

CITY SAFETY MANUAL



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Section 1 - Overview of Safety Program

101 Written Plan

This Safety Manual shall apply to employees of the Administration, Community Development Department, Library, and Public Properties Department for the City of Beatrice. In addition to the rules and procedures set forth herein specific departments may have additional safety rules or procedures that apply to their department. The safety standards set forth in this manual must be followed by all employees for the City/BPW to be successful and to protect the safety of themselves, their coworkers, and the general public. It is important that employees be constantly on the alert for potential hazards which are not referred to in any written procedures, but which may result in injury or property damage. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to all employees.

Supervisor, as used throughout this Safety Manual refers to Department Head, Superintendent, Foreman, Chief, or Director.

102 Safety Program Goals

The objective of the City/BPW Safety Manual is to reduce the number of work-related injuries and illnesses to an absolute minimum and protect the property of the City/BPW, its customers, and citizens of Beatrice from accidental damage or destruction.

103 Safety Strategy Statement

1. It is the strategy of the City/BPW that accident prevention shall be considered a primary importance in all phases of operation and administration. It is the intention of the City/BPW to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.
2. The prevention of accidents is an objective affecting all levels of the City/BPW and its operations. It is a basic requirement that each Supervisor make the safety of all employees an integral part of his/her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
3. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely it is his/her duty to ask a qualified person for assistance. Employees are expected to assist in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.
4. Every injury that occurs on the job, even a slight cut or strain, must be reported as soon as possible. Employees are encouraged to report injuries to their Supervisor as soon as possible after the injury was sustained and submit a City/BPW injury report within twenty-four (24) hours.

104 Safety Committee

The contract between the City and the IBEW Union establishes a Safety Committee and sets forth the makeup of the committee. The responsibilities of the Safety Committee shall include:

1. Develop and implement a safety program detailing the rules of safe practices within the City/BPW.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and “near miss” incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review, and comment on safety suggestions submitted by employees.
5. Develop and implement a system to encourage employees to report unsafe conditions immediately.
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Make safety inspections of shops, warehouses, offices, and job sites to determine if safe work practices are being observed and ensure that unsafe conditions do not exist.
8. Develop and implement a program of employee safety education.
9. Discuss the City/BPW’s proposed safety equipment purchases and programs for hazard identification and mitigation.
10. Maintain records of training, periodic inspections, corrective actions, and investigations as required by law.

105 Agreement to Participate

The information in this manual constitutes a written safety program. While the City/BPW cannot anticipate every workplace hazard, the general principles included in this program should guide the conduct of all City/BPW employees.

Each full-time employee shall be provided a copy of the safety program and it shall be the employee’s responsibility to understand and follow the safety rules of this manual which apply to the work he/she is performing. Employees share with the City/BPW the responsibility for their own safety, their fellow workers, and the general public.

All employees are expected to study this manual, discuss workplace situations with their Supervisor, participate in accident investigations as requested, and attend all City/BPW sponsored training and safety meetings.

106 Training

Employee safety training is another requirement of an effective safety program. While the City/BPW believes in skills training we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with their Supervisor. Employees who have training needs or suggestions for future training programs should notify their Supervisor.

Section 2 – General Safety

201 General Rules

The following general safety procedures are established:

1. All employees shall follow the safety practices and rules contained in this manual and such other rules and practices communicated on the job. Employees must learn the approved safe practices and procedures that apply to their work. All employees shall report all unsafe conditions or practices and violations of this safety manual to their Supervisor and if corrective action is not taken immediately, to the City Administrator.
2. Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.
3. If an employee has any questions about how a task should be done safely, he/she is under instruction **NOT** to begin the task until he/she discusses the situation with his/her Supervisor. Together, they will determine the safe way to do the job.
4. Report all injuries, regardless of how minor, to your Supervisor immediately. This must be done whether or not the injury resulted in medical treatment or time lost from work. Prompt reporting of accidents is a requirement under Federal Law and Worker's Compensation Law and failure to report in a timely manner could jeopardize your rights and benefits. After each medical appointment resulting from a work-related injury, you must contact your Supervisor to discuss your progress. You must also give your Supervisor any paperwork that you received at the appointment.
5. Maintain good posture in all activities.
6. The Supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
7. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith; however, failure to report a situation which an employee knows or reasonably should have known to be unsafe can result in disciplinary action.
8. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
9. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection, ear protection, etc.) will be worn whenever needed.
10. Wear Personal Protective Equipment (PPE) as required. Its use will be enforced. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
11. All committee members will participate in safety meetings as scheduled by the Safety Committee.
12. Consumption of illegal drugs or alcohol on the job is prohibited. Any employee reporting to work under the influence during working hours shall be subject to disciplinary action. Additionally, the possession of illegal drugs or alcohol on City/BPW property or on City/BPW time are forbidden.
13. Anyone under the influence of prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.

14. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or the well-being of other employees are prohibited.
15. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
16. Keep yourself in good physical condition to do a day's work.
17. Always inspect tools and equipment before use. Report defects to Supervisors and other potential users.
18. Do not use tools and equipment that are defective. Tag tools that are in need of repair so that fellow employees are aware of the defect.
19. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.
20. Obey warning tags and signs. They are posted to point out hazards.
21. Operate only the machinery or equipment you have been authorized and trained to operate safely.
22. Unless medically necessary, remove jewelry such as rings, identification bracelets, etc., in work involving climbing, materials handling or operation of mechanical equipment.
23. Never reach over moving parts of machinery or equipment.
24. Never operate machinery or equipment with guards removed.
25. Confined Space Entry – Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your Supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards).
26. **NO EMPLOYEE IS EVER REQUIRED** to perform work that he/she believes is unsafe, or that he/she think is likely to cause injury or a health risk to themselves or others.

202 Emergency Action Plan

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Call 911 for Fire/Police/Ambulance:
- Know where the stairwell exits are located
- Do not hesitate to call/alert others if you believe that an emergency is occurring.

FIRE:

- Upon discovering a fire, call 911.
- Alert other persons in the immediate hazard area.
- If you have been trained, you can decide to use a fire extinguisher.
- Upon becoming aware of a fire, employees should immediately evacuate the building using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through.
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Upon exiting the building, personnel should report to their predetermined meeting location for a headcount. Supervisors shall conduct a head count to account for all employees in their department.

- If any employee is missing, an immediate report should be made to the Fire Department
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by your Supervisor.
- In the event of inclement weather, the Supervisor will make arrangements for all personnel to move to shelter.

MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The Department Head, Superintendent, or City Administrator will make any necessary notifications to family members of the person suffering the medical emergency.

SEVERE WEATHER:

- Supervisors will monitor the weather. If a severe weather report is issued, he/she will immediately notify his/her department.
- Employees will shut down their equipment and will be instructed where to go for safety.
- When the severe weather warning is cancelled, the Supervisor will advise that it is safe to return to work.

WORKPLACE VIOLENCE:

- Any employee who feels that he/she has been threatened should immediately report their concern to their Supervisor and to the City Administrator.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify their Supervisor and the City Administrator and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the Beatrice Police Department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with your Supervisor and the City Administrator so that a prevention plan can be developed.

203 Housekeeping

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are established:

1. Keep work areas and storage facilities clean, neat, and orderly.
2. All aisles, stairways, passageways, exits, and access ways to buildings must be kept free from obstructions at all times. All grease and water spills must be removed from traffic areas at once.
3. Do not place supplies on top of lockers unless a load rating has been established. Boxes, or other movable containers must not be stored at a height where they are not visible from the floor.
4. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them. Chain or secure standing items.
5. When stored materials are suspended from racks or hooks, secure them from falling and route walkways a safe distance away from the potential hazard.
6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge. Balconies, mezzanines and overhead decks for storage should have floor load ratings posted.
7. Do not let soft drink bottles, soiled clothes, etc., accumulate in lockers and work places.
8. Tools, equipment and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions must be reported to your Supervisor.
9. Return tools and equipment to their proper place when not in use.
10. Lay out extension cords, air hoses, ladders, pipes, tools, etc., in such a way as to eliminate tripping hazards or obstructions to traffic.
11. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
12. Sharp or pointed articles should be stored to prevent persons from coming in contact with the sharp edges or points.
13. All packing materials should be properly disposed of to prevent fire.
14. Oily and greasy rags must be stored in appropriate containers.
15. Adequate lighting in obscure areas must be maintained for the protection of both employees and public.
16. Employees should not handle food, tobacco, etc., with gasoline or fuel, chemicals or waste on their hands.
17. A lock out/tag out procedure must be instituted to assure that electrical power or any other stored hazardous energy is isolated, locked out, blocked out, on all machines or equipment before cleaning, greasing, oiling or making adjustments or repairs. All guards must be replaced after servicing.
18. Control panel circuit breaker or fuse boxes should be kept closed at all times and at least three feet clear of obstructions and debris. Never block or obscure fire extinguishers and electrical boxes.
19. Extension cords should not be run across aisles or through oil or water. Cords should be properly sized for required load, inspected for kinks, worn insulation, and exposed strands of wire before use. If a defect is found in the cord properly dispose of it at the Hazardous Product Center. Do not use cords that have had the grounding plug removed.

20. When circuit breakers or fuses blow continually, it is an indication of an overload or short. Reset the breaker or replace the fuse once. If it blows again report the condition to your Supervisor. Do not attempt to bypass or repair the circuit yourself.
21. When chemicals are not being utilized, they should be returned to their designated areas. Compatibility of all chemicals and/or waste must be checked. Proper segregation is crucial to safety. Verify compatibility and segregate all chemicals/wastes accordingly.
22. All containers of hazardous chemicals, entering or leaving the workplace, shall be labeled to show the identity of the hazardous chemical, appropriate hazard warnings (e.g. flammable, corrosive), and the name and address of the manufacturer, distributor or importer. The label may also include picture symbols that help to identify the hazard, and show the proper personal safety equipment needed when working with the chemical. All containers (either in use or waste containers) must be labeled properly. All drums must be labeled properly in the upper third portion under the largest bung, then stored under cover.
23. Labeling is also required for portable containers filled with chemicals from other containers. Tanks and other non-movable containers may be labeled by using the National Fire Protections Association (NFPA) fire diamonds, or the Hazardous Materials Identification System (HMIS) labels.
24. Secondary containment must be utilized for waste containers larger than five (5) gallons in capacity, including storage of spent lead acid batteries. Spill kits should be on hand to clean up any potential spill/hazard and personnel should be properly trained on use of spill kits.

204 Office Safety & Security

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to the Police Department and immediately report any theft to the Police Department.
3. When parking, remove all valuables from sight and lock car doors.

Section 3 – Accidents

301 Employee Injury Procedures

1. Employees shall complete a City/BPW Employee Injury Report for all injuries, no matter how slight, and submit the report to his/her Supervisor within twenty-four (24) hours after the injury was sustained.
2. Properly treat all minor injuries and report them to the employee's Supervisor.
3. In case of serious or fatal accident to an employee appropriate action shall be taken promptly. The accident shall be reported immediately to the Supervisor.
4. If the injury causes the employee to be off work beyond the day the injury occurred, it is considered a lost time injury. The employee is only permitted to be off work on a job-related injury if a doctor has certified the time off prior to taking the time off. An employee shall also provide their Supervisor with a release note from his/her doctor prior to coming back to work.

