

City of Stevens Point Employee Safety Handbook

Introduction

The personal safety and well-being of each city employee and the prevention of occupational injuries and illnesses is of primary importance. To the greatest degree possible, the City seeks to provide a safe and hazard free work environment.

The purpose of this handbook is to provide employees with general rules for safe work procedures. It is recognized that publication of this handbook alone will not ensure a safe work environment. This will be accomplished only through the cooperative efforts of supervisors and employees, working together to continuously promote safety awareness and safe work practices.

This handbook was revised by the Employee Safety Committee. Due to the tremendous variety of operations performed by City employees within disparate work environments, the committee did not attempt to address every possible work situation that a City employee may encounter. The procedures outlined in this handbook are intended to cover work situations applicable to the majority of employees.

Departments are encouraged to develop additional safety guidelines to address situations specific to their work environments. These procedures must meet or exceed procedures contained in this handbook. Additional procedures should be documented and communicated to employees to ensure understanding and compliance.

- Revised June 2005 -

Section 1 Division of Responsibility

1.01 Responsibilities of Department Head or Designee

- A. Communicate safety procedures to employees, including any new and/or revised procedures.
- B. Ensure new employees receive proper training in safe work procedures as well as new job assignments.
- C. Communicate expectations regarding employee adherence to safe work procedures, and take appropriate disciplinary action on known incidents of negligence.
- D. Provide a role model to employees by personally adhering to safe work procedures.
- E. Investigate job related accidents, injuries, and illnesses, and work towards implementing procedures which may prevent future recurrence.
- F. File detailed accident reports with the Personnel Department in a timely manner.
- G. Accept and evaluate employee safety concerns and suggestions, and work to correct potentially hazardous situations.
- H. Provide the equipment necessary for employees to safely perform their job responsibilities.

1.02 Responsibilities of Employees

- A. Become familiar with and comply with Employee Safety Handbook guidelines including any additional guidelines developed for your specific work area and any new and/or revised guidelines communicated by official notices or postings.
- B. Assist in training new employees in safe work procedures.
- C. Report all job related injuries, accidents, or illnesses to supervisors immediately, or as soon as feasibly possible.
- D. Assist management in compiling the information needed to file complete and accurate accident reports.
- E. Report potentially hazardous work situations to supervisors, including suggestions for correcting the condition.
- F. Utilize and maintain provided safety equipment, and immediately report defective equipment to supervisors.
- G. Adhere to safe work procedures on the job.

1.03 Responsibilities of City Personnel/Sentry Insurance

- A. Accept and evaluate safety concerns and suggestions, and assist supervisors in correcting potentially hazardous situations.
- B. Recommend new and/or revised safety procedures based on changes in safety standards or the recognized need to address and correct unsafe work practices.
- C. Maintain and update the Employee Safety Handbook, distributing new and/or revised guidelines to management and employees.
- D. Assist with implementing employee safety training and education programs.
- E. Act as a liaison between city personnel and insurance providers in the reporting of and follow-up on accidents.
- F. Maintain and monitor accident and loss control records and reports.
- G. Communicate loss control information to supervisors and work with them to address problem areas.

Section 2 Accident Procedures

2.01 General Accident Reporting

- A. When an accident occurs on the work site, the first priority is to remove yourself (and/or others) from further danger.
- B. Report accidents immediately to your work site supervisor for investigation and documentation. When possible, report the accident prior to seeking medical attention; however, the seriousness of the accident will dictate whether this is feasible.
- C. Injuries which may initially appear to be minor can develop into a major health problem. For this reason, it is a good policy to report all accidents, no matter how small, to your supervisor.
- D. For most types of injuries, your supervisor will document the incident by completing an Accident Investigation Form.
 - 1. Since the information on the Accident Investigation Form is often used to complete appropriate insurance reports, it is extremely important that this form be complete and accurate. The injured employee(s) and any witnesses to the incident shall cooperate with the supervisor during the investigation process.
 - 2. Accident Investigation Forms must be completed by your supervisor and forwarded to the Personnel Office within 24 hours of an injury.

2.02 Vehicle Accidents

- A. The City Police Department shall be contacted immediately for all accidents involving City vehicles. An officer will complete a vehicle accident report and forward a copy to the Personnel Office for insurance purposes.
- B. Unless otherwise directed by the Police Department or in cases where physical injuries demand immediate medical attention, an employee must remain at the scene of an accident until Police arrive.
- C. If involved in a vehicle accident outside the City limits, report the incident to the proper policing authority in the jurisdiction where the accident occurred. Document the significant details of the incident, including names and addresses of individuals involved in the accident and investigation. Notify your supervisor as soon as possible.
- D. In the event the other individual leaves the scene of the accident prior to its investigation, make note of the license number of the vehicle, the description of the vehicle, and the description of the individual.

2.03 Accident/Incident Reviews

- A. Accidents must always be initially investigated and reviewed by your immediate supervisor. The Accident Investigation Form provides space for the supervisor to identify what can be done to prevent recurrence of an incident. This section shall be completed by the supervisor and followed up on by the City Personnel Department.
- B. If subsequent to investigating an accident, discipline is required, disciplinary action shall be taken in accordance with Administrative Policy 2.11, Disciplinary Procedures.

Section 3 Office Safety

3.01 General Guidelines

- A. All file, desk, and table drawers must be kept closed when not in use. Do not overload top file cabinet drawers. Never open more than one drawer at a time, the cabinet could tip over.
- B. Do not use chairs, desks, tables or other office furniture as makeshift ladders.
- C. Care shall be exercised when using scissors, paper cutters, razor blades, and other equipment with sharp edges. Keep blades of paper cutters closed when not in use.
- D. Keep your hands clear of moving parts on office equipment.
- E. To prevent back problems, use proper ergonomics in your work station. Take periodic breaks to avoid eye strain when using computer terminals
- F. Get assistance before attempting to move heavy office furniture or equipment.

3.02 Extension Cords

- A. Use only UL listed extension cords of appropriate gauge for electrical load.
- B. Examine both the cord and connection carefully before use.
- C. Protect cords against contact with oil, hot surfaces, chemicals and other liquids.
- D. Replace any extension cord that is damaged. Extension cords shall not be used in place of permanent wiring.

