

# City of Stevens Point



## SAFETY MANUAL

2018

<b>City of Stevens Point</b> Policy	<b>TITLE:</b> Safety Manual
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## **City of Stevens Point Safety Policy Statement**

The City of Stevens Point recognizes the risks inherent in providing necessary public services to the citizens of our community. The City of Stevens Point is committed to approaching these risks in a proactive manner in order to maintain a safe and healthy working environment for all employees.

The City of Stevens Point has established a Safety Program to assist departments with the development of policies, procedures and training related to occupational safety and risk management. Every reasonable effort will be taken to reduce the potential and severity of accidents or injuries related to employment.

Safety will be given a high priority by all departments in all activities and functions of City of Stevens Point Government. Employees and supervisors must also be aware that safety will take precedence over expediency in performing daily work assignments.

Management reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend or in any way contravene the provisions of our labor agreements or Work Rules. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to the grievance procedure.

All employees share the responsibility of maintaining a safe and healthy working environment. It is critical for labor and management, at all levels of our organization, to work cooperatively toward this goal. Therefore, the City of Stevens Point and all employees agree to support this policy and work cooperatively toward its goal.

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## **SECTION 1: PURPOSE & SCOPE**

The purpose of this Safety Manual is to outline and/or establish those policies, programs and procedures necessary to comply with state regulations, to prevent accidents, to reduce the potential and severity of injury to City of Stevens Point employees and to provide a safe and healthy workplace. This manual and the procedures outlined herein apply to all departments, boards and commissions and agencies of City of Stevens Point. Failure to follow the procedures and policies contained herein may result in disciplinary action up to and including termination, with repeated violations, even if “minor”, resulting in greater levels of discipline as appropriate.

## **SECTION 2: RESPONSIBILITIES**

### **2.01 Department Heads and Supervisors**

Department heads and supervisors are responsible for the safety of employees under their direction including the following:

- Ensuring compliance with the City of Stevens Point’s Safety Programs.
- Ensuring that their employees receive proper safety instruction and training in the performance of their jobs which includes new-hire orientation or transferred employees.
- Developing budgets which support the safety effort.
- Conducting accident investigations, completing required reporting and implementing necessary corrective actions on a timely basis.
- Inspecting the work premises and equipment therein for unsafe conditions.
- Ensuring compliance with applicable federal, state and local laws.
- Responding to employee reports of unsafe conditions, acts and near-misses.
- Provide the equipment necessary for employees to safely perform their job responsibilities.

### **2.02 Employees**

Each City of Stevens Point employee is responsible for performing their job with regard for their own safety and the safety of other employees as well as the public. All employees, regardless of position, are, as a condition of employment, required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. All employees shall be expected to abide by those safety standards that apply to the performance of their job including the following:

- Reading and following established safety rules and procedures.
- Utilize and maintain required personal protective equipment.
- Immediately reporting all accidents and injuries.
- Reporting unsafe conditions, acts and “near-misses” to their supervisor.

## **SECTION 3: SAFETY COMMITTEES**

### **3.01 Departmental Safety Team**

Departmental Safety Committees may be organized within any City of Stevens Point Department. Each departmental committee shall be made up of a logical combination of management and field staff. The committees shall strive to meet regularly based on staff availability. Meetings shall be formal in that agendas and notes are prepared for the meeting and alternates designated when staff is unavailable. Also, the tenure of members should be

established to help ensure all interested employees have the opportunity to serve. The function of these committees is primarily:

- Discussing safety and health issues unique to their department in an effort to recommend necessary changes or improvements.
- Reviewing accidents within their department in an effort to determine how to prevent similar reoccurrences.
- Evaluating the progress of various departmental safety and health programs.
- Presenting topics, questions and recommendations to senior leadership.
- Disseminating information concerning occupational safety and health to employees.
- Performing safety audits and facility inspections.
- Other safety and/or loss duties as needed.

### **3.02 City Safety Committee**

This committee is made up of department heads and/or supervisors from the following operational departments: Fire, Park and Recreation, Human Resources, Police, Public Works, Transportation and Water Utility. The committee meets at least bi-monthly and is chaired by the Comptroller/Treasurer. The function of this committee includes, but is not limited to, the following:

- To discuss top level policies concerning safety and health problems not solvable at lower levels and make recommendations for necessary policy changes for presentation to the Mayor and City of Stevens Point Council as appropriate.
- To review loss experience by department, cost analysis figures (loss runs) and accident reports for all areas of exposure, including worker's compensation, fleet and general liability.
- To evaluate the progress of the City of Stevens Point's Safety Program and recommend changes to the program to ensure that current needs are being met.
- To provide direction to other committees and departments as may be appropriate.
- To keep the Mayor and Council up-to-date on the status of the City of Stevens Point's Safety Program.

## **SECTION 4: HAZARD IDENTIFICATION, PREVENTION AND CONTROL**

### **4.01 Worksite Analysis**

Worksite analysis is a combination of systematic actions that provide the information needed to recognize and understand the existing and potential hazards. While these actions may appear complicated, they likely consist of activities that already are being performed. These actions may include: hazard identification, regular safety and health inspections, employee reports of hazards and injury and illness trend analysis.

### **4.02 Hazard Identification**

To complete a hazard identification analysis, three components should be considered. First, an inventory of hazards is to be completed. This may best be performed by experts from outside the City of Stevens Point who have a broad-based knowledge of your operations and safety and health. The second component is to complete a change analysis each time there is a change of facilities, equipment, processes or materials. The intended change analysis should be conducted prior to new hazards being introduced. Finally, a routine job hazard analysis should be

conducted. This analysis divides a job into tasks and steps and then analyzes the potential hazards associated with each step or task.

#### **4.03 Regular Safety and Health Inspections**

General site and field inspections should be performed regularly. Those completing the inspections should be familiar with established policies and be able to recognize new hazards. Employees should be involved whenever possible in the site and field inspections. Regular reports of positive and negative findings are to be communicated to both employees and managers.

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

Employee involvement in the City of Stevens Point's Safety Program is imperative. Timely follow-up and reporting back to the employees as to corrective actions (if any) must be conducted.

#### **4.05 Injury and Illness Trend Analysis**

It is useful to review past injury and illness trends to predict and, therefore, prevent future occurrences. Commonly, trends such as date of injury, mechanism of injury, body part, and root cause, etc. is reviewed. Common or obvious trends should be addressed with priority. Injury and illness trends can be completed at the department/division level or can be completed City-wide. Results of the analysis should be communicated with employees, managers and departmental safety committees for recommendations.

#### **4.06 Hazard Prevention and Control**

Once the major hazards have been identified, control and/or elimination of the hazards are required. Preference is given to elimination or substitution of the hazard whenever possible. However, given the nature of municipal functions, this is not always possible. Therefore, the City of Stevens Point must look to controlling the hazards through effective engineering controls (e.g., ventilation), administrative controls (e.g., job rotation) and personal protective equipment controls (e.g., gloves and face shield). Lastly, preventative maintenance is a must to control and prevent most major hazards. Therefore, an effective preventative maintenance program for facilities, boilers, vehicles, heavy equipment, etc. must be implemented and maintained.

### **SECTION 5: INJURY/ILLNESS REPORTING**

The following procedures for filing occupational injuries will be followed by all City of Stevens Point employees, including Police Department Auxiliary, seasonal help and part-time help. Questions concerning the procedures and forms contained within this section should be forwarded to Personnel Department at 715-346-1594.

#### **5.01 Reporting an Occupational Injury or Illness**

**Report Filing:** Report all injuries to your supervisor no matter how insignificant they may seem. All injuries must be reported within **24-hours** of occurrence or onset, complete a City of Stevens Point Report of Occupational Injury or Illness Form (see "Forms" section) and follow the

appropriate procedures listed below. Injured employees must also notify the Human Resources office at 715-346-1594 of the injury, any medical treatment they have had or are going to have and their current work status within **24-hours** of the event. If the injury happens on a weekend, holiday or any other time the Human Resources office is closed, leave a message at the extension shown above.

### **5.02 Emergency Medical Treatment**

For “**serious**” or “**critical**” injuries requiring immediate emergency medical treatment, call **9-1-1**. All medical reports completed by the ER Physicians relative to the injury must be turned into your supervisor, including Return-to-Work Recommendations. All subsequent visits for follow-up treatment must comply with the “*Non-Emergency Medical Treatment*” (section below).

### **5.03 Non-Emergency Medical Treatment**

For non-emergency work related injuries, employees must do the following: Notify your supervisor immediately of the injury and the need for medical treatment. Complete a *City of Stevens Point Report of Occupational Injury or Illness Form* and turn it into your supervisor. Seek medical treatment from a local Occupational Medicine Clinic, a local walk-in clinic or your private physician. Regardless of provider, treatment for the injury must be provided on the day of occurrence. The provider must complete a full Return-to-Work Recommendations Form outlining the diagnosis, work limitations, duration of work limitations and any required follow-up. Turn this form into your supervisor immediately upon being discharged. For work-related injuries occurring outside of normal business hours (e.g., late at night, weekends, holidays, etc.), employees should see a local hospital emergency room or Urgent Care Facility for treatment. **All subsequent visits for follow-up treatment must comply with this section.**

### **5.04 Transporting an Injured Employee for Medical Treatment**

If the injury is “**serious**” or “**critical**” in nature such that the employee cannot wait to be treated call **9-1-1** immediately. EMS then takes command of treatment and subsequent transportation of the injured employee. Employees are not to transport the injured employee him/herself. For “**other than serious injuries**” (e.g., small scrapes, bumps, bruises) the employee should be transported to the nearest walk-in clinic, hospital or emergency facility. The supervisor or designee shall arrange for transportation of the injured employee for medical treatment. This may include calling a relative/designated emergency contact. Whenever reasonably possible, the supervisor or designee will use a city vehicle for transport. If safe transportation cannot be procured, or if in doubt about the injury sustained, non-emergency/emergency (as appropriate), EMS is to be contacted for transportation. For all follow-up medical treatment or medical treatment outside of normal business hours, the employee (or a friend/relative) will be responsible for transportation.

### **5.05 Injury Investigation**

Following an injury, a “fact-finding” investigation shall be conducted as to uncover the root cause of the incident. It is critical that fault and blame are not topics of discussion. Rather, an in-depth objective review and assessment of the unsafe acts, conditions or combination thereof, that resulted in the incident. The investigation may be brief and obvious or take an enormous amount of effort and cooperation from those involved. An injury investigation report shall be generated

using a Supervisor Investigation of Injury/Illness (see “Forms” section). The report’s recommendations shall be communicated and implemented to the extent possible to avoid future occurrences.

## **SECTION 6: LIGHT DUTY/RETURN TO WORK**

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a city-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the duties of their regularly assigned positions due to a work-related injury or illness. This program is intended to provide **temporary reassignment** of an injured employee only until such time as the employee is medically released to perform the full range of duties of his/her position; the restricted/modified duty assignment is discontinued at the order of the attending physician; the employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or the restricted/modified duty assignment is discontinued at the option of City of Stevens Point.

**Note:** This policy is not applicable to employees who are temporarily disabled as a result of a non-work related injury/illness.

Members of IAFF Local 484 can refer to their current labor agreement.

### **6.01 Policy**

Restricted/modified duty assignment is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date that is communicated to the employee upon issuance of the restriction.

This program shall be administered by City Department Head (i.e., Human Resources Manager, etc.). All employees and departments are required to cooperate fully with the City Department Head or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to the City Department Head or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the City Department Head or his/her designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of City of Stevens Point. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by City Department Head or his/her designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, they may take FMLA rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and exercise their FMLA rights, they may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee exercises his/her FMLA rights. If an employee accepts a restricted/modified duty assignment that time will not be counted against the employee's FMLA entitlement.

## 6.02 Definitions

**Restricted/modified duty assignment:** This is a temporary assignment, which shall have a defined beginning and ending date.

**Transitional job tasks:** These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

**Work related injury/illness:** Any injury or illness that occurs in the course of and arises out of employment.

**Non-work related injury/illness:** Any injury or illness that does not occur in the course of or arise out of employment.

## 6.03 Procedures

The following procedure is set forth to assist employees and department managers in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the City and the City's Worker's Compensation insurance carrier.

An employee who has a work-related injury/illness must have his/her treating physician complete the City's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Department Head). This report provides the City of Stevens Point with the physician's diagnosis and the following information:

- Can the employee return to work with no limitations? If no:
- Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
- If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?

The completed form is to be returned to the Department Head or the Human Resource Manger as soon as possible after the employee's doctor's visit. This form, along with all other medical information, will be held in confidence in accordance with applicable law.

The Department Head will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. All transitional job tasks assigned to the employee will be within the restrictions as outlined by the employee's treating physician. The restricted/modified duty assignment will be in writing and will specify a starting and ending date. Any extension of the original restricted/modified duty assignment will be approved by the Department Head and will also be done in writing.

The employee is also required to submit updated work restrictions to the City after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to the original restricted/modified duty assignment will also be done in writing.

At no time will an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations.

Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from their treating physician.

### **SECTION 7: REPORTING NEAR-MISSES**

**Near-miss:** an unplanned event that, under slightly different circumstances, may have caused injury to a person, damage to property or an undesirable impact upon the environment.

An effective method to reduce and control losses is to correct the unsafe act or condition before an actual loss occurs. Frequently "near-misses" (those occurrences that could have resulted in a loss but did not) play an important role in estimating future losses (see Accident Triangle below). Studies completed by the insurance industry have indicated that for every 300 near-misses that occur, 29 non-disabling injuries occur, followed by 1 fatality/serious injury. Therefore, it is the policy of the City of Stevens Point to require all employees to report all near-misses to their supervisor to avoid future losses.



## Near-misses

Near-misses are to be reported on the *Near-Miss Reporting Form* (see “Forms” section).

### **SECTION 8: EMERGENCY ACTION GUIDELINES**

The following are guidelines that should be used in the event of an emergency. Refer to your facility Emergency Action Plan for specific procedures and refuge areas. Additionally, emergency procedures and places of refuge must be established for “on-road” personnel (Police, Fire, DPW, Parks, Transit, etc.). Drills shall be conducted at least annually for all facilities.

#### **8.01 Fire**

These general procedures should be followed in the event of a **fire emergency**:

- Activate fire alarm (use of pull station, etc.) and call 911.
- Immediately exit your work area using the assigned emergency exit route.
- Use the stairs to exit, do not use the ELEVATOR (if present).
- Meet for head count at pre-determined rendezvous point (i.e. City Hall employees will meet at the Lincoln Center).

#### **8.02 Severe Weather**

These general procedures should be followed in the event of a **severe weather emergency**:

- Monitor weather radio for emergency broadcasts.
- If severe weather warning is issued covering your area, listen to recommended action from the National Weather Service.
- If recommended by the severe weather/tornado warning, seek shelter in lowest level of the building or other area with **no** windows that is centrally located within the building.
- Seek shelter under tables, desks, or other structures that will provide protection and cover your head with your hands.

#### **8.03 Bomb Threat**

These general procedures should be followed in the event of a **bomb threat**:

- If you receive a bomb threat via the phone:
  1. **DO NOT HANG UP THE PHONE**; the receiver will be replaced onto the phone after the call is traced.
  2. Listen to what is said, background noises, etc. **and take notes.**
  3. Notify Supervisor and Police Department immediately.
- If you find a suspicious object or note:
  1. Do not touch or move the object.
  2. Notify Supervisor and the Police Department immediately.
- If notified to check your area:
  1. Search your workspace for any object that looks suspicious or any object that is not normally in your area.
  2. Notify Supervisor immediately if anything suspicious is found.

- You may be notified to evacuate in one of the following ways:
  1. Through use of fire alarm.
  2. Announcement by management.

#### **8.04 Medical Emergency**

These general procedures should be followed in the event of a **medical emergency**:

- Call Emergency Medical Services (EMS) – **9-1-1** (after calling 9-1-1 and if trained and qualified in first aid/CPR skip to **Step B**).
- If so trained and qualified, administer first aid/CPR and AED as required and wait until EMS arrives.
- Report situation to your Supervisor and stay with the afflicted person until help arrives.
- Supervisor is to report situation to the Personnel Office.

#### **8.05 Emergency Action Guidelines/Workplace violence emergency**

These general procedures should be followed in the event of a **workplace violence emergency**:

- No City employee is expected to tolerate exceptionally vulgar or physically intimidating behavior. If you feel a person has exceeded these bounds, these steps should be followed:
  - Ask individual to leave the premises and immediately inform your Supervisor.
  - If individual continues to refuse to leave, call **9-1-1**, and hit panic button if available.
- If the situation escalates to physical violence or violence with a weapon, utilize run – hide – fight protocols.
- If person leaves prior to police arrival, contact police with specific physical description and direction of travel. If possible, observe subject from a position of safety to give timely information to police such as vehicle description or presence of other suspects.
- If you are notified of violence in an adjacent part of the building, make the decision to leave the building, or shelter in place and commit to that plan of action. If you leave the building, attempt to get others to leave with you and once outside, communicate with those about to enter of the danger inside and to not enter. Do not re-enter until all clear notice is given by police.
- If you choose to hide/shelter call **9-1-1** and then announce situation to other staff by dialing **7500** or **7575**.
  - Shelter in place procedures:
    1. Close and lock office doors and turn off lights.
    2. Identify and retreat to inner lockable area.
    3. Remain quiet and out of sight until “all clear” notice is given by police.
- If you are unable to hide or run, you will need to make the decision to fight back to defend your life/safety and the safety of others.