5. Failure to report a work-related injury/illness to your Supervisor as soon as possible is a violation of policy and could adversely affect Worker's Compensation benefits and/or result in disciplinary action.
6. Employees are required to attend all scheduled follow-up visits unless other arrangements have been made and approved by your Supervisor. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose their continuing benefits and also be considered absent without permission.
7. In certain circumstances, light duty may be made available so the employee may return to work sooner. The availability of light duty shall be governed by the City's Return to Work Policy.

302 Reporting City Vehicle Accidents

In the event of an accident involving a City/BPW-owned vehicle, the following procedure shall be followed:

A. DO:

1. Stop immediately and administer first aid if necessary, in the event of personal injuries to another party. This is not an admission of liability.
2. Report ALL accidents to the Beatrice Police Department or the appropriate law enforcement agency immediately and to your Supervisor as soon as possible. Give full information to assist the police in completing the accident report. Report carefully the position of the respective vehicles, the location and length of any skid marks, the distance traveled by each vehicle after the accident and any unusual conditions of the roadway, the vicinity or the respective vehicles involved. These are all important in placing responsibility for the accident.
3. Obtain the name, address, age, and telephone numbers of ALL witnesses, including occupants of the other car. If a name or address is refused or cannot be obtained, get the house number if they live nearby, and license plate number of their car.
4. Obtain all of the pertinent facts and information regarding the accident.
5. Answer the questions asked by the proper authority but under no circumstances shall fault or negligence be admitted.

B. DO NOT:

1. Make admission as to your negligence or fault for ANY accident, and under no circumstances assume any liability or authorize any repairs on the other party's vehicle. Refer all claimants to the City Administrator or City Attorney.
2. Take part in any altercation or argument with the other party. You cannot win an argument of this kind.
3. Sign any statement or discuss the accident with an adjuster of any other insurance company, or any attorney or representative of the injured or damaged party without prior approval by the City Administrator.

Section 4 - Vehicle Operations

401 General

City/BPW vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. How we operate City/BPW vehicles directly influence our public relations with the citizens of Beatrice.

By courteous, considerate driving habits we build good public relations, and by applying the principles of defensive driving we avoid accidents. The following safety procedures are established:

1. Only specifically authorized employees who possess a valid license or permit for the equipment being used shall operate City/BPW-owned motor vehicles or personally owned vehicles on City/BPW business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
3. All operators and passengers of City/BPW vehicles shall use seat belts when driving or riding in a vehicle that is in use.
4. No unauthorized 'side trips' or personal use of City/BPW vehicles are permitted.
5. No unauthorized riders, hitchhikers, etc., are allowed in City/BPW vehicles.
6. All moving or parking violations incurred while operating a City/BPW owned vehicle shall be reported to your Supervisor within twenty-four (24) hours.
7. Driving while under the influence of alcohol or other drugs is forbidden.
8. Never take any prescription drugs which could impair your driving before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions. Make sure to notify your Supervisor of any prescription drugs that you are taking that could impair your driving.
9. Not more than three (3) persons are permitted to ride in the front seat of any vehicle. Persons must not be transported in any vehicle unless safe and secure seating is provided for each such person.
10. If service is needed on the vehicle, report it to your Supervisor.

402 Inspection of Equipment

1. All vehicles shall be checked each day they are used to assure equipment and accessories are in a safe operating condition and free of apparent damage that could cause failure while in use.
2. The driver shall determine that brakes are in a safe operating condition before operating the vehicle. If brakes are not working properly, they must be corrected before the vehicle is used.
3. The driver shall inspect windshield wipers occasionally and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.
4. Any vehicle light or reflector found to be defective shall be repaired immediately.
5. The driver shall report any defects that may have developed during the day. Items that affect safety shall be repaired prior to continued vehicle operation.

403 Exhaust Gas

The driver shall not operate a vehicle in any garage except when driving in or out and then the vehicle shall be operated as little as practical. The vehicle shall not be warmed up inside a garage nor shall the driver test the vehicle operation in a garage unless the exhaust gas is carried directly to outside atmosphere or the doors and windows are open so that adequate ventilation exists.

404 Operations

1. Position all adjustments for safe driving before putting the vehicle into gear, i.e., the seat, seat belt, inside and outside mirrors.
2. The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road, and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
3. The operator of a motor vehicle shall clearly signal their intention of turning, passing, or stopping.
4. Drivers shall be prepared to stop and yield the right-of-way in all instances when necessary to avoid an accident.
5. The driver of a vehicle shall be courteous toward other operators and pedestrians. The vehicle shall be operated in a safe manner and the driver shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
6. The driver shall maintain sufficient distance behind another vehicle to safely stop the vehicle in the clear distance ahead. Do not allow others to tailgate. Slow down, pull over to the side, let the tailgater pass.
7. Drivers shall exercise added caution when driving through residential and school zones.
8. When entering or leaving any building, enclosure, alley, or street where vision is obstructed a complete stop shall be made and the driver shall proceed with caution.
9. Trucks, on which derricks or booms are erected above traveling height, shall not be moved. Trucks or equipment should not be moved until equipment is properly stowed.
10. Before a vehicle is driven under or adjacent to energized equipment, especially in substation areas, the clearance shall be checked, especially that of the radio antenna, in order to ensure that proper clearances will be maintained between the vehicle and energized equipment.
11. All ignition systems shall be turned off and no smoking is permitted while refueling.
12. When proceeding down grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.
13. Employees shall not permit anyone to ride on the running boards, fenders, or any part of the vehicle at normal operating speeds. Employees may ride, for working purposes only, on truck bodies and trailers at speeds not to exceed ten (10) miles per hour. Employees shall not jump on or off vehicles in motion.

405 Parking

1. When vehicles must be parked on the roadway, they shall be parked on the side of the road facing in the direction of traffic flow whenever possible. Vehicles shall not be parked on the wrong side of the street facing traffic except in case of emergency.
2. When parking on a roadway, vehicles shall park off the traveled road surface whenever possible. When vehicles must park closer than ten (10) feet to the traveled road surface appropriate warning devices shall be used.
3. When vehicles must be stopped on streets or highways, adequate warning signals must be used such as warning lights or reflectors.
4. Vehicles shall not be parked on bridges or over culverts except when necessary for work.
5. When it is necessary to park on an incline the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the parking brake set, and the front wheels shall be cut into the curb.
6. Before leaving the side of the road, look to see that no cars are approaching from either direction, and signal your intention. Best practice is to make a quick 360 degrees walk around of the vehicle to check for hazards before moving the vehicle.

406 Backing

1. Whenever possible the vehicle shall be positioned or work shall be planned to avoid the necessity of backing up.
2. When backing up a vehicle, be sure the way is clear.
3. When backing a vehicle which has an obstructed view to the rear take the following precautions:
 - a. Get out of the vehicle when necessary and inspect the area to be backed into.
 - b. Sound the horn or use a back-up alarm
 - c. Back slowly.
 - d. Watch both sides but do not depend entirely on mirrors.
 - e. If there is another employee available, the other employee should get out and spot.

407 Stopping in the Lane of Traffic

1. Stopping in the lane of traffic shall be avoided.
2. When it is absolutely necessary to stop in the lane of traffic use extreme caution.
 - a. Tail lights, amber strobes, or emergency flashers shall be used.
 - b. Flares or reflectors shall be placed to give adequate advance warning.
 - c. If work is in progress traffic control devices (together with flagmen where necessary) shall be used.

408 Refueling Vehicles

1. All ignition systems shall be turned off and no smoking is permitted while refueling.
2. Stay in contact with the vehicle or touch a metal part of the vehicle away from the filler neck with your hand to discharge any static.
3. Do not smoke near fuel pumps.
4. Keep the hose nozzle against the edge of the filler pipe.

5. To avoid spills, do not fill tank too fast or too full.
6. Stay at pump/vehicle while fueling.

409 Operating Tank Vehicles

Hauling liquid in tanks requires special skills because of the high center of gravity and liquid surge.

1. Take highway curves or on/off ramp curves well below posted speeds.
2. Use extreme caution in making sharp turns with a partially or fully loaded tanker.
3. Be extremely cautious especially when starting, stopping, or turning.
4. Never load a cargo tank totally full because liquids expand as they warm. Some liquids also expand as altitude increases. The amount to load depends on the amount the liquid will expand in transit, the weight of the liquid and the legal weight limits. Recognize overloads and poorly balanced weight.

410 Load Security

1. Supplies transported in motor vehicles must be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops. Loads must be secured with a minimum of two (2) tie downs.
2. Poles, ladders, pipe, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.
3. Materials shall be securely fastened to prevent a hazard due to shifting.
4. Material that extends more than four (4) feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day red flags shall be used. At night and during periods of poor visibility red lights shall be used.
5. Do not overload any equipment.
6. All tower equipment (ladder trucks, aerial buckets, etc.) shall be checked and secured prior to the movement of the vehicle.

411 CDL Required Trucks - Fork Lifts

1. CDL required trucks, fork lift trucks and other material handling equipment shall be operated only by authorized persons who are qualified and trained in their use.
2. Brakes and controls shall be tested before use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be completed or reported immediately.
3. Equipment shall always be operated at a safe speed for existing conditions.
4. Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked, particularly overhead clearances.
5. CDL required trucks shall not be fueled with the engine running.
6. When picking up a load, forks shall be set squarely and as far as possible under the load. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.
7. Loads shall not be suspended or swung over other persons. No one should be allowed to stand, walk or work under elevated forks.
8. The operator shall always face in the direction of travel.

9. On inclines all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
10. Sudden stops, which might spill the load, shall be avoided.
11. All loads shall be securely fastened or safely positioned to prevent tipping or falling.
12. Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
13. No one shall be allowed to ride the truck, fork lift or other equipment other than the operator except when seats are provided for this purpose.
14. When a CDL required truck is left unattended (operator is twenty-five (25) feet away or the vehicle is not in his/her view) the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set.
15. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time to prevent excessive levels of carbon monoxide.
16. When loading or unloading trucks approved dock boards that are properly secured shall be used. The wheels of the truck shall be blocked.

412 Aerial Lifts

1. Only authorized persons who are properly trained and qualified shall use or operate aerial lifts.
2. The operating and maintenance instruction manuals issued by the manufacturer shall be followed.
3. Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.
4. Aerial lifts shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be altered in any manner that might reduce its insulating value.
5. Prior to use, the equipment shall be given a warm-up period. The hydraulic system and the lift controls shall be checked and tested daily before use to determine if such features are in safe working condition. Malfunctions or unsafe operational conditions shall be reported. Equipment that is not in proper operational condition shall not be used.
6. Articulating boom and extendible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift except in case of emergency.
7. The truck shall not be moved unless the boom is lowered, the basket cradled and secured and the outriggers retracted.
8. Employees shall not ride in the bucket while the truck is traveling.
9. When employees are in the bucket of an aerial lift the emergency brake of the vehicle shall be set. Wheel chocks or outriggers shall be used to provide added protection. When the vehicle is on an incline wheel chocks shall be used regardless of whether outriggers are used. The truck should sit approximately level when viewed from the rear.
10. When outriggers are used, they shall be set on pads or a solid surface. Outriggers shall not be extended or retracted outside of clear view of the operator unless all employees are outside the range of possible equipment motion.