3.03 Carpal Tunnel Syndrome

- A. Warning Signs:
 - 1. Tingling sensations or numbness in the shoulders, arms, wrists, hands, fingers, or back and legs
 - 2. Vise-like pressure on the wrists
 - 3. Sharp pain in the wrists, forearms, upper arms or hands
- B. Work with your immediate supervisor or the Personnel Department to determine a good ergonomic fit for you and your workstation.

3.04 Employee Conduct

- A. Each employee bears primary responsibility for ensuring their own personal safety. Employees are responsible for learning and obeying the safety rules and wearing all required personal protective equipment. Each employee shall carefully study all the Safety Rules and become familiar with the rules as they pertain to their job.
- B. Employees must notify their supervisor immediately of any unsafe conditions or acts. The Employer will take every means possible to reduce and/or eliminate the safety risk. Any unsafe conditions or acts shall be dealt with immediately.
- C. Employees are expected to report to work in healthy, alert physical condition. Employees who are intoxicated or drug impaired are potential hazards to themselves and co-workers. (Administrative Policy 1.12)
- D. Practical jokes, rowdiness and horseplay are strictly forbidden. These actions can lead to a very serious accident and will not be tolerated.

3.05 Workplace Violence

No employee should feel threatened or that his/her personal safety is in danger because of the actions or speech of employees/civilians/contractors. In order to minimize the chance of workplace violence, the City of Stevens Point advocates that all employees promote positive behavior and lead by example, by treating everyone with the respect and dignity each person deserves. If workplace violence does happen the employee must immediately contact their supervisor. In cases of extreme emergency, contact with Law Enforcement can be accomplished via the "Panic Button" installed in the various offices or via a telephone call, 9-1-1 if necessary. If Law Enforcement intervention is not immediately required, the supervisor shall notify the Personnel Department immediately.

Section 4 Common Areas

4.01 Building Entrances and Other Public Walkways

- A. All building entrances, pedestrian walkways inside buildings, restrooms, work areas, and storage areas shall be:
 - 1. Kept free from refuse, slippery and wet substances, portable equipment, tools, supplies, electric extension cords, and any other tripping hazard.
 - 2. Provide adequate lighting. In areas without adequate lighting, use a flashlight or electrical "trouble" light. Never use matches or an open flame for lighting.
 - 3. Maintained at a safe level of cleanliness. Immediately report dangerous conditions to building maintenance staff.
- B. Be alert to potentially slippery conditions at building entrances and stairways. Always use handrails on stairs.
- C. Use caution when pushing open a door to avoid injuring people opposite the door. Approach a door which opens towards you with caution.
- D. All tripping hazards shall be immediately removed and reported to your supervisor.
- E. Outdoor pedestrian walkways shall be kept clean and clear of obstructions and debris. Immediately report dangerous conditions to building maintenance staff.
- F. In inclement weather, footwear which provides good traction must be worn.
- G. Apply an absorbent material immediately to oil, grease and other flammable materials then, clean the floor as soon as possible.

Snow and Ice Management The removal of snow and ice from all walking/working surfaces will be the responsibility of each department that maintains a city facility. For facilities with heavy foot traffic and/or frequent visits from the public, all sidewalks, entrances, loading docks and other areas of heavy foot traffic will be cleared upon significant accumulation of snow. For facilities with lighter foot traffic and/or less frequent visits from the public, all sidewalks, entrances, loading docks and other areas of foot traffic will be cleared as appropriate, depending on the use and needs of the facility and staff availability. Parking lots will be cleared upon significant accumulation of snow. Salt, sand, or other appropriate material for preventing slips and falls will be applied to all sidewalks, entrances, loading docks and other areas of heavy foot traffic upon clearing snow from the surface. Salt, sand, or other appropriate material will also be applied to areas in parking lots where ice build-up is present. When thawing and refreeze is possible, a review of all parking lots and sidewalks will be conducted and salt, sand, or other appropriate material applied as appropriate.

4.02 Waste Receptacles

- A. Proper waste receptacles shall be provided in all work areas, storage areas, and restrooms.
- B. All waste must be deposited in proper receptacles.
- C. All wiping rags, waste and oily material shall be deposited in a covered metal container.
- D. Waste receptacles shall be emptied daily and the contents disposed of safely.

4.03 Marked Exits

- A. All exits shall be clearly marked and unobstructed at all times.
- B. No exit shall be locked, chained, or bolted so as to impede proper evacuation.
- C. Check exit lights to be sure they are maintained.

Section 5
Lifting and carrying

- A. Do not attempt to carry a load that may jeopardize your health or safety. When possible, split it into two loads or receive assistance from a co-worker or use mechanical assistance.
- B. Do not carry objects that will obstruct your vision.
- C. Always apply proper lifting techniques, whether working alone, as a team, or with the aid of mechanical assistance.
 - 1. Keep your feet close to the load and parted for balance
 - 2. Keep your back straight
 - 3. Keep the load being lifted close to your body
 - 4. Lift the object with a secure grip
 - 5. Tuck your chin in
 - 6. Use your leg muscles to do the lifting; not your back

Section 6 Fire Prevention

6.01 General Guidelines

- A. Smoking is prohibited in areas where flammable or combustible liquids are used or stored.
- B. Ash trays shall be provided where smoking is allowed.
- C. Fire exits shall be kept clear and shall not be locked from the inside so as not to impede proper evacuation.

6.02 Fire Extinguishers

- A. Fire extinguishers will be prominently displayed, labeled for usage, and kept clear for easy access at all times.
- B. Know the locations of fire extinguishers and how to use them.
- C. After use of an extinguisher, report it immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
- D. NEVER return a partially used extinguisher to its storage place.
- E. All City vehicles shall be equipped with a fire extinguisher.
- F. All extinguishers, in both vehicles and buildings, shall be inspected annually by a qualified person. A department designee shall inspect department extinguishers on a monthly basis to ensure extinguishers are present to determine if they have been used and to inspect gauges and tubing.
- G. Do not use water type extinguishers on electrical fires because of the danger of electrocution. They are intended for use on Class A (paper, wood) fires only.