#### **8.06 Abandoned Materials**

Materials such as chemicals, pesticides, refuse, construction debris, etc. are occasionally deposited on City owned property. If City staff discovers such materials, the following procedure must be followed:

- Do **NOT** go near, touch or otherwise disturb materials in chemical containers that are suspected to contain chemicals or look suspicious.

- Call your supervisor immediately.
- Do not let anyone near the dumped materials.
- Supervisor is to notify the Fire Department and remain on site.
- If abandoned material is suspected to be chemical in nature, the Fire Department is to call the DNR 24-hour Spill Hotline (800-943-0003) to investigate.
- Follow DNR recommendations.

## **SECTION 9: TRAINING**

### **9.01 All Employees**

All employees shall be trained as to the contents of this manual as soon as practical after its adoption. The training shall be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signatures of attendees. Employees will sign an acknowledgement indicating they have received the safety handbook and have had the opportunity to ask their supervisor questions.

### **9.02 New Hires**

All new hires will be trained as to the contents of this manual as soon as practical after hire. The training shall be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signatures of attendees.

### **9.03 Task and Equipment Specific Training**

More elaborate and job specific training (in addition to this manual) may be required depending on the job function. Additional training requirements are outlined in the City's specific health and safety programs. Also, departmental specific procedural and use training shall be conducted for employees to safely perform their job functions (e.g., operating and using equipment).

## **SECTION 10: GENERAL SAFETY RULES**

### **10.01 Horseplay**

Horseplay of any kind is prohibited.

### **10.02 Smoking/Vaporizing Products**

No person shall smoke in any City-owned building or vehicle. This includes electronic cigarettes.

### **10.03 Power tools and equipment**

All power tools and equipment shall be shut off when unattended or not in use.

### **10.04 Reporting damage or problems with tools or equipment**

Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees shall be held accountable for damage to tools, equipment, vehicles, etc. that result from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.

#### **10.05 Wearing apparel and jewelry**

Standards for wearing apparel and jewelry shall be consistent with City of Stevens Point departmental safety work rules, policies and the requirements of the job.

#### **10.06 Alcoholic beverages and controlled substances**

The drinking of alcoholic beverages of any kind during working hours is prohibited. No employee shall report for work or work under the influence of alcohol or controlled substances as defined by Chapter 961 of the Wisconsin Statutes. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined or sent home without pay. City Administrative Policy 1.12 addresses drug free workplace.

#### **10.07 Working in the street**

When working in the street, always wear approved ANSI 107/207 (as appropriate) retro-reflective clothing as required by (DSPS (332.39 [1]) and use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have an operable flashing or steady burn light which is turned on. A minimum of ANSI Class 2 retro-reflective clothing is required. ANSI Class 3 retro-reflective apparel is recommended for nighttime work and work in high speed roadways.

#### **10.08 Vehicle and equipment operation**

All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin operator's license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored. "Immediately" shall be interpreted to mean not later than the beginning of the next workday.

Seasonal employees will have a valid driver's license with the appropriate endorsements.

#### **10.09 Dispute resolution**

In the event a dispute should arise concerning safety, the City of Stevens Point Safety Committee or his/her Designee shall be the final deciding authority. For Police and Fire it would be the Police and Fire Commission.

#### **10.10 Radio/stereo headphones**

No radio/stereo headphones or earphones shall be worn when operating any vehicle or equipment. This includes, but is not limited to MP3 players, IPODS, Discmans or any other

audio device designed to transmit sound to the ears.

### **10.11 Protecting the public**

The public shall be kept away from all work areas that could expose them to a hazard.

### **10.12 Flotation devices**

Coast Guard approved flotation devices shall be worn at all times while working over water or operating any type of watercraft.

### **10.13 Exposure to human blood and body fluids**

Any employee exposed to human blood, body fluids or other potentially infectious materials must immediately report the incident to their supervisor. Employees whose duties involve exposure to human blood, body fluids or potentially infectious materials are required to use personal protective equipment as required by the City of Stevens Point - Exposure Control Plan and Department of Safety and Professional Services (DSPPS). See immediate supervisor for specific department policy.

### **10.14 Hand washing & personal hygiene**

Hand washing is critical to rinse away dirt, oil and other contaminants from your hands to avoid ingestion and/or absorption through the skin. Employees are required to thoroughly wash fingers, hands and forearms prior to eating, drinking, smoking, visiting the restroom and going home for the day. A general guideline, a minimum of 30 seconds must be used when washing to be effective.

### **10.15 Sun safety and protection / Cold Weather Work**

When working outdoors exposed skin must be protected. Be sure to cover exposed skin or wear at least a 30 SPF sun block on all exposed areas. Be sure to use sun block as directed. When extremely hot outside strenuous work should be conducted in the morning to the extent possible. Lastly, be sure to drink plenty of water prior to, during and after your shift.

Employees are expected to dress for conditions. Each department has the ability to make work assignments based on weather conditions.

## **SECTION 11: HOUSEKEEPING**

### **11.01 Work area**

It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment and material to the proper storage location.

### **11.02 Floors & aisles**

All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc., shall be properly stored,

secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage.

### **11.03 Spills/wet floors**

Any substance spilled or observed on the floor that would cause the floor to become slippery or create a trip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, "wet floor" signs shall be placed to warn employees and the public.

### **11.04 Rag storage**

Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose.

### **11.05 Compressed air**

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.

## **SECTION 12: TOOLS AND EQUIPMENT**

### **12.01 General responsibilities**

It is important to keep all tools and equipment in good working condition. Employees shall inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for that which it is intended.

### **12.02 Maintenance/repair**

When performing maintenance or repair functions, use only properly insulated tools, remove all jewelry and shut off the power, if possible, when working around energized electrical circuits or equipment. All work shall be performed consistent with the City of Stevens Point's Lockout/Tagout policy.

### **12.03 Grinder operation**

When operating a grinder:

- No wheel shall be operated without properly installed guards.
- The top (tongue) guard shall be adjusted to within 1/4 inch of the grinding wheel. The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- Grinding on the flat side of the wheel is prohibited.
- Out-of-round wheels shall be dressed before use.
- Face shield and safety glasses shall be worn.
- Any time the grinding wheel is removed or replaced, it must be ring tested prior to installation.

- Stand to the side when the grinder is turned on and grinding wheel is building RPMs.

## 12.04 Mowing/Grass Trimming and Tree Trimming

When mowing or trimming:

- ANSI Z87.1 approved safety glasses with side shields or impact goggles must be worn.
- Inspect area and remove all debris.
- Cut with discharge chute pointed down and in opposite direction of buildings, vehicles play areas and pedestrians.
- Always shut engine off before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
- Wear steel toe or composite safety shoes or toe guards.
- Wear long pants when trimming; shorts are permitted when mowing.
- Wear appropriate hearing protection.
- Do not use standard mowing equipment on steep slopes. Generally, special attention should be given to any slope greater than 15 degrees.

When trimming trees or using chain saws: **Except in cases of emergency, aerial tree work shall not be performed when trees are wet or during high winds.**

- Ropes of suitable strength shall be used for lowering of limbs.
- Climbing ropes or safety line shall not be used for lowering of limbs.
- Remove all tools, hangers and ropes from trees before you leave the job site.
- No person shall be grounded with vehicle when working around wires.
- Never walk with saw blade in motion.
- Walk with guide bar pointing to rear.
- Maintenance and refueling shall not be done when saw is running.
- Approved hard hats, eye, ear, foot protection and cut resistant chaps shall be worn.
- Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

**NOTE:** All tree work shall be done in accordance with the provisions of ANSI 133.1.

## 12.05 Lockout and tagging of equipment

Stop and lockout machinery before attempting servicing, maintenance or placing any body part into the point of operation of any machine or piece of equipment. Never remove a danger sign, lock or tag unless you put it there originally to make repairs. Always check to see if everyone is in a safe position before removing the lockout device, tag and moving, re-energizing or restarting the equipment. Use appropriate signs, locks and lockout devices. All work shall be performed in accordance with the City of Stevens Point's Lockout/Tagout Policy.

## 12.06 Training

Do not operate, repair or test any machinery, apparatus, tools or other equipment unless you have been properly trained and are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.



## **2.07 Inspection of vehicles, equipment and tools**

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. Remember, until a problem is identified, it cannot be corrected.

**NOTE:** Daily inspections of commercial vehicles are required by federal motor carrier laws.

## **12.08 Guards**

Never operate machinery or equipment when it is not adequately guarded or when guards are removed.

## **12.09 Gas cylinder storage**

Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat source and from impact by vehicles or equipment. Oxygen cylinders in storage shall be separated a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.

## **12.10 Proper grounding**

All electrical equipment must be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.

## **12.11 Extension cords and trouble lights**

When using extension cords, make sure they are UL approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights shall be equipped with globe guards and non-metallic sockets. Extension cords shall not be used in place of permanent wiring.

## **12.12 Operating drills and drill presses**

When operating drills and drill presses:

- Avoid wearing loose gloves, clothing or jewelry.
- Always wear ANSI approved eye protection.
- Material shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

## **SECTION 13: FLEET SAFETY AND OPERATION**

### **13.01 General responsibilities**

All employees operating City of Stevens Point vehicles or heavy construction equipment shall be thoroughly familiar with and obey all State and local laws and/or regulations governing motor vehicle or equipment operation. Careless or negligent operation of vehicles or heavy construction equipment is prohibited.

If a City of Stevens Point employee is required to have and maintain a valid driver's license during their incumbency, it is the employee's responsibility to notify supervision or management immediately when their driver's license is restricted, suspended or revoked. Failure to do so may result in the imposition of disciplinary action up to and including discharge.

### **13.02 Seat belt/shoulder harness use**

Seat belts and shoulder harnesses shall be worn while operating or riding in City of Stevens Point owned commercial and fleet vehicles, personal vehicles while on duty and when operating large turf and construction-type equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the supervisor. The vehicle or equipment shall not be operated until the repairs have been made.

### **13.03 Emergency vehicle operation**

Employees who operate authorized emergency vehicles shall be required to operate their vehicle with respect to State Statute 346.03 and department policy.

**NOTE:** The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.

### **13.04 Transportation of hazardous materials**

The hauling of hazardous materials in City of Stevens Point owned vehicles is prohibited unless the vehicle is properly placarded, manifests are correctly completed and the driver has the proper CDL hazardous materials endorsement.

**NOTE: Insurance coverage for hazardous material related incidents may be excluded by your policy. Be sure to check your current policy for coverage limitations and exclusions prior to transporting hazardous materials.**

Fuel cans shall be secured while transporting. Only DOT approved fuel containers are allowed.

### **13.05 Use of prescribed medications**

Employees taking medication, or with a medical condition which may adversely affect their ability to perform their job in a safe manner, are required to immediately inform their supervisor. The City of Stevens Point has the right to require that the employee provide medical information that describes, to the City of Stevens Point's satisfaction, any limitations or side effects affecting employment.

### **13.06 Driver responsibility**

The driver/operator of a vehicle or heavy construction equipment is responsible for:

- Keeping the windshield and windows as clean and clear as possible.

- Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers and horn are in proper working order.
- For checking all fluid levels (oil, transmission, hydraulic, etc.) each time he/she operates a vehicle/equipment.
- Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
- Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.

Drivers who fall under specific testing policies should refer to the policy for testing requirements.

### 13.07 Reporting accidents

#### I. Driver Responsibility:

- Whenever any vehicle or heavy construction equipment is involved in an accident, it shall be the responsibility of the driver to:
  - Call for the assistance of the police and advise the police department that it involves City of Stevens Point equipment.
  - Request medical assistance, if necessary.
  - Provide all information requested by police.
  - Report the accident to their supervisor at once.
  - Provide the other driver with his/her name and address.
  - Fill out a written report.

**NOTE: Do not discuss the accident with anyone other than a representative of the City of Stevens Point or the Police. Do not admit liability or indicate that the City of Stevens Point will take responsibility or will pay any bills. If a citizen wishes to file a claim against the City of Stevens Point, they should be referred to the City of Stevens Point Human Resource Department.**

#### II. Supervisor Responsibility:

- In case of a non-personal injury accident involving equipment, ensure that the appropriate accident report is forwarded to the Personnel Department within twenty-four (24) hours (next business day for weekends and holidays) of the accident.
- In cases involving an accident with personal injuries, the Human Resource Manager or his/her designee shall be telephoned immediately.
- Personal injury accidents occurring outside normal office hours shall be reported by the Police Department. In addition, accident reports must be forwarded to the Human Resource Department as described above.

For drivers with a CDL, below is a chart to provide guidance for post-accident testing; however if your employment falls under a specific testing policy, please refer to your policy.

CDL Related Accident Resulting in...	Citation Issued to CDL Driver?	Test Must be Performed by Employer
Human Fatality?	YES	YES*
	NO	YES*
Bodily Injury with Immediate Medical Treatment Away From Scene?	YES	YES*
	NO	NO
Disabling Damage to Any Vehicle Requiring Tow-Away?	YES	YES*
	NO	NO
*All tests must be performed ASAP but within 8-hours of crash for alcohol and/or within 32-hours for controlled substances		

### 13.08 Riding on the outside of vehicles

Employees shall not ride on the outside of any vehicle. The only exception to this rule are waste collectors when assigned to a two-person route with a rear loading truck which is equipped with approved steps and handles. In no instance shall the vehicle exceed 10 mph or the distance exceeds two blocks between stops while someone is riding on the outside of the vehicle. In no instance shall an employee ride on the back of a vehicle while the vehicle is backing.

### 13.09 Use of City of Stevens Point owned vehicles and equipment for personal use

City of Stevens Point employees shall not use any City of Stevens Point owned or leased vehicle or equipment for personal use without the verbal or written permission of the City of Stevens Point Administrator. Misuse may result in the imposition of disciplinary action up to and including termination. Police Department and Fire Department employees will follow the guidelines established by the Police & Fire Commission.

### 13.10 Indoor operation

No gasoline or diesel motors shall be operated, except to start or move the vehicles, in the shop or other enclosed place unless the exhaust is connected to the proper outlet or there is proper ventilation.

### 13.11 Parking vehicles

When parking conventionally equipped vehicles or equipment, the driver shall:

- Set parking or hand brake (if so equipped).
- Put equipment in low gear or park when necessary.
- Remove ignition key, if possible. Do not leave any vehicle unattended with the motor running or with the keys in the ignition. The only exception to this rule is those vehicles that must, for mechanical reasons, remain running. In this instance, the vehicle may be left unattended if the doors are locked and the windows closed.
- Block rear wheels if grade is steep. Curb front wheels by turning them into the curb.
- Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
- Exercise care when leaving parking space to avoid accident with moving traffic.

Parking citations are the responsibility of the assigned driver at the time of issue. If a parking citation is not paid within the designated ordinance time frame, or there are multiple unpaid parking citations while using City of Stevens Point vehicle on City time, this activity may be considered an abuse of vehicle privileges.

### **13.12 Backing vehicles and equipment**

When backing equipment:

- Park the vehicle to avoid backing whenever possible.
- Make sure no person, vehicle or fixed object is behind the vehicle.
- Have a spotter (if available) guide you, but remember the driver is fully responsible for backing motions.
- Do not back too close to the edge of a fill.
- Make sure backup signal, if required, is in working order.
- Use the Get-Out-And-Look (G.O.A.L.) technique in which the driver physically walks around the vehicle to look for obstacles and/or backing hazards prior to maneuvering the vehicle.

### **13.13 Vehicle jack stands**

Always use “rated” metal vehicle jack stands when you are working under a raised vehicle. Use appropriate safety blocks to secure the body of a vehicle in a raised position. Never exceed rated capacity of jack stands.

### **13.14 Use of personal vehicles**

No personally owned vehicle may be used on City of Stevens Point business without the prior approval of the department head. The operator of the vehicle must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. Each department head is responsible for maintaining these records for their employees. The insurance on the vehicle shall be primary to any City of Stevens Point insurance coverage.

### **13.15 Mechanical breakdowns**

When a breakdown occurs in a vehicle/equipment you are operating:

- If possible, move the vehicle/equipment off the roadway.
- If it cannot be moved, make sure you turn on the 4-way vehicle flashers.
- Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.
- If the vehicle creates a hazard and cannot be moved, the police should be notified immediately.

### **13.16 Cargo and Cargo Securement**

When carrying large cargo loads, the driver and/or crew are responsible to:

- Ensure that the cargo is loaded and secured so that the load does not shift, spill or endanger others. If there is any debris, a cover or tarp should be over the load to prevent

debris from blowing off. Prohibit anyone from riding on a load.

