



**CITY OF KEY WEST**

**SAFETY  
AND  
LOSS PREVENTION  
PROGRAM**

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## SECTION I. SAFETY POLICY

### CITY OF KEY WEST, FLORIDA

The safety of the City's employees is a prime area of concern and a core value of the City of Key West. All City facilities shall provide and maintain safe and healthy working conditions as well as follow operation practices which safeguard each employee of the City. It is the policy of the City of Key West to do all that is practical to prevent injury to persons and damage to property, and to protect the interest of its employees, the City, and the public from the results of accidents.

Safety is a concern wherein the City must have complete management support at all levels. Upper management insists that safety practices, safety directives, and safety instructions of the Risk Manager/Safety Officer be followed by each and every employee. To underscore this level of support, safety will be a permanent agenda topic at all regular staff meetings.

The City is not only concerned with the high cost of accidents, it is genuinely concerned about the welfare of its employees. The very nature of our work involves hazards too numerous to mention when safety practices are ignored.

Accident prevention in the work place is largely a matter of education, vigilance, cooperation and common sense. Hard and fast rules alone will not ensure safety on the job. This core value can only be achieved by ongoing employee safety training programs, proper accident reporting and investigation, and the full cooperation of each Supervisor, Foreman and employee.

The City of Key West is committed to the need to control accidents and is willing to give the program the support required for effective results. This commitment includes budgeting a realistic sum of money for the implementation of safety training, safety procedures, and updates to department facilities in order to come into compliance with this program.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

"People are our most important asset -- their safety, our greatest responsibility."



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James K. Scholl, City Manager  
City of Key West

## SECTION II. SAFETY COMMITTEE

### SAFETY AND LOSS PREVENTION COMMITTEE ORGANIZATION

A Safety and Loss Prevention Committee has been established to recommend improvements to our workplace safety and health program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The Safety and Loss Prevention Committee representation is made up from the City's major operating departments, and members are appointed by the City Manager and, when applicable, the Collective Bargaining Units. The Safety and Loss Prevention Committee is comprised of Twelve (12) members:

\*Members will be selected in equal numbers from supervisory and non-supervisory personnel, and from amongst the following department breakdown:

Police (1), Fire/EMS (2), Transit (1), Port (1), Fleet (1), Community Services (2), Finance/HR/Clerk/Legal/IT/Planning/City Managers (1), Engineering/Building/Code/Parking/Utilities (2), Risk Management (1)

Within the ratio of supervisory/non-supervisory participation, the Committee membership must include members from each of the following associations as per the respective collective bargaining agreements:

\*IAFF, PBA, Teamsters Local Union No. 769

Safety and Loss Prevention Committee meetings will be held at least quarterly and may be called more frequently as needed. The Risk Manager/Safety Officer or his/her appointee will prepare an agenda in advance of each meeting indicating time schedules for:

\*Reviewing and acting upon items addressed in previous Safety and Loss Prevention Committee meetings as deemed necessary;

\*Reviewing accident investigation and incident reports and recommending changes or additions to Section VII of this safety and health manual, or recommending changes to the work practices or work place;

\*Reviewing reports by members designated to conduct safety and health inspections and to monitor safety and health training conducted for employees since the previous meeting;

\*Addressing the present focus for safety and health awareness including, but not limited to, proposed improvements to the safety and health program.

The Risk Manager/Safety Officer or his/her appointee will provide copies of meeting minutes to each Safety and Loss Prevention Committee member for posting on individual department bulletin boards. Minutes will be prepared and posted after each meeting.

## SECTION III. RESPONSIBILITIES

### A. *DEPARTMENT HEADS.*

Each Department Head has the responsibility and authority for maintaining a safe work environment within their jurisdictions. Each Department Head is responsible for providing the type of work environment, work procedures, and service to the public that will promote, to the highest extent possible, the safety of the employees and the general public. Therefore, each Department Head shall:

- Maintain direct communication with the Risk Manager/Safety Officer for assistance and guidance relative to safety & loss prevention issues.
- Develop and actively support a departmental Safety & Loss Prevention Program that will effectively reduce the frequency and severity of accidents.
- Develop and adopt practical safety rules and regulations pertinent to the activities conducted by the department.
- Establish and maintain a system of job safety analyses and monthly safety inspections of their respective departments with copies forwarded to the Risk Manager/Safety Officer.
- Provide for adequate job training and continuing safety instruction to all employees and volunteers. Also, hold each supervisor accountable for timely investigation and reporting of preventable injuries, vehicle crashes, and liabilities incurred by their employees.
- Take corrective action for any unsafe condition that is observed which could adversely affect the safety of employees or the public. Additionally, timely follow-up action must be accomplished in compliance with Safety & Loss Prevention recommendations.

### B. *SUPERVISORS.*

Each Supervisor has the responsibility and authority for maintaining a safe work environment within their jurisdiction. Each Supervisor is responsible for providing the type of work environment, work procedures, and service to the public that will promote, to the highest extent possible, the safety of the employees and the general public. Therefore, each supervisor, shall:

- Enforce safety procedures that apply to the work they supervise.
- Provide adequate basic job training and safety instruction to all employees under their jurisdiction.
- Be fully accountable for preventable injuries, vehicle crashes, and liabilities caused by his/her employees.

- Ensure that all applicable Safety and Loss Prevention policies are fully implemented for maximum effectiveness on each job.
- Provide continuing safety instruction while issuing daily work assignments, focusing attention on potential hazards, changes in work conditions, or procedures.
- Ensure that all employees are instructed and understand the use and need for safety equipment and protective devices for specific hazardous jobs.
- Make sure the necessary safety equipment and protective devices for each job are available, used, and maintained properly.
- Continually observe and evaluate work conditions and work procedures ensuring unsafe conditions and practices are detected and corrected.
- Promptly and properly investigate and report all accidents/incidents to their respective Department Head and Safety & Risk Manager. Ensure that recommended corrective actions are completed.

### ***C. EMPLOYEES.***

Each employee is required as a condition of employment, and each volunteer is required as a condition of volunteer status, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their fellow workers, and to conserve material resources. Each employee and volunteer shall:

- Promptly report to their supervisor all accidents, incidents and injuries occurring within the course of their employment or volunteer status, no matter how minor.
- Cooperate with and assist in the investigation of accidents to identify causes and corrective measures to prevent recurrence.
- Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
- Become familiar with and observe approved safe work procedures during the course of their work activities.
- Keep work areas clean and orderly at all times.
- Avoid engaging in any horseplay and refrain from distracting others.
- Obey all safety rules and follow published work instructions.
- Wear required Personal Protective Equipment (PPE) when working in hazardous operations or areas.

- Arrive at work sober and properly attired for the jobs they are expected to perform.

#### ***D. RISK MANAGER/SAFETY OFFICER.***

The City Risk Manager/Safety Officer is responsible for the direction and implementation of the Safety & Loss Prevention Program. His/her duties specifically are to:

- Act as consultant to the City Managers, Departments, and Safety & Loss Prevention Committee, and to present recommendations on appropriate action.
- Establish and maintain a formal Safety & Loss Prevention Program that incorporates practices and philosophies that are most effective in preventing injury, occupational disease, vehicular collisions, liability exposures, and damage to equipment and material.
- Consult directly with management and employees on loss prevention matters and provide guidance to ensure effective communication and administration of the plan.
- Periodically provide loss analysis to be submitted to the City Managers, departments and the Safety & Loss Prevention Committees, as necessary. The loss analysis shall include the development of loss experience, cost of risk, cause analysis, trending, problem areas, and overall safety performance of the City's various departments.
- Conduct follow-up inspections to ensure that unsafe conditions or practices identified by Safety & Loss Prevention Committee or departments have been corrected.
- Inform the City Manager and Department Heads about the status of matters affecting the Safety & Loss Prevention Program.
- Periodically evaluate department compliance with the Safety and Loss Prevention Program by inspecting City facilities, equipment, work practices and operations.
- Coordinate compliance with all federal, state, and local safety laws.
- Provide assistance to staff as necessary.

## **SECTION IV. SAFETY AND HEALTH TRAINING**

### ***A. SAFETY AND HEALTH ORIENTATION***

Workplace safety and health orientation will be a part of initial job training. Safety and health orientation must consist of the following:

1. Each employee will be given a personal copy of the City of Key West Safety and Loss Prevention Program Manual by the Human Resources Department during new hire orientation. Each employee is expected to execute an Acknowledgement Form certifying receipt and comprehension of the manual.
2. Supervisors will be available to answer questions to ensure knowledge and understanding of rules, policies, and job-specific procedures described in this manual.
3. Supervisors will provide all employees with instructions explaining that compliance with the work place safety and health rules described in this manual is required as a condition of employment.

### ***B. JOB-SPECIFIC TRAINING***

No supervisor will assume that a newly hired, newly assigned, or reassigned employee knows all safety procedures. He or she **MUST** be trained. The Supervisor, or an experienced employee acting as his/her designee, will train the employee on how to properly perform assigned job tasks safely using the following procedure as a guideline:

1. The Supervisor/designee will carefully review with the employee the specific safety rules, policies, and procedures that are applicable and that are described in Section VIII.
2. The Supervisor/designee will give employees verbal instructions and specific directions on how to do the job safely.
3. When necessary, a demonstration will be provided using safe work practices, including proper use of Personal Protective Equipment.
4. Employee will be observed by the Supervisor/designee while performing the work previously demonstrated to them. If deemed necessary, remedial instruction will be provided to correct any training deficiencies before the employee is allowed to perform without supervision.
5. Safe operating instructions will be received from the authorized equipment vendor prior to new equipment being used. This training may be provided for an entire group of employees or to designated individuals who will train other employees prior to the equipment's use.
6. All new employees are expected to request instruction from their supervisors in those tasks or for any equipment with which they are not familiar.

### ***C. PERIODIC TRAINING AND RETRAINING OF EMPLOYEES***

All employees will participate in ongoing safety training. The Risk Manager/Safety Officer or his/her designee will arrange training with Department Heads as well as document and maintain a schedule of general safety training activities. These activities may include, but are not limited to:

1. Reviewing and discussing sections of this Safety Manual or one part of the job-specific safety rules.
2. A discussion of on-the-job accidents and near-miss accidents, including possible ways of preventing them.
3. A review of changes and/or updates made to this manual.
4. The use of safety videos, online training, seminars, or written materials.

Employees will be periodically retrained when any of the following are applicable:

1. When a notable injury trend has been identified either by the Risk Manager/Safety Officer, Safety Committee or Management.
2. After a work related injury requiring medical treatment, when traceable to a specific unsafe act.
3. When a Supervisor observes employees displaying unsafe acts, behaviors, or attitudes.

## SECTION V. ACCIDENTS, WORK INJURIES, AND DAMAGE TO CITY PROPERTY

### A. ACCIDENT INVESTIGATION

Whether an injury or property damage results from an unsafe practice or unsafe condition, it reflects a situation that, if not corrected, could lead to repeated injuries or property damage. In this context, good investigation becomes an effective prevention tool. All instances of property damage, or bodily injury shall be investigated to a factual conclusion.

In addition to the Risk Manager/Safety Officer and/or the Workers' Compensation Specialist, the investigations should include the supervisor most directly involved, most responsible for controlling the problem which caused the injury or damage, and who initiates corrective action. The supervisor's attitude should be one of positive fact-finding, not blame-fixing or fault finding so as to foster a meaningful contribution of information. All necessary incident reporting forms are to be completed by both supervisors and employee and submitted to Risk Management.

### B. VEHICLE ACCIDENT AND INCIDENT PROCEDURES

Vehicular accident and property damage is defined as any occurrence between a City vehicle and another vehicle, pedestrian, animal, or fixed object. A vehicle is defined as any device for carrying or conveying persons or objects, including but not limited to automobiles, boats, mopeds, trailers, golf carts.

**UNDER NO CIRCUMSTANCE SHOULD ANY CITY EMPLOYEE MAKE ANY STATEMENT RELATIVE TO GUILT OR FAULT.**

All traffic accidents or incidents that occur involving a City vehicle, regardless of whether or not bodily injury or vehicle damage occurs, must be reported to supervisors and Risk Management, and the following steps must be followed:

1. Check to ensure all parties are safe, call for medical assistance if necessary.
2. **Do not admit fault.** Provide factual information only.
3. **Always** call the police dispatch @ (305) 809-1000 to ensure that a **KWPD** report is generated.
4. **Immediately** call your Supervisor.
5. **Do not discuss the accident with anyone at the scene except with the reporting Officer** completing the police report, your supervisor, and Risk Management.
6. Collect witness names, contact information such as address, telephone numbers, and insurance information.