6.03 Storage of Flammable or Combustible Materials

- A. No storage of flammable or combustible materials will be allowed in furnace rooms, boiler rooms, or any other unauthorized areas.
- B. Drums of flammables must be grounded and a bond wire is to be used to electrically interconnect the drum and container used in dispensing liquid.
- C. Oily and greasy rags must be put in a metal container with a self closing lid.
- D. Gasoline must not be used for cleaning purposes.
- E. Cleaning solvents with flammable properties must be kept in approved safety containers, labeled and used in accordance with manufacturer's instructions.

Section 7 Vehicle Operation

- A. All employees required to operate City owned road vehicles shall hold a valid Wisconsin operator's license under ss. 343.05(3)(a) and, if the vehicle is a commercial motor vehicle as described under ss. 343.04, shall possess a commercial operator's license valid in the classes and endorsements that are applicable except those exempt under ss. 343.055(1)(a).
- B. When operating a vehicle, all laws of the State of Wisconsin and the City of Stevens Point must be followed. In addition, department policies must also be followed.
- C. Prior to the initial operation of a vehicle by an employee, the operator shall be instructed regarding special equipment and its function on the vehicle. The operator shall also be instructed as to the safe operation of the vehicle.
- D. At a minimum, a check will be made of the following prior to the operation of a vehicle:
 - 1. Check exterior for damage and report damages to your supervisor
 - 2. Check tires for wear and inflation level
 - 3. Test all lights including turn signals, hazards, high and low beams, brakes, parking, and any special emergency lights or sirens.
 - 4. Test horn outside
 - 5. Insure windows are clean so as not to impair the operator's vision.
 - 6. Adjust driver's seat and all mirrors before moving the vehicle.

These are minimum checks that will be made. Several City departments have other preoperational checks which must be performed prior to operating a vehicle.

- E. Once vehicle operation begins and mechanical problems develop, they must be reported immediately to your supervisor for evaluation and possible repair. If the mechanical problems are of the nature which may cause injury to the operator or to others, an authorized person shall remove the vehicle from service.
- F. If a vehicle becomes disabled while in a traffic lane, warning lights shall be used. In addition, if the need is present, flares or similar traffic alerting devices shall be employed.
- G. When backing a vehicle, make sure the area is clear of pedestrians and property. When practical, or if department policy requires it, another person shall be used as a guide to assist in the safe backing of a vehicle. Guide must be in safe position.
- H. When parking a vehicle, use the emergency brake and block wheels if parked on a steep grade or hill turning wheels appropriately.
- I. If the vehicle is to be operated inside a building, proper ventilation must exist.
- J. Whenever a City vehicle is involved in an incident, police must be notified prior to leaving the incident site. For more information on incident procedures refer to SECTION 2.
- K. While refueling, engines shall be off, and there must be no smoking or open flames in the area. Do not overfill fuel tanks.
- L. Vehicles must be kept clean at all times with prime importance being windows and lights.
- M. Do not load a vehicle beyond its rated capacity and never load it in such a way as to obstruct the operator's vision.
- N. All employees shall have seat belts properly fastened whenever they are in a moving motor vehicle equipped with seat belts. (Employees who may fall under legal exceptions are exempt.)
- O. Operators Manual must be followed for specific pieces of equipment.

Section 8 Personal Protective Equipment & Clothing

The City of Stevens Point will provide personal protective equipment (PPE) to employees. When equipment is issued, it must be maintained in a sanitary and reliable condition to protect employees from workplace hazards. Supervisors will maintain a record of PPE and training provided to employees.

Defective or damaged personal protective equipment shall not be used. Each department supervisor will inspect PPE at regular intervals (at least quarterly) to ensure that employees are cleaning and maintaining their equipment. Employees are responsible for inspecting their PPE at the start of each work shift.

It is also important to dispose of contaminated PPE which cannot be decontaminated. Equipment is to be disposed of in a manner that protects others from exposure to hazards. Employees are to notify their supervisor in the event PPE is lost or damaged/contaminated so that replacements can be obtained.

PPE Devices must meet these minimum requirements:

- Provide adequate protection against the particular hazard(s) for which they are designed;
- Be reasonably comfortable when utilized per their design;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable;
- Be capable of being disinfected;
- Be easily cleaned;
- Be kept in good repair; and
- Be distinctly marked to identify the manufacturer.

Protective Footwear

All steel and composite toe safety footwear needs to meet or exceed ANSI Z41 PT99 and/or ASTM F2413-05 Protective Footwear Standards for Impact & Compression. Supervisors have the option to require employees working on certain jobs to wear safety toe boots as compared to safety toe shoes. Safety shoes must be sturdy and have an impact-resistant toe. Safety footwear is classified according to its ability to meet minimum requirements for both compression and impact tests. Soles of shoes must have proper gripping ability to avoid slipping. Safety-toed footwear or sturdy leather footwear shall be worn where it is determined by the supervisor that conditions exist in which there is a significant probability of injury to unprotected feet. City departments may provide funding assistance in cases where safety shoe/boot protection is required for job safety (please refer to your labor agreement).

Protective Eyewear

Safety glasses, whether City issued or prescription, must comply with ANSI Z87.1-1989 if purchased after July 5, 1994 and ANSI Z87.1-1968 if purchased prior to July 5, 1994. These dates and standards apply to all eye and face protection. When purchasing prescription safety glasses, inform the retailer of these requirements. City departments may provide funding assistance to those employees requiring safety prescription eye wear (please refer to your labor agreement).

Side shields must be worn when working with **any** machine or related hazard. When at risk, bystanders who may become injured must also wear protective eyewear with side shields.

Employees whose vision requires the use of prescription lenses must wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear. These persons are required to wear face shields, goggles or spectacles of one of the following types:

- Spectacles with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles without disturbing the adjustment of spectacles; or
- Goggles that incorporate corrective lenses mounted behind the protective lens;
- Employees who wear contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.