- Do not allow cargo to project beyond the side of the vehicle body.
- Ensure that all loads projecting more than four feet beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object.
- Ensure that shovels and similar tools are placed and secured in or on the vehicle so that they do not project beyond the body and cannot fall off.
- Tiedowns must meet the following requirements:
  - Tiedowns must not contain knots and must be secured and attached securely as to not allow movement or shifting of the load.
  - Tiedowns must be located inboard of the rub rails. When this is not possible, edge protection must be used.
  - The aggregate working load limit of any securement system must be at least ½ times the weight of the article or group of articles being transported. The aggregate working load limit is the sum of the following: ½ of the working load limit of each associated connector or attachment mechanism used to secure a part of the article of cargo to the vehicle AND ½ of the working load limit for each end section of a tiedown that is attached to an anchor point.
  - At least one tiedown is required for cargo 5-feet or less AND 1,100 pounds or less.
  - At least two tiedowns are required if the cargo is 5-feet or less but weighs more than 1,100 pounds OR is longer than 5-feet but less than or equal to 10-feet irrespective of weight.
  - For cargo longer than 10-feet, one additional tiedown is required for every additional 10-feet of length or fraction thereof.
  - Heavy vehicles, equipment and machinery will be secured using at least four tiedowns each with a working load limit of at least 5,000 pounds.
  - The cargo must be secured in such a way as to not affect the vehicle's stability or maneuverability.

### 13.17 Salter/Sander Auger Safety

Before the spreader is powered, keep personnel clear from the spreader and the surrounding area.

**Never** attempt to operate the auger with the top cover in the rear open position or when auger is unguarded.

**Do not** alter, disconnect, or bypass the safety interlock system (if equipped) on the spreader assembly.

**Never** attempt to clear a material bridging problem, material jam or clean the spreader with the truck engine running and/or when the PTO switch to operate the spreader is in the ON position.

**Before** opening a tailgate, cover, grate, guard, or plate on or near the spreader assembly **first turn off** all power to the spreader and turn the truck engine off keeping the ignition keys on your person (e.g., in your pocket). Be sure all guards are put back in place prior to operating the spreader.

**Use special care** in clearing a jammed auger. Be sure all power is **turned off** and that they truck ignition keys are maintained on your person (e.g., in your pocket). Open the bottom cover door being careful of added material weight as it swings open. There may be some pressure remaining against a jammed auger which could result in a small amount of rotation when the jam is released, so always

use a **SHOVEL HANDLE** or **PRY BAR** (keeping hands clear) to loosen any jammed material. When the jam is cleared, close the bottom cover door completely. When personnel are clear, start the engine and power the auger briefly to be sure that material is flowing.

**Never** enter or allow anyone to enter, into the dump body while the tailgate spreader is operating. Always **turn off** all power, remove engine ignition keys while keeping them on your person (e.g., in your pocket), and lower the dump body before attempting any service work inside the dump body.

**NOTE:** All formal servicing (greasing/adjusting), repairs, or maintenance **SHALL** be completed by a qualified mechanic using the *Lockout/Tagout Procedure for Vehicles and Equipment*. Operators, drivers, and mechanics shall review the specific equipment OPERATOR'S MANUAL(S) for additional requirements.

Operators/Drivers shall not perform servicing or maintenance.

## **SECTION 14: FIRE SAFETY/FLAMMABLE LIQUIDS**

### **14.01 Emergency fire/evacuation plans**

Each facility must have and post a fire/emergency evacuation plan. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the fire department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so and, particularly only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

### **14.02 Emergency exits**

Exits shall not be locked (chained or otherwise) so as to impede proper evacuation. Exits shall be marked/illuminated in accordance with applicable state statutes and local ordinances.

### **14.03 Storage of fire equipment**

Fire extinguisher/hoses shall be prominently displayed, labeled for usage and kept clear for easy access at all times.

### **14.04 Discharged fire extinguishers**

Do not place a discharged extinguisher back on the bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.

### **14.05 Vehicle fire extinguishers**

Designated vehicles (including powered industrial trucks) and equipment shall be equipped with portable fire extinguishers.

#### 14.06 Reporting equipment problems

If you notice a fire extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once so that the proper maintenance and testing can be performed.

#### 14.07 Monthly inspections

The department head or his/her designee shall ensure that fire extinguishers are inspected monthly and documented.

#### 14.08 Use of fire extinguishers

The following chart will help you understand the use of fire extinguishers. In case of fire, be sure you sound the alarm, get others out and call the fire department before attempting to extinguish the fire. A portable fire extinguisher shall be readily available for use within 75 feet of travel distance or less for Class A fires and no more than 50 feet travel distance for Class B fires. Do not use a portable fire extinguisher unless properly trained.

<b><u>TYPE OF FIRE HAZARD</u></b>	<b><u>TYPE OF EXTINGUISHING AGENT</u></b>
<b>CLASS A - Ordinary Combustibles</b> - paper, wood, grass, cloth, trash, etc.	Water
<b>CLASS B - Flammable Liquids</b> - grease, gasoline, oil, paint, thinner, solvents, etc.	Dry chemicals, carbon dioxide to smother the fire.
<b>CLASS C - Energized Electrical Equipment</b> – electrical boxes, panels, transformers, etc. <b>NEVER USE WATER</b> on this kind of fire.	Dry Chemicals, carbon dioxide to smother the fire.
<b>CLASS ABC - Multi-Purpose</b> – Ordinary combustibles, flammable liquids and electrical.	A multi-purpose unit labeled ABC puts out the most common fires.
<b>CLASS D – Combustible Metals</b> - Fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium and sodium.	Special liquid or dry powder agent.

**USE A FIRE EXTINGUISHER ONLY ON THE  
TYPE OF FIRE FOR WHICH IT IS RECOMMENDED.**

#### 14.09 Storage of flammable liquids

Flammable liquids shall be stored in accordance with the Flammable Liquids Code NFPA 30 AND 30A and the directives of the fire department. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

#### 14.10 Use of safety containers

Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet and be properly labeled.

### **14.11 Use of non-flammable cleaners**

Never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

### **14.12 Smoking**

Smoking or open flames are absolutely prohibited in areas where flammable liquids and gas are present.

### **14.13 Use of artificial lights**

No artificial lights, except UL approved electric flashlights, shall be used near escaping gasoline or other flammable vapors. If you are unsure about the safety of the atmosphere, stay out of the area and call your supervisor and the fire department; they will check the atmosphere.

**NOTE:** Entry to a confined space must be done in compliance with the confined space entry procedures.

### **14.14 Burning**

Burning shall be done in strict compliance with local ordinances. Caution must be observed. No flammable liquids shall be used to start a fire.

## **SECTION 15: MATERIAL HANDLING**

### **15.01 Lifting**

When lifting:

- Lift heavy objects with legs, not with the back. Bend your knees and pivot your feet keeping your back straight when changing direction.
- Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
- If the object is too heavy to handle safely alone, get help.
- If the load obscures your vision, check the area to ensure that your intended path is free of obstructions.

### **15.02 Stacking material**

When piling materials make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear and with adequate space to work in them.

### **15.03 Suspended loads**

Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

#### 15.04 Riding on a hoisting device

Employees shall never ride on a cable, sling, chain or other hoisting device, or on material being moved by means of a crane.

#### 15.05 Use of chemicals, pesticides, herbicides and fungicides

When using any kind of chemicals:

- Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
- Notify your supervisor at once of any spillage of chemicals.
- Dispose of containers in accordance with State and Federal regulations.

**NOTE:** All chemicals must be used in strict compliance with manufacturer's instructions and applicable Federal, State and local laws, regulations and ordinances. Make sure you read and follow manufacturer's directions and Material Safety Data Sheets (MSDS). Wear protective clothing as recommended by the manufacturer and consistent with the City of Stevens Point's PPE assessment, which might include wearing: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection and a respirator.

#### 15.06 Handling hazardous materials

When handling any hazardous materials:

- **Incompatibility**
  - Always read product labels and MSDS before mixing or combining hazardous materials.
- **Labeling**
  - All containers shall be labeled to identify the contents, hazards and manufacturer's name. The labels shall reflect the numeric rating of the hazard for flammability, health and reactivity.
- **Moving and carrying chemicals**
  - Always carry chemicals in approved containers.
- **Storage**
  - Always store chemicals according to instructions on product label or MSDS.
- **Disposal**
  - Always follow State and Federal procedures for disposal. Never pour hazardous chemicals or waste down sewers, drains or on the ground.
- **Spills**
  - All spills shall be cleaned up in accordance with department procedures for hazardous chemical leaks or spills.
- **Changing tanks**
  - When working with hazardous gases such as chlorine or ammonia, check MSDS for appropriate PPE.
- **Dispensing**
  - Certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the

area is well ventilated and that you follow mixing instructions on the product label or MSDS.

**NOTE:** Gasoline cans shall be removed from the vehicle and placed on the ground before filling.

## **SECTION 16: PERSONAL PROTECTIVE EQUIPMENT**

### **16.01 PPE hazard assessment**

A hazard evaluation is required to assess if hazards are present or likely to be present which necessitate the use of PPE. The evaluation must be a written certification for each job, task or assignment that requires the use of PPE. The certification must include the person who completed the assessment, the date of completion and what PPE is required for each job, task or assignment for which PPE is required. Management and employees should work together when conducting the PPE hazard assessment for objectivity and completeness.

### **16.02 Hard hats**

Hard hats meeting the requirements of ANSI Z89.1, or revisions to this standard shall be worn by all personnel in the following activities at all times as indicated by the City of Stevens Point's Personal Protective Equipment Policy:

- While on building construction sites/projects that present overhead hazards.
- When engaged in storm damage clean up when overhead hazards exist.
- When working in or under an aerial bucket.
- When working in trenches, excavations, manholes, or other confined spaces.
- When inspecting work projects/building projects.
- When working under moving machinery (cranes, hoists, etc.).
- When using a chipper or stump.
- Whenever an overhead or other hazard exists that would expose the head to injury or when the supervisor determines a hazardous situation exists.

### **16.03 Protective eyewear (Safety glasses, face shields or goggles)**

Suitable eye and face protective equipment shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids or injurious radiation. All safety glasses, face shields and goggles shall comply with requirements of ANSI Z87.1. Examples include:

- Grinding, cutting, milling or drilling with power tools.
- Using impact wrenches and compressed air tools.
- Using punches, chisels, wedges, picks or other impact tools.
- Chipping, scraping or scaling paint, rust, carbon or other materials.
- When firing a handgun at the police range.
- Chipping, saw cutting or breaking concrete.
- Pipe cutting and threading.
- Using paint remover.
- Using power activated tools.
- Soldering.

- Cleaning dust or dirt from vehicles, machinery, etc.
- Sandblasting or air cleaning operations.
- Using metal cutting lathes, sharpeners, drill press, power hack saw and other metal working tools.
- Using woodworking equipment/tools.
- Tree removal or trimming, brush chipping or stump removal.
- Using brush cutters or chain saws.
- Steam cleaning.
- Washing vehicle parts with soaps or solvents.
- Working under vehicles.
- Using trimmers, edgers and lawn mower.
- When handling batteries, acids, caustics and other harmful dust, liquids or gases.
- When performing electrical switching operations or activating high voltage circuits where arcs may occur.
- A face shield with the proper filter lens or welder's lens or welder's goggles shall be worn in all welding and cutting operations or in any other circumstance that would expose the employee to a risk of eye injury.

**NOTE:** This is not an all-inclusive list; it is merely intended to provide examples of some of the possible situations when eye protection is required.

#### **16.04 Hearing protection**

Appropriate hearing protection must be used whenever the noise level exceeds 90 (dBA) or when using the shooting range, jackhammers, saws or using any gasoline powered equipment. (See City of Stevens Point Hearing Conservation Program for more information).

#### **16.05 High visibility clothing**

When working in the roadway or right-of-way, all employees shall wear ANSI 107/207 Class 2 approved retro-reflective clothing (DSPS (332.39 [1])).

#### **Protective clothing**

Protective clothing shall be worn in compliance with the City of Stevens Point's Personal Protective Equipment policy.

#### **16.07 Hand protection**

Hand protection shall be worn in compliance with the City of Stevens Point's Personal Protective Equipment policy. Appropriate gloves shall be worn whenever engaged in the following activities:

- Laboratory activities (as required or for handling chemicals, batteries, etc.).
- Handling rough materials such as lumber, stone, brush, etc.
- Solid waste collection.
- Handling ropes or steel cable.
- When handling cement, hot asphalt or oil for surfacing.
- When in contact with human blood or body fluids.

- Welding.
- Material handling.
- When coming into contact with sanitary sewage.
- Mixing and/or spraying chemicals.
- Cleaning/washing parts.
- Cleaning public restrooms.

### **16.08 Work shoes**

Approved work shoes shall be interpreted to mean hard-soled, oxford or work-type shoes. Safety shoes must meet ASTM F 2412-05 and ASTM F 2413-05 (formerly ANSI Z41 performance standard). To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the department head shall be the final deciding authority.

**NOTE:** All footwear shall comply with the City of Stevens Point's Personal Protective Equipment Program.

### **16.09 Respiratory protection**

When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc. which are harmful to the human respiratory system or where there is insufficient oxygen to support human life, the employee shall wear suitable breathing apparatus. When canister-type respirators are used, care must be exercised to use the proper canister for the exposure. Personnel must be medically evaluated, properly fit tested annually and trained to use a respirator. (See the City of Stevens Point Respiratory Protection Program for more information).

### **16.10 Spray painting**

All spray painting operations shall be done in a properly designed and functioning spray booth or in a designated area that has proper ventilation. Selection shall be made based upon hazard faced and exposure duration. Always consult the material safety data sheet. There shall be **no smoking** while spray painting. No welding, heating units or electrical spark producing equipment shall be used within 20 feet of a spray painting operation.

## **SECTION 17: CONSTRUCTION SAFETY**

### **17.01 Digger's hotline**

Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" at **(800) 242-8511**. In situations where the work is being done on City of Stevens Point property, also make sure where all private utilities are located.

### **17.02 Work zone protection**

All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk

shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) and Wisconsin supplement.

If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately.

Wear ANSI 107/207 approved retro-reflective clothing as required by SPS 332.

All City of Stevens Point vehicles should have the most recent version of the “*Work Zone Safety*” laminated handbook and most recent version of the “*Flagger’s Handbook*” (if conducting flagging operations) in each vehicle cab that is involved in work zones.

Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked, the supervisor shall be the deciding authority. Remove or cover all signs or devices that are not needed. All work zone setups should be documented.

### **17.03 Excavations and Trenches**

When excavating and trenching:

- Excavating and trenching of up to five (5) feet in depth in hard or compact soil shall be adequately sloped. Those in excess of five (5) feet in depth or those in unstable or soft material where employees will be working or in all excavations in which employees are exposed to danger from unstable ground, shall have the sides supported by a protective system per OSHA 29 CFR 1926.650-652 and SPS 332.38. All trench excavation operations shall be conducted as prescribed in the City of Stevens Point’s Excavation and Trenching Program.
- Excavations and trenches shall be inspected by a competent person after each rain storm or other hazard increasing occurrence and the protection against slides and cave-ins shall be increased if necessary.
- In case of oxygen deficiencies or other hazardous atmospheres, employees shall refer to the City of Stevens Point’s Confined Space Program.
- At least two employees shall work on each trenching or excavation job. One employee shall be stationed above ground observing the worker below at all times.
- No materials, soil, debris, equipment, etc., shall be stored, moved or placed within two feet of a trench or excavation. (**NOTE:** Best practice is half of trench depth away from edge of opening).
- All materials or tools shall be passed down by rope or pulley arrangement to the worker below. Tools and equipment should be lowered into a trench or excavation by means of a rope, bucket or basket. Do not drop them into the trench or excavation for the employee to catch. Attempting to carry tools in one hand while climbing down the ladder is unsafe.
- An adequate means of exit such as a ladder or steps, placed so as to require no more than 25 feet of lateral travel when exiting, shall be provided in each excavation and trench. Ladders must extend at least 36-inches above trench opening. Employees shall not exit without first looking for traffic above.
- Employees shall wear the protective clothing and equipment required by the City of Stevens
- Point’s Personal Protective Equipment assessment.

#### **17.04 Slippery conditions**

When weather or water main breaks cause slippery conditions, use sand or salt to improve traction in the work area.

### **SECTION 18: WORKING IN CONFINED SPACES**

#### **18.01 Confined space entry**

Any employee required to enter a manhole or other confined space shall be properly trained, thoroughly familiar with and obey provisions of OSHA 29 CFR 1910.146, SPS 332.28, 332.29, and the City of Stevens Point's Confined Space Entry Program. A confined space is one that is so enclosed that dangerous air contamination therein cannot be prevented by natural ventilation through openings in the enclosure. Examples would be closed storage tanks, storage bins, duct work, sewers, tunnels, vaults, manholes, valve chambers and even open pits.

#### **18.02 Classification of Confined Spaces**

City of Stevens Point will classify all confined spaces entered and/or on premises. 29 CFR 1910.146 Appendix A can provide guidance as to classifying confined spaces.

#### **18.03 Removal of manhole covers**

Never use your fingers or hands to remove a manhole cover. Always use a tool or mechanical assist device such as a pick with the point bent in the form of a hook, industrial magnet or a special tool specifically designed for this purpose. Once the cover is removed, leave it flat on the ground and far enough away from the manhole to provide adequate room for a working area.

#### **18.04 Manhole individual rungs**

If there are ladder rungs or steps installed in the side of the manhole, be very cautious when using them. Be alert for loose or corroded steps. Always test each step individually before placing your full weight on it.