11. Employees shall not belt to an adjacent pole or structure. When working from an aerial lift an appropriate safety harness shall be worn.
12. Safety rules governing the use of hot-line tools, rubber goods, personal protective equipment and general safe practices shall also apply to work done from aerial baskets.
13. When a boom must be maneuvered over a street or highway necessary precautions shall be taken to avoid accidents with traffic and pedestrians.
14. The operator shall always face in the direction in which the basket is moving and shall see that the path of the boom or basket is clear when it is being moved.
15. Employees shall not stand or sit on top or edge of the basket or on ladders placed in the basket. Employee's feet shall be on the floor of the basket the entire time they are in it.
16. Climbers shall not be worn by employees while in the basket.
17. When two (2) employees are in the basket or baskets one (1) of them shall be designated to operate the controls. One (1) employee shall give all signals which shall be thoroughly understood by all persons concerned.
18. When two (2) employees are working from the basket extreme care shall be taken to avoid one (1) employee contacting poles, cross arms or other grounded or live equipment while the second employee is working on equipment at a different potential.
19. In no case shall more than one (1) energized conductor or phase be worked on a time.
20. Clearances: The aerial lift together with the employee in the basket and all tools and equipment shall maintain proper clearances from unprotected energized conductors. If it is difficult for the operator to determine the distance between the equipment and the energized parts accurately another person shall observe the clearance and give timely warnings when minimum clearance distance is approached.
21. When using pneumatic or hydraulic tools in a bucket the operator shall be sure that hoses or lines do not become entangled in the operational controls.
22. Unless the vehicle is equipped with lower boom and pedestal insulation rated for the voltage being worked, aerial basket vehicles working adjacent to energized primarily shall be properly grounded or barricaded and treated as energized.

413 Overhead Cranes

1. Read and understand operator's manual and follow all safety requirements.
2. Know the load capacity of your crane.
3. Never exceed the manufacturer's load ratings.
4. Visually inspect equipment.
5. Check hydraulic fluids regularly.
6. Check cables for kinking or fraying.
7. Lift loads at proper lifting points.
8. Use lifting cable or straps.
9. Control loads at all times using hand line to prevent excessive motion.
10. Stand clear of loads at all times.
11. Keep clear of all moving parts.

12. Know and understand crane signals.
13. Use only one signal person.
14. Never operate crane unless outrigger is placed and properly support the equipment.
15. Work well away from power lines (at least 10 feet).
16. Before working near power lines contact the utility company.
17. Overhead cranes are made to pick up or drop loads, never drag loads.
18. Death or serious injury can occur if safety procedures are not followed.

414 Dumpbeds and Outriggers

1. Never work under dumpbeds when engine is running.
2. Always block or support bed or outrigger when working on or under bed.
3. Use proper blocks for support; check operator's manual.

415 Aerial Platforms and Baskets

This equipment is used by traffic signal technicians, tree trimmers and in various maintenance tasks. The hazards involved are:

1. Contact with electrically charged overhead wires.
2. Falls.
3. Dropping tools and other objects upon workers below.
4. Being caught in, on, or between equipment parts.

Falls can be prevented by use of adequate and appropriate safety equipment. A raised platform or basket becomes a highly unstable support if jarred by a collision with the base vehicle, jerky operation, or failure of mechanical controls. Prevention of falls is achieved by using a fall protection lanyard or safety line, if it is secured to the employee and to the boom or platform.

The equipment used by City crews has controls located in various parts of the basic machine to operate the outriggers, booms, power take-off, etc. There is little standardization, even on equipment of the same general type.

The operator who activates such controls should make sure that all persons in the vicinity of this equipment are clear of any moving part before power is applied. The Supervisor or employee in charge of the crew is responsible for ensuring that this precaution is taken and that appropriate warning is given. Under no circumstances should employees or the public be permitted to walk underneath booms, platforms, or suspended loads. The following safety procedures are established:

1. Read and understand operator's manual and follow all safety requirements.
2. Always lower outriggers before raising the basket. (Most equipment now in use is equipped with an interlock which prevents raising the basket until the outriggers are down).
3. Give verbal warning to persons near the vehicle when lowering outriggers if an automatic audible signal is not available.
4. When working aloft in aerial baskets or platforms, a hardhat and a fall protection lanyard or safety line must be worn by the employee.

Section 5 - Protective Equipment

501 Introduction

The City/BPW will provide suitable equipment to protect employees from hazards in the workplace. Your Supervisor shall determine and obtain all safety equipment and see that it is used. Protective clothing is not a substitute for adequate engineering controls.

Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly—all snaps and straps fastened, cuffs not cut or rolled.

502 Clothing and Personal Grooming

1. All employees shall always wear clothing and shoes that are suitable for the particular type of work which they are doing. For your safety and comfort, invest in work clothes that are sturdy, that fit well, and are washable.
2. High visibility safety vests shall be worn by all employees in and around any area where there is a danger from street traffic, such as patching and maintenance of streets, in and around street excavations, construction or maintenance of areas where there is moving machinery or equipment, while surveying on City streets where there is moving traffic, or in any other area designated as a “safety vest” area by your Supervisor.
3. Employees shall not wear loose clothing, clothing with drawstrings, or other loose parts around moving machinery or equipment.
4. Short-sleeve shirts or tee-shirts should be worn for operating machinery. Rolled up sleeves are dangerous because they have flapping ends and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.
5. If provided, uniforms shall be worn, sleeves rolled down and buttoned as instructed by your Supervisor. Unauthorized clothing shall not be worn over or as a substitute for designated or provided uniforms.
6. Work clothes should be washed frequently as a safeguard against skin infections and irritation.
7. Oil-soaked clothes are a serious fire hazard. Keep your clothes free from oil.
8. Steel-toe safety shoes must be worn on those jobs requiring safety shoes. Shoes with rundown heels or turned soles are hard on the feet and can cause falls. Keep your shoes in good repair.
9. Hair and facial hair shall be kept in a safe manner so not to become caught in moving parts. Hair should be above the shoulders, tied in a bun, or protected under a hat. Beards shall be trimmed to a maximum of two (2) inches.
10. When work is performed in the vicinity of exposed energized parts or equipment, employees shall remove all exposed conductive articles, such as key or watch chains, rings or wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts.
11. Finger rings or unnecessary jewelry shall not be worn while climbing on or off structures or vehicles or while performing any task where the ring might be caught

under or snagged by a projecting item. Rings and wrist watches with metal case and watch bands shall not be worn while working on or near energized equipment or lines.

12. The City/BPW requires proper hand protection when employees are exposed to known hand hazards. The Supervisor must obtain the suitable hand protection and ensure that it is used.
13. The Electric Department shall comply with NESC Standards.

503 Respiratory Protection

Any operation that generates harmful airborne levels of dusts, fumes, sprays, mists, fogs, smokes, vapors, or gases or that may involve oxygen-deficient atmospheres requires the use of effective safety controls. This must be accomplished, as much as feasible, by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation and substitution of less toxic materials). When effective engineering controls are not feasible or while they are being instituted, appropriate respiratory protection must be used.

Certain responsibilities are required of each employee and Supervisor.

Employees are responsible for:

1. Wearing the respirator in accordance with the instructions and training received.
2. Maintaining and storing the respirator in good condition.
3. Returning the respirator at the end of the required use for overhaul, cleaning, and disinfection.

Supervisors are responsible for:

1. Identifying those employees who may need to use respiratory protection.
2. Ensuring that their employees have been properly trained and fitted.
3. Ensuring that their employees use the respirators as required.

504 Eye and Face Protection

The City/BPW provides appropriate eye and face protection devices for employees assigned to tasks in which an injury hazard exists. Supervisors are responsible for determining the need for suitable eye and face protection devices and for ensuring that the employees use them. Each employee is responsible to properly use eye and face protection devices and will inform their Supervisor if same are not available. The employee will not engage in any activity requiring eye or face protection until properly fitting eye and face protection devices are obtained and in use.

Appropriate and approved eye and face protection shall be worn when an employee is engaged in the following work activities:

1. Drilling or chipping stone, brick, concrete, paint, pipe coatings, or metal.
2. Power grinding, buffing, or wire brushing.
3. Flame welding, cutting, or burning. (Approved colored lenses shall be used)
4. Hand drilling or sawing on overhead objects.
5. Use of powered tools such as drills, saws, or sanders.

6. Using compressed air used for cleaning purposes
7. Handling acids, caustics, chlorines, ammonia, or other similar liquids or gases, except when approved complete head coverings are worn. (Chemical goggles are necessary)
8. Brush chippers.
9. Arc welders.
10. Using impact wrenches and compressed air tools.
11. Chipping, scraping, or scaling paint, rust, carbon, or other materials.
12. Cutting or breaking glass.
13. Chipping or breaking concrete.
14. Using paint remover.
15. Soldering.
16. Sandblasting or air cleaning operations.
17. Tree trimming, brush chipping, or stump removal.
18. Steam cleaning, washing vehicle parts with soaps or solvents.
19. Pouring, transferring, or bulking chemical liquids.
20. Opening pressurized containers.
21. Performing laboratory operations.
22. Using wash rack or pressure washers.
23. Any other danger or injury to the eyes or at the direction of their Supervisor.
24. Any time there is a possibility of electrical flash safety glasses shall be worn.

Eye protection may be required on other jobs not listed if so, designated at the time by your Supervisor. Beyond this, you are encouraged to wear eye protection at all times. REMEMBER – YOU HAVE BUT ONE PAIR OF EYES AND THEY CANNOT BE REPLACED. PROTECT THEM.

505 Head Protection

1. Approved safety head gear shall be worn by all employees in areas where falling objects, electrical contact, or other hazards may cause a head injury.
2. Safety head gear or head band assembly shall not be defaced or altered in any manner without approval.
3. Approved head shields or hoods shall be worn when welding with hydrogen, heliarc, or electric arc.
4. Hard hats are provided to prevent head injuries caused by falling objects, and bumps against objects when working in confined spaces. The proper protection is provided when the head harness is adjusted so that there is approximately 1½ inch clearance, plus or minus 1/8 inch between the skull and the inside of the hat.
5. When the harness becomes worn to the extent that it no longer can be adjusted to maintain that clearance, hard hats should be turned in for repair or replacement.
6. A hard hat is a personal item and must be used exclusively by the person to whom it is issued.

506 Life Jackets

When working where there is a danger of drowning, employees shall wear an approved personal flotation device or be protected by a safety belt and lanyard or by a safety net.

507 Hearing Protection

1. Approved hearing protective equipment shall be worn when there is a possibility of hearing damage which can occur during continuous exposure to noise or impulse exposure to loud impact noise.
2. Proper ear protection may consist of any of the following: ear muffs or plugs, molded ear protectors or wax-type ear plugs. Plain cotton is not acceptable. Ear protective devices shall be worn properly to provide the required protection and kept clean to reduce the possibility of ear infection.

Section 6 - Tools, Ladders, and Materials

601 Hand Tools

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. Tools are subject to inspection at any time. A Supervisor has the authority and responsibility to condemn unserviceable tools regardless of ownership.
2. Defective tools shall be tagged to prevent their use or they shall be removed from the jobsite.
3. Employees shall always use the proper tool for the job performed. Tools shall be used only for the purposes for which they have been approved. Makeshift and substitute tools shall only be used with proper authorization and under supervision.
4. Sharpen the cutting edges of the tool and carry the tool with the sharp edge down.
5. Sand the wooden handles of a shovel, rake, mall, etc., thus preventing splinters and burns.
6. Check the handle on each tool for tightness.
7. Check the head of each tool, such as hammers, chisels, punches, malls, and have the tool dressed if it is mushroomed (includes burrs and chipped edges).
8. Protective safety glasses should be worn when working with any tools.
9. Tools shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
10. All cutting tools such as saws, wood chisels, drawknives, or axes shall be stored safely.
11. Return tools to their proper place so that they do not fall from a ledge or could be tripped on. Practice good housekeeping.