Eye protector lenses must always be kept clean. Continuous vision through dirty lenses can cause eyestrain – often an excuse for not using eye protection. Daily inspection and cleaning of protective lenses is important. Protective lenses should also be properly stored when not in use to avoid scratching or other damage.

Eye and face protection shall be consistently used so that it provides both adequate ventilation and protects the wearer from splash entry. Those areas include:

- Tinted and shaded lenses are not filter lenses unless they are marked or identified as such. These must be approved and certified before use on the job by the supervisor.
- Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows optimum task performance.
- Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these hazards.
- Caution should be used in the use of metal frame protective devices in electrical hazard areas.
- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleaning may be necessary.
- Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Protective devices do not provide unlimited protection.
- Face shields must be used so they are worn over primary eye protection (spectacles or goggles). For severe exposure (i.e., grinding) both a face shield and safety glasses should be utilized.

Respiratory Protection

Any Employee working in an area that requires a respirator shall be fit tested and trained for the required respirator. In addition, the individual must have a current pulmonary function test indicating that he/she can wear a respirator. Other requirements outlined in OSHA and ANSI standards may affect the proper fit of the respirator, and the change-out schedules for respirators and/or cartridges.

Head Protection

All components, shells, suspensions, headbands, sweatbands, and any accessories should be visually inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally provided.

If unusual conditions occur (such as higher or lower extreme temperatures than described in the standards), or if there are any signs of abuse or mutilation of the hard hats or any component, the margin of safety may be reduced. If damage is suspected, hard hats should be replaced or tested in accordance with procedures contained in ANSI Z89.1-1986.

Hard hats should not be stored or carried on the rear-window shelf of an automobile since sunlight and extreme heat may adversely affect the degree of protection.

Hearing Protection

Exposure to high noise levels can cause hearing loss or impairments. Ear muffs or ear plugs shall be worn when operating machinery or equipment exceeding a level of 85 decibels. Ear protection is always available to an employee upon request, regardless of the decibel level. Disposable earplugs are to be used one time and then thrown away. The non-disposable type should be cleaned after each use for proper protection. No radio/stereo headphones or earphones shall be worn when operating city equipment or any other time while working. Cotton is not recognized as ear protection and will not be permitted in lieu of approved ear muffs or ear plugs.

Protective Clothing

For the protection of the employee, the following minimum apparel is required of all employees engaged in manual labor work:

- A long or short sleeved shirt will be worn.
- Long-legged trousers. During warm weather, and with supervisor's **prior** approval, employees may wear shorts which extend to within four (4) inches above the top of the knee.
- Rubber boots will be worn when working with caustic chemicals, acids, and other harmful dusts, liquids or gases.
- When working in or near the street, all employees shall wear a high visibility vest or other approved attire.
- Employees will wear gloves when working on sanitary sewers, handling rough materials, ropes or steel cable, during solid waste and recyclable collection, handling hot bituminous materials or caustic chemicals. Protective gloves shall be worn when giving First Aid to injured persons to avoid contact with bodily fluids. (See Section 15.01) Rubber gloves shall be worn when working with caustic chemicals, acids, and other harmful liquids, dusts or gases.
- Employees will wear chaps, hard hat, eye and hearing protection and safety toed shoes/boots when using a chain saw.

A number of factors need to be taken into consideration when selecting a glove for a particular application. The following are of primary importance:

- The toxic properties of the chemicals. In particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects should be known;
- The work activities being undertaken. These must be studied and account taken of the degree of dexterity required, the duration, frequency and degree of chemical exposure and the physical stresses which will be applied;
- Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological agents, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not be best suited to all work situations.

- Read instructions and warnings on chemical container labels as well as MSDSs **before** working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.
- The performance characteristics of the gloves should be assessed using standard test procedures. Characteristics to be considered include chemical, puncture, tear and abrasion resistance.
- During the hazard assessment, the employee's work activities should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.
- Request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated before making your final selection. Work with your supervisor to locate the correct choice for the job to be performed.

Torso Protection

Many hazards pose a threat to the torso: heat, splashes from hot metals and liquids, impacts, cuts, acids and radiation. A variety of protective clothing is available, and your supervisor will review various options with you based on work-related exposures.

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Section 9 Motorized and Electrical Equipment

9.01 General Guidelines

- A. Operate all equipment in accordance with manufacturer's specifications, and other applicable safety rules.
- B. Do not leave equipment unattended while in operation.
- C. Always shut equipment off when not in use.
- D. Do not alter or remove machine safety guards except for repair purposes.
- E. Immediately report known equipment safety problems or concerns to your supervisor for evaluation and repair or replacement.
- F. When finished using equipment, ensure it is properly secured, cleaned, and stored in its designated area. license and CDL, if required.

9.02 Guidelines for Motorized Equipment

- A. Before operating any city vehicle/equipment, unit shall be inspected utilizing the pre/post trip inspection form. Inspection form must be kept in the unit while it is being used. Upon returning unit to its parking stall, unit shall be rechecked and an inspection form shall be filled out. Any repairs/damage must be documented on this form. Turn pre/post inspection form in to appropriate area.
- B. Shut gasoline operated equipment off while refueling.
- C. All individuals who operate equipment must have a valid operator's Drivers must obey all State and local laws and/or regulations governing motor vehicle operation. Each occupant of a motor vehicle is responsible to wear seat belts and shoulder harnesses if so equipped.
- D. Operator is responsible for keeping windshield, windows, interior, and exterior clean and free of any type of debris, etc.
- E. Do not ride on the outside of any equipment except in the case of waste collection or with supervisor's permission.
- F. Whenever any City equipment is involved in an accident, it is the responsibility of the driver to:

- Notify your supervisor
 - Call for assistance from the Police Department
 - Provide all information requested by the Police Department
 - Fill out a written report
 - Do not admit liability or indicate that the City shall take responsibility for the accident.

- G. When backing equipment, make sure no person or objects are behind vehicle. If available, get a spotter to help guide you.