#### **18.05 Use of ladders**

It is much safer to use a ladder as a means of entering a manhole. Be certain, however, that the bottom feet are properly placed so that the ladder will not slip or twist when your weight is placed upon it and that extension ladders are locked in place before use.

#### **18.06 Testing atmosphere**

Never enter a manhole or confined space without first testing the atmosphere for oxygen, carbon monoxide, hydrogen sulfide, and combustible/flammable vapors. Atmospheric testing must be repeated prior to and during entry operations. Provide for adequate ventilation to remove these gases to safe levels before entering a manhole. Smoking or open flames are prohibited. (Continuous monitoring of the atmosphere shall be maintained while in the confined space).

### **18.07 Lifeline and safety equipment**

Before entering a manhole or confined space, put on an approved full body harness equipped with a lifeline and securely and appropriately attach lifeline to an appropriate retrieval system (e.g., tripod/mechanical winch system). Communication between the entrant and attendant shall be maintained on an ongoing basis at all times. Hard hats shall be worn at all times. Intrinsically safe equipment shall be used due to potential flammable atmosphere.

### **18.08 First Aid/CPR**

All individuals involved in confined space operations must be first aid and CPR trained and certified as required by SPS 332.

### **18.09 Entry Rescue**

If permit-required confined spaces are entered, the City of Stevens Point will designate an “Entry Rescue Service”. The entry rescue service will be appropriately trained and equipped to perform entry rescue into any permit-required confined space entered by City of Stevens Point. Guidance for evaluating an entry rescue team can be found in 29 CFR 1910.146 Appendix F.

### **18.10 Permit System**

All permit-required confined spaces will be entered by permit only. See the City of Stevens Point Confined Space Entry Program for more information.

## **SECTION 19: LADDERS, STEP STOOLS AND SCAFFOLDING**

### **19.01 Use around electrical circuits**

Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.

### **19.02 General provisions**

Never stand on or above the second step from the top of a stepladder or the third rung from the top of a straight ladder. Wood ladders shall not be painted. Ladders shall have approved non-skid feet.

### **19.03 Weight rating**

Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II (commercial grade) ladders are recommended rather than household Type II ladders. No more than one person shall be on a ladder at a time.

### **19.04 Scaffolding**

Scaffolding four feet to ten feet high, that have a minimum horizontal dimension in either direction of less than 45 inches and scaffolding over ten feet high, shall have toe boards, midrails and handrails.

## **19.05 Equipment inspection**

Always check ladders, step stools and scaffolding thoroughly before use. Check for broken or loose rungs, side rails or braces. Never use makeshift ladders or scaffolding.

## **19.06 Placement and securing of ladders**

When using ladders, set them on a firm, dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the distance to the support point of the ladder. Ladders should extend three feet past the support point. When possible, secure ladders in place with ropes, hooks, spikes or other anti-slip devices. Always be careful of the placement of the ladder. Avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners or where it could be in the path of vehicles or equipment. Use signs or barricades to alert others.

## **SECTION 20: FIRST AID**

### **20.01 First aid supplies/reporting of injuries**

The City of Stevens Point provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor. As first aid supplies are used, replacements should be requested. The department head or his/her designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site as required by ANSI Z308.1.

## **SECTION 21: OFFICE SAFETY**

### **21.01 Housekeeping**

It is each employee's responsibility to keep their workstation neat and free from clutter. Furniture such as tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.

### **21.02 File drawers**

All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers. File cabinets must be secured to a wall or multiple, free-standing cabinets should be bolted together.

### **21.03 Ladders**

Never use chairs, desks, tables or other office furniture in place of a ladder or step stool.

### **21.04 Chairs**

Employees should not recline in office chairs that are not intended for that purpose. Only 5-caster chairs should be used.

## **21.05 Ergonomics**

A “one size fits all” policy is not sound practice when setting up an office workstation. Be sure to keep all frequently used items within arm’s reach. Also, set up the workstation to avoid reaching overhead repeatedly to retrieve items. Computer monitors are generally kept at an arm’s length distance away, keeping the head and neck in a neutral posture. Keyboards and mouse units should be height adjustable. Chairs should be comfortable and adjusted for proper posture. Lastly, a headset or modified handset is advisable for heavy phone usage. Check with your supervisor for more information.

## **21.06 Doors and blind corners**

Be cautious when approaching a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.

## **21.07 Paper cutters and office hazards**

Care should be exercised when using and storing scissors, paper cutters, razor blades, etc. Keep the blades of paper cutters closed when not in use. Also make sure paper cutters are equipped with awareness guards. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.

## **21.08 Electrical cords**

Electrical cords shall be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall not be used and reported immediately to your supervisor. Extension cords shall not be used in place of permanent wiring.

## **21.09 Electrical plugs**

When removing an electrical plug from a receptacle, pull by the plug not the wire.

## **21.10 Portable Heaters**

Portable heaters shall be UL listed, properly grounded and have tip-over protection. Care must be given to ensure they are turned off and unplugged at the end of each work day.

## **21.11 Candles**

Burning candles or using hot plates is prohibited.

## **SECTION 22: WELDING**

### **22.01 General requirements**

All welding, cutting and brazing shall be performed in a manner consistent with COMM and OSHA 29CFR 1910.251-.255 regulations.

## **22.02 Personal protective equipment**

You must wear required welders safety equipment suitable for the materials being used. This includes, but is not limited to, flame resistant clothing, respirators, face shield and goggles.

## **22.03 Fire protection**

All work shall be performed in compliance with National Fire Protection Association (NFPA) Standard 51B. You are required to inspect the welding area before and after completion of work for fire or other hazards. You must have immediate access to an approved type of portable fire extinguisher.

## **22.04 Shields**

You are required to surround your work with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.

## **22.05 Ventilation**

Adequate general or local ventilation must be maintained.

## **2.06 Work in confined spaces**

Welding, cutting or brazing in confined spaces requires air replacement with respirable air to replace withdrawn air or the use of NIOSH approved air-line respirators or hose masks. All work in confined spaces shall be performed in compliance with the City of Stevens Point's Confined Space Entry Program.

## **22.07 Approved lighters**

You must use an approved type of lighter to light the blowpipe.

## **22.08 Flash back valves**

All acetylene tanks shall be equipped with flash back valves and acetylene tanks shall not be used if the pressure exceeds 15 pounds.

## **22.09 Hot work permit**

When welding outside of a designated are or in a confined space or near hazardous chemicals, complete a Hot Work Permit.

## **22.10 Equipment storage**

Compressed gas cylinders used for welding must be sufficiently bled of any pressure to the regulator and/or lines and must be completely turned off when not in use.

## **SECTION 23: POWERED INDUSTRIAL TRUCKS**

### **23.01 Authorized personnel**

Only authorized, trained and certified personnel shall operate powered industrial trucks or vehicles with fork attachments used to carry, lift, load or stack. Re-certification shall be conducted at least every three years.

### **23.02 Watching for hazards**

Operators must look in the direction of travel and be alert for potential hazards. Operate with forks as close to the surface as possible (4-6 inches when inside a building).

### **23.03 Unattended vehicle**

A vehicle is considered unattended when the operator is 25 feet or more from the vehicle or the vehicle is out of operator's view. When the truck is unattended the controls must be neutralized, power shut off, brakes set and forks grounded. Block wheels if parked on an incline.

### **23.04 Passengers**

Only the operator may ride on the lift truck unless a seat and handholds are provided for a passenger.

### **23.05 Arm and leg placement**

Never place arms or legs between the uprights of the mast or outside the running lines of the truck.

### **23.06 Direction of travel**

On grades in excess of 10 percent, lift trucks are to be driven downgrade with the load following and upgrade with the load ahead.

### **23.07 Seat belts**

When provided, seat belts shall be worn at all times.

## **SECTION 24: ELECTRICAL WORK**

### **24.01 Electrical work**

All electrical work shall be in compliance with the most recent edition of the National Electric Code (NEC) and SPS 332.

### **24.02 Trained employees**

Only trained, qualified employees shall do electrical work.

### **24.03 Working “live”**

Electrical equipment and lines shall always be considered to be “live” unless they are positively known to be de-energized and are grounded. Working on live equipment shall be limited to the extent possible.

**NOTE: When live work must be conducted, as in the case of troubleshooting, NFPA 70E protocol/procedures and associated PPE shall be worn.**

### **24.04 Energized equipment**

Energized equipment or wires shall never be left unguarded.

### **24.05 Lockout/Tagout**

All employees must follow the City of Stevens Point Lockout/Tagout Policy.

## **SECTION 25: AERIAL BUCKET USE**

### **25.01 Conducting work**

All work shall be conducted as if the truck, boom and aerial bucket were not electrically insulated.

### **25.02 Aerial bucket operator**

Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment.

### **25.03 Before starting work**

Before starting work the operator shall ensure that all ground level and bucket controls are in proper working order.

### **25.04 Maneuvering the bucket**

When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.

### **25.05 Employee positioning**

Work shall only be done while standing on the floor of the bucket.

### **25.06 Entering/leaving bucket**

Employees shall not enter or leave the bucket by walking the boom.

### **25.07 Authorized and trained operator**

Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.

### **25.08 Work zone protection**

The vehicle's warning lights shall be used at all times while work is being done on road right-of-way. A work zone that meets the MUTCD guidelines must be established when working in roadways and their right-of-ways.

### **25.09 Travel**

No employee shall be transported any distance while in the bucket.

### **25.10 Body harness**

Employees in the bucket shall wear a full body harness at all times that is tied off to a lanyard that is connected to an anchor point.

## **SECTION 26: CRANES AND HOISTS**

### **26.01 Trained employees**

Only trained, designated employees shall operate cranes and hoists.

### **26.02 No riding on equipment**

No person shall be permitted to ride the hook, sling or load of any equipment.

### **26.03 Hoist and rail load limits**

Hoist load limits, as specified by the manufacturer, shall be clearly marked and shall not be exceeded under any circumstances. Hoist rail load rating shall be conspicuously marked.

### **26.04 Under a load**

No one shall be under a suspended load or inside the angle of a winch line.

### **26.05 No unattended loads**

Suspended loads shall not be left unattended without permission of the supervisor.

### **26.06 Inspection**

A thorough, monthly, written inspection report shall be completed on each crane and hoist. In addition, prior to each use, all control mechanisms, safety devices, attachments and brake systems shall be checked. Each crane shall be professionally inspected annually.

## **26.07 Designated observer**

An employee shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

## **26.08 Tag line**

When guiding a suspended load into position, a non-conductive rope or tag line shall be used to permit maintenance of a safe distance from the drop zone. Also, a tag line can assist in case a suspended load should fall or contact an electrical power source.

## **SECTION 27: SLINGS, ROPES AND CHAINS**

### **27.01 Load limits**

Load limits as specified by the manufacturer shall not be exceeded under any circumstance. In addition, load limits as specified in 29 CFR 1910.184 shall not be exceeded. Each sling will have a permanently attached, durable tag stating the size, grade, rated capacity and reach.

### **27.02 Wire Rope Slings**

Wire rope slings shall be immediately removed from service if any of the following conditions are present:

- Ten randomly distributed broken wires in one rope lay or five broken wires in one strand in one rope lay.
- Wear or scraping of one-third the original diameter of outside individual wires.
- Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure.
- Evidence of heat damage.
- End attachments that are cracked, deformed or worn.
- Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
- Corrosion of the rope or end attachments.

**NOTE:** When working with wire rope and applying U-clips, remember to “Never Saddle a Dead Horse”. This means the U-bolt goes around the “dead-end” of the wire rope while the saddle of the U-clip goes around the live end. Torque to manufacturer’s recommendations.

### **27.03 Inspection**

Each day before use, all slings, lifting apparatus and equipment shall be inspected for damage or defects. Damaged equipment shall immediately be removed from service. Hooks shall be in good working condition with positive means of closure unless designed otherwise from the manufacturer.

#### **27.04 Appearance of rope**

The outward appearance of rope shall not be accepted as proof of its condition. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.

#### **27.05 Unrated chains**

Unrated chains shall not be used for hoisting or lifting anything overhead. Only Grade 8 rated chain or better shall be used for lifting. Unrated chains shall be removed from service.

#### **27.06 Repair of slings and chains**

Only the manufacturer shall repair and proof-test slings and chains. Welding or any other modification of chain, wire rope or hooks is prohibited. Makeshift links or fasteners formed from bolts or rods, or other such attachments, shall not be used.

#### **27.07 Suspended loads**

Do not place any part of your body under a suspended load.

#### **27.08 Storage**

All slings shall be stored in a clean, dry area to prevent corrosion. Additionally, slings must never be stored on the floor or in any other area where physical damage is possible.

### **SECTION 28: FALL PROTECTION**

#### **28.01 Fall arrest equipment**

##### **I. General**

- When exposure to an elevated fall hazard cannot be prevented through engineering controls, personal fall arrest equipment shall be used to control the fall.

##### **II. Use**

- Personal fall arrest equipment shall be rigged such that an employee can neither free fall six feet, nor contact any lower level. Fall arrest systems are to be installed and used in accordance with OSHA 29 CFR 1926.502 and manufacturer's recommendations.

#### **28.02 Fall protection systems**

Fall protection systems (railings) shall be used whenever there is potential to fall four feet or more.

#### **28.03 Surfaces**

All surfaces shall be free of debris, holes, loose boards, protruding fasteners and liquids and shall allow for free movement of traffic and pedestrians, as is practical and reasonable.

#### **28.04 Lanyards, ropes, positioning device systems and lifelines**

All lanyards, ropes, positioning device systems and lifelines shall be inspected in accordance with the manufacturer's recommendations prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

#### **28.05 Training**

Employees required to wear fall protection equipment shall be trained on the safe and proper use of the equipment prior to use.

## FORMS



**City of Stevens Point  
SAFETY MANUAL  
EMPLOYEE ACKNOWLEDGEMENT CERTIFICATION  
(Return to Supervisor)**

I, \_\_\_\_\_ hereby certify that I have received the Safety Manual and understand that I am expected to read and understand the contents this Safety manual, its rules, restrictions and provisions. I am able to address any questions I may have with my supervisor. I further understand that failure to comply with the rules, restrictions and provisions contained herein may result in disciplinary action up to and including termination and potential serious injury to myself, co-workers and the public.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## EMPLOYEE INJURY/ILLNESS REPORT FORM

Employee Name (First, Middle, Last)			Sex <input type="checkbox"/> M <input type="checkbox"/> F		Employee Home Telephone No. (    )																								
Employee Home Street Address			City		State	Zip Code	Occupation																						
Birth Date		Date of Hire		County and State where incident or exposure occurred																									
Injury Date Mo / Day / Yr	Time of Injury <input type="checkbox"/> am <input type="checkbox"/> pm	Last Day Worked Mo / Day / Yr	Date Employer Notified Mo / Day / Yr	Shift working at time of incident (i.e., 7:00 – 4:00)		<input type="checkbox"/> Did you leave work? <input type="checkbox"/> Estimated Date of Return																							
Hours worked prior to injury		Location where injury occurred – be as specific as possible.																											
Were you or do you anticipate being treated by a medical professional for this injury or illness? <input type="checkbox"/> Yes <input type="checkbox"/> No																													
Were you hospitalized for this injury or illness? <input type="checkbox"/> Yes <input type="checkbox"/> No																													
Name and address of medical professional and/or hospital:																													
<b>AREA INJURED</b>																													
1 <input type="checkbox"/> Head	2 <input type="checkbox"/> Eye	L <input type="checkbox"/> R <input type="checkbox"/>	3 <input type="checkbox"/> Back	4 <input type="checkbox"/> Shoulder	L <input type="checkbox"/> R <input type="checkbox"/>	5 <input type="checkbox"/> Arm	L <input type="checkbox"/> R <input type="checkbox"/>	6 <input type="checkbox"/> Elbow	L <input type="checkbox"/> R <input type="checkbox"/>	7 <input type="checkbox"/> Wrist	L <input type="checkbox"/> R <input type="checkbox"/>	8 <input type="checkbox"/> Hand	L <input type="checkbox"/> R <input type="checkbox"/>	9 <input type="checkbox"/> Finger: Specify	10 <input type="checkbox"/> Chest	11 <input type="checkbox"/> Abdomen	12 <input type="checkbox"/> Pelvis	13 <input type="checkbox"/> Hip	L <input type="checkbox"/> R <input type="checkbox"/>	14 <input type="checkbox"/> Leg	L <input type="checkbox"/> R <input type="checkbox"/>	15 <input type="checkbox"/> Knee	L <input type="checkbox"/> R <input type="checkbox"/>	16 <input type="checkbox"/> Ankle	L <input type="checkbox"/> R <input type="checkbox"/>	17 <input type="checkbox"/> Foot	L <input type="checkbox"/> R <input type="checkbox"/>	18 <input type="checkbox"/> Toe: Specify	19 <input type="checkbox"/> Other
<b>TYPE OF INJURY</b>																													
1 <input type="checkbox"/> Abrasion	2 <input type="checkbox"/> Amputation	3 <input type="checkbox"/> Bite	4 <input type="checkbox"/> Bruise	5 <input type="checkbox"/> Burn	6 <input type="checkbox"/> Concussion	7 <input type="checkbox"/> Cut / Laceration	8 <input type="checkbox"/> Foreign Body	9 <input type="checkbox"/> Fracture	10 <input type="checkbox"/> Hearing Impaired	11 <input type="checkbox"/> Infection	12 <input type="checkbox"/> Pain	13 <input type="checkbox"/> Puncture	14 <input type="checkbox"/> Rash / Dermatitis	15 <input type="checkbox"/> Respiratory	16 <input type="checkbox"/> Strain / Sprain	17 <input type="checkbox"/> Other													
<p><b>Employee Account of Injury:</b> Describe your activities when injury or illness occurred and what tools, machinery, objects, chemicals, etc. were involved.</p> <p>What happened to cause this injury or illness? (Describe how the injury occurred).</p> <p>Describe your injury or illness. (State the part of body affected and how it was affected).</p> <p>In your opinion, list the ways a similar occurrence could be prevented in the future. (e.g., equipment, training, procedures, etc.)</p> <p><input type="checkbox"/> Additional Page(s) attached.</p>																													
Witness(es) – Names of all employees and non-employees who witnessed your injury or illness. (Use additional page if necessary).																													
Employee Signature:					Date Signed																								
Supervisor Signature:					Date Signed																								

