



City of Thomasville Safety Policy Manual

**2008 Publication
General Safety Rules**

**CITY OF
THOMASVILLE**

SAFETY POLICY MANUAL

**Effective Date of Policy March 17, 2008
Approved at March 17, 2008 Council Meeting
March 3, 2009 Reviewed/No Revisions**

IDENTIFICATION PAGE

This manual is issued to:

NAME

DEPARTMENT/DIVISION

DATE

Failure to observe any rules in this manual could result in disciplinary action up to and including termination of employment. Compliance is considered a requirement of employment.

CITY OF THOMASVILLE

SAFETY POLICY MANUAL

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General Safety Rules

FOREWORD

These rules have been published in the interest of the safety of employees and the general public. Adherence to these rules will help protect City of Thomasville employees and the general public from injuries.

Each employee shall have access to this manual while employed by the City of Thomasville. Each employee shall carefully study and observe these rules, especially those applying to their particular duties. Safety rules will be strictly enforced and proficiency in the knowledge of these rules is the responsibility of each employee.

All or any part of this written Safety Policy Manual shall be available to employees, their designated representatives, and the Assistant Secretary of Labor for Occupational Safety and Health (OSHA), and the Director of the National Institute for Occupational Safety and Health (NIOSH).

CITY OF THOMASVILLE SAFETY POLICY MANUAL

GENERAL SAFETY RULES

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CITY MANAGER'S MESSAGE

To All Employees:

The City of Thomasville strives to conduct all operations with the highest regard for each employee's personal safety, the safety of our customers, and the safety of the general public.

This manual is intended to help guide us to our goal of an accident free work environment. It is the result of careful thought and application from the City's operational experience over many years and from the experiences of employees in all Departments of the City of Thomasville.

The ultimate value of this manual will depend on each employee's individual commitment to learning and following the guidance offered in this basic safety tool.

Safety is an individual responsibility benefiting our families, our co-workers, our employer, and ourselves. Each of us must strive to apply the proper techniques for preventing injury and property damage. We also have an obligation to our customers and the general public in keeping safety foremost in our minds as we perform our jobs.

Suggestions are always welcome and will be given careful consideration. You may direct suggestions on making our safety programs and processes more effective through your supervisor, the Safety Director, or the City of Thomasville Employees' Safety Committee.

Thank you for your contributions to making the City of Thomasville an increasingly safer place to work and earn a living.

City Manager

INTRODUCTION

The intent of this manual is to provide knowledge of general safety rules to guide employees through their work days without sustaining an injury or having an accident. City of Thomasville management considers that accidents and injuries are not a necessary part of the work we do, and intends that all employees will develop safety consciousness and practices as part of their professional development and as part of their individual commitment to assuring an accident and injury free workplace.

The rules identified in this book are applicable to all employees regardless of their employing department. Failure to follow any of these rules may be considered a violation of the safety policy. Failure to follow these rules will also likely precede an accident or injury.

This General Safety Policy Manual does not address the numerous specialized tasks performed within each department. Periodic assessments to identify hazards and establish appropriate measures for assuring safe performance must be conducted by each department and communicated to employees.

A number of OSHA required programs are available in hard copy form upon request. Some programs are applicable to specific groups of employees while others apply to all City employees. Department Heads, Supervisors or the Safety Director can answer questions about the applicability of particular programs in your department or division.

Documents include the City's:

- Bloodborne Pathogens Exposure Control Plan
- Permit Required Confined Space Entry Program
- Lockout/Tagout Program
- Emergency Action Guidelines
- Hazard Communication Program

SAFETY COMMITTEE

The Safety Committee is a group of city employees who meet regularly to talk and discuss safety topics intended to promote and achieve an accident and injury free workplace. The Safety Committee believes it is essential for each employee to actively participate in routine training and education about hazards in the workplace and ways to avoid or eliminate them. Safety Committee members provide representation for their department at committee meetings and advise their represented department about information coming from the committee.

EFFECTIVE DATE

This manual and all revisions shall be effective as of the date of issue.

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

The City of Thomasville as employer is responsible for compliance with NC OSHA rules and may be subject to penalties for violation of these requirements by any employee.

Copies of the OSHA 1910 Standard for General Industry and the 1926 Standard for the Construction Industry are available on the Internet at www.osha.gov.

CONDITIONS NOT COVERED

Employees are primarily responsible for their own safety. However, in instances where conditions are not covered by this manual, or the job is not completely understood, employees shall obtain specific instructions from their supervisor before proceeding with the work.

QUALIFICATIONS FOR DUTY

Any supervisor having reasonable grounds to suspect that an employee is either mentally or physically unfit for the work assigned, shall prohibit the employee from working until satisfactory medical or other evidence indicating fitness is provided by the employee.

SAFETY CONSCIOUSNESS AND SAFETY PRACTICES

“Safety consciousness” and “safety practices” are the most fundamental requirements for achieving an injury and accident free workday. Each employee’s commitment to these ideals will help determine the success of the City’s endeavor to achieve an injury and accident free workplace.

Safety consciousnesses:

- continuous alertness to potential dangers
- awareness and knowledge of safety rules
- anticipating unexpected or potential hazardous occurrences and situations— “Expecting the unexpected”
- learning to foresee, recognize, and correct potential or actual workplace hazards

Safety practices:

- learning and following safety rules and standard operating procedures
- learning and practicing safety for all facets of the job
- setting a good example of working safely for others to learn and follow
- promptly removing hazardous workplace conditions or reporting them to your supervisor or Department Director.

Inclusion of “safety consciousness” and “safety practices” as routine daily assignments requires purposeful recognition of them as critical daily assignments; it also requires an

assessment of each component of particular work environments and development of the necessary skills to perform each component safely.

DEFINITIONS

Accident:	An unplanned, unexpected event that could produce unintended injury, illness, or death, and/or property damage.
Accident Costs:	Costs of an accident or injury in terms of employee's pain and loss of income; family's loss of their wage earner and family member or quality of life; property loss; medical bills; insurance premiums; lost productivity.
Accident and Injury Free Workplace:	<p>A workplace whose management team and employees:</p> <ul style="list-style-type: none">--recognize the high costs of injuries and accidents both demand and justify the priority efforts they put forth daily to learn and practice essential safety behavior.--are committed as an organization and as individuals to being attentive to safety considerations and persistently practicing and expanding their personal safety performance.--are interested in the welfare of their coworkers and employer, supporting each other in prioritizing and accomplishing safe work practices, and in finding ways to encourage each other to place a high value on personal and workplace health; resulting in prevented accidents and injuries and a safer workplace.
ANSI:	American National Standards Institute
Approved:	Approved by City of Thomasville management and/or by the general industry standards.
Authorized Person:	An individual who has the authority to perform specific duties under certain conditions or who is carrying out orders from a responsible authority.
Barricade or Barrier:	A physical obstruction such as tapes, ropes, screens or guards, intended to warn or

prevent contact or limit access to a hazardous area.

Confined Space:	A space that: (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and (3) Is not designed for continuous employee occupancy.
Effectively Grounded:	Intentionally connected to earth through a ground connection or connections of sufficiently low impedance and having sufficient current carrying capacity to prevent the build-up of voltages which may result in undue hazard to connected equipment or to persons.
Energized:	“ENERGIZED” conductors or circuits means any conductor or circuit that is not properly switched, tested, short circuited <u>and</u> grounded or isolated in accordance with accepted standards.
Hazard:	A source of danger.
Incident:	Accidental or intentional loss of or damage to property such as from theft or mishandling.
MSDS:	Material Safety Data Sheet.
OSHA:	The Occupational Safety and Health Division of the NC Department of Labor, responsible for administering a broad scope of workplace safety and health laws that apply to the private sector and all state and local government agencies. Under state law, the N.C. Department of Labor is responsible for promoting the health, safety, and general well being of North Carolina workers.
Permit Required	Means a confined space that has one or more

Confined Space: of the following characteristics:

- (1) Contains or has a potential to contain a hazardous atmosphere;
- (2) Contains a material that has the potential for engulfing an entrant;
- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (4) Contains any other recognized serious safety or health hazard.