9.03 Guidelines for Electrical Equipment

- A. Visually inspect all electrical equipment before using, making sure that electrical cords are not worn or damaged. Inspect plugs to see that they are not damaged.
- B. Extension cords are to be inspected for wear or damage before they are used. Make sure you have the correct gauge cord for equipment being used. Extension cards are not to be used as permanent wiring.
- C. Electric hand held (trouble) lights being used shall be inspected for worn or damaged cords and plugs. Trouble lights cannot have an on/off switch on them and cannot have any provisions for plug in attachments. Trouble lights shall have bulb guards.
- D. All electrical equipment must be properly grounded to avoid electrical shock. Portable generators must be equipped with ground fault circuit interrupters (GFCI).
- E. Avoid placing electrical cords in walkways in order to prevent tripping. If this needs to be done on a temporary basis, the cords must be clearly marked and secured.
- F. When working with electrical equipment in wet or damp areas, equipment must be ground fault circuit interrupter (GFCI) protected.

9.04 Guidelines for Chain Saws

- A. Read and understand the contents of the owner's manual and safety manual before starting and operating any chain saw. Improper use or maintenance could result in injury or possible death.
- B. Wear proper clothing. Ear protection, eye protection, chaps, hard hat and safety toed shoes must be worn.
- C. Do not operate a chain saw when you are fatigued.
- D. When cutting trees, do not begin until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- E. Use caution when handling fuel. Move the chain saw at least 10 feet from the fueling point before starting the engine.
- F. Keep all parts of your body away from the saw chain when the engine is running.
- G. Before you start the engine, engage brake and make sure the saw chain is not in contact with anything.
- H. Carry the chain saw with the engine stopped the guide bar and saw chain to the rear, and the muffler away from your body.
- I. Do not operate a chain saw that is damaged or improperly adjusted. Be sure the chain stops moving when the throttle control is released.
- J. Shut off the engine before setting the chain saw down.
- K. Keep handles dry, clean, and free of oil or fuel mixture.
- L. Do not operate a chain saw in a tree unless you have been trained to do so.
- M. Operate a chain saw only in well ventilated areas.
- N. Make sure chain saws are cleaned thoroughly and lubricated before storing.

9.05 Guidelines for Mowers

- A. Improper use or maintenance of a mower can result in injury. Read and understand the contents of the operator's manual before using a mower.
- B. Keep all shields and safety devices in place. If a shield, safety device, or decal is defective or damaged, report it to your supervisor for evaluation and possible repair or replacement. Tighten any loose nuts, bolts and screws to insure machine is safe to operate.
- C. Do not run a mower in a confined area without adequate ventilation. Exhaust fumes can be deadly.
- D. Maximum recommended seating capacity for riding mowers is one person. Never carry passengers.
- E. Remove all debris or other objects that might be picked up and thrown by mower blades.
- F. Watch for holes or other hidden hazards.
- G. Reduce speed when making sharp turns and when turning on a hillside.
- H. Never raise the cutting unit of a mower while the blades are rotating.
- I. To reduce fire hazard, keep the engine free from excessive grease, grass, leaves and accumulation of dirt.
- J. Never leave a mower running while unattended.
- K. Always disengage the power take-off gear before dismounting a riding mower.
- L. Always utilize appropriate personal protective equipment (eye and ear protection).

Section 10 Hand Tools

10.01 General Guidelines

- A. Always select the appropriate tool for the job; never use makeshift tools.
- B. Check the condition of tools frequently. Report defective tools to your supervisor for evaluation and possible repair or replacement.
- C. Check clearances and sharpness of tools before leaving the shop.
- D. Protect hands by wearing gloves when appropriate.
- E. Carry sharp or pointed tools in covers, or be sure they are pointed away from the body.
- F. Wear eye protection when using impact tools.
- G. Do not lay tools on top of step ladders or other places from which they could fall on someone.
- H. Use tools that are the right size and type for the job.
- I. Use tools made of non-sparking material in hazardous atmospheres.
- J. Use tools with insulated handles for electrical work.
- K. Never use the blunt edge or end of a hand tool to perform the function of a hammer.
- L. Never push metal or wood chisels toward any part of the body.
- M. Keep tools clean and free of oil or grease to prevent slipping.
- N. Never use a pipe or other extension on the handle of a tool to get more leverage.
- O. Make sure that the handle of a tool is smooth, free from splinters and that it fits tightly in the head.
- P. Never throw or toss a tool towards another person. Pass it over with the handle forward.
- Q. After using tools, return them to their proper place.

10.02 Picks, Axes, and Shovels

- A. Avoid striking toward or close to the feet with a pick, shovel, or ax.
- B. When using a pick, ax, or shovel, make sure there is plenty of clearance between the user and others to avoid striking them with the tool or material.

Section 11 Welding/Torching

- A. You must wear approved safety equipment while welding/torching. This includes but is not limited to flame resistant clothing, face shield, and gloves.
- B. Inspect welding/torching area before and after completion of work for fire or other hazards.
- C. Inspect equipment prior to using. Defective equipment shall not be used and must be reported immediately to your supervisor.
- D. You must use adequate ventilation while welding or torching.
- E. You must use an approved type of lighter to light gases.
- F. You are required to surround your work with suitable shields while arc welding when persons in surrounding area could be affected.
- G. You must have immediate access to an approved portable fire extinguisher.
- H. All torches in use shall be equipped with check valves and flash back arrestors.
- I. Cylinders shall always be in an upright position, secured from falling and away from electrical wires. Cylinders not in use must be stored away from the welding area and other combustible processes. Empty cylinders shall be stored separately and labeled "empty". Cylinders shall be protected from damage by moving equipment. All cylinders not in use shall have the valves closed.
- J. Cylinder hoses and electrical wires shall be stored when not in use.
- K. Hot material must be marked "HOT" while cooling off. Used welding rods shall be stored in a non-flammable container for disposal.

Section 12 Spray Painting

- A. Before spray painting with an aerosol can, read and understand all caution, danger and warning labels along with the directions for use.
- B. All spray painting must be done in properly ventilated areas.
- C. Quantities of flammable and combustible liquids in excess of one day's supply shall be stored in an appropriate area.
- D. Spray painting areas must not be allowed to accumulate waste materials.
- E. There must be no open flame or spark producing equipment in spraying areas.