7. Employees involved in vehicular accidents may be required to submit to drug/alcohol testing pursuant to the City's Drug Free Workplace Program, refer to said policy for guidance.
8. The supervisor must notify Risk Management via telephone or email within 24 hours of the accident, or on the next business day should the accident occur on a weekend or holiday.
9. Within 24 hours of the accident, the Employee/Driver must complete and deliver to Risk Management the City **Vehicle Accident Form**, which can be found on City Share Drive under "Risk Management."
10. Within 24 hours of the accident, the Supervisor of the employee/driver must complete and deliver to Risk Management the City **Supervisor's Report of Vehicular Accident**, which can be found on City Share Drive under "Risk Management."
11. The City's vehicle involved in the accident/incident must be taken to Fleet Service Division for a damage assessment and the scheduling of repairs. In cases on non-disabling damage, the vehicle must be taken to fleet in a reasonable amount of time. A reasonable amount of time is four (4) days.
12. For any accident in a **KWDOT Bus as Driver** the bus operator must:
  - Check & inquire about the condition of all passengers.
  - Gather as much passenger info as possible i.e. name, address & telephone numbers (contact information).
  - Inform your Supervisor **immediately** and follow procedures according to KWDoT guidelines.
  - Contact KWPD or Monroe County Sheriff to ensure a report is generated.
  - The City **Vehicle Accident Form** and **Supervisor's Report of Vehicular Accident Form** are to be completed by both operator and supervisor and submitted to the Director of KWDoT, who will in turn submit to Risk Management.
13. If an employee sustains injuries in the accident, refer to the City of Key West Workers' Compensation Manual for policy and procedure.

### ***C. WORK INJURIES***

If an injury occurs to an employee in the course and scope of their employment with the City, the policies, procedures, and forms to complete are delineated in the City of Key West Workers' Compensation Manual and incorporated herein by way of reference.

1. All work injuries must be reported by Workers' Compensation to the Risk Manager for injury tracking purposes.

## SECTION VI. ACCIDENT INVESTIGATION

### *ACCIDENT INVESTIGATION PROCEDURES*

**ALL ACCIDENTS, OR NEAR MISSES MUST BE REPORTED IN THIS MANNER AT THE TIME OF THE INCIDENT:**

- 1. TO YOUR SUPERVISOR, WHO WILL REPORT**
- 2. TO THE DEPARTMENT HEAD, WHO WILL REPORT**
- 3. TO THE RISK MANAGER.**

The City of Key West has exact procedures for conducting investigations of all workplace accidents, injuries, and occupational diseases. The investigation's purpose is not to place blame but to identify measures to prevent those injuries from recurring. Investigations are performed by the immediate Supervisor at the location where the accident occurred. The Risk Manager will be responsible for conducting an additional investigation if needed. These investigations may take place simultaneously or separately.

Immediate Supervisors are responsible for completing the accident-incident reports for all accidents for their departments and should be submitted through their Department Heads to the Risk Manager or Workers' Compensation within 24 hours of the incident. If the accident-incident involves a vehicular accident, the procedures in Section V (B) will be followed.

**Employee accidents requiring minor first aid treatment must be reported to your Supervisor as soon as possible. The Supervisor will then report the incident to the Department Head and the Department Head will report the incident to Workers' Compensation. Employee accidents resulting in medical treatment or hospitalization must be reported immediately. A Notice of Injury (NOI) Form will be completed for both accidents requiring only minor first aid treatment and formal medical treatment. Please refer to the City's Workers' Compensation Manual for further instruction.** Employees are encouraged to report incidents that do not result in injury that are often coined "near-misses" and are expected to cooperate with the investigation procedures.

## **SECTION VII. FUNDAMENTALS OF ACCIDENT PREVENTION**

### ***A. ACCIDENTS ARE PREVENTABLE***

Unfortunately, many people, either through ignorance or misunderstanding, believe that accidents are the inevitable results of unchangeable circumstances, fate, or a matter of bad luck.

It must be emphasized that accidents do not happen without cause, and the identification, isolation and control of these causes are the underlying principles of all accident prevention techniques.

No person can be effective in accident prevention unless he or she fully believes that accidents can be prevented and constantly strives to do so.

There are many methods of determining the causes of accidents. Below is a description used by the National Safety Council:

### ***B. CAUSES OF ACCIDENTS***

Causes of accidents can be divided into three (3) major categories:

- Unsafe acts of people,
- Unsafe physical or mechanical conditions, and
- Acts of God (floods, hurricanes).

According to the National Safety Council statistically; 88% of all accidents are a result of unsafe acts of people. Approximately 10% of all accidents are caused by unsafe equipment or unsafe surroundings. The other 2% of all accidents are caused by Acts of God. Therefore, elimination of unsafe acts of people will be the main thrust of any effective safety program.

### ***C. UNSAFE ACTS***

Some causes of unsafe acts include:

- Failure to follow a proper job procedure.
- Cleaning, oiling, adjusting or repairing equipment that is moving, electrically energized or pressurized.
- Failure to use appropriate personal protective equipment such as gloves, goggles, hardhats and seat belts.
- Failure to wear safe personal attire.
- Fail to secure or warn.
- Improper use of equipment.
- Improper use of hands or body parts.
- Making safety devices inoperative.
- Operating or working at unsafe speeds.

- Taking unsafe position or posture.
- Unsafe placing, mixing, or combining of materials.
- Using tools or equipment known to be unsafe.
- Driving errors.
- Horseplay.

Unsafe acts can usually be attributed to one of the following:

- Lack of knowledge, skill, coordination or planning.
- Improper attitude.
- Physical or mental defects.
- Lack of safety awareness.

#### ***D. UNSAFE CONDITIONS***

Most unsafe or hazardous conditions can be grouped into one of the following classifications:

- Defective or unsuitable tools, machinery, equipment or materials.
- Sloppy housekeeping.
- Unsafe or lack of methods or procedures.
- Employee not mentally or physically compatible with job requirements.

#### ***E. CONTROL OF ACCIDENT CAUSES***

There are three (3) main methods utilized to control accident causes. They are engineering, education and training, and enforcement. These three (3) methods are sometimes referred to as the "three E's of Safety" are outlined below:

1. **Engineering.** Causes of accidents, or unsafe conditions, can sometimes be eliminated through the application of engineering controls. When an operation is mechanically and physically safe, it is unnecessary to be as concerned about the uncertain behavior of people. Machines are less apt to fail than people. It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts. Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and hand rails are varied examples of safety engineering at work.
2. **Education and Training.** Just as safety engineering is the most effective way of preventing accident causes, safety education is the most effective tool in the prevention of human causes. Training is a particularly important accident prevention control; it gives each employee a personal safety tool by developing habits of safe practice and operation. Through adequate training and instruction, personnel gain useful knowledge and develop safe attitudes.
3. **Enforcement.** Usually, accidents can be prevented through adequate safety engineering and education. However, there are some people who are a hazard to themselves and others because of their failure to comply with accepted safety standards. It is these persons for whom the strict enforcement of safety practices is necessary, backed by prompt corrective

action. No organized accident prevention effort can be successful without effective enforcement because accidents are frequently the direct result of violations of safety principles.

To be completely effective; accident prevention controls cannot be applied "hit or miss." All engineering, education, training, supervision and enforcement measures will be directed toward the solution of specific problems. These are based on the collection of facts relating to unsafe acts or unsafe conditions.

## ***F. ELIMINATION OF UNSAFE CONDITIONS***

One of the most effective means of preventing accidents is the elimination of unsafe conditions. To stress safety while permitting unsafe conditions to exist is bound to create an obstacle to the cooperation required from employees. Employees are encouraged to report any unsafe conditions to their Supervisors. The Supervisor must take the initiative to abate unsafe conditions and protect employees and the public without the need for instruction from upper management. If abatement is beyond the Supervisor's scope of authority, the matter must be brought to the attention of the Department Head. If the Department Head is unable to resolve the unsafe condition then the Risk Manager must be contacted to resolve the situation.

### **The following unsafe conditions must not be permitted to exist:**

1. Obstacles and impediments to the safe movement of personnel, vehicles or machines, such as blocked fire exits.
2. Unsafe working and walking surfaces.
3. Worn, damaged or misused tools.
4. Failure to provide proper equipment and rigging for the hoisting and movement of heavy objects.
5. Operation of equipment with guards for moving parts of machinery removed and/or defeated.
6. Allowing employees to work without using required protective equipment such as goggles, gloves, hardhats, adequate footwear or seat belts.
7. Worn and/or damaged or unguarded electrical wiring, fixtures or power cords.
8. Absence of required signage warning of particular hazards in the area.

The important factor in eliminating unsafe conditions is doing so before an accident occurs. Near-miss occurrences need to be investigated and corrected as they are a warning of a condition that may eventually lead to an accident. A near-miss occurrence is an example of an incident resulting in neither an injury nor property damage. However, a near-miss occurrence has the potential to inflict injury or property damage if its cause is not corrected.

All employees are to search out hazardous conditions and eliminate them before they bring about any injuries or cause work interruption. Too often an unsafe condition is allowed to exist simply because it has not caused an accident - yet.

## ***G. REPORTING UNSAFE CONDITIONS***

All City of Key West employees are to keep alert for unsafe conditions.

If an unsafe condition is identified, it is to be reported to a Supervisor. The Supervisor will evaluate the risk of personal injury, public liability and damage to property or equipment. The Supervisor will initiate steps for immediate correction of the unsafe condition. Each department is responsible for correcting its own unsafe conditions. Reporting of unsafe conditions shall be done in a manner respecting each department's chain of command and/or organizational chart.

If after reporting the safety concern up the chain of command the problem is not corrected in a timely manner or the hazard is not secured, the employee is to call the Risk Manager to report the unsafe condition.

## ***H. CORRECTING UNSAFE ACTIONS***

Regardless of the degree to safety built into a job, unsafe actions on the part of employees will always be a cause of injuries. Teaching employees safe work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials and less damage to equipment. Much of this instruction can be boiled down to a few simple principles or job rules. By concentrating on these safe habits, by showing "why" as well as the "how" of safety and by constantly supervising employees safe work habits, they will become the accepted method for the employee to perform tasks.

Actual demonstrations of the right way of doing tasks should be conducted, accompanied by the basis for preferring one work habit to another. Equally important as this initial instruction is the review of subsequent performance. When the right way has been presented and agreed to by the individual worker, it is essential that failure to comply be noted and corrected.

Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action.

## **SECTION VIII TASK SPECIFIC SAFETY GUIDELINES**

### **SECTION VIII-1. RIGHT-OF-WAY MAINTENANCE AND CONSTRUCTION**

City of Key West reviews and complies with the Florida Maintenance of Traffic Standards (FMOT) for construction, maintenance work or utility work. Each City Department that performs work on or around the public right-of-way shall take every safety precaution necessary to protect members of the public and City employees.

When field conditions warrant such action in the control of traffic the following conditions will be enforced either singularly or in combination:

- Work Zones
- Flag man
- Barricades and/or vertical panels
- Cones and/or tubular markers
- High intensity flashing lights
- Steady burning lights
- Reflective vests, flags, shirts, and/or jackets
- Caution signs

The public shall be kept away from locations where work activity presents hazards. Holes, trenches, and obstructions shall be barricaded. When exposed to traffic, holes, trenches, and obstructions shall be marked with warning signs, and flags in daylight and electric flashers at night so located as to give the traveling public ample time to stop if necessary.

When leaving material, equipment or other obstructions on a right of way over night, the following precautions shall be taken:

- Shall be at least twenty four (24) feet from road right of way whenever possible.
- Equipment shall not be left adjacent to fire hydrants or directly in front of entrances to parks, playgrounds, churches, houses, schools, or other places of public entry.
- Equipment shall be locked or otherwise secured so that unauthorized persons cannot start, move or operate them.
- Any obstruction shall be adequately protected by approved warning devices.

Warning devices and barricades shall be placed to adequately protect the public and employees before excavations or trenches are opened. They shall not be removed until excavations have been back filled and the area made safe.

Trucks, air compressors, welding machines, and other equipment shall be so placed as to present the least hazard to traffic consistent with a safe working space for employees.

## SECTION VIII-2. CHEMICAL SAFETY

### ***A. RIGHT TO KNOW***

The Florida Right-To-Know Law, Chapter 442, Florida Statutes, requires employers to inform their employees of the toxic substances to which they are exposed in the work place and provide training in safe handling practices and emergency procedures.

The Law also requires notification to the local fire departments of the location and characteristics of all toxic substances regularly present in the work place.

### ***B. DEPARTMENTAL PROGRAM***

Each City Department which has employee exposure or potential exposure to hazardous substances shall develop, implement, and maintain a Chemical Safety/Right-To-Know Program; in accordance with the Florida Law and, as applicable, other Federal, State or Local Standards.

