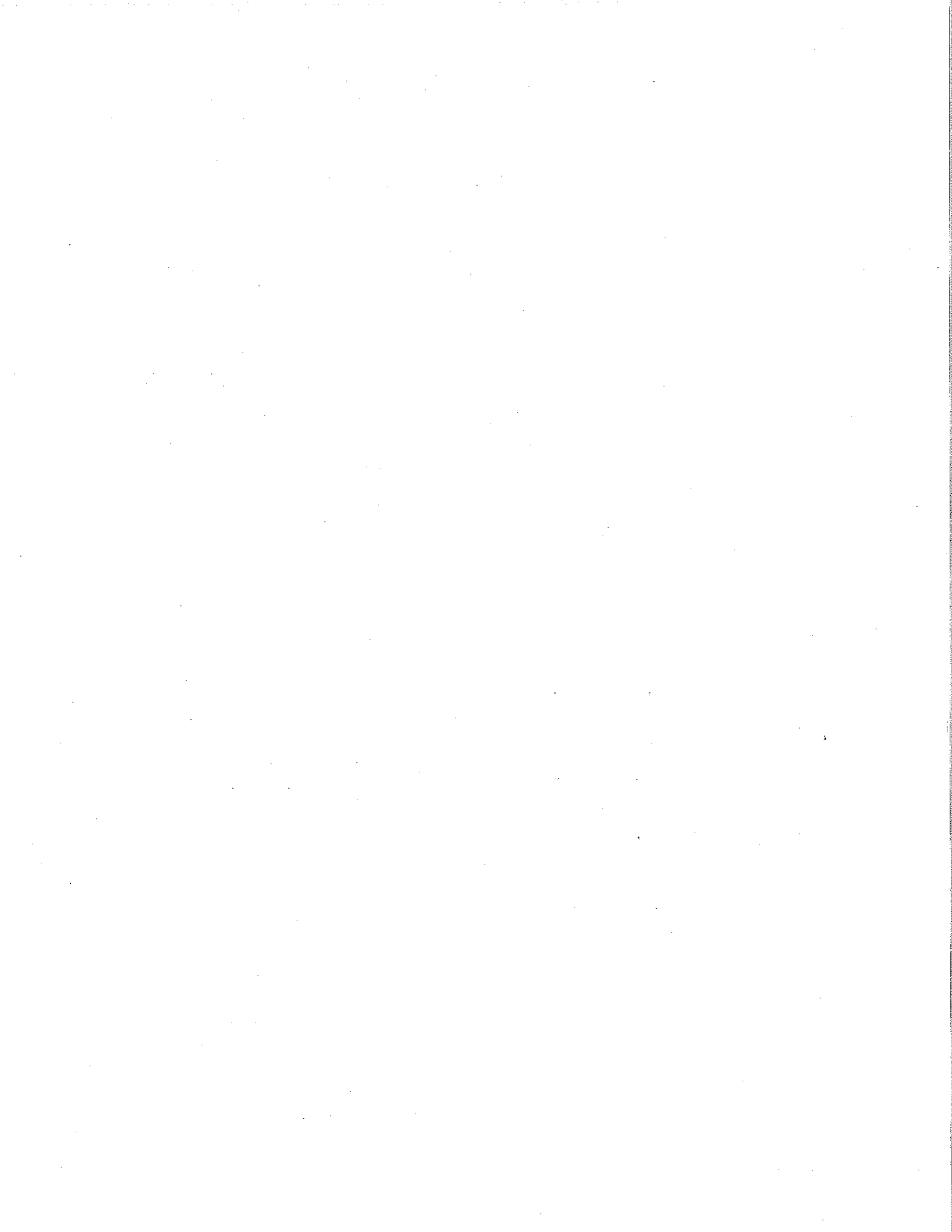
Clean spilled materials if able, including water, oil, or small amounts of household chemicals. Spills involving hazardous chemicals shall be addressed by appropriately trained personnel. When necessary, procedures will be developed to prevent accidental spills or leaks of flammable and combustible liquids. Procedures may also be developed for the control and clean-up of such spills or leaks.

Ground area around buildings and unit operating areas shall be kept free of weeds, trash or other unnecessary combustible materials.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date







**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Lifting Techniques                  |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Lifting Techniques

**PURPOSE:** The City of San Rafael has established this policy to provide procedures for City employees to follow in order to prevent injury while lifting objects.

**RESPONSIBILITY:** All City employees shall be familiar with the content of this policy.

**REFERENCE:** General practice.

**LIFTING FORM:** The position of the body is important during lifting. Altering the body's position can increase susceptibility to injury. Body position should be emphasized regardless of the weight being lifted.

Be sure to keep your back upright. Whether lifting or putting down the load, squat instead of bending at your waist. Leg muscles are substantially stronger than back muscles. Also, bending at the waist adds the weight of your body to the load you're lifting. Avoid twisting during lifting, as it can cause injury. Keep the load close to the body, as the closer it is to the spine, the less force exerted on the back. Footing is also important. Be sure to maintain firm footing with your feet shoulder-width apart for a stable stance.

**GENERAL LIFTING GUIDELINES:** Employees should take precautions and be aware that rings and loose clothing may interfere with one's ability to safely lift an object. Before any material is handled, it should be examined for sharp edges, protrusions, signs of weakness, or other factors likely to cause injury. Defective or broken strapping on cargo will be removed, repaired, or replaced before handling.

When necessary, the City will evaluate current processes to determine proper procedures are being utilized or if alterations to work practices are necessary.

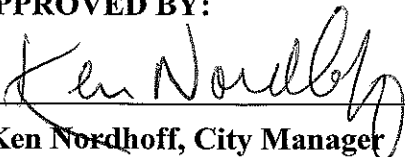
**MOVING A LOAD:** Care should be taken while moving an object. Employees shall avoid twisting while holding a load. Never carry a load that blocks your vision. Wheelbarrows, hand trucks, and other similar devices will not be so heavily loaded, or loaded in an unbalanced manner, that they can't be easily handled.

**GENERAL LOAD PLACING GUIDELINES:** Fingers and toes should be in the clear before setting down any materials or equipment. Employees shall verify that other employees are not in harm's way of the load prior to placement.

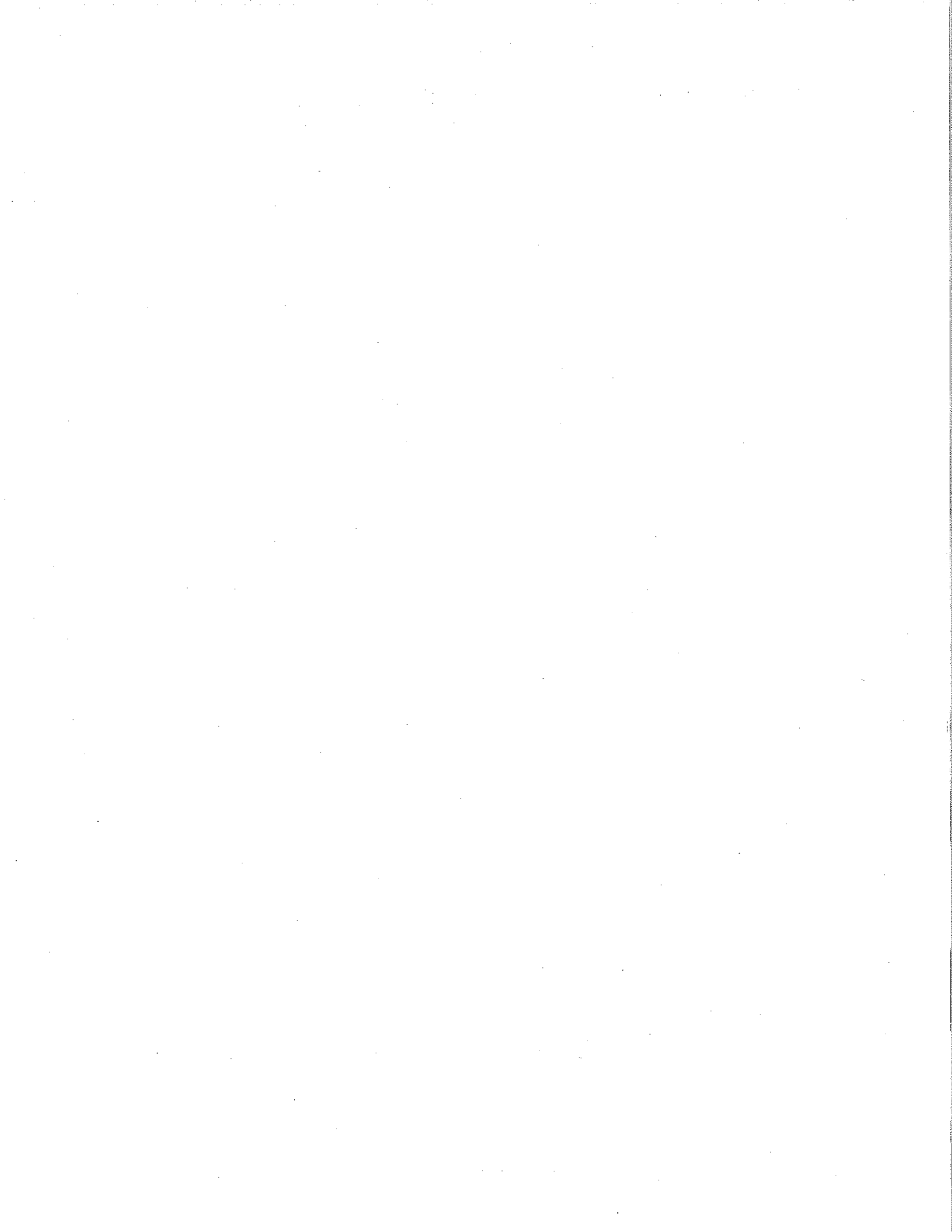
**HEAVY LOADS:** Some items can't be lifted by one individual. Any time excessive force is needed to lift an object, the lift should be done in teams.