Section 13
Roadway and Construction Site,
Manhole and Catch Basin Safety

Section 13:01 Roadway and Construction Site Safety

- A. All work zones in the roadway, on the right-of-way, in designated parking areas, or on a sidewalk must have proper warning signs and be barricaded or safety coned. Barricades must be reflective and have operating warning lights if left out during darkness. Work zones shall not be left unmarked.
- B. High visibility safety vests shall be worn when working on or near any street or in a construction zone.
- C. No construction is to begin until Diggers Hotline has been called and the area has been marked.
- D. Caution shall be used when working under any overhead wires. Examine the area before proceeding with work. If wires cannot be seen from operators position reposition equipment or have a person watch and notify you immediately if you are too close to wires.
- E. Be aware of people in the area when using equipment.
- F. All personnel shall stay clear of equipment when in use.
- G. Always use warning lights mounted on the vehicles or equipment.
- H. Flag persons are required when vehicles cannot pass safely. Notify your supervisor when flag persons are needed.

NOTE: See Section 8 for protective wearing apparel and Section 16 for confined space entry.

Section 13:02 Construction Manhole and Catch Basin Safety

- A. When entering manholes or catch basins follow the procedures outlined in Section 16.
- B. Use proper tools for opening manhole or catch basin covers. Never use your fingers.
- C. Make sure entry ladders are secure prior to using them.
- D. All tools and equipment shall be lowered into the space not carried down.

Section 14 Ladders and Scaffolding

- A. All ladders must be inspected before use for warping, cracks, loose rungs, splinters and general condition.
- B. Ladders shall be stored on supporting racks, or in a specially designated area.
- C. Defective ladders or scaffolding must not be used. Always report defective equipment to your supervisor.
- D. Only one person may occupy a ladder at a time. (Fire service ladders are exempt from this rule.)
- E. Never use metal ladders near electrical power lines.
- F. Scaffolds must not be loaded in excess of the work load for which they are designed.
- G. Guardrails and toe boards must be used on all open ended scaffolding and sides of platform more than 10 feet above ground.
- H. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the height of the ladder (observe 4 to 1 ratio when using ladders). Secure ladders in place. On slippery surfaces, tie off at the base of ladder to a substantial support.
- I. Avoid setting ladders within the arc of a swinging door or near blind corners.
- J. Do not paint ladders or scaffold planking since defects may be concealed by the use of paint.
- K. Always face ladders when ascending or descending.
- L. Ladders used against poles or trees should have the top rung removed and replaced with a strip of chain which will conform to the shape of the object it leans against.
- M. Scaffold planking should be a minimum of two inches thick by ten inches wide. The minimum length should be eight feet and the maximum fifteen feet with at least an eight inch overhang.
- N. Do not jump on or off a scaffold.

Section 15 First Aid

15.01 Body Substance Isolation

Any City employee, who renders first aid, and especially those who are trained in the administration of Cardiopulmonary Resuscitation (CPR), shall use universal precautions in accordance with the City Infection Control program. Also known as body substance isolation (BSI), universal precautions assumes that all human body substances are potentially infectious. The transmission of blood borne and airborne pathogens such as Human Immunodeficiency Virus (HIV), Hepatitis (HBV), Tuberculosis and many other infectious diseases can be effectively prevented by following some simple safety procedures:

- 1) Each department shall ensure that appropriate personal protective equipment (PPE) is readily available and accessible to the persons providing first aid, whether to a fellow employee or to a member of the public. PPE includes latex exam gloves, pocket or bag valve mask resuscitators with one-way valves, face shields (or masks and goggles), gowns and possibly even HEPA respirators, all of which are to be properly disposed of after use. Training in the use of PPE shall be provided.
- 2) Employees shall always use the appropriate PPE when providing first aid or administering CPR. Always be aware of the dangers of spontaneous contamination from splashes, sprays and splatters of body substances including vomit and urine and protect yourself in an appropriate manner.
- 3) Employees who may be called upon to provide first aid or administer CPR shall be trained in the proper procedure and PPE. Periodic refresher training should be provided.

15.02 First Aid Kits

All City vehicles and workplaces shall be provided with first aid kits, including personal protective equipment. Kits should be designed around the specific needs of each department and should have an attached list of contents. Know the location of the first aid kit and be familiar with its contents, the PPE and their use. Each department shall have a procedure for the periodic inventory and re-supply of first aid kits and PPE. Tell your supervisor if contents are missing or depleted.

15.03 Serious Injury or Medical Emergency

- 1) In the event of a serious injury or life threatening medical emergency, call 911 to dispatch an ambulance and other emergency responders. When in doubt, make the call!
- 2) If the person is unconscious, qualified personnel should immediately assess the person's A B C's:

Airway - keep it open so the person can breathe.

Breathing - assess respiration, if absent, begin rescue breathing using proper PPE.

Circulation - check for a pulse, if absent, begin CPR.

..... - control serious bleeding by the application of direct pressure.

- 3) Do not move an injured person unless it is absolutely necessary to remove him or her from the imminent danger of further injury or death. Moving an injured person without the proper equipment and training could result in further injury.
- 4) Keep the injured party as warm and comfortable as possible.

15.04 Other Employee Injury or Illness

- 1) Always report an injury to your supervisor, no matter how insignificant it may seem to you at the time.
- 2) All injuries, even the small ones, should be treated and protected to prevent infection or other complications.
- 3) If an injury or illness appears to require medical attention but is not potentially life threatening or does not require ambulance transport, the ill or injured employee may be taken to the appropriate medical facility (clinic, urgent care or emergency room) by other available means. The method of transport may be determined by the employee's supervisor or other responsible party.

Section 16 Confined Entry Procedures

16.00 Introduction

This is a guide for employees who work in confined spaces. **It is not a complete interpretation of any state or federal standards or a manual for a confined space entry program.** For compliance, obtain and review the OSHA Standard 29 CFR 1910.146 and the additions contained in COMM 32.

Asphyxiation and exposure to toxic atmospheres are the leading causes of death in confined spaces. Many fatalities in confined spaces were would-be rescuers.

