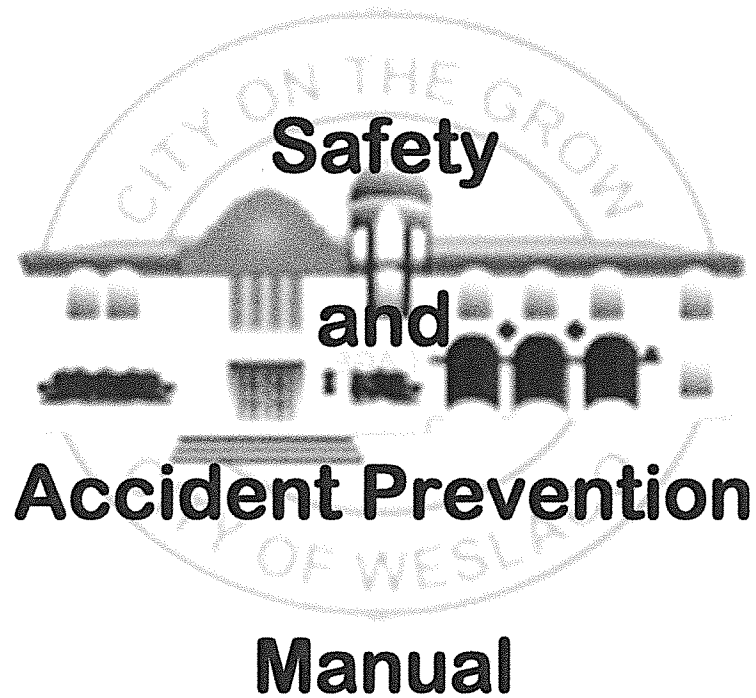


City of Weslaco



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RECEIPT AND ACKNOWLEDGMENT FORM

I acknowledge receipt of Safety and Accident Prevention Manual (SAPM) from the City of Weslaco. This manual contains the information necessary to successfully implement and enforce The City's Loss Control Program.

Every level of management and all employees have specific responsibilities in the program, although the key to its success will be how effectively each supervisor administers the program.

The procedures outlines in this manual have been developed to assist you in achieving the highest level of safety and reduction of accidents at your facility and to help you with minimizing accident potentials on a continuing basis.

Everyone will be held accountable for their individual responsibilities in this program and will be evaluated accordingly. If you are unsure of any of the procedures in this program, please consult your immediate supervisor or the Human Resources.

I understand and agree:

- A. That this manual is the property of the City of Weslaco and must be returned to the City upon the termination of my employment with the City, and that failure to do so will result in an employee's final pay being deducted **\$20.00** for the cost of this manual.
- B. It is my obligation to understand all the provisions of the manual. I can ask my Supervisor, my Department Director, or the Human Resources Department any questions I have about this manual.
- C. The manual is not a contract and the information provided is subject to change by the City as the need arises.
- D. Acceptance of the provisions of this manual is a condition of my employment with the City. By accepting employment after the effective date of this manual or by remaining employed by the City after the effective date of this manual, I agree to be bound by the terms and conditions of this Safety and Accident Prevention Manual (SAPM).

Employee's Printed Name

Employee's Signature

Date Received

Human Resources

Date Received

Manual #

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SECTION I - COMPONENTS OF A COMPREHENSIVE SAFETY AND ACCIDENT PREVENTION PROGRAM (SAPM)	4
Management Statement Of Safety	6
Safety Responsibilities	8
Accident/Incident Investigation Policy	10
Safety Education & Training Policy	11
Safety Audit & Inspection Policy	12
Recordkeeping Policy	13
Accident/Incident Analysis Policy	14
Safety Program Review & Revision Policy	14
SECTION 2 - GENERAL ADMINISTRATIVE POLICIES/PROCEDURES & HIGH-RISK ACTIVITY SAFETY POLICIES	16
Return-To-Work (Modified Duty) Program	18
Hazard Communication Program	21
Disciplinary Policy For Violations Of Safety Rules/Procedures	26
Safety & Accident Prevention Committee Development	27
SECTION 3 - GENERAL SAFETY RULES & DEPARTMENT/OPERATION - SPECIFIC SAFETY RULES	30
General Safety Rules	31
Job, Task, & Project Briefings	32
Working Alone	33
Chemical Handling & Storage	34
Compressed Gas Chlorine Safety	35
Fall Prevention	37
Personal Protective Equipment - General Requirements	41
General Rules For Motor Vehicle And Equipment Operation	42
Electrical Safety	45
Lockout/Tagout Safety Procedures	46
Bloodborne Pathogen Safety	49
First Aid	49
Confined Space Safety	50
Excavation And Trenching Safety	51
Work Zone/Traffic Control Safety	53
Back Injury Prevention & Material Handling	54
Tool Safety	54
Ladder Safety	55
Material Storage Safety	57
Shop Safety	59

Storage & Equipment Yard Safety	61
Compressed Gas Cylinder Safety	62
Machine Guarding Safety	64
Welding & Cutting Safety	65
Weather-Related Illness Prevention	67
Pesticide & Herbicide Safety	68
Chain Saw Safety	69
Tree Cutting & Trimming Safety	70
Forklift Safety	71
Backhoe & Loader Safety	72
Dump Truck Safety	74
Tractor & Shredder Safety	75
Landscaping & Grounds Maintenance Safety	76
Poisonous Plant Awareness	78
Painting Safety	79
Office Safety	81
Ergonomics Awareness	82
Aggressive Animal Awareness	83
Workplace Violence Awareness	84
Indoor Air Quality	86
Appendix- Forms	89

SECTION I - Components Of A Comprehensive Safety And Accident Prevention Program (SAPM)

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City of Weslaco

"The City on the Grow"



Miguel D. Wise, Mayor
John F. Cuellar, Mayor Pro-Tem, District 2
David R. Fox, Commissioner, District 1
Olga M. Noriega, Commissioner, District 3
Gerardo "Jerry" Tafolla, Commissioner, District 4
Lupe V. Rivera, Commissioner, District 5
Joe A. Martinez, Commissioner, District 6

Leonardo Olivares, City Manager

MANAGEMENT STATEMENT OF SAFETY

Dear Employee:

The success of the CITY OF WESLACO depends upon the efficient and effective use of resources to maintain high quality services for the citizens of our community. Our most important resource is our employees and, 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 accident prevention program. Safety is, and will continue to be, a fundamental part of our organization's operations.

The responsibility for safety resides within all of us and 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 the safety 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.

Leonardo Olivares, JD MPA
City Manager

Sept. 25, 2013

Date

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SAFETY RESPONSIBILITIES

Every Department Director and Supervisor(s) will have the responsibility to administer and implement this Safety & Accident Prevention Plan for their department, including assigning tasks to staff members as defined within the individual components.

Management Safety Responsibilities

Department Directors and Supervisor(s) are responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible to personally observe all employee activities, they must ensure that all employees are trained and are aware of their safety responsibilities. Other safety responsibilities for Directors and Supervisor(s) include:

- Provide leadership and direction concerning safety activities.
- Participate actively in the continuous evaluation of the safety program.
- Set goals concerning safety performance within the department.
- Review losses for potential trends on a regular basis.
- Enforce all safety rules.
- Participate in facility and work site audits.
- Participate and support all accident investigation activities.
- 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. In addition to the aforementioned responsibilities of managers, the important safety responsibilities of each and every supervisor also include:

- 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.
- Correct, or have corrected, all reported hazards. Operating under known hazardous conditions will not be tolerated.
- Do not permit new or inexperienced employees to work with power tools, machinery or complex equipment without proper instruction and training.
- 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 that task correctly.
- Ensure tools, equipment, and machinery being used in the workplace are in proper working condition.
- Ensure that proper personal protective equipment is available and utilized by employees when necessary or required.
- Always set a good example in safety, such as wearing the proper personal protective equipment and following policies and procedures.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.

- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.
- Participate in accident or incident investigations involving your employees.
- Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities

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

- Know your job, follow instructions, and think before you act
- Use appropriate personal protective equipment as dictated by the job and by policy.
- Work according to written safety practices as trained, posted, instructed, or discussed.
- Refrain from any unsafe act that might endanger yourself or your fellow workers.
- Never take short-cuts and will use all safety devices provided for your protection.
- Report any unsafe situation or act to your supervisor immediately.
- Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
- Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
- Report all accidents/incidents to your supervisor as soon as they occur.

ACCIDENT/INCIDENT INVESTIGATION POLICY

It is the policy of the CITY OF WESLACO to investigate all work-related accidents, incidents, or 'near misses' 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 within this policy.

An **accident** is defined as "an undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss". Examples of accidents include on-the-job injuries (regardless of severity) or vehicle collisions. An **incident** is defined as "an occurrence of seemingly minor importance". Examples of incidents include 'near misses' or events where injuries other than accidents 'almost' occurred.

The standard CITY OF WESLACO *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 using the check-box.

Post-accident/incident: Whenever a City employee is involved in an accident/incident in which it causes any bodily injury or property damage, the employee will be required to submit a specimen (urine, follicle, blood) for testing as soon after the accident as possible.

Supervisor should inform employee contact Human Resources/Risk Manager to coordinate post-accident/incident training.

Roles and Responsibilities

- 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.
- Supervisors shall first respond to the immediate medical needs of any injured persons. Following any necessary medical attention, they should begin reporting and investigative activities as described in this policy.
- Witnesses to the event that resulted in the accident or incident will provide statements about what they observed. Witnesses may also be asked to participate in the initial and/or final investigations.
- The Supervisor is responsible for receiving the initial reports of injury or property damage and forwarding them to the Human Resources Department in order to forward to the appropriate workers' compensation provider representatives in a timely manner.
- The Supervisor is also responsible for reviewing the initial accident/incident report and coordinating a final investigation, if necessary.

Investigation Procedures

The following procedures will be followed for any accident or incident as defined above.

- **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.

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 regular basis, based upon the specific department or operation. The Director or designee will provide information to be used in the meetings and will attend and participate in the meetings when possible. Safety meetings will normally be conducted by Director or designee. 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. Topics discussed during safety meetings should pertain to the specific hazards associated with the employee's assigned job or task as well as general hazards associated with the workplace. All employee safety meetings and training will be documented according to the *Recordkeeping Policy*.

Employees who do not attend regularly scheduled safety meetings or training will be identified and scheduled to attend makeup training at the supervisor's discretion. Documentation of makeup training will be made as well.

Special Training

Additional or specialized safety training will be conducted for the following areas as the need arises:

- New equipment purchases
- New/changes in operations
- Identified areas of increased accidents
- Newly identified areas of exposure

New Employee Safety Orientation

The Director or designee will provide an orientation to all new employees to address the hazards associated with their position and will include a review of all safety rules, policies/procedures, and equipment that are applicable to the employee's area of assignment. New employees will be given an opportunity to ask relevant questions that may pertain to their assigned duties and safety. Documentation of the new employee safety orientation will be complete using the appropriate form and maintained in accordance with the *Recordkeeping Policy*.

New employees' work activities will be limited to **basic tasks** until the safety orientation is completed.