The Chemical Safety/Right-To-Know Program Shall:

1. Inform each employee of the hazardous substances which he/she may be exposed to in the course of pursuing authorized activities related to his/ her job.
2. Provide training, at appropriate intervals, to employees regarding:
  - a. The chemical and common names of the hazardous substance in the work place (unless claimed as a trade secret by the manufacturer).
  - b. Proper and safe handling practices.
  - c. Symptoms of overexposure, and first aid treatment.
  - d. Adverse health effects of the substance.
  - e. Proper procedures for clean-up of leaks or spills.
  - f. Potential for flammability, explosion, or reactivity.
  - g. Appropriate emergency procedures.
  - h. Proper protective equipment and procedures to utilize when working with the substance.
  - i. Special Department or City procedures to protect against hazards under normal use and emergency conditions.
  - j. The location of the substance in the work place.
  - k. The location of the Safety Data Sheets (SDS) in the work place and that an employee may request a personal copy of the SDS for any hazardous substance with which he/she works.
  - l. SDS must be kept up to date with any changes in the Law relative to same.
3. Information of items 2 "a" through "h" is available directly from the SDS for each chemical product.
4. Documentation shall be maintained of all employee training.

5. The rights of the employee under the Right-To-Know Law are printed on the Right-To-Know poster which must be posted in the work place. Posters may be obtained, free of charge, by calling the Florida Toxic Substances Information Center at: 1-800-367-4378.
6. Ensure all containers which contain hazardous substances are properly labeled with the chemical name; appropriate hazard warnings; and the name and address of the manufacturer or vendor.
7. Maintain Safety Data Sheets (SDS) on all hazardous substances used, applied, or stored by City employees or on City property. A SDS form is supplied by the manufacturer, vendor, or distributor of a material, which provides vital information regarding the hazards of threat material.
8. Review the SDS with the employee for each hazardous product the employee will use. Provide a personal copy of the SDS to the employee upon request or within five (5) working days of his request. Maintain documentation of employee review or receipt of a SDS.
9. Ensure the least hazardous product, capable of performing the desired purpose, will be selected and utilized in all City operations and locations. Whenever, possible, hazardous products shall be replaced with less hazardous substitutes.
10. Ensure priority is placed on utilizing feasible administrative and/or engineering controls to reduce employee exposures to hazardous substances in the work place.
  - a. Administrative controls include substitution to less hazardous products/processes; or reducing employee exposures by rotation of the work force.
  - b. Engineering controls include enclosing or containing hazardous processes; or installing adequate ventilation; or both.
  - c. Personal Protective Equipment (e.g., respirators, gloves, etc.) will be used when the above controls are not feasible or to supplement the above controls in reducing employee exposures.
11. Make available to fire emergency personnel the location and characteristics of hazardous substances regularly present in the work place.

## SECTION VIII-3. VEHICLE SAFETY

### A. *VEHICLE SAFETY*

The following guidelines are intended to aid in the prevention of accidents caused by faulty equipment, unsafe surfaces and poor driving practices.

### B. *VEHICLE/DRIVING SAFETY*

1. Briefly inspect the vehicle before using it (tire pressure, brake pressure, lights, steering, etc.) any faulty or damaged equipment to your Supervisor. The Supervisor will then report the condition to the Department Head and the Department Head will report the condition to the Safety Department. Semi-annual inspections shall be conducted by Fleet Services.
2. **FASTEN SAFETY BELTS PROPERLY. SAFETY BELTS MUST BE WORN BY ALL VEHICLE OCCUPANTS AT ALL TIMES IN CITY VEHICLES OR VEHICLES USED FOR CITY PURPOSES.**
3. **CELL PHONE USE IS STRICTLY PROHIBITED WHILE OPERATING A CITY VEHICLE OR ANY VEHICLE FOR CITY BUSINESS. EMPLOYEES WILL PULL THE VEHICLE OFF THE ROAD TO A SAFE LOCATION PRIOR TO INITIATING CELL PHONE USAGE.**
4. Drive at safe speeds, slow down when crossing rough terrain, making a turn or when pedestrians are present. Obey posted speed limits.
5. No racing or horseplay at any time.
6. Observe traffic patterns and signs at all times.
7. Come to a complete stop at stop signs or signals. Make sure the path of travel is clear before proceeding on.
8. Keep hands, fingers, head, and feet clear when closing doors, hoods and trunks.
9. Stand clear of vehicles being driven by others.
10. Do not open doors or attempt to enter or exit a vehicle while it is in motion.
11. Always park in an established parking area. Obey all signs posted in the parking lot.
12. Watch for overhead clearances when driving in unfamiliar areas.
13. Watch for hazardous surfaces when driving or getting in and out of vehicles.

14. **Passengers must sit only in seats provided by manufacturer. At no time will an employee ride in the bed of a pickup truck, in a trailer or on the side boards of any vehicle.**
15. All vehicles will be kept in a clean, neat and sanitary condition.
16. Employees will put the vehicle in park and turn off the motor completely prior to the employee exiting the vehicle. First responder employees may be exempt from this provision if their departmental policy states otherwise.
17. Ground guides should be used when line of sight is limited.

### ***C. TRAILER SAFETY***

1. Proper training shall be conducted before any employee utilizes a trailer.
2. Inspect ball connection and safety chain for proper connection before moving trailer.
3. Set the parking brake in the towing vehicle and chock to wheels of the trailer before removing any equipment.
4. Secure equipment and fuel tanks to eliminate or minimize shifting of the load.
5. At no time will anyone be permitted to ride in the trailer.
6. Where applicable, use ramps to load and unload equipment from the trailer.
7. Take slow, wide turns when towing trailers.
8. If possible, avoid backing vehicle with trailer attached.
9. Chock wheels of trailer when parked on slopes.
10. Do not exceed the load capacity of the trailer.
11. Evenly distribute the weight of the load on the trailer.
12. Loads and equipment shall be properly, securely and legally tied down.

### ***F. FUELING SAFETY***

1. Turn the vehicle off before fueling.
2. DO NOT SMOKE while fueling a vehicle.
3. Wash your hands using soap and water if you spill gasoline on them.

4. All fuel cans that are transported by City Vehicles must be OSHA or NFPA approved. No privately owned fuel cans are allowed in City Vehicles, **absolutely no exceptions will be allowed.**

**DEFINITION OF OSHA OR NFPA APPROVED FUEL CAN:**

**SHALL MEAN A CONTAINER OF NOT MORE THAN 5 (FIVE) GALLONS CAPACITY, HAVING A SPRING CLOSING LID AND SPOUT COVER SO DESIGNED THAT IT WILL SAFELY RELIEVE INTERNAL PRESSURE WHEN SUBJECTED TO FIRE EXPOSURE.**

5. All fuel cans shall be clearly labeled as to contents.
6. All fuel cans used to transport small quantities of fuel (ex: five gallons) in any City vehicle or for use in the shop areas shall be color coded to the following specification:
  - a. **A red OSHA/NFPA approved five gallon fuel can is to be used for gasoline only.**
  - b. **A yellow OSHA/NFPA approved five gallon fuel can is to be used for diesel fuel only.**

## **SECTION VIII-4. OFFICE/CLERICAL PERSONNEL**

1. Exercise general good housekeeping to ensure a clean and orderly office space.
2. Please keep items on work surfaces neat and organized so as to allow cleaning personnel to do their work appropriately.
3. Dispose of lunch or food refuse in proper receptacles.
4. Store food items in sealed containers to avoid attracting insects or other pests.
5. Do not eat or drink around office equipment.
6. Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
7. Carry pencils, scissors and other sharp objects with the point down.
8. Heavy office furniture and equipment will be moved only by properly trained and qualified individuals.
9. Use handrails when ascending or descending stairs or ramps.
10. Open only one file or desk drawer at a time.
11. Close drawers and doors immediately after use.
12. Use handles when opening and closing drawers.
13. Put heavy items in bottom drawers.
14. Do not tilt the chair in which you sit on its back two legs.
15. Do not stand on furniture to reach high places. Use an approved ladder or step stool to retrieve or store items that are located above your head.
16. Splintered jagged edges or other defects found on office furniture will be reported immediately.
17. Report tough, splintered, uneven, protruding nails, holes, or other floor defects to your Supervisor.

18. Never kick objects out of pathways; push or carry them out of the way.
18. Before lifting any items, first test the weight of object. Employees shall not lift more than what their respective job description dictate. Request assistance with heavy lifting.
19. When using any type of blade for opening boxes, etc., always cut away from you and your co-workers.
20. When stocking shelves, position the materials to be shelved so you do not have to twist when lifting and stacking materials.
21. Do not allow items to overhang into walkways.
22. Aisles will be kept clear of stumbling hazards.
23. Do not try to catch a box, case or package if it is falling. Get out of the way.
24. When using a tape dispenser, direct the cutting edge away from your body.
25. Do not carry knives, scissors or other sharp tools in pockets unless they are first placed in their sheaths.
26. Do not attempt to catch any falling blade instrument.
27. Immediately clean-up any spills and report any trip hazards.
28. Do not use extension or power cords that have the ground prong removed or broken off.
29. Do not use frayed, cut or cracked electrical cords.
30. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
31. Always try to plug an electrical device directly into the wall outlet, but avoid overloading a single outlet by connecting multiple electrical devices into it.
32. If an extension cord or power strip must be used, ensure it is properly rated for the intended use.
33. Always use a staple remover for removing staples, not your hand.
34. Turn the power switch to “off” and unplug office machines before adjusting, lubricating or cleaning them.
35. Turn the power switch of the equipment to “off” when it is not being used.

## SECTION VIII-5. FIRE AND EMS PERSONNEL

Your help and involvement in safety is vital for your protection, that of your fellow department members and that of the general public. Observe the following safety rules at all times.

Following is a list of different types of information that can be requested and where to go for the answers.

- A. For general ***Department Safety Rules*** please refer to the City of Key West Fire Department (KWFD) policy manual SOG/SOP (standard operating guidelines and procedures).
- B. For ***Hazardous Material*** information please see the Hazardous Materials Response Team in the KWFD SOG.
- C. For ***Education/Training*** questions and information please see the Division Chief
- D. For ***Vehicle Maintenance***, department asset inventory, or supplies get with the Division Chief.
- E. For daily ***Operational Questions*** and scheduling questions see the KWFD SOG or EMS Protocols.
- F. For all information on ***Fire Fighting*** various structures and the required department response in different situations please see the department manual SOG.

The City of Key West Safety and Loss Prevention Manual will be adhered to for any items not specifically covered in the Fire Department manual. These guidelines are intended to be supportive of each other and to work complimentary with each other. At no time should a parameter of one be contradictory to the other. If such an incidence occurs please get with your supervisory staff at the safest possible moment.

Persons requesting a ride-along with the department must see the EMS Division Chief to sign a Release Form and HIPAA Guest/Trainee Confidentiality and Non-disclosure Agreement.

These directives apply to all personnel associated with the City of Key West Fire Department. These directives also apply to those personnel who are riding with but may not necessarily be a member of the department yet.

## ***A. GENERAL SAFETY***

1. Keep work and common areas clean and orderly.
2. No horse play or other misconduct will be tolerated.
3. Do not obstruct or block stairwells, exits or accesses to safety and emergency equipment for any reason.
4. No department member shall report to work under the influence of intoxicant drugs.
5. The use of illegal substances and/or alcoholic beverages on the job is prohibited.
6. Any department member taking medications or who has a medical condition which might impair their ability to perform certain tasks shall report this to their Supervisor.
7. Employees shall wear provided safety equipment when involved in emergency operations.
8. Allow sufficient time for your eyes to adjust when entering low light areas.
9. Do not remove, bypass, or tamper with electrical equipment fuses, switches or safeguards.
10. Follow, all additional safety instructions, warnings, signs, procedures, and rules as written, posted, or communicated.

## ***B. LIFTING SAFETY***

1. Perform a test lift of all materials prior to lifting. Get help or use a lifting device when lifting awkward or heavy materials.
2. Crouch as close to the load as possible. Do not get into a full squat, but bend your legs at the knees. Spread your feet into a comfortable position to maintain a good balance.
3. Keep your back straight, but bend at the knees so you are over the load.
4. Do not jerk. Lift slowly and evenly with your leg muscles and not with your weaker back muscles.
5. Do not twist your back to turn, when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
6. When setting objects down, reverse the above described procedure. Make the leg muscles

and not the back muscles do the work.

7. Do not lean over the object when lifting to an elevation. Lift normally, and when at the proper elevation, set the edge of the load on the elevated position and slide the object in.
8. Keep heavy or bulky items at waist level to avoid lifting.
9. When positioning items for lifting, push, do not pull.

### ***C. STATION SAFETY***

1. Do not take shortcuts; use aisles, walkways and sidewalks provided.
2. Mop/clean-up oil, hydraulic fluid, water or grease from floor surfaces immediately upon detection. Report spill to Supervisor.
3. Keep all foreign objects from floors to prevent falls.
4. Clean up all spills immediately, especially wet spots around sink and coffee machines, in bathrooms, kitchen and hallways.
5. Do not jump from vehicles or any other elevated area, regardless of height.
6. Use only proper climbing devices. Use them only for the purpose designated. Keep climbing devices on a firm level base.
7. Do not leave tools where they will obstruct walkways or work areas.
8. Do not run electrical and other cords across doorways, aisles, or between furniture.

### ***D. EMS VEHICLE SAFETY***

1. Determine the emergency vehicle's readiness prior to the start of each shift by checking the lights, tires, brakes, fluids, windshield wipers, mirrors, emergency warning devices and seat belts. If during the shift an equipment failure occurs, the problem to your Supervisor immediately.
2. All personnel riding in an emergency vehicle shall be seated and belted while the vehicle is moving, unless providing direct patient care.
3. Keep emergency vehicles clean, neat and sanitary.

4. Observe all traffic laws when operating vehicles under routine or non-emergency conditions.
5. Do not ride on any emergency vehicle outside the cab or patient compartment.
6. Avoid backing vehicles whenever possible. Where backing a vehicle is necessary, use a spotter. When a spotter is unavailable, dismount and walk completely around the vehicle to ensure an unobstructed path before backing.
7. Do not open doors or exit a vehicle while it is in motion.
8. Secure all medical equipment/items prior to vehicle operation.

### ***E. INFECTION CONTROL***

1. Utilize disposable/trauma gloves any time there is patient contact and when there is contact with body fluids or contaminated equipment. Reverse gloves for removal and discard immediately in marked disposal container.
2. Disposable HEPA face masks shall be worn when dealing with patients who are actively coughing or are suspected of carrying airborne diseases such as tuberculosis.
  - a. Disposable cone medical mask shall be placed on a patient suspected of having active tuberculosis.
4. Wash hands and all other potentially contaminated skin areas with soap and water or waterless cleaner immediately upon removal of protective gloves and equipment.
5. Wash or flush areas with water if skin or mucous membranes incur contact to contamination. Report contact immediately to your Supervisor.
6. Do not bend, recap, remove, shear or purposely break any contaminated needle.
7. Do not eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses in areas where blood or other potentially infectious materials are present.
8. Decontaminate clothes and equipment which has become contaminated with infectious material prior to reuse or servicing. Equipment decontamination as follows:
  - a. Large rescue equipment will be washed with a disinfectant detergent solution and hot water and air dried immediately upon return to the station.
  - b. Delicate equipment will be wiped down with a 1:10 dilution of household disinfectant.

- c. Red bag and remove contaminated disposable medical equipment and waste, including liquid waste, from the scene for disposal.
  - d. Members cleaning and disinfecting contaminated equipment shall wear fluid impervious gloves, apron and face protection.
  - g. Members handling medical waste shall wear medical gloves.
  - h. Members shall remove and clean or dispose of contaminated protective equipment immediately after the completion of equipment disinfection.
  - i. All clothing, uniforms, underclothes, socks, etc, contaminated by blood or body fluid shall be changed as soon as possible.
  - j. Personnel should use examination gloves when washing contaminated clothing.
  - k. Clothing (when removed) should be pre-washed in a disinfectant detergent solution and hot water in a sink, and then laundered in a normal manner. Air drying or machine drying of clothing assists in the decontamination.
9. All wounds, regardless of size, shall be properly dressed and bandaged.
  10. All exposure or suspected exposure to infectious diseases shall be reported to the EMS Director, EMS Infectious Control, Risk Manager and Workers' Compensation Department as soon as possible after contact.
  11. Workers' Compensation NOI form shall be completed indicating that a member(s) was exposed to body fluids.
  12. Place blood or other potentially infectious materials in biohazard containers which prevent leakage during collection, handling, storage and transport.
  13. Do not use hand to face movements when blood or other infectious materials are present.
  14. Do not keep food or beverages in refrigerators, freezers, shelves, and cabinets or counter tops where blood or other infectious material were/are present.
  15. Wear masks in combination with eye protection devices whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials may be generated.
  16. Caution will be used at all times so as not to expose or contaminate any additional personnel or equipment.
  17. Injuries involving used, contaminated needles or needles of unknown status, such as an injury involving a needle in the sharps container or an injury from a needle that was "piggybacked" into intravenous (I.V.) tubing that was infusing into a patient should be reported as an exposure to a possible infectious disease.

## SECTION VIII-6. GENERAL LABOR SAFETY

### A. GENERAL

1. Always carry objects so that you are able to see around them.
2. Wear employer prescribed Personal Protective Equipment (PPE) as instructed and ensure PPE is appropriate for the task being performed.
3. Ensure that exhaust fumes from vehicles and space heaters are ducted to the outside when the building is closed or when working in a confined area
4. Do not use your hands or fists as hammers. Use proper tools to avoid cuts and bruises.
5. When installing heavy components (engines, transmissions, etc.) support yourself to avoid slipping and loss of grip.
6. Wash your hands thoroughly before eating or drinking.
7. No horseplay is permitted.
8. Carry pencils, scissors and other sharp objects with the points down.
9. Use a ladder or step stool to retrieve or store items that are located above your head.
10. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
11. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
12. Keep doors in hallways fully open or fully closed.
13. Do not store or leave items on stairways or walkways.
14. Do not run on stairs or take more than one step at a time.
15. Do not jump from ramps, platforms, ladders or step stools.
16. Do not connect multiple electrical devices into a single outlet.
17. Do not throw matches, cigarettes or other smoking materials into trash baskets.
18. Use handrails when ascending or descending stairs or ramps.

19. Obey all posted safety and danger signs.
20. Do not place material such as boxes or trash in walkways and passageways.
21. Mop up water around drinking fountains, drink dispensing machines and ice machines.
22. Do not store or leave items on stairways.
23. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarm.
24. Use caution signs/cones to barricade slippery areas such as freshly mopped floors and as necessary to safeguard public from hazards.
25. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
26. Do not use fans that have excessive vibration, frayed cords or missing guards.
27. Do not place floor type fans in walkways, aisles or doorways.
28. Do not use frayed, cut or cracked electrical cords.
29. Do not use extension or power cords that have the ground prong removed or broken off.
30. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.

## ***B. LIFTING SAFETY***

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Position your feet six (6) to twelve (12) inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not the back.

8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.
18. Recommended maximum lifting capacity for one (1) person is fifty (50) pounds.

### ***C. WRENCHES***

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning.
5. Use a split box wrench on flare nuts.
6. Discard any wrench with spread, nicked or battered jaws, or if the handle is bent.
7. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

#### ***D. PLIERS***

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with an insulated handle for electrical work.
4. Do not use pliers that are cracked, broken or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

#### ***E. CLAMPS***

1. Do not use C-clamps for hoisting materials.
2. Do not use a C-clamp as a permanent fastening device.

#### ***F. LADDERS AND STEP LADDERS***

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not stand on the top two rungs of any ladder or the top step of any step ladder.
5. Do not stand on a ladder that wobbles, or that leans to the left or right.
6. Do not try to "walk" a ladder by rocking it. Climb down the ladder and then move it.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Allow only one person on the ladder at a time.
9. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines or while conducting electrical work.
10. Do not place ladders on boxes, loose bricks, pails, trash cans or other unstable bases.

## ***G. CLIMBING A LADDER***

1. Face the ladder when climbing up or down it.
2. Maintain a three point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
3. Do not carry items in your hands while climbing up or down a ladder.

## ***H. ELECTRICAL POWERED TOOLS***

1. Do not use power equipment or tools on which you have not been trained.
2. Do not use tools with cords that have splices, exposed wires, or cracked or frayed ends.
3. Do not carry plugged in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "on" unattended.
8. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Note that the tool is "out of service".
9. Do not remove the ground prong from electrical cords.
10. Do not connect multiple electrical tools into a single outlet.
11. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
12. Do not drive over, drag, step on or place heavy objects on cord.
13. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
14. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
15. Do not use a power hand tool while wearing wet gloves.

## ***I. HAND TOOLS***

1. Carry all sharp tools in a sheath or holster.
2. Tag all worn, damaged or defective tools "out of service" and do not use them.
3. Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
4. Do not use impact tools such as hammers, chisels, or punches that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. When using knives, shears or other cutting tools, cut in a direction away from your body.
7. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

## ***J. HAMMERS***

1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy or wet.
5. Do not use a hammer as a wedge or a pry bar.

## ***K. SAWS***

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw if the blade is not sharp.
3. Do not use a saw that has a dull blade.
4. Keep hands and fingers away from the saw blade while using the saw.

5. Do not hold the work piece against your body while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the work table.

## ***L. SCREWDRIVERS***

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not use a screwdriver with wet, oily or greasy hands.
9. Do not use a screwdriver to test the charge of a battery.
10. When using a spiral ratchet screwdriver, push down firmly and slowly.

## ***M. SLIPS, TRIPS, AND FALLS***

1. Wear closed toe, non-slip soled shoes that are appropriate for the type of work being performed.
2. Keep mats and carpets flat on the floor.
3. Keep electrical cords in a position so that they do not pose a trip hazard.
4. Route hoses and cords to avoid tripping. Do not allow hoses and cords to loop or coil.

5. Take short steps when slippery conditions exist.
6. Do not run on wet, slippery, or greasy surfaces.
7. Use caution signs/cones to barricade slippery areas.
8. When cleaning floors, wet only a small area at one time, and dry mop it before cleaning another section.
9. Immediately clean up spills, water, oil, grease, fluids, anti-freeze, and other liquids from the floor.
10. Keep work area clean at all times. Pick up tools when through using.

## ***N. BURNS AND TEMPERATURES***

1. Properly use employer prescribed Personal Protective Equipment (PPE), and that PPE is appropriate for the type of work being performed.
2. Warn others of hot items such as engines, power or pneumatic tools, etc.
3. Release the pressure before opening pressurized systems.
4. Use caution when working on air conditioning systems. The pressure lines can blow allowing freon to escape causing freeze burns.
5. Allow radiators to cool before opening.
6. Allow exhaust systems to cool before servicing.

## ***O. COMPRESSED GAS CYLINDERS***

1. Always handle empty or full compressed gas cylinders carefully as they present the potential for explosion.
2. Cylinders must not be dropped, struck or allowed to strike each other.
3. Isolate compressed gas cylinders must be moved more than a few feet.
4. Roll gas cylinders on their bottom only. Use a cylinder truck when cylinders must be moved

more than a few feet.

5. Remove gauges and regulators. Screw caps on firmly when cylinders are being moved or not in use.
6. Cylinders designed for vertical use must be stored, used or transported in a vertical position.
7. Keep cylinders, cylinder valves or regulators free from oil, grease or soap.
8. When oxygen or acetylene cylinders are in stationary storage (whether empty or full) they shall be separated from combustible materials and each other by a minimum of twenty (20) feet or by a combustible barrier of at least five (5) feet high having a fire resistant rating of at least one (1) hour.
9. Compressed air shall not be used for cleaning purposes except where reduced to less than thirty (30) psi - and then only with effective chip guarding and personal protective equipment.
10. Test the relief valves on a regular basis.
11. Open the drain valve on a regular basis to prevent a buildup of moisture in the system

## ***P. WELDING***

1. Welding and cutting (hot) permit required prior to conducting hot work.
2. Have adequate fire protection available at the work site when welding or cutting is being done.
3. Avoid breathing welding fumes. Use proper ventilation or respiratory protection. These fumes may be toxic.
4. Wear required personal protection equipment during the welding and burning operation.
5. Use welding shields when working around others.
6. Personal clothing must cover the chest, arm and legs.
7. Keep welding and burning areas free from flammable materials.
8. Electrical welding grounds should be made as close to the work as possible.
8. Immediately tag out and report any defective welding leads, regulators, gauges, hoses, torches, and other parts to your Supervisor.

9. Keep your body free from hoses and electrical cables when welding or burning.
10. Shut off hand torches and cylinders when you leave their immediate vicinity.
11. Use only friction-type lighters supplied by the company to light torches.
12. All torches shall be equipped with check valves in the oxygen-acetylene lines.

***Q. CHEMICAL/HAZARDOUS MATERIALS***

1. Consult the Material Safety Data Sheet (MSDS) for the hazardous properties of all chemicals in the workplace.
2. Use Personal Protective Equipment (PPE) as instructed and ensure PPE is appropriate for the type of work being performed.
3. Use chemicals only for their intended purpose.
4. Do not mix cleaning agents such as bleach, ammonia, and mineral spirits.
5. Store hazardous chemicals on non-impervious surfaces (i.e. metal shelves, plastic shelves, etc.)
6. Know the location of and how to operate the fire protection apparatus near the chemical storage areas.
7. Store chemicals in closed and labeled containers.
8. Keep chemicals locked up when not in use.
9. Do not smoke while handling flammable, combustible, and other chemicals.
10. Store chemicals away from sources of ignition such as open flames and electrical equipment.
11. If contacted by a hazardous material, flush the exposed area with cold water and consult the MSDS.
12. Use the correct solvent for cleaning parts. **Do not use gasoline to clean parts.**
13. Use the proper ventilation when working on asbestos brake linings.

14. Vacuum up asbestos brake lining dust.
15. Electrically bond metal containers when transferring chemicals.
16. Dispose of rags soaked with combustible liquids in proper containers.
17. Dispose of flammable liquids only in approved manner. Do not flush flammable liquids through sinks or sewers, it may cause an explosion or fire.
18. **Do not smoke** when using solvents or in an area where vapors may be present.

## ***R. BATTERY HANDLING AND STORAGE***

1. Wear PPE as instructed which is appropriate for the type of work being performed.
2. Do not smoke in battery charging areas.
3. When necessary, pour acid into the water. Never pour water into the acid.
4. Keep tools and other metal objects away from the unprotected posts and leads of batteries.
5. Take precautions to prevent open flames, sparks, or electrical arcs in the battery charging area.
6. Tie down batteries during installation.
7. When jump starting vehicles, attach the ground of the good battery to the car frame after the positive has been connected.

## ***S. HYDRAULIC JACKS***

1. Secure the jack under the vehicle.
2. Do not work under a vehicle unless supported by jack stands or some other means of blocking the wheels.
3. Clear everyone from the area before lowering vehicle.
4. Never jack on an incline.
5. Chock wheels before jacking a vehicle.
6. Use the correct jack in respect to size and capacity to lift and hold the vehicle.

## ***T. LIFT/HOIST***

1. Allow the exhaust system to cool before attempting work around it.
2. Watch for low hanging parts so that you do not hit your head.
3. Support huge items (transmissions, rear end assemblies, engine, etc.) when working on, removing, or installing them.
4. Wear eye protection which is appropriate for the job when working under vehicles to block dirt, debris, and parts from entering your eye.
5. Clear all tools, parts, and people before lowering a vehicle.
6. Inspect lift capacity to ensure that the lift can handle the load.
7. Watch the head clearance of the top of the vehicle to the ceiling fixtures.
8. Always use and never by-pass the safety latches.

## ***U. TEMPORARY FUEL STORAGE (Refer to Chemical Safety – Fueling)***

1. Store fuel only in approved safety containers or cans.
2. Safety containers must be labeled with the contents and be properly color coded.
3. **No smoking will be permitted in fuel storage areas.**
4. Take precautions to prevent open flames, sparks, or electrical arcs near fuel containers.
5. Never store gasoline in glass containers.

## ***V. FORKLIFT***

1. No employee may operate a forklift without first receiving appropriate training and certification.
2. Do not operate in excess of speeds that allow full control of the equipment and safety of the load.
3. Do not permit any part of the load to obstruct vision while driving.
4. Only the driver will ride on the forklift.

5. Riding the forks is strictly prohibited.
6. Watch out for pedestrians. Sound horn at blind corners.
7. Lift and lower loads smoothly and never carry loads in an elevated position.
8. Power trucks shall not be left unattended without first lowering the platform or forks, shutting off power, neutralizing controls, setting and moving ignition key.
9. When entering other vehicles with forklift trucks, the wheels of the vehicle shall be chocked to prevent any movement.

### ***W. HOUSEKEEPING/CLEANING RULES***

1. Take short steps when walking on wet or soapy floors.
2. Straighten or remove rugs and mats that do not lie flat on the floor.
3. Use caution signs/cones to barricade slippery areas such as freshly mopped floors
4. When cleaning floors, wet only a small area of the floor at one time and allow it to dry before cleaning another section.
5. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
6. Do not stand on sinks or toilets.
7. Keep power cords away from the path of vacuum cleaners.
8. Disconnect the vacuum cleaner from the outlet by pulling on the plug, not the cord.
9. Do not operate vacuum cleaners that have a frayed, worn, cut, improperly spliced or damaged power cord.
10. Do not operate vacuum cleaners if the ground pin from the three-pronged power plug is missing or has been removed.
11. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for all products used in cleaning.
12. When spraying cleaners, hold the bottle at arms-length and direct the spray away from your body.
13. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes or bags.

## **X. MOWING**

1. Inspect area to be mowed for any object that may be considered hazardous. Remove the hazard whenever possible.
2. Use employer specified PPE that is appropriate for the job being performed.
3. Do not operate equipment when under the influence, of alcohol or drugs, including prescription medications.
4. Follow the manufacturer's instructions as to the operation and adjustment of the mower.
5. Do not operate any equipment on which you are not trained.
6. Always look ahead of the mowers path while staying aware of your surroundings.
7. Check for oncoming cars when mowing sections near streets.
8. Inspect mower daily for guards and loose nuts, blades, belts, wheels and other parts. Report any damaged equipment to your Supervisor.
9. Never by-pass any safety device provided by the manufacturer (this includes the handle kill switch.) Do not alter the mowing in any way.
10. Do not smoke when fueling the mower.
11. Do not fuel a hot engine. Do not overfill the tank.
12. Keep hands and feet from under the mower deck.
13. Turn off mower and disconnect spark plug wire before servicing or adjusting the mower.
14. When using a riding mower, mow up and down the slope.
15. Turn off mower when dumping the grass catcher.
16. Do not try to unclog the grass chute while mower is running.
17. Only the operator is permitted to ride a riding mower.
18. Disengage the drive before starting a riding mower.
19. Disengage the drive before shutting off a riding mower.
20. Do not direct the discharge towards bystanders.

## ***Y. BLADE REMOVAL AND SHARPENING***

1. Turn off mower and remove spark plug wire before removing the blade.
2. Empty gas tank before tipping the mower to remove the blade.
3. Use an extension ratchet to remove bolts to keep your hands from the cutting edge of the blade.
4. Use employer prescribed PPE that is appropriate for the job when grinding the blade.
5. Do not stand on the unguarded discharge side of the grinder.
6. Operate the grinder at grinding speed for at least one (1) minute before applying the blade.
7. Do not operate grinders near flammable containers or where gasoline fumes are present.
8. Inspect the grinder for loose parts and guards before operating. Report any damaged equipment to your Supervisor.
9. Never by-pass any safety guards provided by the manufacturer.
10. Allow blade to cool before reinstalling it on the mower.

## ***Z. EDGING***

1. Inspect the edge daily for loose or worn blades, belts, and other parts. Report any damaged equipment to your Supervisor.
2. Do not use damaged equipment.
3. Inspect the area to be edged for hazards such as sprinkler heads, electrical cords, light fixtures, hoses, etc. Do not operate edger against any energized electrical fixtures or plumbing fixtures.
4. Use employer prescribed personal protective equipment (PPE) that is appropriate for the job being performed.
5. Do not operate equipment if impaired by alcohol or drugs, including prescribed.
6. Follow the manufacturer's instructions as to the operation and adjustment of the edger.
8. Do not operate any equipment on which you are not trained.
9. Do not remove any guards provided by the manufacturer. If any guards are missing or damaged, report the damaged equipment to your Supervisor and do not use the

equipment.

10. Turn off engine and remove the spark plug wire before servicing.
11. Do not smoke while fueling equipment.
12. Do not allow anyone to stand in front of or to the unguarded side of the blade while edger is in operation.
13. Always look ahead of the path for edging.
14. Place the blade in the highest position off the ground before starting.
15. Operate edger at highest blade speed.

#### ***AA. WEED EATERS AND BRUSH CUTTERS***

1. Use employer prescribed PPE that is appropriate for the job being performed.
2. Do not operate equipment if impaired by or under the influence of alcohol or drugs, including prescribed.
3. Follow the manufacturer's instructions as to the operation and adjustment of the trimmer.
4. Do not operate any equipment on which you are not trained.
5. Use only approved grip locations and always control trimmer as intended by the manufacturer.
6. Operate equipment in proper light, so that you can see what you are doing.
7. Always stop the engine and turn the switch to off when the trimmer is left unattended.
8. Do not smoke while servicing gasoline powered trimmers.
9. Inspect area to be cut for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clothes lines, toys, etc. Remove the hazards whenever possible.
10. Check for oncoming cars when trimming sections near streets.
11. Inspect trimmer daily for guards and loose parts. Report any damaged equipment to your Supervisor.
12. Never by-pass any safety device provided by the manufacturer.
13. Do not smoke when fueling the trimmer.
14. Keep hands and feet from the cutting wire area.

15. Turn off mower and disconnect spark plug wire before servicing, or adjusting the trimmer.
16. Do not leave running equipment unattended.
17. Do not work or perform maintenance on a hot engine.
18. Do not overfill the fuel tank.
19. Keep people and animals away from the work areas.
20. Follow manufacturer's routine and preventive maintenance schedule.
21. Keep both hands on the equipment while operating.
22. For those trimmers with a shoulder harness, remove the machine from your body before fueling.

## SECTION VIII-7. HEAVY EQUIPMENT OPERATORS

### A. GENERAL

1. Do not use any tool or machine with which you are unfamiliar. Consult your Supervisor for instruction.
2. Conduct pre-trip and post-trip inspections of equipment.
3. Make sure all safety devices are affixed and operable. Perform walk around safety inspections prior to each use.
4. Do not use defective equipment.
5. Use all required PPE and ensure that PPE is appropriate for the job being performed.
6. Report all unsafe conditions immediately to the Supervisor/Foreman in charge.
7. Never disturb an operator working with any part of his body near moving machinery. Make sure his/her hands and feet are clear of all moving parts before calling or signaling in any way.
8. Read and follow all posted warning signs regardless of its content.
9. Carry large objects, sharp pointed or edged tools so that they do not endanger yourself or passers-by.
10. Lock, tag, and try power switches before working on moving machinery such as asphalt mixers, drums, conveyors, or other machinery. Do not remove locks without authorization.
11. Wearing hearing protection in any designated mandatory hearing protection area is required.
12. Be conscious of potential fire and explosion hazards in your work area.
13. Keep all travel areas and work areas uncluttered and free of congestion from trash, materials and parked vehicles.
14. All employees working on a right-of-way and exposed at any time to moving traffic shall wear the Day-Glow traffic vests of reflective Right of Way shirts to ensure maximum visibility and worker safety.
15. Maintain a constant check at your work area for hazards to employees or equipment.
16. Bleed air lines to release moisture.
16. Use three point contact (both hands and one foot or both feet and one hand) when climbing onto equipment.

17. Do not use steering wheel as a grab point.
18. Keep windows and mirrors cleaned and adjusted.
19. Where provided, **seat belts must be used at all times.**
20. Before starting equipment, make sure controls are in neutral.
21. Check back-up alarms.
22. Check brakes at startup and immediately report any defects.
23. Allow no one to ride outside the cab.
24. Be observant of road hazards and adjust speeds accordingly.
25. Travel in reverse when carrying a loaded bucket down a steep grade.
26. Avoid spinning wheels.
27. Turn off engine before refueling, oiling, or working on equipment.
28. Do not leave unattended vehicle running.
29. Use equipment for the purpose designed; do not exceed manufacturer's limitations.
30. Do not travel with bucket or blade raised high enough to obstruct your view.

## ***B. COMPRESSED GAS CYLINDERS***

1. Always handle empty or full compressed gas cylinders carefully as they present the potential for explosion.
2. Cylinders must not be dropped, struck or allowed to strike each other.
3. If isolated compressed gas cylinders must be moved more than a few feet, roll the gas cylinders on their bottom only.
4. Use a cylinder truck when cylinders must be moved more than a few feet.
5. Remove gauges and regulators. Screw caps on firmly when cylinders are being moved or not in use.
6. Cylinders designed for vertical use must be stored, used or transported in a vertical position.
7. Keep cylinders, cylinder valves or regulators free from oil, grease or soap.
8. Inspect cylinders regularly for rust or damage.

9. When oxygen or acetylene cylinders are in stationary storage (whether empty or full) they shall be separated from combustible materials and each other by a minimum of twenty (20) feet or by a combustible barrier of at least five (5) feet high having a fire resistant rating of at least one (1) hour.
10. Compressed air shall not be used for cleaning purposes except where reduced to less than thirty (30) pounds per square inch (psi) and then only with effective chip guarding and personal protective equipment.
11. Test the relief valves on a regular basis. Open the drain valve on a regular basis to prevent a buildup of moisture in the system.
12. Ensure cylinders have current hydrostatic testing dates.

### ***C. DOZER DRIVERS***

1. Adhere to all general rules at all times.
2. Avoid turning sideways.
3. Never push a load completely over a high wall. Use next load to bump it over.
4. Do not jump from dozer. Always use steps provided.
5. Do not wear loose clothing or accessories.
6. Be aware of and do not by-pass any manufacturer installed safety device.
7. Always stop the engine before fueling the machine.
8. Keep open flames or sparks away from battery area.
9. Check for fuel, oil and hydraulic fuel leaks regularly.
10. Bleed hydraulic pressure prior to opening hydraulic reservoir.
11. Report any damaged or faulty equipment to your Supervisor immediately.
11. Make sure all other workers are safely out of the way before you start operations.
12. Do a walk around inspection prior to each work shift. Check lights, gauges, instruments, etc. to make sure all are functioning properly.
13. Never speed. Never coast. Operate at speeds slow enough to have complete control at all times.
14. Stay clear of machine in lightning storms.

15. Never move loads over the heads of other persons.
16. Never use a bucket or blade for a work platform or personnel carrier.
17. Avoid operating your machine too close to an overhang, deep ditch or drop off.
18. Check for overhead clearances.
19. Never approach overhead power lines or cables.
20. If it becomes necessary to anchor a machine, use a solid object.
21. When using a dozer for towing, hitch machine to load, move forward and take up slack slowly. Do not jerk or kink cable; keep cable taut.
22. Do not allow people to stand in the loop of the cable when preparing to tow.
23. Follow proper shutdown procedures.

#### ***D. BACKHOE OPERATORS***

1. Adhere to all general rules at all times.
2. Never use baskets or other attachments for a staging or temporary platform.
3. Stay in compartment during operation of equipment, never attempt lever control unless inside vehicle.
4. Stay clear of overhead power lines.
5. Keep equipment as level as possible.
6. Never leave operator cab with the engine running.
7. Survey complete work area before operating backhoe.
8. Always set swing brake or lock when traveling to and from work area.

#### ***E. GRADER***

1. Adhere to all general rules at all times.
2. Do not wear loose clothing or accessories.
3. Know what safety devices your machine is equipped with. Do not by-pass any manufacturer provided safety device.

4. Never operate with over or under inflated tires.
5. Always stop the engine before refueling. Do not refuel a hot engine.
6. Do not smoke during refueling.
7. If required to move the machine, adhere to local laws and ordinances governing driving equipment on roadways. Use all warning devices as instructed.
8. Be constantly aware of potential hazards in your work area.
9. Follow all rules that should be observed at the work site. This includes flagging, signs and proper markings.
10. Maintain a three point contact when getting on the machine.
11. Never jump off the machine.
12. Do not use the steering or any controls as hand holds.
13. When cold starting fluid is required, always read the manufacturer's instructions before using. Starting fluid is highly flammable.
14. Do not start engine without being in the operator's seat.
15. Check gauges, instruments and warning devices to ensure that they are functional.
16. Do not use articulation controls at roading speed. Unexpected steering response will result.
17. Use extreme caution when making adjustments to wheel controls, especially at roading speed.
18. Downshift with care. Be sure the proper gear is selected for up and down grades.
19. Do not apply service brake continuously on a long downgrade. Select a gear so that the engine will provide dynamic braking.
20. Know your stopping distance at any given speed.
21. When roading, always position blade within wheel width and raised as high as possible.
22. When traffic piles up behind you pull to side of road to allow vehicles to pass safely.
23. Stop and look both ways at all railway crossings.
24. Never approach power lines or electrical cables with equipment.
25. Continually check for overhead clearances.
26. Know the location of underground gas and electrical lines before any digging.

27. When towing, use a tow bar whenever possible.
28. Refer to manufacturer's instructions for correct procedures. Never tow a machine at high speeds.
29. Do not use machine as ram.
30. Never allow anyone to ride on machine.
31. Follow proper shutdown procedures. Lock all locking devices and remove the keys when leaving the machine parked or unattended.

## ***F. ASPHALT/PAVING***

1. Always use PPE that is appropriate for the job being performed.
2. Do not use asphalt equipment unless authorized by your supervisor.
3. No smoking in the immediate area of asphalt paving.
4. Do not mount or dismount paving equipment on traffic side.
5. Always mount and dismount paver using the walkways, steps, and handrails provided.
6. Maintain all machinery guards in good condition.
7. Stand clear of hot asphalt when being dumped out of truck.
8. No eating in the immediate area of asphalt paving.
9. Place traffic control devices in accordance with all applicable rules and/ or laws.
10. When receiving truck tickets to asphalt delivery, accept ticket from the off-traffic side of the truck.
11. Always pay attention to the surrounding flow of traffic.
12. Check that everyone is clear of paver before starting so that no one is struck or caught by moving parts.
13. Do not attempt to clean, lubricate or service the paver/finisher while it is running.
14. Keep operator's platform clean and free of loose tools, lunch boxes, etc.
15. Do not remove paving materials from the hopper or auger trough while the paver is operating.
16. Have operator stop the paver when it is necessary to remove spillage from the roadway.

17. Do not attempt service or repairs on machinery, notify Supervisor.
18. Never refuel the paver/finisher with the engine on.
19. Before leaving the equipment make sure that all the controls are in OFF or neutral position.
20. Do not work outside traffic barricades.
21. Locate live lane of traffic before working in an area.

## SECTION VIII-8 TREE SERVICE

### **A. GENERAL**

1. Always carry sharp items with the points down.
2. Do not block your view by carrying large or bulky items; use a dolly or hand truck, or get assistance from a fellow employee.
3. Obey all posted safety and danger signs.
4. Use caution signs/cones as necessary.
5. Use employer prescribed PPE that is appropriate for the job being performed.
6. No horseplay will be permitted.
7. All employees working on a highway and exposed at any time to moving traffic shall wear the Day-Glow traffic vests or Right of Way reflective shirts.
8. Maintain a constant check on your work area for hazards to employees or equipment.
9. Make sure all safety devices are affixed and operable.
10. Check back-up alarms.
11. Do not use steering wheel as a grab point.
12. Allow no one to ride outside the cab.
13. Be conscious of potential fire and explosion, remove hazards in your work area.
14. Keep windows and mirrors cleaned and adjusted.
15. Wear hearing protection in any designated mandatory hearing protection area.
16. Do not mount or dismount paving equipment on traffic side.
17. Maintain all machinery guards in good condition.
18. Always pay attention to the surrounding flow of traffic.
19. Place traffic control devices in accordance with all applicable rules and/or laws.
20. Locate live lane of traffic before working in an area.
21. Before leaving the equipment make sure that all controls are in the OFF or Neutral position.

## ***B. PRE-WORK INSPECTION***

1. Inspect the tree for energized lines and fixtures (lights, speakers, power lines, cable lines.)
2. If applicable, ask tree owner if the tree has been treated with any pesticides within the past 48 hours.
3. Inspect the tree for any broken limbs that may already be hanging.
4. Inspect the tree for rotted branches that would not be suitable for tying.
5. Inspect the removal area for tripping hazards (sprinkler head, water meters, toys, hoses, etc.) and remove or mark those hazards with cones or flags.
6. Inspect the area to be cut for nails or bolts. Remove such metal items or cut in an area free of them.

## ***C. PROPER FELLING TECHNIQUES***

1. Cut notch one quarter the diameter of the tree, facing the direction you want the tree to fall.
2. Bore a recess in the trunk sawing forward to the holding hinge wood and then sawing backward until the saw is clear of the trunk.
3. Clean an escape route before felling the tree. After completing the back cut the cutter must use the escape route to retreat.

## ***D. CHAINSAW SAFETY***

1. Wear employer prescribed PPE that is suitable for the job being performed.
2. Do not operate equipment if impaired by or under the influence of alcohol or drugs, including prescribed medications.
3. Follow the manufacturer's instructions as to the operation and adjustment of the chainsaw.
4. Do not operate any equipment on which you are not certified.
5. Never by-pass any safety device provided by the manufacturer.
6. Do not leave chainsaw unattended while running. Stop engine and turn switch to off.
7. Use only approved grip locations and always control saw as intended by the manufacturer.
8. Operate equipment in proper light. Make sure you can see what you are doing.

9. Stop the engine and pull the spark plug before cleaning, inspecting, adjusting or doing any repairs.
10. Do not work or perform maintenance on a hot engine.
11. Do not smoke while servicing a gas powered chainsaw.
12. Do not run a gasoline powered engine in an enclosed space.
13. Never pour fuel into the tank of a running or hot engine. Do not overfill the tank.
14. Keep unauthorized persons and animals from work areas.
15. Follows manufacturer's specified maintenance schedule.
16. Check parts regularly for damage. Immediately report any faulty or damaged equipment to your Supervisor.
17. Tag or lock out any faulty apparatus or piece of equipment with an "out of service" sign.
18. Do not operate a chainsaw above the shoulder.

#### ***E. HANDSAWS***

1. Keep all saw blades sharp.
2. Keep your mind on the job at hand. Do not become distracted while using sharp tools.
3. Return saws and other cutting tools to the appropriate storage place after use.
4. Do not leave saw lying around in the work area.

#### ***F. CHIPPERS***

1. Inspect and secure the chipper trailer safety chain and ball assembly to the towing vehicle.
2. Chock the wheels of chippers before any processing takes place.
3. Follow, the manufacturer's specified maintenance schedule.
4. Keep your hands, arms and legs away from the cutting blades.
5. Do not remove any manufacturer provided guards.
6. Stand to the side of the chipper when feeding the hopper.
7. Cut limbs to shorter lengths before processing in the chipper.

8. Listen for uncommon sounds the chipper may make that may indicate loose blades, nuts, or other parts.

## ***G. BUCKET TRUCK***

1. Lock crane arm and bucket in travel position before moving the vehicle.
2. Do not drive the truck while someone is in the bucket.
3. Only certified and authorized personnel are to operate the bucket lift.
4. Keep bucket at least eight to ten (8-10) feet from energized power lines.
5. Stand flat on the bottom of the bucket while working. Do not climb on the bucket edge.
6. Do not attempt extensive reaches out of the bucket.
7. Do not operate bucket during electrical storms.
8. Do not operate bucket in high wind conditions.
9. The bucket operator must be tied into the bucket.
10. Ground crew must not touch the truck when the bucket is near energized lines.
11. One ground crew member must be trained in the operation of the bucket controls in case of an emergency.
12. Before the lift is used, the parking brakes must be engaged and the wheels must be chocked.

## ***H. CLIMBING TECHNIQUES***

1. No free-style climbing is permitted.
2. Once a climber is off of the ground, he must be tied to the tree.
3. Inspect ropes and saddles daily and discard damaged equipment.
4. Check the branch for sturdiness before tying on it.
5. Store ropes, lanyards and saddles in dry and clean areas.
6. All climbing ropes must be at least 1/2 inch in diameter.
7. Double crotch (tie in to a second lanyard) before operating the chainsaw to double

secure the kick of the saw.

8. Always crotch around the main trunk of the tree.
9. Before cutting a branch away, check to ensure that there are not people below the branch that you are cutting.
10. Do not use climbing rope as a lowering rope.
11. Do not spike living areas.

## SECTION VIII- 9. OUTDOOR HAZARDS

### **A. *ANIMAL EXPOSURES***

1. Always watch for locations where animals, insects, and snakes could be hiding.
2. If you discover or find a wasp nest or bee hive, note the location (equipment shed, tree) and warn other co-workers working within the area.
3. Test thick plant growth for snakes, wasps, stray animals, etc. with a stick or a pole before entering.
4. Warn co-workers of animal hazards such as bee hives, wasp nests, snake nests, stray dogs, etc.
5. Seek first aid immediately if bitten or stung.
6. Stay away from dogs and other animals.
7. Watch for rats and palmetto bugs when cutting and pruning palm trees.
8. Call SPCA/Animal Warden for collection and disposal of dead animals.

### **B. *HEAT EXHAUSTION***

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided. Symptoms of heat exhaustion include headache, dizziness, fainting, weakness, wet skin, irritability, confusion, rapid pulse, thirst, nausea, or vomiting. Symptoms of heat stroke may include confusion, passing out, collapsing, seizures, or stop sweating. To prevent heat illness, abide by the following.

1. Drink plenty of fluids throughout your work shift, preferably every 15 minutes.
2. Avoid dairy, caffeine and alcohol products, or products containing significant amounts of sugar.
3. When feasible, work in shaded areas.
4. Wear hats to provide shade and protection from the sun.
5. When working in direct sunlight, use sunscreen or sun block.
6. Wear lightweight, light colored, loose fitting clothes.

7. If you feel any symptoms of heat illness immediately, advise your supervisor. If a worker is ill from the heat:
  - a. Call for help from a supervisor or 911.
  - b. Move the worker into the shade, remove outer clothing.
  - c. Fan/mist worker with water, apply ice, and provide cool drinking water if able to drink.

## **SECTION VIII-10. PESTICIDE/HERBICIDES SAFETY**

Most pesticides and herbicides are designed to poison pests and unwanted vegetation. Unfortunately, many pesticides and herbicides are also poisonous to people. Many people in all walks of life have pesticide and herbicide residues in their bodies. Therefore, it is important to do everything possible to keep exposure to an absolute minimum.

You also want to protect your workers and other people from pesticide and herbicide injuries. Most pesticide accidents result from careless practices or lack of knowledge about safe handling of pesticides and herbicides. The time you spend to learn about and to use safe procedures is an investment in the health and safety of yourself, your family, and others.

### ***A. PROTECTING YOUR BODY***

Some pesticides and herbicides are so highly toxic that accidental exposure to them without proper protection can sicken or kill humans. Other pesticides and herbicides are much less toxic; large exposures to these poisons would be necessary to cause illness.

Even slightly toxic pesticides and herbicides can irritate the nose, throat, eyes, and skin of some people. You should know how to protect yourself, your workers, and other persons from harmful exposure to the pesticides and herbicides you are applying.

Pesticides and herbicides can enter the body in three major ways.

1. Through the mouth (orally).
2. Through the skin and eyes (dermally).
3. Through the lungs (by inhalation).

People may be poisoned without realizing the seriousness of the exposure especially if pesticides and herbicides enter through the skin and lungs.

### ***B. TO AVOID ORAL POISONING***

1. Wash hands prior to eating, drinking, smoking or chewing.
2. Keep pesticides and herbicides away from food or drink.
3. Avoid splashing of pesticides and herbicides. This will prevent accidental ingestion.

### ***C. TO AVOID DERMAL POISONING***

1. Wash hands after handling pesticides and herbicides or their containers.
2. Avoid splashing or spraying pesticides and herbicides on unprotected skin and eyes.
3. Wear prescribed personal protective equipment (PPE) as provided.
4. Do not wear contaminated clothing (including boots and gloves).
5. Use caution when applying pesticides and herbicides in windy weather.

### ***D. TO AVOID INHALATION POISONING***

1. Avoid prolonged exposure to pesticides and herbicides in poorly ventilated areas.
2. Avoid breathing of vapors from fumigants and other pesticides or herbicides.
3. Do not breathe dust, fumes or mist during mixing or application without proper personal protective clothing.
4. Do not reenter a recently sprayed area until mist/fumes have settled. People can be exposed to pesticides and herbicides in two major ways:

1. **Acute exposure** - a single incident of exposure to a pesticide and herbicides. Usually the symptoms of acute poisoning begin quickly and leave little doubt as to illness. Acute exposure provides immediate symptoms.
2. **Chronic exposure** - repeated exposure to pesticides and herbicides over a longer period of time. Chronic exposure may go unnoticed since some pesticides may remain in the body for a long period of time without any obvious signs of poisoning. If you continue to be exposed to pesticides, illness may result.

### ***E. PERSONAL PROTECTIVE CLOTHING***

1. Body Covering
  - a. A long-sleeved shirt and long-legged trousers, or
  - b. Coverall type garment.
2. Gloves (when handling chemicals).

3. Hat (when handling chemicals).
4. Sturdy shoes and socks.
5. Goggles or face shield (when handling chemicals that can splash in eyes).

#### ***F. HANDLING PESTICIDES SAFELY***

You are responsible for the safe transport of pesticides and herbicides in your possession. The following guidelines can assist in safe transport:

1. Haul pesticides and herbicides in the back of a truck whenever possible.
2. Secure all containers to prevent breakage and spillage.
3. Keep pesticides and herbicides away from passengers.
4. Transport pesticides and herbicides only in correctly labeled containers.
5. Keep paper and cardboard packages dry.
6. If any pesticide is spilled, initiate proper cleanup procedures immediately.
7. Do not leave pesticides and herbicides unattended.

#### ***G. GENERAL SAFETY GUIDELINES***

1. Choose a place with good lighting and ventilation when working with pesticides and herbicides.
2. Read manufacturer provided directions before mixing pesticides and herbicides.
3. Do not tear open paper containers; use a sharp knife.
4. When pouring pesticides and herbicides, keep the container in clear sight at all times.
5. Wash contaminated clothing as soon as possible.
6. Wash any splashed pesticide from skin as soon as possible with soap and water
7. When loading pesticides and herbicides, stand so the wind does not blow them toward your body.

8. Secure containers after each use.
9. When the tank or hopper is empty, return to equipment to the area designated for equipment cleanup.
10. Mixing, loading and application equipment must be cleaned as soon as you finish with it.
11. Clean both the inside and outside, including nozzles
12. Only trained personnel should clean equipment.
13. When equipment is being repaired, warn the person doing the repairs of potential hazards.

**G. *CLEANUP OF PESTICIDE AND HERBICIDE SPILLS***  
**- *MINOR SPILL***

1. Keep people away from spilled chemicals.
2. Rope off the area and flag it to warn people.
3. Do not leave unless someone is there to confine the spill and warn people of dangers.
4. If the pesticide or herbicide was spilled on anyone, wash it off immediately.
5. Confine the spill. If it starts to spread, dike it up with sand or soil. Use absorbent material to soak up the spill.
6. Shovel all contaminated material into a leak proof container.
7. Dispose of containerized material as you would excess pesticide or herbicide.
8. Do not hose down the area. This causes chemicals to spread.
9. Do not hurry. Always work carefully.
10. Do not let anyone enter the area until the spill is completely cleaned up.
11. Notify your supervisor.

***I. CLEANUP OF PESTICIDE AND HERBICIDE SPILLS  
- MAJOR SPILL***

1. Do not attempt to handle more than which you are capable.
2. Keep people away and administer first aid as needed.
3. If necessary, immediately have someone call for emergency medical services.
4. If necessary, notify the fire department.
5. Notify your supervisor.

## SECTION VIII-11. COMPACTORS

1. Do not operate compactor until you have received proper instruction and training from the installer.
2. Maintain the design specifications recommended by the manufacturer.
3. Replace any danger or caution stickers on the machine when they fade, rip or become difficult to read.
4. Do not by-pass any electrical wires or components.
5. Make sure that all individuals are clear of operation area before activating controls.
6. Use safety rails provided when walking on top of the ramp to load the machine.
7. Kick plate to be provided at the open side of any hopper, plate should be 18 inches high and cover the total width of the opening.
8. Multi-cycle should not be used unless machine has a closed hopper and an interlock system.
9. Cylinder access covers shall be secured by a lockable system.
10. Each control shall be clearly labeled as to its function.
11. Operating buttons to be designed and located in a way preventing unintentional activation.
12. Start button to be recessed.
13. Stop button should not be recessed to enable easy reflexive activation. Button to be red in color.
14. Report any damage to, or malfunction of the compactor and/or related components immediately to your Supervisor. **DO NOT OPERATE A DAMAGED MACHINE.**

## SECTION VIII-12. CONFINED SPACE ENTRY

OSHA 29 CFR Part 1910.146 Confined Space Entry Standard provides a broad definition of confined space as one which has limited access or egress, is not normally used for employee occupancy, and where a hazardous atmosphere may naturally exist or be created by work procedures or processes. Appropriate personal protective equipment (PPE)<sup>1</sup> must be worn to enter any confined space and should include but not be limited to jumpsuit, gloves, booties and breathing apparatus.

A hazardous atmosphere is further defined as one that contains one or more of the following:

- Combustible gases or vapors in excess of 10% of the lower explosive limit (LEL) for those gases or vapors.
- Oxygen deficiency where the atmosphere contains less than 19.5% oxygen or more than 22.0% oxygen.
- Toxic gases and vapors present in a quantity that exceeds the threshold limit value (TLV).
- Tanks, pits boilers, manholes and sewers are some examples of common confined spaces.

**Persons are STRICTLY PROHIBITED from entering confined spaces without first receiving training, certification, and permission from their respective department heads in procedures and safety specific to entering confined spaces.**

The following procedure will be used when entering a confined space.

The area to be entered shall be tested for hazards prior to each entry, using an approved device. A record of each test shall be completed and turned in to the Supervisor each day. The record will indicate the time, date, location and name of person testing the confined space.

Additionally, oxygen content, any gases present and the serial number of the testing unit will noted on the entry permit.

<sup>1</sup> Personal protective equipment (PPE) by definition will include equipment and clothing that is standard for each event, situation or work detail and should follow closely the requirements set forth by OSHA for each event.

## SECTION VIII-13. LOCKOUT/TAGOUT

The procedure for tagging out defective equipment for reasons of safety is as follows:

1. Shut off equipment.
2. Place a warning tag, signed by the employee, stating the reason, date and time.
3. Report to your Supervisor immediately.
4. The Supervisor and the employee will go to the equipment and make a personal inspection of the problem. If the Supervisor is in agreement that the equipment is unsafe to operate, he will countersign the tag. The Supervisor will take the necessary action to have the equipment made safe to operate. When the tag, signed by the employee and Supervisor, has been placed on the equipment, that tag shall not be removed or the equipment operated until the unsafe condition has been repaired and corrected.
5. The employee correcting the unsafe condition noted on the equipment shall sign and date and time the tag indicating that the equipment has been repaired and is safe to operate then notify the Supervisor of the equipment, who shall put the equipment back in service.
6. Should there be some disagreement between the employee who placed the warning tag on the equipment and his Supervisor regarding the alleged unsafe condition they shall:
  - a. Review the problem with their Supervisor.
  - b. If the employees cannot agree, the Safety Director shall be called.
  - c. The decision of the Safety Director shall be final.

## SECTION VIII-14. PERSONAL PROTECTIVE EQUIPMENT<sup>2</sup> (PPE)

**It is the responsibility of each employee to use personal protective equipment.**

### ***A. EYE SAFETY***

It is important to keep flying objects, dust, rust, vapors, heat and liquid splashes out of the eyes. Safety glasses, goggles or face shields are required whenever there is danger of exposing the eyes to flying particles, caustic substances or harmful light rays. Eye and face protection must be used whenever there is a probability of something entering the eye. All eye protection must meet ANSI Z87.1 regulations. Welders are required to use the proper shaded lenses for the type of work they are performing. In areas designated for eye protection, everyone must wear eye and face protection, including employees performing the job, those working nearby and visitors. Refer to City Safety Eyewear Policy for allowance and purchasing requirements.

Safety glasses, goggles or face shields must meet the following requirements:

1. Provide adequate protection against particular hazards for which they are designed;
2. Be reasonably comfortable when worn under the designated conditions;
3. Fit snugly without interfering with the movement of the wearer,
4. Be durable;
5. Be capable of being disinfected;
6. Be easily cleaned; and
7. Be kept in good repair.

Safety goggles/glasses worn over regular glasses must be comfortable and not disturb the adjustment of corrective lenses. All employees should check their safety glasses before wearing.

1. The brow protector should fit against the face to help protect against particles entering the eye.
2. The glasses should fit snugly, not tightly, without eyelashes hitting the lenses.
3. If there is a headband, it should fit snugly.
4. Lenses should be kept clean.
5. Lenses should be kept free of scratches, cracks or pitting.
6. The brow and side protectors should be in good condition.
7. Glasses used by different employees should be disinfected before being used by another employee.

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<sup>2</sup> PPE Personal Protective Equipment is meant to be specific to the situation, event or work detail. Example: Requirements for PPE for a Fire Fighter, Public Works traffic flagger or an EMT would all be specific to each job. Requirements specific to jobs will be referenced in the appropriate sections and will be enforced by the immediate supervisor for each area.

Contact lenses are not a substitute for safety glasses. Contact lenses pose a special threat. Hazardous dusts, gases, vapors, or liquids can get trapped between lenses and eyes.

According to OSHA 1910.151, where a person's eyes or body may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

## ***B. WELDING EYE SAFETY***

Workers or other persons adjacent to the welding area must be protected from the rays by noncombustible or flameproof screens or shields or they must wear appropriate welding safety goggles.

- 1 Helmets or hand shields must be used during all welding or cutting operations.
2. Helpers or attendants must be provided with the proper eye protection.
3. All filter lenses and plates must meet ANSI Z87.1 standards for transmission of radiant energy.

## ***C. HEARING PROTECTION***

Noise is more than just a nuisance, it is a hazard. Hearing can be damaged temporarily or permanently. Frequency is the pitch (high or low) of a sound - the number of complete sound wave cycles each second. Intensity is the loudness of a sound, it is measured in decibels.

There are three (3) Basic Types of Hearing Protection:

1. Earplugs  
Formable Earplugs
  - a. Disposable
  - b. Semi-Disposable
2. Canal Caps - made of a soft, rubber-like substance.
3. Earmuffs- Hearing protection must be worn in designated areas.
  - Any type of approved hearing protection should have a noise reduction rating (NRR) expressed in decibels. This indicates the amount of noise reduction that the device provides.
  - Earplugs and earmuffs provide important protection against noise.
  - Follow manufacturer's instructions for cleaning and storage.
  - Proper fit is essential.
  - Cotton balls should not be used for hearing protection.

Employees are not permitted to operate machinery while using personal listening devices of any kind, i.e., radios, walkman, Ipods, cell phones, etc.

## ***D. HEAD PROTECTION***

Head protection equipment (hard hats) should be worn where there is a possible danger of head injuries from overhead impact of falling objects. Hardhats must meet ANSI-Z89.1 standards. Hardhats must be worn in designated hardhat areas.

1. Wear your hardhat on your head.
2. The shell and suspension of the hardhat should be checked daily to ensure good condition.
3. Do not carry anything in your hardhat, do not use as a bucket or step stool.
4. Do not paint the shell. Solvents may soften the material.

## ***E. HAND SAFETY***

Appropriate hand protection will be required where employees are exposed to injurious chemicals or abrasive materials that have the potential for hand injuries. Gloves of an appropriate type shall be worn when handling rough, sharp, and/or hot materials, as well as chemically active substances.

There are three (3) types of hand injuries:

1. Traumatic injury following an accident.
2. Contact with substances that damage the skin.
3. Repetitive motion problems caused by overuse of muscle groups in the hands.