Personal Protective Equipment (PPE): Any apparel or device worn or used to protect the worker from exposure to, or contact with, any harmful material, force or environment.

Qualified: A person who has successfully demonstrated their ability, through education, experience, and has been designated by management to perform the duties assigned.

Shall / Will / Must: As used in this manual, a mandatory requirement. (Required)

Should: As used in this manual, an advisory requirement. (Recommended)

Supervisor: The person directly in charge of a specific job, crew, or other group of employees. This could include Department Directors, managers, supervisors, crew leaders, or other individual designated as in charge.

SECTION I

ADMINISTRATIVE REQUIREMENTS

<u>PART</u>	<u>TITLE</u>
1	Accident Reporting <ul style="list-style-type: none">A. GeneralB. Motor Vehicle AccidentsC. Post Accident Drug and Alcohol Testing for Employees
2	Safety Program Responsibilities <ul style="list-style-type: none">A. City ManagerB. Department HeadsC. Supervisors and ManagersD. EmployeesE. Safety Director

1. ACCIDENT REPORTING

GENERAL

1. Employees injured in the performance of assigned duties must immediately report the accident to his/her immediate supervisor (even if the injury does not require immediate medical treatment). The supervisor will complete an **accident/injury report form**. The supervisor shall report the accident and submit the accident report to the Personnel Director immediately (by the end of the work day). The personnel department will complete the N. C. Industrial Commission Form 19 and fax immediately to our Worker's Compensation insurance carrier.
2. If medical treatment is required for an employee injured on the job, the employee shall go to Care Medical Center located at 1422 National Hwy. Thomasville 336-885-9030. Employees should not seek medical treatment at any other medical facility unless the injury occurs at a time when Care Medical Center is closed.

The hours for Care Medical Center are as follows:

Summer Hours Monday-Friday 8:00 a.m. – 6:00 p.m.
Fall Hours (May-Sept)-Monday – Friday 8:00 a.m. – 6:00 p.m.
Saturday – 9:00 a.m. – 1:00 p.m.

If the injury occurs after hours employees shall receive treatment at the emergency room at Thomasville Medical Center. The employee or the supervisor with the injured employee shall inform the staff at Thomasville Medical Center that this is a work related injury and will be filed as worker's compensation. **DO NOT USE YOUR HEALTH INSURANCE CARD EVEN IF THEY ASK FOR IT.**

3. Employees that are treated and require prescription drugs shall use K-Mart Pharmacy, for all workers' compensation prescription drugs. The employee shall notify the Personnel Director Monday – Friday from 8:00 a.m. - 5:00 p.m. so authorization can be given to K-Mart for first time injuries. Employee will not be required to pay for any prescription drugs. If the injury is after hours and the attending physician in the Emergency Room at Thomasville Medical Center gives the employee a prescription, the employee can have this filled at another pharmacy but must pay cash for the prescription and turn in the receipt to the Personnel Director for reimbursement from City insurance carrier. **UNDER NO CIRCUMSTANCES SHALL ANY EMPLOYEE USE THEIR HEALTH INSURANCE CARD FOR WORKER'S COMPENSATION RELATED PRESCRIPTION DRUGS.**

B. MOTOR VEHICLE ACCIDENTS

A police report must accompany Accident/Incident reports for motor vehicle accidents or thefts of City owned property.

The following procedures shall be followed whenever an employee has an accident involving a City vehicle.

1. Stop immediately. Avoid obstructing traffic, if possible.
2. Turn on your 4-way flashers and warning lights. Place emergency reflectors, cones or flags if available.
3. Dial 911 to Report Incident/Injuries.
4. Report the accident immediately to your supervisor.
5. Get an insurance exchange slip from the Law Enforcement Officer if other vehicles are involved.

Also, refer to “Roadside Assistance Information” and NCLM Information Exchange Card located in the glove compartment.

6. The employee shall make no statements to anyone except: the police officer (state the facts of the accident) and supervisor.
7. The employee shall not make any settlements, argue about the accident or admit responsibility.
8. If accident involves an unattended vehicle or fixed object, immediately notify the owner or leave your contact information with the vehicle if the owner is not available.
9. Complete the City of Thomasville Accident/Incident Report and forward along with the exchanged insurance information to the Personnel Director within 48 hours of the accident.

C. POST ACCIDENT DRUG AND ALCOHOL TESTING FOR EMPLOYEES

Refer to City of Thomasville Personnel Policies & Procedures Manual Article V Substance Abuse Policy.

2. SAFETY PROGRAM RESPONSIBILITIES

- A. City Manager is responsible for the overall success of the City’s Safety Program and efforts to reduce losses of City property and resources by:
 1. Requiring accountability at all levels for prevention and elimination of accidents and injuries caused or experienced by City employees.
 2. Ensuring that Department Heads properly manage the Safety Program within their Department.
- B. Department Heads are responsible for:
 1. Assuring the overall safety of their employees by

ensuring necessary training is provided and attended, and necessary supplies and equipment are provided.

2. Acting as a primary safety role model for their employees by reinforcing the requirement that compliance with all applicable safety standards is mandatory, and accident prevention and elimination is a first priority for all.
3. Regularly attending and participating in employee safety training sessions, and monitoring and evaluating the content of safety topics.
4. Ensuring supervisors and managers follow and enforce all safety rules.

C. Supervisors and Managers are responsible for:

1. Acting as the primary role model for safety emphasis to their employees.
2. Ensuring that employees routinely receive training that emphasizes all facets of job safety. This includes relevant daily pre-job or “tailgate” meetings to ensure employees are fully aware of hazards; work procedures; special precautions; and required PPE. Additional briefings shall be held during the day if changes in the work occur that may affect the safety of the job.
3. Assuring safety meetings and training are regularly scheduled and attended by their employees; and encouraging active participation by all employees.
4. Assuring employees understand the safety components of their job are a primary requirement of the job.
5. Responding immediately to employee safety concerns.
6. Enforcing all safety requirements.

D. Employees are responsible for:

1. Actively participating in all required training.
2. Actively developing a safety consciousness and

safety practices approach to all aspects of their work.

3. Acting professionally by developing expert knowledge of the various components of work assignments in conjunction with associated safety requirements, and displaying that knowledge while carrying out the work.
4. Striving to make the City of Thomasville an injury and accident free workplace through purposeful awareness and practices of safety in all activities.
5. Making your supervisor aware of any unsafe conditions you recognize.
6. **Obeying all City of Thomasville's Safety Programs, Policies & Procedures. Failure to comply will result in disciplinary actions. Refer to City of Thomasville Personnel Policies & Procedures Manual Article VII Separation and Disciplinary Action.**

E. Safety Director is responsible for:

1. Developing safety programs for the City.
2. Serving as a resource for employees and management, and responding to safety questions and concerns.
3. Establishing programs and procedures for compliance with OSHA regulations.
4. Investigating workplace accidents and making recommendations for corrective action.