Documentation of Safety Meetings & Training

Documentation from any formal meeting, 'tailgate' meeting, or training courses attended by employees, supervisors, or managers will also be maintained for recordkeeping purposes using the appropriate form. Documentation should include the topic(s) covered, presenter information, and copies of any materials or handouts used during the training. The documentation associated with safety meetings and training will be kept in accordance with the *Recordkeeping Policy*.

SAFETY AUDIT & INSPECTION POLICY

In an effort to detect unsafe acts or unsafe conditions and initiate necessary corrective actions as soon as possible, regularly scheduled, documented inspections will be conducted for all CITY OF WESLACO facilities, vehicles, and equipment. The Director or designee will coordinate the completion of these inspections with the appropriate departmental personnel. Employees may be requested or required to assist in conducting the inspections.

Employees are responsible to continually inspect their work areas, vehicles, and equipment for possible hazards. Potential hazards should be immediately reported to supervisory personnel and may also be documented using the *Employee Report of Unsafe Act or Condition*. Required corrective actions should be documented on the forms for any identified deficiencies. Follow-up after corrective actions have been taken should also be documented on the inspection forms.

The appropriate CITY OF WESLACO inspection forms will be completed for each facility, vehicle, or piece of equipment. Employees assigned to drive the CITY OF WESLACO vehicles and/or machinery and equipment will conduct inspections and complete the applicable forms each day, prior to using the vehicle or equipment. All completed inspection reports will be maintained according to the *Recordkeeping Policy*.

RECORDKEEPING POLICY

It is the policy of the CITY OF WESLACO to maintain records of all safety and accident documents for as required by the Texas Library and Archives Commission Retention Schedule. Human Resources will perform annual checks of the records for inclusion of all required safety documentation as described in this policy and will ensure that records are maintained by Human Resources and will include, but are limited to:

Injury Loss Records

- A copy of each Texas Department of Insurance (TDI) Division of Workers' Compensation Form DWC-1 (Employer's First Report of Injury).
- A copy of each TDI Division of Workers' Compensation Form DWC-6 (Supplemental Report of Occupational Injury or Illness).
- An injury log will be maintained to track all work-related injuries and illness reported by employees. The log will be updated and kept current by the Human Resources Department.
- Claim and loss information from TML-IRP for all lines of coverage shall be maintained as well. This information will be used for various means of trend analysis.

Accident Investigation Reports

The Director or designee 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 at Human Resources. Only CITY OF WESLACO approved accident investigation report forms shall be used to document accident investigation data. See *Accident/Incident Investigation Policy* for specific details.

Inspection Reports

All vehicle, equipment, and facility inspection reports will be maintained by each department. The Director or designee will ensure that all required inspection reports are completed in a timely manner. Only CITY OF WESLACO approved inspection forms will be used. Follow-up to necessary corrective actions, including date, tasks, or jobs completed, should be documented as well.

Safety Meetings & Training Records

Documentation of monthly safety meetings and other training records will be maintained by each department. Only CITY OF WESLACO approved safety meeting forms shall be used to document the activities. When safety meetings are used as training activities, appropriate notations should be made on the form. The Director or designee is responsible for returning a copy of the appropriate form(s) to Human Resources.

Accident/Incident Analysis

A file containing Accident/Incident Analysis reports, using the CITY OF WESLACO form, will be maintained in the Human Resources Department.

Reviews and Revisions of the Safety & Accident Prevention Program

A file containing reviews and revisions of the program, using the CITY OF WESLACO form will be maintained at the Human Resources Department.

ACCIDENT/INCIDENT ANALYSIS POLICY

At least once each year, the Accident Prevention Committee will review all reported injuries, incidents, near misses, property damage, accident investigations, unsafe condition reports, and inspection reports that have been completed over the past twelve months 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, as needed, to eliminate or reduce hazardous exposures to employees. The Accident Prevention Committee will follow up on the effectiveness of the corrective actions to ensure the situations have been mitigated, abated, or are in the process of being corrected.

Items to be addressed during the analysis include progress on previous corrective actions, trends, recently identified exposures, and safety meeting and inspection reports.

The *Accident/Incident Analysis* form shall be used to document this 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.

SAFETY PROGRAM REVIEW & REVISION POLICY

The Accident Prevention Committee will, at least annually, review the entire Accident Prevention & Safety Program for revisions to help address any potential new exposures within current operations. Areas that should be evaluated include, but are not limited to: operations added, equipment added/changed, changes in environmental conditions, adequacy of personal protective equipment, and employee training. In addition, procedures should be reviewed to make sure they are still applicable.

Additional review(s) will be conducted whenever changes are needed to the Accident Prevention & Safety Program prior to the annual review of the program. Upon changes in the Accident Prevention & Safety Program, all employees will be informed of these changes and provided proper training as needed. Accident Prevention Committee will ensure that changes or revisions are added to the program in timely manner.

This review will be documented using the appropriate form and maintained according to the *Recordkeeping Policy*.

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SECTION 2 - General Administrative Policies/Procedures & High-Risk Activity Safety Policies

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RETURN-TO-WORK (MODIFIED DUTY) PROGRAM

Overview

The CITY OF WESLACO has implemented a program for employees who are injured on the job. This program will provide the injured employee with immediate and appropriate medical attention and will attempt to provide opportunities to return the employee to safe, productive work as soon as medically reasonable.

The ultimate goal is to return qualified employees to their original jobs. The *Return-to-Work Program* will attempt to provide alternative productive work that meets the injured employee's capabilities.

These procedures are developed to meet the Texas workers' compensation laws and rules, Americans with Disabilities Act, and Family Medical Leave Act that support and encourage return to work programs.

The support and participation of management and all employees are essential for the success of the CITY OF WESLACO Return-to-Work program.

Procedures

The CITY OF WESLACO has a return-to-work program applicable to all full-time employees. The return-to-work coordinator is the Human Resources Director/Risk Manager.

An employee who is injured must immediately report the injury or incident to a supervisor or an appropriate person in management.

If medical attention is required, the injured employee will be accompanied by his/her supervisor or designee to receive medical services.

Following an injury, employees should:

- Report all injuries immediately, no matter how minor
- Complete an accident report
- Provide correct information immediately so that the DWC-1 form may be completed and filed within 24 hours
- Verify that we have your current phone number and address
- Inform the physician that alternative productive work, with or without restrictions, is available
- Contact your supervisor/manager at least weekly to discuss your restrictions and other return-to-work opportunities
- Report to work on the next scheduled shift after you have been released by the doctor (either regular duties, modified duties, or reduced time)
- Perform only the jobs described by the doctor and manager, according to the doctor's restrictions

The Director or designee will complete an incident report for every reported incident whether or not medical attention is needed.

After medical treatment, if the employee is unable to return to work the next day, the employee should request a written statement of any restrictions he/she may have in performing their tasks and an expected return-to-work date from the physician. The employee is required to provide this information to his or her supervisor as soon as possible, preferably on the day of the injury and at least weekly until the employee returns to work. The supervisor should deliver the physician's information to the return to work coordinator as soon as possible, at least within the workday it is received from the employee.

For injuries requiring time away from work, the return-to-work coordinator will send a return-to-work package to the physician. This package contains a description of the entity's policies on return-to-

work, the employee's current job description, a list of alternative duty assignments and an employee physical evaluation form (DWC-73). The physician will be asked to complete the employee physical evaluation form and return it to the return-to-work coordinator and workers' compensation carrier by the end of the second working day following the date of the examination.

If the physician indicates that the employee is not able to return to their regular duties, even with minor modifications, but is physically able to perform alternative assignments in their own or another department, the employee will be required to report to that position. The priority will be to return employees to their own departments if there is approved alternative work available.

Employees participating in return-to-work through either a modified, regular position or an alternative position may not work overtime hours or at any employment outside of the entity.

Upon receipt of notification from the physician that the employee can return-to-work to either their job with modifications or another assignment, the return-to-work coordinator will notify the employee in writing with a bona fide offer of employment stating the specifics of the assignment. The offer should stipulate the pay to be received by the employee, shift/schedule of the position and any other pertinent information. If the offer is made at a lower pay rate, the worker's compensation carrier will make up 70% of the difference of the employee's former pay. This document will be sent certified mail with return receipt requested.

The return-to-work coordinator will also contact the employee with the information that they have been approved for return-to-work by their physician and that a position exists effective on a specific date with details to follow by mail.

The employee, the employee's supervisor and the return-to-work coordinator will meet at the prescribed work site to discuss details of the alternative position. These may include: any physical limitations of the employee, the maximum length of and periodic review of the alternative assignment and any other issues any of the parties present may have.

The injured employee will be in communication with the physician and return-to-work coordinator until:

- the alternative assignment ends;
- the physician temporarily prohibits the employee from performing the alternative assignment;
- there is no longer any useful task available within the entity that the employee can perform;
- the employee is able to return to his/her regular, pre-injury duties;
- the employee is terminated.

The return-to-work coordinator will continually review the return-to-work program and make such changes that enhance its effectiveness.

Employee Responsibilities

All employees are responsible for working safely and following all safety rules.

If you are injured on the job, you must report the injury to your supervisor immediately. Contact the Human Resources Department and advise that you require medical treatment.

It is essential that contact be maintained in order to promote your return to work. We care about your health, well being and future with CITY OF WESLACO.

Failure to follow these procedures will result in disciplinary action according to the policies and procedures in the employee manual.

Supervisor/Management Responsibilities

Management is responsible for providing a smooth transition back to work for any employee who has experienced a work-related injury or illness.

Employees who are off work due to a work-related injury or illness will be encouraged to return to work as soon as medically reasonable. We will provide modified work tasks as necessary and available.

Employees and supervisors will work together to set guidelines for modified duty according to the doctor's restrictions.

HAZARD COMMUNICATION PROGRAM

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 CITY OF WESLACO.

The master copy of the written hazard communication program will be maintained in Human Resources Department. 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 employees and their representatives upon request.

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

- The **Public Facilities Department** will have overall responsibility for administering and maintaining this program and ensuring that it meets all requirements of the THCA.

NOTE:

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

Exemptions

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

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

- 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.
- Radioactive waste.

Workplace Chemical List

- The CITY OF WESLACO 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.
- Each Department will be responsible for reviewing and updating the Workplace Chemical List for the CITY OF WESLACO as necessary, but at least by December 31 of each year calendar year.
- The Workplace Chemical List will be maintained for at least 30 years.
- 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.

Material Safety Data Sheets

- The CITY OF WESLACO will maintain a current and appropriate Material Safety Data Sheet (MSDS) for each hazardous chemical purchased.
- Each Department will be responsible for the MSDS system for CITY OF WESLACO and will ensure that:
 - Incoming MSDSs are reviewed for new and significant health/safety information and that any new information is passed on to the affected employees.
 - Hazardous chemicals received without an MSDS are withheld from use until a current MSDS is obtained.
 - 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.
 - Affected employees are provided a description of any alternative system (such as electronic databases) being used in lieu of actual MSDSs.
 - Emergency responders are provided MSDSs as soon as practical upon request.
- MSDS files for CITY OF WESLACO will be kept in **Public Facilities**.
- MSDSs will be readily available for review by employees or their designated representatives upon request.