## SUPERVISOR INVESTIGATION OF INJURY/ILLNESS

Employee Name (First, Middle, Last)	Injury Date Mo / Day / Yr
-------------------------------------	------------------------------

*This form is to be completed by the employee's supervisor or departmental manager. Please provide information that will supplement the employee's report, noting circumstances which may have contributed to the injury or illness, such as weather conditions, use of protective safety equipment, etc. Be thoughtful and thorough, seeking to identify operations, procedures, use of equipment or modification that could help reduce future incidents.*

**UNSAFE ACT / CONDITION:**

- |   |   |
|---|---|
| <input type="checkbox"/> Housekeeping<br><input type="checkbox"/> Work Practices<br><input type="checkbox"/> Safeguarding devices<br><input type="checkbox"/> Physical and environmental stresses<br><input type="checkbox"/> Facility / design<br><br><input type="checkbox"/> Other: _____<br>_____ | <input type="checkbox"/> Materials / tools<br><input type="checkbox"/> Hazards not recognized<br><input type="checkbox"/> Protective equipment<br><input type="checkbox"/> Exceeding limits (speeds, strengths, etc.) |
|---|---|

**CONTRIBUTING FACTORS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Equipment failure<br><input type="checkbox"/> Used wrong equipment<br><input type="checkbox"/> Housekeeping / Maintenance<br><input type="checkbox"/> Procedure Factors<br><input type="checkbox"/> Improper Body Mechanics (ie: Improper Lifting, carrying)<br><input type="checkbox"/> Slippery or defective floor / work surface<br><input type="checkbox"/> Knowledge / skills lacking<br><input type="checkbox"/> Substance abuse<br><br><input type="checkbox"/> Other: _____<br>_____ | <input type="checkbox"/> Repetitive Motion / Ergonomic<br><input type="checkbox"/> Work Station / Ergonomic<br><input type="checkbox"/> Failure to use protective equipment / devices<br><input type="checkbox"/> Safety Policy / Rule Violation<br><input type="checkbox"/> Unsafe Act<br><input type="checkbox"/> Environmental exposure to toxic substance, noise, etc.<br><input type="checkbox"/> Horseplay |
|---|--|

**CORRECTIVE ACTION (Attach additional pages, if necessary):**

Action to be Taken to Prevent Recurrence:	Responsible Party:	Completion Date:
1		
2		
3		

Photos Attached.

Supervisor Signature:	Date Signed
Department Manager Signature:	Date Signed

**City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Fax (715) 346-1530  
Temporary Modified/Light Duty Job Offer**

**Injury is:** work related  non-work related  **Date of Injury/Illness:** \_\_\_\_\_

**Patient's Name (Last) (First) (Middle Initial)**  
 \_\_\_\_\_

**TO BE COMPLETED BY ATTENDING PHYSICIAN:**

**Diagnosis:**  
(WC Only)

**Job description:** \_\_\_ Yes \_\_\_ No **I have seen and reviewed the job description.**

**CHECK ONLY AS RELATES TO ABOVE CONDITIONS**

<p><input type="checkbox"/> <b>Sedentary Work.</b> Lifting 10 pounds maximum &amp; occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</p> <p><input type="checkbox"/> <b>Light Work.</b> Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job in this category when it requires walking or standing to a significant degree or when it involved sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.</p> <p><input type="checkbox"/> <b>Light Medium Work.</b> Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.</p> <p><input type="checkbox"/> <b>Medium work.</b> Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.</p> <p><input type="checkbox"/> <b>Light Heavy Work.</b> Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.</p> <p><input type="checkbox"/> <b>Heavy Work.</b> Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.</p> <p><input type="checkbox"/> <b>Heavy Lift Restriction.</b> See instruction below.</p>	<p><b>Please circle:</b></p> <p><b>1. In an 8 hour work day patient may:</b>  <b>Stand or walk 1 2 3 4 5 6 7 8 hours or (unrestricted)</b>  <b>Sit 1 2 3 4 5 6 7 8 hours, or (unrestricted)</b>  <b>Drive 1 2 3 4 5 6 7 8 hours, or (unrestricted)</b></p> <p><b>2. Patient may use hand(s) for repetitive:</b>  <b>Single Grasping    Pushing &amp; Pulling</b>  <b>Fine Manipulation</b></p> <p><b>3. Patient may use foot/feet for repetitive movement as in operation of foot controls:</b>  <b>Yes    No</b></p> <p><b>4. Patient May:</b></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Not at all</th> <th style="text-align: center;">Occasionally</th> <th style="text-align: center;">Frequently</th> </tr> </thead> <tbody> <tr> <td>a. Bend</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Twist</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. Squat</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>d. Climb</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>e. Reach</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Frequent 66-34%</b>  <b>Occasional 33-11%</b>  <b>Not at all 0%</b></p>		Not at all	Occasionally	Frequently	a. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
e. Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						

**I saw and treated this patient on \_\_\_\_\_ and based on the above description of the patient's current medical problem:**

- **Recommended his/her return to work with no limitations on \_\_\_\_\_**
- **He/She is unable to perform the essential functions of the job description. Patient will be re-evaluated on \_\_\_\_\_**
- **He/She may return to work on \_\_\_\_\_ with the above limitations**

**OTHER INSTRUCTIONS AND/OR LIMITATIONS INCLUDING PRESCRIBED MEDICATIONS**

The restrictions are in effect until \_\_\_\_\_ or until patient is re-evaluated on \_\_\_\_\_.

Referred to: None \_\_\_\_\_ Private Physician \_\_\_\_\_  
 A Consultant \_\_\_\_\_ Return Here \_\_\_\_\_  
 \_\_\_\_\_ Date & Time \_\_\_\_\_  
 \_\_\_\_\_ Doctor, Date & Time \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

**I hereby authorize my attending physician and/or hospital to provide any necessary restrictions as they apply to the essential functions of my job.**

**Patient's Signature \_\_\_\_\_ Date \_\_\_\_\_**

# Stevens Point Near-Miss Reporting Form

Please complete this form to report a near-miss event.

A near-miss event is an unintentional unsafe occurrence that could have resulted in an injury, fatality or property damage. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

Please check all appropriate conditions:

Unsafe Act

Unsafe Equipment

Unsafe Condition

Unsafe Use of Equipment

Description of the incident: (Use back side of this form or attach additional pages if needed.)

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Action Already Taken to Mitigate Safety Issue:

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

Date: \_\_\_\_\_

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### Signatures and ID Number

Person Submitting Report (optional): \_\_\_\_\_ Date Completed: \_\_\_\_\_

Supervisor Reviewing Report \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Manager Receiving Report: \_\_\_\_\_ Date Received: \_\_\_\_\_

## Internal Safety Committee/Manager Near-Miss Investigation

(All information below is to be completed by the Departmental Safety Committee; in the absence of a department Safety Committee the Supervisor or Department Head will complete this form before forwarding to the City-wide Safety Committee)

Date Reviewed: \_\_\_\_\_

Description of the near-miss incident:

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What are the Causes (Primary and Contributing):

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Corrective Action(s) to be Taken:

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This form was not completed for the following reason:

Not Applicable

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Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Committee Review Date: \_\_\_\_\_

**REPORT OF OCCUPATIONAL INJURY OR ILLNESS FORM**

**Employee Information** (Please Print)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  M  F  
          First                  Middle                  Last

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
                                  Street                                  City                                  State

Telephone @ work: \_\_\_\_\_ @ home: \_\_\_\_\_

SS#: \_\_\_\_\_ Job title: \_\_\_\_\_ Department: \_\_\_\_\_

**General Incident Information** (Please Print)

Type of Incident (please check):  Injury  Illness  Exposure date/time of incident: \_\_\_\_\_

Date the incident was first reported: \_\_\_\_\_ Last day the employee worked: \_\_\_\_\_  
  Mo/Day/Year  Mo/Day/Year

Description of the incident (what happened): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cause of the incident (why did it happen): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of the incident: \_\_\_\_\_

PPE worn at time of injury (list): \_\_\_\_\_

Witnesses: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

**Injury/Illness Information** (Please Print)

Nature and extent of the injury/illness (BE SPECIFIC): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of injury/illness:  
\_\_\_\_\_ Abrasion or scrape    \_\_\_\_\_ Bruise, contusion    \_\_\_\_\_ Burn    \_\_\_\_\_ Sprain/strain  
\_\_\_\_\_ Dislocation, fracture    \_\_\_\_\_ Puncture    \_\_\_\_\_ Other (specify) \_\_\_\_\_

Description of the pain experienced when injury/illness occurred: \_\_\_\_\_

Date and time of initial medical treatment: \_\_\_\_\_  
Mo/Day/Year AM or PM

Name of attending medical provider: \_\_\_\_\_

Name of hospital or medical center: \_\_\_\_\_

### Signatures

Form completed by (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Form submitted by (supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

*--For Office Use Only--*

**Department Head Review Completed** **Severity of Accident (Level 1-4):** \_\_\_\_\_

**Level 1 Minor Accident** - A "minor" accident directly impacts no more than one individual with no history of similar past occurrences within the organization. Other employees are not exposed to the particular hazard that contributed to the accident. Also, the accident likely resulted from an unsafe act rather than an unsafe condition. In addition, any potential hazard presented is **slight** (e.g., first aid only and/or one medical treatment visit) and likelihood of recurrence very low.

**Level 2 Substantial Accident** - A "substantial" accident directly impacts no more than one individual with no history of similar past occurrences within the organization. Other employees may be exposed to the particular hazard that contributed to the accident. The accident could result from either an unsafe act or an unsafe condition. In addition, the potential hazard present is **moderate** (e.g., multiple medical treatments and/or follow-up) and/or likelihood of recurrence probable.

**Level 3 Serious Accident** - A "serious" accident may directly impact more than one individual and/or could involve more than 2 individuals from the same accident. A significant percentage of other employees are exposed to the particular hazard that contributed to the accident. The accident could result from either an unsafe act or an unsafe condition. In addition, the hazard present is **high** (e.g., significant medical treatment up to and including surgery and follow-up) and/or likelihood of recurrence likely.

**Level 4 Severe Accident** - A "severe" accident may directly impact more than one individual and/or could involve more than 2 individuals from the same accident. The majority of employees are exposed to the particular hazard that contributed to the accident. The accident could result either from an unsafe act, condition, or combination thereof. In addition, the hazard present is **serious** (e.g., significant medical treatment including possible multiple surgical interventions up to and including worker fatality) and/or likelihood of recurrence imminent.

## ***HOT WORK PERMIT***

**THIS HOT WORK PERMIT IS REQUIRED FOR ANY TEMPORARY OPERATION INVOLVING OPEN FLAMES OR PRODUCING HEAT AND/OR SPARKS. THIS INCLUDES, BUT IS NOT LIMITED TO: BRAZING, CUTTING, GRINDING, SOLDERING, THAWING PIPE, TORCH APPLIED ROOFING AND WELDING.**

<b>SPACE NAME:</b>	<b>LOCATION:</b>
<b>DATE:</b>	<b>ENTRY SUPERVISOR:</b>

**HOT WORK TO BE DONE BY:**

- EMPLOYEE(S): \_\_\_\_\_
- CONTRACTOR: \_\_\_\_\_

**HOT WORK TO BE DONE:**

\_\_\_\_\_

### **REQUIRED PRECAUTIONS CHECKLIST**

- Available sprinklers, hose streams and extinguishers are in service/operable.
- Hot work equipment in good repair.

**REQUIREMENTS WITHIN 35 FEET OF HOT WORK**

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire -resistive sheets.
- Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields.
- All wall and floor openings covered.
- Fire-resistive tarpaulins suspended beneath work.

**WORK ON WALLS OR CEILINGS**

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls are moved away.

**WORK ON ENCLOSED EQUIPMENT**

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapors
- Pressurized vessels, piping and equipment removed from service, isolated and vented.

**FIRE WATCH/HOT WORK AREA MONITORING**

- Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers, and, where practical, charged small hose.
- Fire watch is trained in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas, above or below.
- Monitor Hot Work area for 4 hours after job is completed.

I VERIFY THAT THE ABOVE LOCATION HAS BEEN EXAMINED, THE PRECAUTIONS CHECKED ON THE REQUIRED PRECAUTIONS CHECKLIST HAVE BEEN TAKEN TO PREVENT FIRE, AND PERMISSION IS AUTHORIZED FOR THIS WORK.

\_\_\_\_\_  
NAME SIGNATURE

<b>PERMIT EXPIRES:</b>	DATE	TIME	AM or PM
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**FIRE WATCH SIGNOFF**

WORK AREA AND ALL ADJACENT AREAS TO WHICH SPARKS AND HEAT MIGHT HAVE SPREAD WERE INSPECTED DURING THE FIRE WATCH PERIOD AND WERE FOUND FIRE SAFE.

\_\_\_\_\_  
NAME SIGNATURE

**FINAL CHECKUP**

WORK AREA WAS MONITORED FOR 4 HOURS FOLLOWING HOT WORK AND FOUND FIRE SAFE

\_\_\_\_\_  
NAME SIGNATURE

**HOT WORK PERMIT CANCELLATION**

\_\_\_\_\_  
OPERATION SUPERVISOR DATE TIME AM/PM

**EMPLOYEE HEALTH AND SAFETY PROGRAM SUMMARIES**

# **EMPLOYEE POLICY SUMMARY**

## **HAZARD COMMUNICATION**

### **PURPOSE**

The purpose of this policy is to ensure that:

- Hazardous substances present in the work place are identified and labeled.
- Employees have ready access to information on the hazards of these substances.
- Employees are given information on how to prevent injury or illness due to chemical exposure.

### **POLICY**

Employees will be informed of the contents of the Hazard Communication Standard. This includes the hazardous properties of chemicals with which they work, safe handling procedures, and methods to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks as they come in contact with them.

### **RESPONSIBILITIES**

All employees are responsible for:

- Following directions in the use and handling of all chemicals as prescribed on the material safety data sheets and instructed by the supervisor.
- Becoming familiar with the information on the material safety data sheets.
- Notifying their supervisor of any condition which may have an adverse impact on employee safety/health.

### **HAZARD ANALYSIS**

Each chemical in the workplace shall be evaluated for hazardous properties.

- Hazardous properties include toxicity, corrosiveness, irritation effects, sensitization potential, flammability, instability, oxidizing effects and reactivity.
- Resources to be used in the hazard review include vendor MSDS's and other internal and literature sources.

### **MATERIAL SAFETY DATA SHEETS (MSDS)**

- A material safety data sheet (MSDS) is a technical report that explains how to use, handle and store chemicals safely.
- A binder with an MSDS for every substance on the list of hazardous chemicals will be kept.
- Each department should maintain an MSDS for each hazardous material in their particular area(s).
- MSDS's will be made readily available to all employees during their shifts.
- A master list of all MSDS's should be available.

### **LIST OF HAZARDOUS CHEMICALS**

- A master inventory of hazardous substances must be compiled.
- The master inventory list must be readily available and accessible for review.
- A list identifying the chemicals used in each of the departments must be kept and made available in each department.
- The master list of hazardous substances must be updated as needed.

### **LABELING**

Labels are required to quickly inform people of what they need to know in order to properly protect themselves.

Labeling procedures and policies are as follows:

- Person(s) responsible for inbound shipments will evaluate labels on incoming containers. Each label will be checked for:
  - Identity of substance.
  - Appropriate hazard warning.
  - Name and address of the manufacturer.
- If the label is not appropriate, the supervisor in the receiving department will notify the manufacturer or distributor.
- If the label is not received within 30 days of the initial notification, the supervisor in the receiving department will send a second request to the manufacturer or distributor.
- If an appropriate label is not received after the second 30 days, the Department Head will direct the appropriate supervisor to obtain and place on the container an appropriate label that has not yet been received from the manufacturer.
- The supervisor responsible for shipments is responsible for updating labels when new information is received.
- Labels will be removed if they are incorrect and when the container is empty if it will be used for other materials. All supervisors are responsible for seeing that all containers used in their departments are labeled properly and remain legible.
- Piping systems shall:
  - Be labeled at access points and every ten feet where the piping is eight feet or closer to employee contact.
  - Be labeled as follows:
 

<u>Substance</u>	<u>Color</u>
Materials Hazardous to Life and Property	Yellow
Fire Protective Materials	Red
Low Hazard Liquids	Green
Low Hazard Gases	Blue
  - Include the materials contained in the piping and the direction the material is flowing.