602 Portable Electric Tools

1. The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:
 - a. The tool is an approved double-insulated type, or
 - b. The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24-V dc system.
2. All powered tools shall be examined before use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

3. Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

603 Power Tools

Electrical Equipment

1. All electrical tools used in City/BPW operations must be grounded by connecting a three-wire cord with polarized, three-prong plug, to a properly grounded three-hole receptacle (unless the power tool has U.L. approved dual insulation and two wired cord).
2. Each electrical tool or machine must be visually inspected each time it is used for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
3. Never operate power tools without the provided guards.
4. Ground Fault Circuit Interrupters (GFCI) are required whenever using any electrically powered tools outdoors, in wet or damp environments, or where there are a great deal of conductors or metals. This applies to any tool powered from fixed electrical sources, temporary electrical sources, and generators.
5. GFCIs must be inspected and tested before each use.

Grinders

1. Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)
2. Wheel must fit easily onto the spindle. Too loose or too tight is dangerous.
3. When wheel is mounted, stand out of danger at one side while you allow it to develop full operating speed for at least one (1) minute.
4. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.
5. Never store a grinding wheel on damp or cement surfaces, do not put oily rags on the wheel.
6. Every grinding tool must be securely fastened to the shaft before commencing work.
7. The maximum operating speed as given by the wheel manufacturer is on the wheel label; grinding wheels are not to be operated in excess of these speeds.
8. Never attempt to adjust while machine is in motion.
9. Avoid using the side of an emery wheel for grinding, unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.
10. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.
11. Grinder bearings must be kept properly oiled and adjusted.
12. Do not abuse the wheel by applying excess pressure.

13. Be particularly careful when grinding narrow tools or other objects as they are apt to catch between the rest and the wheel.
14. The operator's eyes must be protected with safety glasses or goggles AND face shield at all times when the machine is in use.
15. Do not stand in the plane of the grinding wheel, stand slightly outside the plane so that if the wheel does shatter, less risk of injury to the operator.
16. All grinding wheels must have a tool rest adjusted to within 1/8 inch of the wheel and a tongue guard at the top of the opening adjusted to within 1/4 inch of the wheel.

Drill Presses

1. Adjust the table so that you have plenty of room for the jig and keep your hands away from the revolving drill. Never run the point of the drill into the table.
2. Be sure that both the chuck and the drill are tight on the spindle, and that any circular tables are tightened before beginning to drill.
3. A sluggish drill is probably the result of incorrect grinding. Be sure the drills are sharpened properly for the particular material, so that the cut may be the right size.
4. Materials must be clamped or otherwise fastened to the drill press bed, not held in the hand.
5. Never run a drill faster than the rated speed as this may result in broken drills, damaged material, and serious injury.
6. Never leave key in chuck after tightening the drill. If set screws protrude, report it to your Supervisor.
7. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.
8. Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise made when the drill comes through work so that you can ease off the pressure.
9. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause injury.
10. The wearing of gloves and loose clothing while operating a drill press is prohibited.
11. If the base of the drill press is designed so that it can be bolted to the floor it must be bolted to the floor.

Lathe Operations

1. Lathe tools should be ground so that the chips will break off instead of curl. Only lathe dogs equipped with safety set screws are to be used.
2. Make sure that all gear and belt guards are in place. This includes back gears and in gears, especially.
3. Whenever chuck or face plates are changed, they must be started on the spindle by hand power. Keep hands off chuck rims when lathe is in motion.
4. After adjusting a chuck, be sure to remove the chuck wrench immediately. See that the tailstock tool-holder and material are properly clamped before turning on power.
5. For external work, never set the lathe tools below the center of the work being turned.
6. Use a brush to remove chips. Do not use compressed air.

7. Wear only short sleeves when filing on a lathe. When near the chuck end or head stock, file with the right hand over the lathe stock instead of the left hand, holding file in such a position that in case it is forced back, the hand will not be forced against the body.
8. The operator's eyes must be protected with appropriate eye protection at all times when the machine is in use.

Compressed Air

The use of compressed air for housekeeping purposes is prohibited. Brushes should be used for cleaning machinery.

Only air nozzles with diffusers are allowed in shop areas. Regular air nozzles are permitted if air pressure is regulated to thirty (30) psi. Tanks must be drained of moisture each day before use. Screw style hose clamps are not acceptable on hose lines. Use only hoses with proper fittings. Never point compressed air at any person.

Jack Hammers

1. Remove the piston or tool of an air hammer whenever it is not in use to avoid the danger of it flying out and striking someone.
2. Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.
3. Maintain your hold securely on the handle of an air motor to prevent it from flying around and striking you.
4. Be sure to show that the discharge end is secure before turning compressed air into a hose so that it will not swing around and cause injury.
5. The use of appropriate eye protection, hearing protective equipment, and steel toe shoes are required.

Woodworking Machinery

1. Machine guards are to be permanently attached.
2. If you are running short or narrow stock, protect your fingers by using a block.
3. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight-edge guide of the table saw.
4. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.
5. A rip saw must not be used for cross-cutting, and a cross-cut saw must not be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a cross-cut saw.
6. Learn to stand out of the line of a possible "kickback" and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.
7. Never reach over any machine to get finished materials from the opposite side, to remove dust or wood particles from the saw table, or to oil the machine, while it is in operation.
8. When using a jointer, never allow either hand to pass over the knife. Use both hands, one on each side of the material, using particular care at the start and finish.

604 Pneumatic Tools

1. Compressed air and compressed air tools shall be used with caution.
2. Pneumatic tools shall never be pointed at another person.
3. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
4. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
5. All hoses exceeding 1/2 inch diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure or disengagement of a connection.
6. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.
7. A pneumatic tool used where it may contact exposed live electrical parts shall have a nonconductive hose and an accumulator to collect moisture.
8. Employees shall not use any part of their bodies to locate or attempt to stop an air leak.

605 Hydraulic Tools

1. Manufacturer's safe operating pressures for hydraulic tools, hoses, valves, pipes, filters, and fittings shall not be exceeded.
2. Pressure shall be released before connections are broken unless quick-acting, self-closing connectors are used.
3. Employees shall not use any part of their bodies to locate and attempt to stop a hydraulic leak.
4. The fluid used in hydraulic-powered tools shall be fire resistant and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

606 Power Lawn Mowers, Edgers, etc.

1. Employees shall ensure that all applicable guards are in place prior to using power lawn mowers.
2. All power lawn mowers shall be equipped with adequate guards which shall remain in place while mower is in use.
3. Power mowers shall not be left unattended with the motor running.
4. Bystanders should be warned by the operator of the danger of flying objects. Extreme caution must be taken when there are children in the immediate area.
5. Prior to making adjustments, inspections or repairs the employee shall turn off the mower and permit it to come to a complete stop.
6. Operator must keep hands and feet away from the undercarriage of the mower.
7. When operating a power mower the employee shall perform the following:
 - a. Remove any rocks, pieces of wire, or other foreign objects from the area to be mowed.
 - b. Avoid placing the body in front of the discharge opening.
 - c. Mow across the face of a slope or incline.

- d. Wear proper protective equipment to include, as a minimum, appropriate eye protection and hearing protective equipment.
- e. Operators of power mowers must wear appropriate safety footwear.

607 Supports and Scaffolds

1. No employee, or any material or equipment, shall be supported or permitted to be supported on any portion of a tree, pole structure, scaffold, ladder, walkway or other elevated structure, crane, derrick, etc., without it first being determined that such support is adequately strong and properly secured in place.
2. Employees shall check all scaffolding before use to ensure it is of sufficient strength and rigidity to safely support the weight of persons and material to which it will be subjected.
3. Employees shall not use a scaffold from four (4) to ten (10) feet in height having a minimum horizontal dimension of less than forty-five (45) inches unless proper guardrails are present to provide employee protection.
4. Employees shall not use a scaffold over ten (10) feet in height unless a standard guardrail, with mid-rail and toe board, is present to provide adequate employee protection.
5. Scaffold planks shall extend over their end supports by not less than six (6) inches (unless cleated) and not more than twelve (12) inches.
6. Scaffolds shall not be moved without first removing all loose tools, materials and equipment resting on the scaffold deck.
7. All scaffolds shall be sufficiently secured and braced.
8. The footing or anchorage points for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick or concrete blocks shall not be used to support scaffolds or planks.
9. Scaffolds shall not be altered or moved horizontally while being used or occupied except when specifically designed for such use. Movable scaffolds shall have the casters or wheels locked to prevent movement.
10. The width of all scaffolds, ramps and platforms shall be sufficient to prevent congestion of persons, materials or equipment and in no case shall they be less than eighteen (18) inches wide.
11. Synthetic or natural fiber rope shall not be used as guardrails.
12. Employees working on suspended scaffolds shall be protected by an independent lifeline, body harness, and a lanyard.
13. Safe access shall be provided for all scaffolds. Structural members should not be used as a means of access.

608 Ladders

1. Metal ladders shall not be used in the vicinity of electrical circuits. Use fiberglass ladders when working on overhead lighting or electrical fixtures, above dropped ceiling grids, or any other situation that might involve electricity.
2. All ladders shall be inspected frequently and regularly. If any part of a ladder is visibly bent or broken, take it out of service and report it to your Supervisor.
3. Wooden ladders or scaffold planks should not be painted as defects may be covered by paint.

4. Nonskid feet must be used on all straight and extension ladders.
5. Straight ladders form a triangle when placed against the wall or objects for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall).
6. When using a straight ladder, it should be long enough to extend at least three (3) rungs above the level to which the user is climbing. Step ladders must not be used as straight ladders; they are not designed for this purpose.
7. If the bottom of a ladder is placed on an unsecured surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats, or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
8. Never stand on the top step of a ladder to work.
9. Only one (1) person can be on a ladder at a time unless the ladder is designed to be used on both sides. If two (2) employees are required then a second ladder shall be used.
10. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials, or suspend them suitably in a tool belt.
11. Always face a ladder when ascending or descending and have free use of both hands utilizing three points of contact.
12. Clean muddy or slippery shoes before climbing.
13. Keep rungs clean and free of grease and oil.
14. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals, or take other precautions to prevent accidental contact that might upset the ladder.

609 Welding and Cutting - General

1. Welding and cutting shall be performed only by experienced and properly trained persons. Before welding or cutting is started the area shall be inspected for potential fire hazards.
2. When welding or cutting in elevated positions precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.
3. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
4. Matches and compressed gas lighters shall not be carried by welders or their helpers when engaged in welding or cutting operations.
5. A fire watch shall be maintained wherever welding or cutting is performed. A fire check shall be made of the area after completion of welding.
6. Where combustible materials such as paper clippings or wood shavings are present the floor shall be swept clean for a radius of thirty-five (35) feet before welding. Combustible floors shall be kept wet or protected by fire-resistant shields. Where floors have been wetted down personnel operating arc-welding or cutting equipment shall be protected from possible shock.
7. To protect eyes, face and body during welding and cutting the operator shall wear an approved helmet and/or appropriate eye protection, proper protective gloves, and clothing. Helpers or attendants shall wear appropriate eye protection. Other

employees shall not observe welding operations unless they use appropriate eye protection.