Employees enter confined spaces to do routine inspections, maintenance, or non-routine tasks such as welding, painting, or cleaning. They may be seriously injured or die as a result of accidents or exposures that occur in confined spaces because:

1. They do not recognize a confined space.
2. They trust their senses while deadly atmospheres may not be detectable.
3. They do not understand the dangers in the confined space.
4. They do not remain alert after entering a confined space. Hazards may develop after entry.
5. Untrained people try to rescue victims and succumb to the same causes.

16.01 Definition of Confined Spaces

- A. 29 CFR 1910.146 defines confined spaces as any space which has one or more of the following characteristics:

The size and shape allows a person to enter the space and perform assigned work.
The space is not designed for continuous employee occupancy.
The space has limited or restricted means for entry or exit.

Examples include, but are not limited to, storage tanks, process vessels, pits, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, manholes, sewers, tunnels, vaults, and pipelines.

In addition, **Permit Required Confined Spaces** contain one or more of the following hazards:

Contains or has potential to contain a hazardous atmosphere including:

A flammable gas, vapor, or mist greater than 10% of the Lower Flammable limit
Airborne dust levels may be greater than or equal to the lower flammable limit
Oxygen concentration may be less than 19.5% or greater than 23%
Carbon monoxide concentration may be greater than 50 ppm

Contains a material that presents a potential engulfment hazard

Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, slopping floor, etc.

When a confined space can be classified as permit required, an OSHA compliant program is needed. Consult other applicable COMM or OSHA standards concerning personal protective equipment, lock-out/tag-out procedures, electrical safety, ventilation, and hazard communication, etc.

16.02 General Procedural Requirements of OSHA 29 CFR 1910.146 Permits Required Confined Spaces

Determine if permit required confined spaces exist. Department heads or their subordinates shall identify confined spaces and determine if these spaces are permit required.
Inform employees. Post warning signs. Employees must be informed of permit required confined spaces in the work environment.

Decide if entry shall occur. If a department decides employees will not enter, prevent entry, post the space, and inform employees. ***If employees will enter, a permit required confined space entry program must be used.*** If only outside contractors enter, inform the contractors of the permit required confined space and allow entry only via permit required entry procedures.

Re-evaluation of confined spaces. When changes occur which increase hazards to entrants, re-evaluate and reclassify the space as necessary.

Reclassification. Permit required confined spaces can be reclassified as no permit spaces if there is no atmospheric or potential atmospheric hazard present and all other hazards in the space are eliminated.

16.03 Permit Required Confined Space Program

A permit required confined space program is a department=s program for controlling employee entry into permit spaces, controlling hazards, and protecting employees from those hazards. See your supervisor for your department=s specific confined space entry procedure. Under no condition will unauthorized personnel or untrained personnel enter a confined space to rescue entrants or any other purpose.

16.04 Confined Space Permit

The entry supervisor shall prepare an entry permit to document that appropriate measures are being taken to ensure safe entry into permit required confined spaces.

16.05 Training

All personnel must have thorough understanding and knowledge of the duties as listed in 29 CFR 1910.146. Personnel must also have the job skills necessary to work safely in and around confined spaces. Training must be conducted prior to entry. Training must be documented with names and dates.

16.06 Final Comment

Confined space entry operations must follow the protocol as detailed on OSHA 29 CFR 1910.146.

Even when following proper protocol, there is a risk of injury or even death when employees work in confined spaces. The best and safest method for conducting work in confined spaces is to perform the work from outside of the confined space without entering the space. Eliminating entry into confined spaces will reduce the hazards associated with entry and will reduce the necessary compliance steps associated with the standard.

Section 17 Use of Respirators

COMM 32 and 29 CFR 1910.134 requires each City department which utilizes respiratory protection equipment to have a written program covering the selection, use, and care of respirators. Some of the basics of a respiratory protection program are provided in this section of the manual. For more specific information regarding your department's program and forms utilized in monitoring the program, see your supervisor.

17.01 Employer Responsibility

- A. Respirators will be provided by the employer when such equipment is necessary to protect the safety and health of the employee for entry into a hazardous atmosphere.
- B. Respirators will be suitable for the purpose intended
- C. The department will be responsible for the establishment and maintenance of a respiratory protection program.

17.02 Employee Responsibility

- A. The employee shall use the provided respiratory protection in accordance with instructions and training received.
- B. The employee shall report any malfunction of respirators to his/her supervisor.
- C. It is the responsibility of the employee to keep respirators in good operating condition.

17.03 Training

- A. Supervisors and respirator wearers shall receive appropriate training by a qualified person prior to the use of respirators. Training shall cover:
 - 1. The reasons for respiratory protection
 - 2. The nature, extent, and effects of respiratory hazards to which the employee may be exposed
 - 3. Why a particular respirator is selected for a specific respiratory hazard
 - 4. Operation, capabilities, and limitations of respirators
 - 5. Inspection, checking the fit of, and wearing the respirator
 - 6. Maintenance and proper storage of respirators
 - 7. Recognizing and coping with emergency situations
 - 8. Regulations concerning respirator use
- B. Records must be kept of the names of persons trained, dates when training occurred, and refresher training courses.

17.04 Selection of Respirators

The selection of a proper respirator will be determined by the following:

- A. Nature of the respiratory hazard
 - B. The capabilities and limitations of respirators
 - C. Warning properties of the contaminant
 - D. Physical and chemical properties of the contaminant
- Only respirators having NIOSH/MSHA approval for the specific hazard(s) shall be selected.

17.05 Respirator Seal Test

- A. The wearer of a respirator shall check the seal of the face piece prior to each entry into a hazardous atmosphere to ensure proper protection.
- B. Respirators shall not be worn when conditions prevent a proper seal to the wearer, such as temple bars of glasses, facial hair, scars, facial deformities or any other material that may pass between the sealing surface of the respirator and the face of the wearer.

17.06 Respirator Fit Test

- A. A respirator fit test shall be used to determine the ability of each individual respirator wearer to obtain a satisfactory fit. Employees using tight-fitting respirators must be fit tested prior to initial use, if a different face piece is used, and at least annually thereafter.