## **EMPLOYEE TRAINING**

All affected employees will be trained and informed at the time of initial assignment on the Hazard Communication Standard and whenever a new hazard is introduced into the work place. Department heads and supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

*Objectives of the employee training program are as follows:*

- Increase employee awareness of chemicals and other hazardous materials in their work area.
- Teach employees how to read material safety data sheets.
- Detail the Hazard Communication Standard pertaining to employees and their workplace environment.
- Assist employees in understanding standard and in-house labeling systems.
- Instruct employees regarding the hazards involved with non-routine tasks.

*Before exposure to a chemical, each new employee, who is exposed or potentially exposed to hazardous chemicals, will receive information and training that includes the following:*

- Employees will have access to the written Hazard Communication Program and informed of its location.
- Employees will be trained to read and understand material safety data sheets, including: chemical and physical properties of hazardous materials (i.e.: flash point, reactivity); physical hazards of chemicals (i.e.: potential for fire, explosion); and health hazards, including signs and symptoms associated with exposure to chemicals and any condition known to be aggravated by exposure to the chemical.
- Employees will be instructed where material safety data sheets are located.

- Employees will be trained to read and understand a label.
- Employees will be trained in how to handle hazardous chemicals used in their work area and chemicals encountered when performing non-routine tasks.
- Employees will be trained in the proper use, storage, and handling of personal protective equipment.
- Employees will be instructed on procedures to follow when cleaning hazardous chemical spills and leaks.
- Employees will be instructed where medical supplies and safety equipment are kept.

#### **HAZARDOUS NON-ROUTINE TASKS**

Periodically, employees are required to perform non-routine, hazardous tasks (i.e.: cleaning tanks, entering confined spaces, etc.). Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous products to which they may be exposed during such activities. This information will include:

- Specific chemical hazards and review of specific MSDS.
- Protective safety measures the employee can take.
- Measures that have been taken to reduce the hazards, including but not limited to: ventilation, respiratory protection, presence of another employee, and the establishment of emergency response procedures.

#### **RECORDKEEPING**

All material safety data sheets will be kept for a period of thirty (30) years after the use of the product has been discontinued. In addition, all inventory lists will be kept for a period of thirty (30) years.

# EMPLOYEE POLICY SUMMARY

## LOCKOUT/TAGOUT

### PURPOSE

The purpose of this Hazardous Energy Control Program is to establish the minimum requirements for the lockout/tagout of energy control devices whenever maintenance or servicing is performed on machines or equipment.

### POLICY

All equipment must be de-energized and isolated from potentially hazardous energy sources and locked and/or tagged out before employees perform any servicing or maintenance where the release of stored energy could cause injury.

### APPLICATION

This program applies to the control of energy during servicing and/or normal maintenance of machines and equipment if:

- An employee is required to remove or bypass a guard or other safety device.
- An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is being performed at or upon the point of operation, or when an associated danger zone exists during a machine operating cycle.

*Authorized Employees* have the authority and responsibility to perform lockout operations.

*Affected Employees* are required to follow Lockout/Tagout procedures but do not perform lockout operations.

*Other Employees* work in an area where energy control procedures may be utilized.

### RESPONSIBILITY

All employees are required to follow lockout procedures. Employees authorized to lockout equipment are required to perform the lockout according to specific procedures established for each piece of equipment. A piece of equipment which is locked out to perform servicing or maintenance shall not have anyone attempt to start, energize or use the equipment.

*Note: No employee shall remove a lockout or tagout device affixed by another employee unless authorized.*

### ENERGY CONTROL PROCEDURES

Procedures will be developed and documented when employees are engaged in activities that potentially could be hazardous, due to exposure from an energy source. Energy control procedures shall clearly and specifically outline the purpose, rules and techniques to be utilized for the control of hazardous energy.

These procedures must include the following:

- A specific statement of the intended use of the procedures.
- Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- Specific procedural steps for the placement, removal and transfer of lockout or tagout devices and the responsibility for them.
- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices and other energy control measures.

### Exceptions to this required documentation include:

- The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees.
- The machine or equipment has a single energy source, which can be readily identified and isolated.

- The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment.
- The machine or equipment is isolated from that energy source and locked during servicing or maintenance.
- A single lockout device will achieve a locked-out condition.
- The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
- The servicing or maintenance does not create hazards for other employees.
- The employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

### **EQUIPMENT FOR LOCKOUT/TAGOUT**

Equipment provided for lockout/tagout shall include, but not be limited to:

- Padlocks
- Lockout tags/devices
- Lockout hasps
- Circuit breaker lockout

### **LOCKOUT PROCEDURES**

- The authorized employee shall notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of each energy source and shall know the methods to control the energy.
- When the electrical disconnect is attached (or adjacent) to the equipment, the motor stop button shall be depressed and the disconnect handle placed in the "OFF" position. The disconnect handle should be operated while standing to one side of the disconnect rather than in front of the switch. This is a safety precaution in case the parts in the switch explode. The authorized employee should attach his/her lock to the handle of the disconnect and remove the key.
- If a switch or disconnect cannot be locked out for any reason, an electrician must remove the fuses before any work is started.
- Stored or residual energy such as that in capacitors, springs, rotating flywheels and hydraulic systems, and in air/gas, steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking or venting. If there is a possibility of accumulation of stored energy, isolation must be verified continuously until servicing or maintenance is completed.
- Equipment using hydraulic pressure shall be locked out by placing the hydraulic pump motor electrical disconnect switch in the "OFF" position, applying a lock to the disconnect and bleeding off residual pressure in the piping system if the energy could potentially endanger personnel.
- The authorized employee shall ensure that the equipment is completely disconnected from all energy source(s) by operating the push button or other normal operating controls or by otherwise testing to make certain the machine/equipment will not operate.
- Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment.
- The machine is now locked out and service or repairs can safely begin.
- If there are any doubts about the above procedure, the authorized employee shall contact his/her supervisor before proceeding.

### **PROCEDURES INVOLVING MORE THAN ONE PERSON (GROUP LOCKOUT/TAGOUT)**

If more than one authorized employee is required to lockout or tagout machines and/or equipment, the following organizational procedures/structure shall be followed:

- Each authorized employee shall place their own personal lockout device or tagout device on the energy isolating device(s).
- When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.
- If lockout protection is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure the box or cabinet.
- Each authorized employee will use their own lock to secure the box or cabinet. As each authorized employee no longer needs to maintain their lockout protection, they will remove their lock from the box/cabinet and verify de-energization of the equipment.

### **RESTORING EQUIPMENT TO SERVICE**

When work is completed and the equipment is ready to return to operational condition, the authorized person shall:

- Visually inspect the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout device(s) and re-energize the machine or equipment.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

### **ABANDONED LOCK REMOVAL PROCEDURES**

If a lock has been left in place by an employee who has left the area, it shall be removed only by adherence to the following procedure:

- A thorough inspection of the equipment must be made by the supervisor responsible for the area.
- The supervisor must confirm that the authorized employee who applied the lock-out device is not at the facility.
- The supervisor shall remove the lock providing he/she has determined starting up the equipment will not endanger other personnel.
- When it is necessary to remove/cut a safety lock, a written report shall be prepared by the person authorized to remove the lock.
- The supervisor shall make a reasonable effort to contact the employee who applied the lock to inform them that the device has been removed. This contact is necessary prior to returning to work to inform the affected employee that this has occurred.

### **TRAINING**

- Each authorized employee will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- Each affected employee will be instructed in the purpose and use of the energy control procedure.
- All other employees whose work operations are or may be in an area where energy control procedures are utilized, will be instructed about the lockout/tagout procedure and instructed not to attempt to restart or re-energize machines or equipment that are locked out.
- When employees are assigned to work on equipment that could endanger personnel if activated, the supervisor assigning employees to this work is responsible for providing employees with specific equipment and instructions to comply with the lockout procedure.

- Authorized and affected employees will be retrained whenever there is a change in their job assignments that could affect their lockout responsibilities, a change in the machines that presents a hazard or when there is a change in energy control procedures.
- Additional retraining will be conducted whenever the periodic inspection reveals that there are deviations from or inadequacies in the employee's knowledge or use of energy control procedures.

#### **PERIODIC INSPECTIONS**

A comprehensive inspection/audit of the energy control procedures will be conducted at least annually to ensure that the facility is in compliance with the DCOMM/OSHA Power Lockout/Tagout Standard and the procedures outlined in the city policy.

#### **CONTRACTOR RELATIONS**

The requirements and procedures in this policy will be followed by contractors. Contractors will provide their lockout/tagout procedures.

# EMPLOYEE POLICY SUMMARY

## ASBESTOS

### PURPOSE

This information is intended to give employees a basic knowledge of the hazards associated with asbestos and methods that can be used to protect employees from exposure.

### POLICY

Employees are *not* allowed to perform asbestos-related work. All removal or disturbance of asbestos-containing materials (ACM) shall be performed under controlled conditions by asbestos abatement workers appropriately trained and currently licensed by the Wisconsin Department of Health and Family Services (DHFS).

### Asbestos Inventory

A written inventory of the type and locations of asbestos-containing materials should be completed.

### Asbestos Identification

Asbestos is identified by tags, stickers, pipe labels, signs or other high visibility means. Labels or signs should contain the following information:

DANGER  
CONTAINS ASBESTOS FIBERS  
AVOID CREATING DUST  
CANCER AND LUNG DISEASE HAZARD

### Asbestos Disturbing Activities

Examples of activities that may result in the disturbance of suspect asbestos-containing materials may include:

- Removing or repairing floor tile;
- Removing or repairing ceiling tile;
- Removing pipe insulation or pipe joint compound to access pipes;
- Knocking holes in plaster ceilings or walls; and/or
- Removing carpet which has floor tile underneath it.

### Operations and Maintenance

Employees *shall not* remove or disturb any suspected asbestos-containing materials until the materials have been sampled by a licensed asbestos inspector and it has been determined that it does not contain asbestos. *Note: Employees shall not collect or handle samples of suspect asbestos-containing materials.*

### Potential Health Effects

- Asbestosis, Lung Cancer, Mesothelioma, Other Cancers

### Common Locations of ACM and PACM damage and deterioration

- Pipe Insulation, Boiler Breech/Boiler Lagging, Boiler Door, Fire Proofing, Acoustical Ceiling Tile, Brake Pads & Linings, Floor Tile, Mastics & Glues, Roofing, Electrical Insulation, Putties, Caulks, Cements, Joint Compound, Siding (transite)

### Structure

- Friable- Crumbled by hand pressure, Sanded, Ground, Ability to be airborne
- Non-Friable- Hard, rock-like

**NEVER**

- Drill, Hammer, Cut , Saw, Break, Damage, Move, or Disturb any asbestos-containing materials or suspected materials to help prevent it from becoming airborne.

**Report all suspected fiber release episodes immediately!**

# **EMPLOYEE POLICY SUMMARY LEAD**

## **PURPOSE**

The purpose of the lead policy is to inform employees of the potential hazards of working with lead, limit exposure to lead, and establish procedures for working with lead.

## **POLICY**

The shall ensure that all lead disturbing activities involving facilities or equipment used by children under 6 years old or target housing is performed by certified employees. All work is to be done using methods that maintain employee or occupant exposures below established permissible exposure limits (50 µg/dl).

## **RESPONSIBILITY**

Employees are responsible for using safe practices when working with lead.

## **LEAD IDENTIFICATION**

The following warning signs shall be posted in each work area where an employee's exposure to lead is above the PEL.

WARNING  
LEAD WORK AREA  
POISON  
NO SMOKING OR EATING

These signs shall be illuminated and cleaned as necessary so that the legend is readily visible. Signs that contradict or detract from the meaning of the sign are prohibited.

## **LEAD DISTURBING ACTIVITIES**

Examples of activities that may result in the disturbance of suspected lead-containing materials may include:

- Sanding
- Drilling
- Welding
- Demolition
- Window Replacement
- Pipe Cutting

## **LEAD ABATEMENT PROJECTS**

All lead abatement projects shall be performed under controlled conditions by a certified lead abatement contractor.

## **TRAINING**

All employees exposed to lead above the action level (30mg/m<sup>3</sup>) or who may suffer skin or eye irritation from lead compounds will be trained initially (within 180 days) and annually in the following areas:

- The content of the 1910.1025 standard and its appendices
- Specific hazards related to their work environment – including locations and potential sources of lead exposures in the buildings/facilities
- The purpose, proper selection, fitting, use, and limitations of respirators

- The purpose and description of the medical surveillance program
- The engineering controls and work practices associated with employee's job assignment
- Contents of compliance plans in effect
- Instructions to employees that chelating agents should not be routinely used to remove lead from their bodies
- Protective measures which can be taken
- Potential health effects associated with lead exposure
- Their rights under the standard

### **EMERGENCY RELEASE OR DISTURBANCE**

The lead program administrator shall be notified of activities that may result in the disturbance of lead containing materials.

Emergencies include situations where a rapid response is necessary to mitigate damage or prevent further damage to the building or its occupants in which lead or suspected lead containing material may become airborne. Examples may include:

- Sanding lead based paint or material;
- Demolition of areas containing or suspected to contain lead;
- Cutting lead-containing pipe;
- The discovery of lead during renovation.

*\*In case of an emergency, immediately contact the lead program administrator.*

### **HEALTH EFFECTS OF LEAD**

Lead can be inhaled or swallowed. It stays in the blood for several months and can be stored in the bone for decades.

**Short Term Effects:** Lead can cause damage without any symptoms. Symptoms may not develop until the condition is serious. Very high exposures, over 100 µg/dl can cause coma or even death. The short term signs of lead poisoning can be confused with other illnesses:

SIGNS	ILLNESS
<ul style="list-style-type: none"> <li>• tiredness/fatigue</li> <li>• weakness</li> <li>• irritability/anxiety</li> <li>• difficulty concentrating</li> <li>• joint and muscle pain</li> <li>• reproductive difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• high blood pressure</li> <li>• sleep problems</li> <li>• headaches and dizziness</li> <li>• hyperactivity (children)</li> <li>• numbness</li> <li>• loss of appetite, stomach aches, constipation</li> </ul>

**Long Term Effects:** Lead poisoning can cause permanent damage to the brain and nervous system, digestive organs, kidneys, heart, and the reproductive system. Lead can impair hearing, learning ability, coordination, and blood cell formation.

Procedures should be implemented to reduce the level of exposure to lead for employees covered under this section. Several methods may be utilized to potentially reduce lead exposure levels. For example:

- Limit tasks that may result in exposure to lead when possible
- Use personal protective equipment including a hepa-filter respirator and Tyvek suit
- Emphasize importance of hygiene (washing hands, clothes, face, etc....)
- Conduct air sampling to verify that lead exposure does not exceed OSHA limits

## **LEAD IN THE WORKPLACE**

Lead can be found in many areas of municipal work places. Common sources of lead exposure include, but are not limited to:

- Fumes containing lead are released during welding if metal coatings are made with lead
- Pipes, fixtures, solder, and water tanks
- Vehicle parts such as batteries and radiators
- Ammunition
- Painted surfaces prior to 1978

Employees performing the following job functions should attempt to minimize exposure to lead in their daily activities:

- Plumbers/water utilities, painters, bridge maintenance workers, custodial/maintenance workers, welders, mechanics and mechanics helpers, carpenters, firing range clean-up or maintenance.

## **HYGIENE**

Eating, drinking, smoking, or chewing tobacco is prohibited in work areas where there is lead exposure or a potential for lead exposure. If an employee is exposed above the PEL the employee will be provided a place to shower and change clothing.

## **MEDICAL SURVEILLANCE AND REMOVAL**

Employees who are exposed at the action level (30 µg/dl) must receive blood tests, a medical exam and consultation. If the employee's blood level reaches 40 µg/dl they will be tested every two months. If the employee's blood lead level is at or above 50 µg/dl, they will be tested again within two weeks. Any affected employee will be removed from exposure to lead if their blood lead level is still at or above 50 µg/dl on the second test or if it is necessary for other medical reasons.

## **HOUSEKEEPING**

Vacuum cleaners must have HEPA filters (high-efficiency particulate). Wet mopping and other cleaning methods that keep dust from getting into the air should be used. Dry sweeping or shoveling should be avoided.

# EMPLOYEE POLICY SUMMARY

## BLOODBORNE PATHOGENS

### PURPOSE

This information is intended to give employees a basic knowledge of the hazards associated with bloodborne pathogens and methods that can be used to protect employees from exposure.

### POLICY

Employees are to treat all bodily fluids as if they are infected (Universal Precautions) and must use appropriate methods and personal protective equipment to limit exposure to bloodborne pathogens.

### Potentially Infected Bodily Fluids

Human blood (most likely), Semen, Peritoneal fluid, Vaginal secretions, Amniotic fluid, Cerebrospinal fluid, Synovial fluid, Pleural fluid, or any bodily fluid that is visibly contaminated with blood -saliva, urine, feces, vomit, etc.

