

THE CITY OF
BURLESON
TEXAS

SAFETY PROGRAM
(revised 04/21/2015)

Notes:

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The City of Burleson MANAGEMENT STATEMENT OF SAFETY POLICY

Dear Employee:

The success of The City of Burleson depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful work place for all employees by establishing and maintaining an effective safety and health program. We consider safety and health to be a fundamental part of our organization's operations.

The responsibility for safety resides within each of us. We are each challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of our safety and health process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely and in accordance with established safety policies is an absolute requirement for all employees, supervisors and managers.

Notes:

SAFETY RESPONSIBILITIES

The City of Burlison

Department Directors, Managers and Supervisors have the responsibility to implement this Accident Prevention Plan, assigning tasks to staff members as defined in the individual components.

MANAGEMENT SAFETY RESPONSIBILITIES:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must assure that all supervisors are trained and are aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

SUPERVISOR SAFETY RESPONSIBILITIES:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on our work sites or in our facilities.
2. Correct or have corrected all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace are in proper working condition.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.) following policies/procedures, using seat belts, etc.
8. Do not allow the use of unsafe tools or equipment.
9. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
10. Ensure that all employees have access to a copy of the organization's safety program.
11. Encourage safety suggestions from employees under your supervision.
12. Obtain prompt first aid for injured employees.

13. Participate in accident or incident investigations involving your employees.
14. Conduct audits of all work areas and facilities on a regular basis in an effort to improve house keeping, eliminate unsafe conditions and encourage safe work practices.
15. Assure proper reporting of injuries to the Human Resources Department.

EMPLOYEE SAFETY RESPONSIBILITIES:

All employees bear a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees will:

1. Know your job, follow instructions, and think before you act.
2. Use your protective equipment (eye protection, hard hats, gloves, etc.) as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with The City of Burleson's Safety Program. A copy of this Program is available at anytime upon request.
9. Never operate equipment that you are unfamiliar with or not trained to use. Any equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur.

The City of Burlison ACCIDENT/INCIDENT ANALYSIS POLICY

Twice a year during the months of January and July, the Accident Review Committee will review all injuries, mishaps, near misses, property damage, accident investigation reports, unsafe condition reports and work site inspection reports that have occurred or been completed over the past year to determine if injury or hazard trends are developing. Where potential trends are identified, the cause(s) will be determined to assist in the implementation of corrective actions for the trend(s). The Accident Review Committee will recommend and initiate prompt corrective actions as needed to eliminate or reduce hazardous exposures to employees. The Accident Review Committee will follow up on the effectiveness of the corrective actions to assure the situations have been abated or are in the process of being corrected.

The attached "Accident/Incident Analysis" form shall be used to document this accident/incident analysis. If there were no reported injuries or incidents during the analysis period, the attached form should still be completed as documentation of the activity. Items to be addressed during the analysis may include progress on previous corrective actions, trends, safety meeting and inspection reports, etc. This documentation will be kept on file in the Public Works Safety Coordinators and the Public Works Coordinators offices for a period of at least five years.

Notes:

**The City of Burleson
SAFETY COMMITTEE MINUTES/TRENDS ANALYSIS REPORT FORM**

Date:	Time:	Location:
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Members in attendance: _____

Previous Action Items:

Recommendations from Anonymous Employees:

Suggestions from Employees:

- **Review of Accidents (TWCC-1s and injury log) since previous meeting:**
- **Review of Near Misses since previous meeting:**
- **Review of Accident Investigation Reports (motor vehicle accidents and employee injury accidents) since previous meeting:**
- **Identified trends, if any:**
- **Recommendations for Prevention:**

Recommendations from Inspection Reports (facilities, jobsites, vehicles, equipment):

Safety Training Recommendations:

Recommended Updates to Safety Program:

Comments:

Prepared By:	Date:
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Attach additional sheets, if needed.

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The City of Burleson RECORDKEEPING POLICY

It is the policy of The City of Burleson to maintain records of all safety and health documents for a minimum of five years (longer if required by law), unless otherwise specified in the Plan. The Public Works Safety Coordinator will ensure that records maintained by the City of Burleson will include, but are not limited to:

INJURY LOSS RECORDS:

A copy of each Texas Workers' Compensation Form TWCC-1 (Employer's First Report of Injury) and Texas Workers' Compensation Form TWCC-6 (Supplemental Report of Occupational Injury or Illness) shall be on file in the Human Resources Department.

Claim/loss information from TML-IRP, insurance carriers, etc. (all lines of coverage) shall be maintained in files at the Human Resources Department. This information can be used for various means of trend analysis.

ACCIDENT INVESTIGATION REPORTS:

The Public Works Safety Coordinator will ensure that an accident investigation report is completed for each reported accident or incident. A copy of all completed accident investigation reports will be maintained in the Public Works Safety Coordinator and the Public Works Coordinators offices. Only The City of Burleson approved accident investigation report forms shall be used to document accident investigation data. (See Accident Investigation Policy for more specific information.)

INSPECTION REPORTS:

A file will be maintained in the Public Works Safety Coordinators and the Public Works Coordinators offices for all inspection reports required in the Safety Program (Work site Inspection Reports, Vehicle Inspection Reports, etc). The Public Works Safety Coordinator will ensure that all required inspection reports are completed in a timely manner. The work site inspection reports will be completed by the department Supervisor and the vehicle inspection reports will be completed by the employee using the vehicle. Only The City of Burleson approved inspection forms will be used. Corrective action will be documented for any deficiencies noted on the inspection reports.

SAFETY MEETINGS/TRAINING RECORDS:

Public Works:

Documentation of weekly Public Works division and quarterly Public Works department safety meetings and other training records will be maintained at the Public Works Safety Coordinator's office. Only the City of Burleson approved safety meeting forms will be used to document the activities. When safety meetings are used as training activities, it should be duly noted on the form. The individual conducting the safety/training meeting is responsible for submitting a copy of the safety meeting form to the Public Works Safety Coordinator.

Other Field Operations (Parks, Facilities, Golf):

Under the direction of the appropriate Director, regular documented safety meetings and training will occur (at least monthly). Directors may assign a member of the supervisory team to be responsible for coordinating training, setting dates, sending notices, assuring employees attend, etc. Field operations staff may also join in with Public Works staff at their regularly scheduled meetings or training to satisfy this requirement. Records of safety meetings and other training records will be maintained in the Director's office and at the Public Works Safety Coordinator's office. Only the City of Burleson approved safety meeting forms will be used to document the activities. When safety meetings are used as training activities, it should be duly noted on the form. The individual conducting the safety/training meeting is responsible for submitting a copy of the safety meeting form to the Public Works Safety Coordinator.

All Administrative and Civilian Public Safety Personnel:

Under the direction of the appropriate Director, documented safety meetings and training will occur (at least quarterly). Efforts will be made to schedule meetings so that multiple departments can participate. Each administrative personnel employee will be required to attend two safety meetings per year. The Human Resources Department or another Director, assigned by the City Manager, will be responsible for coordinating training, setting dates, sending notices, etc. Department managers will be responsible for assuring employees are scheduled in order to attend two meetings per year.

Records of safety meetings and other training records will be maintained in the Director's office and at the Public Works Safety Coordinator's office. Only the City of Burleson approved safety meeting forms will be used to document the activities. The individual conducting the safety/training meeting is responsible for submitting a copy of the safety meeting form to the Public Works Safety Coordinator.

ACCIDENT/INCIDENT ANALYSIS:

A file containing Accident/Incident Analysis reports, using The City of Burleson form, will be maintained in the Public Works Safety Coordinators and the Public Works Coordinators offices.

REVIEWS OF THE SAFETY PROGRAM:

A file containing Reviews of the Safety Program reports, using The City of Burleson form, will be maintained at the Public Works Safety Coordinators and the Public Works Coordinators offices.

ACCIDENT PREVENTION PLAN --- 12 MONTH PLANNING CHART

A Planning Chart should be included in the Plan to outline the required activities, the person responsible, the designated form, and frequencies for the activities. Each person with assigned responsibilities should receive a copy of the completed Chart as a guideline for their assigned duties. During scheduled program reviews, the current chart should be reviewed and modified as necessary to accommodate planned activities for the upcoming year. Any noted weaknesses in the previous year's activities should be so noted and corrective actions implemented to assure activities are completed as stated in the plan.

The Public Works Safety Coordinator will perform annual checks of the records for inclusion of all required safety documentation as described in this policy.

Notes:

The City of Burleson

SAFETY EDUCATION & TRAINING POLICY

SAFETY MEETINGS/TRAINING:

Safety meetings are an effective way to encourage, educate and train employees on safe work practices and will be held on a weekly and a quarterly basis for the Public Works Department. The Public Works division supervisor will provide information to be used in the weekly meetings and will attend and participate in the meetings when possible.

All field operations employees are encouraged to attend quarterly safety meetings conducted by the Public Works Safety Coordinator. Attendance will be coordinated by the appropriate department supervisors (i.e. Public Works, Parks, Golf, Facilities Maintenance). Discussions of safety rules, possible hazards to be encountered in future job duties or changes in procedures or equipment are some topics that should be covered on a regular basis. All safety meetings will be documented as to the date, attendance and topic discussed. The City of Burleson form will be used to document the safety meetings.

Subjects to be addressed during the safety meetings will include, but not limited to, the following:

- Hazards associated with the work place
- Hazards of particular jobs or tasks
- Emergency procedures
- Hazard communication
- Specific equipment operation training
- Employee reporting requirements
- Office safety
- Driving safety
- Machinery safety
- Contractor safety requirements
- Back injury prevention
- Housekeeping

DOCUMENTATION OF SAFETY MEETING/TRAINING:

Documentation from any safety meeting / training courses attended by employees, supervisors or managers will also be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in the Director of Public Works' office (or maintained by his/her designee). Public Works employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend makeup training as needed. Documentation will be available for employees that attend makeup training.

ONGOING TRAINING:

The Public Works Safety Coordinator will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Defensive Driving.
- New Driver training.

NEW EMPLOYEE SAFETY ORIENTATION:

The Division Manager or his/her designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc. that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation on the City of Burleson New Employee Safety Orientation Form will be maintained in the Public Works Director's office (or maintained by his/her designee) and in the appropriate department manager's office.. New employees' work activities will be limited at the discretion of the Supervisor until the safety orientation is completed.

REPORTING UNSAFE ACTS/UNSAFE CONDITIONS:

All employees are encouraged and required to report any unsafe acts or unsafe conditions. This report will be made using the attached "Employee Report of Unsafe Act/Unsafe Condition Form." The routing of the form will be as indicated on the form.

**The City of Burleson
SAFETY MEETING ATTENDANCE FORM***

Date Presented: _____ **Presented By:** _____

Topic(s) Discussed: _____

Printed Name:

Signature:

Date of Next Scheduled Safety Meeting: _____

Topic(s) for Next safety Meeting: _____

***Attach Copy of Training Materials/Handouts Used**

Notes:

The City of Burleson SAFETY ORIENTATION RECORD

Employee Name: _____ Date Employed: _____

Job Title: _____ Assigned Work Area: _____

	Date Completed	Supervisor's Initials	Employee's Initials
Overall Safety Program discussed with employee.	_____	_____	_____
General Safety Rules and safety rules specific to job duty discussed with employee.	_____	_____	_____
Employee safety responsibilities reviewed with employee: Where and when to report unsafe conditions; how/when/where to report injuries; care & use of tools & equipment; etc.	_____	_____	_____
General hazards in workplace reviewed.	_____	_____	_____
Substance Abuse Policy discussed with and signed by employee.	_____	_____	_____
Hazardous chemicals, including MSDS, discussed with employee.	_____	_____	_____
Proper lifting and materials handling discussed with employee.	_____	_____	_____
Identified past safety problem areas in employee's job duty area discussed with employee.	_____	_____	_____
Recordkeeping systems discussed with employee.	_____	_____	_____
Office safety discussed with employee.	_____	_____	_____
Reviewed evacuation and emergency action procedures.	_____	_____	_____
Identify location of fire extinguishers and use of those extinguishers.	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes:

The City of Burleson
EMPLOYEE REPORT OF UNSAFE ACT/UNSAFE CONDITION FORM

EMPLOYEE COMPLETES SECTION BELOW AND GIVES TO SUPERVISOR:

Employee _____

Department _____

Date _____ Time _____

Location _____

Hazard or Problem _____

Suggestions _____

SUPERVISOR COMPLETES SECTION BELOW AND GIVES TO MANAGER:

Supervisor _____

Department _____

Date Received _____

Action Taken _____

Date Action Was Taken _____

MANAGER REVIEW:

Date Received _____ Type of Hazard _____

Manager Reviewing Condition _____

Review Comments/Action to Correct _____

Signature of Manager

Notes:

The City of Burleson SAFETY AUDIT/INSPECTION POLICY

A documented, quarterly self inspection of facilities and job sites will be conducted by the division supervisor or a member of the safety committee in an effort to detect unsafe acts or unsafe conditions and initiate corrective action(s) as soon as possible. An employee(s) may be requested to assist the division supervisor in conducting the inspections. A copy of the attached "General Safety Inspection" form will be completed for each work site and the completed forms will be maintained at the Public Works Safety Coordinators and the Public Works Coordinators office, and by the appropriate division manager.

Individual employees are responsible for inspecting their work areas for possible hazards on a continual basis. Any potential hazards will be reported to supervisory personnel immediately and may also be reported using the "Employee Report of Unsafe Act/Unsafe Condition" form.

Employees assigned to drive the City of Burleson vehicles will complete vehicle inspections on a daily basis. The completed vehicle inspection reports will be maintained at the Division Supervisors Office.

Corrective actions should be documented on the reports for any identified deficiencies.

Audit/Inspection records should be maintained for at least two years. In addition, all maintenance records should be kept for the life of the vehicle.