SECTION II

GENERAL SAFETY RULES FOR EMPLOYEES

<u>PART</u>	<u>TITLE</u>
1	Basic Safety Rules
2	Clothing
3	Compressed Air
4	Cooking and Kitchen Areas
5	Drinking Water
6	Drug Abuse and Alcohol
7	Electric Appliances and Heaters
8	Elevated Walking or Working Surfaces
9	Emergency Action
10	Fire Extinguishers
11	First Aid Supplies
12	Flammable and Combustible Materials Liquids
13	Hair Length
14	Heat Stress
15	Housekeeping and Hygiene
16	Ladders
17	Lifting
18	Lighting
19	Machinery and Equipment
20	Noise Levels
21	Office Safety
22	Overhead Hazards
23	Radio Volume
24	Reporting Defects
25	Rope
26	Slings
27	Slip Hazards
28	Smoking
29	Tools
30	Traffic Control Signage
31	Utility Damage

1. BASIC SAFETY RULES

- A. Every employee is responsible for their personal safety. Before beginning work of any kind, each employee must survey their surroundings to become aware of any hazards that may exist. If more than one employee is working on the same job, all must understand the procedures to be followed.
- B. Under no circumstances, shall employees hurry unnecessarily when performing their work. The most efficient—and safest—way to accomplish the goal is to be organized, equipped, knowledgeable, practiced, and cool-headed.
- C. Employees shall be governed by the safety rules of their own department, as well as by the safety rules of other departments or areas where they visit or perform work. Hosting departments must inform visitors of relevant safety rules required of them while visiting their department.
- D. Employees shall not operate equipment or perform work outside the scope or their normal duties unless specifically trained and authorized.
- E. Employees must take every precaution to guard the public from any known hazard under the control of the City of Thomasville.
- F. Practical jokes, scuffling, "horseplay" or daring of employees is not permitted.
- G. Always regard safety considerations as integral and valuable components of every task. Plan your work. Evaluate job safety considerations. Follow instructions. If uncertain about a procedure or condition, ask your supervisor for clarification.
- H. Report all injuries, however small. Also, report all unsafe conditions and unsafe acts to your supervisor.
- I. Use all safety devices and personal protective equipment required for the job.
- J. Maintain good housekeeping by keeping your work area clean and orderly.

- K. Wear proper clothing. Loose sleeves, cuffs, watches, bracelets, and necklaces are hazardous around moving or rotating machinery, and shall not be worn. Wear footwear suitable for job conditions and requirement.
- L. Except as required by manufacturer's instructions and as instructed by the supervisor, oiling, adjusting, or working on unprotected machinery in motion is prohibited. All instructions, precautions and safeguards necessary to assure employee safety, must be in place prior to such maintenance.
- M. All machinery and equipment under repair and adjustment shall be properly "locked out" and tagged.
- N. Know the location of fire exits, the location and method for using fire extinguishers and the proper method for reporting fires.
- O. Don't leave safety practices on the job—"off-the-job" safety is just as important as "on the job" safety.

2. CLOTHING

- A. All employees shall wear suitable clothing for the work they perform.
- B. All employees exposed to a potential external high heat source (electric arc, flame cutting, welding, etc.) shall wear flame-resistant (FR) clothing. Shirts shall have long sleeves rolled down and buttoned. Short sleeves are allowed if the worker is wearing electrical rubber gloves and rubber sleeves, or welding leathers that cover the arms and shoulders. The outer layer of multiple layer clothing must be flame-resistant or 100% cotton.

3. COMPRESSED AIR

- A. Maintain air pressure as low as possible to do the job adequately. Safety air nozzles with a maximum of

30 PSI shall be used when using compressed air for cleaning purposes, or the air line pressure shall be regulated to a maximum of 30 PSI.

- B. Compressed air shall not be used to clean clothing.
- C. Know the location of the air line shut-off valve in case emergency shut off is necessary.

4. COOKING & KITCHEN AREAS

- A. To prevent the spread of germs and disease, employees should wash their hands thoroughly with soap and water before preparing foods.
- B. All spills shall be cleaned immediately to prevent slip/fall hazards.
- C. Items removed from the oven or microwave shall be removed with caution to prevent burn injuries.
- D. Appliances should not be left unattended when cooking.
- E. Only suitable cookware and utensils shall be used for cooking.
- F. Items shall be placed on shelves in a manner to prevent their falling when opening doors to refrigerators, cabinets, etc.
- G. Only cooking utensils, in use while cooking, may be placed on stove tops. Stove Tops are not to be used as a storage area.

5. DRINKING WATER

An adequate supply of drinking water shall be provided in all work areas. Drinking water containers shall be clearly labeled; maintained in sanitary condition; designed with a tap for dispensing (water shall not be dipped from the container); and used for drinking purposes only.

6. DRUG ABUSE AND ALCOHOL

The following rules pertain to the use of drugs and alcohol:

- A. Use of unauthorized drugs or alcoholic beverages on City property or while on duty is prohibited.
- B. Working while impaired by medications, drugs, or alcohol is prohibited.
- C. Employees shall report to their supervisor any strong suspicions of other employees being under the influence of medications, drugs or alcohol.
- D. Any employee using medication that may adversely affect their ability to work safely must inform their supervisor prior to starting work.
- E. Refer to City of Thomasville Personnel Policies & Procedures Manual Article V Substance Abuse Policy.

7. ELECTRIC APPLIANCES AND HEATERS

The City of Thomasville does not encourage the use of portable space heaters or other personal electrical appliances. However, employees may be permitted to use portable heaters and/or other appliances subject to the following:

- A. The use of portable heaters or personal appliances must be approved by the supervisor, and is allowed only as long as premises wiring and other safety considerations are satisfactory.
- B. All heaters and appliances must be U.L. labeled.
- C. Heaters should be plugged directly into a wall outlet. All devices and cords shall be installed in accordance with the manufacturer's listing.
- D. Heater clearances to combustible materials shall be maintained as listed by the manufacturer.
- E. Not more than one heater will be plugged into one outlet.
- F. Appliances and heaters shall not be located in closets or other confined spaces.
- G. Employees shall not leave heaters unattended and shall unplug them from their power source before leaving for the day.

H. Cords and heaters shall not be placed where they create a trip hazard.

I. Plug adaptors are not permitted for use in adapting 3-prong plugs to 2-prong receptacles.

8. ELEVATED WALKING OR WORKING SURFACES

Walking or working surfaces four or more feet above adjacent ground or floor level must be equipped with approved guard rails. Utility and construction operations require guard rails for surfaces six or more feet above adjacent floor or ground level. Approved fall protection systems shall be used where necessary guard rails are not present.

9. EMERGENCY ACTION

The City's Emergency Action Guide provides information for employees to respond to emergency situations. In situations not addressed in the Emergency Action Guide, employees are expected to follow the advice and instructions of their supervisors. In the absence of instructions from a supervisor, it shall be the responsibility of each employee to respond in their best manner to prevent injury to themselves and others and minimize property damage. The Emergency Action Guide is available from your supervisor- portions of the document require facility specific information to be identified.

10. FIRE EXTINGUISHERS

- A. Fire protection equipment shall be properly located at all times. Employees shall not move or remove such equipment without proper authorization.
- B. Designated employees shall perform all monthly and annual maintenance checks for assigned fire extinguishers.
- C. Except for wheeled type equipment, fire extinguishers shall be securely mounted or accessibly stored in a labeled cabinet or storage bin.
- D. Fire extinguishers shall not be obstructed by materials or equipment .
- E. Employees shall be familiar with the location and

operation of all fire protection equipment in their work area.

- F. All employees shall know the different classifications of fires, the type materials included in the classification, and the correct extinguisher to be used.

- Class A-combustible solids; wood, paper, cloth, plastics.

- Class B-flammable and combustible liquids, gasoline, oils, solvents.

- Class C-electrically energized components. Class C fires frequently cause the ignition of class A or B materials.

- Class D-combustible metals such as magnesium, titanium and sodium.

- Class K- vegetable oils, animal oils or fats in cooking appliances.

- G. Fire extinguishers shall be used only for extinguishing fires.

- H. Extinguishers in need of refill, replacement, or other service shall be identified to the supervisor for service without delay.

11. FIRST AID SUPPLIES

ANSI Z308.1-2003 First aid kits shall be installed in all work areas and vehicles. They shall be adequately stocked with “in date” items, shall be readily available, maintained in good condition with a contents list and First Aid Booklet. First aid kits must be replenished whenever required first aid components are depleted to 50% of their specified quantity.

12. FLAMMABLE AND COMBUSTIBLE MATERIALS AND LIQUIDS

- A. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Rag containers shall be labeled "For Rags Only" and be emptied regularly.
- B. Flammable or combustible liquids shall be used only for their designated purpose. Gasoline, naphtha, lacquer and paint thinner, etc., shall not be used for cleaning purposes

or for starting fires.