**MECHANICAL LIFTING:** Some loads can only be lifted and moved by using mechanical means. When mechanical means are implemented, employees shall stand clear of all overhanging loads. Cranes with long chains or swinging loads should only be moved with extreme caution. Cranes or hoisting mechanisms will be labeled with the load limit and no person will lift loads exceeding the limit.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date





**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Lockout / Tag Out                   |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Lock Out / Tag Out**

**PURPOSE:** The City of San Rafael has established this policy to establish procedures to be implemented in order to prevent injuries resulting from accidental start-up or release of energy from equipment during repair and maintenance activities. Written procedures are required to ensure proper procedures are adhered to for each piece of City-owned/ operated equipment that may require lockout/ tag out procedures.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 3314 & 3341.

**RESPONSIBILITY:** The City will provide resources to ensure adequate evaluation and development of hazardous energy control procedures. Departments will need to evaluate processes to determine which ones require such written procedures. City employees are required to follow established lockout/ tag out procedures.

Contractors and other employers will be required to adhere to the procedures outlined within this policy and applicable regulations while working in, and around materials requiring lockout/ tag out on City premises.

**DEFINITIONS:** Hazardous energy control procedures are written steps detailing how a specific process will control hazardous energy during maintenance and repair activities. Procedures are required for all equipment that could release energy during such activities.

A lockout device is a method used for isolating or securing machinery and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, or other energy sources.

A tag is any paper or other material used to identify a hazardous condition (e.g., shutdown of electrical circuit for maintenance).

**LOCK OUT:** All equipment shall be evaluated prior to maintenance activities in order to sufficiently evaluate whether lockout/ tag out procedures are required. Lockout will be required any time there is a potential for release of energy during maintenance activities. All moving parts will also be blocked to prevent unanticipated movement (e.g., a rotating fan blade).

Lockout shall be done by each employee working on the piece of equipment. Only the person who has placed the lock shall be allowed to remove the lock. If repair work is to last longer than 1 shift, no lock shall be removed unless a member of the oncoming shift has first placed their lock on the clasp.

**TAGS:** All tags shall be labeled with "Danger" or "Caution," followed by more specific details regarding the present hazard or work being done. Names of the person locking out the device shall be on the tag. The tag *must* be legible and affixed as closely as possible to lock or the area of the hazard.

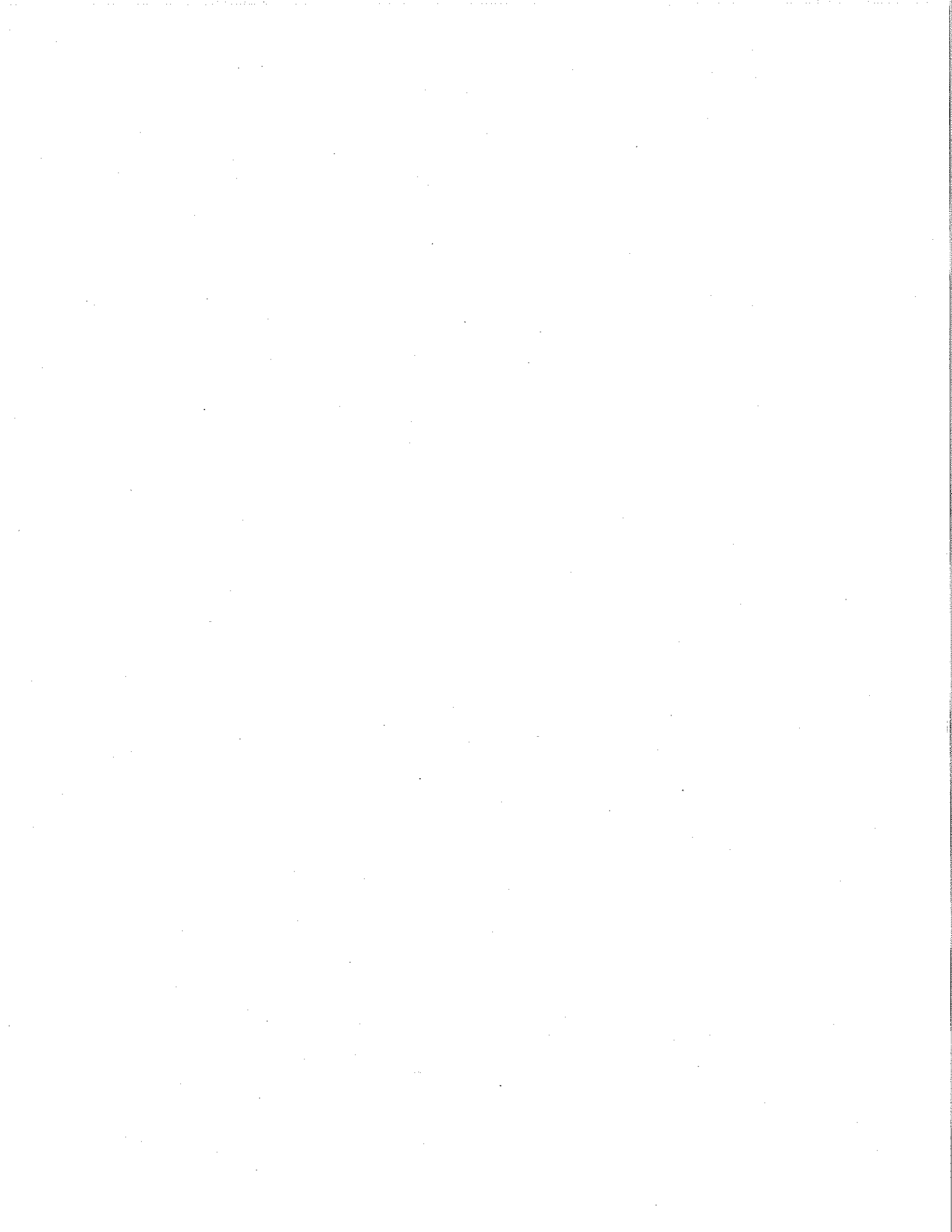
**TRAINING:** City employees working in or around equipment/ processes that may be lock/tagged out shall be trained on the meaning of tags. They will also be trained on proper procedures and those specific to certain pieces of equipment and machinery.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

Ken Nordhoff  
Ken Nordhoff, City Manager

8-15-2008  
Date





**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Machinery & Machine Guarding        |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Machinery & Machine Guarding

**PURPOSE:** The City of San Rafael has established this policy for City employees working with machines and associated guarding.

**RESPONSIBILITY:** All City employees who operate machinery or equipment.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Sections 3942-3944 and 4183-4187.

**MACHINERY GUIDELINES:** Employees may operate machinery or equipment only after receiving full instruction on its safe operation. Employees will report any defective or malfunctioning machinery to a supervisor immediately. All equipment will be operated following general guidelines. This includes ensuring everyone is clear before starting machines and that loose clothing are not worn while working near moving machinery. Machinery should be completely stopped and have energy sources appropriately locked out before maintenance or repair activities can begin.

All gears, belts, pulleys or other power-transmission equipment will be adequately safety guarded. Machine guards and safety devices will be kept in place at all times, except when necessary to remove for repairs and maintenance. Machinery should be stopped before adjusting, oiling or cleaning. A brush will be used for cleaning chips away from machinery, equipment or work benches.

**ANCHORING:** All equipment and machines that are designed for use in a fixed location shall be securely anchored to prevent walking or moving.

**GUARDING:** All guards will be appropriate for the hazards involved and adequately guard moving parts, including rolls. All new equipment will be evaluated prior to use to insure appropriate style and coverage of guards in place. Guards will be placed in locations as close as possible to moving parts. Employees will not alter or otherwise make any guard inoperable.

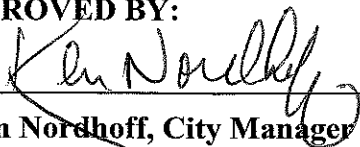
**INSPECTION:** City department supervisors will evaluate their facilities to determine equipment that requires guarding or other control. Employees shall inspect guards and controls before using equipment to ensure they are in good working condition. Equipment with broken/missing guards will be reported immediately and will not be used until the appropriate repairs are made.