Chemical Container Labels

- All containers of hazardous chemicals used or stored by (member and/or specific workplace) will be appropriately labeled.
- Each Department will be responsible for the hazardous chemical labeling system and will verify that:

- All **primary** containers of hazardous chemicals are clearly labeled to include:
 - The identity of the chemical as it appears on the MSDS.
 - The appropriate hazard warnings.
 - The name and address of the manufacturer.
- All **secondary** containers of hazardous chemicals are clearly labeled to include:
 - The identity of the chemical as it appears on the MSDS.
 - The appropriate hazard warnings.
- A description of alternative labeling systems, if used, is provided to employees. Examples of alternative labeling systems are the National Fire Association (NFA) 704m Standard and the Hazardous Materials Information Systems (HMIS) Standard.
- 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 in the area.
- Any empty container being considered for re-use must be fully cleaned and all labels removed prior to its use.
- The CITY OF WESLACO 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.

Employee Training Program

- The CITY OF WESLACO will provide an education and training program to all employees who routinely use or handle hazardous chemicals in their workplace.
- The Director or designee will be responsible for the employee training program and will ensure that:
 - Appropriate training is provided to all covered employees and includes:
 - The use of information provided on MSDSs and chemical container labels.
 - The location of hazardous chemicals present in the employees' work areas.
 - The physical and health effects of exposure.
 - Proper use of personal protective equipment.
 - Safe handling of hazardous chemicals.
 - First aid treatment for exposure to hazardous chemicals.
 - Safety instructions on clean up and disposal of hazardous chemicals.
 - Required training records are maintained and include:
 - The date of the training session.
 - A legible list of all employees attending the training session.
 - The subjects covered.
 - The name of the instructors.
 - All covered employees are identified and incorporated into the training program.
 - Employees are provided information concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks.
 - New employees are trained prior to their being required to use or handle a hazardous chemical.

- 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.

Reporting Employee Deaths and Injuries

- The CITY OF WESLACO will notify the Texas Department of State Health Services, 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.
- The Human Resources Department will be responsible for reporting all such accidents to the Texas Department of State Health Services, Hazard Communication Branch, within 48 hours after their occurrence. Notifications will be made either orally or in writing.
- Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor.
- Supervisors will be responsible for reporting all accidents involving a hazardous chemical to Human Resources.

Posting Employee Notice

- Each Department will post and maintain in all workplaces where hazardous chemicals are used or stored the most current version of the TDSHS Notice to Employees, informing employees of their rights under the THCA.
- 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.
- Where necessary, a copy of the Notice, printed in Spanish, will be posted together with the English version of the Notice.
- Additional copies of the Notice, both in English and Spanish, are available from the Hazard Communication Branch of the TDSHS.

Personal Protective Equipment

- Each Department will provide appropriate personal protective equipment (PPE) to all employees who use or handle hazardous chemicals.
- The Director or designee will assume overall responsibility for the PPE program and will ensure that appropriate equipment and training are provided, to include:
 - Proper selection of PPE based on:
 - Routes of entry.
 - Permeability of PPE material.
 - Duties being performed by the employee.
 - Hazardous chemicals present.
 - Proper fit and functionality of PPE as described by the manufacturer's specifications.
 - Appropriate maintenance and storage of PPE.

Maintaining Employee Rights

- The CITY OF WESLACO shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Texas Hazard Communication Act, or exercising any rights under the Act.
- 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.

Informing Contractors

- Before a contractor commences work in a CITY OF WESLACO workplace, the Director or designee who controls the work area will be responsible for:
 - Informing the contractor of its rights under the Texas Hazard Communication Act.
 - Providing a copy of the Workplace Chemical List.
 - Providing copies of all MSDSs for the hazardous chemicals that they may be exposed to in the workplace.
 - Having the contractor provide MSDSs for any hazardous chemicals they will be bringing into the CITY OF WESLACO workplace to which the CITY OF WESLACO employees will have an exposure.
 - Provide Human Resources with appropriate insurance documents.

DISCIPLINARY POLICY FOR VIOLATIONS OF SAFETY RULES/PROCEDURES

Safety Reprimands

Should employees be observed not following documented safety rules/procedures, the *Employee Reprimand Report* shall be used to document the unsafe actions. Supervisors should make every effort to ensure all employees are following safe work practices, policies, and procedures.

The CITY OF WESLACO has developed a progressive disciplinary policy that applies to the safety and accident prevention program of the CITY OF WESLACO. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment and applies to all employees of CITY OF WESLACO.

Level 1 - 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.

Level 2 – Written Warnings

Supervisors 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.

Level 3 - Disciplinary Leave

Supervisors may recommend, and management may institute, disciplinary leave for the above reasons as well as 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.

Level 4 - Termination

Supervisors may recommend and management may concur in the termination of any employee for repeated serious violations of the above circumstances.

Documentation

The Human Resources Department will maintain records of disciplinary action. Violations of CITY OF WESLACO rules and/or safety rules, regulations, or procedures will be documented by completing out a *Disciplinary Action Notice (DAN)*. The DAN will state the type of violation and corrective action(s) taken. The employees must read and sign the report acknowledging their understanding of the seriousness of the violation(s).

SAFETY & ACCIDENT PREVENTION COMMITTEE DEVELOPMENT

Safety and Accident Prevention Committee (SAPC) Organization

A SAPC has been established for the CITY OF WESLACO. The purpose of the committee is to recommend improvements to our workplace safety and accident prevention program and to help in the identification of necessary corrective measures to eliminate or control recognized safety and health hazards and exposures. The safety committee will consist of the following supervisory and non-supervisory members of our organization.

	NAME	DEPARTMENT
Safety and Accident Prevention Program Coordinators		Human Resources Fire Department
Supervisory/Management Members		Police Department Public Facilities Planning
Non-Supervisory/Management Members		Public Utilities

Roles and Responsibilities of the Safety and Accident Prevention Committee

The SAPC will continuously assist in evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace. The committee will also make recommendations as to any adjustments necessary to improve any components of the safety program.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, inspection findings, employee reports of unsafe acts or conditions, and employee suggestions/complaints. These reviews will be conducted regularly during committee meetings and will focus on hazard/injury analysis and possible developing trends. Resources used during these analyses will include:

- TDI-DWC-1 Forms
- Accident Investigation Reports
- Injury Log
- TML-IRP Loss History Reports
- Other Workers' Compensation Loss Reports

The Coordinator(s) of the SAPC will maintain a copy of these records for reference as needed and will provide a written notification of any identified trends to City Manager as necessary, including supervisors, department heads, and executive management personnel.

The safety committee will assist management in continually evaluating employee accident prevention programs in an effort to promote safety awareness and employee participation in the safety program. This evaluation will involve conducting periodic safety inspections, observing work practices, reviewing accident causes, and suggesting recommendations for corrective measures. Responsibilities may also include updating or rewriting of policies or procedures as evaluations identify possible deficiencies.

Safety committee members will regularly participate in safety training activities and will also be responsible for assisting management in monitoring the effectiveness of workplace safety education and training sessions. Members of the committee will participate in the development of improvements for identified deficiencies in the education and training programs.

Meetings

Safety committee meetings will be held at least quarterly and more often as necessary. A Secretary will be elected or appointed by the committee and will be responsible for recording the minutes and proceedings 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. Minutes from the most recent meeting should be reviewed at the beginning of each subsequent meeting for any necessary updates or changes.

NOTE:

Committee membership will vary depending on the size of the organization. Ideally, committee membership is representative of all departments within the organization. The group should be small enough to function smoothly, but large enough to foster communication between work groups. For very small organizations, as few as 3 persons may make up the committee, but larger organizations will require more involvement. Most committees will function best with no more than 10-12 members.

Members of the Safety Committee should be enlisted through a volunteer process or through election by co-workers. This process will help ensure that members are interested in achieving results and are dedicated to creating and maintaining a safe workplace.

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1. The Department shall maintain a current list of all employees who are authorized to operate the Department's equipment.

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SECTION 3 - General Safety Rules & Department/Operation - Specific Safety Rules

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13. The Department shall maintain a current list of all employees who are authorized to operate the Department's equipment.

GENERAL SAFETY RULES

- Each employee shall be required to comprehend and abide by the contents of this safety program.
- All accidents, regardless of severity, shall be immediately reported to your supervisor.
- All hazardous conditions, actions, and/or practices shall be reported to your supervisor.
- Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
- Employees shall only operate equipment/tools that they are trained and authorized to operate.
- Smoking shall be prohibited in areas where there is a danger to equipment, materials, co-workers or buildings, or where 'No Smoking' signs are posted.
- Employees shall use all safety devices and personal protective equipment provided for their protection.
- Employees shall wear clothing and shoes suitable for the particular work they are doing.
- Employees shall use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
- Guards shall never be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
- 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.
- The use of drugs and alcohol during working hours is prohibited. Any employee reporting to work under the influence of alcohol or controlled substances shall be subject to disciplinary action.
- Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as soon as possible.
- Employees shall not engage in practical jokes or horseplay.

JOB, TASK, & PROJECT BRIEFINGS

The Supervisors and/or Crew Leaders in charge of each individual work group is responsible for conducting a job/task/project briefing to all affected employees prior to work commencing. The briefing should address the following subjects, at a minimum:

- Brief overview of the job to be completed
- Hazards associated with the job
- Work procedures involved in completing the job
- Special necessary precautions
- Energy source controls
- Personal protective equipment requirements

If the work or operations to be performed during the work day are repetitive and similar, at least one job briefing shall be conducted before the start of the first job each day. Additional job briefings are required if significant changes, which might affect the safety of employees, occur throughout the course of the work.

A brief discussion is satisfactory if the work involved is routine and if all employees, by virtue of training and experience, can reasonably be expected to recognize, avoid, and protect themselves against the hazards involved with the job. A more extensive discussion should be held if the work is complicated or extremely hazardous, or if employees cannot be expected to recognize, avoid, and protect against the hazards.

An employee working alone need not conduct a job briefing. However, the Supervisors and/or Crew Leaders should ensure that the tasks to be performed are planned as if a briefing were required.

WORKING ALONE

While it is not necessarily hazardous to work alone, work exposures combined with the fact that the employee is alone require preparation by the entity, supervisor, and employee. Whether a situation is high or low risk will depend upon the type of work, location, interaction with the public, or consequences of an accident, injury or emergency.

High risk activities include working from heights, confined spaces, electrically charged devices, hazardous materials or chemicals, power equipment, high-pressure devices, and potentially violent people. Such exposures may require additional employees or significant preparation so that the employees are knowledgeable about hazards and a determination by supervisors that lone workers have demonstrated the capability to work safely and independently.

To help ensure the safety of a person working alone, consider the following actions:

- Assess potential workplace hazards.
- Talk with employees about the assigned tasks, discussing exposures and solutions.
- Avoid having to work alone during high risk jobs.
- Take corrective action to prevent or minimize the risks of working alone.
- Provide appropriate safety training and education.
- Establish a check-in procedure for staff.
- Schedule high risk tasks during normal business hours or when another worker capable of helping is present.
- Report all unsafe situations, incidents, and near misses, particularly if working alone would have increased or did increase the severity of the situation.