8. Appropriate eye protection shall be worn to guard against flying particles when the helmet is raised.
9. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.
10. In dusty or gaseous spaces where there is a possibility of an explosion welding or cutting equipment shall not be used until the space is adequately ventilated.
11. Welders shall place welding cable, hoses, and other equipment so that they are clear of passageways, ladders, and stairways.
12. Where the work permits, the welder should be enclosed in an individual booth or shall be enclosed with noncombustible screens. Employees or other persons adjacent to the welding areas shall be protected from rays by shields or shall be required to wear appropriate eye and face protection.
13. After welding or cutting operations are completed the welder shall mark the hot metal or provide other means of warning other workers that the metal is hot.
14. Potentially hazardous materials in fluxes, coatings, coverings, and filler metals are released to the atmosphere during welding or cutting operations. While welding or cutting adequate ventilation or approved respiratory protection equipment shall be used. Special precautions, as set forth by the manufacturer, shall be taken when using materials that contain cadmium, fluorides, mercury, chlorinated hydrocarbons, stainless steel, zinc, galvanized materials, beryllium, lead, and others.

Gas welding and cutting:

1. Only approved welding or cutting equipment shall be used.
2. All gas welding equipment and connections should be kept free from grease and oil (Oxygen will explode upon contact with oil or grease). Oily and greasy gloves may bring about the same effect, besides making it difficult to handle the cylinder.
3. Whenever opening or closing valves, open or close the fuel first, then open or close the oxygen.
4. Approved back flow check valves shall be used on gas welding rigs in both gas and oxygen lines.
5. Welding hose shall not be repaired with tape.
6. Be sure that the end of your torch is cleaned before attempting to light. Before igniting the flame at the torch ignite the gas first then introduce the oxygen slowly. Use only friction lighters. Matches shall not be used to light a torch. A torch shall not be lighted on hot work. A friction lighter or other approved device shall be used. Oxygen or fuel gas cylinders shall not be taken into confined spaces.
7. Never roll tanks on the floor, nor attempt to carry them by hand or hoist unless properly slung. Use the skid provided when unloading cylinders from the truck. After unloading a tank, the cylinder must be securely chained.
8. Securely fasten with a chain or cage the acetylene and oxygen tanks in an upright position where there is no danger of their falling or being bumped.
9. Use only standard green oxygen hose with right-hand couplings, together with red acetylene hose with left-hand thread.

10. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out equipment, as air may contain some oil and moisture. Use oxygen to blow out the oxygen hose and acetylene to blow out the acetylene hose.
11. When changing empty tanks for full ones:
12. Shut off valve on empty tanks.
13. Release thumb screw on regulator.
14. Disconnect regulator, blow out tank valve, and connect on full tank.
15. Stand on opposite side of tank, point the acetylene valve outlet away from the oxygen tank and face away from the gauge while opening the tank valve.
16. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess oxygen, which only causes unnecessary sparks in operation.
17. Do not put the materials in such a position as to permit sparks, hot metal, or the severed section of metal to fall on the gas supply hose or the feet of any employee.
18. At the completion of the work, the welder must make a careful inspection of the job site to ensure that hot articles have not been left smoldering which might later develop into a serious fire. Close the cylinder valves, remove the regulators and gauges and install the safety caps after each job.
19. Appropriate safety glasses, gloves, and steel toe shoes must be worn.

Electric welding:

1. Only approved electric welding equipment shall be used.
2. The electric welding machine shall be properly grounded before use.
3. Welding operations should be carried on such that the arc must be effectively screened to prevent eye injury to anyone present.
4. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
5. Welders shall not strike arc with an electrode whenever persons are nearby who might be affected by the arc.
6. Before entering the welding area, and effective warning, such as shouting, must be given, so that the operator may be aware of your presence and help you to avoid a sudden flash or other injury. Like the welding operator, the person entering the welding area is also required to wear appropriate eye protection.
7. When electrode holders are to be left unattended the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contacts with employees or conducting objects. The welding of galvanized material requires the operators to protect themselves with a specially designed airline respirator which fits under the operator's helmet.
8. Deposit short end of welding rods in the containers provided for that purpose to prevent burning holes in your shoes or starting fires.
9. When not in use, place the electric holder where it cannot cause an arc.
10. Prevent injury to yourself and to others from short circuits by only using welding cables that are in good condition.
11. Only properly authorized operators are permitted to use welding equipment. Never attempt to repair welding equipment yourself.
12. Helmets and shields will be used with all electrical welding. Do not remove your helmet while bending over a hot weld.

610 Material Handling

Many injuries occur in the process of handling materials. Injuries can be avoided by taking a little time to plan ahead, and using mechanical equipment wherever possible. Use of material handling equipment (hoists, conveyors, lift gates, hand trucks, dollies, forklifts, hydraulic tables) is ALWAYS the best practice when lifting and moving materials even if it is inconvenient to get it or set it up.

1. An employee shall obtain assistance from a fellow employee in lifting objects weighing more than 100 lbs. or a load lifting device shall be used.
2. Use the appropriate equipment. Remember that hand trucks, dollies and wheelbarrows are designed to handle heavy, bulky, or loose materials; whereas utility carts are designed for office supplies.
3. Keep fingers away from pinch points, especially when setting down materials, passing through doorways, and closing drawers and doors.
4. When two (2) or more employees carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
5. When two (2) or more employees are carrying an object each employee, if possible, should face the direction in which the object is being carried. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.
6. Employees should use proper lifting techniques and avoid twisting or excessive bending when lifting or setting down loads.
7. When moving a load horizontally employees should push the load rather than pull it.
8. When performing a task that requires repetitive lifting the load should be positioned to limit bending and twisting. The use of lift tables, pallets and mechanical devices should be considered.

The single and most important preventative safety measure employees should be aware of is the FOUR STEP LIFTING PROCESS.

1. Get ready – size up the load, get help if needed. Remove protruding nails, splinters, sharp edges, oil, grease, or moisture. Wear gloves and safety shoes. Be sure the path is clear of obstacles.
2. Pick it up – get a firm footing and good balance, have your feet shoulder width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible, grip load firmly, lift the object to carrying position, keeping it close to the body. Let leg and arm muscles do the work.
3. Carry it carefully – be sure your vision is clear. When changing directions, be careful not to twist your body. Turn your body by changing the position of your feet. Use caution in tight places so as not to smash fingers or hands.
4. Put it down – if the receiving surface is about waist high, use the edge to take part of the load, then push it forward. If you lower the load to the floor, bend your knees, keep your back as straight as possible and the load close to your body.

SECTION 7 - Fire

701 Fire Prevention

Fire can be prevented by orderly planning, sensible arrangement of fire producing activities in relation to combustible materials, good housekeeping, and observance of practical control of smoking habits when flammable substances are present.

The following safety procedures are established:

1. Fire extinguishers must be prominently displayed, labeled for usage, inspected annually, and kept clear for easy access at all times.
2. Employees shall know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your Supervisor so a replacement may be obtained or the extinguisher recharged.
3. Use of gasoline or other fuel is prohibited for cleaning parts, floor, or any part of buildings.
4. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. must be handled and dispensed from approved safety cans, having a spring-loaded cap. Container must be labeled as to contents, with HMIS or NFPA labels adhered to the sides of the container.
5. The fueling of any type of motorized equipment while the engine is running is prohibited. Stay in contact with a metal part of the vehicle or touch the metal part of a vehicle away from the fuel filler to discharge any static electrical build-up. When transferring flammable liquids, bonding wire between containers and a ground wire must be in place to guard against the build-up of a static electrical charge. When filling portable containers, the container must be on the ground, not in a truck bed or other elevated surface.
6. Never overfill a fuel tank but rather under-fill it to allow room for expansion of the fuel. If there is a spill report it immediately to your Supervisor.
7. No artificial light except UL approved electrical flashlights will be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected of containing gasoline or vapors. Stay out of the area completely and call the Fire Department.
8. "NO SMOKING" must be followed and enforced in all areas where hazardous substances are stored or used and any other area where posted.
9. Exits must not be locked (chained or otherwise) from the inside.
10. Electrical extension cords are approved for temporary use only and they should never be a smaller gauge than the appliance cord connected to it.
11. No candles or open flames are allowed within the facility.
12. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).

702 Fire Extinguishers

Fire Extinguishers, when used properly, can be a very effective way of preventing a small fire from turning into a disaster. It is extremely important that the right extinguisher is used in the right situation and that the extinguisher is used properly.

1. A two and half (2-1/2) lb ABC fire extinguisher shall be kept in each City/BPW vehicle. All City/BPW commercial motor vehicles shall carry a five (5) lb ABC extinguisher.
2. All City/BPW buildings shall be equipped with fire extinguishers.
3. Extinguishers shall be located near entrances to buildings when possible.

4. All employees that may be expected to use an extinguisher must be trained to properly select and use an extinguisher. For quick reference in the use of extinguishers employees should remember the word PASS.

P - Pull the pin

A - Aim the nozzle at the base of the fire

S - Squeeze the handle

S - Sweep the discharge at the base of the fire

Fires are commonly classified as A, B, C, and, D, which is not as common. The D fire is a metal fire, such as magnesium, where a special extinguishing agent is needed. When faced with the need of having to use an extinguisher, the one that you use will have one of the above-mentioned classification letters:

Class A: This is an ordinary combustible fire such as wood, paper, cloth, rubber, and plastics. On this type of fire, you should use water, a Class A extinguisher, or a multi-purpose powder extinguisher marked ABC.

Class B: This is a flammable liquid of fire which can consist of thinner, gasoline, grease, oils, and similar products. On this type of fire, you should use a multi-purpose ABC or carbon dioxide extinguisher. The carbon dioxide extinguisher will be marked B, C. NEVER USE WATER ON A FLAMMABLE LIQUID FIRE. When using these types of extinguishers, get close to the fire and spray at the base with a sweeping motion so that you can smother the fire with the extinguisher.

Class C: This is an electrical fire in energized electrical equipment such as televisions, appliances, machinery, or computers. The best extinguisher to use is a B, C rated carbon dioxide. The multi-purpose ABC can also be used, but may cause more damage. Shut off the power as soon as possible, and NEVER USE WATER ON AN ELECTRICAL FIRE.

Class D: The D fire is a metal fire, such as magnesium, where a special extinguishing agent is needed.

Section 8 - Work Area Protection

801 General

1. Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, employees, and equipment by the use of adequate barriers, warning lights, lights, flags, traffic cones, high-level standards, barricade rope, flagmen, etc., on approaches to work areas, excavations, open manholes, parked equipment, etc.
2. Work area protection is accomplished by the use of good informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and the equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance, and the use of good common sense. It is of the utmost importance

that the work area be properly identified and that warning devices clearly convey the message to the public well in advance of arrival at the work area.

3. The public must be warned in advance and guided safely through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.
4. The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation and maintenance, coupled with the use of common sense.

802 Equipment

1. Only those signs, standards, barricades, flags, and cones that conform to Federal, State or local codes shall be used.
2. All state and local traffic codes shall be followed when providing work area protection.
3. During night operations or in periods of reduced visibility special precautions shall be taken. Adequate warning equipment which may include flashing lights, strobe lights, flares, or area illumination, shall be used.
4. Warning devices and equipment shall be removed as soon as the hazard is eliminated.
5. Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.