B. Records of respirator fit tests shall be kept for each respirator wearer. Records will include:

1. Name of person tested
2. Name of test operator
3. Date of test
4. Type of test - Qualitative or Quantitative
5. Method of testing
6. Type of respirator used in test
7. Results of test

17.07 Monitoring Respiratory Hazard

Before entry into a confined space, concentrations of any known or suspected oxygen deficiency, flammable atmosphere, or toxic contaminants must be measured and recorded as follows:

- A. Identification of contaminant
- B. Nature of hazard
- C. Concentration
- D. Effects of contaminants on body, eye irritation, skin absorption, adverse effects
- E. While in hazardous atmosphere, continuously monitor the level of contaminants and oxygen

17.08 Inspection of Respirators

- A. Each person, immediately prior to using a respirator, shall inspect the respirator to ensure that it is in good operating condition. Incomplete or damaged respirators must not be used.
- B. Respirators used for emergency purposes will be thoroughly inspected at least once a month and after each use. Records will be kept of inspection dates and maintenance of respirators.
- C. Respirators must be tagged to indicate date when last serviced.

17.09 Cleaning and Disinfecting

Respirators will be cleaned and disinfected after each use in the following manner:

- A. Remove the regulator or filters from the face piece
- B. Wash the face piece with mild detergent and warm water
- C. Disinfect the face piece by one of the following methods:
 1. Sponge it with a 70% solution of ethyl, methyl, or isopropyl alcohol
 2. Submerge it in a hypochlorite solution made with two tablespoons of chlorine bleach in one gallon of water (Not recommended for units with Nomex components.)
 3. Use a proprietary cleaning solution recommended by the manufacturer
- D. Rinse in cool water and allow to completely air dry
- E. Reattach breathing regulator or filters. Replace filters as per manufacturer recommendations
- F. Damp sponge dirt accumulations from the rest of the apparatus with a warm soap or detergent solution and thoroughly rinse in clean water
- G. Refill air cylinder if applicable
- H. Allow to air dry before storage

17.10 Storage

- A. Respirators shall be stored in a manner that shall protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
- B. Storage compartments should be in a convenient location and clearly marked.

Section 18 Hazard Communication Program

In order to ensure that the hazards of all chemicals used within our facilities are evaluated and information concerning their hazards is transmitted to all affected employees, each department shall have a written Hazard Communication Plan as specified in 29 CFR 1910.1200. This procedure is intended to address: evaluating potential hazards of chemicals, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

Each department will appoint a Safety Coordinator who will be responsible for coordination of this program and have authority to make necessary decisions to assure success of this program. The Safety Coordinator(s) will develop written instructions covering each of the basic elements and is authorized to amend these instructions. The City has expressly authorized the Safety Coordinator(s) to halt any operation of the City where there is danger of serious personal injury.

18.01 Written Program

Departmental written Hazard Communication Programs will be communicated to all affected personnel. It is designed to establish clear goals and objectives of maintaining optimum workplace safety and health.

The Department Safety Coordinator(s) shall:

- A. Annually review and revise the individual department's Hazard Communication Program.
- B. Generate a list of the hazardous chemicals known to be present in each department using an identity that is referenced from the appropriate material safety data sheet. This list will be available to all employees.

18.02 Employee Training

Each department will provide all employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, annually, and whenever a new chemical is introduced into their work area that could present a potential hazard.

- A. Physical hazards of chemicals (e.g. potential for fire, explosion, etc.)
- B. Health hazards, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure
- C. Procedures to protect against hazards
- D. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks
- E. Where the departments MSDS's are located
- F. Employee hazard communication training shall be conducted annually by department. This training will be conducted by an approved instructor.
- G. All training will be documented using a standard attendance roster.

18.03 Container Labeling Program

City policy is that all containers of chemicals must have a label by following this procedure:

- A. Unmarked Containers.** No unmarked container containing chemicals may be used in conjunction with any duties or operations, unless the container is a portable container in the control of a specific person for their immediate use. For purposes of these procedures, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.
- B. Container Labeling.** Each department will maintain and provide a container labeling kit to any employee requesting its use. Employees shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced. Containers containing hazardous chemicals will be properly disposed of and the labels defaced after use.

18.04 Material Safety Data Sheet Program

Each department will maintain copies of any material safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals.

Supervisors will ensure that the material safety data sheets are readily accessible during each work shift.

A. Employees must be familiar with the various sections of the MSDS.

18.05 Non-City Employee Contractors

A principal City escort or contact will advise visitors, contract employees and contractor personnel of any chemical hazards that may be encountered in the normal course of their work on the premises.

Section 19 Lockout/Tag Out

A lockout is a method of keeping equipment from being set in motion and endangering workers while being maintained. In lockouts:

- A disconnect switch, circuit breaker, valve or other energy isolating mechanism is put in the safe or off position
- A device is often placed over the energy isolating mechanism to hold it in the safe position
- A lock is attached so that the equipment cannot be energized

Lockout/tag out is necessary whenever you are performing service or maintenance around any machine where you could be injured by:

- Unexpected start-up of the equipment
- Release of stored energy

OSHA regulation 29 CFR 1910.147 requires all employers to use lockout, tag out. Tag out is used when lockout cannot be used. It is your responsibility to follow the system in your department.

Each department will evaluate their department for specific lockout/tag out procedures and all affected employees must be properly trained.

Each department will reevaluate and have refresher courses for all affected employees each year.

Section 20 Asbestos Procedures

The City of Stevens Point, prior to any bidding as it relates to repairs/renovations to any city building, will review records to determine if there is any documented presence of Asbestos-Containing Materials (ACM) or Presumed Asbestos-Containing Material (PACM) located in the area of repair/renovation.

If the repair area/renovation has ACM or PACM present, the City of Stevens Point, prior to any work beginning, will encapsulate the material or have the materials removed by a certified asbestos removal company.

The City of Stevens Point will provide all supervisors with the information and training necessary to fulfill their obligations as it relates to OSHA Construction Asbestos Standards.

Anytime abatement is being performed in a city building, all affected employees shall be notified of the work. Prior to commencement of asbestos abatement project, documentation of an exposure assessment will be provided, in accordance to OSHA Construction Asbestos Standards.