CHEMICAL HANDLING & STORAGE

General Handling and Storage Guidelines

The risks associated with handling and storage of chemicals can be considerably reduced by following the actions listed below.

- A comprehensive chemical list should be maintained at each worksite or facility and include all chemicals or products at that site.
- A material safety data sheet (MSDS) should be maintained for each chemical or product on-hand at a particular worksite. See *Hazard Communication Policy* for additional details.
- Chemical storage should be minimized to only those chemicals which will be actively used.
- Employees should not use chemicals that they are unfamiliar with or have not been trained to use.
- Chemicals should be stored in proper containers designed for such use.
- Chemicals should be stored such that they will not react with other chemicals, substances, or materials.
- All chemical containers should be labeled as to the contents, reactivity, flammability, special hazards, and any other health hazard using the appropriate chemical label.

Chemical Safety Guidelines

- **Acids**
 - Store large bottles of acids on lower shelves or on trays in acid cabinets or a cabinet marked "Corrosive".
 - Segregate oxidizing acids from organic acids, flammables, and combustible materials.
 - Segregate acids from bases, active metals (sodium, potassium, magnesium) and other incompatible materials.
 - Use bottle carriers or a cart to transport acid bottles.
 - Have spill control materials or acid neutralizers available in the event of a spill. Do not use bases to neutralize an acid spill.
- **Bases**
 - Store large bottles of liquid bases on trays in cabinets marked as "Bases" or "Corrosives".
 - Segregate bases from acids and other incompatible materials.
 - Store solutions of inorganic hydroxides in polyethylene containers.
 - Have spill control materials or caustic neutralizers for caustic spills. Do not use acids to neutralize base (caustic) spills
- **Flammables**
 - Only store flammable liquids in specially designed 'flammable-safe' cabinets.
 - Keep flammables away from sources of heat or ignition.
 - Keep fire extinguishing and spill control equipment readily available.
- **Oxidizers**
 - Store oxidizers in a cool, dry location and away from flammable or combustible materials, such as paper or wood products. Store oxidizers away from petroleum-based products.
- **Compressed Gases**
 - Compressed gas cylinders should be stored in an upright position and secured to prevent accidental tipping or falling. Cylinders should be stored with the protective cap in place.
 - All cylinders should be labeled as "Full", "In-Use", or "Empty". Cylinder should not be carried or rolled but should be transported using a cylinder cart.
 - For additional details on compressed gases, see the *Compressed Gas Safety* section in this manual.

COMPRESSED GAS CHLORINE SAFETY

The following procedures are designed to explain proper safety precautions and rules regarding the safe handling of compressed gas chlorine.

Changing Chlorine Cylinders (Non-Emergency)

This procedure should be followed for any and all compressed gas cylinders (150 pound and/or 1 ton). A minimum of two, properly trained, and competent personnel should perform this task.

- Turn on the light, if equipped, and visually ensure that the room is safe to enter as there may be visual signs of danger or damage.
- Don appropriate personal protective equipment including protective gloves, eye protection, face shield, and self-contained breathing apparatus (SCBA). An escape respirator should not be used for this function.
- Turn on the exhaust ventilation fan prior to entering the area.
- Close the main chlorine container valve.
- Allow the system to purge itself of chlorine gas. Ensure the float drops to the bottom of the feed-rate indicator (rotameter). Verify the vacuum and that the scales, if equipped, read 'zero', indicating an empty cylinder.
- Loosen the chlorinator (auxiliary valve or vacuum regulator) and remove it from the empty cylinder.
- Replace the protective cylinder cap on the empty cylinder and remove the cylinder to the appropriate storage area. Be sure the cylinder is secured and properly labeled as 'Empty'.
- Secure the new cylinder into place, removing the protective cap after placement.
- Ensure that there is no chlorine leaking from the packaging gland. Use ammonia vapor from the ammonia test solution bottle (25% ammonia).
- Ensure the cylinder valve is closed. Do not open the valve yet.
- Remove the cylinder outlet cap and check that the cylinder outlet face is clean and smooth.
- Using a new washer, connect the vacuum regulator or the yoke assembly (whichever is used on the particular system) to the valve outlet using only the proper wrench.
- Briefly open the chlorine cylinder valve and then quickly close it again. This will let enough chlorine into the lines to charge them. The valve should remain open with no more than a sharp rap from the heel of your hand. Never use a 'cheater' or 'helper' wrench or larger wrench than supplied. If the valve will not open, carefully and slightly loosen the packing gland.
- Check that all connections are secure that there are no leaks. Use the vapor from the ammonia test solution bottle (25% ammonia). If a leak is indicated, activate the proper leak control procedure.
- When no leaks are indicated, open the chlorine cylinder valve no more than one half turn and leave the cylinder wrench in place on the valve.

- Open any additional system valves and test for leaks using the vapor ammonia test solution bottle as each stage is charged with chlorine.
- Ensure that the alarm system, if equipped, is properly functioning.
- Leave the chlorine room/area turning off the light and exhaust fan. Ensure that all employees have exited the room before turning off light and fan.
- Once safely outside the chlorine room/area, remove personal protective equipment.

FALL PREVENTION

Slips, trips, and falls constitute a large percentage of accidents and injuries in public entities. These procedures are designed to prevent hazardous conditions that could result in slips, trips, or falls.

Supervisor Responsibilities

- Conduct routine inspections to ensure all walking and working surfaces are free from potential slip, trip, and fall hazards.
- Conduct safety training for employees who use ladders, scaffolds, or other elevated surfaces.
- Conduct training in the use and inspection of fall prevention and fall arrest equipment.
- Ensure proper ladders are used for specific tasks.
- Provide adequate fall prevention and fall arrest equipment.

Employee Responsibilities

- Maintain work areas free from potential slip, trip, and fall hazards.
- Correct or immediately report potential slip, trip, and fall hazards.
- Use proper ladders for assigned tasks.
- Use proper fall prevention and fall arrest equipment as prescribed by policies.

Engineered and Administrative Hazard Controls

Although every effort is made to prevent slips, trips, and fall accidents, additional precautions should be taken to ensure all possible measures have been taken. These include:

- Proper construction of elevated work surfaces.
- Proper use of hand, knee, and toe rails, where required.
- Proper design and use of fixed ladders and stairs.
- Adequate lighting in all areas.
- Training for all employees who work on elevated work surfaces.
- Routine inspections of ladders, stairs, walking, and working surfaces.
- Following housekeeping and cleaning requirements
- Immediate addressing potential problem areas.

General Requirements

- **Housekeeping**
 - All work areas, passageways, storerooms, and shop areas should be kept clean and orderly at all times.
 - The floor of every work area shall be maintained in a clean and dry condition as possible. Where wet operations are held, adequate drainage should be maintained, and non-slip mats or floor covering shall be provided.
 - Every floor, work area, and passageway shall be kept free of protruding nails, splinters, holes, debris, and stored items.
- **Aisles and Passageways**
 - Aisles and passageways shall be kept clear and in good repair with no obstructions across or in aisles that could cause a hazard.
 - Where mechanical equipment is used, aisles should be of adequate width as improper aisles coupled with poor housekeeping, vehicle and foot traffic, can cause injury to employees, damage to equipment and materials, and can limit egress in the event of an emergency.
 - Changes in elevation, such as steps, curbs, and ramps, should be marked or highlighted with a stripe of highly-visible paint or other non-skid material to assist in the identification of the known trip and fall hazard.

- **Guarding Floor and Wall Openings**

Floor openings and holes, wall openings and holes, and the open sides of elevated work surfaces may create hazards as people may fall through the openings or over the side to the level below. Objects such as tools or parts, may also fall through holes and strike employees or damage machinery on lower levels.

- Standard railings shall be provided on all exposed sides of a stairway opening, except at the stairway entrance.
- Floor openings may be covered rather than guarded with rails. However, temporary guard rails shall be placed when the opening is uncovered.
 - A 'standard railing' consists of a top rail, mid rail, and posts, and shall have a vertical height of 42 inches from the upper surface of the rail to the walking surface. Nominal height of the mid rail shall be 21 inches.
 - A 'standard toeboard' is 4 inches in vertical height, with not more than ¼ inch clearance above floor level.

- **Guarding of Open-Sided Floors, Platforms, and Runways**

Every open-sided floor or work surface located 4 feet or more above the adjacent floor or ground level shall be guarded by a standard railing (as specified above) on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder. A toeboard shall be provided as well.

- **Guarding Stairways**

Every flight of stairs, with four or more risers, shall have standard stair railings or standard handrailings (as specified above).

- **Fixed Industrial Stairs**

Fixed industrial stairs shall be provided for access to and from places of work where operations necessitate regular travel between levels. These stairs shall:

- Be strong enough to carry five times the normal anticipated live load.
- At the very minimum, be able to carry a moving concentrated load of 1000 pounds.
- Have a minimum width of 22 inches.
- Be installed at angles to the horizontal of between 30 and 50 degrees.
- Have a vertical clearance to an overhead obstruction of at least 7 feet from the leading edge of the tread.

- **Portable Ladders**

The primary hazard associated with the use of a ladder is falling. A poorly designed, maintained, or improperly used ladder may collapse under the load placed upon it and cause the employee to fall.

For specific safety procedures for different types of ladders, see the section on *Ladder Safety* in this manual.

- **Fixed Ladders**

A fixed ladder is a ladder permanently installed or attached to a structure, building, or equipment. Fixed ladders with a length of more than 20 feet shall be equipped with a safety cage or ladder safety device. A 'cage' is a guard that is fastened to the side rails of the fixed ladder or to the structure designed to encircle the climbing space of the ladder for the safety of the person who must climb the ladder. Cages should extend a minimum of 42 inches above the top of the landing unless other acceptable fall protection is provided.

- **Scaffolds**

- The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds and their components shall be capable of supporting at least *four times* the maximum intended load.
- Scaffolds shall be maintained in a safe condition and shall not be altered or moved horizontally while they are in use or occupied.
- Damaged or weakened scaffolds shall be immediately repaired and shall not be used until repairs have been completed.
- A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.
- Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.
- Guardrails, mid rails, and toeboards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Wire mesh must be installed between the toeboard and the guardrail along the entire opening, where persons are required to work or pass under the scaffolds.
- Employees shall not work on scaffolds during storms or high winds or when covered with ice or snow.

Fall Arrest Systems

Different types of personal fall arrest systems are available depending upon the nature of work and the specific conditions in the area where the work will take place.

- **Types of Fall Arrest Systems**

- *Personal Fall Arrest* systems are used to stop a fall once it has begun and includes an anchorage and connector, full body harness, lanyard, locking snap hooks, lifeline, and may include a descent control device.
- *Positioning Device* systems prevent falls by supporting the employee in a working position and eliminate the chance for a fall to begin. These systems include a body belt, harness, connector, locking snap hook, and proper anchorage.
- *Personal Fall Protection for Climbing Activities* protects the employee while climbing and anchors at a point that usually adjusts and moves with the climber.