803 Flagmen

1. Flagmen or other appropriate traffic controls shall be used to supplement protection provided by signs, signals, and barricades whenever necessary.
2. Flagmen shall receive the appropriate training prior to engaging in active work at the job site.
3. Flagmen shall wear a safety vest. Safety vest worn at night shall be of a reflector material.
4. Flagmen using hand-signaling equipment shall ensure signals provide sufficient warning to protect themselves and the worksite. The use of sign paddles are preferred and should be used if available.
 - a. Signal flags shall be red and at least twenty-four (24) inches square.
 - b. Sign paddles (Stop and Slow) shall be on a six (6) foot staff.
 - c. In periods of darkness or reduced visibility red lights shall be used.
5. Flagmen shall place themselves in a protected position to reduce the possibility of injury from traffic.
6. Flagmen shall ensure they can fully observe the operation and shall guide vehicular traffic in such a manner as to minimize the possibility of accidents or injury.
7. When flagmen are used at both ends of a jobsite reliable communications or prearranged signals shall be used to ensure proper traffic flow.
8. Flagmen shall face traffic when giving signals.
9. Flagmen shall give positive, direct signals that leave no doubt as to their meaning.

804 Lock, Tag, and Try

1. The Lock, Tag, and Try Procedure for working on equipment will be as follows:

- a. Notify affected employees of the intended shutdown and how long the machine will be out of service.
 - b. Shut down the machine.
 - c. Remove all energy sources from the machine. These include electrical, pneumatic, hydraulic, and potential energy as well as energy stored by springs, capacitors etc.
 - d. Place a lock and tag on all energy isolating devices to prevent them from being moved.
 - e. Try to start the machine. Return all start buttons to the off position after startup attempt to prevent unexpected startup when tags are removed and energy isolating devices are restored to the "on" position.
2. All voltages shall be handled properly and safely.
 3. Only qualified employees will work on or repair live or energized equipment. Consult your Supervisor before working in unfamiliar electrical situations.
 4. When working on live equipment, work on only one (1) wire at a time and insulate all conductors which may come in contact with the live circuit.
 5. Adequate personal protective equipment must be used when working on live circuits.
 6. Use only nonconductive ladders and hard hats when working near energized circuits.
 7. Treat all electrical equipment as though it was live.
 8. Shut off power before removing guards from motor-driven equipment.
 9. Keep the work area as dry as possible.
 10. Fuses shall be replaced with fuses of only the correct capacity.
 11. Finger rings, bracelets, or metal watch bands shall not be worn when working with electrical equipment.
 12. When opening disconnects wear proper eye protection to shield the eyes from the flash or sparks.
 13. When opening disconnects wear proper approved hand protection such as linesman gloves.
 14. After repairs replace cover plates on lighting and power cabinets or electrical enclosures.
 15. Restrict the number of people in the work area.
 16. Inspect all electrical extension cords for signs of wear.
 17. Extension cords shall not be used as permanent wiring in any situation.
 18. Ground all electrical power tools.
 19. Do not pull on the cord to disconnect equipment.
 20. All portable equipment shall be grounded by means of a three-wire cord and polarized plug or wire leading from the frame of a machine to a good return ground. OSHA approved insulated portable power tools may be used. Grounding plugs shall not be altered.
 21. Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

Section 9 – Working in the Right-of-Way

901 General

Maintenance activities such as street painting, street sweeper operation, tree trimming, and traffic signal repair, may interfere with normal right-of-way. Warning flashers and safety strobe lights shall be used as a warning device.

For minor construction or maintenance operations requiring fifteen (15) minutes or less, the work vehicle itself with high visibility color or reflective markings mounted on the vehicle and warning lights, will usually be adequate.

When any maintenance or construction activities in or any obstruction of the right-of-way exceed fifteen (15) minutes duration, adequate signs and barricades must be set up according to the Manual of Uniform Traffic Control Devices (MUTCD).

The following safety procedures are established:

1. No City street can be completely closed for utilities repair work without adequate notice to the Police Department and Fire Department through the Dispatch Center.
2. When City work crews must perform work in lane of traffic, the City Clerk should be notified as to location, time work will start, and estimated time of completion so as to notify the public.
3. If an open cut is left in the lane of traffic, signs, and barricades must be placed in accordance to the MUTCD and adequate lighting shall be provided.
4. All mobile equipment used for maintenance and repair work in City streets must be equipped with a safety strobe light.
5. When a portion of a street has been closed for maintenance and repair work and construction equipment must be intermittently operated in lanes left open to traffic, a flagger must be provided to control traffic.
6. Every attempt should be made to work in front of your vehicle to buffer traffic from the rear.
7. All MUTCD standards shall be met when installing and maintaining traffic control devices on public streets, highways, bikeways, and private roads open to public travel.

902 Traffic Warnings

1. Protection of hazards such as large holes, soft patches, etc:
 - a. Place signs in advance of hazard.
 - b. Protect holes and patches with barricades at the hazard.
 - c. Where flags are used to mark a hazard, they must be replaced by signs as soon as possible.
2. Removal of temporary construction signs:
 - a. Signs placed solely for the protection of workers must be removed at the end of the day's work.
 - b. Signs to warn of temporary hazards (bump, one-way traffic, etc.) must be removed as soon as the hazard has been eliminated.
3. Protection of employees working on roadway:

- a. Warning signs must be placed in advance of the work in both directions during crack-filling operations.
 - b. Work must be done on only one-half of the roadway at a time when patching and/or filling cracks, etc.
 - c. Flaggers must be used when the amount or speed of traffic warrants.
 - d. All employees working in the right-of-way must wear safety vests.
4. Members of the flag crew should:
 - a. Stand near enough to the employees being protected so there is no doubt as to the flag crew's purpose.
 - b. Stay not less than 100 feet from the employees unless conditions make this impossible.
 - c. Stand on the shoulder, to the right of approaching traffic.
 5. To stop traffic:
 - a. Hold sign stationary, extended into the traffic lane, until the car has stopped.
 - b. Speak to the driver if necessary and give the signal to proceed with the free hand.
 6. To slow traffic:
 - a. Hold sign stationary, extended into the traffic lane, until the vehicle has slowed sufficiently.
 - b. Lower sign and give signal to proceed with free hand.
 7. Flagging traffic at night:
 - a. Use a bright red lantern or fuses.
 - b. To stop traffic, wave the light back and forth until the vehicle has stopped.
 - c. Give the signal to proceed with your free hand or by speaking to the driver.

Section 10 - Tree Trimming

1001 General

1. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.
2. When tree trimming, tree felling, brush loading, or brush disposal operations are under way on street, highway or any other area accessible to the public, signs, cones, red flags or flares, barricades, or other warning devices (or combinations thereof) shall be used to protect vehicular and pedestrian traffic.
3. Climbers with pole gaffs shall not be used in trees.
4. Dead or rotted limbs, regardless of size, shall not be used by employees for support.
5. No work shall be done in a tree until the employee is securely tied in or belted to the tree.
6. Ropes of a suitable strength should be used for lowering of large limbs.
7. Ropes must be used for raising and lowering of tools.
8. The climbing rope shall be crotched in such a manner as to prevent its "working out" on a lateral limb.
9. When working in a multiple trunk tree the climbing rope shall preferably be crotched around a main trunk other than the one on which the employee is working.

10. Employee shall crotch their climbing rope in two (2) places if a single crotch does not adequately protect them from falling into energized lines or falling back into the trunk of tree.
11. The climbing rope shall not be used as a pull rope or as a hand line to lower limbs or branches.
12. The ground end of a climbing rope shall not be allowed to dangle over roadways and shall be kept free from obstructions, passing vehicles, etc.
13. The taut-line hitch shall not be released until the climber is on the ground.
14. Branches or other material shall not be dropped unless the immediate area has been cleared so that there is no possibility of injury to persons or damage to property. If such a possibility exists a rope shall be used to lower branches or other materials.
15. When lowering heavy tree members employees shall not tie fall lines around hands or bodies.
16. Employees shall not attempt to clear limbs or brush from under that side of tree where the climber is working.
17. Ladders should not be used unless they can be set on a firm foundation.
18. Climbers shall always call a warning before dropping limbs.
19. Never leave hangers or tools in a tree over the lunch period or overnight.
20. For removal operations: pull ropes are used to guide the fall of large trees. Once notching has started, the street must not be left unattended.
21. Employees shall obtain assistance or use power equipment, if available, when lifting logs or other heavy loads.
22. When loading brush onto truck employees shall not stand on or straddle the loaded brush.
23. Brush shall be hauled away promptly or otherwise disposed of to avoid presenting an attractive nuisance and to prevent injury to persons or damage to passing vehicles.
24. When hauling brush, care shall be taken that it does not extend over the sides of the truck.
25. When it is necessary to work in the vicinity of poison ivy or poison oak employees shall keep sleeves rolled down and wear gloves.
26. Walk with the chain saw stopped and the guide bar pointing to the rear.
27. Always stand at the end of the saw when cutting, never at the side.
28. Avoid using the tip of the saw for cutting.
29. Never replace chain in guide rail groove while motor is running.
30. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain.
31. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer and easier cutting.
32. Refuel the saw before it runs out of gasoline to avoid a "bound saw" which is difficult to refuel and start; and to avoid the danger of fire when starting a saw at the refueling site.
33. Hard hats, appropriate eye protection, and proper personal protective equipment, including chaps and steel toe shoes, are mandatory.
34. Except in the cases of emergency, tree trimming and tree-felling work should terminate and employees should be moved to a place of safety during electrical

storms and periods of high winds or other unusual weather conditions that are dangerous to employees.

35. Special precaution should be taken when it is necessary to work around live wires.

1002 Working Near Energized Conductors

1. Before any employee climbs, enters, or works around any tree a close inspection shall be made to determine whether an electric conductor passes outside a safe distance of the electrical conductor. If it does not fall outside a safe distance the conductor will either be discharged by a trained person capable of such work or the tree work will be completed by a person trained to handle tree work within close proximity of an electric conductor.
2. Wires in proximity to tree trimming shall be considered as energized unless proven to be dead and are grounded.
3. Broken or fallen wires shall not be handled except by persons experienced in such work.
4. When working near wires the employee shall have their climbing rope secured so that in the event they slip or a limb breaks they will swing free and clear of the wires.
5. Tree limbs shall not be dropped on conductors.
6. Ropes shall not be thrown over conductors or cross arms for the purpose of using the conductor or cross arm as a support or hitch.
7. Dry ropes shall be used in trees through which energized conductors pass.

1003 Tree Felling

1. The employee felling the tree shall plan a clear retreat path before a cut is started.
2. The employee shall appraise the situation for dead limbs, the lean of the tree to be cut, wind conditions, and other hazards and exercise proper precautions before the cut is started.
3. When felling a tree an undercut shall be made about 1/3 the diameter of the tree to guide the tree in the direction to fall and reduce the possibility of splitting. A back or felling cut shall be made parallel to the inner edge of the undercut and approximately two (2) inches higher than the undercut.
4. The employee shall shut off his saw before he/she starts his/her retreat.
5. On terrain where trees are likely to slide or roll, employees shall fell trees from the uphill side.
6. No one shall be allowed to work in a tree located near a tree that is being felled if there is any danger of its being struck by any part of the falling tree. The recommended distance between workers is twice the height of the trees being felled.
7. All persons not engaged in the felling operation shall be kept clear of guide ropes and other rigging.
8. Clear warning shall be given to all employees in the area when trees are to be felled or heavy tree members are to be dropped.
9. Once the felling of a tree has been started it shall be completed before leaving the job.