**LOCK OUT/TAG OUT:** The lock out/tag out procedure applies to any operation in which there may be an unexpected energization, start up, or release of stored energy. It applies to equipment such as motor pumps, air compressors, lighting, elevators, piping valves, wood shop equipment, boilers, welders, fans, switch gear and transformers. Employees shall follow procedures outlined in the City's Lock Out/ Tag Out policy to protect from unexpected energizing.

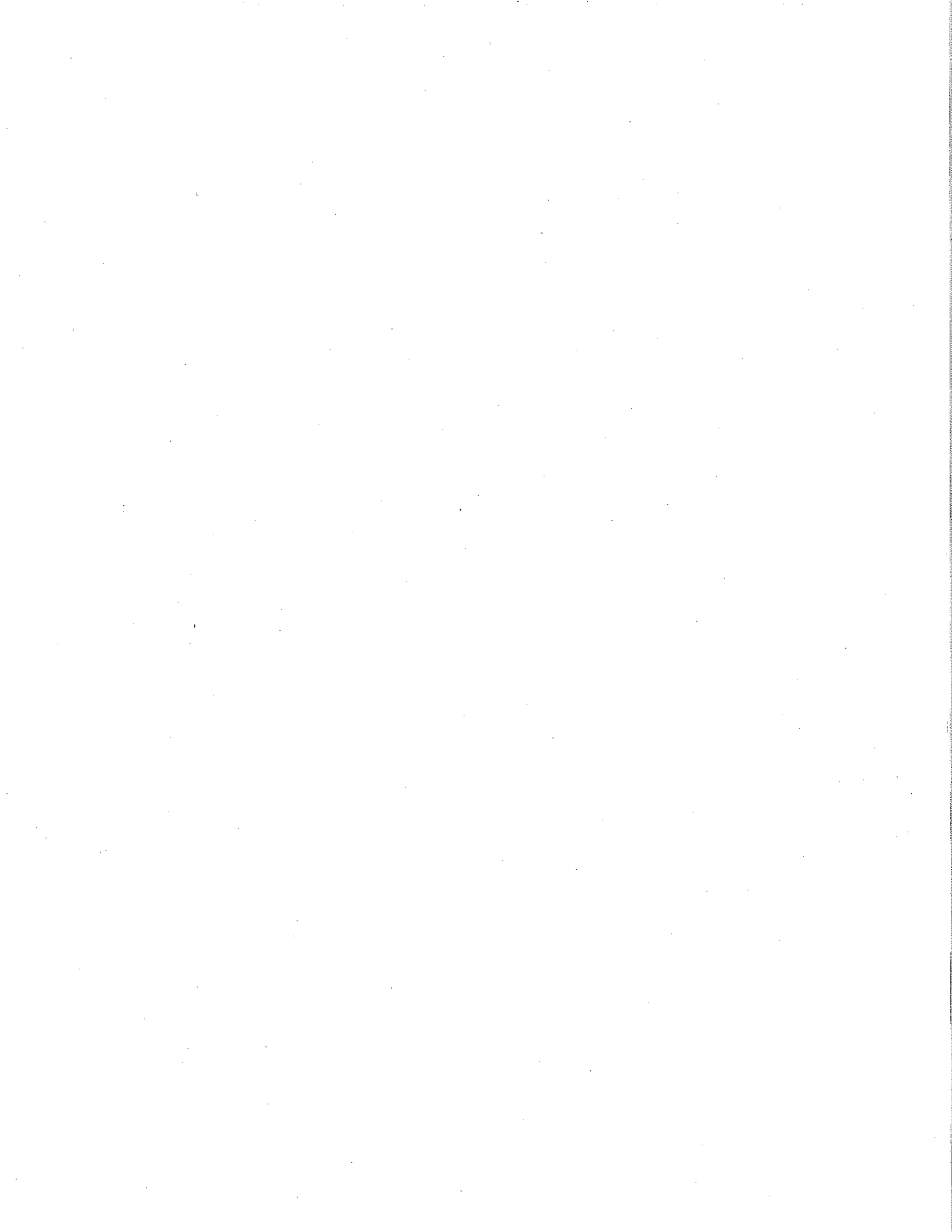
**TRAINING:** City employees must be trained in safe operation prior to operating equipment and machinery. The training will include identifying and discussing current hazards along with the purpose and function of guarding in place to protect from those hazards. Retraining may be necessary if hazards change or there is a change to the procedures.

**PROGRAM EVALUATION:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

  
 \_\_\_\_\_  
 Date





## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Motor Vehicles and Driving Safety   |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Motor Vehicles and Driving Safety

**PURPOSE:** The City of San Rafael has established this policy for safe operation of City vehicles.

**RESPONSIBILITY:** All City employees who operate City vehicles shall be familiar with the content of this policy.

**REFERENCE:** General practice.

**PRIOR TO DRIVING:** Operators of City-owned motor vehicles are responsible for checking the vehicle's safety devices before driving the vehicle. This includes seat belts, tire air pressure, side and rear-view mirrors and the functionality of brakes and blinkers, among others. If conditions are identified that could create an unsafe condition on the road, they should be reported immediately and the vehicle should not be used until the issue(s) is corrected.

**KEYS TO SAFE DRIVING:** City employees shall exude caution and tactics of defensive driving similar to the Smith System 5 Keys to Safe Driving. These keys include 1) Aim High in Steering, 2) Get the Big Picture, 3) Keep Your Eyes Moving, 4) Leave Yourself an Out, and 5) Make Sure They See You.

**DRIVING REGULATIONS:** All drivers will obey and comply with the provisions of the California Vehicle code and all California traffic regulations. All employees who drive City vehicles will have a valid driver's license in their possession (Law Enforcement is exempt from this requirement).

All costs of citations for traffic law moving violations are the responsibility of the employee. City employees are prohibited from smoking in all City vehicles. Cell phone and other electronic devices are also restricted while operating a motor vehicle. Refer to the City's Wireless Communication Policy for details.

Seat belts will be worn by the driver and all passengers whenever the vehicle is in operation.

**LOAD RESTRICTIONS:** Employees shall attempt to have all loads fully within the vehicle. Any load or cargo that extends four (4) feet beyond the end the truck or trailer will be clearly marked with a red warning flag or cloth not less than sixteen (16) inches.

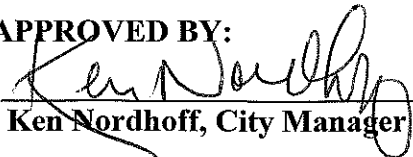
**BACKING UP:** It is important to back up only when the operator is sure it is safe. Trucks will not back up without an employee on the ground to the rear of the truck, visible to the driver and who will ensure that the backing area is clear and safe. If the driver is alone, the employee shall get out of the truck and check the area to the rear before backing up. Backup warning devices will in no way be deactivated or muffled.

**EMERGENCIES:** Drivers of emergency vehicles are reminded that the exemptions enumerated in the California Vehicle Code do not relieve them of the duty to drive with due regard for safety of all persons using the highway. The provisions of this section will not protect any such driver from the consequences of an arbitrary exercise of the privileges declared in this section.