Notes:

The City of Burleson GENERAL SAFETY INSPECTION FORM

Person Conducting Inspection: _____

Date: _____ Location of Inspection: _____

Area	Satisfactory		Corrective Action
	Yes	No	
Is Housekeeping Clean/Orderly	___	___	_____
Are Floors in Good Condition	___	___	_____
Proper Lifting Procedures Practiced	___	___	_____
Condition of Hand Tools	___	___	_____
Condition of Power Tools	___	___	_____
Equipment Guards	___	___	_____
Personal Protective Equipment Used	___	___	_____
Is Material Storage Adequate	___	___	_____
Fire Extinguishers	___	___	_____
Chemical Handling/Use	___	___	_____
Are All Chemical Containers Labeled	___	___	_____
First Aid Kit	___	___	_____
Are Grounds in Place on All Electrical Equipment	___	___	_____
Electrical Cords in Good Condition	___	___	_____
Is Lighting Adequate in all Areas	___	___	_____
Condition of Ladders Adequate	___	___	_____
Safety Signs Posted Where Needed	___	___	_____
Office Condition	___	___	_____
Fall Hazards Addressed	___	___	_____
Condition of Scaffolds	___	___	_____

General Safety Inspection Form - Page 2

Area	Satisfactory		Corrective Action
	YES	NO	
Condition of Machinery (List types of machinery on the work sites.)	___	___	_____
	___	___	_____
	___	___	_____
Have all employees received training on the proper operation of all machinery at the work site?	___	___	_____
Are all assigned operators qualified to operate the machinery?	___	___	_____
Since Last Inspection:			
Have Safety Meetings been held with all employees?	___	___	_____
Have all new employees received a new employee orientation?	___	___	_____
Have all accidents been investigated?	___	___	_____
Are current safety rules sufficient for the operations in the area?	___	___	_____
Have MSDS's been submitted by all subcontractors or vendors?	___	___	_____
List any other conditions not addressed above that need attention:			
_____	___	___	_____
_____	___	___	_____
_____	___	___	_____
_____	___	___	_____
_____	___	___	_____
_____	___	___	_____
_____	___	___	_____

** Completed report must be turned-in with listed corrective actions for any deficiencies to the Public Works Safety Coordinator, and the appropriate division Director.

The City of Burleson JOB SITE SAFETY INSPECTION FORM (Required Quarterly)

Person Conducting Inspection: _____

Date: _____ Location of Inspection: _____

<u>Area</u>	<u>Satisfactory</u>		<u>Corrective Action</u>
	Yes	No	
PERSONAL PROTECTIVE EQUIPMENT			
Eye Protection	___	___	_____
Head Protection	___	___	_____
Hand Protection	___	___	_____
Foot Protection	___	___	_____
Hearing Protection	___	___	_____
Respiratory Protection	___	___	_____
Fall Protection	___	___	_____
_____	___	___	_____
_____	___	___	_____

TRENCHING			
Protective System (sloping, shoring, etc.)	___	___	_____
Proper Access	___	___	_____
Underground Lines Located	___	___	_____
Competent Person Assigned	___	___	_____
_____	___	___	_____

CONFINED SPACES			
Entry Permit Completed	___	___	_____
Monitoring Adequate	___	___	_____
Ventilation	___	___	_____
Stand-by Person	___	___	_____
_____	___	___	_____
_____	___	___	_____

<u>Area</u>	<u>Satisfactory</u>		<u>Corrective Action</u>
	Yes	No	
TRAFFIC CONTROL			
Warning Signs	___	___	_____
Barricades/Barriers and Cones	___	___	_____
Flagger (Stop/Slow Paddle)	___	___	_____
High Visibility Vest	___	___	_____
_____	___	___	_____
MATERIAL HANDLING			
Proper Lifting Techniques	___	___	_____
Condition of Lifting Accessories	___	___	_____
Adequate Number of Personnel	___	___	_____
_____	___	___	_____
GENERAL ISSUES			
Fire Protection	___	___	_____
Compressed Gas Cylinders	___	___	_____
Material Safety Data Sheets	___	___	_____
First-Aid Kit	___	___	_____
Lockout/Tagout	___	___	_____
Housekeeping	___	___	_____
Machine Guarding	___	___	_____
Condition of Machinery	___	___	_____
Condition of Portable Power Tools	___	___	_____
Condition of Hand Tools	___	___	_____
Condition of Electrical Cords	___	___	_____
Use of Ground Fault Circuit Interrupter	___	___	_____
_____	___	___	_____
_____	___	___	_____

** Completed report must be turned-in with listed corrective actions for any deficiencies to the Public Works Safety Coordinator, the Public Works Coordinator and the appropriate division manager.

The City of Burleson VEHICLE INSPECTION FORM

Date _____

Insp. Sticker Exp. Date _____

Odometer Reading _____

License Plate No. _____

CONDITION								
ITEM	Sat.	Un. Sat	ITEM	Sat	Un. Sat	ITEM	Sat.	Un. Sat.
Horn			Transmission Fluid			Front Bumper		
Mirrors			Brakes			Grill		
Glass			Play in Steering Wheel			Lt. Frt. Fender		
Battery			Exhaust System			Rt. Frt. Fender		
Engine			Head Lights			Hood		
Windshield Wp.			Parking Lights			Left Doors		
Power Steering			Tail Lights			Right Doors		
Turn Indicator			Brake Lights			Rear Bumper		
4-Way Flashers			Back-up Lights			Top		
Fire Extinguisher			Tires			Seats		
First Aid Kit			Seat Belts			Insurance Card		

Explain all items shown as unsatisfactory in the "remarks" section.

Remarks: _____

The report *must be* signed by the employee who performed the inspection!

** Completed report must be turned-in with listed corrective actions for any deficiencies to the Public Works Safety Coordinator, the Public Works Coordinator and the appropriate division manager.

 Employee's (Driver's) Signature

Notes:

The City of Burleson MACHINERY/EQUIPMENT INSPECTION FORM

Date _____

Insp. Sticker Exp. Date (If Applicable) _____

Odometer Reading _____ Hour Meter (If Applicable) _____

Equipment No. or License Plate No. _____

CONDITION											
ITEM	Sat.	Un Sat.	N/A	ITEM	Sat.	Un Sat.	N/A	ITEM	Sat.	Un Sat.	N/A
Battery				Horn				Turn Indicator			
Motor Oil				Mirrors				4-Way Flashers			
Engine				Glass				Overhead Lights			
Engine Coolant				Windshield Wipers				Brakes			
Transmission Fluid				Steering				Head Lights			
Exhaust System				Seat Belts				Tail Lights			
Hydraulic Fluid				Seat				Brake Lights			
Hydraulic Oil Lines				Fuel				Tires			
Roll Over Protection				Back-up Alarm				Outriggers			
First Aid Kit				Gauges				Mud Flaps			
Insurance Card				Doors				Steps/ Handrails			
				Safety Equipment: Flares, Flags, Cones, Chock Blocks, Etc.				Operation of Implements			
								Fire Extinguisher			

Explain all items shown as unsatisfactory in the "remarks" section.

Remarks: _____

The report *must be* signed by the employee who performed the inspection!

** Completed report must be turned-in with listed corrective actions for any deficiencies to the Public Works Safety Coordinator, the Public Works Coordinator and the appropriate division manager.

 Employee's (Driver's) Signature

Notes:

The City of Burleson

ACCIDENT/INCIDENT INVESTIGATION POLICY

It is the policy of The City of Burleson to investigate all work-related accidents or incidents that result in or could potentially have resulted in injury or property damage. As nearly all accidents and incidents have their own unique characteristics, only general rules and procedures can be outlined here.

The standard Accident/Incident Investigation Report will be used for both initial and final investigations. (The bottom of the report shall be marked to indicate whether it is an initial or final report.)

RESPONSIBILITIES:

1. Employees must immediately report to their supervisor any on-the-job injury or illness they sustain, or suspect they have sustained, no matter how minor. They must also report any incidents that had the potential for injury to employees or third parties and any instances where property damage occurred.
2. Supervisors shall first respond to the immediate medical needs of any injured persons. Then, they should begin reporting and investigative activities as described in this policy.
3. Witnesses to the event that resulted in the accident or incident will provide statements about what they observed. The witnesses may also be asked to participate in the initial and/or final investigations.
4. Supervisors are responsible for receiving the initial reports of injury or property damage and forwarding them to the Human Resources Department in a timely manner.
5. Division Manager is responsible for reviewing the initial accident/incident report, and then setting the time and place for the final investigation.
6. The Publics Works Safety Coordinator is responsible for organizing a meeting of the Safety Committee to finalize the accident investigation.

PROCEDURES:

Initial Notification

Employees are responsible for reporting all injuries, illnesses or incidents as described earlier in this policy. Failure to report any injury or incident may be cause for disciplinary action. (In the event of a serious or disabling injury, fellow employees must assume this reporting responsibility.)

Initial Treatment

Any injury shall be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. During normal working hours, the City of Burleson preferred occupational medical provider should be used, after normal working hours the local emergency room will be the preferred occupational medical provider.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries
- Loss of consciousness or severe dizziness
- Etc.

The first responders to any incident scene will be responsible for securing the area to prevent further damage or injury and also protecting the integrity of the incident scene until an investigation can be initiated.

Any incident involving possible exposures to blood borne pathogens, communicable diseases, or any other contagious substance shall be handled in accordance with those specific policies or procedures regarding that particular incident.

Injured employees are to be transported for medical treatment either by ambulance or another person depending on the severity of the injury. Injured employees should never be allowed to transport themselves for initial medical treatment, but they may transport themselves for follow-up visits if the injury does not impair their driving abilities.

If an employee refuses medical treatment for an on-the-job injury, the investigation report should be completed and the employee's signature used to document the event.

Further Notification

The Division Director, Manager, Supervisor and the Public Works Safety Coordinator must be contacted following the occurrence of an accident or incident to assure an initial report is completed and forwarded to the Human Resources Department.

Drug/Alcohol Policy Requirements

Refer to the Employee Hand Book.

Initial Investigation

The supervisor shall immediately protect all other persons from the hazards that caused the initial problem and also preserve the area where the incident occurred for investigation. After the injured persons have been attended to, and the site is secure, the supervisor should begin the initial investigation. The initial investigation should include:

- (1) Statement from the injured employee
- (2) Statement(s) from witnesses
- (3) Photographs or sketches of area if deemed necessary
- (4) Completion of the accident/incident report in its entirety
- (5) Immediate corrective actions to prevent reoccurrence.

Initial Report

An initial report will be completed for all accidents and incidents within twenty-four (24) hours of occurrence. The immediate supervisor of the employee will complete the initial investigation and report as soon as possible after the occurrence.

The initial report will be turned in to the Division Manager then forwarded to the Human Resources Department as soon as possible or the next business day.

Final Investigation

Within seventy-two (72) hours of the original accident or incident, a final investigation will take place. Attendance at the investigation meeting will, as a minimum, include the following personnel: injured employee, injured employee's supervisor, witnesses. The Division Supervisor will schedule the final investigation and notify all participants. The final report will be turned into the Public Works Safety Coordinator, who will schedule a meeting of the Safety Committee to finalize the report.

The final investigation will include:

- (1) Description of the event by the involved persons
- (2) Accounts of witnesses
- (3) Input from supervision
- (4) Listing of causes
- (5) Development of corrective actions.

Basically, the investigation must answer the following questions:

- Who was injured or what was damaged?
- When did the accident/incident occur?
- Where did the accident/incident occur?
- Why did the accident/incident occur?
- What caused the accident/incident to occur?
- How can it be prevented from occurring again?

The Safety Committee will take responsibility for issuing the final report. The final investigation report will reflect all changes from the initial report and also must include:

- (1) Finalized corrective actions.
- (2) Assigned completion dates for all corrective actions.
- (3) Assigned persons to complete the corrective actions. The persons assigned the corrective actions shall also be required to sign-off on the final report when the corrective actions have been completed.

Copies of the final report should be supplied to:

- (1) Human Resources Department
- (2) Public Works Safety Coordinator
- (3) Public Works Coordinator
- (4) Department Supervisor
- (5) Department Director

Notes:

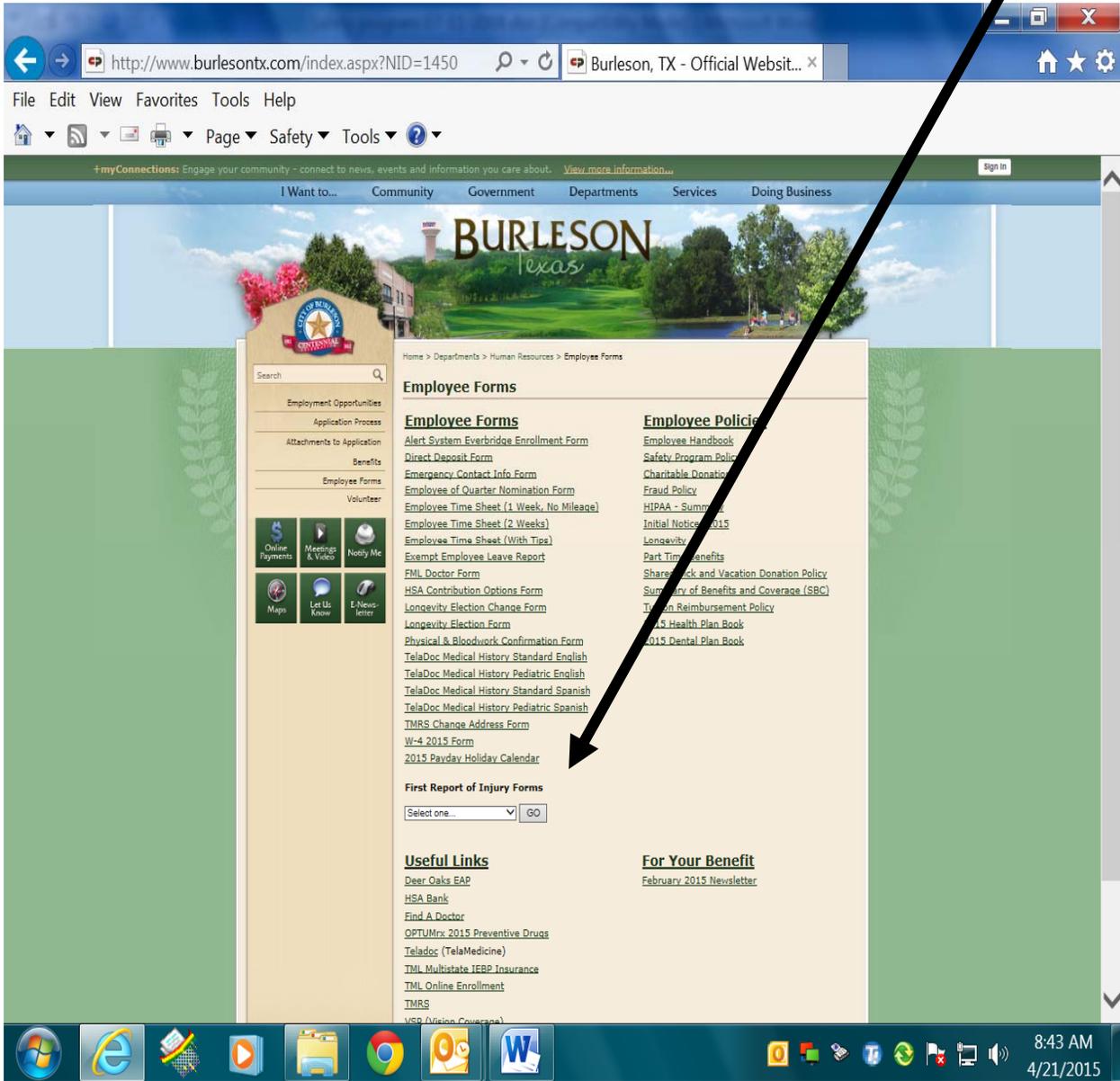


ACCIDENT/INCIDENT INVESTIGATION REPORTS

Notes:

**CITY OF BURLESON
EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS**

The first report of injury can be found at www.burlesontx.com/employeeforms. If you do not have access to a computer or need assistance with the form, please call Human Resources at 817-426-9641 right away. Below is a sample screen shot of where you will find the first report of injury on the above site.