1004 Care and Use of Tools and Rope

1. Ropes shall be inspected at least daily. Damaged sections shall be cut out and destroyed or the rope replaced.
2. Ropes shall be kept away from fire, acids, oil, chemicals, and all sources of excessive heat.
3. Dragging ropes over rough surfaces and sharp objects, such as rocks, shall be avoided. Ropes shall be stored separately from sharp-edged cutting tools.
4. The cutting edge of tools shall be suitably sheathed or guarded except while in actual use. Cutting tools shall be kept sharp and properly shaped.
5. When not in actual use the trimmer's saw shall be returned to the scabbard.
6. Axes shall not be used in trees or carried on the shoulder.
7. Tools shall not be thrown into or dropped from a tree. They shall be raised or lowered by a suitable rope line.
8. A pruner shall not be laid on a limb, in a crotch or hooked on a wire or rope. It shall be hooked over a limb strong enough to hold its weight.
9. Ladders shall be removed from the base of the tree when not in use.

1005 Powered Trimming Equipment

1. Employees operating powered trimming equipment shall wear appropriate eye, ear, and face protection and PPEs.
2. Chain-saw operators shall inspect the saw before each use to assure that all handles and guards are in place and tight, that all controls function properly and that the muffler is operational.
3. Chain-saw operators shall follow manufacturer's instructions on operation and maintenance.
4. Power saws weighing more than fifteen (15) pounds that are used in trees shall be supported by a separate line unless the work is performed from an aerial lift or no supporting limbs are available.
5. When starting a chain saw it shall be placed on or against a solid support and the area cleared of all co-workers.
6. The operator shall grip the chain saw with both hands during the entire cutting operation.
7. Saw bumpers shall be against the tree or limb before starting a cut.
8. Chain-saw operators shall, when necessary, clear the immediate area around their work to make certain that brush will not interfere with either the chain saw or operator.
9. All chain saws shall be equipped with dead-man controls (control cannot lock in "on" position).
10. The chain-saw engine or motor shall be stopped for the following:
 - a. When working on any part of the chain or cutting bar.
 - b. While the saw is being moved from one location to another, including being carried up into the tree.
 - c. While unit is unattended.
11. Gasoline-driven chain-saw engines shall be stopped when being refueled. If gas is spilled on chain saw during refueling it shall be wiped off before engine is started. Chain saws shall not be started within ten (10) feet of a fueling area.

12. A gasoline-driven chain saw shall not be used above shoulder level or at a distance that would require the operator to relinquish a safe grip on the saw.
13. Employees shall not approach chain-saw operator within the reach of the saw while the saw is in operation.
14. Employees shall never hand a pneumatic or hydraulic pruner or saw to another employee unless it is disconnected.
15. Powered tools shall not be left unattended if connected to a power source.
16. Powered tools shall not be adjusted or repaired while connected to power source.

1006 Chippers

1. Employees operating chippers shall wear appropriate eye, ear, and face protection and PPEs.
2. Access panels for maintenance and adjustment of the chipper blades and associated drive train shall be in place and secure during operation.
3. Chippers shall never be parked directly under tree being trimmed.
4. Employees shall not permit spectators to stand near machine while feeding brush into chipper.
5. Approved safety glasses with side shields shall be worn by an employee when feeding brush into chipper.
6. Employee shall never place hands or other part of body into brush hopper while chipper is in operation.
7. Tools or other metallic objects shall not be used to push brush into chipper. Material, which may contain foreign objects such as stones and nails, shall be loaded on truck and not fed into the chipper.
8. Ignition key shall be removed when chipper is left unattended.
9. Only wrist-length (non-gauntlet) gloves shall be used by employees feeding a chipper.
10. Trailer chippers detached from trucks shall have their wheels chocked.

1007 Right-of-Way Clearing and Maintenance

1. When two (2) or more employees are cutting brush, they shall be separated by at least ten (10) feet.
2. Under no circumstances shall anyone, except the operator, ride on a bulldozer or any other heavy equipment used in land clearing.
3. Bulldozer operators shall wear seat belts.
4. Employees shall not anchor equipment to railroad tracks, fences, or structures belonging to others.
5. When emerging from right-of-way, prior to road travel, employees shall test brakes.

1008 Use of Herbicides and Other Chemicals

1. Before using any herbicide or other chemical employees shall read the label carefully and follow the directions and precautions listed. Refer to the section on Hazardous Materials for additional information.
2. Employees shall avoid skin contact with or breathing mist of spray material whenever possible.

3. When working with toxic materials proper respirator protection and appropriate eye protection shall be used.
4. Spray equipment shall be cleansed daily when using oil solutions.
5. Repairs of equipment or transferring chemicals should be performed under a roof to avoid the potential of storm water pollution.
6. Spraying shall not be done when wind exceeds ten (10) mph unless specifically authorized by Supervisor.
7. Brush shall not be sprayed at a distance greater than fifteen (15) feet from power spray nozzle.
8. Oil and other liquids spilled on power spray equipment shall be removed as soon as possible to prevent falls from slippery surfaces.
9. Hose connections on hydraulic sprayers shall be checked before use to prevent blowing.
10. Employees shall not smoke on or around mist-spray equipment when oil solutions are being mixed or used.
11. Herbicides and other chemicals shall never be left where they would create a menace to persons or property.
12. Empty containers shall be disposed of in a safe manner. They shall never be thrown into ponds, lakes, or streams.
13. Where applicable all employees who apply pesticides or herbicides shall be licensed or work under the direct supervision of a licensed operator.
14. Spray wastes shall be disposed of in a safe manner and in accordance with federal, state, and local regulations.

Section 11 - Health and Environmental Control

1101 Hazardous Materials

1. To reduce the risks of working with hazardous materials, manufacturers of hazardous materials are required to convey hazard information to the users of their products. This is accomplished through the use of Material Safety Data Sheets (MSDS) and container labeling.
2. The MSDS is the main vehicle for communicating the hazards, safe handling requirements, and emergency procedures for each hazardous material. Employees shall know the location of the MSDSs for all hazardous materials known to be in their work areas.
3. MSDSs shall be made available to contractors working on City property.
4. Employees shall not use materials they find in unlabeled containers. Employees shall report unlabeled or damaged labels to their Supervisor.
5. Employees shall not transfer a hazardous substance from a labeled container to an unlabeled container unless the unlabeled container will be under the exclusive control of the employee.
6. Employees shall take proper precautions when working with unlabeled pipes.
7. Employees shall report all hazardous material spills to their Supervisor. Employees shall not attempt to control or clean up spills unless they have been properly trained and have the required personal protective equipment.

8. Repairs of equipment or transferring chemicals should be performed under a roof to avoid the potential of storm water pollution.
9. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for fifteen (15) minutes. Then be sure to report the injury immediately.

1102 Compressed Gases

1. Care shall be exercised in handling all compressed-gas cylinders. They shall not be dropped, jarred, or exposed to temperature extremes.
2. A sign "Danger--No Smoking, Matches, or Open Lights" or one with equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.
3. Keep stored oxygen cylinders at least twenty (20) feet from acetylene cylinders and other flammables or by a five (5) foot high noncombustible barrier.
4. Cylinders shall not be placed where they might become part of an electric circuit or within five (5) feet of an electrical outlet.
5. The recessed top of cylinders shall not be used as a place for tools.
6. Store all cylinders in upright and fastened positions (except one (1) ton cylinders designed for horizontal storage).
7. Place the protective cap on cylinders when they are not being used.
8. Do not store cylinders next to heat sources.
9. Always check the cylinder label or stencil to make certain you have the proper gas.
10. A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The Supervisor shall be notified.
11. A flame shall never be used to detect a gas leak.
12. Never use oil or grease as a lubricant on valves or attachments of oxygen cylinders.
13. Before the regulator is removed from a cylinder the valve shall be closed and all pressure released from the regulator.
14. No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.
15. Employees shall never force connections that do not fit nor shall they tamper with the safety relief devices or cylinder valves.
16. Cylinders not having fixed hand wheels shall have keys, handles or nonadjustable wrenches on the valve stem while the cylinders are in service.
17. Tag or label all cylinders that are empty and remove them from the work place.
18. Always transport cylinders in a secured upright manner.
19. Cylinders shall not be lifted by the valve or valve cap and shall be moved or transported in a safe manner.

1103 Confined Spaces

1. Only employees who have been properly trained on the hazards associated with confined or enclosed work space shall be allowed to enter a confined space or enclosed space. Typically, the confined spaces will include lift stations, storm and sanitary sewers, water manholes and the water reservoirs. A confined space or enclosed work space shall not include open trenches.
2. Before any entrance cover to a confined or enclosed space is removed it shall be determined that there are no temperature or pressure differences or other hazardous conditions that may injure the employees removing the cover.
3. Safety cones shall be placed around all open man holes.
4. Before entering a confined or enclosed space all levels of the space shall be tested for lack of oxygen and the presence of flammable or toxic gases and vapors. Results shall be recorded prior to entry.
5. If flammable or toxic gases or vapors are detected or if an oxygen deficiency is found, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level.
6. Employees shall not be allowed in the storm sewer beyond the catch basin.
7. While work is being performed in an enclosed space a person with basic first aid training shall be immediately available to render emergency assistance if there is a reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns in the area of the opening used for entry. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.
8. Entry into a confined space with an unsafe atmosphere shall be avoided if possible. Employees required to enter an unsafe atmosphere shall be equipped with a fresh-air breathing apparatus, body harness, and lifeline monitored by a properly trained attendant. All employees entering a sanitary sewer manhole shall have a body harness and be tethered to the proper winching or lifting device which shall be operated using a tripod or lifting machine.
9. Electric welding, gas welding, or cutting shall not be performed on the interior, exterior or near the openings of any confined space that may contain flammable or explosive gases or vapors.
10. Before employees are allowed to enter a confined space all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out and tagged. If required the space shall be drained, vented and cleaned.

1104 Lighting

When natural illumination is not sufficient artificial lighting shall be used. Temporary lighting (except battery powered) shall be protected with approved guards. In areas where flammable or combustible vapors, liquids, gases, dust, or fibers may be present only safety equipment approved for the hazardous locations shall be used.

1105 Excavations

1. Before opening an excavation all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.
2. All underground utilities shall be located prior to excavating.
3. Hard hats must be worn at all times by workers in or around excavations, trenches, tunnels, sewers, or other sub-surface operations.
4. When excavation operations approach the estimated location of underground electric installations the exact location of the installations shall be determined by safe and acceptable means, usually by hand digging or using the vac truck. An insulated shovel and the use of suitable gloves should be used when hand digging near electric lines.
5. If electric cables are damaged the following steps shall be taken:
 - a. If the damaged cable belongs to a utility other than the one performing the work this utility shall be notified at once.
 - b. The area shall be barricaded and the public kept out until hazardous conditions can be eliminated.
6. If gas lines are damaged, the following steps shall be taken as soon as possible:
 - a. The hole shall be left open to allow the gas to dissipate into the atmosphere. All possible sources of igniting the gas shall be removed or eliminated.
 - b. Residents of the area shall be warned when necessary and the public kept out of the area.
 - c. The gas company shall be notified at once.
 - d. Immediately call 911.
7. If communication cables are damaged the communication company shall be notified.
8. While the excavation is open underground installations shall be protected, supported, or removed to safeguard employees.
9. A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are four (4) feet or more in depth so as to require no more than twenty-five (25) feet of lateral travel for employees.
10. Employees exposed to vehicular traffic on the right-of-way shall wear safety vests or other suitable garments. Warning devices must be placed a sufficient distance with due regard for visibility, speed, and volume of traffic.
11. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall stand away from any vehicle being loaded to avoid being struck by any spillage or falling materials.
12. When mobile equipment is operated adjacent to an excavation and the operator does not have a clear and direct view of the edge of the excavation a warning system such as barricades, a spotter or stop logs shall be utilized. If possible, the grade should be away from the excavation.
13. Employees shall not work in excavations in which there is accumulated water or in excavations in which water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation but could include special support or shield systems to protect from cave-ins, water

removal to control the level of accumulating water or use of a body harness and life line.