- **Anchorage**

Anchorage is critical and the selection of the anchoring point shall be carefully chosen. Anchorage points must be permanent, fixed objects that are rated to hold forces several times the employee's weight, including the weight of the equipment that they have with them.

When tying off to anchorage points, it is important to do so in a location where there are no obstacles in the potential path of fall and shall allow no more than 6 feet of free-falling distance, although (2 to 4 feet of free falling distance is recommended). The employee should also understand and account for the additional deceleration distance of the fall arrest system being used.

- **Body Belts and Harnesses**

Only approved full-body harnesses shall be used. All recommendations of the equipment manufacturer shall be met, including care, storage, testing, and replacement.

A harness may be attached to either the center of the back at shoulder level, or above the head. Employees must follow the procedure described below to don their full-body harness:

- Inspect the harness before putting it on.
- Hold the harness by the D-ring and shake the straps into place.
- Release buckled straps and slip them over the shoulders with the D-ring in back.
- Pull the leg strap between the legs and connect to the opposing end.
- Waist strap should be tight but not binding.
- Connect chest straps and position in the middle of the chest.
- Ensure that the harness is snug but allows full movement.

PERSONAL PROTECTIVE EQUIPMENT - GENERAL REQUIREMENTS

- Protective clothing and equipment shall be used and maintained in accordance with manufacturer's recommendations. 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. All department-approved special protective clothing or protective devices shall be used by employees when required by policy and/or department supervisors. Clothing that is soiled by oil or chemicals should be avoided to prevent skin irritations.
- 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, wristwatches, or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts.
- 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.
- Department approved gloves shall be provided to and worn by all employees when work site operations could cause injury to the hands. Gloves and long sleeves shall 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.
- 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.
- Employees shall wear department approved eye and face protection where injury exists from flying objects, glare, liquid splashes, use of line trimmers, 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.
- Department approved hearing conservation devices shall be provided to and worn by all employees working in areas where a danger of noise exposure exceeds acceptable levels.
- Employees shall wear footwear suitable to the type of work being performed. Safety boots or shoes shall be worn when required. Wearing of sandals, tennis shoes, loafers or similar footwear shall not be acceptable during working hours for employees serving in labor, maintenance, construction, or inspection positions.
- 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.
- Department approved respiratory protection shall be worn in areas where dangerous air contamination, chlorine, gasses, vapors, fumes, dust, or other hazardous contaminants exist. Additional information regarding respiratory protection can be found in the *Respiratory Protection Program*.
- Employees required to work in or near the roadway shall wear high visibility clothing, garments, and/or reflective vests.
- Department approved fall protection devices, such as harnesses, lanyards, et., 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.

GENERAL RULES FOR MOTOR VEHICLE AND EQUIPMENT OPERATION

- Employees who are authorized to operate CITY OF WESLACO vehicles or personally owned vehicles on CITY OF WESLACO 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.
- Motor vehicle record checks will be conducted annually or when deemed necessary on all employees who have driving or motorized equipment operation responsibilities.
- The certificate of insurance coverage and other required documents, along with accident forms should be carried in all CITY OF WESLACO owned vehicles.
- All drivers of CITY OF WESLACO vehicles must be familiar with and abide by all applicable state, federal, and local traffic regulations.
- All drivers/operators shall be responsible for the proper care and use of vehicles and motorized equipment. This includes maintaining CITY OF WESLACO vehicle/motorized equipment interiors and exterior, regularly servicing these items and reporting maintenance needs to the supervisor.
- A driver/operator shall not permit any unauthorized persons to drive, operate or ride in or on a CITY OF WESLACO 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.)
- Every accident involving personal injury or property damage shall be reported to your supervisor immediately.
- Where seat belts are provided, they shall be worn by all occupants. The size or operation of the vehicle or equipment does not excuse the operator from the seat belt requirement. Equipment on all CITY OF WESLACO motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.
- Unsafe and discourteous driving practices such as 'road-hogging', disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.
- 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 driver/operate with a door ajar.
- 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 using three points of contact will help control this exposure. In addition, the condition of the handrails, steps, etc. should be inspected regularly.
- Smoking is prohibited in any areas where fueling is being performed.
- 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.
- Garage doors must be opened for ventilation whenever a motor vehicle engine is running to help prevent the accumulation of carbon monoxide gas.

- Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes.
- 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, including over-the-counter or prescription medications.
- Picking up hitchhikers is dangerous and prohibited.
- Before starting out in your vehicle in the morning, clear all windows of any frost, ice, or dew. Cleaning only a small place on the windshield does not allow for proper visibility.
- Driving is a full time job. Drivers should not engage in other activities, such as dialing a telephone, while operating a vehicle. The vehicle should be pulled off the road and stopped before performing these types of activities.
- 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.
- All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

Backing

- When possible, park so that backing is not required.
- 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.
- Backup 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.

Stopping on Roadways

- When it is necessary to stop on the roadway, extreme caution shall be used.
- A rotating beacon light shall be used, if so equipped.
- Tail lights/emergency flashers shall be used.
- 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 Safety* section of this manual.

Inspection of Vehicles and Equipment

- Drivers/operator shall utilize equipment checklists to inspect vehicles and equipment to determine if they are in good operating condition *prior* to operating the vehicle.
- 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.

- The driver/operator shall report all defects promptly. Items that affect safety shall be repaired prior to continued use.
- For additional information, please refer to CITY OF WESLACO Vehicle Operator Standards.

Powered Carts & Low-Speed Vehicles

Powered carts and other low-speed vehicles (LSV) such as golf carts, 'Mules', 'Gators', etc. should be driven with special care. This classification of vehicle includes those which are electric-, gasoline-, or diesel-powered (LSV) and may or may not be licensed to operate on public roadways. Vehicles not licensed (registered) by the Texas Department of Public Safety as an on-road vehicle should not be driven on public roadways.

The following operating rules apply to powered carts & LSV:

- Only drivers authorized by CITY OF WESLACO and trained in the safe operation of powered carts and LSV shall be permitted to operate such vehicles.
- All prospective cart or LSV operators must receive training before being allowed to operate a powered cart or LSV.
- Seatbelts must be worn by all vehicle occupants at all times. The maximum number of passengers is equal to the number of seatbelts in the vehicle. All passengers must be in a seat while the cart is moving - no exceptions. Drivers violating this safety rule may have their driving privileges suspended or revoked.
- Operators and passengers shall keep arms and legs inside the cart or LSV at all times and shall not jump on or off of moving vehicles.
- Powered carts or LSV shall be driven on facility vehicle traffic areas whenever possible. If a sidewalk must be used, the cart speed should not exceed that of the pedestrian traffic.
- Carts or LSV which are capable of reaching 25 mph or higher must remain in facility vehicle traffic areas and should not be driven on the sidewalks or "pedestrian only" areas.
- Operators shall be familiar with, and observe all established traffic laws.
- Materials and equipment shall be properly secured so that they will not shift or fall off of moving carts or LSV.
- Powered carts & LSV shall not be operated at night without properly working head and taillights. Be extremely cautious while making turns and while driving on uneven surfaces to avoid tipping in carts.
- Parking a powered cart or LSV should follow the same rules as a motor vehicle and is prohibited in the following areas:
 - Fire Lanes
 - Designated no parking areas
 - Adjacent to building entrances or exits

ELECTRICAL SAFETY

- Keep electrical cables and cords clean and free from kinks. Never carry equipment by its cords.
- Keep cords out of walkways to prevent damage and trip and fall hazards.
- 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.
- All electrical equipment shall be properly grounded.
- 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.
- 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.
- 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.
- Before work begins at a jobsite, the location of electrical lines (underground and above) shall be determined and precautions taken to prevent accidental contact.
- Electrical Lockout/Tagout procedures shall be used when circuits or electrical equipment are being worked on. See *Lockout/Tagout Safety* in this manual.
- Electrical cables passing through work areas shall be covered or elevated to protect them from damage, which could create a shock hazard.
- Metal ladders shall not be used when working near electrical circuits.
- Exposed light bulbs or fluorescent tubes shall be guarded or recessed in reflectors to prevent accidental breakage.
- 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.
- Employees involved in activities around hazardous energy levels should know cardiopulmonary resuscitation (CPR) and rescue procedures.

LOCKOUT/TAGOUT SAFETY 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 of 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

- Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- The authorized employee should refer to the CITY OF WESLACO 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.
- If the machine or equipment is operating, shut it down by the normal stopping procedures (depress stop button, open switch, close valve, etc.).
- Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent operation of the energy isolating device(s).
- 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.
- To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps:
 - Check to make sure that no personnel are exposed to possible hazards
 - Verify the isolation of the equipment by operating the push button or other normal operating control(s) or test to make certain the equipment will not operate
 - Return the operating control(s) to the neutral or off position after verifying the isolation of the equipment.
- The equipment or machine should now be locked out.

Sequence of Events to Restore Machine or Equipment to Normal Operations

- 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.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in the neutral position.
- Remove the lockout and/or tagout devices and re-energize the machine or equipment.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
- 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 received training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy sources, and the methods and means necessary 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 re-energize machines or equipment which are locked out or tagged out.

BLOODBORNE PATHOGEN SAFETY

- Due to potential hazards associated with bloodborne pathogens that cause diseases such as hepatitis and HIV/AIDS, care shall be taken to eliminate contact with blood and body fluids.
- Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.
- Preventative immunizations and vaccinations shall be offered to affected employees as required by *Texas Government Code, Chapter 607, Subchapter A, Section 607.004*.
- Use of appropriate gloves, gowns, faceshields, 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.
- Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering the first aid.
- Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.
- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures or contact with blood or potentially infectious materials.
- 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

- All injuries, regardless of severity, shall be reported to your supervisor.
- 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.
- 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.
- 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.
- 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.
- Emergency eye wash and/or shower stations should be tested at least once per month to ensure proper working condition.

CONFINED SPACE SAFETY

- All potential hazards shall be evaluated prior to entry into a confined space.
- Only employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.
- 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.
- 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.
- No smoking shall be permitted in a confined space or near the entrance/exit area.
- When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier.
- 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.
- 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. If the confined space contains atmospheres that are immediately dangerous to life and health, a full facepiece pressure demand self-contained breathing apparatus (SCBA) or combination full facepiece pressure demand supplied air respirator (SAR) with auxiliary self-contained air supply will be used.
- 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.
- 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.
- 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.
- 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.

- All employees required to enter a confined or enclosed space shall be equipped with a full 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.
- Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.
- 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.
- Prior to entry, necessary rescue personnel and equipment shall be available in the event of an emergency.
- 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.
- Even though public entities in the state of Texas do not fall under OSHA requirements, sections of the OSHA Standards should be reviewed for minimum industrial standards. For additional information concerning confined space requirements, refer to OSHA standard 29 CFR 1910.146 and the *Confined Space Entry Safety Program* found in this manual.

EXCAVATION AND TRENCHING SAFETY

- 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.
- The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.
- When excavation operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means.
- While the excavation is open, underground installations shall be protected, supported, or removed to safeguard employees.
- Employees exposed to vehicular traffic shall wear high visibility vests or clothing.
- Refer to Work Zone/Traffic Control Safety procedures as described in this manual.
- A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are four feet or more in depth so as to require no more than 25 feet of lateral travel for employees. Ladders must extend three feet above the surface and be tied off if necessary.
- 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.
- All mobile equipment (front end loaders, bulldozers, and dump trucks) shall be equipped with a warning device such as a backup 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.

- 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.
- 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.
- 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.
- Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.
- Excavations subject to run-off from heavy rains shall require an inspection by a competent person. Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.
- Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard handrails and guardrails shall be provided.
- When excavations are left open, warning devices, barricades, or guardrails shall be placed to adequately protect employees and the public.
- At the end of the workday, as much of the excavation as practical shall be closed.
- Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices.
- 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.
- When choosing 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.
- Sloping, benching, shoring or shielding for excavations greater than 20 feet deep shall be designed by a registered professional engineer.
- 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.
- For additional information on excavation requirements, refer to OSHA standard 29 *CFR* 1926 Subpart P, *Excavations* and/or *Excavation and Trenching Safety Program* found in this manual.

WORK ZONE/TRAFFIC CONTROL SAFETY

- 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. 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 by use of a traffic control plan.
- 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.
- When barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.
- All employees working in or near the roadway will wear retro-reflective vests or suitable garments marked with or made of retro-reflective or high visibility material while at the work site. Garments worn at night must be made of retro-reflective material.
- Lighted barricades will be used whenever possible for overnight protection. 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. 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. During night operations, the flagger area should be illuminated and retro-reflective signs used.
- All plates used to cover holes in the street on a temporary basis are to be spiked in place.
- 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.
- When pedestrian traffic is impeded, barricades, restrictive tape, rope or other restraint will be used to keep the public from the work site. Holes in the sidewalk or parkway that must be left open will have perimeter protection. Protection of these areas will be in the form of physical barriers and warning signs.
- For additional information, please refer to the most current publication of the *Texas Manual for Uniform Traffic Control Devices, Part VI*. A copy of this manual is available at www.dot.state.tx.us.

BACK INJURY PREVENTION & MATERIAL HANDLING

Back injuries are prevalent and continue to be one of the leading causes of on-the-job injuries in the workplace. The following procedures are designed to prevent injury and disability to employees; decrease lost productivity due to accidents and injuries; and, decrease costs associated with these types of injuries.

Common Causes of Back Injuries

- Prolonged positions
- Poor posture
- Poor ergonomics
- Improper lifting/lifting too much
- Twisting while lifting
- Reaching while lifting
- Slips/trips and falls
- Vehicle and equipment entry and exit

Safe Lifting Principles

The following steps should be taken prior to lifting, handling, or carrying materials:

- Prior to beginning to lift or carry, check to ensure that the walkway is clear of all obstacles.
- Carefully check the object's weight and center of gravity.
- Face the object and get as close as you can with feet slightly apart and the head and neck facing forward. Grip the object firmly and hold it as close to your body as possible.
- Bend at your knees, not at your waist. Do not twist your body when lifting or lowering.
- Use your legs to bring you to a standing position, making the lift smoothly and under control.
- If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment, or other types of assistive lifting devices.
 - 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.
 - 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.
- Material shall not be thrown from place-to-place or person-to-person.

TOOL SAFETY

- All tools shall be of an approved type and maintained in good condition.
- All tools shall be examined prior to use to ensure adequate working condition.
- Defective tools shall be tagged to prevent their use and removed from the jobsite.

- Employees shall be trained on the correct use, hazards, and limitations of tools used in the workplace.
- 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.
- Tools shall not be left unsecured in elevated places. Tethering is recommended in areas where tools may fall to a lower level.
- Impact tools, such as chisels, hammers and punches that become mushroomed or cracked shall be replaced.
- Chisels and punches shall be held with a safe holding device, such as vice grips or pliers to avoid injury to employee's hand.
- Wrenches with sprung or damaged jaws shall not be used.
- Wooden handles that are loose, cracked or splintered shall be replaced, not taped or lashed.
- Power tools shall be disconnected from any power source while repairs or adjustments are being made.

Tool Carrying and Storage

- 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.
- Do not leave your 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.

LADDER SAFETY

- Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear nonconductive finish shall be used.
- 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.
- 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.
- Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.
- When ascending or descending ladders, employees shall have both hands free and shall face the ladder.
- Only CITY OF WESLACO supplied ladders shall be used by employees.

- Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.
- Boxes, chairs, etc. shall not be used as ladders.
- Portable metal ladders and other portable conductive ladders may not be used near exposed energized lines or equipment except in very specialized situations.
- The use of stepladders above 20 feet is prohibited and the use of extension ladders above 24 feet is strongly discouraged.
- All ladders used in fire service activities shall be NFPA approved.

Straight Ladders

- Portable straight ladders shall be equipped with nonskid bases or shoes.
- 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.
- Straight ladders shall not be climbed beyond the third step from the top.
- When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
- 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.
- 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.
- Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.
- A ladder shall not be placed against an unsafe support.

Step Ladders

- The top step shall not be used, except for platform ladders.
- Stepladder legs shall be fully spread and the spreading bars locked in place.
- Stepladders shall not be used as straight ladders.
- 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

- 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.
- Bins or shelves shall never be used as ladders.
- Materials shall not be stored on the floor, in front of shelving.

Housekeeping

- Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall be kept clean and orderly at all times.
- 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.
- Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.
- 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.
- Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.
- 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.
- Rubbish and unused clothing shall not be allowed to accumulate in lockers.
- 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.
- Batteries shall be stored in a well-ventilated area protected from sparks or open flames.
- All personnel will practice good housekeeping. Scrap material will be disposed of properly, and the work area should be free of any loose material.

Stacking Material

- 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.
- 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

- Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.
- 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".
- 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.
- Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.
- All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in approved, properly labeled (yellow letters) red safety cans.
- 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.
- Strict adherence shall be paid to "No Smoking" and "Stop your Motor" signs at fuel dispensing locations.

Smoking

- Open flames shall 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.

SHOP SAFETY

Many safety-related hazards and exposures exist in workshops and maintenance garages. The following procedures were developed to serve as a reminder of some of the potential exposures that can be found in these areas. This is not an all-inclusive list and does not address all of the known or expected hazards. In many cases, references to alternative safety procedures contained within this manual are noted.

Air Compressors

- Drain valves on air compressors should be opened frequently to prevent the accumulation of liquid.
- Safety-relief valves will be installed on all compression tanks. These valves will be tested periodically to ensure their proper operation.
- Never use compressed air to clean your hands or to blow dirt from clothing or your body.
- When using compressed air for cleaning purposes, it must be kept at a level below 30 pounds per square inch (PSI).

Compressed Gas Cylinders

- 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.
- 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 cylinder. If gauges are not attached to the cylinder, valve caps must be in place.
- Signage similar to the following must be posted in any cylinder storage area. "Danger – No Smoking, Matches, or Open Flames".
- See *Compressed Gas Cylinder Safety* section for additional safety requirements.

Grinders

- 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.
- Grinder work rests must be designated to be adjustable to compensate for wheel wear. Work rest should be adjusted with a maximum clearance of 1/8-inch to help prevent work from jamming. Tongue guards must also be adjusted to within 1/8-inch.
- 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.

Electrical Safety

- Identify and label all electrical control devices, such as circuit breaker, fuses, disconnects, etc.
- All electrical outlets, including wall receptacles, extension cords, etc. must have an independent, third-wire ground system.
- All electrical tools and equipment shall be effectively grounded unless the tool is an approved double-insulated type.

- All electrical junction boxes shall have protective covers. All such boxes must have sufficient access space.
- See *Electrical Safety* section for additional requirements.

Material Storage

- 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.
- Heavy bulky materials should be stored on lower shelves to minimize chances of injury due to falling objects.
- See *Material Storage Safety* section for additional requirements.

General Shop Safety

- Elevated storage platforms over four 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.
- Proper signage, such as "No Smoking" signs, will be installed in all areas where flammable or easily combustible materials are stored.
- Hooks used on hoisting equipment shall be equipped with a safety latch to help prevent dropping of any lifted load.
- 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.
- All shops shall have at least two accessible exits for emergency evacuations.
- Any doors not designated as exits, but may be mistaken for exits should be clearly marked "Not an Exit".
- All exits shall be identified by a clearly visible, illuminated, "Exit" sign.
- 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 (UL).
- 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.
- 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.

STORAGE & EQUIPMENT YARD SAFETY

- 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.
- 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.
- 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.
- 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.
- Always roll pipe from the ends or from behind to avoid placing your body in the pipe's path.
- 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.
- 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.
- A diking system capable of holding the volume of the above ground storage tank should be constructed to help control potential spills.

COMPRESSED GAS CYLINDER SAFETY

- 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.
- Cylinders, whether full or empty, shall be stored in a rack, chained or otherwise secured to prevent them from falling.
- Do not use cylinders as rollers, supports or for any other use other than its designed purpose.
- Cylinders shall have their contents properly identified. Empty cylinders shall be plainly marked "Empty" or "MT", and the valves shall be closed.
- 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.
- 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.
- 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.
- Valves of compressed gas cylinders shall be opened slowly and with the proper wrench.
- 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.
- 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:
 - Close the valves and take the cylinder outdoors well away from any source of ignition.
 - Properly tag or mark the cylinder.
 - 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.)
 - Post warnings against approaching with lit cigarettes or other potential ignition sources.
 - Promptly notify the supplier and follow instructions for handling/returning the cylinder.

- 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.
- Cylinders that are heavy or difficult to carry by hand may be rolled on their bottom edge, but they should never be dragged.
- Do not tamper with safety devices in valves or on cylinders.
- 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.

Transporting Cylinders

- Load to allow as little movement as possible.
- Remove regulators and put valve protection caps in place.
- Secure cylinders to prevent violent contact or falling.

MACHINE GUARDING SAFETY

Guarding Requirements

- Guards shall be affixed and secured to any machine, where possible.
- A guard shall not offer an accident hazard in itself.
- The point-of-operation of machines where the operation presents a hazard to employees shall be guarded.
- Revolving drums, barrels, and containers shall be guarded by an enclosure that is interlocked with the drive mechanism.
- When periphery fan blades, such as those found on ventilation fans, are located less than seven feet above the floor or working level, the blades shall be guarded with a protective covering with openings no larger than one-half inch.
- Machines designed for a fixed location, such as a drill press or bench grinder, shall be securely anchored to prevent walking or moving of the machine during operation.

Machine Guard Requirements

- Guards must prevent hands, arms, fingers, feet, or any other part of the employee's body from making contact with moving parts. A good safeguarding system eliminates the possibility of the operator or other employees from placing parts of their bodies near hazardous moving or energized parts.
- Employees should not be able to easily remove or tamper with guards. Guards and other safety devices should be made of durable material that will withstand the conditions of normal use and must be firmly secured to the machine.
- Guards should ensure that no objects can fall into moving parts.
- Guard edges should be rolled or bolted in such a way to eliminate sharp or jagged edges.
- Guards should not create interference which would hamper employees from performing their assigned tasks.
- Lubrication points and feeds should be placed outside the guarded area to eliminate the need for guard removal.

WELDING & CUTTING SAFETY

- Welding and cutting shall only be performed by experienced and properly trained personnel.
- The work area shall be inspected for potential fire hazards before any cutting or welding is performed.
- When welding or cutting in elevated positions, precautions shall be taken to prevent sparks and hot metal from falling onto people or material below.
- Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
- Proper strikers shall be used in lighting torches. Matches and cigarette lighters shall not be used.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Regular shaded safety glasses do not provide adequate protection for welding or cutting operations.
- 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

- 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.
- Matches shall not be used to light a torch. A torch shall not be lit on hot work.
- When gas-welding equipment is not in use, the cylinder valves shall be closed and the pressure in the hose released.

- Gas hoses shall not be positioned so they create tripping/slipping hazards.
- Always inspect oxygen or fuel gas hoses for leaks, burn spots, worn places, or other defects before pressurizing.

Electric Welding

- No electric welding machine, either AC or DC, shall be operated until the frame or case of the machine is electrically grounded for protection from potential shock hazards.
- 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.
- 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.
- Welders shall wear proper eye protection to guard against flying particles when the helmet is raised.
- Welding screens shall be used whenever practical to help control potential ultraviolet light exposures to other personnel in the area.
- Welding machines will be placed at least 4 feet apart.
- Fire extinguishers should be placed in the immediate area and a fire watch used as necessary to control any fire potential.

WEATHER-RELATED ILLNESS PREVENTION

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:
 - Dress in layers
 - Keep dry
 - 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:
 - Those unaccustomed to working in the heat should be given time to adjust to work in a hot environment.
 - 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.
 - Drink plenty of fluids to help prevent dehydration. Five to seven (5-7) ounces of fluid are recommended every fifteen to twenty (15-20) minutes when working in extremely hot or humid conditions. Beverages containing alcohol or caffeine should be avoided to prevent dehydration.
 - Alternate work and rest periods. Heavy work should be scheduled for the cooler parts of the day if possible.
 - Educate employees on the symptoms, treatments and preventive measures for heat-related problems.

PESTICIDE & HERBICIDE SAFETY

- When applicable, all employees who apply pesticides or herbicides shall be licensed.
- Before using any pesticide or herbicide, employees shall read the label carefully and follow the directions and precautions.
- Pesticides shall be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building, or structure shall be clearly marked with pesticide warnings.
- Before handling any pesticides/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.
- Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only a recommended rates and apply only at specified dosages.
- Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.
- Employees shall avoid contact with skin or inhalation of mists or spray.
- Material safety data sheets (MSDS) shall be maintained and kept near material and storage locations.
- Spray equipment shall be cleaned daily when using oil-based solutions.
- Pesticides/herbicides shall not be stored or disposed of where they could contaminate people, property or waterways.
- Empty containers shall be disposed of in a safe manner.
- Pesticides/herbicides should only be applied under favorable time and weather conditions.
- Do not eat, drink or use tobacco products while handling pesticides/herbicides.

CHAIN SAW SAFETY

Personal Protective Equipment

Employees operating a chain saw or related equipment shall, at a minimum, wear:

- safety glasses and/or face shields
- head protection
- hearing protection
- gloves
- cut-resistant chaps
- work shoes or boots
- fall protection, if necessary

Chain Saw Operation

- When starting a chain saw, it shall be placed on the ground or against a solid support. Do not hold the chainsaw off the ground when starting.
- Ensure the chain brake, if equipped, is locked before starting.
- The operator shall grip the chain saw with both hands during the entire cutting operation.
- The saw bumper shall be against the tree or limb before starting a cut.
- Chain saw operators shall regularly clear the immediate area around their work to make certain that brush or limbs will not interfere with the chain saw or operator.
- Chainsaws shall not be modified in such a way to allow locking of controls in the "on" position.
- The saw engine or motor shall be stopped when:
 - Working on any part of the chain or cutting bar.
 - Being moved from one location to another.
 - The unit is unattended.
- 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.
- A gasoline driven chain saw shall not be used above shoulder level. Employees shall not approach the chain saw operator with the reach of the saw blade while it is in operation.
- Ropes, pulleys, etc. should be used as necessary to lower larger limbs that may endanger persons and property if allowed to "free-fall".
- 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.

TREE CUTTING & TRIMMING SAFETY

Before attempting to trim, cut, or remove any tree, carefully consider its characteristics. Items to be considered include:

- Tree lean
- Tree size
- Wind conditions
- Nearby structures
- Nearby utilities
- Other trees or brush in the vicinity

Before cutting, clear the ground around the tree(s) where the work will be performed, carefully, removing any underbrush or other obstructions. This will provide clear vision, unrestricted movement, and an unhampered escape route when the tree or limb begins to fall.

In advance of the cutting, plan an escape route to the side or rear, depending upon the situation and likely direction of tree and limb fall.

As the tree or large limb begins to fall, stop the saw and lay it in a safe place that will allow unrestricted escape.

Trimming & Cutting Procedures

- Hold the saw firmly with both hands.
- If cutting entire tree, make a cut close to the base of the tree but high enough to conveniently avoid running the saw near the soil.
- Cut through trees up to 8-inches in diameter with one cut.
- On larger trees, notch (undercut) at least one-third of the trunk diameter on the fall side of the tree. Then, make a lower cut of the 45-degree notch first to prevent pinching or binding of the chain by wedge cut, if used.
- Make the cut to initiate the fall on the opposite side of the trunk about 2-inches above and parallel to the horizontal notch. Leave wood fibers intact to act as a hinge to keep the tree from twisting and falling in the wrong direction or kicking back on the stump.
- Guide the saw into the tree, do not force it.
- Remove the saw from the tree and shut down before the tree falls.

Preventing Saw Kickback

- Hold the saw firmly with both hands.
- Grip the top handle of the saw by wrapping hand and thumb firmly around handle.
- Use a saw equipped with chain brake or kickback guard.
- Watch for twigs or other impediments that could snag the chain.
- Don't pinch the chain bar while cutting.
- Saw with the lower part of the bar close to the bumper, not on the top near the nose.
- Maintain high saw speed when entering or leaving a cut in the wood.
- Keep the chain sharp.

FORKLIFT SAFETY

- Forklifts shall only be operated by authorized persons who have been properly trained in their use. This training should be documented and consistently used with all authorized operators and trainees.
- 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.
- Equipment shall be operated at a safe speed for existing conditions, moving slowly around corners and avoiding holes and loose materials.
- Seat belts shall be worn when operating a forklift with rollover protection.
- Clearances shall be checked in all directions, particularly overhead clearances.
- Forklifts shall not be fueled while the engine is running.
- Forks shall be placed under the load as far as possible. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces. (Usually about 6-12 inches on level surfaces.)
- Operators shall always face the direction of travel and also keep their arms and legs inside the equipment.
- Load limits as specified by the manufacturer shall not be exceeded.
- Do not travel with the load raised as this causes the center of gravity to rise, which may affect the tipping potential.
- Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
- A secured platform specifically designed for the purpose must be used when lifting personnel.
- Unattended forklifts (i.e., those in which the operator is more than 25 feet away or the forklift not in his/her view) shall have the load fully lowered, controls neutralized, power shut off and brakes set.
- Equipment with internal combustion engines shall not be operated in enclosed areas for long periods of time so as not to exceed the allowable levels of carbon monoxide.

BACKHOE & LOADER SAFETY

- 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.
- 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.
- Seat belts shall be worn on all equipment with rollover protection.
- 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.
- 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.
- Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
- Employees shall never be allowed to ride in the bucket or use the bucket for an elevated platform.
- Walk around the equipment to observe for children and others before starting up. Consider the use of a spotter when backing the equipment.
- Keep bystanders in the clear while operating the equipment. No one is allowed in a ditch while a backhoe is excavating.
- 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.
- Never attempt to lift loads in excess of the equipment capacity.
- Never allow anyone to get under the equipment or reach through the lift arms while the bucket is raised.
- 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.
- 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.
- To prevent upsets when operating on a slope, avoid using the full reach and swinging a loaded bucket to the downhill side.
- Always center and raise the boom before moving to a new location.

- 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.
- 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.
- 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.
- 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.
- 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

- Employees or other individuals shall not be carried in the bed for transportation purposes.
- Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.
- Check overhead clearances before raising the bed. Be aware of overhead electrical lines.
- Be sure hoist is not engaged before moving the truck.
- Loose material shall be covered to prevent blowing debris and spillage.
- Close windows during loading/unloading to control dust accumulation inside the cab.
- Operators of dump trucks must possess a valid Commercial Drivers License.
- Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.
- 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 the horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
- All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.
- Operators should maintain "three point of contact" with the equipment when entering or exiting the cab. This will allow the operators to regain their balance if a slip occurs.

TRACTOR & SHREDDER SAFETY

- The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with rollover protection.
- Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.
- 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.
- Use care when entering traffic areas, crossing railroad tracks, etc.
- Operators should maintain three point of contact with the equipment when entering or exiting. This will allow the operator to regain his/her balance if a slip occurs.
- 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.
- Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
- 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.
- Take sharp turns at low speed.
- 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, faceshields, 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.
- Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

LANDSCAPING & GROUNDS MAINTENANCE SAFETY

Power Lawn Mowers (Push, Riding, and Zero-Turn Radius)

Prior to use:

- Review the instruction/owner's manual, especially if you are unfamiliar with a particular piece of equipment.
- Ensure that all mowers are equipped with adequate and appropriate guards, which shall remain in place while the mower is in use, including rear shields, grass chute/deflector, and 'dead-man' controls.
- Any adjustments, inspections, or repairs, should be completed while the mower is at a complete stop. A spark plug wire shall be removed if necessary to prevent accidental starting.
- Fill the fuel tank outdoors. No smoking allowed while fueling.
- Walk the area to be mowed, carefully removing any debris including rocks, limbs, logs, or anything else the mower blades could throw while cutting.

Mower Operation

- Proper personal protective equipment shall be worn for the task being performed. Necessary personal protective equipment includes protective eyewear, faceshields, hearing protection, gloves, and work boots.
- Avoid directing the discharge opening toward other individuals or vehicles in the vicinity.
- When mowing on a slope or incline, it is safer to mow up and down the hill rather than across the face of the slope. Do not operate mowers on a slope greater than 15 degrees.
- Avoid wet slopes to prevent losing traction and tipping over.
- Keep the mower's movement steady and slow enough to adequately maintain control.
- Maintain a safe distance from drop-offs, water, and other hazards.
- Do not make rapid corrections or turns.

Chippers

- Proper protective eyewear and hearing protection shall 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.
- Chippers shall never be parked directly under the tree being trimmed.
- 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.
- Spectators shall never be allowed to stand near the machine while brush is fed into the chipper.
- Employees shall never place hands or other parts of the body into the brush chipper while the chipper is in operation.