Notes:

**CITY OF BURLESON
ACCIDENT INFORMATION REPORT**

DATE: _____ PREPARED BY: _____ JOB TITLE: _____

TYPE OF ACCIDENT (check all that apply):

Vehicle	On Street	Person Injury	Reportable/Non Reportable
Equipment	Off Street	Hit & Run	Property (private or City)

POLICE REPORT FILED? Yes ____ No ____

LOCATION:	INTERSECTING STREET:
DATE OCCURRED:	TIME OCCURRED:
DATE NOTIFIED:	TIME NOTIFIED:
WERE PROPERTY OWNERS NOTIFIED:	DOLLAR ESTIMATE OF DAMAGE:

VEHICLE INFORMATION

CITY VEHICLE OR EQUIPMENT ID:	INSURANCE I.D. NO:
DRIVER:	EMPLOYEE'S I.D. NO:
ADDRESS:	

PROPERTY OWNER INFORMATION

DESCRIBE TYPE OF PROPERTY:	
PROPERTY OWNERS NAME:	PHONE NO.:
ADDRESS:	

NARRATIVE OF WHAT HAPPENED

USE BACK IF ADDITIONAL SPACE IS NEEDED. PROVIDE DIAGRAM ON BACK.

SUPERVISOR: _____
EMPLOYEE: _____

REPORT TO BE COMPLETED AND FORWARDED TO THE DEPUTY CITY ATTORNEY (RISK MANAGEMENT) OFFICE WITHIN 24 HOURS OF THE ACCIDENT. Fax # 817-447-5364

Notes:

**CITY OF BURLESON
INJURY/DAMAGE PREVENTION REPORT
(COMPLETE AT TIME OF INJURY/DAMAGE)**

Employee's Name:	Social Security No (last 4 #'s only)
Date of Accident:	Location of Accident:

DESCRIPTION OF ACCIDENT

TO BE COMPLETED BY DIVISION REVIEW COMMITTEE, EMPLOYEE AND WITNESSES

What was the cause of this injury and/or damage?

How can this injury and/or damage be prevented in the future?

Describe supplemental training given to employee regarding this injury and/or damage.

Employee Signature _____ Date: _____

Peer Employee Signature _____ Date: _____

Witness Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Manager Signature _____ Date: _____

Notes:

**CITY OF BURLESON
DIVISION ACCIDENT/INJURY REVIEW RECOMMENDATION**

EMPLOYEE'S NAME:	SOCIAL SECURITY NO (last 4 #s only):
DATE OF ACCIDENT:	LOCATION OF ACCIDENT:

AFTER REVIEWING ALL OF THE INFORMATION RELEVANT TO THIS ACCIDENT/INJURY, WE RECOMMEND THE FOLLOWING ACTION:

- NO ACTION RECOMMENDED
- SUPERVISOR'S CONFERENCE
- ORAL REPRIMAND
- WRITTEN REPRIMAND
- SUSPENSION FOR _____ DAYS WITHOUT PAY
- DEMOTION
- TERMINATION

COMMENTS:

SUPERVISOR'S SIGNATURE

DATE

MANAGER'S SIGNATURE

DATE

ACCIDENT REVIEW COMMITTEE SUGGESTED CORRECTIVE ACTION:

EMPLOYEE ASSIGNED TO COMPLETE CORRECTIVE ACTION:	DATE ASSIGNED:
--	----------------

Notes:

SAFETY PROGRAM REVIEW/REVISION POLICY

The Public Works Safety Coordinator will at least annually review the entire Safety Program for revisions to meet exposures within the current operations. Normally, the review will take place during the month of December. Areas that will be evaluated include: operations added, equipment added/changed, changes in environmental conditions, adequacy of personal protective equipment, etc. In addition, procedures should be reviewed to make sure they are still applicable.

Upon changes in the Safety Program, all employees will be informed of these changes and provided proper training as needed. The Public Works Safety Coordinator will ensure that changes or revisions are added to the written Safety Program in a timely manner.

This review will be documented on the attached form and maintained at the office of the Public Works Coordinator and the Public Works Coordinator. A five-year history of completed forms should be maintained.

Notes:

**The City of Burleson
REVIEW OF SAFETY PROGRAM FORM**

Date of Review _____

Review of the Seven Components: _____

New Exposures Identified: _____

Action Taken to Control Exposures:

Reviewed By (*Name(s) and Title(s)*):

(Various Managers, Supervisors or Employees May Participate in the Review.)

Notes:

The City of Burleson
WRITTEN HAZARD COMMUNICATION PROGRAM

I. General Information

The Texas Hazard Communication Act (THCA), codified as Chapter 502 of the Texas Health and Safety Code (HSC), requires all public employers in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed in their workplace. In order to comply with Section 502.009(b) of the THCA and Section 295.7(a) of the THCA Rules (Title 25 of the Texas Administrative Code (TAC), Section 295.1- 295.12), the following written Hazard Communication Program has been established for the City of Burleson.

The master copy of the written hazard communication program will be maintained in the Public Works Safety Coordinator's and the Public Works Coordinator's office. Copies of the written program will be modified as needed for each separate workplace where hazardous chemicals are used or stored and a copy maintained at each workplace. The written program will be available to all interested employees and their representatives upon request.

To facilitate administration of and compliance with this Program, the following levels of responsibility have been established:

1. The Public Works Safety Coordinator will have overall responsibility for administering and maintaining this program and ensuring that it meets all requirements of the THCA.
2. Supervisors will be responsible for providing MSDS sheets on new chemicals and maintain a copy of the hazard communication program in their division.
3. Individual employees will be responsible for knowing the location of the hazard communication program and reading it.

II. Exemptions

The following chemicals are exempt from the requirements of the THCA and are outside the scope of this written program:

1. Hazardous waste that is subject to regulation by the Texas Commission on Environmental Quality and/or the U.S. Environmental Protection Agency.
2. A chemical in a laboratory under the direct supervision or guidance of a "technically qualified individual" if:
 - a. Labels on incoming containers of chemicals are not removed or defaced,
 - b. This employer complies with Sections 502.006 and 502.009 of the THCA with respect to laboratory employees; and
 - c. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes.
3. Tobacco or tobacco products.
4. Wood or wood products.
5. Articles formed to a specific shape or design during manufacture and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.
6. Food, drugs, cosmetics or alcoholic beverages.

7. Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer.
8. Radioactive waste.

III. Workplace Chemical List

- A. The City of Burleson will develop and maintain a list of hazardous chemicals normally present in the workplace in excess of 55 gallons or 500 pounds. This Workplace Chemical List will be developed for each **workplace** where such quantities of hazardous chemicals are used or stored and will be available for review by employees and their designated representatives.
- B. The Public Works Safety Coordinator will be responsible for reviewing and updating the Workplace Chemical List(s) for the City of Burleson as necessary, but at least by December 31 of each year.
- C. The Workplace Chemical List will be maintained for at least 30 years.
- D. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets (MSDSs) located in each workplace where these hazardous chemicals are used or stored.

IV. Material Safety Data Sheets

- A. The City of Burleson will maintain a current and appropriate Material Safety Data Sheet (MSDS) for each hazardous chemical purchased.
- B. The Division Supervisor will be responsible for the MSDS system for their division:
 1. Incoming MSDSs are reviewed for new and significant health/safety information and that any new information is passed on to the affected employees.
 2. Hazardous chemicals received without an MSDS are withheld from use until a current MSDS is obtained.
 3. Missing MSDSs are requested from an appropriate source (e.g., chemical manufacturer, distributor, or electronic database) within 30 days from receipt of the hazardous chemical.
 4. Affected employees are provided a description of any alternative system (such as electronic databases) being used in lieu of actual MSDSs.
 5. Emergency responders are provided MSDSs as soon as practical upon request.
- C. MSDS files for the City of Burleson will be kept in the Public Works Safety Coordinators office, the Public Works Coordinators office and the Division
- D. MSDSs will be readily available for review by employees or their designated representatives upon request.

V. Chemical Container Labels

- A. All **containers** of hazardous chemicals used or stored by the City of Burleson will be appropriately labeled.
- B. The Division Supervisor will be responsible for the hazardous chemical labeling system in their division and will verify that:
 1. All **primary containers** of hazardous chemicals are clearly labeled to include:
 - a. The identity of the chemical as it appears on the MSDS.
 - b. The appropriate hazard warnings.

- c. The name and address of the manufacturer.
2. All **secondary containers** of hazardous chemicals are clearly labeled to include:
 - a. The identity of the chemical as it appears on the MSDS.
 - b. The appropriate hazard warnings.
 3. A description of alternative labeling systems, if used, is provided to employees. Examples of alternative labeling systems are the National Fire Protection Association (NFPA) 704m Standard and the Hazardous Materials Information Systems (HMIS) Standard.
 4. Every effort will be made to label pipes that carry materials that could be hazardous. Labeling can be specific markings identifying the contents of the pipes. If hazardous chemicals run through the pipes, the potential hazards and necessary safety precautions relative to the chemicals must be obtained and given to the employees working in the area.
 5. Any empty container being considered for re-use must be fully cleaned and all labels removed prior to its use.
- C. The City of Burleson will rely on the chemical manufacturers or distributors to provide labels which meet the above requirements for primary containers of all hazardous chemicals purchased, and will re-label containers only when the label is illegible or otherwise does not meet the above requirements.

VI. Employee Training Program

- A. The Public Works Department will provide an education and training program to **all employees** who routinely use or handle hazardous chemicals in their workplace.
- B. The Public Works Safety Coordinator will be responsible for the employee training program and will ensure that:
 1. Appropriate training is provided to all covered employees and includes:
 - a. The use of information provided on MSDSs and chemical container labels.
 - b. The location of hazardous chemicals present in the employees' work areas.
 - c. The physical and health effects of exposure.
 - d. Proper use of personal protective equipment.
 - e. Safe handling of hazardous chemicals.
 - f. First aid treatment for exposure to hazardous chemicals.
 - g. Safety instruction on clean-up and disposal of hazardous chemicals.
 2. Required training records are maintained and include:
 - a. The date of the training session.
 - b. A legible list of all employees attending the training session.
 - c. The subjects covered.
 - d. The name of the instructors.
 3. All covered employees are identified and incorporated into the training program.
 4. Employees are provided information concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks.
 5. New employees are trained prior to their being required to use or handle a hazardous chemical.
 6. The need and frequency for periodic/refresher training is assessed. Employees subject to these training requirements will sign an attendance roster for each training session attended, verifying that they received and understood the information.

VII. Reporting Employee Deaths and Injuries

- A. The City of Burleson will notify the Texas Department of Health, Hazard Communication Branch, of

any employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees.

- B. The Public Works Safety Coordinator will be responsible for reporting all such accidents to the Texas Department of Health, Hazard Communication Branch, within 48 hours after their occurrence. Notifications will be made either orally or in writing.
- C. Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor.
- D. Supervisors will be responsible for reporting all accidents involving a hazardous chemical to the Public Works Safety Coordinator.

VIII. Posting Employee Notice

- A. The City of Burleson will post and maintain in **all workplaces** where hazardous chemicals are used or stored the most current version of the TDH *Notice to Employees*, informing employees of their rights under the THCA.
- B. The *Notice* shall be clearly posted and unobstructed at all locations in the workplace where notices are normally posted, and with at least one location in each workplace.
- C. Where necessary, a copy of the *Notice*, printed in Spanish, will be posted together with the English version of the *Notice*.
- D. Additional copies of the *Notice*, in both English and Spanish, are available from the Hazard Communication Branch.

IX. Personal Protective Equipment

- A. The City of Burleson will provide appropriate personal protective equipment (PPE) to all employees who use or handle hazardous chemicals.
- B. The Division Supervisor will be responsible for the PPE program and will ensure that appropriate equipment and training are provided for their division, to include:
 - 1. Proper selection of PPE based on:
 - a. Routes of entry.
 - b. Permeability of PPE material.
 - c. Duties being performed by the employee.
 - d. Hazardous chemicals present.
 - 2. Proper fit and functionality of PPE as described by the manufacturer's specifications.
 - 3. Appropriate maintenance and storage of PPE.

X. Maintaining Employee Rights

- A. The City of Burleson shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of Health, participating in proceedings related to the Texas Hazard Communication Act, or exercising any rights under the Act.
- B. Employees cannot waive their rights under the Texas Hazard Communication Act. A request or requirement for such a waiver by an employer violates the Act.

XI. Informing Contractors

Before a contractor commences work in a City of Burleson workplace, the Division Supervisor who controls the work area will be responsible for:

1. Informing the contractor of its rights under the Act.
2. Providing a copy of the Workplace Chemical List.
3. Providing copies of all MSDSs for the hazardous chemicals that they may be exposed to in the workplace.
4. Having the contractor provide MSDSs for any hazardous chemicals they will be bringing into the City of Burleson workplace to which the City of Burleson employees will have an exposure.

This policy was developed using the Model Written Hazard Communication Program prepared by the Hazard Communication Branch of the Texas Department of Health. For additional guidance, please contact the Hazard Communication Branch at 800-452-2791 (toll free) or 512-834-6603. They may also be reached at their web site at www.tdh.state.tx.us.

Notes:

The City of Burlison ALCOHOL AND CONTROLLED SUBSTANCES POLICY

The City of Burlison has adopted an alcohol and controlled substances policy to ensure the safety and well being of all employees. Our policy forbids the possession or consumption of alcoholic beverages or controlled substances while on the premises or on city business.

The definition of a "controlled substance" is any drug, narcotic, hallucinogen, barbiturate, amphetamine, inhalant, mixture or compound not prescribed by a licensed physician for the legitimate treatment of a specific employee's medical condition.