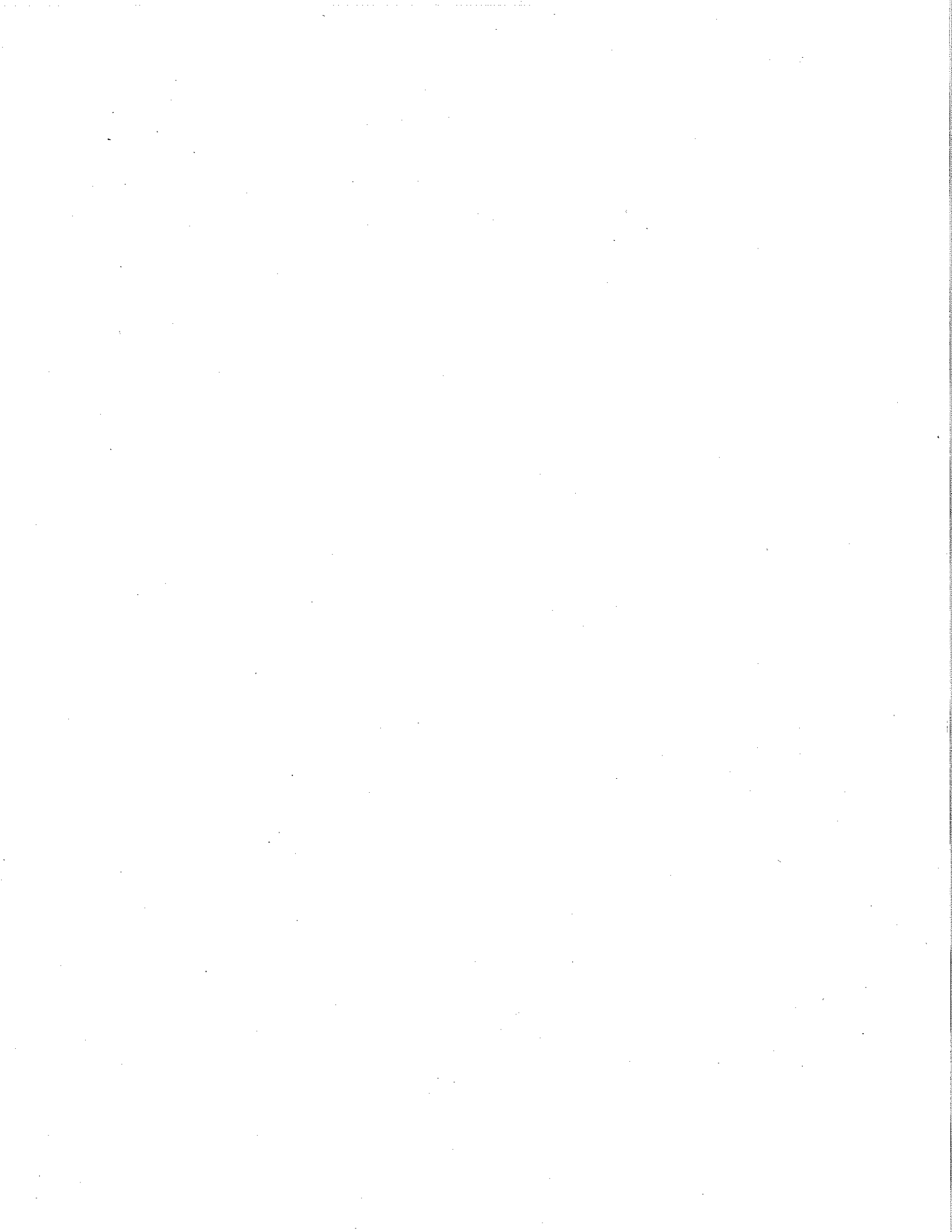
**PARKING:** Employees shall exercise caution when parking to prevent contacting other vehicles and to ensure they are in appropriate parking spaces. Prior to exiting the vehicle, the engine is to be stopped and ignition keys removed. This may vary in departments where a different procedure exists, particularly for emergency or maintenance vehicles.

**LOOSE MATERIALS:** Articles, tools, equipment, etc., in City cars and truck cabs will be stored in such a manner as not to interfere with vision or proper vehicle operation in any way.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date







## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Office Safety and Ergonomics        |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Office Safety and Ergonomics

**PURPOSE:** The City of San Rafael has established this Policy for ensuring general office safety and prevention of repetitive motion injuries (RMI's).

**RESPONSIBILITIES:** All City employees working in office environments shall be familiar with the content of this Policy.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 5110 and general practice.

**GENERAL RULES FOR OFFICE SAFETY:** City buildings will be maintained in a safe condition. This includes ventilation, lighting, housekeeping and maintenance. Damage to City buildings should be reported so appropriate action and possible repairs can be scheduled.

Employees will also be responsible for maintaining safe working conditions. They shall report all unsafe conditions to their supervisor. This may include: defective equipment; splintered, rough surfaces, and sharp corners; frayed extension chords; trip hazards; or more. If possible, any unsafe condition should be addressed (e.g., close a drawer, or move a trip hazard).

Walkways, hallways and stairways shall be kept free of trip hazards. Stairs will have necessary hand rails and appropriate tread. Carpets and rugs will be secure. Any damage to flooring should be reported so it may be repaired as necessary to eliminate trip hazards. Wet floors should be marked immediately to warn against slip hazards.

Materials should not be stored directly above an employee's desk without appropriate restraints. A stepladder or stool will be used to reach materials out of reach. DO NOT stand on chairs, boxes, counter tops, desktops, or crates. No objects should be stored in a manner that blocks a sprinkler head. Heavier objects should be placed at an easily accessible height. All book cases, shelves and cabinets shall be secured to the wall to prevent tipping.

Electric power strips must be plugged directly into the wall outlet. All electric cords must be in good condition, free of fraying or exposed wires.

Proper precautions should be taken to avoid catching hair, ties, jewelry or clothing in moving parts. DO NOT operate any office machinery having moving or rotary parts.

Other unsafe conditions, not described above, may exist within a City building and shall be addressed on an individual basis.

## Office Safety and Ergonomics

**ERGONOMIC GUIDELINES:** The idea behind ergonomic standards and principles is to fit the job to the person by looking at the equipment, its set-up and how the employees interact with their equipment. Body positioning is as valuable, if not more so, as having the right equipment.

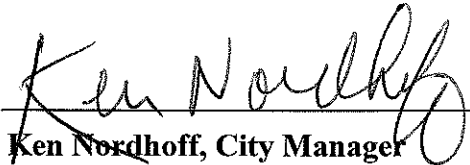
Each employee should be familiar with any adjustments that can be made to their chair. The chair should be positioned to provide adequate lumbar support. The height of the chair should be set so that the user's feet may touch the floor and their thigh is approximately parallel to the floor. Employees should take periodic breaks to stretch and change positions.

The position of the computer monitor is important as it may prevent neck and shoulder discomfort along with eye strain. Therefore, the monitor should be positioned directly in front of the user at a distance where they can read the screen without leaning forward. The top of the monitor should be below the line of sight while sitting upright. Glare should be minimized to minimize eye strain. This may be accomplished by moving lamps, window treatments, tilting the monitor or through use of an anti-glare filter. Another key factor is that the user should keep frequently used items, such as pens, paper, staplers, etc. within easy reach.

If job task evaluations identify the potential of RMI, the City will implement the necessary RMI Minimization Program. This consists of workstation evaluations, training, and correction of identified hazards. The City will conduct ergonomic evaluations for employees and their workspaces requiring such an assessment.

**POLICY EVALUATION:** The City will review and revise this policy as needed to ensure it meets current conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |  |
|----------------|--|
| Subject:       | Protective Clothing and Safety Devices |
| Issue Date:    | August 15, 2008                        |
| Revision Date: |  |
| Prepared By    | City of San Rafael Safety Committee    |
| Approved By:   | Ken Nordhoff, City Manager             |

### Protective Clothing and Safety Devices

**PURPOSE:** The City of San Rafael has established this policy to ensure City employees wear and use proper protective clothing and safety devices, also known as personal protective equipment (PPE) during necessary work tasks.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Sections 1514, 1519-1522, 3303, and 3380-3385.

**RESPONSIBILITY:** The City is responsible for selecting and providing necessary PPE to complete a specific job along with requiring all City employees to wear the necessary PPE. All selected PPE will meet the standards approved by the American National Standards Institute (ANSI), Bureau of Standards or other recognized authorities. The PPE will also be clearly labeled with the manufacturer's name.

Areas where specific PPE is required will be appropriately marked. Only appropriately trained and authorized employees wearing the proper PPE will be allowed into these areas. Visitors to City sites will be informed of the PPE requirements and will be required to adhere to practices at least as stringent as the City's Policy. It may be necessary for visitors to be escorted while on City premises.

City employees shall wear/use PPE in accordance with the manufacturer's instructions. Employees shall also maintain PPE in a sanitary and working condition. Employees will clean PPE as necessary.

**BODY PROTECTION:** Body protection will be worn to protect contamination of clothing and prevent skin contact. The level of protection will be determined on a case-by-case basis. No loose protective clothing shall be worn around moving machinery.

**EYE & FACE PROTECTION:** City employees will be required to wear eye and face protection where there is a danger of injury from flying particles, hazardous substances, or light rays (e.g., welding) that can't be controlled by guarding or other engineering controls. The type of protection needed will be evaluated for specific work tasks and be suitable for the hazard. Side shields will be required whenever there are airborne particles or objects that may contact the employee from the side. Full-face splash shields will be worn during operations where chemical splashing could occur. Eye and face protection used by the City will meet ANSI Z87.1-1989.

Employees with prescription eyewear may be able to wear protection over their eyeglasses or may wear prescription eyewear that meets the appropriate standards.

Protection from lasers will be evaluated for specific job tasks.

**FOOT PROTECTION:** Appropriate foot protection will be worn by City employees who are exposed to possible foot injuries (e.g., electrical, temperature, falling objects, or crushing). Footwear will meet the

## Protective Clothing and Safety Devices

requirements of the American Society for Testing and Materials (ASTM) or ANSI standards, depending on the purchase date.

**HAND PROTECTION:** Hand protection will be worn by employees working with materials that may result in cuts, burns, chemical contact or otherwise cause injury. Hand protection will not be used when there is a danger of getting it caught in moving machinery. Watches, rings or other jewelry will not be worn while working around machinery or moving parts as they may get caught in moving machinery or parts.

**HEAD PROTECTION:** City employees working in areas where there is risk of receiving head injuries from flying or falling objects shall wear approved head protection. Protection will be worn unless the employee is inside an enclosed cab, vehicle, office, or where otherwise removed from any potential hazard area. Areas where head protection is needed will be clearly posted.