14. If excavation work interrupts the natural drainage of surface water, such as streams, diversion ditches, or dikes, suitable means shall be used to prevent surface water from entering the excavation and to provide adequate ventilation, drainage, and safety.
15. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations support systems such as shoring, bracing, or underpinning shall be provided.
16. Employees shall be protected from excavated material or equipment that could fall or roll into excavations. Protection shall be provided by placing and keeping such materials or equipment at least two (2) feet from the edge of excavations or by using retaining devices that are sufficient to prevent materials or equipment from falling or rolling into the excavation.
17. Daily inspections of excavations, the adjacent areas and protective systems shall be made by the Supervisor for evidence of a situation that could result in possible cave ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted before starting work and as needed throughout the shift. Inspections shall also be made after every rainstorm. Where the Supervisor finds evidence of a situation that could result in a possible cave-in, failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.
18. When excavations are left open warning devices, barricades, or guardrails shall be placed to adequately protect the public and employees.
19. At the end of each workday as much of the excavation as practical shall be closed. No more of a trench shall be open at one time than is necessary.
20. Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices. Strobe or other flashing lights shall be used to further identify the area.
21. When it is necessary to leave excavating equipment unattended the blade, bucket, or scoop shall be lowered to the ground and the ignition system locked. Keys shall be removed from all idled excavating equipment.
22. Protective systems of trenches must commence at a depth of five (5) feet. Earth banks more than five (5) feet in depth, when not shored or braced, must be sloped to 1 ½:1 (Horizontal:Vertical). Excavation work must be under the supervision of someone with the necessary experience and authority to modify the shoring and method of excavating as necessary to ensure safety (Competent Person). Excavations less than five (5) feet must also be protected when hazardous ground movement may be expected.
23. If the texture of the earth being removed is unstable (sand, loose fill, etc.) warn all workers against working too close to the excavation before shoring is installed. All soil classifications are assumed to be Type C soils.
24. Shoring and shield systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the shoring or shield system.

25. Removal of shoring systems shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible cave-ins of the side of the excavation or possible failure of the remaining members.
26. Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of a sudden lateral load.
27. Employees shall be protected from the hazards of cave-ins when entering or exiting the areas protected by shields.
28. Employees shall not be allowed on shields when shields are being installed, removed or moved vertically.

Section 12 – Working Around Electrical Lines

1. Contact the appropriate electrical service company (Electric Department, NPPD, or Norris) if work is to be done near electric service and accurately locate any buried service.
2. ALL wires and conduit must be considered energized and dangerous.
3. Booms and protruding parts of construction machinery must not be operated closer than ten (10) feet from overhead electrical lines. When construction machinery is operated in close proximity to energized lines that a full traverse of the moving parts could result in contact, a crew member must be provided to direct the operator. Crew members in those circumstances must be especially watchful that movement of the machinery be no closer than the minimum ten (10) foot clearance prescribed above.
4. Workers on the ground handling suspended loads, slings, cables, etc., in contact with the machine are in the most hazardous position if contact with energized electrical lines occurs. Ground crews must be repeatedly warned of the hazard and especially watchful to prevent such contact.

If Machines Contact Energized Wires

1. Immediately contact the appropriate electric service company.
2. The operator should attempt to swing the boom clear.
3. Persons on the rig are usually safe, stay in the rig. Only if absolutely necessary to leave the rig, jump clear at least three (3) feet from the rig without falling, being careful that no part of the body is in contact with the machine and the ground at the same time. Make sure that only one point of contact is made with the ground at any one time i.e. jump or hop with both feet together, until you clear the area. Do not just walk away from the rig, shuffle your feet until you are at least ten (10) feet away.

Section 13 – Tobacco Use

Employees of the City/BPW are prohibited from using any tobacco products or electronic nicotine delivery systems during all regular or overtime work periods including breaks in which the employee is being compensated or inside any vehicle owned by the City/BPW. Absence of “No Smoking” signs shall not excuse smoking in dangerous places. See the Tobacco Use Policy for more details.

Section 14 - Office Safety

Learning how to recognize hazards and prevent office accidents are the first steps in creating a safe working environment. Take a good look around your office, you will find it can be as potentially hazardous as industrial work places.

1. Practice good housekeeping at all times in office areas.
2. Keep cords and other wiring covered so they do not become tripping hazards. Do not overload outlets by connecting too many items.
3. Unsafe electrical cords, faulty electrical or other equipment and any other hazardous condition shall be reported
4. Keep equipment in good repair. If a machine overheats, smokes, sparks, or if you feel even a slight shock, unplug it and call a service person. Make a sign that warns others not to use the machine.
5. Do not block stairs, steps or doorways.
6. All emergency exits and emergency equipment such as fire extinguishers and fire hose racks shall be kept clear of all obstructions.
7. Caution shall be exercised when walking around blind corners.
8. Clean up all spills immediately.
9. Use the proper ladder or stool for reaching high places. Do not stand on chairs or furniture.
10. Follow proper lifting techniques when carrying large or awkward materials. Know your strength, and when in doubt make it a two-person job. Use arm and leg muscles, not your back. This means keeping your back straight and the load close to your body. Grasp materials firmly and make sure you can see over your load. When setting objects down, rest one corner first so your fingers are not caught underneath. Plan ahead so you have a place to deposit your burden. And be sure all obstacles are removed from your path; doors are open and appropriate lighting is provided.
11. Practice sound electrical safety techniques when working with computers, typewriters, photocopiers, etc.
12. Report unsafe situations to your Supervisor immediately.
13. Report accidents and injuries immediately to your Supervisor.
14. Each office shall develop an evacuation plan in the case of severe storms or tornadic activity. It is the responsibility of each employee to know the evacuation plan for your particular office area.
15. Drawers, of desks and file cabinets, shall be kept closed when not in use. Close drawers gently, using the handle to prevent pinched fingers.
16. Only one (1) drawer of a file cabinet shall be pulled out at a time in order to avoid overbalancing unless the cabinet is securely fastened to the wall or to other cabinets.
17. Material shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on lower shelves. Avoid overloading or front-loading top drawers. Unbalanced distribution at the top could cause the cabinet to topple. Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
18. Broken glass and other sharp objects shall not be placed in wastepaper containers.
19. Keep pointed or sharp objects in a separate box in your desk drawer.

20. Paper cutters require your complete attention; do not attempt to cut too many sheets at a time.
21. Keep your fingers clear of power staplers. Unplug it first. Be especially cautious when working on a jammed stapler.
22. When opening packages; inspect them for sharp projections and rough edges. When using a cutting tool, cut away from your body.
23. Employees using computer monitors for extended periods of time shall consider the following:
 - a. Keep back straight with feet resting firmly on the ground.
 - b. Use a back-supporting cushion for lower back.
 - c. Position the computer monitor so the operator's eyes are level with the top of the screen.
 - d. Position the computer monitor directly in front of the user and adjust to avoid glare.
 - e. Adjust the height of the chair or keyboard so that shoulder-elbow-arm angle is at 90 degrees.
 - f. Use a cushioned wrist rest to keep user's hands and fingers in the same plane as the forearm.
24. Computer monitor users shall adjust position frequently to avoid muscle stiffness.
25. No candles or open flames are allowed within the facility.
26. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
27. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
28. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
29. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.

Section 15 - First Aid

1501 Introduction

While emphasis is placed on the prevention of accidents and the injuries which often result, accidents do occur. Prompt, knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The City/BPW will provide certified first aid training every three (3) years for all employees.

1502 General

1. First aid kits shall be maintained in City/BPW buildings and shall be carried in all City/BPW vehicles.
2. Supervisors or their designee shall check first aid supplies on a periodic basis. Minimum amounts of each item must be maintained.
 - a. Employees shall be familiar with the basic techniques for first aid so that they may provide emergency treatment to fellow employees. Personnel should be knowledgeable of the treatment for traumatic shock, means of giving artificial respiration, and control of bleeding. Preplanning for a potential emergency situation is extremely valuable. All employees should be aware of the medical services available and how to obtain them.
3. Cuts, scratches, etc., should be given prompt medical attention. Always be sure that open wounds are thoroughly cleansed with soap and water to prevent infection. Direct pressure is the best way to stop most bleeding injuries.
 - a. Consult the Blood borne Pathogen section to determine first aid procedures in dealing with body fluids or other potentially infected fluids.
4. There are some cases in which an injured employee, when needing professional medical attention, can be transported to the hospital by City/BPW vehicle. There may be serious cases; however, in which it is important that the injured employee be seen by Paramedics. If there is any doubt in the mind of the Supervisor, it should be resolved by calling for Paramedic service. As an example, the following conditions would definitely indicate Paramedic service:
 - a. Employee unconscious or apparently in shock.
 - b. Any apparent open or angulated fracture.
 - c. Any uncontrolled bleeding or large blood loss.
 - d. Severe abdominal cramps and/or vomiting.
 - e. Other symptoms of internal injury.
5. To obtain Paramedic service call 911.

1503 Artificial Respiration and CPR

Whenever a person is found unconscious an employee should determine if the person is breathing. If the person is not breathing rescue breathing should be started as soon as possible without endangering the rescuer. The City encourages certification in artificial respiration and CPR procedures and will provide training and the opportunity to become certified.

Section 16 - Blood Borne Pathogens

Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV and hepatitis.

1. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
 - a. All blood and body fluids will be treated as infectious although the special hazards and higher risk of transmission with certain body fluids are recognized.
 - b. Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls personal protective equipment shall be used.
2. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
3. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself.

Section 17 – Serious Industrial Accident

1700 Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, insurance companies, or attorneys.

1. Be prepared to talk to local Police Officers, County Attorney, and investigators. Be aware that police and County Attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories.
2. Be prepared for contacts from local news media. Do not speak with the media. Direct all media request to the City Administrator or City Attorney. .
3. The Superintendent or City Administrator will contact the employee’s next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support.
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a “tourist attraction.”
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.

Section 18 - Return to Work Program

It is the City/BPW’s goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both City /BPW and its employees.

City/BPW has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

In addition to workers' compensation, the City/BPW has implemented a Return to Work program. See the Return to Work Policy for details.

SAFETY MANUAL RECEIPT

I, _____, acknowledge receipt of the
(print name)

City/BPW Safety Manual. I understand that it is my duty to read, study, and abide by these safety rules and work procedures and other City and BPW policies and procedures as they apply to the duties that I shall perform for the City/BPW.

I further understand that failure to abide by these rules and other City and BPW rules and procedures shall result in disciplinary action that could include termination of employment.

I have read and understood all policies, programs, and actions as described, and agree to comply with the City/BPW Safety Manual.

(Signature of Employee)

(Date)