- C. All solvents shall be stored in approved, properly labeled containers. Gasoline, lacquer and paint thinners and other solvents of this class shall be handled and dispensed only in approved properly labeled containers.
- D. Gasoline and all other hazardous materials shall be contained in D.O.T. approved containers whenever transported in vehicles.
- E. Flammable or combustible liquids shall be limited to five gallons in any building unless in a room or cabinet approved for storage of flammable liquids.
- F. Strict adherence to "No Smoking" and other warning signs at fuel dispensing locations shall be maintained.
- G. The quantity of flammable aerosols shall be kept to a minimum in the work area.
- H. Flammable or combustible liquids shall not be stored more than four (4) feet above floor level unless in an approved storage cabinet or room.
- I. Only tools and equipment approved for use to handle, transfer, or store flammable or combustible liquids shall be used.

13. HAIR LENGTH

Hair (including facial hair) shall be groomed to a safe length or confined in a hair net or other means when working with or near moving machinery or an external heat source sufficient to ignite hair.

14. HEAT STRESS

Employees exposed to heat stress conditions shall receive training for prevention and first aid for heat stress, and shall be provided adequate rest and re-hydration breaks.

15. HOUSEKEEPING AND HYGIENE

- A. Housekeeping, including keeping the work area clean and sanitary is the responsibility of every

employee and shall be maintained in all City of Thomasville buildings, vehicles, and grounds.

- B. Floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained free from oil, grease, water, etc.
- C. Stairways, exits, aisles, and walkways in buildings, and material storage areas in yards shall be kept clear and free from obstructions.
- D. Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
- E. Combustible materials shall not be allowed to accumulate; and weeds or other vegetation shall not be permitted to grow in or around substations, lift stations, buildings, fuel tanks or other structures.
- F. Employees should practice good hygiene including washing their hands after handling money, chemicals, using the rest room, etc.

16. LADDERS

- A. Ladders shall be examined before use and shall be in good condition. If found defective, they shall be repaired or replaced immediately.
- B. Straight ladders shall be set up so that the distance between the bottom of the ladder and the vertical supporting wall is approximately one-fourth the working length of the ladder.
- C. Portable ladders shall have non-skid bases.
- D. When working from a ladder do not overreach; work within an easy arm's reach from the ladder.
- E. Wooden ladders shall not be painted.
- F. Metal ladders shall not be used in the vicinity of energized electrical circuits.
- G. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open; locked; or

guarded.

- H. When ascending or descending ladders, employees shall have both hands free for climbing and shall face the ladder. (This subsection does not apply to firefighting operations conducted under the requirements of the NC Fire and Rescue Commission's Occupational Safety and Health Standard for Fire Departments and Rescue Squads.)
- I. Only one employee at a time shall work from a ladder.
- J. Boxes, chairs, etc., shall not be used as ladders.
- K. Straight and extension ladders shall not be climbed beyond the third step from the top.
- L. A ladder shall not be placed against an unsafe support.
- M. Step ladders shall not be climbed higher than the second step from the top of the ladder.
- N. Straight or extension ladders used to access an upper landing surface must extend 3 feet above the landing surface or be secured at the top and provided with a grab rail to assist mounting or dismounting the ladder.
- O. Stepladders shall not be positioned for use as a straight ladder.
- P. When unattended, ladders shall be stored in a secure area; returned to their secure storage rack.

17. LIFTING

Employees shall not attempt to lift objects too heavy for their physical ability. Objects too heavy or too awkward shall not be lifted without proper use of an approved lifting device or assistance from another employee.

For the purpose of this paragraph, "too heavy" means an object weighing more than the employee is routinely accustomed to lifting, or weighing more than the individual's physical condition will safely allow. Additionally, the shape and size of an object contributes to the ease or hazard of

lifting it.

The National Institute for Occupational Safety and Health provides an equation for calculating repetitive lifting load limits and durations but provides no standard information for determining maximum safe lifting limits.

After assessing an object to be lifted, no employee shall lift an object whose weight, size, or shape cause the employee or supervisor to have concern about potential injury from lifting.

Additional help from other employees or through proper use of mechanical devices such as forklifts, pallet jacks, lifts, levers, hand carts, boom trucks, etc., shall be obtained when objects are too heavy to lift.

18. LIGHTING

Additional necessary lighting shall be provided to illuminate potential hazards when working in areas with low or insufficient lighting.

19. MACHINERY AND EQUIPMENT

- A. Employees working near moving machinery or energized equipment or circuits shall proceed with care in performing their work, considering the effect of each action on themselves or others.
- B. Employees shall always be careful to place themselves in a safe and secure position to avoid slipping, stumbling or moving backward against moving machinery.
- C. Employees shall not position themselves on or near any equipment at a standstill that might result in injury if the equipment or machine restarts.
- D. Whenever it becomes necessary to work on any machinery, the City's Lockout/Tagout procedure will be followed.
- E. Machine guards shall not be removed except for the purpose of inspection or repairs to the guards or machinery. Guards shall not be removed unless the machine has been locked or tagged out of service as applicable. Guards shall be replaced and secured

immediately after repairs have been completed.

- F. Shafts and other parts of revolving machinery shall not be adjusted, cleaned or repaired while in motion, unless the machinery design requires the motion.

20. NOISE LEVELS

Appropriate measures to reduce noise to safe levels will be taken when employees are required to work in areas where noise levels exceed acceptable levels. Employees shall wear approved hearing protectors when it is not practical or possible to decrease noise or isolate the machinery. Hearing protection devices shall be used when employees are exposed to sound levels exceeding those permitted in OSHA Standards 1910.95 or 1926.52, 1926.101, as applicable for General Industry or Construction Industry employees.

21. OFFICE SAFETY

- A. Use caution when walking up and down stairs. Use handrails to assist balance.
- B. Exercise caution when walking around blind corners.
- C. Do not stand in front of closed doors that may be opened suddenly. Open doors with care to prevent hitting someone on the other side of the door.
- D. Doors and drawers of desks and cabinets shall be closed when not in use.
- E. Only one drawer of a cabinet shall be open at a time in order to avoid tipping the cabinet.
- F. When seated, do not tilt chair legs off the floor.
- G. Unstable devices, boxes, chairs, etc., shall not be substituted for appropriate ladders or step stools when access to elevated objects is necessary.
- H. Floors shall be kept as free as possible of tripping hazards such as telephone cords, extension cords, paper clips, rubber bands, etc.
- I. Store materials on shelves in a manner that will prevent their falling. Place heavy objects on lower shelves.
- J. Combustible items shall not be stored closer than 24" to the ceiling.
- K. All fans shall have approved protective guards.

- L. Solvents and other volatile and hazardous substances shall be used only with adequate personal protection and in well-ventilated areas as stated on their Material Safety Data Sheet (MSDS).
- M. Maintenance or service to office machinery shall be conducted by qualified personnel authorized to perform the service. Employees performing service to office machinery shall read and follow all manufacturers' instructions for the service rendered. Office machinery refers to components such as copiers, printers, scanners, fax machines, shredders, typewriters, computers.
- N. Unsafe electrical cords, faulty electrical or other equipment or other hazardous conditions shall be immediately remedied and shall be reported immediately to a supervisor.
- N. Operators shall not wear loose fitting clothing, dangling jewelry, ties, etc., while operating power driven machinery when there is potential for being caught by the machine.
- P. Spilled liquids on floors shall be removed immediately to prevent slipping and falling.
- Q. Appropriate footwear must be worn at all times.
- R. Tripping hazards shall be removed immediately. If you cannot remove the hazard, notify personnel who can.

22. OVERHEAD HAZARDS

Protection of employees or bystanders in the vicinity of overhead work shall be assured by the use of barricades, signs, nets, guard personnel, or other suitable means. Overhead work includes work from ladders, platforms, raised floor areas, roofs, lifts, etc. Employees in near proximity to overhead work who are not assisting the job shall relocate safely away from the hazard until the work is completed or the hazard is eliminated.