### Routes of Entry

Open sores, Cuts, Abrasions, Dermatitis, Acne, Severe Sunburn or Blisters, Mucous membranes of the eyes, nose, and mouth.

### Methods of Transmission

Transferring infectious material into your blood accidentally with a sharp object or indirectly through touching contaminated material and then transferring it to your mucous membranes.

### Universal Precautions

Because all materials are potentially infectious treat them as infected and use proper clean up procedures.

### Hepatitis B

- Impact: Liver – may lead to chronic infection.
- Symptoms: Flu-like (fatigue, stomach pain, nausea), may develop jaundice, can take up to 9 months to become noticed.
- Durability: May survive up to 7-14 days outside the body.
- Vaccination: Offered at no cost to employees with *routine exposure*, employee may decline series, employee may choose to receive vaccination at a later date at no cost.
- Vaccination effectiveness: 85-97%, Titer test must be taken 1-2months after series to confirm effectiveness.
- HBIG vaccination effectiveness: 75% if taken within 72 hrs.
- Composition: Vaccination is made from yeast cultures.

### Hepatitis C

- Impact: Liver – may lead to chronic infection, cirrhosis or cancer.
- Symptoms: Same as Hepatitis B.
- Durability: May survive 16 hours to 4 days outside the body.

### HIV/AIDS

- Impact: Immune System – reduces T-helper cells to point where immune systems is ineffective (AIDS)

- Symptoms: Fever, headache, sore muscles and joints, stomach ache, swollen lymph glands, flu-like, may take 10 years or longer for signs to appear.
- Durability: Likely to survive 1-2 hours outside the body.

#### **CLEAN UP**

Wear proper PPE, use 10:1 water to bleach solution or EPA-registered tuberculocidal disinfectant, allow disinfectant to contact material for a minimum of 10 minutes.

#### **DISPOSAL**

*Regulated Infectious Waste* (Drippable, Pourable, Squeezable, and Flakeable), must be contained in biohazard bag (red or orange) and disposed of at an approved facility.

#### **EXPOSURE INCIDENT**

If you are involved in an *exposure incident*: wash area thoroughly, flush mucous membranes for 15 minutes, and report exposure to supervisor immediately.

**Inspect your kits regularly to verify availability and to inspect for used or missing supplies!**

# EMPLOYEE POLICY SUMMARY

## CONFINED SPACE

### PURPOSE

This information is intended to give employees a basic knowledge of confined space hazards and an understanding of proper entry procedures to protect employees from the hazards associated with this activity.

### POLICY

Employees will not enter confined spaces or perform attendant duties without adequate training. When confined spaces are entered proper procedure will be followed. Employees are required to ask questions when unsure of proper entry procedures.

### CHARACTERISTICS

A space is considered a confined space if it meets the following definitions:

- Large enough and so configured that an employee can bodily enter, and
- Limited or restricted means for entry or exit, and
- Not designed for continuous employee occupancy.

### CLASSIFICATION

Confined spaces need one of the following to be classified as Permit-Required:

- Hazardous atmosphere
- Engulfment hazard
- Configuration hazard
- Other recognized hazard

\*If a space does not have any of the above it is considered a Non-Permit Required Confined Space.

#### GENERAL HAZARDS

O<sub>2</sub> Deficient Atmosphere  
 Toxic Atmosphere  
 Flammable Atmosphere

#### SOURCE

Rust, displacement, chemical reactions, operations  
 Product, decomposition, work being performed, transfer from adjacent areas  
 sparking tools.

### SPECIFIC HAZARDS

**Hydrogen Sulfide: Rotten egg odor at low concentration, possibly no detection at high concentrations**

<u>PPM</u>	<u>Effect</u>	<u>Time</u>	
10	Permissible Exposure Level	8 Hours	<i>Alarm sounds at 10 ppm</i>
50 - 100	Mild Irritation - eyes, throat	1 Hour	
200 - 300	Significant Irritation	1 Hour	
500 -700	Unconsciousness, Death	1/2 - 1 Hour	
>1000	Unconsciousness, Death	Minutes	

**Carbon Monoxide: Odorless, colorless, by-product of combustion, collapse possible at high concentrations**

<u>PPM</u>	<u>Effect</u>	<u>Time</u>	
35	Permissible Exposure Level	8 Hours	<i>Alarm sounds at 35 ppm</i>
200	Slight headache, discomfort	3 Hours	
600	Headache, discomfort	1 Hour	
1000-2000	Confusion, nausea, headache	2 Hours	

1000-2000	Tendency to stagger	1 1/2 Hours
1000-2000	Slight heart palpitation	30 Min.
2000-2500	Unconsciousness	30 Min.

**O<sub>2</sub> Deficient Atmosphere: (<19.5%) (Over 23.5% is an Oxygen Enriched Environment – flammability concerns)**

<u>%</u>	<u>Effect</u>
19.5 %	Minimum acceptable oxygen level (Permissible Exposure Level). <i>Alarm sounds at 19.5% O<sub>2</sub></i>
15-19%	Decreased ability to work strenuously impaired coordination, early symptoms.
12-14%	Respiration increases, poor judgment.
10-12%	Respiration increases, lips may turn blue.
8-10%	Mental failure, fainting, nausea, unconsciousness, vomiting.
6-8%	8 minutes - fatal, 6 minutes - 50% fatal, 4-5 minutes - possible recovery.
4-6%	Coma in 40 seconds, Death.

**Other Hazards to Consider**

Engulfment, Temperature Extremes, Electricity, Insufficient Lighting, Work Being Performed, Adjacent Hazards

**ROLES**

**Entrant must understand:**

- The importance of ensuring that the space is ventilated, isolated, emptied and safe for entry.
- Potential hazards – behavioral effects of hazards.
- The work to be performed.
- The work procedures.
- The importance of the appropriate PPE and uses whenever necessary.
- Safety work rules and procedures that apply to the job.
- The importance of exiting a space when ordered, when exposure signs or symptoms occur, or when a monitor alarms.

**Attendant must:**

- Understand the potential hazards.
- Ensure that the ventilation system, if used, is operating and effectively venting the work area.
- Monitor entrant during entry, during the job and during exiting to ensure safety.
- Monitor atmospheric conditions in the space prior to and during entry.
- Controls access to the confined space.
- Summons emergency assistance when needed.
- Remains outside the space during entry until relieved by another attendant – may not abandon for any reason.
- Continuously assesses the hazards in and around the space and takes necessary action when necessary.
- Keeps the records of confined space activities (such as: air test results, personnel entry/exit, etc.)
- Maintain constant visual or voice communication with entrant.
- Perform non-entry rescue.
- Not perform any duties that interfere with the monitoring and protection of the entrant.
- Report an unauthorized entry.

**Entry Supervisor must:**

- Support attendant’s authority in controlling access to a confined space.
- Assure that protection is provided to entrants by verifying LOTO and that all hazards are securely isolated.
- Assure that all personnel are aware of the confined space’s hazards, and its potential hazards.
- Assure that rescue services are available prior to entry.
- Verify that all personnel have exited prior to closing the space.
- Verify that the permit has been followed during the entry and that procedures for safe entry have been followed.
- Terminate an entry and cancels a permit whenever unacceptable conditions are present.
- Remove unauthorized personnel who may enter or attempt to enter the space.
- Understand the potential hazards.

**Entry Supervisor may act as an attendant or an entrant but an entrant may not serve as an attendant.**

**ENTRY PROCEDURE – 8 STEP PROCESS**

<b>Event</b>	<b>Notes</b>
<b>Complete Permit</b>	Mandatory for all entries, must be filed, Entry Supervisor may terminate entry if necessary
<b>Isolate</b>	All energy sources must be controlled
<b>Define Roles</b>	Entry Supervisor should assign the entrant, attendant, and responsibilities
<b>Test Air</b>	Top, Bottom + 4’ intervals, allow for monitor or tubing delay, record results periodically
<b>Monitor Air</b>	Continuously monitor air throughout the entry, <b>ALL ENTRANTS MUST EXIT UPON ALARM</b>
<b>Harness</b>	All entrants must wear harness to facilitate quick retrieval, verify harness is worn properly
<b>Retrieval System</b>	Set up retrieval equipment, verify entrant is attached, attendant must know how to retrieve
<b>Test Ventilation</b>	Set up ventilation equipment, test to be sure it is functioning properly

**AIR MONITORING/VENTILATION ADDITIONAL INFORMATION**

- Test 4’ ahead in horizontal spaces including top and bottom of space 4’ ahead
- Retest all spaces if they have been abandoned for any reason
- Anticipate gas to be layered methane, carbon monoxide, hydrogen sulfide from top to bottom
- Calibrate and/or service monitor according to manufacturer requirements
- Limit number of bends in ventilation system

**NON-ENTRY RESCUE PROCEDURE**

<b>Call 911</b>	Be sure all communication systems work properly prior to entry
<b>Ventilate space</b>	Locate ventilation as close to the breathing zone as possible
<b>Retrieve</b>	Attendant should utilize retrieval system

**ATTENDANT MAY NEVER ENTER THE SPACE!**

# EMPLOYEE POLICY SUMMARY

## EXCAVATION

### PURPOSE

This information is intended to give employees a basic knowledge of the hazards associated with excavation and methods that can be used to protect employees from these hazards.

### POLICY

Employees are required to be trained in trenching and excavation before working in them. Federal and state laws are to be followed as well as City policies to help reduce exposures and limit potential for injury while trenching or excavating.

### RESPONSIBILITIES

Every trenching/excavation site shall have a competent person present. A *Competent Person* is defined as follows:

One who is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has *authorization* to take prompt corrective measures to eliminate them. The *Competent Person* shall be responsible for:

- Applying the proper training and equipment to safely work in trenches and excavations.
- Ensuring that all hazards have been identified.
- Complying with safe practices established in the adopted trenching and excavation safety policy.
- Taking prompt corrective measures to eliminate any hazardous or dangerous conditions.
- Completing the *Trenching - Competent Person Checklist Form*.

### SOIL TYPES

Soils are characterized by their physical properties and typed A, B, or C.

**IMPORTANT POLICY NOTE:** Although each soil condition carries its own requirements for providing protective systems, it shall be policy that the most conservative approach will be taken. Rather than use the mandatory manual and visual test to classify the soil type. ALL soils shall be considered “**TYPE C**” soils and a protective system must be used accordingly.

### SAFE OPERATIONAL PRACTICES

All employees must comply with the following safe practices prior to and during entry of a trench or excavation.

- A designated *competent person* shall conduct trench, protective system, and adjacent area inspections:
  - Daily and prior to the start of work and as needed throughout the shift.
  - As dictated by the work being done in the trench.
  - After every rainstorm.
  - After other events that could increase hazards- snowstorm, windstorm, thaw, earthquake, dramatic weather, etc.
  - When fissures, cracks, sloughing, undercutting, water seepage, bulging at the bottom, or similar conditions occur.
  - When there is a change in the size, location, or placement of the spoil pile.
  - When there is any indication of change or movement in adjacent structures.
- Employees exposed to hazardous trench or excavation conditions are to be removed from these areas until precautions have been made and the area has been inspected by the competent person.
- A *Trenching – Competent Person Checklist Form* shall be filled out for each inspection by a competent person for all excavations 5 feet or greater in depth.

- Underground utilities must be located and marked before excavations begin. Utility installations must be protected, supported, or removed to protect employees.
- Trenches **4 feet or more in depth** shall have a means of egress (i.e., ladder, ramp).
- A ladder must be appropriately secured and extend a **minimum of 3' above** the top of the protective system or top grade of trench.
- Ladders or other means of egress must be so located so that an employee does not have to travel more than **25 feet laterally** to the nearest means of egress.
- Employees exposed to vehicular traffic on highways, roads, streets or their easements shall be provided and required to wear reflective vests or other suitable garments that meet the current ANSI/ISEA 107-2004 standard.
- Traffic control devices and flag persons shall be used to create a safe work zone in accordance with current MUTCD guidelines.
- Warning lights and 4-way flashers on all vehicles and heavy equipment shall be used to enhance visibility.
- Employees are not allowed to work under raised loads.
- Employees are not allowed to work directly under loads being lifted or moved by heavy equipment used for digging or lifting. Employees must also stand away from vehicles being loaded or unloaded to prevent being struck by spillage or falling materials.
- Operators and/or drivers may remain in their equipment or vehicle cab compartments during loading and unloading operations if the compartments meet the current safety design standards. ( Reference: 29 CFR 1926.601 (b)(6) and Federal DOT Regulations)
- The following steps must be taken to prevent vehicles from accidentally falling into an open trench or excavation: use of barricades where practical, use of stop logs where practical, or have another employee use hand signals.
- Employees may not work in a trench or excavation **over 4' in depth** without another employee at the top of the trench or excavation. The top person must be someone other than the equipment operator when the person in the trench is not in the operator's constant view.
- Trench or excavation openings must be adequately barricaded by using, at a minimum, fencing and/or flashing barricades on all sides when work is not in progress. Public thoroughfares, common paths, or sidewalks shall be barricaded a **minimum of 10 feet** from the excavation site. Any trench or excavation **greater than 4 feet deep** that is to be left unattended for greater than 24 hours, or is subject to water retention, must be fenced to a height of at least 4 feet using appropriate fencing materials.
- Employees working on trench or excavation job sites must wear ANSI approved hard hats and safety glasses.
- Employees shall not be permitted to enter, or work in, a trench or excavation **greater than 4 feet in depth** if a hazardous or toxic atmosphere is suspected or exists.
- Atmospheric testing must be conducted prior to and during entry if the trench or excavation is **greater than 4' deep**.
- If water accumulation occurs in the trench, employees must protect the trench from cave-in with special systems or remove the accumulated water with equipment monitored by the competent person.
- If the nature of work interrupts the natural drainage flow of surface water, a measure must be used to prevent surface water from entering the excavation and to provide drainage to an area adjacent to the trench and excavation.
- Sidewalks, pavement sections, and curb lines shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse.

- Spoil piles, equipment, or other materials shall be **no closer than 2 feet** from the surface edge of the trench which is measured from the nearest base of the spoil or equipment to the cut. NOTE: Where more surface space is possible, the distance should be increased to ½ of the trench's depth from the cut edge.
- Spoil piles, equipment, or other materials should be placed so that they cannot run, slide, or fall back into the trench.
- Spoil piles, equipment, or other materials should be placed so that it channels water away from the trench or excavation opening.

#### PROTECTIVE SYSTEM REQUIREMENTS

All trenches and excavations **greater than 5' in depth**, or **those less than 5' if the soil is unstable**, shall be properly protected using a recognized sloping, shielding and shoring method. Any trench or excavation that is **20' deep or greater** must have a protective system that has been designed by a registered professional engineer. The following requirements are to be followed regardless of method:

- *Sloping and Benching Guidelines*
  - SLOPING – The sloping of the sides of the trench or excavation must be inclined away from the trench or excavation at an angle of 1.5 feet wide for every 1 foot in depth.
  - BENCHING – **Benching is not allowed in Type C soils.** (*Per policy all soil is considered class C*).
- *Shielding Guidelines*
  - Only employees and egress ladders are allowed within the shielded area.
  - Employees must enter and leave the shield in a protected manner by using a ladder or ramp.
  - Employees must stay within the trench shield.
  - Employees may not remain in a shield when it's being moved.
  - A copy of the manufacturer's tabulated data must be present and accessible on the job site.
  - Shields are to be maintained and used according to the manufacturer's general requirements and tabulated data.
  - Shield equipment modifications must be approved by the manufacturer.
  - Multiple shields must be connected using the appropriate locking devices.
  - Trench boxes must extend **at least 18 inches above** the surrounding area and **within 2 feet** of the trench bottom.
  - Space between the shield and trench wall should be as small as possible. Backfill to prevent lateral movement of the box.
  - Backfilling is to occur immediately following the removal of the shield system.
- *Shoring Guidelines*
  - Shoring equipment is to be maintained and used according to manufacturer's requirements and tabulated data.
  - A copy of the manufacturer's tabulated data must be present and accessible on the job site.
  - Any modifications must be approved by the manufacturer.
  - Damaged shoring equipment must be examined by a competent person before using.
  - Backfilling is to occur immediately following the removal of shoring systems.
  - Shoring equipment must be installed starting from the top of the excavation working downward to the bottom.
  - Shoring equipment must be removed starting from the bottom working upward to the top.
  - Employee shall never be lower than waist deep to the lowest cross brace while installing or removing shore equipment.
  - Hydraulic shoring systems must be checked at least once during the shift for leaking hoses, leaking cylinders, bent bases, etc.
  - Shoring uprights must **extend at least 2" above** the trench, and must extend all the way to the trench bottom.

- Shoring uprights must be placed **no greater than 4 feet apart** unless stipulated differently by the manufacturer's general requirements and tabulated data.
- Cross braces must be placed **no greater than 4 feet apart** unless stipulated differently by the manufacturer's general requirements and tabulated data.
- Cross braces must be placed **no less than 2 feet** from top of trench edge unless stipulated differently by the manufacturer's general requirements and tabulated data.
- Cross braces are placed **no less than 2.5 feet** from bottom of trench unless stipulated differently by the manufacturer's general requirements and tabulated data.
- Shoring systems must be re-inspected for possible failures by a competent person each time the trench or excavation is left unattended (i.e., lunch, breaks or overnight).