- The battery cables shall be disconnected prior to performing any task that may potentially put you in contact with the cutting blades.
- Tools or other metallic objects shall not be used to push brush into the chipper.
- The ignition key shall be removed when the chipper is left unattended.
- Employees shall be familiar with emergency shut-off procedures and ensure that the emergency shut-off is operational prior to use.

Line Trimmers & Edgers

- Proper protective eyewear and hearing protection shall be worn by all employees near the chipper and other personal protective equipment may be necessary depending on the activity.
- Never install a blade on a trimmer or edger that was not specifically designed for that machine.
- Carefully trim around vehicles, doorways, parking lots, and other areas where others may be as flying debris may cause injury.
- Allow machines to properly cool down prior to re-fueling. Hot engine parts and mufflers may cause a fire should fuels be spilled on or in them.

POISONOUS PLANT AWARENESS

Poison Ivy, Oak, and Sumac are classified as *Toxicodendrons* as the substances found in the sap are collectively known as urushiols. Other related plants and/or plant products (fruits, leaves, etc.) also contain similar oils.

Poison Ivy usually has three broad, spoon-shaped leaflets, but can have more. It may grow as a climbing vine, a creeping vine, or as a bush or shrub, depending upon the surrounding terrain and locale. Leaves are generally 1.5 to 4.5 inches long and 1.5 to 4.5 inches wide and can be shallowly lobed or almost entirely serrated. Poison Ivy is very common throughout Texas, often found along river or creek beds, fencerows, roadsides, and edges of open fields.

Poison Oak has leaves that look generally like oak leaves with usually three, but sometimes up to seven leaflets per group can be anywhere from one to six feet tall. As with Poison Ivy, Poison Oak grows as both a vine and shrub; however, Poison Oak vines generally do not climb. Poison Oak is generally found in more arid, sunny locations.

Poison Sumac has seven to thirteen paired leaflets per leaf stem and the leaves have smooth edge and pointed tips. It is generally found in wooded, swampy areas such as creeks and wetland areas. It is also important to remember that these plants may take on different characteristics during the various seasons and in different locations throughout the country.

- Sensitivity to these plants can vary and some people who do not appear sensitive may develop a sensitivity on later exposures.
- Exposures to poison ivy, poison oak or sumac are greatest in the spring and summer months when the oil (urushiol) is most abundant.
- 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.
- 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. Barrier creams can provide even greater protection and should be used prior to work in affected areas.
- 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:
 - 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.
 - 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.
 - 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.

PAINTING SAFETY

- 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).
- Personal protective equipment, as recommended by the manufacturer, shall be used when applying the products.
- 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.
- Proper ventilation and/or adequate respiratory protection must be addressed before any application begins.
- Any flammable substances, such as paints, thinners, etc., must be stored in proper storage areas or in a UL listed metal storage cabinet.
- 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.
- 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.
- 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).
- All employees required to use respirators shall be included in the CITY OF WESLACO *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.
- Never have more than one day's supply of flammable substances outside of an approved storage area.
- Clean up all spills promptly and in accordance with the requirements on the Material Safety Data Sheet (MSDS).
- 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."
- 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.
- 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.

- 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).
- Personal protective equipment, as recommended by the manufacturer, shall be worn when applying the products.
- 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.

OFFICE SAFETY

- Employees shall walk cautiously up and down stairs and use handrails whenever possible.
- Caution shall be exercised when walking around blind corners.
- Desk drawers and file cabinets shall be kept closed when not in use.
- Only one drawer of a file cabinet shall be pulled out at a time.
- Boxes, chairs, buckets, etc. shall not be used in place of ladders.
- The floor shall be kept clear of tripping hazards such as telephone cords, electrical extension cords, paper cartons, etc.
- 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.
- Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.
- Hallways and aisles shall be kept clear of obstructions.
- All emergency exits, electrical panels, fire extinguishers, and emergency equipment shall be kept clear of all obstructions.
- 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.
- 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.
- Unsafe electrical cords, faulty equipment, or any other hazardous condition shall be reported and taken out of service until the repairs are completed.
- Broken glass and other sharp objects shall not be placed in wastepaper containers.

ERGONOMICS AWARENESS

Work Stations, Desks, and Counter-Tops

- 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.
- Sufficient leg room must be allowed for seated operators.
- 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.
- Adjust the height of the chair and/or keyboard so that the shoulder-elbow-arm angle is approximately 70-90 degrees.
- 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.
- 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. Operators should adjust positions frequently and get up and move around to help avoid fatigue.

Lighting, Noise and Heat

- Adequate but not excessive heat should be provided during cooler weather.
- Windows should be equipped with adjustable blinds.
- Use task lighting where extra illumination is required.
- 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.
- Whenever possible, isolate noisy machines and equipment in a remote location.
- Tailor work practices to prevent heat/cold-related disorders. Employees exposed to hot environments must know the appropriate medical steps to counteract life threatening situations such as hypothermia, heat stroke, heat exhaustion, and heat cramps.

AGGRESSIVE ANIMAL AWARENESS

- Any employees who are likely to encounter an aggressive animal during the performance of their normal duties, such as police officers, firefighters, meter readers, utility workers, etc. should be provided basic instructions to protect themselves.
- Call Animal Control immediately if you contact an aggressive animal.
- Clear the area of other people while waiting for Animal Control. Crowds may scare the animal and cause it to attack.
- Call for the animal's owner or handler.
- Do not run away unless you are certain of quickly reaching a place of safety.
- Back away slowly while continuing to speak in a firm, calm voice.
- Back against any available object to prevent an attack from the rear if more than one animal is present.
- 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.

WORKPLACE VIOLENCE AWARENESS

Recognition

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:

- Makes verbal threats on the job about getting “even” with co-workers or with your employer for disciplinary action or dismissal.
- Regularly threatens or intimidates others
- Claims people are out to get him or her
- Talks a lot about weapons
- Holds grudges
- Blames others for problems or setbacks
- Gets angry very easily and often
- Is defensive when criticized

Reporting

Report the following situations, events, or behaviors to your supervisor:

- A customer that becomes unusually angry with you because of perceived slow service, perceived poor conduct quality or lack of information
- A customer who talks abusively when making a telephone complaint
- A customer who threatens you or co-workers.

Respond

Respond effectively to a threatening or violent situation:

- Take all threats seriously
- Stay calm and be polite, look the person in the eye and do not argue or threaten
- Address each customer with a friendly greeting when you are on the phone or meeting the customer in person
- Be courteous at all times
- Notify the police if you are frightened-or use a warning signal to alert co-workers
- Ask your employer for training to help you deal with the public.

Protect

Protect yourself and co-workers on the job:

- Keep security and police department numbers near your phone.
- Know how to use an alarm or alert staff to possible danger.
- Develop a danger signal you can use to alert others to possible danger.
- Meet visitors in the lobby and escort them to your work area.
- Report any unusual packages to appropriate personnel, do not open suspicious packages.
- Lock purses and personal belongings in a desk or locker.
- Report signs of a break-in and missing items immediately.

Security

Follow security policies and procedures:

- Keep locked door locked, do not prop them open.
- Wear name tags or badges when required.
- Do not share access cards or entry codes.
- Do not allow non-employees (including ex-employees) to avoid sign-in and other visitor entry procedures.

- Do not engage in fistfights or other aggressive behavior at work.
- Do not bring a weapon to work.
- Do not drink or use drugs at work, or work under the influence.
- Report all threats and security violations.

After-Hours Work

Take special precautions when working late or alone.

- Inform someone that you are working late.
- If possible, relocate your vehicle closer to the building.
- Advise the Police Department that you are working late and request a close patrol or escort when you leave.
- Lock the door to your work area if you are alone.
- Work near a phone.
- Work with lights on.
- Avoid using dark stairways or halls.
- If working with others, try to leave and walk to transportation together.
- Have your car keys ready as you leave the building.
- Check under and inside your car before unlocking it.
- Lock your car as soon as you are seated in it.
- Walk confidently and quickly to show that you know where you are going and what you are doing.
- Try to run away from an attacker if possible.
- Yell if you are being attacked to alert others.
- Give an attacker money or jewelry on demand.

INDOOR AIR QUALITY

Regular and thorough cleaning is important to ensure good indoor air quality. Unsanitary conditions attract insects and vermin leading to possible indoor air quality (IAQ) problems from animals, insects, allergens or pesticide use. The presence of dirt, moisture, and warmth also stimulates the growth of molds and other microbiological contaminants. While janitors or custodians typically clean administrative offices, you can also play an important role in promoting and maintaining workplace cleanliness. The following items should be considered to ensure proper air quality in your work environment.

General Items

- Make sure that the office is dusted and vacuumed thoroughly and regularly.
- Make sure trash is removed daily.
- Make sure that food is not kept in offices overnight.
- Look for signs of pests.

Spills and Drain Traps

- Clean up spills on carpets involving liquid immediately.
- Make sure to pour water down drain traps periodically to minimize possibility of backups and the potential to allow sewer gases in rooms.

Moisture

- Excess moisture is the result of condensation on cold surfaces, leaking or spilled liquids, or excess humidity in the air.
- Periodically check for condensates on cold surfaces such as window glass, sills or frames, and air-condition vents. A routine maintenance program would help identify potential issues before they escalate into long-term problems.
- Seasonally inspect and repair leaking roofs to prevent water from entering the building.
- Check crawl spaces for standing water.
- Drain, clean, and decontaminate drip pans, cooling towers, room air conditioners, humidifiers, and dehumidifiers on a regular basis according to manufacturer's specifications.
- Replace water-damaged carpets, furnishings, ceiling tiles or building materials as necessary.

Temperature and Humidity

- Generally, temperature should range between 72-76 degrees Fahrenheit to ensure adequate comfort factors in the workplace.
- Humidity levels should range between 30% to 60%.

Local Exhaust Ventilation

- Local exhaust fans are recommended to prevent air pollutants from accumulating and spreading beyond the local area or room where pollutants are generated. Areas where exhaust ventilation should be considered will include smoking areas, kitchens, and break-rooms.

Air Exchange Ventilation

- Have the heating, ventilating and air conditioning system inspected on a regular basis.
- Ensure that the ventilation system is working correctly to allow indoor air to be exhausted outside and outside air is drawn into the building.
- Make sure to periodically check unit ventilators, air supply, and return vents to ensure that they are working properly. To confirm that the air is flowing into the room from the air supply vents:
 - Hold a tissue or strips of lightweight plastic near the supply vents. If air is flowing, the plastic or tissue will flutter away from the supply vent.
 - Make sure that the airflow is not diverted or obstructed by objects.

Printing and Duplicating Equipment

- Printing and duplicating equipment can generate indoor air pollutants. Common types of equipment found in the workplace include photocopiers and computer laser printers. To reduce indoor air quality concerns with this type of equipment:
 - Make sure the equipment is located in a ventilated area.
 - Have safety equipment available such as dust mask, respirator, gloves, and eye protection to minimize contact.
 - Provide routine maintenance for equipment to ensure that is operating correctly.

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APPENDIX- FORMS

(See Excel Workbook)