Employees taking prescription drugs for an illness or other legitimate medical need must notify their direct supervisor in writing of the possible effects of the medication which may impair the individual's physical or mental capabilities, and/or impair their ability to perform their job functions. The notification should also include the length of time expected to take the medication. Confidentiality of medical records must be maintained at all times.

Users of illicit drugs, mixtures, compounds or alcohol present a serious danger not only to themselves, but to all other employees with whom they work or come in contact. Lack of mental alertness, slow reactions and other effects of alcohol and drugs lead to poor judgment and errors that place the safety of our workers and facilities in grave danger. Management cannot and will not allow the safety of our workers and facilities to be compromised.

Violation of any of the following rules may subject an employee to disciplinary action, per the City of Burlison substance abuse policy.

Once again, any violation of the above rules may lead to disciplinary action, including immediate dismissal.

The City of Burleson DISCIPLINARY POLICY

Safety Reprimands:

Should employees be observed not following documented safety rules/procedures, a disciplinary memo or the attached Employee Reprimand form may be used. Supervisors should make every effort to make sure employees are following safe work practices.

The City of Burleson has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. Disciplinary actions for safety violations will be in keeping with the Human Resources policy protocols.

Verbal Warnings:

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written Warnings:

Managers may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

Disciplinary Suspension

Managers may recommend and management may institute disciplinary suspension for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations or non-conformance to safety rules/procedures.

Termination:

Managers may recommend the termination of any employee for repeated serious violations of the above circumstances.

Documentation:

The Division Manager will maintain records of disciplinary action. Violations of the City of Burleson rules and/or safety rules, regulations or procedures will be documented by producing a memo with the Human Resources department's assistance filling out an "Employee Reprimand" report for review by Human Resources. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.



**The City of Burleson
SAFETY COMMITTEE FORMATION**

Notes:

Works Coordinator will compile the report(s) and email them to all committee members by 3:00 Tuesday afternoon. If you have not received an email on Tuesday afternoon with accident reports attached, there are **no** accidents to review for that week, and we will not have a meeting that week. The Public Works Coordinator will be responsible for recording the minutes of each meeting. A copy of the finalized minutes will be forwarded to each member of the committee and may also be posted in the workplace for other employees to review.

**The City of Burleson
SAFETY COMMITTEE MINUTES/TRENDS ANALYSIS REPORT FORM**

Date:	Time:	Location:
--------------	--------------	------------------

Members in attendance: _____

Previous Action Items:

Recommendations from Anonymous Employees:

Suggestions from Employees:

- **Review of Accidents (TWCC-1s and injury log) since previous meeting:**
- **Review of Near Miss Reports since previous meeting:**
- **Review of Accident Investigation Reports (motor vehicle accidents and employee injury accidents) since previous meeting:**
- **Identified trends, if any:**
- **Recommendations for Prevention:**

Recommendations from Inspection Reports (facilities, jobsites, vehicles, equipment):

Safety Training Recommendations:

Recommended Updates to Safety Program:

Comments:

Prepared By:	Date:
---------------------	--------------

Attach additional sheets, if needed.

Notes:

City of Burleson

VEHICLE OPERATOR STANDARDS

1. POLICY

All employees authorized to operate City vehicles and motorized equipment, or who operate personal vehicles on City related business, shall be subject to the standards established in this policy.

2. PURPOSE

This policy establishes minimum standards for the qualification of employees and applicants to operate City vehicles and motorized equipment.

3. SCOPE

This policy shall apply to:

- 3.1 Employees driving City owned, leased, or rented vehicle or motorized equipment.
- 3.2 Employees receiving a monthly car allowance, or who use personal vehicles for City related business.
- 3.3 Applicants for positions which require the operation of City vehicles or equipment.

4. DEFINITIONS

- 4.1 City Vehicles - any passenger car, pickup, truck, or other similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the City.
- 4.2 Motorized Equipment - this category includes, but is not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.
- 4.3 Preventable Accident - any accident involving a City vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question failed to exercise every reasonable precaution to prevent the accident. The preventability of an accident shall be determined from the investigative results of the appropriate law enforcement agency.
- 4.4 Personal Vehicles - privately owned vehicles used in the conduct of City business, and for the use of which the driver receives a car allowance or is eligible to claim mileage reimbursement.
- 4.5 Driving Records - the complete driving history of an employee as can be discerned from any official records.
- 4.6 Commercial Motor Vehicle - a motor vehicle or a combination of motor vehicles used in a commerce to transport passengers or property if the motor vehicle:
 - (1) has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
 - (2) has a gross combination weight of 26,001 or more pounds;
 - (3) is designed to transport 16 or more passengers, including the driver; or
 - (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulation (149 C.F.R. Part 172, Subpart F).

5. **RESPONSIBILITIES**

Employees who drive City vehicles or operate motorized equipment in the course of their employment shall be required to meet the following minimum conditions of eligibility for driving/operating privileges:

- 5.1 Have reached the age of eighteen (18) years to operate City vehicles or motorized equipment.
- 5.2 Be physically qualified to hold a driver's license and to safely operate a City vehicle or motorized equipment.
- 5.3 Have current valid Texas driver's license in the appropriate class as established on the official description for the position.
- 5.4 Wear seat belts and other relevant safety equipment when operating City vehicles or motorized equipment when appropriate.
- 5.5 Observe all City vehicle and traffic related policies.
- 5.6 Observe all laws and ordinances relating to the operation of City vehicles or motorized equipment.
- 5.7 Be responsible for the proper care and use of vehicles or motorized equipment. This includes maintaining City's vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the supervisor, and operating all City vehicles/motorized equipment in a manner that conserves fuel and reduces depreciation.
- 5.8 Employees receiving car allowance shall fulfill all current legal regulations such as insurance, inspection, and registration.

6. **OPERATOR STANDARDS - APPLICANTS**

Applicants for positions requiring the operation of City vehicles or motorized equipment **shall not** be eligible for employment if they are, or have become disqualified to drive a Commercial Motor Vehicle as outlined in 49 CFR 383.51 of the Federal Motor Carrier Safety Administration.

7. **OPERATOR STANDARDS - EMPLOYEES**

Employees With Commercial Driver's License (CDL) As Required for Their Position:

Employees currently in a position requiring them to operate City vehicles or motorized equipment **shall not** be eligible to operate vehicles if they become disqualified to drive a Commercial Motor Vehicle as outlined in 49 CFR 383.51 of the Federal Motor Carrier Safety Administration. When an employee becomes disqualified for any reason they will report the reasons why. An employee is not guaranteed they will be able to continue employment if a CDL is required for the position.

Employees With Standard Texas Driver's License:

Employees currently in a position requiring them to operate City vehicles or motorized equipment, or who are receiving an automobile allowance to operate their personal vehicle on city business, **shall not** be eligible to operate vehicles if they become disqualified to drive under the requirements of their driver's license (class C or class B). This includes driver's license suspension or revocation due to moving violations, accidents, or health reasons. When an employee becomes disqualified, for any reason, they will report the reasons why. An employee is not guaranteed they will be able to continue employment if driving is required for the position.

8. **PROCEDURES**

The following procedures shall be observed under this policy:

- 8.1 Employees operating City vehicles or motorized equipment must report to their supervisors any accident involving said vehicles as soon as possible and no later than twenty-four (24) hours of the occurrence.
- 8.2 Employees who are in jobs that require the driving/operating of City vehicles or motorized equipment shall report any driver's license suspensions to their immediate supervisor within twenty-four hours of the suspension.
- 8.3 Failure to report license suspensions; or failure to maintain the required driver's license; or failure to meet minimum driving record criteria will be sufficient grounds for removal from driving privileges and may subject the employee to disciplinary action, up to and including termination.
- 8.4 Once per year the Human Resources department will make a list of all personnel who have driving or motorized equipment operation responsibilities. This list shall include the employee's name, date of birth, and current driver's license number. All such employees will then have their driving record status reviewed through a motor vehicle record check. The motor vehicle record reflects the past three years of a driving record. The City Manager or Deputy City Manager and appropriate department head will be notified of any employee whose driving record fails the criteria set forth in this policy.
- 8.5 Moving Violations for Civil Red Light Camera Citations:
Employees who receive a citation for a civil red light camera violation while on duty, will be required to pay the applicable fine. If the employee is driving a city vehicle, the following protocol will apply.
 1. Employee will be notified by applicable Director of citation.
 2. Employee will provide a personal mailing address to be used on future documentation related to the citation.
 3. Employee will be given information in writing on who to contact to either request an appeal or pay the applicable fine.
 4. The employee will be given a reasonable amount of time to resolve the matter. If the matter is not resolved, the employee may be subject to disciplinary action up to and including suspension without pay and/or termination. Such discipline will be documented and placed in the employee's personnel file.
 5. The employee may be required to attend the city's defensive driving program and provide documentation of completion of the class at the Director's discretion.
- 8.6 Employees who have been ruled ineligible for driving privileges, and whose records do not conflict with 49 CFR 383.51 of the Federal Motor Carrier Safety Administration, may have their privileges reinstated provided the employee successfully completes a Defensive Driver Training Program conducted by the Public Works Safety Coordinator.

An employee who has been ruled ineligible for driving privileges may use the defensive driving course option only once every three (3) years in order to have his/her eligibility status reinstated.
- 8.7 Employees who have been ruled ineligible to drive City vehicles or equipment due to their driving record may, at the sole discretion of the Department Director be:
 - (a) Assigned non-driving responsibilities within their current department, if available; or
 - (b) Transferred to another department and assigned non-driving responsibilities, if available and they are the most qualified person to fill the position; or

- (c) Terminated, if neither of the above alternatives can be achieved within twenty (20) working days. All non-driving responsibilities must have prior approval of the City Manager or Deputy City Manager.

8.8 Employees who receive a car allowance and become ineligible for driving privileges shall have their car allowance revoked and shall not be permitted to drive on City related business. Mileage reimbursement recipients who become ineligible for driving privileges shall be forbidden to driven their personal vehicles on City related business.

GENERAL SAFETY RULES

1. Each employee shall be required to comprehend and abide by the contents of this Safety Program.
2. All accidents, no matter how minor, shall be reported immediately to your supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to your supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees shall only operate equipment/tools that they are trained and authorized to operate.
6. Employees shall use all safety devices and personal protective equipment provided for their protection.
7. Employees shall wear clothing and shoes suitable for the particular work they are doing, including safety boots where required.
8. Employees shall use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
9. Protective guards shall never be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
10. Before starting work on any machine or equipment that is out of service, employees shall render the equipment or machine inoperative and attach a lockout device to the equipment control.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances shall be subject to disciplinary action per the substance abuse policy.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees should not engage in practical jokes or horseplay.

PERSONAL PROTECTIVE CLOTHING & EQUIPMENT – GENERAL REQUIREMENTS

1. All employees shall wear clothing suitable for their particular type of work. Loose clothing shall not be worn while working around or near moving machinery or equipment.
2. All department approved special protective clothing or protective devices shall be used by employees when departmental supervisors require their use.
3. Clothing that is soiled by oil or chemicals should be avoided to prevent skin irritations.
4. When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles, such as key or watch chains, rings, wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts.

5. Rings or jewelry shall not be worn while climbing on or off structures or vehicles while performing any task where the ring might get caught under or snagged by a projecting item. In addition, rings and wristwatches with metal case and watchbands shall not be worn while working on or near energized equipment or lines.
6. Department approved gloves shall be provided to and worn by all employees when work site operations could cause injury to the hands.
7. Gloves and long sleeves should be worn to protect hands and arms when handling cement, brush, sharp objects, hot materials, acids and other chemicals, or when there is a possible exposure to poison ivy.
8. Department approved head protection shall be provided to and worn by employees when working in areas where possible danger or head injury exists from impact, falling or flying objects, or from electrical shock and burns.
9. Employees shall wear department approved eye and face protection where the potential of injury exists from flying objects, glare, liquid splashes, weed eaters, edger's, chemicals, grinding, sandblasting, and welding. Eye protection shall be kept in a sanitary and usable condition and shall be replaced when it becomes warped, scratched, or pitted.
10. Department approved hearing conservation devices shall be provided to and worn by all employees working in noisy areas.
11. Employees shall wear footwear suitable to the type of work being performed. Safety boots or shoes shall be worn when required. Wearing of sandals, thongs, tennis shoes, loafers or similar footwear shall not be acceptable during working hours for employees serving in labor, maintenance, construction, or inspection positions. The budgeted amount for safety boots will be \$125 per employee. Additional amounts may be approved by the Director, based on availability of budgeted funds.
12. Department approved life jackets or buoyant work vests shall be worn by all employees when working over or near water where the danger of drowning exists.
13. Department approved respiratory protection shall be worn in areas where dangerous air contamination, chlorine, gasses, vapors, fumes, dust, or other hazardous contaminants exist.
14. Employees required to work in or near the roadway shall wear high visibility clothing, garments, or reflective vests (American National Standards Institute Class 2 or greater).
15. Department approved fall protection devices, such as harnesses, lanyards, etc., shall be used by all employees when working in an overhead position which may require use of both hands and when there is a danger of falling.
16. Protective clothing and equipment shall be used and maintained in accordance with manufacturer's recommendations.