23. RADIO VOLUME

Employees shall maintain radio volume at a level that does not create a hazardous inability to hear warnings or instructions. Headset radios or earphones for general broadcast radio, music, or entertainment shall not be worn when traveling in a vehicle or at the worksite.

24. REPORTING DEFECTS

Each employee shall report promptly any defects observed in tools, apparatus, poles or any other equipment owned by the City. Damaged or defective equipment or tools shall be tagged "Defective" until removed for repair or disposal.

25. ROPE

- A. Never overload rope, as it will permanently weaken the strength of the rope.
- B. Do not drag rope on the ground or against rough or sharp objects.
- C. Wet rope or rope reinforced with metallic strands (including wire rope, or cable) shall not be used near power lines or other electrical equipment.
- D. Rope shall be stored away from heat, chemicals, moisture, sunlight, rodents and biological agents.
- E. Reverse rope (end for end) periodically so that all sections receive equal wear.
- F. Keep rope clean. If rope gets dirty, wash it with clean water. Be sure to dry thoroughly before storing.
- G. Kinks shall be removed before strain is put on rope.
- H. Rope shall be inspected routinely for damage or rot.

26. SLINGS

- A. Insure slings are in good condition and of sufficient strength, considering splices, knots and leg angles. Hooks, rings and other fittings must be approved; properly used; and in good condition.
- B. Slings with cuts, excessive wear or other damage shall be properly disposed of.
- C. Slings shall not be shortened with knots, bolts, or other makeshift devices.
- D. Slings shall be protected from sharp edges of loads.
- E. Slings shall not be pulled from under loads resting on the sling.

27. SLIP HAZARDS

- A. Hazards due to wet or otherwise slippery surfaces shall be cleaned immediately or identified to warn or guard personnel from the hazard until it can be removed.
- B. Snow and ice shall be promptly removed from all walkways and work areas wherever practical.

28. SMOKING

- A. Smoking is prohibited in areas where flammable gases may be present; for example: near areas of flammable liquid storage or areas such as oil rooms; hydrogen or acetylene storage; battery storage rooms; etc.
- B. Smoking is prohibited in areas where quantities of combustible materials are stored, or near combustible liquid storage.
- C. Smoking is prohibited in City buildings.
- D. Smoking is permitted only on outside patio and porch areas, and other areas completely open to outdoor air.
- E. Cigarette butts shall be disposed of properly in approved receptacles.

29. TOOLS

A. Hand and Power Tools – General

- 1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. The supervisor has the authority and responsibility to condemn unserviceable tools regardless of who owns the tool.
- 2. Defective tools shall be tagged to prevent their use, and removed from the job site.
- 3. Employees shall always use the proper tool for the job to be performed.
- 4. Hammers with metal handles, screwdrivers with metal continuing through the handle, and metal measuring tapes shall not be used on or near energized

electrical circuits or equipment (unless designed for such usage).

5. Tools shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool bags or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated structures.
7. Impact tools such as chisels, punches, etc., that become mushroomed or cracked shall be dressed; repaired; or replaced.
8. Chisels, punches, ground rods, etc., shall be held with suitable holders (not with hands) while being struck by another person.
9. Wrenches with sprung or damaged jaws shall not be used.
10. Pipes shall not be used to extend a wrench or tool handle for added leverage unless the wrench or tool is designed for such use.
11. Tools shall only be used for their designed purpose.
12. Tools with sharp edges shall be stored with guards in place and handled in a manner to prevent injury or damage.
13. Wooden handles that are loose, cracked or splintered shall be replaced. Handles shall not be repaired with tape or lashed with wire.
14. The insulation on hand tools shall not be a means for protecting the user from electric shock from contact with energized sources.
15. When work is in progress, tools must be placed to prevent trip or fall hazards. When work is finished, all tools, scrap material, etc. must be removed and properly disposed of.

B. Portable Electric Tools

1. The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded or double insulated.
2. All power tools shall be examined prior to use to ensure safe operation and the presence and proper operation of all applicable safety devices.
3. All tools shall be kept in good repair. Tools in need of repair or service shall be disconnected from their power source; tagged "Defective"; taken out of service; and not used until required repairs have been made.
4. Electric tools shall not be used where there is a hazard from flammable vapors, gases or dust unless approved for such use.
5. Extension cords and power tools used outdoors or in damp or wet environments shall be protected with a Ground Fault Circuit Interrupter (GFCI).

C. Pneumatic Tools

1. Air tools shall never be pointed at another person.
2. Air tool and hose connections shall be wired; pinned; or otherwise secured by a positive means to prevent them from becoming accidentally disconnected.
3. Safety clips or retainers shall be securely installed and maintained on air impact (percussion) tools to prevent the tool from being accidentally expelled.
4. The use of hoses for hoisting or lowering air tools shall not be permitted.
5. Air hoses exceeding one-half ($\frac{1}{2}$) inch inside diameter shall have a safety shut-off device at the source of supply or branch line to reduce pressure in the event of a hose failure.
6. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air supply shall be cut off ahead of the hose. The air shall be bled off at the tool before breaking

the connection.

7. Eye, face, foot and all other necessary protective equipment shall be used when operating air tools.

D. Powder Actuated Tools

1. Only trained employees who have been authorized by their supervisor shall operate powder-actuated tools.
2. Explosive charges shall be carried in approved containers.
3. Operators and assistants using these tools shall wear approved eye and hearing protection.
4. Prior to use, the operator shall inspect the tool to ensure:
 - a. Protective shield is properly attached.
 - b. It is clean.
 - c. Moving parts operate freely.
 - d. Barrel is free from obstructions.
5. Defective or damaged powder actuated tools shall be tagged and removed from service immediately until repaired.
6. Powder actuated tools shall not be used in or near explosive or flammable atmospheres.
7. Powder actuated tools shall not be loaded until just prior to firing.
8. Tools and cartridges shall never be left unattended at the job site.
9. Tools shall never be pointed at any person.
10. In case of a misfire, the operator shall hold the tool in the operating position for at least 30 seconds. They shall then try to fire the tool a second time. If the tool misfires again, wait another 30 seconds, holding the tool in the operating position; then proceed to remove the explosive load in strict

accordance with the manufacturer's instructions.

11. Fasteners shall not be driven into very hard or brittle materials including, but not limited to: cast iron, glazed tile, surface-hardened steel, glass block, rock, face brick, or hollow tile.
12. Driving into materials easily penetrated shall be avoided unless such materials are backed by additional material that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.
13. Fasteners shall not be driven directly into materials such as brick or concrete closer than 3 inches from unsupported edges or corners, or into steel surfaces closer than one-half inch from unsupported edges or corners unless a guard or jig is used.
14. Fasteners shall not be driven through existing holes unless a positive guide is used to secure accurate alignment.
15. No fastener shall be driven into a spalled area caused by an unsatisfactory fastener.
16. All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.

E. Power Lawn Mowers and Trimmers

1. Prior to using power lawn mowers and trimmers, employees shall ensure that all guards and other safety devices are in place and operating properly.
 2. Prior to making adjustments, inspections, or repairs, employees shall turn off the mower, allow it to come to a complete stop and disconnect the spark plug wire.
3. Fueling:
- a. Dispense fuel only from approved D.O.T. safety cans or pump.

- b. Never fuel a running or hot engine.
 - c. A fire extinguisher shall be available at the fueling area.
 - d. Remove equipment from the fueling area prior to starting the engine.
4. When operating a power mower or trimmer, the operator shall:
- a. Remove debris from the area to be mowed.
 - b. Avoid placing any part of their body in front of the discharge opening.
 - c. Mow across the face of the slope or incline—never up or down the slope.
 - d. Keep all others out of the mowing area when mowing.
 - e. Wear approved close toed shoes; hearing protection; and eye protection.

30. TRAFFIC CONTROL SIGNAGE

Caution, hazard, traffic and other temporary warning or direction signs shall be conspicuously located and shall not obstruct other signs or the “line of sight.”