## ***F. TYPES OF GLOVES***

- Rubber, vinyl, or neoprene gloves are for use with caustic chemicals such as acids, cleansers, and petroleum products.
- Leather gloves protect against sparks, rough surfaces, and scraping objects.
- Metal mesh gloves protect hands from knives, blades, or other sharp instruments.
- Plastic-film gloves protect against contact in injury from mild substances.
- Cloth gloves provide traction for holding slippery objects, insulate to protect against moderate heat or cold, and protect hands from sharp edges.
- Aluminized fabric or other special materials protect hands against intense heat.
- Insulated gloves are often made of rubber and worn underneath leather gloves as protection against electrical shock and burns.

## ***G. FOOT PROTECTION***

Safety shoes or boots must be worn where they are required. The Risk Manager, Department Head and/or Supervisor will determine which operations require foot protection. In the event of a disagreement among the Risk Manager; Department Head and/or Supervisor, the Risk Manager shall be the determining authority. Safety shoes or boots must meet ANSI Z41.1 standards.

1. There are different types of shoes for different jobs.
2. Wear shoes that fit properly.
3. Steel toed boots are required where employees work with heavy equipment, heavy objects or any machinery that could cause foot injury.
4. Electricians should wear electrical hazard safety footwear.
5. If the job does not require safety shoes, select sturdy work shoes that will give sufficient support.
6. Inspect shoes regularly for damage that may expose feet to injury.
7. Never wear defective footwear on the job.
8. Refer to City Safety Shoe Policy for allowance and purchasing requirements.

## ***H. CLOTHING***

Employees will wear appropriate clothing for the type work they are performing. The Risk Manager, Department Head, and/or Supervisor will determine appropriate clothing according to job classification. In the event of a disagreement between the Risk Manager, Department Head and/or Supervisor, the Risk Manager shall have the determining authority.

1. All employees will wear full length trousers (no short pants).
  - a. Exceptions - Employees whose main job performance remains within the confines of an office setting may dress in a manner considered to be professionally acceptable. This too shall be at the discretion of the Risk Manager, Department Head and/or Supervisor. In the event of a disagreement between the Risk Manager, Department Head and/or Supervisor, the Risk Manager shall have determining authority.
2. All employees will wear shirts at all times. Sleeveless shirts and/or tank tops will not be tolerated. If, in the opinion of the Risk Manager, Department Head and/or Supervisor, long sleeve shirts are applicable, then long sleeve shirts shall be the required attire. In the event of a disagreement between the Risk Manager, Department Head and/or Supervisor, the Risk Manager shall have the determining authority.
3. Read and follow all manufacturer instructions.
4. Check clothing for wear and tear.
5. Do not wear contaminated clothing. Clothing shall be decontaminated or discarded as

soon as feasible.

6. When operating or working with machinery, make sure all clothing fits properly. Loose fitting clothing can contribute to accidents.
7. Dress properly according to current temperatures. Beware of heat sickness. Avoid dehydration.

## ***I. VESTS, LIFELINES AND SAFETY NETS***

In jobs involving potential fall hazards, safety belts, buoyant work vests, lifelines body harnesses, and/or lanyards must be used.

1. If there is a danger of falling into water while working, a Coast Guard approved life jacket or buoyant vest must be used.
2. Personal floatation devices must be maintained in a safe condition. Damaged devices must be removed from service.
3. Where working surfaces at coastal regions that slope so steeply an employee could slip or fall into the water, the outer perimeter of the working surface must be protected by posting or other portable protection such as roping off. Employees must wear a personal flotation device.
4. Flagmen and night workers who might be struck by moving vehicles, need suits or vests designed to reflect light.
5. Always inspect lifelines and safety belts carefully before each use. Check for signs of deterioration such as torn fibers. Inspect lifeline attachments carefully.
6. If lifelines are used where they may be cut or damaged accidentally, such as by contact with sharp edges, they must be padded or protected.
7. Body harnesses are recommended for fall arrest systems.
8. Lanyards must be at least 1/2 inch nylon or the equivalent and should be short enough to allow a fall of less than six (6) feet. They must be firmly secured above the working surface.
9. Nets should be used when a lifeline or a safety belt is not practical. Forged steel, safety hooks, or shackles should be used to fasten a net to its supports. The mesh should be no larger than six (6) inches by six (6) inches.
10. The nets should extend beyond the edge of the work surface. Safety nets should be tested to ensure that they are tight enough to prevent an employee from making contact with any surface or structure.
11. **Rope should have a strength of 5,400 pounds.**

***ALWAYS WEAR THE REQUIRED PROTECTIVE GEAR  
EVEN IF THE JOB WILL "ONLY TAKE A MINUTE"***

## **SECTION VII-15 VIDEO DISPLAY TERMINALS WORKSTATION LAYOUT**

Many employees use computers, some employees use computers the entire day, others part of the day, and some use them occasionally. Whatever the frequency of use of the computer is, there are some basic health and safety procedures to help prevent injuries.

No matter how comfortable your workstation is, sitting still for long periods of time can be tiring and stressful.

- Stretch occasionally and look away from the work frequently.
- If possible, get up from the terminal and do other tasks.
- Alternate different tasks throughout the work day to vary work rhythms. Take time out to collate papers or deliver completed work. This will keep strain and tension from building up.

Many workstations are not ideal. Some simple adjustments can usually improve them.

### ***A. KEYBOARD HEIGHT***

The keyboard height should be comfortable - about 2 1/2 inches from the top of the table to the top surface of the space bar and bottom row of keys. At that height, the desk top can give the needed support to the operator's wrists. If the desk top is the right height, approximately twenty four (24) to twenty eight (28) inches, the upper and lower arms form a comfortable angle of approximately 90° degrees. Upper arms will then hang comfortably at ones sides, taking the strain off the upper back and shoulders.

If the keyboard is not adjustable, and it is too high for comfort, try placing pads under the wrists to elevate them to a more comfortable position.

Keyboards are rarely too low, but a low keyboard can be adjusted. Try a pad of paper or a flat piece of wood under the keyboard.

### ***B. SCREEN FACE ANGLE AND SCREEN HEIGHT***

The face of the screen should be tilted back about ten (10) to twenty (20) degrees for easier viewing -provided this does not increase the glare on the screen.

The top of the screen should be no higher than eye level to minimize eye movement. For comfortable viewing, the screen should be about eighteen (18) inches from the eye.

If the angle of the screen is not adjustable, and the screen is too vertical, you can place a small wedge under the front of the monitor to tilt it back.

## ***CHAIR HEIGHT***

Good posture is essential. To prevent neck and back strain, keep the spine and head upright. Sit well back into the chair. The chair is at a comfortable working height when one does not feel excessive pressure on the legs from the edge of the seat. Pressure from the seat front could make the legs go to sleep.

The backrest should fit comfortably at the small of the back to give good support.

Use the following methods to determine the correct chair height:

- Sit with the soles of the shoes flat on the floor. Keep the shins perpendicular to the floor and relax the thigh muscles.
- Measure the distance from the hollow of the knees to the floor.
- Subtract one (1) to three (3) inches.

The resulting measurement is the correct height for the top of the chair seat

## ***D. GLARE***

Sometimes glare and poor lighting makes it difficult to read the computer screen or the copy. The following are some tips in improving the workstation lighting. To control glare:

- Adjust the screen's brightness and contrast controls to compensate for reflections on the screen.
- Close the blinds or pull the shades to block daylight coming through a window from behind the terminal.
- Try to eliminate or adjust any intense light source shining directly into the eyes.
- Adjust the angle of the screen to minimize the glare.

One can minimize the strain of reading in a dimly lit room by using a small task light. Make sure the light is positioned so it does not cause glare or reflect on the screen.

## **SECTION IX. SMALL APPLIANCE AND SPACE HEATER SAFETY**

1. Space heaters and small domestic appliances will be inspected and approved by the City of Key West Fire Marshall and the Safety Officer. Approval will be required for existing appliances at the inception of this policy, prior to the introduction of new appliances, and on an annual basis of all appliances thereafter. It is employee's responsibility to ensure that these requirements are met.
2. Space heaters and small domestic appliances shall be used in strict accordance of the owners instructions provided with the product.
3. Space heaters shall be kept clear of all furniture, draperies, and anything combustible, and further, shall not be used under desks or similar work surfaces.
4. Small domestic appliances traditionally used for kitchen purposes with electrical heating elements, for example, toasters and coffee pots, shall be used only in designated break room areas, as so designated by Department Heads.
5. Space heaters, small domestic appliances and their power cords shall be placed in way so as to not create a trip hazard.
6. Whenever possible, use ceramic space heaters with a thermostat control.
7. Small domestic appliances shall be plugged directly into the wall receptacle. The use of any type of extension cord or power strip with small domestic appliances is prohibited.
8. Avoid overloading the wall receptacle. Consult the Fire Marshall or Chief Building Official if you are unsure.
9. Never place small domestic appliances near sources of water.
10. Do not plug any small domestic appliance into an IT battery back-up unit (UPS).
11. Employees using approved space heaters shall take into consideration other co-workers stationed nearby so as to ensure the comfort of all workers.
12. ALWAYS turn off and unplug space heaters and small domestic appliances with heating elements at the end of your work day as failure to do so may result in the prohibition of future use of same.

## SECTION X. STANDARDS OF CONDUCT

### *FOR PHONES, TOBACCO PRODUCTS, ELECTRONIC DEVICES AND ALCOHOL*

Personal phone calls and conversations should be limited and completed as quickly as possible. Personal conversations or phone calls must cease immediately to take care of public business or the work-related needs of a co-worker.

- A. CELL PHONES** – At no time shall a City employee use a cell phone on an active call or be texting on a cell phone while driving in a moving City vehicle, or in a vehicle used while conducting City business. All safety violations and/or injuries as a result of such action will be judged by the Risk Manager for preventability, and Supervisors will manage the employee in a manner consistent with the offense as set forth in the employee's Personnel Policies and Procedure Manual, up to and including termination.
  
- B. TOBACCO USE** – The use of tobacco products is prohibited in City buildings, vehicles, or in all pieces of heavy equipment. This applies to cigars, cigarettes, dip or any other tobacco product that any employee may use. All safety violations of such action will be judged by the Risk Manager for preventability, and Supervisors will manage the employee in a manner consistent with the offense as set forth in the employee's Personnel Policies and Procedure Manual, up to and including termination.
  
- C. ELECTRONIC DEVICES** – The use of personal recording or playback devices will be reserved for break time or lunch time. At no time is an employee to be distracted by listening/using a personal electronic device while driving a City vehicle, driving a vehicle while conducting City business, or operating a piece of equipment. Employees doing manual labor while in the employ of the City are to follow the above guidelines as well. All safety violations of such action will be judged by the Risk Manager for preventability, and Supervisors will manage the employee in a manner consistent with the offense as set forth in the employee's Personnel Policies and Procedure Manual, up to and including termination.
  
- D. ALCOHOLIC BEVERAGES** - The use of alcoholic beverages or other intoxicants is expressly forbidden during working hours. The use of any

controlled substance as prohibited by law, except prescription drugs being used as prescribed by a licensed physician, is also prohibited during working hours as well as other than working hours for on call employees. Employees must comply with the City's Drug-Free Workplace Policy.

## **SECTION XI. DISCIPLINARY ACTION**

### ***A. FOR SAFETY VIOLATIONS AND PREVENTABLE INJURIES***

The Safety and Loss Prevention Manual shall apply to all City employees. It is every employee's responsibility to perform their duties in a safe manner. If an employee fails to utilize required and provided safety equipment or violates established safety procedures he/she may be subject to disciplinary action pursuant to the progressive discipline plan set forth in City of Key West Policies and Procedures, Code of Conduct. The Risk Manager will investigate and determine preventability of work related accidents and injuries as necessary.

If it should be determined that the Department Head, Foreman, or Supervisor of an employee that has violated a provision of this safety policy knew or should have known of the violation and failed to take corrective action, then the Department Head, Foreman or Supervisor shall be subject to the same disciplinary action as the employee.

## **SECTION XII. POLICIES AND PROCEDURES**

In the event of a conflict between the provisions set forth in this Manual and any collective bargaining agreement, City Ordinance, state or federal law, the terms and conditions of the collective bargaining agreement or relevant ordinance or law shall apply. The City reserves the right to repeal, modify or amend this manual at any time.

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## SECTION XIII. RECORD KEEPING FORMS

### RECEIPT OF POLICY ACKNOWLEDGEMENT

EMPLOYEE NAME (print): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE EMPLOYED: \_\_\_\_\_

DIRECT SUPERVISOR'S NAME: \_\_\_\_\_

RISK MANAGER: \_\_\_\_\_

The above mentioned employee acknowledges that he/she has received a copy of the City of Key West Safety and Loss Prevention Program. The employee further acknowledges that he/she will read all components of the Safety and Loss Prevention Program thoroughly. The employee acknowledges that he/she can seek guidance from his/her supervisor or the Risk Manager if the employee has any questions pertaining to the contents of the Program. The employee further agrees to work for the City with full knowledge and acceptance of this Safety and Loss Prevention Program. The employee understands that failure to adhere to the Safety and Loss Prevention Program may result in disciplinary measures in accordance with the City's Personnel Policy and Procedures and/or any applicable collective bargaining agreement.