GENERAL SAFETY RULES FOR MOTOR VEHICLE & EQUIPMENT OPERATION

1. Employees who are authorized to operate City of Burleson vehicles or personally owned vehicles on City of Burleson business must have a valid Texas Driver's license for the class vehicle they operate and must notify their supervisor immediately should the license be suspended or revoked.
2. The Certificate of insurance coverage and other required documents shall be carried in all City of Burleson owned vehicles.
3. All drivers of City of Burleson vehicles must be familiar with and abide by all applicable state, federal and local traffic regulations.
4. All drivers/operators shall be responsible for the proper care and use of vehicles and motorized

- equipment. This includes maintaining City of Burluson vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the supervisor.
5. A driver/operator shall not permit any unauthorized persons to drive, operate or ride in or on a City of Burluson vehicle. Riders shall not be allowed on running boards, tailgates, fenders, bumpers, atop cabs, on tow bars or towed equipment. (Exceptions may include operator trainees and mechanics sharing operator positions.)
 6. Every accident involving personal injury or property damage shall be reported to your supervisor immediately.
 7. Where seat belts are provided, they shall be worn by all occupants. The size of the vehicle or equipment does not excuse the operator from the seat belt requirement.
 8. Equipment on all City of Burluson motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.
 9. When possible, park so that backing is not required.
 10. Extreme caution shall be exercised when backing any vehicle. If another employee is present, he/she shall act as a "spotter" to assist the driver in backing safely. Drivers shall stop immediately if they lose sight of the "spotter".
 11. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle.
 12. Unsafe and discourteous driving practices such as road hogging, aggressive driving, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.
 13. Getting in or out of a vehicle/mobile equipment while it is in motion is prohibited, as is riding anywhere on the vehicle/mobile equipment not designed for passengers. Do not get out of a vehicle/mobile equipment and leave the motor running, or drive/operate with a door ajar.
 14. Personnel should maintain three-points of contact with mobile equipment when entering and exiting to help in maintaining balance if a slip occurs. Many injuries occur as a result of slips and this should help control that exposure. In addition, the condition of handrails, steps, etc. should be inspected regularly.
 15. Smoking is prohibited in any areas where fueling is being performed.
 16. Except in emergencies, gasoline must not be carried inside passenger cars or the cabs of trucks. Gasoline shall be transported in approved safety containers and sealed tight to prevent the leakage of gasoline or gasoline vapors.
 17. Garage doors must be opened for ventilation whenever a motor vehicle engine is running to help prevent the accumulation of carbon monoxide gas.
 18. Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes when applicable.
 19. Driving a vehicle under the influence of alcohol or any controlled substance will not be tolerated. Never attempt to perform work or drive a vehicle when you are impaired by alcohol, medication or drugs.
 20. Picking up hitchhikers is dangerous and prohibited.
 21. Before starting out in your vehicle in the morning, clear all windows of any frost, ice or dew. Cleaning only a small place on a windshield does not allow for proper visibility.

22. Driving is a full time job. Drivers should not engage in other activities, such as using a telephone, updating computer records, etc. while operating a vehicle. The vehicle should be pulled off the road and stopped before performing these activities.
23. Driving at the maximum posted speed limit can be too fast for safety in some situations. The drivers of all vehicles must use good judgment and proceed at a pace suitable to conditions of the vehicle, road, traffic and weather.
24. All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

STOPPING ON ROADWAYS

1. When it is necessary to stop on the roadway, extreme caution shall be used.
2. A rotating beacon shall be used if so equipped.
3. Tail lights/emergency flashers shall be used.
4. If work is in progress, traffic control devices shall be used in accordance with the Texas Manual on Uniform Traffic Control Devices, Part VI. Please see additional information in the Work Zone Traffic Control section of this manual.

INSPECTION OF VEHICLES AND EQUIPMENT

1. Drivers/operators shall utilize equipment checklists to inspect vehicles and equipment. Check windshield wipers, signals, horn, lights, reflectors, tires, fluid levels, etc. to determine if they are in good operating condition prior to operating the vehicle.
2. The driver/operator shall determine that brakes are in good operating condition before using the vehicle or equipment. If brakes are not working properly, they must be corrected before use.
3. The driver/operator shall report all defects promptly. Items that affect safety shall be repaired prior to continued use.

CONTINUOUS TIME WORKED SAFETY

1. Employees required to work sixteen (16) consecutive hours should contact their Supervisor or Superintendent for direction on how to proceed.
2. Employees that are on stand-by should not be primary responders to dispatches that occur late in a regularly scheduled shift. This will avoid the potential for stand-by personnel not being available to respond after hours or in relief of a crew that has been on duty for an extended time.
3. The supervisor or superintendent is authorized to determine an employee's ability to continue to operate safely. If it is determined the employee requires a recuperation period, he/she may be dismissed on a Safety Leave status for a period of up to six (6) hours (determined by supervisor or superintendent). This Safety Leave period will be paid and viewed as time worked therefore having no impact on an employee's overtime accrued for the event precipitating the Safety Leave absence. All approved Safety Leave will be documented on the City's official timesheets.
4. In the event catastrophic events require extended duty, all recuperation times will be addressed case-by-case and may be adjusted as determined by personnel in charge of the recovery efforts.

REFUSE COLLECTION SAFETY

Personal Protective Equipment

1. Gloves shall be worn by employees while handling cans, bags, boxes, etc.
2. Protective eyewear shall be available and worn whenever items that could cause an eye injury are being handled.
3. Appropriate footwear with steel toes and anti-slip soles shall be worn. Leather work boots with good ankle support are recommended.
4. High visibility clothing (ANSI Class 2 or greater) shall be worn by employees at all times when working in or around the roadway.
5. Rainwear shall be used.

Material Handling

1. Size up the load and the weight to be lifted. This is done by holding the container at the top and rocking it back and forth. If it is too heavy, get help.
2. Get a firm grip on the handle or top edge of the container with one hand, tip the container, then grasp the bottom edge of the container with the other hand.
3. Check the weight and condition of boxes before lifting. Grasp the box with the fingers and palm of one hand around the top of one corner of the box; place the other hand at the bottom near the opposite corner.
4. When handling plastic bags, always grab bags by the neck. Sharp objects can protrude through the bag and puncture hands and arms.
5. If the container is in an area where there are potholes or the ground is uneven, move the container to a safer area before attempting to lift.
6. Tips in lifting:
 - a) Size up the load
 - b) Keep feet apart, establish a good base of support
 - c) Bend at the knees and hips, not at the waist
 - d) Get a good grip
 - e) Keep the load close
 - f) Lift with your legs
 - g) Pivot, do not twist your body

Control of Falls

1. Jumping on or off a moving garbage truck shall be prohibited. When exiting or entering the truck, "three points of contact" should be maintained at all times to provide adequate control.
2. To get off the platform (step) at the side of the truck, wait until the truck has come to a complete stop. Make sure you have good footing when you reach the ground.
3. Step off onto wet grass or icy surfaces slowly and carefully.
4. Make sure your foot has made good contact with the platform or step before getting back onto the truck. Signal the driver to move **ONLY** when you are ready.
5. Always look in the direction that the truck is traveling. Watch out for low hanging tree limbs, brush, utility poles, etc. Do not ride the platform with your body leaning out beyond the body of the truck any

farther than necessary.

6. Do not lie, sit or squat on the platform while the truck is moving.
7. **Never** ride the platform while the truck is backing up, exceeding 10 miles per hour, or traveling more than .2 miles (three city blocks) between stops. Spotters shall be used anytime a truck is backing up.
8. Watch for oil or grease on platforms, streets and sidewalks.

Packer Operation

1. Never activate the packer while standing in front of it; always stand to the side with head and eyes turned away.
2. One crew member should be solely responsible for operating the packing mechanism.
3. The packer operator must be completely familiar with the location and operation of all controls and know how to stop the packer in an emergency.
4. Do not overload the hopper or stick hands in while the packer is operating.
5. The packing mechanism should be inspected and serviced according to the manufacturer's operating manual.

Vehicle Operation and Condition

1. A spotter shall always be used anytime a truck is backing up. Standard agreed upon hand signals should be used. Anytime the spotter leaves the driver's view in the mirrors; the driver must stop immediately.
2. Trucks must be equipped with working back-up alarms.
3. The driver will use flashing lights whenever collections are being performed.
4. Know your vehicle's height and width clearances and be cautious near low hanging wires and tree limbs.
5. Keep your truck in good condition. A pre-trip and post-trip inspection shall be conducted each day.
6. A fire extinguisher, first aid kit, and water shall be provided on the trucks.
7. Keep bottles, cans, boxes, etc. off the floor of the cab.
8. When exiting the vehicle, get a good grip on the hand holds and exit the cab backwards. "Three points of contact" should be maintained at all times to provide adequate control.

ELECTRICAL SAFETY

1. Consider all wires as dangerous and do not permit any object being handled to come in contact with electrical lines. The insulation on the wire is no guarantee that it will not cause instant death. Employees other than electricians must never attempt to determine if a wire is energized.
2. All electrical tools, equipment, extension cords etc. shall be inspected on a regular basis. All faulty equipment shall be reported immediately to your supervisor. Lockout or tag the equipment so that others are aware the equipment is damaged. The tool, equipment or cord shall not be used if it has any defects, such as bad insulation, missing grounds, loose prongs, etc.
3. All electrical equipment shall be properly grounded.

4. Extension cords should not be used in wet or damp areas. For adequate protection, a Ground Fault Circuit Interrupter (GFCI) should be used to protect employees in wet or damp locations.
5. All circuit breakers shall be identified as to use. Maintain clear access to electrical panels and main power sources at all times. Electrical panels and boxes should be securely fastened.
6. All electrical panel boards, boxes, disconnects, switch gears, etc. shall be covered or isolated to prevent accidental contact with energized parts and to protect equipment and wiring from potential contamination.
7. Before work begins at a job site, the location of electrical lines (underground and above) shall be determined and precautions taken to prevent accidental contact.
8. Electrical Lockout/Tagout procedures shall be used when circuits or electrical equipment are being worked on.
9. Electrical cables passing through work areas shall be covered or elevated to protect them from damage, which could create a shock hazard.
10. Metal ladders shall not be used when working near electrical circuits.
11. Exposed light bulbs or fluorescent tubes shall be guarded or recessed in reflectors to prevent accidental breakage.
12. To aid in the prevention of electrical shock, 120-volt, single-phase, temporary receptacles used at work sites should be used with a GFCI. If a GFCI is not available, an assured equipment grounding conductor program may be used for added protection. Another option in protection from electrical shock involves the use of double-insulated equipment.
13. Because electrical shock can stop the heart and lungs from operating efficiently, be sure that workers involved in activities around hazardous energy levels know cardiopulmonary resuscitation (CPR) and rescue procedures. Any victim of electrical shock should be administered CPR immediately after the electrical shock if heart or lung failure is suspected. The CPR should be continued until the person is revived or medical personnel arrive at the site.

LOCKOUT/TAGOUT PROCEDURES

DEFINITIONS

Lockout and tagout are methods of preventing equipment from being set in motion unexpectedly, which in turn may endanger workers.

Lockout is the placement of a lockout device on an energy-isolating device to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position thus preventing the energization of a machine or equipment.

Tagout is the placement of a prominent warning device, such as a tag, on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Does not offer the physical protection of lockout.

An **energy-isolating device** is a mechanical device that physically prevents the transmission or release of energy. These devices can include, but are not limited to, electrical circuit breakers, disconnect switches, block valves, slip blinds, slide gates, etc.

Energy source refers to any sources of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other energy.

An **affected employee** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

An **authorized employee** is a person who uses locks and/or tags on machines or equipment while performing service or maintenance activities. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked and/or tagged.

EMPLOYEE RESPONSIBILITIES

All equipment should be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Employees should never attempt to operate any switch, valve, or other energy isolating device that is locked or tagged out. Employees should be trained on the importance of lockout/tagout procedures. Only authorized employees who have been trained in the procedures should be allowed to apply lockout or tagout.

PREPARATIONS FOR LOCKOUT/TAGOUT

Obtain the lockout/tagout procedures for the equipment. After a review of the procedure, determine if changes may be necessary in the procedure.

Identify all affected employees that may be impacted by the impending lockout/tagout.

Obtain necessary supplies, such as locks, tags, etc. that may be needed during the lockout or tagout.

SEQUENCE OF EVENTS TO IMPLEMENT LOCKOUT/TAGOUT

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee should refer to the organization's written procedures to identify the type and magnitude of the energy that the machine or equipment utilizes. After identifying the type of energy source, the authorized employee should assure that he/she understands the hazards of the energy source and knows the methods to control the energy source.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent operation of the energy isolating device(s).
6. Any stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air pressure, steam pressure, gas pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps: (a) Check to make sure that no personnel are exposed to possible hazards; (b) Verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate; and (c) Return the operating control(s) to the "neutral" or "off" position after verifying the isolation of the equipment.
8. The equipment or machine should now be locked out.

SEQUENCE OF EVENTS TO RESTORE MACHINE OR EQUIPMENT TO NORMAL OPERATIONS

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in the “neutral” position.
4. Remove the lockout and/or tagout devices and reenergize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
6. Return or file used lockout and/or tagout devices.

EMPLOYEE TRAINING REQUIREMENTS

The employer should provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of the energy controls are acquired by the employees.

Each authorized employee should receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy sources, and the methods and means necessary for energy isolation and control.

Each affected employee should be instructed in the purpose and use of the energy control procedure.

All other employees, whose work areas may or may not be in an area where energy control procedures may be utilized, should be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machine or equipment which are locked out or tagged out.

BLOODBORNE PATHOGEN SAFETY

1. Due to potential hazards associated with blood borne pathogens that cause diseases such as hepatitis and AIDS, care shall be taken to eliminate contact with blood and body fluids.
2. Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.
3. Preventative immunizations and vaccinations shall be offered to affected employees as required by Texas Civil Statutes.
4. Use of appropriate gloves, gowns, face shields, masks and eye protection may be necessary to prevent potentially infectious materials from passing through or reaching an employee’s work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes. A specialized mask for administering CPR shall be used.
5. Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering first aid.
6. Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, or contact with blood or potentially infectious materials.
8. Infectious waste shall be placed in closable, leak-proof containers with proper labels and must be disposed of in a proper manner. Any used needles, syringes, etc. should be placed in an approved “sharps” container that will prevent accidental contact with the sharp edge.

FIRST AID

1. All injuries, regardless of how minor, shall be reported to your supervisor.
2. Preplanning for a potential emergency situation is most valuable. All employees shall be aware of the medical services available and how to obtain them. Emergency phone numbers shall be posted in all work areas.
3. Where first aid kits are supplied, employees shall be familiar with the location, contents, and the instructions given with the first aid kit. Each employee shall learn how to use this equipment so they can render treatment when needed.
4. The contents of the first aid kits shall be inspected each month and expended items replaced. Personal medication shall not be kept in first aid kits.
5. Where the 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 for emergency use.

CONFINED SPACE SAFETY

1. All potential hazards shall be evaluated prior to entry into a confined space.
2. Only employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.
3. If work is to be performed in a confined space, a written permit system shall be followed. The entry supervisor shall complete the written permit prior to entry to ensure that all safety equipment is in place and acceptable entry conditions are present.
4. Before any entrance cover to a confined or enclosed space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover.
5. No smoking shall be permitted in a confined space or within 20 feet of an entrance/exit area.
6. When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier.
7. Before an employee enters a confined space, the internal atmosphere shall be tested for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Approved and calibrated testing equipment shall be used to measure the concentration of the various gases.
8. If an oxygen deficiency is found, or if flammable or toxic gases or vapors are detected, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapors.
9. Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined or enclosed space that may contain flammable or explosive gases or vapors until the space has been properly cleared. Monitoring shall be continuous during any hot work activities.
10. If a hazard-increasing work activity is to take place in a confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.
11. Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned.
12. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain

continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined-space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.