### **TRAINING**

All affected employees involved in trenching or excavation work must be trained in the requirements of this policy prior to assignment. Refresher training for affected employees shall be provided whenever there is a change in their job assignments, a change in equipment or processes that present a new hazard, when there is a change in established procedures, or whenever a periodic inspection shows that employees do not have the knowledge/skills to safely work in trenches or excavations.

### **EMERGENCIES AND RESCUE PROCEDURES**

If you are about to be buried in a cave-in:

- Yell to get someone's attention.
- Cover your face with your arms.
- Do not struggle to free yourself, just wait calmly for rescue.

If you see someone being buried in a cave-in:

- **DO NOT** attempt to rescue them yourself. **NEVER ENTER THE TRENCH!**
- Call 911 and report the incident as an "Emergency ... Trench Collapse". Give the dispatcher the trench location, number and type of injuries, trench measurements and special hazard information.
- Mark the spot where victim was last seen inside the trench. Use a piece of clothing, spray marking paint, a hard hat, or rock to mark the location. If the victim is only partially buried, attach a line to them as soon as possible so that they can be relocated quickly in the event of another cave-in.
- Contact departmental office to report the incident as an "emergency ... Trench Collapse". Give the office staff the trench location, and number and type of injuries. Tell the office to dispatch a Vac-All or Jet-All unit to if one is available internally or externally.
- Set up a trench box and place over the collapsed area. If extra hydraulic or pneumatic shoring equipment is available on the job site, begin setting up equipment, if needed. **NEVER GO INTO AN UNPROTECTED TRENCH!**
- Start hand digging inside the protected area. Never use a backhoe to dig. Continue hand digging until rescue personnel arrive.
- If you reach the victim before the emergency personnel arrive avoid moving the victim's neck and spine, and check for an open airway, breathing, and circulation.
- Assist emergency personnel with establishing a large enough rescue site and traffic control. Do not allow unauthorized personnel near the area. The area must be preserved for accident investigation by local and state agencies.

# **EMPLOYEE POLICY SUMMARY**

## **HEARING CONSERVATION**

### **PURPOSE**

This purpose of this policy is to prevent occupational hearing loss.

### **POLICY**

Employees are to use hearing protection whenever exposed to 85 dBA or more or as required by city/village policy.

### **NOISE MONITORING**

Noise exposure measurements will be conducted and documented when exposures are expected to be between 80 dBA and 130 dBA.

### **AUDIOMETRIC TESTING**

- Audiometric testing will be performed at no cost on all employees whose exposures equal or exceed an 8-hr TWA of 85 decibels.
- Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, or other physician.
- A baseline audiogram will be conducted to establish a baseline which subsequent audiograms can be compared.
- Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise.
- Audiograms will be conducted at least annually.

### **AUDIOMETRIC EVALUATION**

- Employee's annual audiogram will be compared to their baseline audiogram to determine if a Standard Threshold Shift (STS) occurred.
- A STS is defined as a change in hearing threshold relative to the baseline of an avg. of 10dBA or more at 2000, 3000, and 4000 Hz.
- In determining if an STS has occurred, an allowance can be made for the contribution of aging (presbycusis).
- If an audiogram shows an employee has a STS the person will be retested within 30 days to determine if the shift is persistent.
- The following steps will be taken if a comparison of the baseline audiogram indicates a persistent standard threshold shift.
  - Employees not using hearing protection will be trained, fitted, and required to use hearing protectors per city policy.
  - Employees already using hearing protectors will be retrained, refitted, and required to use hearing protectors.
  - Written notification of the permanent STS will be given to the employee within 21 days with a copy to the supervisor.
  - The employee will be counseled on the need to use hearing protection and provided further clinical evaluation if necessary.

### **PROTECTION EQUIPMENT**

*Required for:*

- Any employee who is subjected to sound levels equal to or exceeding an 8-hr TWA of 90 decibels.

- Any employee who has experienced a persistent STS and who is exposed to 8-hr TWA of 85 decibels or greater.
- Any employee who has not had an initial baseline audiogram and who is exposed to 8-hr TWA of 85 decibels or greater.
- Any as required by city policy.
  - Employees will be allowed to select hearing protection from a variety of suitable hearing protectors at no cost to them.
  - Employees will be held accountable for properly using and maintaining the equipment furnished.
  - If the 8-hr TWA is over 90 dBA, the protection must reduce the exposure to at least an 8-hr TWA of 90 dBA or below.
  - If protection is being worn because the employee has a STS, then it must reduce the exposure to an 8-hr TWA of 85dBA or below.
  - If employee noise exposures increase then hearing protection must increase to a point of being effective.
  - It is the responsibility of the supervisor to ensure that hearing protectors are worn by all employees as required to do so.

#### **EMPLOYEE EDUCATIONAL TRAINING**

An annual training program for affected employees will be conducted and will include information on:

- The effects of noise on hearing.
- The purpose and use of hearing protectors.
- The advantages and disadvantages of various types of protection.
- Instruction in the selection, fitting, use and care of protectors.
- The purpose of audiometric testing and an explanation of the test procedures.

#### **RECORDKEEPING**

Noise exposure measurement records will be retained indefinitely. Audiometric test records will be retained for the duration of the affected workers employment plus thirty years.

***Permanent hearing loss is preventable!***

# **EMPLOYEE POLICY SUMMARY**

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **PURPOSE**

The purpose of this program is to ensure the safety of employees when they are exposed to a hazard that could cause bodily injury through absorption, inhalation or physical contact.

### **POLICY**

Employees are required to use PPE as determined by the hazard assessments and maintain PPE according to manufacturer requirements.

### **RESPONSIBILITY**

All employees are responsible for:

- Attending applicable PPE training classes.
- Wearing required PPE where/when applicable.
- Cleaning PPE as needed.
- Asking questions when unsure of any aspect of PPE requirements.
- Knowing the location of and using the PPE Assessment information available for each job task.
- Employees who use their *own* personal protective equipment on the job must have it approved by the Supervisor or Department Head.

### **EMPLOYEE TRAINING**

All employees shall be trained in:

- When is PPE necessary.
- What PPE is necessary.
- How to properly put on, take off, adjust and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

### **EYE AND FACE PROTECTION**

- Each affected employee shall use appropriate eye or face protection (such as safety glasses, face shields or goggles) when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation.
- Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (clip-on side shields) meeting pertinent requirements set by the American National Standards Institute (ANSI) are acceptable.
- Each affected employee who wears prescription lenses while engaged in operations shall incorporate the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
- All eye and face personal protective equipment shall be distinctly marked to facilitate identification of the manufacturer.
- Protective eyewear and face protection shall be periodically cleaned according to the manufacturer's instructions. If none are available, clean with mild soap and a warm water solution by soaking the device in the soap solution for 10 minutes. Rinse thoroughly and allow to dry.
- Face shields are not to be considered eye protection and shall be worn only in conjunction with safety glasses or goggles.

- Contact lenses offer no protection against eye hazards and are not to be considered personal protective equipment. Employees with contact lenses shall wear proper eye or face protection as described above.
- Contact lenses should not be worn in areas where exposure to chemicals, vapors, splashes, radiant or intense heat or molten metals or in an atmosphere which contains a large concentration of particulate matter.

## **HEAD PROTECTION**

There are two types of hard hats:

- Type 1: helmets intended to reduce the force of impact resulting from a blow only to the top of the head.
- Type 2: helmets intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head.

Both of these types of hard hats are classified into three groups:

- Class G (General): intended to reduce the danger of contact exposure to low voltage conductors. Test samples are proof-tested at 2200 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
- Class E (Electrical): intended to reduce the danger of exposure to high voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
- Class C (Conductive): not intended to provide protection against contact with electrical conductors.

### **General Requirements:**

- Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.
- Protective helmets designed to reduce electrical shock hazard shall be worn by each affected employee when near exposed electrical conductors which could contact the head.
- Only hard hats approved by the American National Standards Institute (ANSI) shall be used. Protective headgear purchased after July 5, 1994, shall comply with ANSI Z89.1-1997 standards, or be equally effective.
- Headbands within the helmet must be adjusted to fit properly to provide clearance between the headband and shell. This space allows some of the force of a blow to be absorbed by the helmet.
- Helmets should not be stored or carried in the rear window of an automobile because the heat from the sunlight can weaken the helmet. Helmets should be inspected before each use for dents, cracks, or damage that would lessen the protective value of the headgear. If damage is suspected, do not use. Ask for a replacement.

## **FOOT PROTECTION**

Compression ratings indicate the amount of pressure a safety shoe can withstand. The ratings are as follow:

- C/50: up to 1,750 lbs. of pressure
- C/75: up to 2,500 lbs. of pressure

Impact ratings indicate the ability of the shoe to withstand impact. The ratings are as follow:

- I/50: up to 50 foot pounds
- I/75: up to 75 foot pounds

**General Requirements:**

- Foot protection provides protection in areas where there is a danger of foot injuries due to: hot, corrosive or poisonous substances; falling or rolling objects; objects piercing the sole; and where an employee’s feet are exposed to electrical hazards.
- Always replace safety shoes if the steel or composite toe is exposed.
- Feet should be protected from extreme hot/cold temperatures. Prevent frostbite/burns by wearing waterproof and insulated footwear.
- Protective footwear shall comply with ASTM F2413-05 and ASTM F2412-05.

**HAND PROTECTION**

- Employer shall select and require employees to use appropriate hand protection when employees’ hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
- Selection of hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, the degree of dexterity required, duration of use, and the hazards and potential hazards identified.
- The manufacturer of the gloves should provide documentation of the performance characteristics before a glove is purchased.
- Rubber gloves for protection during electrical work must meet ANSI/ISEA 105 –2000 standards.
- The types of gloves used in City operations include, but are not limited to: cotton, latex, rubber, leather, etc....

**HEARING PROTECTION**

Whenever sound levels in the work area are excessive, and engineering controls cannot reduce the level, hearing protection shall be worn. The following chart should be used to determine the need for hearing protection and permissible exposure limits:

<b>Duration per day, hours</b>	<b>Sound level (dBA)</b>
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
.5	110
.25 or less	115

- When working at different jobs in one day, the combined time should be considered, rather than each individually.
- Employees who are exposed to noise levels at or above 85 dBA for 8 hours or if determined to have exposure according to city policy will be included in the Hearing Conservation Program.
- All new employees, who have the potential of exposure to high noise levels for long periods during job tasks, as part of their pre-employment physical, will undergo audiometric testing. This initial test will be considered the employee’s baseline audiogram.
- The hearing protection device chosen should take into account the following: the amount of protection needed; what will be comfortable; and whether or not it interferes with other PPE being used. Plain cotton is not an acceptable protective device.

- When changes in the work process occur, a noise survey will be conducted.
- Examples of jobs requiring hearing protection may include, but are not limited to: mowing, grinding, vacuum and jetting operations, weapon firing, chain saw operations, wood chipping, use of jackhammer, and certain vehicle repair. Refer to city list of equipment requiring hearing protection if available.

# **EMPLOYEE POLICY SUMMARY**

## **RESPIRATORY PROTECTION – SELECTION AND MEDICAL**

### **PURPOSE**

This policy is intended to give employees a basic knowledge of the hazards associated with breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors and methods to prevent them from being harmful.

### **POLICY**

When respiratory hazards cannot be eliminated or controlled the employee must wear appropriate protective equipment.

### **RESPONSIBILITIES**

All Employees shall follow the requirements as listed in this document.

### **VOLUNTARY USE OF RESPIRATORS**

Voluntary use of respirators should be controlled as would be done under required circumstances.

Exception: Employees only use respirators voluntarily as filtering face pieces (one strap non-sealing dust masks).

### **BASIC RESPIRATORY PROTECTION SAFETY PROCEDURES**

- Only authorized and trained employees may use respirators that they have been trained on and properly fitted to use.
- Only physically qualified employees may be trained and authorized to use respirators. A pre-authorization and annual certification by a qualified physician will be required and maintained. Any changes in an employee's health or physical characteristics will be reported to the Program Administrator and will be evaluated by a qualified physician.
- Only the proper prescribed respirator or SCBA may be used for the job or work environment. Air purifying respirators may be worn in work environments when oxygen levels are between 19.5-23.5 % and when the appropriate air purifying canister as determined by the manufacturer and approved by NIOSH is used. SCBAs will be worn in oxygen deficient or oxygen rich environments.
- Employees in environments where a release of a hazardous substance is likely will wear a respirator for that hazardous substance.
- Only SCBAs or Supplied Air Respirators will be used in environments that are oxygen deficient, have an unknown hazardous substance or unknown quantity of a known hazardous substance or are determined to be "Immediately Dangerous to Life or Health".
- The last employee using a respirator and/or SCBA that are available for general use will be responsible for proper storage and sanitation. Monthly and after each use, all respirators will be inspected with documentation to assure its availability for use.
- All respirators will be located in a clean, convenient and sanitary location.
- When employees must enter a confined space, work in environments that would be dangerous to life or health, and/or conduct a HAZMAT entry, a "buddy system" detail will be used with a Safety Watchman with constant voice, visual or signal line communication. Employees will follow the Emergency Response Program and/or Confined Space Entry Program when applicable.

## **SELECTION OF RESPIRATORS AND CARTRIDGES**

Respiratory selection is based on an evaluation of the respiratory hazard(s) in each workplace. All selected respirators are NIOSH-certified **Filter Classifications** - These classifications are marked on the filter or filter package.

### N-Series: Not Oil Resistant

- Approved for non-oil particulate contaminants.
- Examples: dust, fumes, mists not containing oil.

### R-Series: Oil Resistant

- Approved for all particulate contaminants, including those containing oil.
- Examples: dusts, mists, fumes.
- Time restriction of 8 hours when oils are present.

### P-Series: Oil Proof

- Approved for all particulate contaminants including those containing oil.
- Examples: dust, fumes, mists.
- See Manufacturer's time use restrictions on packaging.

## **Respirators for IDLH atmospheres**

The following respirators will be used in IDLH atmospheres:

- A full face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
- A combination full face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
  - Respirators for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.

## **Respirators for atmospheres that are not IDLH**

The respirators selected shall be adequate to protect the health of the employee. The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

## **Identification of Filters & Cartridges**

All filters and cartridges shall be labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible. A change out schedule for filters and canisters has been developed to ensure these elements of the respirators remain effective.

## **Respirator Filter & Canister Replacement**

- Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or if there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.
- Stock of spare filters and cartridges shall be maintained to allow immediate change when required or desired by the employee.

## **Cartridges shall be changed based on the most limiting factor below:**

- Prior to expiration date.
- Manufacturer's recommendations for the specific use and environment.
- After each use.
- When requested by employee.
- When contaminate odor is detected.
- When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally.
- Cartridges shall remain in their original sealed packages until needed for immediate use.

**Filters shall be changed on the most limiting factor below:**

- Prior to expiration date.
- Manufactures recommendations for the specific use and environment.
- When requested by employee.
- When contaminate odor is detected.
- When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally.
- When discoloring of the filter media is evident.
- Filters shall remain in their original sealed package until needed for immediate use.

**MEDICAL CONSIDERATIONS**

**Physical and Medical Qualifications**

Records of medical evaluations must be retained and made available in accordance with 29 CFR 1910.1020.

**Medical evaluation required**

- The policy provides a medical evaluation to determine the employee's ability to use a respirator before the employee is fit tested or required to use the respirator in the workplace.
- The employee will be provided a medical questionnaire by the designated Occupational Health Care Provider.
- A follow-up medical examination is provided for an employee who gives a positive response to any question among questions in Part B of the questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination.

**Administration of the medical questionnaire and examinations**

The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. The employee shall have an opportunity to discuss the questionnaire and examination results with the Physician.

**Supplemental information for the Physician**

The following information must be provided before the Physician makes a recommendation about an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee.
- The duration and frequency of respirator use (including use for rescue and escape).
- The expected physical work effort.
- Additional protective clothing and equipment to be worn.
- Temperature and humidity extremes that may be encountered.
- Any supplemental information provided previously to the Physician regarding an employee need not be provided for a subsequent medical evaluation if the information and the Physician remain the same.

**Medical determination**

The following shall be completed to determine the employee's ability to use a respirator:

- Obtain a written recommendation regarding the employee's ability to use the respirator from the Physician.
- The recommendation shall provide only the following information:
  - Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator.
  - The need, if any, for follow-up medical evaluations.
  - A statement that the Physician has provided the employee with a copy of the Physician's written recommendation.

- If the respirator is a negative pressure respirator and the Physician finds a medical condition that may place the employee's health at increased risk then a supplied air respirator shall be provided. If the Physician's medical evaluation or a subsequent medical evaluation finds that the employee can use such a respirator then a supplied air respirator is no longer required.

**Additional Medical Evaluations**

At a minimum, the city/village shall provide additional medical evaluations that comply with the requirements of this section if:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A Physician, supervisor, or the respirator program administrator informs the city/village that an employee needs to be reevaluated.
- Information from the respiratory protection program indicates a need for employee reevaluation.
- A change occurs in workplace conditions that may result in a substantial increase in the physiological burden placed on an employee.