31. UTILITY DAMAGE

Only authorized employees shall handle fallen wires. Fallen wires, broken poles or similar defects must be reported promptly to the responsible department. Any defect or condition creating a hazard to the job or the public shall be safeguarded until repaired.

SECTION III

MOTOR VEHICLE SAFETY RULES

<u>PART</u>	<u>TITLE</u>
1.	General
2.	Backing Vehicles
3.	Exhaust Gas
4.	Fueling
5.	Inspection
6.	Loading and Hauling
7.	Operation
8.	Parking
9.	Roadside Repairs
10.	Seat Belts
11.	Trailers

1. GENERAL

- A. Only authorized employees possessing a valid NC Driver's License shall operate City owned motor vehicles or personally owned vehicles on City business.
- B. Drivers shall obey all motor vehicle laws applicable to the operation of vehicles.
- C. When are being driven vehicles off main roadways, streets or driveways the route must be investigated beforehand to avoid damage to the vehicle or property of others (for example: damage to yards, shrubbery, septic tanks, etc).
- D. No persons, except employees, shall be permitted to ride in City vehicles except as permitted by the Department Head.
- E. Drivers shall not permit anyone to ride on the running boards, fenders or any external parts of the vehicle. Passengers shall not stand in or on moving vehicles (except when approved by manufacture's specifications).
- F. Drivers shall not permit crowding of the driver's seat.
- G. Employees shall not ride on or in trailers.
- H. No employee shall get on or off a vehicle while it is in motion.
- I. The driver shall be responsible for assuring the vehicle is in safe operating condition and is supplied with required safety equipment. All vehicles shall be equipped with a fire extinguisher, first aid kit, and traffic safety vest.
- J. The driver shall be responsible for keeping the passenger compartment clean and free of debris.
- K. All tools, equipment, and other materials shall be properly secured. Tool and equipment bins shall be secured shut.

L. Driver Distractions

1. Use of communications devices, such as cell phones and radios necessary in conducting various functions of City business, shall be limited to:
 - a. Brief communications that are immediately necessary and can be safely conducted while driving.
 1. Drivers shall use extra caution and increase their following distance between vehicles ahead of them.
 2. In adverse weather conditions heavy traffic or when more extensive communication is necessary, it shall be conducted only after stopping the vehicle safely out of traffic.

Note: Roadway shoulders are not recommended as safe stopping areas.

- b. Communications from emergency response personnel shall follow applicable protocol.
 2. Engaging in activities such as reading maps, taking notes, or eating while driving a vehicle is strongly discouraged.

2. BACKING VEHICLES

- A. Whenever possible, vehicles should be positioned to avoid the necessity for backing later.

Examples:

1. Parking in drive-thru spaces.
2. Backing into a space rather than driving in forward.

- B. Whenever available a second person shall stand to the rear of the vehicle and direct the driver. The only exception to this rule is when the operator has an unobstructed view to the rear of the vehicle.

“Unobstructed View” means a view through the rear window of the vehicle, with no obstructions interfering with visibility of the area required behind the vehicle for safely backing. Obstructions to visibility include such equipment as permanently mounted side bins; boom; etc., or temporarily stored items being hauled as cargo in the vehicle that protrude into the line of sight to the rear of the vehicle.

C. When backing a vehicle that has an obstructed view to the rear:

1. A reverse signal alarm shall sound (on vehicles equipped with backup alarms).
2. A second employee, whenever present, shall observe from the rear of the vehicle and signal when it is safe to back.
3. Watch both sides of the vehicle and do not depend entirely on mirrors. Extreme caution must be practiced when backing an obstructed view vehicle without the assistance of a second person.
4. Back slowly.

3. EXHAUST GAS

No driver shall operate a vehicle engine in any enclosure except when entering or exiting the enclosed area. The engine shall be operated as little as possible. Engines shall not be warmed up inside a building, and engine operation shall not be tested while in a building unless the exhaust gas is carried directly to the outside by mechanical means or adequate ventilation is provided.

4. FUELING

When fueling vehicles or equipment:

- A. Shut off engine.
- B. No smoking in the refueling area.
- C. Fire extinguisher must be readily available at the site.

5. INSPECTION

A. Before driving any vehicle, drivers shall ensure:

1. The vehicle service and inspection dates are current.
2. The visual appearance of the vehicle is safe.
3. Tires, brakes, windshield wipers, and other components are in apparent good operating order.
4. Clearances at front, sides, and rear of the vehicle are adequate to safely move the vehicle.
5. No foreign objects are under the vehicle.

B. Drivers of trucks and other equipment shall check all

components necessary for safe operation and as required by D.O.T. regulations for commercial vehicle pre-trip inspection.

- C. Items found to be defective or missing shall be repaired or replaced prior to operation.
- D. Drivers shall report any defects that may have developed during operation. Items affecting vehicle safety shall be repaired prior to continued vehicle operation.

6. LOADING AND HAULING

A. General

- 1. The driver shall be responsible for the safe loading of the vehicle.
- 2. Ensure the vehicle is not overloaded and the load is properly distributed and safely secured.
- 3. Any load projecting beyond the vehicle body shall be properly marked with warning flags and/or lights.
- 4. Do not handle loads from the street side if it can be avoided.
- 5. Secure all tailgates and all detachable equipment before driving.

B. Poles, Pipes, Ladders

- 1. Poles, ladders, pipes, etc., shall be loaded parallel with the vehicle. Such material shall not extend beyond the normal sides of the vehicle.
- 2. Materials shall be securely fastened to prevent shifting or falling off.
- 3. Material that extends beyond the front or back of the vehicle shall have warning devices attached. During the day, flags shall be used; at night and during periods of poor visibility, yellow flashing lights shall be used.
- 4. Escort vehicles displaying suitable warning signs

and/or lights shall be used when hauling long poles in congested areas or during heavy traffic conditions.

7. OPERATION

- A. All City vehicles shall be operated in accordance with the Motor Vehicle laws of North Carolina.
- B. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.
- C. Ensure that proper clearances will be maintained between vehicles and energized equipment before a vehicle is driven under or adjacent to energized equipment.

8. PARKING

- A. When vehicles must be parked on or near the roadway, they shall be parked on the right hand side facing in the direction of traffic flow, whenever possible.
- B. When parking on a roadway, vehicles shall park off the traveled road surface whenever possible. When vehicles must park closer than ten (10) feet to the traveled road surface, appropriate warning devices shall be used including:
 - 1. Rotating beacon, if vehicle is so equipped.
 - 2. Emergency (4-way) flashers.
 - 3. Traffic cones, if vehicle is so equipped.
 - 4. If work is in progress, traffic control devices (in addition to flagmen, where necessary) shall be placed as required by D.O.T.
 - 5. Vehicles shall not park on bridges or over culverts except when necessary for the work being performed.
 - 6. When a vehicle is parked, the driver shall place the

vehicle in the lowest gear or "park"; turn the engine off; and remove the keys (if in a public area). The parking brake shall be set and the dual rear wheels chocked. The only time the engine shall remain "running" is when it is necessary for the work being performed.

7. At the end of the workday, vehicles shall be parked in designated parking areas; locked; and keys removed. Tool bins shall also be locked at the end of the day.
8. Wheels shall be chocked on the downhill side of all dual wheel vehicles. Chocks shall be placed both in front of and behind the wheels if on a level surface.
9. Wheel chocks shall be placed in front of and behind the tires of any trailer not connected to a towing vehicle.

9. ROADSIDE REPAIRS

- A. Park vehicle entirely off the traveled portion of road, whenever possible, to make repairs.
- B. Activate vehicle hazard warning flashers.
- C. Wear high visibility clothing or traffic vest appropriate for the posted speed limit.
- D. Place additional warning devices such as cones or reflectors (if available) to give advance warning to approaching drivers.
- E. Exercise extreme care when working on the traffic side of a vehicle. Avoid stepping suddenly into a traffic lane.
- F. At night, ensure that you do not stand in front of your taillights or headlights, or block them so they become concealed from approaching traffic.
- G. Never depend upon a jack alone to support a vehicle. Chock wheels in addition.

10. SEAT BELTS

- A. Seat belts/shoulder harness shall be properly worn by the driver and all passengers in vehicles while traveling on public streets and highways.

- B. Operators shall wear seat belts on all equipment with roll-over protection.
- C. An exception for wearing a seat belt will be allowed for the driver or passenger of a vehicle when frequently stopping and leaving the vehicle or delivering property from the vehicle if the speed of the vehicle between stops does not exceed 20 miles per hour. This exception may have applicability during certain specific operations of meter technicians and sanitation employees while working within a subdivision getting in and out of their vehicle.

11. TRAILERS

- A. Trailers shall have turn signals and stop lights unless the lights on the towing vehicle are visible to the rear.
- B. Trailers operated at night shall be equipped with operating taillights regardless of visible lights on the towing vehicle.
- C. Trailers with loads projecting beyond the trailer body shall have extreme projections marked by flags in the daytime and by lights at night. Attach a marker half-way between the towing vehicle and the end of the long loads, such as when poles are being hauled.
- D. Persons shall not ride on or in a trailer or its load.
- E. Safety chains and all brake and light connections shall be attached to the towing vehicle when towing a trailer.
- F. The load on the trailer shall be positioned to avoid overloading the towing vehicle. The tongue shall be heavy enough to provide for safe trailering.
- G. The driver of the towing vehicle shall be responsible for safe operation of the trailer including the loading of the trailer and all trailer connections.
- H. Feet and legs shall be kept from under the hitch when hooking and unhooking the trailer from the towing vehicle.

SECTION IV
PERSONAL PROTECTIVE EQUIPMENT POLICY

<u>PART</u>	<u>TITLE</u>
1.	Employee Information and Training
2.	Contractor Policy
3.	General Requirements
4.	Training
5.	Head Protection
6.	Hearing Protection
7.	Eye Protection
8.	Face Protection
9.	Respiratory Protection
10.	Hand and Arm Protection
11.	Body Protection
12.	Foot Protection
13.	Fall Protection

1. EMPLOYEE INFORMATION AND TRAINING PROGRAM POLICY

All employees including temporary employees working with or potentially exposed to hazards, will be appropriately informed and trained per OSHA Standards 1910.132, 1910.133, 1910.135, 1910.136 and 1910.138.

All employees will be informed of the details of the Personal Protection Equipment Program including an explanation of the definitions related to personal protection, and how employees can use the appropriate information.

Department Heads or their designee shall provide employees with training when new hazards are introduced, or before non-routine tasks are to be performed that could involve exposure to work related hazards. Reinforcement training shall be conducted through topics at department meetings monthly.

Information transmitted to employees during training sessions will be dictated by the degree of hazard presented by the work site. The text of the OSHA Personal Protective Equipment Standards 1910.132, 133, 135, 136, and 138, the hazard assessment survey list and this written program will be used as sources of information during training sessions. Specific individual sites and related safety procedures are to be developed and implemented at the department level.

2. CONTRACTOR'S POLICY

Outside contractors shall be provided all necessary information concerning personal protective equipment hazards to which they may be exposed and appropriate protective measures required to minimize their exposure.

The contractor or agency management shall be provided with a list of the work practices where personal protection equipment is required for their employees during the course of their work on city property by the Department Head.

3. GENERAL REQUIREMENTS

Hazard Assessment and Equipment Selection

The department head or their designee shall assess the workplace to determine if hazards are present or are likely to be present which necessitate the use of personal protective equipment (PPE). If such hazards are present or likely to be present the employer shall:

- Select and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment, and select PPE that properly fits each affected employee.

The department head or their designee shall verify that the required written workplace hazard assessment survey has been performed that identifies the workplace evaluated the person certifying that the evaluation had been performed and the date(s) of the hazard assessment.

Defective and Damaged personal protective equipment shall not be used.

4. TRAINING

The department head or their designee shall provide training to each employee who is required to use PPE. Each employee shall be trained to know the following:

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

Retraining is required, but not limited to situations where:

- Changes in workplace render previous training obsolete.
- Changes in the type of PPE to be used.

Training must be documented.

5. HEAD PROTECTION – 1910.135

- A. Suitable hardhats shall be worn by employees whenever operations present the hazard of impact from falling or flying objects, or from electrical shock.
- B. Employees required to wear a hardhat shall include, but not limited to:
 - Employees on all utility job sites during maintenance or construction work of any kind. This includes visitors on job sites.
 - Employees who operate heavy equipment, forklifts,

or other lifting or hoisting equipment except equipment with integral overhead protection.

- Employees exposed to possible hazards of electric current shall wear Class B hardhats.
- Employees working in confined spaces. Unless the Entry Supervisor determines that the protection afforded by wearing a hardhat is offset by resultant impediments to vision or mobility caused by the hat within the space; or the need for quick exit from the space.
- No employee shall be permitted to wear a hardhat with a damaged or missing suspension.
- Hardhats shall be worn properly.
- Hardhats shall not be defaced or altered in any manner. Includes putting holes, painting, or any unauthorized stickers on hats.

6. HEARING PROTECTION – 1910.95

Protection against the harmful effects of noise shall be used when employees are exposed to sound levels which exceed those permitted in OSHA Standards 1910.95 or 1926.52, 1926.101 as applicable for General Industry or Construction Industry employees.

Employees shall follow their Department's Hearing Conservation Program.

7. EYE PROTECTION - 1910.133

- A. Appropriate eye protection shall be worn by employees to protect their eyes from injury caused by flying objects or particles, splashing liquids, injurious radiation or other eye injury hazards.
- B. Protective eyewear shall meet the ANSI Z87.1 standard and shall be worn properly to provide the required protection. Side shield protection must be utilized to protect eyes when hazards from flying objects exist.
- C. Eye protection is required but not limited to:
 - When operating or exposed to the immediate vicinity of mowers, weed eaters, chain saws, brush chippers,

or other similar equipment.

- When operating jack-hammers, portable power hammers, cut-off saws, circular saws, power woodworking tools, grinders, drill presses, lathes, etc.
- When arc or gas welding or when flame cutting metal.
- When in the vicinity of a potential electric arc flash that may result while opening and closing “open type” switches, installing and removing grounds, or installing or removing meters, etc. (Non-metallic frame safety glasses or appropriate safety glasses or face shield over the metal frame glasses are required when the employee is working with their face extremely close to energized components.)
- When handling acids, caustics or other chemicals. Face shields or goggles shall be required whenever the label or MSDS sheets specifies their use.
- When working under vehicles and when charging or servicing automotive batteries.

8. FACE PROTECTION - 1910.133

- A. All employees shall wear suitable face protection whenever machines or operations present the hazard of flying objects or particles sufficient to cause cuts or injury to the face, or where potential for chemical burns is present.
- B. Job assignments requiring employees to wear face protection shall include, but not limited to:
- Operating or exposure to the immediate vicinity of cut-off saws, welding equipment, chippers, and other similar equipment.
 - Handling acids, caustics or similar materials that may result in a splash hazard. Refer to product MSDS sheets to determine PPE requirements.

3. Charging or servicing wet cell batteries.

- Face protection devices shall be worn properly to provide required protection.
- Face shields must be labeled ANSI Z87.1 to meet the performance standards required to qualify as an eye protection device.

9. RESPIRATORY PROTECTION – 1910.134

- A. Respiratory protection devices shall be used whenever necessary to protect the health of employees in operations that present a health hazard from toxic or nuisance dusts vapors, mists, fumes or gases. The type of protection required will depend upon the nature of the hazard.
- B. Except for voluntary use of filtering face piece respirators “dust masks,” no respirator use is permitted by employees outside the control of the individual department’s Respiratory Protection Programs. Employees choosing to voluntarily use “dust masks” must be provided a copy of OSHA Standard 1910.134, Appendix D by their supervisor. The appendix provides the employee a general description of the limitations of respirators and a caution to maintain the respirator in a sanitary condition.
- C. Examples of operations that may require the use of a respirator under a Respiratory Protection Program may include but not limited to:
- Applying paint or toxic liquids with pressure spray equipment.
 - Dust producing buffing, grinding, or polishing.
 - Welding or flame cutting galvanized iron, zinc,

brass, bronze, stainless steel, lead coated or PCB materials.