13. All employees required to enter a confined or enclosed space shall be equipped with a body harness and lifeline monitored by a properly trained attendant. Other personal protective equipment and rescue devices may also be required depending on the situation.
14. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.
15. While work is being performed in an enclosed space, a person with CPR and basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns in the area of the opening used for entry.
16. Necessary rescue personnel and equipment shall be available in the event of an emergency.
17. Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

Though city municipalities are not regulated by the Occupational Safety and Health Administration regulations it is recommended employees refer to standard 29 CFR 1910.146 for guide lines related to confined spaces.

TRENCHING AND EXCAVATION SAFETY

1. Before opening an excavation, all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.
2. The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.
3. When excavation operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means.
4. While the excavation is open, underground installations shall be protected, supported, or removed to safeguard employees.
5. Employees exposed to vehicular traffic shall wear "high visibility" vests or clothing.
6. A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees. Ladders must extend 3 feet above the surface and be tied off if necessary.
7. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
8. All mobile equipment (front-end loaders, bulldozers, and dump trucks) shall be equipped with a warning device such as a back-up alarm. When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be sloped away from the excavation.
9. In excavations deeper than four feet with the potential for a hazardous atmosphere or oxygen deficiency, air testing shall be conducted before employees can enter an excavation and as often as necessary to ensure the atmosphere remains safe. Ventilation or respiratory protection may be needed to protect employees from harmful atmospheres.

10. Daily inspections of the excavations and adjacent areas and protective systems shall be made by a competent person for evidence of situations that could result in a possible cave-in, failure of protective systems, hazardous atmospheres or other hazardous conditions. An inspection shall be conducted prior to the start of work, when there are changes in weather conditions, if the excavation has been left unattended for a period of time (such as lunch), and as needed.
11. Employees shall not work in excavations in which there is accumulated water or in an excavation in which water is accumulating unless adequate precautions have been taken to protect employees. The precautions necessary to protect employees adequately can include special support or shield systems, water removal, or the use of a body harness and lifeline.
12. Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.
14. Excavations subject to run-off from heavy rains shall require an inspection by a competent person.
15. Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.
16. Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.
17. When excavations are left open, warning devices, barricades, or guardrails shall be placed to adequately protect employees and the public.
18. At the end of the workday, as much of the excavation as practical shall be closed.
19. Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices.
20. Each employee in an excavation shall be protected from cave-ins by an adequate protective system (sloping, benching, shoring, or shielding), unless excavations are made entirely in stable rock, or are less than five feet deep and examination of the ground by a competent person provides no indication of a potential cave-in.
21. When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.
22. Sloping, benching, shoring or shielding for excavations greater than 20 feet deep shall be designed by a registered professional engineer.
23. A "competent person" as used in this section shall mean one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

Though city municipalities are not regulated by OSHA it is recommended employees refer to standard 29 CFR 1926, Subpart P, Excavations for further guidelines.

WORK ZONE TRAFFIC CONTROL

Work zone safety is the adequate safeguarding or protecting of pedestrians, motorists, utility workers and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high level standards, barricade rope, flaggers, etc. on approaches to work areas, excavations, open manholes, parked equipment, etc.

Work zone traffic control is accomplished by the use of informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance and the use of good common sense. It is of utmost importance that the work area be properly identified and that warning devices clearly convey the message to the traveling public well in advance of arrival at the work area.

The public must be warned in advance, then regulated and guided through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.

1. If street construction or repair work is to be done, preparations will be made to ensure vehicle and pedestrian safety before work is allowed to begin.
2. If traffic is affected by the operation, proper signs must be used in advance of the work area, and the traffic control signs in and around the affected area are to be correctly placed and maintained for the duration of the period when work is being performed and traffic obstructions exist.
3. When barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.
4. All employees working in or near the roadway will wear reflective vests or suitable garments marked with or made of reflectorized or high visibility material while at the work site. Garments worn at night must be made of reflectorized material.
5. Lighted barricades may be used for overnight protection.
6. Where traffic must be periodically stopped or obstructed by workers or equipment in a traveled portion of a roadway, a flagger wearing a reflective vest may be stationed. If lack of manpower exists, the roadway must be closed and the traffic detoured.
7. Flaggers will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers. **The use of sign paddles (Stop/Slow) is preferred and should be used if available.**
8. If an open excavation is to be covered, steel plates of sufficient strength and thickness shall be used to support all traffic. The edges of the plates shall be built up with hot-mix or cold-mix asphalt paving to provide a smooth riding surface.
9. In any case where streets are significantly obstructed or closed for any period of time, the police, fire and other relevant departments will be notified of the situation and told approximately how long the closure will be in effect.
10. When pedestrian traffic is impeded, barricades, restrictive tape, rope or other restraint will be used to keep the public from the work site. Refer to TMUTCD part VI.
11. Holes in the sidewalk or parkway which must be left open will have perimeter protection. Protection of these areas will be in the form of physical barriers and warnings signs.

For additional information, please refer to the most current publication of the Texas Manual on Uniform Traffic Control Devices Part VI.

MATERIAL HANDLING SAFETY

1. Before starting to lift or carry, check to ensure that the walkway is clear of all obstacles. Cautiously test the object to check its weight and center of gravity.
2. Before lifting, face the object and get as close as you can with feet slightly apart. Remember bend at your knees not at your waist.
3. Use your legs to bring you to a standing position. Make the lift smooth and under control.
4. When carrying an object, grip it firmly and hold it as close to your body as possible.
5. Do not twist your body when lifting or setting an object down.
6. If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment or other types of assisted lifting devices.
7. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.
8. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.
9. Material shall not be thrown from place to place or person to person.
10. A safety line or tag line should be attached to help control loads as they are lifted to elevated work areas.

FIRE EXTINGUISHER AWARENESS

1. Employees shall be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work area.
2. Fire extinguishers should be "wall-mounted" in an easily accessible location not more than five feet above floor level. If an extinguisher cannot be easily seen, a sign indicating the extinguisher's location should also be posted. Except for actual use or inspection purposes, employees shall not move or remove such equipment without proper authority.
3. Fire extinguishers shall not be blocked or hidden behind material or machines.
4. Fire extinguishers shall be visually inspected at least once a month and service inspected annually.
5. Employees shall know the classes of fires and the proper extinguishing agent to be used. Employees shall be trained on the primary fire exposures in their immediate work area.
6. Class A-for fires in paper, wood, or cloth
Class B-for flammable liquid fires
Class C-for electrical fires
Class D-for combustible metal fires
A multi-purpose "ABC" fire extinguisher will extinguish most types of fires.
7. Remember how to operate most extinguishers:

PULL - the pin.
AIM - at the base of the fire.
SQUEEZE - the handle.

SWEEP - from side to side.

GENERAL TOOL SAFETY

1. All tools shall be of an approved type and maintained in good condition.
2. All tools shall be examined prior to use to ensure adequate working condition.
3. Defective tools shall be tagged to prevent their use and removed from the job site.
4. Employees shall always use the proper tools for the job.
5. Employees shall be trained on the correct use, hazards and limitations of tools used in the workplace.
6. Gloves should be worn when they provide protection to the employee without increasing the chances of the employee becoming entangled at the point of operation.
7. Tools shall not be left unsecured in elevated places. Tethering is recommended in areas where tools may fall to a lower level.
8. Impact tools, such as chisels, hammers and punches that become mushroomed or cracked shall be dressed or replaced.
9. Chisels and punches, etc. shall be held with a safe holding device, such as vice grips or pliers to avoid injury to employee's hand.
10. Wrenches with sprung or damaged jaws shall not be used.
11. Wooden handles that are loose, cracked or splintered shall be replaced, not taped or lashed.
12. Power tools shall be disconnected from any power source while repairs or adjustments are being made.
13. Carrying and storing tools:
 - Never carry sharp tools in your pockets unless the edges are protected.
 - Do not carry tools in your hands while climbing a ladder. Hoist them with a rope or use an approved utility belt.
 - Protect your tools from falling when working from a scaffold, ladder or other elevated work areas.
14. Do not leave tools lying around where they may cause a trip/fall hazard. Tools no longer needed for the job shall be returned to their proper location.

GENERAL LADDER SAFETY

1. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, nonconductive finish shall be used.
2. All ladders shall be inspected regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.
3. Ladders and scaffolds shall be sufficiently strong for their intended use. All ladders shall be capable of supporting at least 2.5 times the maximum intended load without failure.
4. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.
5. When ascending or descending ladders, employees shall have both hands free and shall face the

ladder.

6. Only one employee shall work from a ladder at one time (except for hook-type ladders). If two employees are required, a second ladder shall be used.
7. Only City of Burleson supplied ladders shall be used by employees.
8. Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.
9. Boxes, chairs, etc., shall not be used as ladders.
10. Portable metal ladders and other portable conductive ladders may not be used near exposed energized lines or equipment except in very specialized situations.
11. The use of stepladders above 20 feet is prohibited and the use of extension ladders above 24 feet is strongly discouraged.

Note: All ladders used in fire service activities shall be NFPA approved.

STRAIGHT LADDERS

1. Portable straight ladders shall be equipped with nonskid bases or shoes.
2. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between the foot of the ladder and the upper support.
3. Straight ladders shall not be climbed beyond the third step from the top.
4. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
5. When dismounting from a ladder at an elevated position (such as a roof) the employee shall ensure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.
6. Employees shall belt off to a ladder whenever both hands must be used for the job or a possibility of the employee falling from an elevated position exists.
7. Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.
8. A ladder shall not be placed against an unsafe support.

STEP LADDERS

1. The top step shall not be used, except for platform ladders.
2. Stepladder legs shall be fully spread and the spreading bars locked in place.
3. Stepladders shall not be used as straight ladders.
4. When an employee is working on a stepladder more than 10 feet high (except a platform ladder), another person shall hold the ladder or it should be tied to a support to prevent it from falling.

MATERIAL STORAGE SAFETY

Bins and Shelves

1. Material shall be stored in such a manner that it will be safe from damage. Special care must be taken to assure that stored material poses no hazard to anyone working around it. Only lightweight material should be stored on top shelves.
2. Bins or shelves shall never be used as ladders.
3. Materials shall not be stored on the floor, in front of shelving.

Stacking Material

1. When material is stacked all possible precautions must be taken to assure that it will remain stable. The lower level must be blocked or tied to prevent slipping. The height of a stack of material should remain within reasonable limits.
2. When unloading and/or stacking poles or pipe, great care should be exercised to maintain a safe work environment. Do not stand on poles or pipe. Watch for pinch points, and stay out of the path of equipment during unloading. Avoid any contact with creosote, while unloading poles.

Flammable Material

1. Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.
2. All flammable materials shall be stored in a location that will not endanger life or property. Containers will be clearly and appropriately marked, in accordance with fire safety standards. In addition, storage facilities shall have a sign identifying the materials as "flammable".
3. Storage of open containers of flammable materials is prohibited. Container covers must be promptly replaced. Smoking will not be permitted inside any warehouse facility, or outside near flammable or combustible materials in the equipment yard.
4. Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.
5. All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in Underwriters Laboratories (UL) approved, properly labeled (yellow letters) red safety cans.
6. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.
7. Strict adherence shall be paid to "No Smoking" and "Stop your Motor" signs at fuel dispensing locations.

Housekeeping

1. Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall be kept clean and orderly at all times.
2. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practical.
3. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

4. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.
5. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.
6. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
7. Rubbish and unused clothing shall not be allowed to accumulate in lockers.
8. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around storage areas, shops, substations, pole yards, buildings, fuel tanks or other structures.
9. Batteries shall be stored in a well-ventilated area protected from sparks or open flames.
10. All personnel will practice good housekeeping. Scrap material will be disposed of properly; the work area should be free of any loose material.

Smoking

Open flames shall not be permitted in areas where flammables or combustibles are present. Smoking will only be allowed in designated smoking areas and never in the vicinity of flammable materials. The absence of "No Smoking" signs shall not be considered authorization for smoking in hazardous locations.

GENERAL SHOP SAFETY

1. All rotating pulleys, gears, shafts and belts on compressors, motors, etc. shall be properly guarded. No equipment or machinery shall be operated while required guards are not in place.
2. Drain valves on air compressors should be opened frequently to prevent the accumulation of liquid.
3. Safety-relief valves will be installed on all compression tanks. These valves will be tested periodically to ensure their proper operation.
4. Never use compressed air to clean your hands or to blow dirt from clothing or your body.
5. When using compressed air for cleaning purposes, it must be kept at a level below 30 pounds per square inch (PSI).
6. If compressed gas cylinders are stored inside a building, the area will be kept dry and well ventilated. Oxygen and fuel gas cylinders must be stored separately.
7. Cylinder carts, other than those designed to hold cylinders in an upright position, are prohibited. Upright cylinder carts must be equipped with a chain, bar or some other device that will act to stabilize the cylinders. If gauges are not attached to the cylinders, valve caps must be in place.
8. Signage similar to the following must be posted in any cylinder storage areas. "DANGER - NO SMOKING, MATCHES, OR OPEN FLAMES".
9. Radial bench saws shall be equipped with a hood guard, forward travel stop and the head shall automatically return to starting position when released.
10. A face shield and safety glasses shall be worn while grinding. Any grinding equipment without proper safety features is not allowed in the work place. Abrasive wheels shall only be used on machines that have guards that cover the spindle end, nut and flange projections.

11. Grinder work rests must be designed to be adjustable to compensate for wheel wear. Work rests should be adjusted with a maximum clearance of 1/8" to help prevent work from jamming. Tongue guards must also be adjusted to within 1/8".
12. When replacing abrasive wheels, follow the manufacturer's directions for proper installation and inspection. All grinding wheels must be inspected prior to installation to insure that the RPM rating of the wheel is correct for the grinder's RPM.
13. Identify and label all electrical control devices, such as circuit breakers, fuses, disconnects, etc.
14. All electrical outlets, including wall receptacles, extension cords, etc. must have an independent, third-wire ground system.
15. All electrical tools and equipment shall be effectively grounded unless the tool is an approved double-insulated type.
16. All electrical junction boxes shall have protective covers. All such boxes must have sufficient access space.
17. Stored materials should be stacked in such a manner as not to create a hazard. Stack containers, boxes, parts, etc. in an orderly fashion to ensure stable stacking heights.
18. Heavy bulky materials should be stored on lower shelves to minimize chances of injury due to falling objects.
19. Elevated storage platforms over four (4) feet in height from floor level shall have standard handrails (includes a mid-rail and a top handrail) and toe boards. The handrails will be constructed of metal or wood sufficient to withstand 200 pounds of top rail pressure.
20. Proper signage, such as "NO SMOKING" signs, will be installed in all areas where flammable or easily combustible materials are stored.
21. Hooks used on hoisting equipment shall be equipped with a safety latch to help prevent dropping of any lifted load.
22. The hoisting capacity of any hoisting equipment shall be printed clearly on the frame in lettering that is large enough to be read from ground level. All cranes shall be inspected on at least a monthly basis to assure their proper operation and condition.
23. All shops shall have at least two accessible exits for emergency evacuations.
24. Any doors not designated as exits, but may be mistaken for exits should be clearly marked "NOT AN EXIT".
25. All exits shall be identified by a clearly visible, illuminated, "EXIT" sign.
26. Only approved containers are to be used for the storage of flammable and combustible materials. Approved containers can be identified by the presence of a label from a certifying organization such as Underwriters Laboratories.
27. Safety cans shall be painted red and clearly marked to identify the contents. Only approved pumps or self-closing faucets are to be used for dispensing flammable or combustible liquids.
28. No guard shall be removed from any machine or piece of equipment except to perform required maintenance. Guards removed to perform maintenance operations shall be replaced immediately after the completion of the work.