Head protection will be selected and used according to ANSI Z89.1-1997. If there is risk of contact with electrical conductors, the head protection shall meet the appropriate Helmet Class requirements.

**HEARING PROTECTION:** Hearing protection is required where exposure is over an 8-hour exposure limit, established by Cal-OSHA. Such protection should be worn according to the City's Noise Hazard Policy.

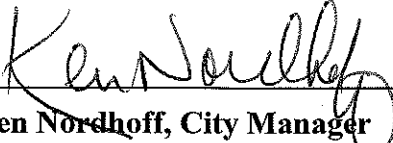
**IMPACT TOOLS:** Only employees holding a qualified operator's certificate will operate any powder actuated tools, and will do so in conformance with Cal-OSHA standards. In addition, each operator will use safety goggles and operating safety guards.

**RESPIRATORY PROTECTION:** Respirators or other approved breathing devices will be worn by employees when working in areas containing dusts, mists, or other potential infectious materials which if inhaled, could cause bodily injury. Such protection will be worn according to the City's Respiratory Protection Policy.

**TRAINING:** Any employee who is required to wear PPE during work tasks shall be provided training on the purpose of the required PPE and the limitations of such protection. Employees shall also be trained on how to properly inspect the equipment for damage along with procedures for proper de-contamination or disposal.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

8-15-2008  
\_\_\_\_\_  
Date



## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Respiratory Protection              |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

### Respiratory Protection

**PURPOSE:** The City of San Rafael has established this policy for employees who wear respiratory protection (whether required or voluntarily) during work activities to protect themselves from respiratory hazards. It is the City's preference to prevent respiratory hazards through implementation of accepted engineering control measures. Respiratory protection will be implemented where engineering controls are not feasible.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Section 5144.

**RESPONSIBILITY:** The City will designate a Policy Administrator and provide all necessary respiratory protection, training, and medical evaluations at no cost to the employee. All City employees who wear respiratory protection during work activities will be responsible for full implementation of this Policy. Employees will also be responsible for properly wearing and maintaining their respirators and ensuring that this program is maintained.

**MEDICAL EVALUATION:** No employee is allowed to wear a respirator without first obtaining written medical clearance from a licensed physician selected and contracted with by the City. All employees wearing respiratory protection will have their medical status reviewed prior to using a respirator and annually or as needed thereafter by a questionnaire or examination. An exam may be required depending on results of the questionnaire. A licensed physician will be available to employees to discuss the questionnaire or examination results. All questionnaires and examinations will be confidential.

The City will ensure the licensed physician is provided with appropriate information, including specifics about the type of respirator to be worn, duration and frequency of use, expected work effort, additional personal protective equipment (PPE) to be worn and the expected temperature and humidity. A copy of the City's written Program will also be provided to the physician.

**RESPIRATOR SELECTION:** City employees will be provided with three (3) different air-purifying respirator models in order to ensure the respirator is acceptable to, and correctly fits, the user. The type and level of protection will be determined according to the specific hazard, current conditions, existing standards, and in accordance with the manufacturer's instructions. An appropriate assigned protection factor will be applied to each type of respirator to ensure use below any maximum use concentrations. City employees will not work in conditions requiring air-supplied respiratory protection, unless the specific condition has been appropriately reviewed and procedures have been implemented to ensure safety of affected employees.

Respirator filter cartridges and canisters are designed to protect against specific hazards and must have an approval label from the National Institute of Occupational Safety and Health (NIOSH). Employees will follow all manufacturer's instructions to ensure proper use and storage. Change-Out schedules will be determined for each specific job and communicated to the necessary personnel.

## **Respiratory Protection**

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**FIT TESTING:** All employees wearing tight-fitting respirators must have passed a fit-test for the make, model, style, and size of respirator that will be used. The fit-test may be qualitative or quantitative and administered according to Cal-OSHA accepted protocol by this Policy's Administrator, a department supervisor or another appropriately trained employee.

Fit-testing will be done prior to initial use and at least annually thereafter. Some conditions may require additional testing. These include a change in physical condition, dental changes, cosmetic surgery, body weight, or any other condition that may affect the fit of the respirator. Records of the fit-test shall be kept in an employee file and with the employee. Employees will do a 'user seal check' each time they put on a respirator.

**PROPER USE:** Respirators will be used at all times in areas where such protection is required. The use of tight fitting respirators is prohibited where facial hair or any other condition may result in a leak in the seal between the face and the respirator. Glasses will be worn in a manner that does not interfere with the seal of the face piece. Glasses and contact lenses are not allowed to be worn with full-face respirators.

In areas where respiratory protection is required an on-going evaluation of the work area will be done to verify respirator effectiveness. Employees will leave the work area if any vapor or gas is detected while wearing a respirator or where there is a change in the breathing resistance of the respirator. The employee shall then inspect the respirator, replace the filter/canister or appropriately repair/ replace the respirator before reentering the work area and resuming activities.

No employee will work in an area that is immediately dangerous to life or health (IDLH), unless the specific condition has been appropriately reviewed and procedures have been implemented to ensure the safety of affected employees.

**CLEANING & DISINFECTING:** Respirators will be cleaned and disinfected as often as necessary or according to the manufacturer's recommendation.

**STORAGE:** Respirators will be stored according to the manufacturer's instructions in a convenient, dry, clean and sanitary area near the area where the protection is required. This shall be in a location where the respirator will not be damaged by contamination, dust, sunlight, moisture, puncture or any other means.

**INSPECTION:** Employees shall inspect the respirator before each use to ensure it is in working condition. Worn or deteriorated parts will be replaced. All respirators for emergency use, such as self-contained devices, will be thoroughly inspected at least once a month and after each use.

**COMPRESSED AIR:** If compressed air has been selected as appropriate protection in specific instances, employees shall ensure the quality of air supplied meets the requirements within this section. All compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen and meet the requirements of Grade D breathing air (ANSI, G-7.1-1989). This standard requires air to meet the following five (5) parameters:

- Oxygen ranging 19.5% – 23.5%
- Hydrocarbon content less than 5 milligrams per cubic meter of air (mg/m<sup>3</sup>)
- Carbon monoxide (CO) less than parts per million (ppm)
- Carbon dioxide (CO<sub>2</sub>) less than 1,000ppm
- No noticeable odor

Compressors and air cylinders will not be used unless reviewed and approved by specific City departments. These departments will develop specific procedures to ensure air cylinders are used according the regulatory requirements.

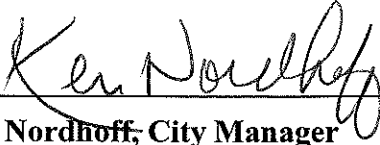
## Respiratory Protection

**RECORD KEEPING:** The City will maintain records of medical evaluations, fit-testing, training, and documentation associated with this Policy.

**TRAINING:** All City employees required to wear respiratory protection will receive training annually or sooner as otherwise necessary. The training will cover several topics, including: why respiratory protection is needed, proper use, maintenance, inspection, storage and other information outlined in this Policy.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

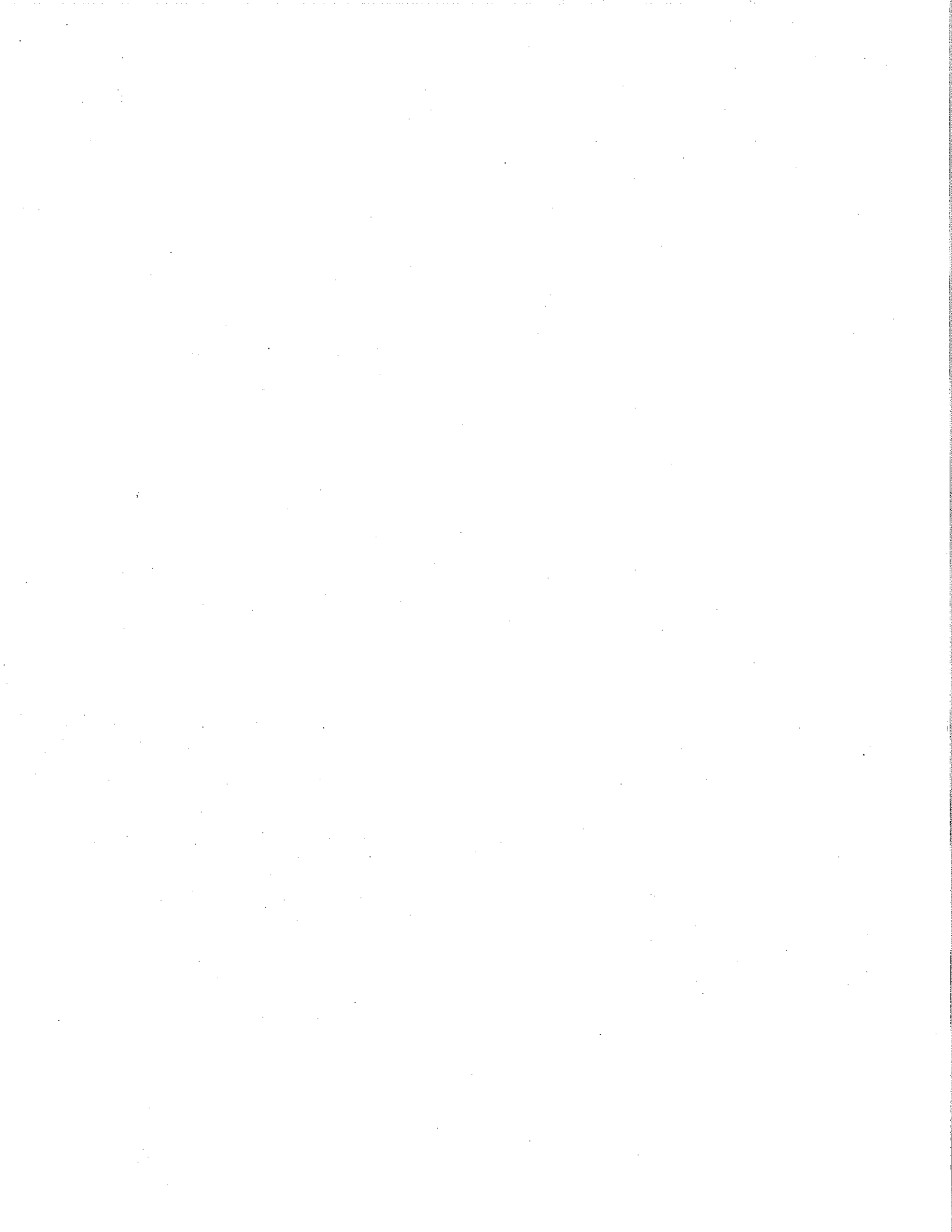
**APPROVED BY:**

  
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**Ken Nordhoff, City Manager**

  
\_\_\_\_\_

**Date**







**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Street Work Area Protection         |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

## Street Work Area Protection

**PURPOSE:** The City of San Rafael has established this policy to establish safe working procedures while working in or near City streets and roadways.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Section 1599.

**RESPONSIBILITY:** The City will provide training and necessary equipment for traffic control needed to safely perform work activities in /or around streets. All City employees performing work, in and around streets, shall be appropriately trained to work around traffic and implement necessary safety procedures.

**PROCEDURE:** Any City project that is to be conducted in or alongside a street or roadway shall be done while implementing appropriate controls that direct traffic around the established work area(s). The controls used should minimize interference with the flow of traffic, however, worker health and safety will not be compromised under any circumstance.

Each project must be carefully considered when evaluating what controls shall be used. Factors to consider include: the nature and extent of the work being done; the size and number of lanes involved; the type of road surface; sharpness of curves; presence of hills and grades, intersections, parking areas, shoulders and curbs; speed and volume of traffic; illumination; and possible fire hazards, if flares are used.

Several items can be used to control, or re-direct traffic. When possible, controls implemented will follow existing regulations and procedures detailed within the California Manual on Uniform Traffic Control Devices for Streets and Highways published by the State Department of Transportation. When implemented, controls will be placed so as to provide advanced warning to drivers far enough ahead to allow ample time to reduce speed and change course, or stop, if necessary. Consideration must be carefully given to the placement of all advanced warnings and signs so they can be seen in heavy traffic either above, or to the side of the vehicle, or both, if practical.

Any item used to control traffic shall be clearly visible. Such controls may include one or more of the following: fence barricades, orange traffic cones or pylons with reflective coating, red warning flags and holders (low and high levels), signs, and flashing amber lights.

When barricades and warning signs can't be used to control moving traffic, flaggers must be used. Flaggers will operate according to the procedures specified in CCR Title 8, Section 1599. No City employee shall perform flagger duties without proper training.

## Street Work Area Protection

Where traffic flow is of minimum duration or interruption, a vehicle may be utilized to provide warning or protection from traffic flow. To be effective, the vehicle warning lights must be operating and the vehicle should be positioned between the work area and traffic. The vehicle should be sufficiently visible. Extra illumination may be necessary for work being conducted at night.

Personnel working within the protected areas shall remain as far as possible from moving traffic. Equipment and material should be kept out of the street, as much as possible.


**TRAINING:** All City employees expected to control traffic in and/or around a work site shall be trained on proper techniques for safe traffic control.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_

**Ken Nordhoff, City Manager**

  
\_\_\_\_\_

**Date**



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |                                     |
|----------------|-------------------------------------|
| Subject:       | Tree Work                           |
| Issue Date:    | August 15, 2008                     |
| Revision Date: |                                     |
| Prepared By    | City of San Rafael Safety Committee |
| Approved By:   | Ken Nordhoff, City Manager          |

**Tree Work**

**PURPOSE:** The City of San Rafael has established this policy to ensure safe working procedures during trimming, repairing, removal or other tree work.

**RESPONSIBILITY:** All City employees engaging in tree work shall comply with procedures set forth within this policy.

**REFERENCE:** California Code of Regulations (CCR) Title 8, Sections 3421, 3425, and 3426.

**PROCEDURES:** All employees conducting tree work shall be appropriately trained on proper use of equipment, procedures and hazards affiliated with job tasks. Training may also include identification of common poisonous plants and potentially hazardous areas (e.g., steep terrain) that are common to the area where work is to be done.

Prior to conducting work in a tree, the employee in charge will ensure that a vehicle is available to transport an injured employee to a medical facility if necessary. The route to the nearest hospital will be discussed at a tailgate training session prior to work beginning.

As a general rule, only one person should work in a tree at a time, especially during pruning operations near electric wires. Goggles or safety eyewear must be worn at all times. Hard hats will be worn at all times by all employees working on the ground and in the tree.

When working in wet or damp trees, extra caution should be used since wet bark may be slippery and rope knots may slip if ropes are wet.

No machinery or equipment will be used within ten (10) feet of any power line or live circuit. If contact is established between the boom and power wire of charged telephone wire, stand, or cable, always bear in mind that the entire truck and its contents may become electrically charged. If this happens, break contact immediately, or if not possible to do so, alert everyone on the ground not to attempt to enter or leave the truck or touch any part of it while on the ground.

Employees operating chippers or chains saws are required to wear hearing protection at all times.


**EQUIPMENT:** Equipment shall be kept in good working order. All equipment and safety devices that are to be used will be inspected prior to beginning work. The operation of a chain saw while standing on a ladder will be avoided wherever possible. The use of power saws shall be done in strict accordance with CCR Title 8 Section 3425. Ropes used shall have a minimum diameter of one-half (½) inch with a nominal breaking strength of 2,300 pounds. Gaffs should be kept sharpened and covered with leather guards when not in use.

**OTHER HAZARDS:** Some gas-powered tools produce a significant level of noise. It may be necessary to evaluate the sound levels associated with this equipment. For more information see the City's Noise Control Policy.

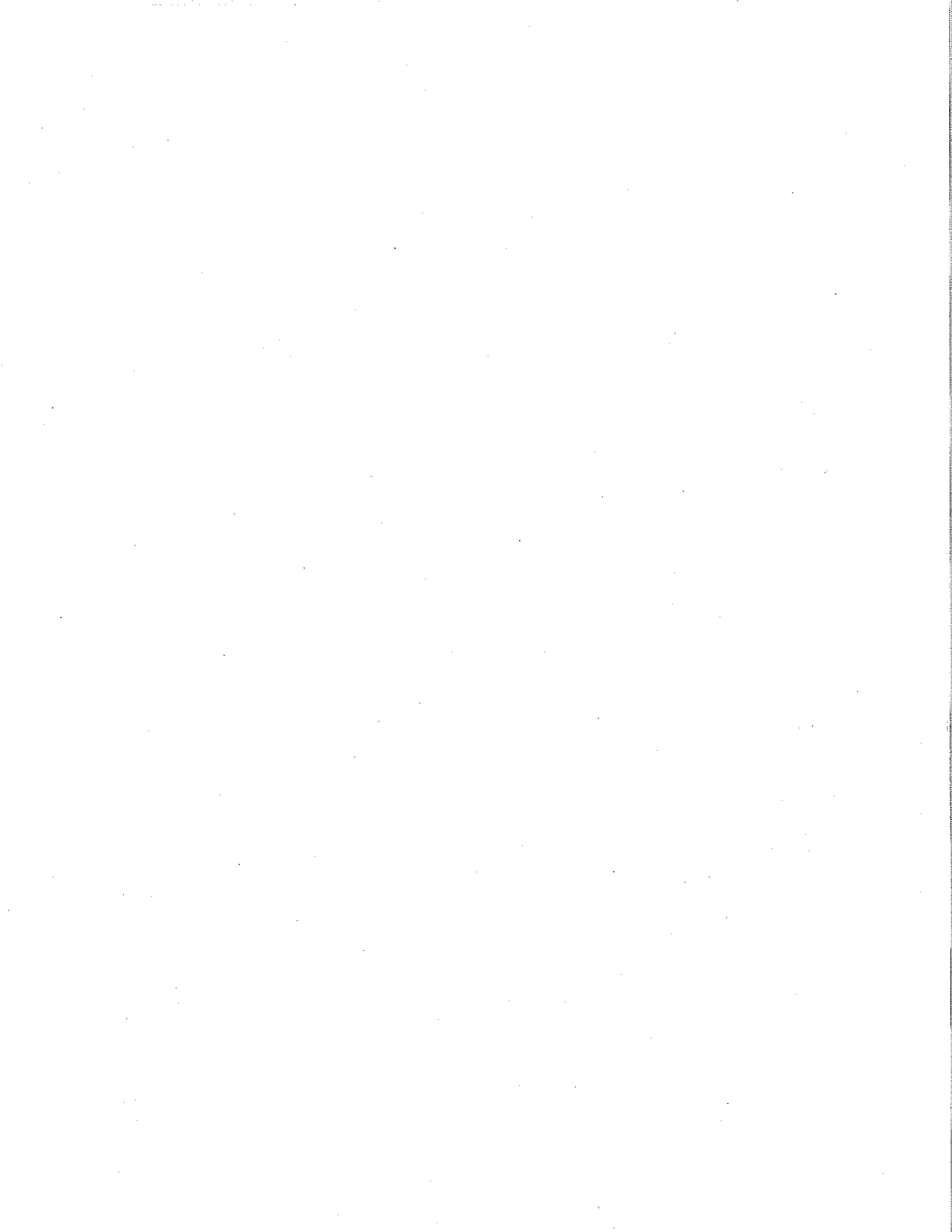
It is likely that tree work will be done above ground, creating potential fall hazards. These hazards will need to be addressed. See the City's Fall Protection Policy for more information.

Pruning and tree work is likely to occur in or near roadways. In these instances, appropriate traffic controls will be required. See the City's Street Work Protection Policy for more information.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
 \_\_\_\_\_  
 Date





**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |  |
|----------------|--|
| Subject:       | Trenching, Excavation, & Subsurface Operations |
| Issue Date:    |  |
| Revision Date: | August 15, 2008                                |
| Prepared By:   | City of San Rafael Safety Committee            |
| Approved By:   | Ken Nordhoff, City Manager                     |

## Trenching, Excavations, & Subsurface Operations

**PURPOSE:** The City of San Rafael has established this policy to ensure safe work procedures for City employees engaging in trenching and excavation work activities. These procedures shall be strictly adhered to in order to prevent contact with utilities and potential engulfment.

**REFERENCE:** California Code of Regulations (CCR) Title 8 Section 1541.

**RESPONSIBILITY:** The City will provide all equipment for safe excavation work and appropriate training to impacted employees. All City employees who work in or conduct any trenching or excavation shall do so following safety working practices identified here in and in existing regulations.

**TRAFFIC CONTROL:** Prior to the start of any excavation or trenching in a road or sidewalk, suitable signs, barricades and/or warning methods will be placed at intervals of twenty five (25) feet or less, directing traffic (pedestrian or vehicle) around the vicinity of the excavation work. See the City's Street Work Area Protection Policy for more information.

**GUIDELINES:** Only City employees who have been sufficiently trained shall partake in excavations and trenching. Hard hats, safety vests and other personal protective equipment (PPE) will be worn at all times by workers in or around excavation, trenches, tunnels, sewers or other sub-surface operations as deemed appropriate.

Before beginning any trenching or excavation work, the area to be trenched should be determined and a utility location procedure shall be conducted by a qualified person for gas, electric, phone, cable, and other subsurface installations. When excavation or boring operations approach the approximate location of subsurface installations the exact location of the installations shall be determined by safe and acceptable means. These means will prevent damage to the subsurface installation, as provided by Government Code Section 4216.4. It may be necessary to prop up or otherwise support these subsurface installations. If any subsurface installation is damaged, it should immediately be reported to the on-site supervisor.

Only one (1) person should direct the operation of excavating machinery. All persons working around excavating machinery should position themselves so they are visible to the heavy equipment operator and so they are not in danger of falling into the trenching/excavation.

**REQUIREMENTS OF EXCAVATIONS:** No excavation should be done which could cause the undermining of foundations, retaining walls, or other structures until adequate safety measures have been taken.

## Trenching, Excavations, and Subsurface Operations

All trenching or excavation of five (5) feet or more in depth, in any soil condition, requires either sloping as required under Section 1540(d) of the Construction Safety Orders, or shoring inside the excavation. Shoring or sloping may be required in excavation or trenches of less than five (5) feet if soil conditions require such controls. If shoring is to be used, adequate inspection of timbers or members must be made prior to installation and workers installing the shoring must comply with provisions of the Confined Space Policy to prevent injury while accomplishing the shoring protection.

In the case of trenches or excavations less than five (5) feet in depth, spoils will be placed no closer than one (1) foot from the excavated area where shoring is needed. If excavations or trenches are five (5) feet or deeper, spoils will be placed no closer than two (2) feet from the edge.

Ample means of egress shall be present for all trenches and excavations. A ladder, stairway or ramp will be present in all excavations that are at least four (4) feet deep. Egress will be within twenty-five (25) feet of all employees in the excavation.

Depending on soil constituents, hazardous atmospheres may exist (e.g., petroleum contaminated soils). Monitoring of the atmosphere for gases, vapors, oxygen content, flammable gas or other hazards may be required. This evaluation will be done for each job on a case-by-case basis.

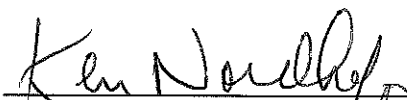
At no time shall a City employee enter an excavation in which water is accumulating, unless adequate precautions have been taken to ensure employee health and safety.

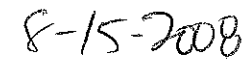
**EQUIPMENT:** All mobile, heavy equipment shall be equipped with audible alarms that should activate when the machinery is in motion. Excavating machinery will be kept away from electrical, gas and water lines.

**TRAINING:** All City employees expected to work in and/or around trenching and excavation work shall be trained on proper techniques for working safely within.

**POLICY REVIEW:** The City will review and revise this Policy as necessary. This will be done to ensure provisions within are being effectively implemented and that this Policy covers current work conditions and regulatory requirements.

**APPROVED BY:**

  
\_\_\_\_\_  
**Ken Nordhoff, City Manager**

  
\_\_\_\_\_  
**Date**



**CITY OF SAN RAFAEL  
POLICIES AND PROCEDURES**

|                |  |
|----------------|--|
| Subject:       | Vehicle Accident Reporting & Investigation |
| Issue Date:    |  |
| Revision Date: | August 15, 2008                            |
| Prepared By    | City of San Rafael Safety Committee        |
| Approved By:   | Ken Nordhoff, City Manager                 |

## Vehicle Accident Reporting and Investigation

**PURPOSE:** The City of San Rafael has established this policy to specify actions to be taken following any vehicular accident involving any city employee either while on city business or off duty while in a City vehicle. Actions will include immediate reporting and possibly a follow-up investigation.

**RESPONSIBILITY:** All City employees involved in a vehicular accident while on city business and/or in a city vehicle.

**REFERENCE:** General practice.

**REPORTING:** All vehicular accidents must be reported to the local traffic enforcement agency (e.g., Police Department [PD], Highway Patrol) immediately, regardless of injury severity and extent of damage. After notifying the PD or appropriate agency, the employee shall notify their immediate supervisor. The supervisor will then notify Human Resources.

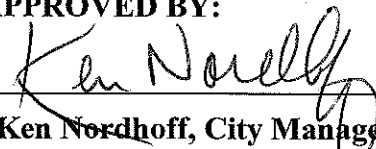
*NOTE: At the accident scene, employee should refrain from making any statements as to fault or liability to anyone other than the PD or Highway Patrol Officer.*

**INVESTIGATION:** Accidents involving multiple vehicles, private property, injuries or any other non-city property will be investigated by the PD or appropriate agency. All other accidents where it is not necessary to notify the PD (e.g., accident involving city property with no injuries) will be investigated by the departmental supervisor. The supervisor's investigation will include:

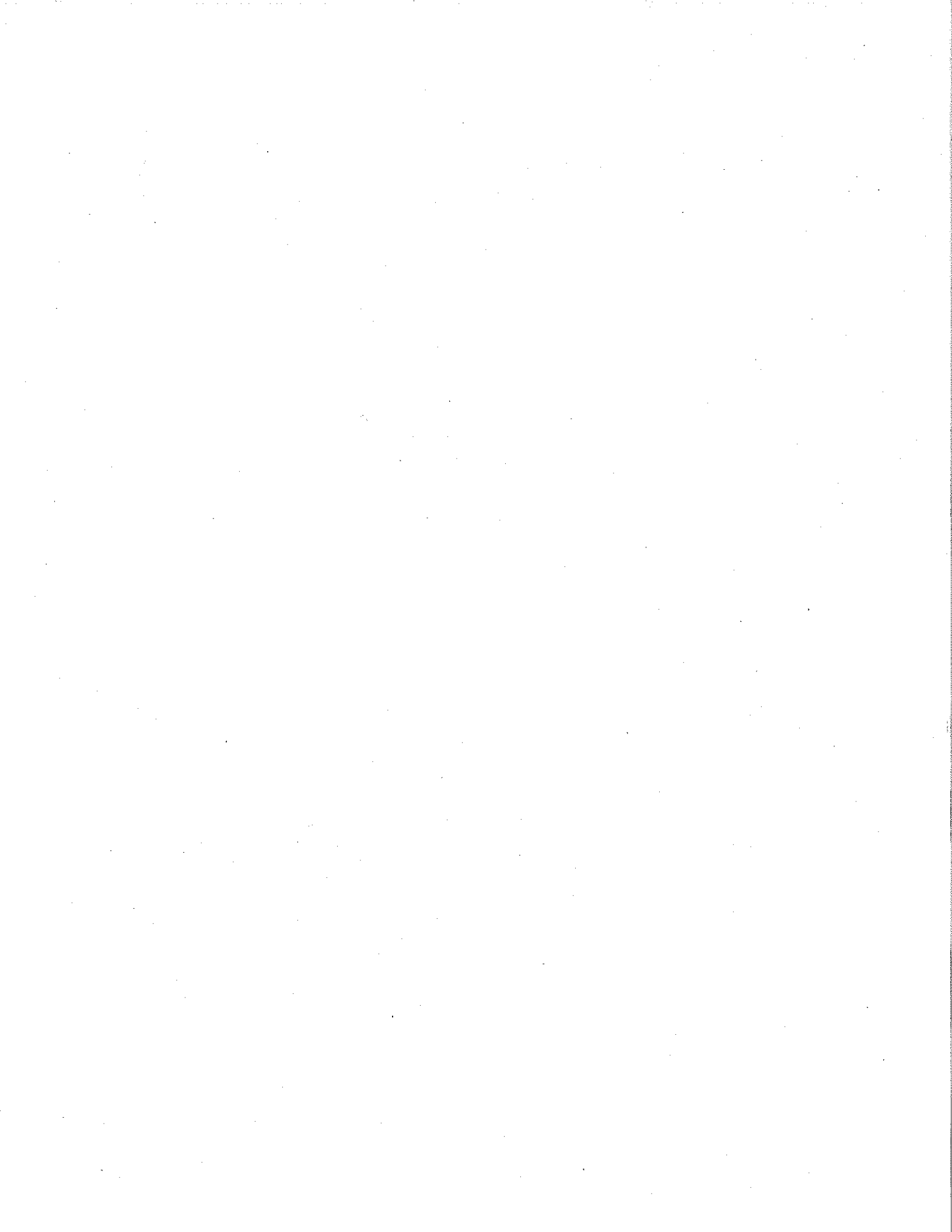
1. The name, classification, division and department of the employee;
2. A description of the City-owned or personal equipment involved in the accident and its condition;
3. Signed statements of the employee involved in the accident with the understanding that disciplinary action may result if the employee is found to be at fault;
4. Signed statement of any employee and/or individual witnessing the accident;
5. A statement by the supervisor indicating the supervisor's conclusion as to whether or not the accident was preventable.

The investigation report, whether written by the departmental supervisor or PD, shall be forwarded to Human Resources.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Ken Nordhoff, City Manager

8-15-2008  
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 Date







## CITY OF SAN RAFAEL POLICIES AND PROCEDURES

|                |  |
|----------------|--|
| Subject:       | Workplace Security and Violence Policy |
| Issue Date:    | June 19, 2007                          |
| Revision Date: | August 15, 2008                        |
| Prepared By    | City of San Rafael Safety Committee    |
| Approved By:   | Ken Nordhoff, City Manager             |

### WORKPLACE SECURITY AND VIOLENCE POLICY

**PURPOSE:**

The City of San Rafael is committed to providing a workplace that is safe, secure and free from threats or acts of violence. This includes prohibiting any threatening or committing any act of violence while on duty, while on City-related business or while operating any vehicle or equipment owned or leased by the City. All acts or threats of violence toward any employee by anyone will be taken seriously and will not be tolerated. Although some violence results from societal problems that are beyond the City’s control, City management in an effort to increase protection for employees and visitors, established this Workplace Security and Violence Policy.

**RESPONSIBILITY:**

In order to achieve the City of San Rafael’s goal of providing a workplace that is secure and free from violence, the support of all employees is required. **Acts or threats of violence toward an employee by anyone, e.g., supervisory personnel, independent contractor, co-worker, or the general public, shall not be tolerated and must be reported immediately to appropriate supervisory staff.** Managers are responsible for reporting the threats to the Human Resources Director or Police Command Staff.

**REFERENCES:**

This policy applies to all City employees, volunteers and contractors, and visitors.

**DEFINITIONS:**

Acts of violence include: intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, having a weapon or any other act which endangers or threatens to endanger employees in the workplace, whether intentional or reckless. These acts may include: shootings, bomb-threats, hostage situations, rape, assault, burglary, kidnappings, among others.

A threat of violence includes any behavior that, by its nature, could be interpreted as intent to cause physical harm to another individual.

Workplace includes all City facilities where employees, staff, vendors, contractors, and volunteers are engaged in City business.

## **Workplace Security and Violence Policy**

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**TRAINING:** All City employees will be trained on this policy at the time of hire or job orientation.

### **POLICY:**

City employees are prohibited from threatening, or committing any act of violence in the workplace, while on duty, while on City-related business, or while operating any vehicle or equipment owned or leased by the City. City employees are also responsible for reporting any concerns they may have regarding workplace safety and all threats they either received directly or heard through a third party to appropriate personnel and for calling 9-9-1-1 to report all immediate concerns of violence.

### **PROCEDURES:**

The City of San Rafael prohibits weapons (including, but not limited to guns, batons, tasers, and stun guns) on City premises without the expressed authorization of the City Manager or designee, with the exception of equipment necessary for employees to complete their job tasks (Police Officers). This prohibition applies to all City of San Rafael employees and volunteers.

The Police Department shall be involved in the investigation of workplace security violations. Employees are required to immediately report any incident involving weapons, a threat of violence or an act of violence to their supervisor, Department Head or the Human Resources Director. All acts or threats of violence toward any employee by anyone shall be taken seriously. Employees are required to inform a supervisor or Department Head of any threats regardless of whether or not he/she believes the threat will be enacted. All threats **MUST** be reported. An investigation of the matter will immediately be conducted and management shall administer disciplinary appropriate action up to and including termination of employment if warranted.

The following are general guidelines that City employees must implement if faced with a violent situation in the work place.

1. Any employee experiencing or observing imminent violence should report it immediately by calling **9-9-1-1**.
2. Employees who feel they have been subjected to, or have observed, acts of violence will immediately report the incident to a supervisor and Human Resources.
3. Remain calm and do not put yourself or others in harms way.
4. Do not disturb the scene after the event is over.
5. Report any pertinent information to authorities, including what was witnessed.

All threats of violence will be taken seriously and should be reported to the appropriate supervisor or Human Resources immediately. Records of violent events will be maintained by Human Resources.

**SUPPORT:** The City will offer support to employees affected by, or experience a violent event within the workplace. The amount of support will be reviewed, and available, on a case-by-case basis.

**ARMED ASSAILANT SITUATIONS:** These situations will be reported immediately by calling 9-1-1. Include as much information pertaining to the situation as possible, including: description of the assailant(s), number of assailants and weapons being used. The employee should remain on the phone

**Workplace Security and Violence Policy**

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until police arrive or as long as possible. Human Resources shall also be notified when it can be done safely. Remain calm and wait for the police to arrive. Avoid contact with the assailant, if possible, and take cover, if necessary.

**BOMB-TRHEAT SITUATIONS:** City employees shall immediately report all bomb threats by calling 9-9-1-1. Provide as much information regarding the situation as possible. The Human Resources Department shall also be notified when it can be done safely.

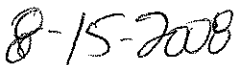
City employees will not search for the bomb. They will follow the directions of the authorized person(s) and evacuate to the designated area if so ordered.

**HOSTAGE SITUATIONS:** The following steps are to be followed in any hostage situation in an attempt to defuse the situation or delay violence until the Police Department arrives. Because these situations are extremely volatile, every effort should be made to keep emotions and the situation as neutral as possible. This begins with maintaining one's personal composure, calming the suspect and obeying the suspect's demands. At no point should any City employee argue, provoke a fight or otherwise agitate the suspect.

If possible, communicate the situation to responding personnel. Information that should be communicated includes the number, description, and exact locations of the assailants; types of weapons, the demands that have been made, and any injuries that are a result of the hostage situation. In situations where communication is not allowed, remain calm and wait for help to arrive.

**APPROVED BY:**

  
\_\_\_\_\_  
Ken Nordhoff, City Manager

  
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Date