- Handling lime or other toxic or caustic chemicals or acids as determined by the MSDS sheets.
- Sand blasting if not performed inside an approved enclosure.
- Cutting asbestos pipe.
- Exposure to silica dust from concrete sawing.
- Herbicides, pesticides, and other chemical applications as listed in manufacturer's instructions.
- Operations not listed above which involve the use of any substance for which the label or MSDS sheet specifies the need for respiratory protection.
- Fire fighting operations.

10. HAND AND ARM PROTECTION – 1910.138

A. Suitable protection for hands and arms shall be worn by employees whenever they are exposed to hazards of cuts, abrasions, bruises, burns, punctures, chemical burns, harmful temperature extremes, skin absorption of harmful substances or other injury. The type of protection shall depend on the nature of the specific hazard to which the employee is exposed. Supervisors and employees shall be responsible to evaluate and select the protection best suited for the hazards presented.

- Employees exposed to chafing, abrasion, wood splinters, etc. shall wear suitable protective gloves.
- Employees exposed to sparks, flames, or intense heat shall wear protective leather gloves.
- Employees exposed to chips, rough materials, cuts, or blows from sharp edged tools shall wear leather or metal mesh gloves.
- Employees exposed to chemicals or biological hazards shall wear vinyl, rubber, or neoprene

gloves as determined by the MSDS sheets.

- Employees exposed to electrical hazards shall wear approved rubber gloves with leather protectors as required by current APPA standard procedures .
 - Employees feeding chippers shall not wear gauntlet type gloves.
- B. Employees shall not wear gloves when operating a lathe, drill press or similar rotating machinery.
- C. Finger rings shall not be worn while climbing on or off Structures, vehicles or while performing any task where a ring may be caught under or snagged by projecting surfaces or components. Guidelines for application of this subsection shall be established based on hazard assessments conducted within each department.
- D. Chains, bracelets, necklaces, loose clothing, etc. that may be caught shall not be worn while working on or around moving machinery.

11. BODY PROTECTION – 1910.138

A. Skin Protection

Where irritants or toxic substance hazards are present that may come in contact with skin or clothing employees shall be adequately protected by one or more of the following:

- Protective clothing and equipment.
- Approved protective ointment for exposed skin areas.
- Medically approved first-aid remedies for affected employees.
- Approved solvents soap and water for removal of accumulated material and protective ointment.
- Emergency eye wash fountains, showers or eye wash solutions to wash eyes and skin

B. Protective Garments and Devices

- Employees exposed to a potential external high heat source (electric arc, flame cutting, welding, etc.,) shall wear flame-resistant (FR) treated clothing. Shirts shall have long sleeves rolled down and buttoned. Short sleeves are allowed if the employee is wearing electrical rubber gloves and rubber sleeves that cover the arms and shoulders. The outer layer of multiple layer clothing must be flame-resistant (FR) treated or 100% cotton.
- Impermeable protective clothing shall be used when working with materials containing PCB's, and other hazardous chemicals.
- Employees engaged in overhead welding or cutting shall wear leather gloves, leather chaps and coats, or a combination of coats, sleeves, pants, etc., providing equivalent protection. Employees engaged in bench-type welding and cutting shall wear leather gloves and leather aprons.
- Employees shall remove conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, metal headgear, or unrestrained metal frame glasses) when working near exposed energized components or conductors, unless such articles are rendered nonconductive by covering, wrapping, or other insulating means.

C. High Visibility Garments

Employees working in or on public streets, roads or right of ways shall wear approved high visibility safety vests or garments. In the event an employee judges an exposure of short duration (one minute or less) to minimal roadway hazards justifies their decision not to wear high visibility garments, the employee must evaluate the decision with close scrutiny to their proximity to the road way, the speed and types of vehicles using the road, visibility conditions, the physical condition of road, activity in the area such as

roadway construction or mowing operations and activity that may complicate driving conditions or distract or confuse drivers.

The City considers Police Officers to be exempt from the requirement to wear high visibility garments as detailed above while making traffic stops, as the Police Chief deems personal safety concerns of the unknown character of the persons being stopped to be a more immediate personal safety concern. Under such conditions, officers shall remain cautious of their exposure to vehicular traffic as a significant hazard and take additional precautionary measures such as positioning their vehicle as a barrier to traffic. If a routine traffic stop evolves into a more lengthy procedure police officers shall don high visibility garments as required in the preceding paragraph.

For nighttime work similar outside garments shall be retro-reflective and meet ANSI Classification Standards appropriate for roadway speed limits.

D. Flotation Devices

Employees on boats or working over or near water shall wear U.S. Coast Guard approved personal flotation devices. These devices are not required when safety harnesses and lifelines or adequate guardrails protect employees.

12. FOOT PROTECTION – 1910.136

Employees whose job assignments have been determined to expose them to foot injury from crush hazards or routinely arduous walking conditions are required to wear footwear with characteristics designed to prevent or protect their feet or ankles from injury.

Departments within the City of Thomasville that have been determined to have routine exposure to arduous or difficult walking conditions include: Inspection Department, Engineering Department, Meter Technician, Planning and Zoning

Department, Waste Treatment, Utility Department, Street Department, Water Plant, Garage Services, Parks and Recreation

Employees in this category must wear substantial work shoes with ankle support such as “6 inch” work boots or hiking boots.

13. FALL PROTECTION – 1910.23 and 1910.26

Employees working on elevated surfaces or otherwise subject to possible falls from heights higher than four feet above adjacent floor or grade level (six feet if covered by OSHA’s Construction Standard 1926) not protected by fixed guardrails shall be secured by safety harnesses and lifeline.

Safety Orientation Checklist

- | | Date | Supervisor |
|---|---------------|------------|
| <input type="checkbox"/> Locations of emergency exits. | _____ / _____ | _____ |
| <input type="checkbox"/> Location of building evacuation/assembly area. | _____ / _____ | _____ |
| <input type="checkbox"/> Locations of fire extinguishers. | _____ / _____ | _____ |
| <input type="checkbox"/> City Vehicle Use Policy. | _____ / _____ | _____ |
| <input type="checkbox"/> Location of first aid kit(s). | _____ / _____ | _____ |
| <input type="checkbox"/> How to summon help. | _____ / _____ | _____ |
| <input type="checkbox"/> Accident reporting. | _____ / _____ | _____ |
| <input type="checkbox"/> Location and purpose of MSDS. | _____ / _____ | _____ |
| <input type="checkbox"/> Locations of safety programs | _____ / _____ | _____ |
| <input type="checkbox"/> Safety programs/policies applicable to your job. | _____ / _____ | _____ |
| <input type="checkbox"/> Drug and Alcohol Policy | | |
| <input type="checkbox"/> Bloodborne Pathogens Exposure Control Plan | | |
| <input type="checkbox"/> Permit Required Confined Space Entry Program | | |
| <input type="checkbox"/> Lockout/Tagout Program | | |
| <input type="checkbox"/> Emergency Action Guidelines | | |
| <input type="checkbox"/> Hazard Communication Program | | |
| <input type="checkbox"/> Attire requirements; PPE. | _____ / _____ | _____ |

List task assignments requiring PPE:

- Other safety training requirements specific to this job assignment:

**City of Thomasville
Accident Report Form**

Injury Date: _____ Injury Time: _____

Name of Injured Person: _____

Location Where Injury Occurred: _____

Portion of Body Injured: _____

Type of Injury: _____

Description of Accident: _____

Witness to Accident: _____

Notification of Supervisor: _____

Preliminary Safety Review: _____

Reporting Supervisor: _____

Date: _____

Signature: _____