GENERAL STORAGE YARD SAFETY

1. All vehicles shall have the emergency brake set when parked on a slope or down grade. Consideration should also be given to the use of chocks in these situations.
2. All vehicles and equipment shall be parked in a position that does not require backing whenever possible. When backing a truck or machinery in the yard, use a spotter to assist you into position.
3. Proper personal protective equipment should be evaluated before performing any work in the yard. It is not possible to identify all personal protective equipment that may be required due to the various types of assignments in that area.
4. Miscellaneous tools, equipment and material should be stored on pallets instead of being placed on the ground. Pallets should be stacked in a way that ensures their stability. Stability may be influenced by many items such as the stability of the ground, the height of the stacked material, the configuration of the stacking, etc.
5. Always roll pipe from the ends or from behind to avoid placing your body in the pipe's path.
6. All pipe racks will be fitted with pipe stops to prevent pipe roll-off. Stripping should also be used at the ends of the pipe to act as spacers.
7. All aboveground fuel storage tanks should be protected on all four sides with heavy-duty guard posts and crash rails. Emergency cut-off switches shall also be installed near the pumping equipment and a fire extinguisher should be readily accessible.

COMPRESSED GAS CYLINDER SAFETY

1. Never attempt to lift compressed gas cylinders with an electromagnet. Where cylinders must be handled by a crane or derrick, as on work sites, the cylinders shall be lifted in a cradle or suitable platform, not by the valve protector cap. Do not lift with slings or chokers. Extreme care must be exercised to prevent dropping or bumping of the cylinders.
2. Cylinders, whether full or empty, shall be stored in a rack, chained or otherwise secured to prevent them from falling.
3. Do not use cylinders as rollers, supports or for any other use other than its designed purpose.
4. Cylinders shall have their contents properly identified. Empty cylinders shall be plainly marked "EMPTY" or "MT", and the valves shall be closed.
5. Oxygen cylinders in storage shall not be stored near flammable or highly combustible materials, such as oil, grease, fuel, other fuel gas cylinders, etc. In addition, no cylinders shall be stored in areas where there is an exposure to direct sunlight.
6. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured that the object is free from flammable materials or an explosive mixture of gases. Before welding or cutting begins, the hazardous materials shall be removed or it shall be vented to the atmosphere to prevent a possible explosion from the expansion of trapped gases.
7. Cylinders shall not be placed where they might become part of an electric current or within five feet of an electrical outlet. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.
8. Valves of compressed gas cylinders shall be opened slowly and with the proper wrench.
9. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator. Use regulators and pressure gauges only with gases for which they are designed and intended. Do not attempt to repair or alter cylinders, valves or attachments. Any changes in the cylinders shall only be performed by the supplier or manufacturer.

10. Leaking cylinders shall not be used. Such cylinders shall be taken away from sources of ignition and the supervisor notified. Leaking compressed gas cylinders shall be taken out of service immediately and handled as follows:
 - a) Close the valves and take the cylinder outdoors well away from any source of ignition.
 - b) Properly tag or mark the cylinder.
 - c) If the leak occurs at a fuse plug or other safety device, take the cylinder outdoors well away from any potential ignition source and open the cylinder valve slightly to allow the contents to escape slowly. Tag the cylinder to warn others. (The environmental and health effects of the contents must be evaluated prior to allowing the cylinder to bleed-down.)
 - d) Post warnings against approaching with lit cigarettes or other potential ignition sources.
 - e) Promptly notify the supplier and follow their instructions for handling/returning the cylinder.
11. Do not remove or change the marks and/or numbers stamped on compressed gas cylinders. In addition, any labels shall be left in place for identification purposes.
12. Cylinders that are heavy or difficult to carry by hand may be rolled on their bottom edge, but they should never be dragged.
13. Do not tamper with safety devices in valves or on cylinders.
14. Consult the supplier of the gas or the appropriate Material Safety Data Sheet (MSDS) when there are doubts concerning the proper handling of a compressed gas cylinder or its contents.
15. When cylinders are transported:
 - (1) Load to allow as little movement as possible.
 - (2) Secure them to prevent violent contact or falling.
 - (3) Remove regulators and put valve protection caps in place.

GENERAL WELDING AND CUTTING SAFETY

1. Welding and cutting shall only be performed by experienced and properly trained personnel.
2. The work area shall be inspected for potential fire hazards before any cutting or welding is performed.
3. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks and hot metal from falling onto people or material below.
4. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
5. Proper strikers shall be used in lighting torches. Matches and cigarette lighters shall not be used.
6. A fire watch shall be maintained whenever welding or cutting is performed in locations where combustible materials present a potential fire hazard. A fire check should be made of the entire area after completion of welding or cutting activities.
7. Machinery, tanks, equipment, shafts or pipes that could contain explosive or flammable materials shall be thoroughly cleared and decontaminated prior to the application of heat.
8. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.
9. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while cutting, brazing or welding zinc, brass, bronze, stainless steel, galvanized or lead coated materials.

10. Welders shall wear clothing made of fire resistant fabrics, gloves, appropriate footwear, sleeves and a buttoned collar. All protective clothes and equipment should be worn in a manner that provides the most efficient protection from slag or other hot material.
11. When using an arc welder, use No. 10 or No. 12 shade lenses. When using acetylene torches for welding or cutting, use No. 5 or No. 6 shade lenses.
12. Regular shaded safety glasses do not provide adequate protection for welding or cutting operations.
13. Proper eye protection in the form of safety glasses and a face shield should be worn during any portable grinding activities. Safety glasses should also be worn during any slag chipping activities.

GAS WELDING

1. Suitable eye protection, protective gloves and clothing shall be worn during welding or cutting operations or while cleaning scale from welds. Helpers or attendants shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.
2. Matches shall not be used to light a torch. A torch shall not be lit on hot work.
3. When gas-welding equipment is not in use, the cylinder valves shall be closed and the pressure in the hose released.
4. Gas hoses shall not be positioned so they create tripping/slipping hazards.
5. Always inspect oxygen or fuel gas hoses for leaks, burn spots, worn places, or other defects before pressurizing.

ELECTRIC WELDING

1. No electric welding machine, either A. C. or D.C., shall be operated until the frame or case of the machine is electrically grounded for protection from potential shock hazards.
2. All ground and electrode lead cables will be inspected before use for bad or damaged connectors. Only connectors designed for joining or connecting will be used for that purpose.
3. Welders shall wear an approved welding helmet, proper protective gloves and fire-resistant clothing during welding activities. Proper eye protection in the form of safety glasses and/or a face shield should be worn by the welder and any helpers in the area when chipping slag, grinding, etc. Other employees shall not observe electric welding operations unless they use approved eye protection.
4. Welders shall wear proper eye protection to guard against flying particles when the helmet is raised.
5. Welding screens shall be used whenever practical to help control potential ultraviolet light exposures to other personnel in the area.
6. Welding machines will be placed at least 4 feet apart.
7. Fire fighting equipment should be placed in the immediate area and a fire watch used as necessary to control any fire potential.

COLD AND HEAT RELATED ILLNESSES AWARENESS

Cold Related Illnesses

Hypothermia is when the body's temperature drops below normal causing uncontrollable shivering, weakness, drowsiness, disorientation, unconsciousness, and even death. Persons working outdoors during the winter months should follow the guidelines listed below:

1. Dress in layers.
2. Keep dry.
3. Work with co-workers when possible.

Heat Related Illnesses

Heat stroke, heat exhaustion, heat cramps and heat rash are health related problems associated with working in hot environments. Heat related illnesses can be caused by prolonged exposure to hot temperatures, limited fluid intake, or failure of temperature regulation mechanisms in the brain.

The most serious health disorder associated with working in a hot environment is heat stroke. Symptoms of heat stroke include hot dry skin, no sweating, high body temperature, rapid heartbeat, mental confusion or a loss of consciousness.

While medical help is being called, the victim should be moved to a cool area and his/her clothing soaked with cool water. Vigorous fanning of the body will increase cooling. Death can occur if prompt first aid and medical help is not given.

Heat exhaustion occurs as a result of excess fluid loss and failure to replace the minerals and fluid lost during sweating. Signs of heat exhaustion include extreme weakness or fatigue, giddiness, nausea or headaches. The skin is clammy and moist and the body temperature is relatively normal. The best treatment for heat exhaustion involves resting in a cool place and drinking plenty of fluids.

Heat cramps are painful muscle spasms, which are caused by excessive fluid and salt loss. Such cramps can be treated by consuming fluid replacement beverages.

Heat rash is likely to occur in hot and humid environments where sweat cannot be easily evaporated from the skin surface. It can be prevented by resting in a cool place and allowing the skin to dry.

By following a few basic precautions, health problems associated with working in hot environments can be prevented:

1. Those unaccustomed to working in the heat should be given time to adjust to work in a hot environment.
2. Wear light, loose fitting clothing and protect yourself by wearing a hat. Sunscreen should also be used when prolonged exposures to sunlight may be possible.
3. Drink plenty of fluids to help prevent dehydration. Eight to ten (8-10) ounces of fluid are recommended every ten to fifteen (10-15) minutes when working in extremely hot or humid conditions. Beverages containing alcohol or caffeine should be avoided.
4. Alternate work and rest periods. Heavy work should be scheduled for the cooler parts of the day if possible.
5. Educate employees on the symptoms, treatments and preventive measures for heat related problems.

PESTICIDE/HERBICIDE SAFETY

1. When applicable, all employees who apply pesticides or herbicides shall be licensed.
2. Before using any pesticide or herbicide, employees shall read the label carefully and follow the

directions and precautions.

3. Pesticides shall be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building, room, or structure shall be clearly marked with pesticide warnings.
4. Before handling any pesticide/herbicide, the user should review the material safety data sheet and label to identify any personal protective equipment that will be needed to prevent a possible exposure.
5. Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only at recommended rates and apply only at specified dosages.
6. Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.
7. Employees shall avoid contact with skin or inhalation of mists or spray.
8. Material Safety Data Sheets (MSDS) shall be maintained and kept near material and storage locations.
9. Spray equipment shall be cleansed daily when using oil-based solutions.
10. Pesticides/herbicides shall not be stored or disposed of where they could contaminate people, property or waterways.
11. Empty containers shall be disposed of in a safe manner.
12. Pesticides/herbicides should only be applied under favorable time and weather conditions.
13. Do not eat, drink or use tobacco products while handling pesticides/herbicides.

CHAIN SAW SAFETY

1. Employees operating powered trimming equipment shall, as a minimum, wear safety glasses and/or face shields and hearing protection. Other personal protective equipment such as chaps, gloves, fall protection, etc. should also be evaluated to gauge its need.
2. When starting a chain saw, it shall be placed on or against a solid support.
3. The operator shall grip the chain saw with both hands during the entire cutting operation.
4. The saw bumper shall be against the tree or limb before starting a cut.
5. Chain saw operators shall regularly clear the immediate area around their work to make certain that brush/limbs will not interfere with the chain saw or operator.
6. Chain saws shall not be modified in such a way to allow locking of controls in the "on" position.
7. The chain saw engine or motor shall be stopped when:
 - a. Working on any part of the chain or cutting bar.
 - b. Being moved from one location to another.
 - c. The unit is unattended.
8. Gasoline driven chain saw engines shall be stopped when being refueled. If gasoline is spilled on the chain saw during refueling, it shall be wiped off before the engine is started.
9. A gasoline driven chain saw shall not be used above shoulder level. Employees shall not approach the chain saw operator within the reach of the saw blade while it is in operation.

10. Ropes, pulleys, etc. should be used as necessary to lower larger limbs that may endanger persons and property if allowed to “free-fall”.
11. The proper use of fall protection and/or ladders should be reviewed with all employees prior to working from a position other than ground level.

BACKHOE / LOADER SAFETY

1. Operators shall be adequately trained and qualified to operate the equipment. The operators shall become thoroughly familiar with the equipment before using it and they must understand the contents of the operator's manual.
2. The operator is responsible for inspecting the equipment before it is used. The brakes and controls shall also be tested by the operator prior to use. (Needed repairs shall be reported immediately.) Observe proper maintenance and repair of all pivot pins, hydraulic cylinders, hoses, snap rings and main attachment bolts daily.
3. Seat belts shall be worn on all equipment with rollover protection.
4. Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.
5. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
6. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
7. Employees shall never be allowed to ride in the bucket or use the bucket for an elevated platform.
8. Walk around the equipment to observe for children and others before starting up. Consider the use of a spotter when backing the equipment.
9. Keep bystanders in the clear while operating the equipment. No one is allowed in a ditch while a backhoe is excavating.
10. Locate underground utility lines and overhead power lines before starting to dig. (Always contact utility companies to physically locate any underground lines.) Do not operate a backhoe within 10 feet of an overhead electrical line. Hand-dig in the vicinity of all known underground utility lines and pipelines.
11. Never attempt to lift loads in excess of the equipment's capacity.
12. Never allow anyone to get under the equipment or reach through the lift arms while the bucket is raised.
13. Relieve the pressure in any hydraulic lines before disconnecting them to make repairs. Any hydraulic implements that are not relieved shall be physically blocked to protect against mashing injuries during maintenance or repair activities. Physical blocks may include safety stands, timbers, cinder blocks, etc. that can withstand the force.
14. Use care at all times to maintain proper stability. Drive at safe speeds over rough ground, on slopes, when crossing ditches and when turning corners.
15. To prevent upsets when operating on a slope, avoid using the full reach and swinging a loaded bucket to the downhill side.
16. Always center and raise the boom before moving to a new location.
17. Do not attempt to exit the equipment while it is still in motion. Apply the parking brake and shut down the engine before leaving equipment.

18. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.
19. Park the equipment on level ground when possible. As a minimum, the bucket should be lowered, the brakes set, the transmission engaged and engine killed when parking.
20. Use care in attaching towing lines to the equipment. Pulling from the tractor rear axle or any point above the axle may cause an accident.
21. Slow moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

DUMP TRUCK SAFETY

1. Employees or other individuals shall not be carried in the bed for transportation purposes.
2. Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.
3. Check overhead clearances before raising the bed. Be aware of overhead electrical lines.
2. Be sure hoist is not engaged before moving the truck.
3. Loose material shall be covered to prevent blowing debris and spillage.
4. Close windows during loading/unloading to control dust accumulation inside the cab.
5. Operators of dump trucks must possess a valid Commercial Drivers License.
6. Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.
7. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
8. All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.
9. Operators should maintain “three points of contact” with the equipment when entering or exiting the cab. This will allow the operator to regain their balance if a slip occurs.

For additional safety information, also see “General Safety Rules for Motor Vehicle and Equipment Operation” section of this manual.

TRACTOR/SHREDDER SAFETY

1. The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with rollover protection.
2. Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.
3. Use caution when operating near slopes, cuts, depressions, drop-offs, soft shoulders, ditches, etc. Operators shall constantly watch for hidden objects and uneven ground. Hazardous areas shall be pre-cleaned and special hazards removed prior to mowing.

4. Use care when entering traffic areas, crossing railroad tracks, etc.
5. Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.
6. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
7. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
8. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.
9. Take sharp turns at low speed.
10. Proper personal protective equipment shall be worn at all times. On a tractor with an uncovered cab, the operator should as a minimum wear safety glasses and hearing protection. Other personal protective equipment such as gloves, face shields, sleeves, boots, etc. should be evaluated for individual jobs. Sunscreen should also be used in areas where the operator may be exposed to sunlight for long periods of time.
11. Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

GROUNDS MAINTENANCE SAFETY

Power Lawn Mowers and Edger's

1. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is in use.
2. Prior to making adjustments, inspections, or repairs, the employees shall permit the mower to come to a complete stop. A spark plug wire shall be removed if necessary for energy control.
3. When operating a mower or edger, the employee shall:
 - a. Remove any rocks, pieces of wire or other foreign objects from the area.
 - b. Avoid directing the discharge opening toward themselves or other individuals in the vicinity.
 - c. When mowing on a slope or incline, mow across the face of the slope.
 - d. Wear proper personal protective equipment for the task being performed. Necessary personal protective equipment may include safety glasses, goggles, face shields, hearing protection and work boots.

Chippers

1. Chippers shall never be parked directly under the tree being trimmed.
2. If the chipper is parked on or near the roadway, advance warning signs, flaggers, cones, etc. shall be used to identify and protect the work area.
3. Spectators shall never be allowed to stand near the machine while feeding brush into the chipper.
4. Employees shall never place hands or other parts of the body into the brush chipper while the chipper is in operation.
5. The battery cables shall be disconnected prior to performing any task that may potentially put you in contact with the cutting blades.

6. Tools or other metallic objects shall not be used to push brush into the chipper.
7. The ignition key shall be removed when the chipper is left unattended.
8. Safety glasses and hearing protection will be worn by all employees near the chipper and other personal protective equipment may be necessary depending on the activity. In addition, workers must be aware of entanglement hazards involving loose fitting clothes, gloves, etc.
9. Employees shall be familiar with emergency "shut off" procedures and ensure that the emergency shut-off is operational prior to use.

POISON IVY, OAK OR SUMAC AWARENESS

1. Sensitivity to these plants can vary and some people who do not appear sensitive may develop sensitivity on later exposures.
2. Exposures to poison ivy, poison oak or sumac are greatest in the spring and summer months when the oil (urushiol) is most abundant.
3. Onset of the rash is from a few hours to several days after exposure. The skin becomes red, blisters appear, usually accompanied by itching. As symptoms progress, swelling and fever may develop.
4. Common poison ivy can be recognized by its three green, glossy leaflets that turn yellow in the fall.
5. Western poison oak can be recognized by its vine form and three leaflets that are green or brown in color with yellow veins and brownish/yellow stems. In addition, the leaves are covered with hair on the underside and there are groups of hairy, yellowish berries.
6. Poison sumac is recognizable as a woody shrub or small tree, five to twenty five feet tall and containing seven to thirteen leaflets per stem. The leaves turn red in the fall. Poison sumac has cream-colored berries that hang in loose groups from the branches.
7. If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and if practical, gloves and boots. Your best protection is to identify the plant and avoid contact. For highly sensitive persons, a barrier cream can provide even greater protection.
8. Be aware that the plant's oily resin sticks to almost all surfaces and can even be carried in the wind (on particles of dust) when there is a fire burning.

If you think you have contacted poison ivy, follow these simple procedures:

1. Wash all exposed areas with cold running water as soon as you can. If this is done within five minutes, the water should neutralize or deactivate the urushiol in the plant's oil before it can bond with your skin and create a rash. Soap is not necessary and may even spread the oil.
2. If possible, change clothes. Wash all clothing outside with a water hose before taking it into the work area or home to prevent the oil from being transferred to furniture or rugs. Resinous oils can last on tools and clothing for months unless properly cleaned or laundered.
3. Mild rashes can be treated with lotions and by soaking in an oatmeal bath or covering the rash with wet compresses. Contact a physician for treatment of severe cases or if the irritation is not cleared up in three or four days.

GENERAL PAINTING SAFETY RULES

1. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable Material Safety Data Sheet (MSDS).
2. Personal protective equipment, as recommended by the manufacturer, shall be used when applying

- the products.
3. Any spray painting must be done with an adequate amount of clearance from any potential sources of ignition. When possible, painting should be performed in isolated areas where ignition sources do not exist or are very minimal.
 4. Proper ventilation and/or adequate respiratory protection must be addressed before any application begins.
 5. Any flammable substances, such as paints, thinners, etc., must be stored in proper storage areas or in a UL listed metal storage cabinet.
 6. Any flammable substances removed from their original containers shall be stored in UL listed storage containers, if the original container will not meet the requirements.
 7. Bond metal containers when transferring flammable liquids, especially those that are known Class I flammable liquids. Refer to Material Safety Data Sheets for flammability information.
 8. Use the proper type of respirator at all times when applying toxic paints. If questions arise as to the toxicity of the paint, refer to the applicable Material Safety Data Sheet (MSDS).
 9. All employees required to use respirators shall be included in the City of Burleson Respiratory Protection Program and trained on the proper use of the assigned respirator. The employees shall also be made aware of any limitations of the respiratory protection.
 10. Never have more than one day's supply of flammable substances outside of an approved storage area.
 11. Clean up all spills promptly and in accordance with the requirements on the Material Safety Data Sheet (MSDS).
 12. Dispose of oily, paint or solvent-soaked rags in metal containers with tight fitting lids to prevent possible chemical reactions that may result in "spontaneous combustion".
 13. Use properly designed and erected ladders, scaffolds, elevated mobile work platforms, etc., when painting above ground level. Do not work or place elevated equipment within 10 feet of power lines.
 14. When using spray guns and compressed air:
 - Follow all rules concerning the safe handling of combustible and flammable materials.
 - Exercise caution in the handling of compressed air equipment.
 - Adjust and regulate the air pressure on the spray gun before starting work.
 - Clean the spray gun and other equipment thoroughly after each use.
 15. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable Material Safety Data Sheet (MSDS).
 16. Personal protective equipment, as recommended by the manufacturer, shall be worn when applying the products.
 17. If a spray booth is available, it should be used whenever possible. All employees should be trained on the use of the booth ventilation system and it should be in operation during every spraying operation.

GENERAL OFFICE SAFETY

1. Employees shall walk cautiously up and down stairs and use handrails whenever possible.

2. Caution shall be exercised when walking around blind corners.
3. Desk drawers and file cabinets shall be kept closed when not in use.
4. Only one drawer of a file cabinet shall be pulled out at a time.
5. Boxes, chairs, buckets, etc. shall not be used in place of ladders.
6. The floor shall be kept clear of tripping hazards such as telephone cords, electrical extension cords, paper cartons, etc.
7. Employees mopping or waxing floors shall place warning signs to alert co-workers of the potential for slippery floors. In addition, all liquid spills shall be cleaned up immediately and signs put in place until the hazard is alleviated.
8. Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.
9. Hallways and aisles shall be kept clear of obstructions.
10. All emergency exits, electrical panels, fire extinguishers, and emergency equipment shall be kept clear of all obstructions.
11. Solvents or other toxic substances shall be used only with adequate personal protection or in well-ventilated areas. Material Safety Data Sheets (MSDS) should be accessible to all employees who are using these substances.
12. Employees shall not attempt to clean, oil or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from the power source.
13. Unsafe electrical cords, faulty equipment, or any other hazardous condition shall be reported and taken out of service until the repairs are completed.
14. Broken glass and other sharp objects shall not be placed in wastepaper containers.

ERGONOMICS AWARENESS

Work Stations

1. Chairs should be easily adjustable and provide good lumbar support. If feet cannot rest firmly on the ground, a footrest may be provided. Chairs with a five-point base are recommended due to the stability that is provided.
2. Sufficient leg room must be allowed for seated operators.
3. Position the monitor directly in front of the operator. The operator's eyes should be level with the top of the screen. Viewing distance between the user's eyes and the screen should be approximately 16 to 22 inches. The equipment or sources of light should be positioned so that glare or bright reflections on the display screen are minimized.
4. Adjust the height of the chair and/or keyboard so that the shoulder-elbow-arm angle is approximately 70-90 degrees.
5. Keyboard heights and placement should be adjustable. Use a cushioned palm rest if needed to keep user's hands and fingers in the same plane as the forearm and avoid resting wrists and forearms on sharp table edges.
6. Work surface heights should range from 23 to 28 inches for seated work stations. In addition, your work area should be well organized with routine operations within easy reach and easily accessible. Document holders should be placed adjacent to and at the same height as the display screen.

7. Operators should adjust positions frequently and get up and move around to help avoid fatigue.

Lighting, Noise and Heat

1. Adequate but not excessive heat should be provided.
2. Windows should be equipped with adjustable blinds.
3. Use task lighting where extra illumination is required.
4. Noise above 85 to 90 decibels (DBA) may be harmful to workers. When exposed to high noise levels, employees shall utilize hearing protection equipment to ensure proper working conditions.
5. Whenever possible, isolate noisy machines and equipment in a remote location.
6. Tailor work practices to prevent heat/cold-related disorders. Employees exposed to hot environments must know the appropriate medical steps to counteract potentially life threatening situations such as hypothermia, heat stroke, heat exhaustion, and heat cramps.

Aggressive Animal Awareness

1. Any employees who are likely to encounter an aggressive animal during the performance of their normal duties, such as policemen, firemen, meter readers, utility workers, etc. should be provided basic instructions to protect themselves.
2. Call animal control immediately if you contact an aggressive animal.
3. Clear the area of other people while waiting for animal control. Crowds may scare the animal and cause it to attack.
4. Call for the animal's owner or handler.
5. Do not run away unless you are certain of quickly reaching a place of safety.
6. Back away slowly while continuing to speak in a firm, calm voice.
7. Back against any available object to prevent an attack from the rear if more than one animal is present.
8. If attacked, use a baton, billy club or stick to strike the animal rather than throwing anything at it. Sprays may also be useful as a deterrent if available, but should only be used if you are not downwind and have been made familiar with its use.
9. Do not back an animal into a corner, as this may cause it to attack.

TIPS FOR PREVENTING WORKPLACE VIOLENCE

1. Recognize signs that may precede violence in your co-workers or customers and report them to your supervisor. Be cautious when you deal with a person who:
 - a. Makes verbal threats on the job about getting "even" with co-workers or with your employer for disciplinary action or dismissal
 - b. Regularly threatens or intimidates others
 - c. Claims people are out to get him or her
 - d. Talks a lot about weapons-and may own them
 - e. Holds grudges
 - f. Blames others for problems or setbacks
 - g. Gets angry very easily and often
 - h. Is defensive when criticized

2. Report the following behavior to you supervisor:
 - a. A customer that becomes unusually angry with you because of perceived slow service, perceived poor product quality or lack of information
 - b. A customer who talks abusively when making a telephone complaint
 - c. A customer who threatens you or co-workers
 - d.
3. Respond effectively to a threatening or violent situation:
 - a. Take all threats seriously.
 - b. Stay calm and be polite-look the person in the eye and do not argue or threaten.
 - c. Address each customer with a friendly greeting when you are on the phone or meeting the customer in person.
 - d. Be courteous at all times.
 - e. Notify the police if you are frightened-or use a warning signal to alert co-workers.
 - f. Ask your supervisor for training to help you deal with the public
4. Protect yourself and co-workers on the job:
 - a. Keep security and police department numbers near your phone.
 - b. Know how to use an alarm or alert staff to possible danger.
 - c. Develop a "danger signal" you can use to alert others to possible danger.
 - d. Meet visitors in the lobby and escort them to your work area.
 - e. Report any unusual packages to appropriate personnel, do not open them.
 - f. Lock purses and personal belongings in a desk or locker.
 - g. Report signs of a break-in and missing items immediately.
5. Follow security policies and procedures:
 - a. Keep locked doors locked, do not prop them open.
 - b. Wear name tags or badges when required.
 - c. Do not share access cards or entry codes.
 - d. Do not allow non-employees (including ex-employees) to avoid sign-in and other visitor entry procedures
 - e. Do not engage in fistfights or other aggressive behavior at work.
 - f. Do not bring a weapon to work or leave one in your car.
 - g. Do not drink or use drugs at work, or work under the influence.
 - h. Report all threats and security violations.
6. Take special precautions when working late or alone:
 - a. Inform someone that you are working late.
 - b. Lock the door to your work area if you are alone.
 - c. Work near a phone.
 - d. Work with lights on.
 - e. Avoid using dark stairways or halls.
 - f. If working with others, try to leave and walk to transportation together.
 - g. Have your car keys ready as you leave the building.
 - h. Check under and inside your car before unlocking it.
 - i. Lock your car as soon as you are seated in it.
 - j. Walk confidently and quickly to show that you know where you are going and what you are doing.
 - k. Try to run away from an attacker if possible.
 - l. Yell if you are being attacked to alert others.
 - m. Give an attacker money or jewelry on demand.

Notes: