CARROLLTON
TEXAS

EMPLOYEE SAFETY RULES

These Employee Safety Rules have been drawn up by Risk Management with the help of the Risk Advisory Committee (RAC) in order to provide a clear understanding of what is meant by 'safety' in our City workplace. These safety rules are meant to be City-wide general safety procedures which apply to all employees and positions. These Safety Rules do not prohibit a department from issuing more detailed or specific safety rules to cover special circumstances or types of work.

FIRE EXTINGUISHER AWARENESS

18.1 Employees shall be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work area.

18.2 Fire extinguishers should be "wall-mounted" in an easily accessible location not more than five feet above floor level. If an extinguisher cannot be easily seen, a sign indicating the extinguisher's location should also be posted. Except for actual use or inspection purposes, employees shall not move or remove such equipment without proper authority.

18.3 Fire extinguishers shall not be blocked or hidden behind material or machines.

18.4 Fire extinguishers shall be visually inspected at least once a month and service inspected annually.

18.5 Employees shall know the classes of fires and the proper extinguishing agent to be used. Employees shall be trained on the primary fire exposures in their immediate work area.

18.6 Class A-for fires in paper, wood, or cloth
Class B-for flammable liquid fires
Class C-for electrical fires
Class D-for combustible metal fires

A multi-purpose "ABC" fire extinguisher will extinguish most types of fires. Remember how to operate most extinguishers:

PULL	the pin.
AIM	at the base of the fire.
SQUEEZE	the handle.
SWEEP	from side to side.

WORK ZONE SAFETY

19.1 See Texas Manual of Uniform Traffic Control Devices (Texas MUTCD) for reference.

*** All employees subject to using traffic control devices will be required to attend the annual TEEX Workzone Traffic Control and Flagger Training classes.**

17.29 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.

17.30 Rubbish and unused clothing shall not be allowed to accumulate in lockers.

17.31 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.

17.32 Batteries shall be stored in a well-ventilated area protected from sparks or open flames.

17.33 All personnel will practice good housekeeping. Scrap material will be disposed of properly and the work area should be free of any loose material.

Smoking

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

I certify that I have received the Employee Safety Rules handbook. I acknowledge that to ensure a safe and healthful workplace, it is my responsibility to read, understand and comply with the procedures established by the City of Carrollton. I understand the safety rules, in this handbook, are meant to be City-wide general safety procedures which apply to all employees and positions. I also understand these safety rules do not prohibit a department from issuing more detailed or specific safety procedures to cover special circumstances or types of work.

Name: _____

Employee #: _____

Department: _____

Date: _____

Please return this signed page to your supervisor.

Flammable Material

17.16 Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.

17.17 All flammable materials shall be stored in a location that will not endanger life or property.

17.18 **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”.

17.19 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.

17.20 Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.

17.21 All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in Underwriters Laboratories (UL) approved, properly labeled (yellow letters) red safety cans.

17.22 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.

17.23 Strict adherence shall be paid to “No Smoking” and “Stop your Motor” signs at fuel dispensing locations.

Housekeeping

17.24 Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall be kept clean and orderly at all times.

17.25 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.

17.26 Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

17.27 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.

17.28 Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.

MATERIAL HANDLING & BACK SAFETY

17.1 Before starting to lift or carry, check to ensure that the walkway is clear of all obstacles. Cautiously test the object to check its weight and center of gravity.

17.2 Before lifting, face the object and get as close as you can with feet slightly apart. Remember; bend at your knees not at your waist.

17.3 Use your legs to bring you to a standing position. Make the lift smooth and under control.

17.4 When carrying an object, grip it firmly and hold it as close to your body as possible.

17.5 Do not twist your body when lifting or setting an object down.

17.6 If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment or other types of assisted lifting devices.

17.7 When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.

17.8 When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.

17.9 Material shall not be thrown from place to place or person to person.

17.10 A safety line or tag line should be attached to help control loads as they are lifted to elevated work areas.

Bins and Shelves

17.11 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.

17.12 Bins or shelves shall never be used as ladders.

17.13 Materials shall not be stored on the floor, in front of shelving.

Stacking Material

17.14 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.

17.15 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.

MANAGEMENT STATEMENT ON SAFETY

Dear Employee:

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

The responsibility for safety resides within each of us. We are each challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of our safety 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.

_____

City Manager

_____

Date

BLOODBORNE PATHOGEN SAFETY

16.1 Due to potential hazards associated with bloodborne pathogens that cause diseases such as hepatitis and AIDS, care shall be taken to eliminate contact with blood and body fluids.

16.2 Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.

16.3 Preventative immunizations and vaccinations shall be offered to affected employees as required by Texas Civil Statutes.

16.4 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.

16.5 Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering first aid.

16.6 Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.

16.7 Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, or contact with blood or potentially infectious materials.

16.8 Infectious waste shall be placed in closable, leak-proof containers with proper labels and must be disposed of in a proper manner. Any used needles, syringes, etc. should be placed in an approved "sharps" container that will prevent accidental contact with the sharp edge.

(shield). The division supervisor shall plan the day's work in advance so that any worksite that will require work below 5 feet will routinely have a trench box (trench shield) at the site at the start of the work.

C. **SHORING/BRACING**. It is recognized that some trenches will be located where sloping is impossible and where a trench box shield cannot be used due to the nature of the trench. In this event the trench must be shored up to prevent possible cave-in. The OSHA standards state that a qualified person will be responsible for the design and maintenance of the support system. This person (the supervisor if present at the construction site, or the crewleader in the supervisor's absence and while working within the scope of his or her duties) will supervise the construction of the shoring method. Only when the support system is in place to that person's satisfaction will an employee be allowed to work on the repair problem. This shoring may be accomplished in several ways. The use of a mechanical jack or hydraulic jack as a brace between sheeting is an effective method of shoring when done property. The departments may continue to use lumber as sheeting and braces as they have done in the past however this method will not be as cost effective in the long run and would usually be used as a last resort when other methods are unavailable. Angle iron driven vertically into the soil will not be considered safe trench construction unless it is tied down according to OSHA guidelines.

15.16. **WHEN TO ENTER/OCCUPY A TRENCH.** Workers may enter a trench only after the trench has been properly protected, and the crewleader or supervisor has inspected the trench and authorized worker entry into the trench.

A. At least one employee will stay outside of the trench while it is occupied. This employee will observe the trench walls for dirt movement and signs of possible trench cave-in.

B. Motorized equipment shall not be driven immediately next to the trench site while the trench is occupied by a worker.

15.17 **DISPUTE RESOLUTION PROCESS.** A worker has the right to request an inspection of a trench by the department manager or Risk Management representative, if he/she feels the trench is unsafe or improperly protected. It is the workers responsibility to attempt to resolve trench construction concerns with the crewleader or supervisor on-site prior to requesting the trench inspection mentioned above.

15.18 No City employee shall enter a contractor trench until it has been inspected by a crewleader or supervisor, who has authorized safe entry based on proper trench protection.

15.19 Hard hats shall be worn while in any trench of five foot (5 ft.) in depth or greater. Supervisors may require the use of other personal protective equipment as deemed necessary.

15.20 A ladder for escape must be in place in any trench four feet (4 ft.) deep or deeper prior to a worker entering the trench.

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15.10 Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.

15.11 Excavations subject to run-off from heavy rains shall require an inspection by a competent person.

15.12 Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.

15.13 Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.

15.14 Each work crew will have at least one worker who will be thoroughly trained in proper and safe trenching procedures. This leadworker will make the decisions necessary to implement the supervisor's instructions on how to safely construct the specific trench. All employees are to receive trench construction safety training. It is recognized that each trench will differ in some respects. It is important that only one person on a work crew be designated the responsible person for follow through on proper trench construction so as to avoid confusion at the worksite. Crew leaders or other designated employees shall train new employees in trench safety.

15.15 Any trench with a floor or bottom at or below five (5) feet in depth from the surface must adhere to one of the three following trench construction methods if the trench is to be considered legal:

(The Crew Leader or Lead Worker will select the appropriate following methods to use.)

A. **SLOPING**. When sufficient working area is available the recommended practice will be to slope the top back to a distance set by the OSHA, Part 9, Excavation, Trenching, and Shoring standards In most types of soil conditions this will call for a 1 to 1 slope (i.e. 6 feet down requires 6 feet of a slope). Where conditions around or in the trench site make sloping back impractical other methods shall be considered.

B. **TRENCH SHIELDS**. If sloping back is not acceptable in a trenching operation and the trench is deeper than 5 feet the second method of protection preferred will be the use of a trench box. It is recommended that the trench box shield be approximately (a minimum of) 4'x6'x4' deep and be light enough to be lifted into place by a standard type of backhoe. (Multiple trench shields shall be used as trench depth and length dictates, either stacked or end-to-end.)

The trench box (trench shield) shall be constructed so that it can be carried in a dump truck to the worksite and have a cable system to allow for easy lifting into place by a backhoe. When digging a repair trench which requires a trench box (trench shield), the box or shield must be in place before any worker is allowed into the trench. Any department that is involved in trench digging shall have at least one trench box (trench shield) and enough trench boxes (trench shields) to satisfy the demands of that department. This may require the division to build such a box (shield) with specific attention being paid to the resultant weight of the box

TRENCH CONSTRUCTION

The proposed guidelines which will apply to any excavation done by City employees will be as follows:

15.1 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.

15.2 When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.

15.3 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.

15.4 Employees exposed to vehicular traffic shall wear "high visibility" vests or clothing.

15.5 A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees. Ladders must extend 3 feet above the surface and be tied off if necessary.

15.6 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.

15.7 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.

15.8 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.

15.9 Employees shall not work in excavations where there is water accumulated or in an excavation where there is water 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.

SAFETY EQUIPMENT

1.1 It is the City's intent to provide at City expense all necessary personal protective equipment required in performing routine operations. These items are purchased through departmental budgets. Those items include, but are not limited to:

Personal Protective Equipment
Safety Shoes/Boots
Hard Hats
Rain gear
Gloves
Protective headgear
Goggles/Safety glasses
Hearing Protection
Safety Vests
Welding Clothing and Shields
SCBA
Special Application Tools
Protective Clothing
Full Body Harness
Air Monitoring Equipment

1.2 Supervisory personnel, in consultation with Risk Management, shall determine which of the above listed items of personal protective equipment are to be issued to City personnel.

1.3 Requests for equipment not immediately available shall be directed to the Supervisor. Failure to use personal protective equipment which is available is the employee's responsibility and will be cause for disciplinary action.

Additional Safety Equipment

1.4 Other protective equipment is provided in order to protect employees from unnecessary risk exposures. These include barricades, cones, warning signs, warning lights, and many other specialty items. Consult with a Supervisor or the Risk Manager for more information.

PERSONAL PROTECTIVE EQUIPMENT

2.1 The following safety rules are established. These rules do not preclude a department or division from establishing and enforcing more stringent safety rules.

2.2 When safety equipment provided by the City is lost or damaged as determined by the department, and it is evident that the employee failed to exercise reasonable care to guard against loss or damage, the supervisor shall replace such equipment and this will be cause for disciplinary action.

2.3 Personal Protective Equipment shall be funded by departmental budgets.

Hard Hats

2.4 A hard hat is a personal item and shall be for the individual and exclusive use of the person to whom it is issued.

2.5 Hard hats shall be worn where a hazard exists from falling, flying objects or from other harmful contacts or exposure.

2.6 Hard hats shall be worn by any personnel who enters sites where hard hats are required.

2.7 All personnel engaged in climbing tasks, trenching and shoring, or working from aerial lifts shall wear hard hats.

2.8 The construction and shape of hard hats shall not be altered in any manner.

2.9 Risk Management may grant exceptions to the use of hard hats upon requests from department/division heads. These exceptions must be granted in writing.

Face and Eye Protection

(Also refer to specific Safety Rule 4 on Safety Glasses)

2.10 Face and eye protection shall be provided for any task where there is a probability that injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. The supervisor can require eye protection be worn at any time.

2.11 A face or eye protector, if issued to a particular person, shall be for the individual and exclusive use of the person to whom it is issued

Hearing Protection

2.12 **Permissible Exposure Chart**

Level Measured in Decibels (dBA)	Hours of Exposure Allowed
90	8
92	6
95	4
100	2
105	1
110	1/2
115	1/5

LADDER SAFETY

Ladders are common equipment, yet ladder-related falls remain a leading cause of serious and sometimes fatal injury. Makeshift ladders, using ladders incorrectly, and using the wrong ladder for a particular job are the most common causes of falls. Guidelines for safe use of ladders on the job are set forth for City employees as follows:

Only OSHA approved ladders are considered acceptable for City use. (Use as heavy duty as possible.)

14.1 Check all ladders regularly for damage or serviceability. If a ladder is damaged or unusable, take it out of service and mark the ladder with a tag or other marking with the words: “DO NOT USE”.

14.2 Do not stand on furniture or other objects to create a makeshift ladder. Use an appropriate style and size ladder for the specific task.

14.3 Make sure a portable ladder has firm, stable footing. Never place the feet of a ladder on top of boxes, barrels, etc. to reach higher levels. Whenever possible, have another person steady the base of the ladder, or tie it off to something stationary.

14.4 **Aluminum ladders are excellent conductors of electricity, so avoid touching any overhead wires.** In general, do not use aluminum ladders for work around high voltage electricity. Instead, use a properly-rated wood or fiberglass ladder.

14.5 **Use the 1 to 4 rule when determining the angle of the ladder.** Set the base of the ladder one foot away from the wall for every four feet of ladder height. For example a 10 foot ladder would be placed so that the base is 2 1/2 feet away from the wall.

14.6 Portable ladders used for access to an upper landing surface must extend a minimum of three feet above the landing surface.

14.7 When a ladder is intended for extended periods of climbing in the same location, attempts shall be made to secure the top and bottom of the ladder by lashing them to stationary objects.

14.8 Ensure that all extension ladders have suitable slip-resistant feet prior to use. This is not a substitute for proper placement and securing of a ladder.

14.9 **The greatest danger in using ladders is the tendency of the user to overreach.** Watch your body’s center of balance, which is a line running down the center of your body.

To ensure your balance, never let your belly button or belt bucket lean outside of either ladder side rail.

14.10 Carry tools with belt attachments, or pull them up to the top of a ladder with a rope and bucket.

14.11 **Never stand on the top two rungs on a ladder.**

SAFETY EQUIPMENT IN VEHICLES

Scope

13.1 Certain safety equipment is needed in select City vehicles in case of emergency or if a work situation warrants. Categories of safety equipment include the following items: triangles, flares, blankets, fire extinguisher, safety vests, first aid kits, and flashlights.

Vehicle Categories

13.2 Each of the following categories of vehicles shall carry the indicated safety equipment:

Categories	Equipment
Automobile (non-pursuit) (Supervisors/Lead Workers only)	Reflective triangles/ traffic cones, safety vests/shirts, first aid kits and fire extinguisher
Police Automobile (pursuit)	Flares, safety vests, blanket, first Aid kit, fire extinguisher, and flashlight
½ ton – ¾ ton truck (Supervisor/Lead worker only)	Reflective triangles/ traffic cones, safety vests/shirts, first aid kits, and fire extinguisher
10,000 – 11,000 GVWR truck	Reflective triangles, safety vests/ shirts
11,001 – 20,000 GVWR truck	Reflective triangles, safety vests/ shirts
20,001 – and up GVWR truck	Reflective triangles, safety vests/ shirts
Off Road Heavy Equipment/Trucks	Reflective triangles, safety vests/ shirts
Fire Engines/Trucks	Flares, safety vests, blanket, first aid kit, flashlight, fire extinguisher

Storage of Safety Equipment

13.3 Safety equipment shall be stored in a safe and secure position on the vehicle. Safety equipment shall be maintained in a serviceable condition, ready to use in an emergency or routine situation.

2.13 When equipment, machinery, or tools exceed the above guidelines, personnel while using such equipment, machinery, or tools shall wear hearing protection.

2.14 When a work task, operation or area is identified as producing greater than the above guideline, all employees experiencing that exposure shall be required to wear hearing protection.

2.15 Ear protection shall consist of ear muffs, or ear plugs. The type of hearing protection most acceptable to employees will be provided whenever possible, so long as it achieves sufficient reduction of noise exposure.

Foot Protection

(Also refer to specific Safety Rule 3 on Safety Shoes)

2.16 All employees engaged in outdoor public service and maintenance activities and employees working inside buildings in such tasks as custodial, maintenance, repair shop, plant operation, and laboratory activities, are expected to wear substantial shoes which provide adequate support and stability for all environments in which they will work. Acceptable modifications of this rule are those cases in which safety toe shoes, rubber boots, and other specialized footwear are appropriate for a particular environment. Any variation to these safety shoe rules shall be put in written form and approved by Risk Management.

2.17 City employees assigned to tasks which involve construction, custodial, maintenance, repair, manual handling or storage of equipment, materials and heavy tools, and who are exposed to potential foot injury if such equipment, materials and tools are propped and falls, shall wear safety toe footwear on the job.

2.18 Metatarsal guards or toe caps shall be worn by employees engaged in grass cutting activities if they do not have approved safety shoes to wear.

2.19 Management at all levels of supervisory responsibility shall be alert to a need for encouraging employees to wear safety toe footwear in other work assignments not described in the preceding paragraphs when it is determined that a potential for foot injury exists.

Respiratory Protection

Respiratory equipment provides a self-contained safe breathing environment. Dust masks, filters, and screens are not considered respiratory equipment for the purposes of these Respiratory Protection safety rules.

2.20 Training shall be provided to all employees whose work assignments may involve exposure to atmospheres containing noxious or toxic substances or oxygen deficiency and about the properties of such atmospheres. Supervisors and employees shall learn about these potential hazards, the circumstances under which these hazards may exist, the proper method of testing for hazardous atmospheres and the proper type of protective breathing apparatus. Employees shall be instructed at least annually in these safety procedures. New employees should receive the initial instruction as soon as possible after hire.

2.21 A **S**elf-**C**ontained **B**reathing **A**pparatus shall be kept available near work environments involving the possibility of exposure to harmful atmospheres. The apparatus shall be kept sterile and used only for the protective function intended.

2.22 Each time respiratory equipment (SCBA) is used, a written report will be made to a department supervisor of the reason for its use and amount of time it was in use.

2.23 Approved respirators shall be worn in the following instances:

A. When soldering/welding a brass, bronze, or galvanized iron in confined areas where ventilation is limited. When welding metal equipment that has been painted or coated with synthetic preservatives or other surface preparations, and adequate measures to capture and exhaust toxic or noxious contaminants from the work site atmosphere are not available.

B. When entering manholes, sewers, vaults, boilers, or other confined spaces, whether tests indicate the presence of noxious atmosphere after attempts to purge and ventilate them.

C. When determined by the supervisor to be advisable due to the known or suspected presence of hazardous substances or lack of oxygen in the environment concerned.

Safety Vests/ Shirts/ Jackets

2.24 Risk Management will determine the acceptableness of types of safety vests, shirts, and/or jackets for various work and these vests will be stocked in the City warehouse for issuance to department personnel. Risk Management requires that all vests, shirts, and/or jackets must meet the Texas MUTCD standard. All retroflective clothing must be ANSI 107, Class 2 or 3 approved.

2.25 Safety vests, shirts, and/or jackets shall be worn by a City employee who:

A. is involved with work that requires him/her to be off the curbline onto the street.

B. is involved with work in traffic even if there is no curbline.

2.26 Firefighters shall wear safety vest when in vehicular traffic or off the curbline except when responding to emergencies.

2.27 Uniformed police officers shall wear safety vests when directing vehicular traffic.

2.28 Merely crossing the street, getting out of a vehicle and walking to the curbline, and/or placing a notice/ticket on a vehicle does not require the use of safety vests.

2.29 Working on or at a vehicle located in the street requires the wearing of a safety vest/ shirt if the employee is standing in the street or is frequently getting onto and off a vehicle and standing in the street.

12.5 Sequence of Events to Restore Machine or Equipment to Normal Operations

A. 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.

B. Check the work area to ensure that all employees have been safely positioned or removed from the area.

C. Verify that the controls are in the “neutral” position.

D. Remove the lockout and/or tagout devices and reenergize the machine or equipment.

E. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

F. Return or file used lockout and/or tagout devices.

12.6 Employee Training Requirements

A. 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.

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

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

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

Employee Responsibilities

12.2 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.

12.3 Preparations for Lockout/Tagout

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

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

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

12.4 Sequence of Events to Implement Lockout/Tagout

A. 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 serving or maintenance.

B. The authorized employee should refer to the organization's written procedures to identify the type and magnitude of the energy that the machine or equipment utilizes. After identifying the type of energy source, the authorized employee should assure that he/she understands the hazards of the energy source and knows the methods to control the energy source.

C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

D. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

E. Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent operation of the energy isolating device(s).

F. 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.

G. To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps: (a) Check to make sure that no personnel are exposed to possible hazards; (b) Verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate; and (c) Return the operating control(s) to the "neutral" or "off" position after verifying the isolation of the equipment.

H. The equipment or machine should now be locked out.

Seatbelts

Seatbelt use is the law. State Law requires all drivers and front seat passengers to wear properly adjusted and fastened safety belts. Because of the lack of several special definitions in the state law, the City establishes the following additional safety rules to assure the appropriate use of seatbelts by employees and invited guests/passengers in City vehicles.

2.30 Cars and passenger vehicles - seatbelt use in both front and rear seats is required.

2.31 Trucks - While in transit, seatbelt use is required. While performing stop and start service work, seatbelt use is not required.

2.32 All other equipment with seatbelts - Seatbelt use is required while in transit but not mandatory at a particular job site.

2.33 The preferred method of riding on a fire engine/truck is in a cab seat or jump seat with a seatbelt.

2.34 Firefighters shall not ride either on tailboards or in the cabs or jump seats without belt restraints.

2.35 The proper restraint in a jump seat is the seatbelt. Door chains/belts are not considered replacements for seatbelts.

Employees should never ride in the cargo area of a truck

Radio Headphones

2.36 Radio headphones shall not be considered a personal protective device. The use of radio headphones outside of a building or facility, is prohibited by any City employee while on City time, unless required by supervisor in the performance of the job. This rule applies to commercial radio station type headphones and not to communications type headphones or sound abatement headphones.

SAFETY SHOES

Scope

3.1 City employees who perform construction maintenance or repair duties in the following departments or divisions shall be included under this guideline. (This includes engineers and inspectors who spend the majority of their work week in construction or other hazardous environments):

Water Utilities
Parks Maintenance
Streets / Drainage
Fire
Emergency Medical Services
Inspections (Building and Engineering)
Traffic Operations
Facility Services
Fleet Service
Specific positions as the job requirement may dictate as determined by the Risk Manager

Procedure

3.2 The safety shoe program is mandatory for all field and field supervisory personnel in the above-listed departments. Exceptions may be granted by the Risk Manager in consultation with the department/division head.

3.3 Only shoes marked with the ANSI Z41.1-75 approval or better shall be accepted. Employees shall obtain safety shoes through the City approved vendor. Employees who elect to provide their own safety shoes at their own expense must assure the Risk Management Office that these shoes have the ANSI Z41.1-75 certification. Shoe approval shall be made based upon material, construction, and sole configuration and verification of the ANSI certification.

3.4 The approved shoe vendor shall provide local service to City employees, either through the use of a shoemobile or through a local store. The safety boot program is coordinated by the Accounting Department by providing boot vouchers to employees. Contact the Accounting Department for their boot voucher procedures.

3.5 Designated employees are entitled to safety shoes on an as-needed basis.

3.6 An employee issued safety shoes/boots during his/her six month probation period and who leaves the City prior to the end of the probationary period, shall reimburse the City at the following rate. The City is authorized to deduct this amount from the employee's final paycheck:

After 1 month	-	¾ City cost
After 3 months	-	½ City cost
After 5 months	-	1/3 City cost

LOCKOUT/TAGOUT PROCEDURES

Scope

12.1 Lockout/Tagout procedures ensure that machines and electricity remain temporarily "off". There is a possibility that a machine will suddenly start up if a lockout/tagout system is not used. A person could get cut, hit, or crushed when a machine starts while it is being serviced or maintained. There is a serious danger of electrocution or release of hazardous chemicals.

To prevent start ups, you need to identify a machine's power source: electricity, stored electricity (such as in a capacitor), stored pressure (such as compressed air), stored mechanical energy (such as in a coiled spring) or gravity.

This lockout/tagout procedure establishes minimum performance requirements for the control of hazardous energy.

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. This does not offer the physical protection of lockout.

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

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

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

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

B. Another person is available to be stationed outside to handle the line and assist.

C. A self-contained breathing apparatus has been donned, checked out and lifeline attached.

D. Upon entering, the employee may not remove his/her air supply mask for any reason.

E. Rescue apparatus is considered to be:
- Tripod
- Lifeline and harness
- Self-Contained Breathing Apparatus
- Air testing unit
- Flashlight/portable radio

11.22 Upon exiting a confined space, notify your supervisor that work is complete. If re-entry is necessary, start the testing process over from the start and notify your supervisor about continued work in the confined space.

11.23 All employees required to enter a confined or enclosed space shall be equipped with a body harness and lifeline monitored by a properly trained attendant. Other personal protective equipment and rescue devices may also be required depending on the situation.

11.24 Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.

11.25 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.

11.26 Necessary rescue personnel and equipment shall be available in the event of an emergency.

11.27 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.

SAFETY GLASSES AND EYE PROTECTION

4.1 Face and eye protection shall be provided for any task where there is a probability that injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. Safety glasses should be ANSI Z87.1 approved.

4.2 Safety goggles or safety glasses with temple shields shall be worn when:

A. Working with grinding, cutting, milling and drilling power tools.

B. Using impact tools, compressed air tools, and power actuated tools.

C. Operating metal working and wood working machinery, both fixed and portable.

D. Working with or pouring hot metal joints or hot metal castings or bearings.

E. Cleaning dust or dirt from vehicles and machinery while using compressed air. **(Never use compressed air to clean off an employee's clothes.)**

F. Washing vehicle parts or other materials with soaps or solvents.

G. Soldering.

H. When using chisel and jack hammer.

I. When using solvents and solutions that can harm eyes.

J. In the vicinity of any of the above.

4.3 A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, mists, or gases.

4.4 Spectacle type safety glasses shall be worn when performing switching operations or activating high voltage circuits where arcs may occur.

4.5 A face shield with the proper filter lens, welder's lens, or welder's goggles shall be worn in all welding and cutting operations.

4.6 While electric arc welding, a welder's helmet with proper filter lens shall be worn.

4.7 Portable welding screens shall be used to protect others in the vicinity whenever a potentially hazardous exposure exists.

4.8 Helpers and observers shall wear safety glasses, goggles, or hand-held shields with the proper filter lenses.

4.9 While gas welding and cutting, welder's goggles with the proper filter lenses shall be worn.

4.10 Risk Management, with input from departments, shall select the types and styles of eye safety protection to be provided by the City to its employees.

4.11 Visitors to City work sites where eye safety protection is required shall also be required to wear such protection.

4.12 Eye safety protection shall be worn during weedeating/ brushcutting and while mowing.

FIRST AID & MEDICAL CARE

5.1 First aid training is made available to City employees through City organized safety training classes in the form of:

- First Aid
- Cardio-Pulmonary Resuscitation (CPR)

5.2 First aid kits shall be maintained in stationary facilities where people regularly work. At the discretion of the department or division head, first aid kits may also be placed in motor vehicles.

5.3 The City shall purchase standard first aid kits and supplies for all stationary facility kits. Risk Management will prepare an itemized list of contents for the first aid kits.

5.4 First aid kits will be checked monthly by the department for completeness and restocked as required. Quarterly, Risk Management will verify that monthly checks of kits are being performed.

5.5 Source of first aid treatment shall be as follows:

A. Minor cases, such as cuts, scratches, abrasions and minor burns may be treated (cleaned and dressed) on site, by a person trained in first aid.

B. Moderately severe injury cases include lacerations, burns, abrasions that may require sutures, more elaborate dressing or other professional attention shall be treated by a physician or clinic.

C. Severe cases including probable or obvious fractures, hemorrhaging, possible internal injuries and/or shock should be treated in a hospital emergency room nearest the site of the injury. In severe cases an ambulance may be needed.

5.6 All employee injuries shall be reported to the Risk Management Office using the standard Employee On-The-Job Injury/Illness Report. Severe/ life-threatening injuries shall be reported to the Risk Management Office immediately by phone.

5.7 To obtain an EMS unit call 911* from City phones and pay phones

5.8 To obtain the fire rescue squad in case of entrapment in a vehicle or machinery, electrocution, drowning etc., call 911* from City phones and pay phones.

***NOTE:** When calling from inside City facilities, Police Dispatch does not see a **calling address** on their telephone consoles.

5.9 When calling Police/Fire Dispatch:

a. Identify yourself.

b. State nature of victim's injury.

c. Give the victim's exact location

d. Stay on the phone until police or fire personnel dismiss you.

5.10 Supervisors or lead personnel are responsible to insure that proper first aid or medical treatment is provided and that an Employee On-The-Job Injury/Illness Report is completed and filed with Risk Management.

11.15 If tests do not indicate a combustible atmosphere, but do indicate a non-respirable atmosphere, ventilate thoroughly and then test again. If after a reasonable period of ventilation, the atmosphere is still not respirable (breathable), do not enter and report this condition to your supervisor.

11.16 If a test shows the presence of a non-respirable atmosphere, and if prior to ventilation it is necessary to enter, a person trained in the use of protective equipment shall be provided with a self-contained breathing apparatus, before entering the confined space. Canister type breathing apparatus for entry into toxic or low oxygen atmosphere in confined spaces is **prohibited**.

11.17 All employees who may be required to wear self-contained breathing equipment for entry to a toxic or oxygen-deficient atmosphere shall receive annual training on the use of this equipment. These employees shall maintain hair and beard length that allows proper facial seal when using this equipment.

11.18 If an employee enters a dangerous atmosphere equipped with a self-contained breathing apparatus, standby personnel must be present on the surface. Standby personnel must have suitable rescue equipment. Communication shall be maintained between all persons present.

11.19 When employees inspect storm sewers, sanitary sewers, or water mains by walking through them, the following procedures shall apply:

A One manhole ahead of the segment to be inspected shall be opened, unless a portable radio is in use. Explosion proof radios should be used whenever possible.

B At least one employee shall remain on the surface and walk the same route.

C Employees walking the pipes shall report to the employee on the surface at each manhole or via portable radio.

D Tests for combustible and non-respirable atmosphere shall be made. A portable blower should be put in operation for ventilation when practical. The air flow of natural ventilation should be determined and the blower so located as to introduce a flow of air in the same direction as the natural air flow.

E All persons in the pipe shall be equipped with a self- contained breathing apparatus. At least one gas testing monitor shall be continuously monitoring the atmosphere for oxygen deficiency. The workers shall also test for combustible atmosphere while remaining in the confined space.

11.20 If a monitor does not test for "toxic gas" and a worker in any confined space smells hydrogen sulfide, a rotten egg odor, they should immediately exit the confined space until testing for hydrogen sulfide can be done. This gas, while having a noticeable odor, does deaden the sense of smell in higher concentrations and can cause a false sense of security which could be fatal.

11.21 In an emergency situation where one or more workers are trapped in a confined space, the employee on the surface shall not enter the confined space to attempt a rescue until:

A. Contacting "911" has been completed or delegated to a responsible individual.

11.9 Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined or enclosed space that may contain flammable or explosive gases or vapors until the space has been properly cleared. Monitoring shall be continuous during any hot work activities.

11.10 If a hazard-increasing work activity is to take place in a confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.

11.11 Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned. Visually inspect ladders, steps and walls for unusual conditions prior to entry and while occupying the confined space. Only one person shall enter a confined space at one time without supervisor's approval. If the instrument gives warning of either a drop in oxygen content, or presence of combustible atmosphere, immediate exit from the confined space is mandatory.

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

11.13 If a test indicates a combustible atmosphere and it is possible that a gas line leak is the cause, leave the confined space, post appropriate warning against the introduction of any ignition sources, contact the Pump Station and ask that TXU Gas be sent to your location immediately.

A. Do not ventilate until after the gas company has obtained samples of the atmosphere.

B. If the combustible is natural gas, make no attempt to enter the confined space until the source of the gas is located by the gas company and repairs made.

C. When the TXU Gas representative states that the repairs are complete, ventilate thoroughly and then test again for both combustible and non-respirable atmosphere before entering.

D. For additional testing of combustible atmospheres, you can call Environmental Health (972-466-3060).

E. The Pump Station will also contact the Fire Department to inform the Fire Department of the gas leak.

11.14 In the event of an explosion in a confined space or enclosed space whether entry has been made or not, call either the Pump Station or 911 immediately, whichever is most available.

5.11 When limited to first aid treatment on the job, always be sure that open wounds are thoroughly cleansed with soap and water to prevent infection.

5.12 Animal bites, because of the possibility of rabies, shall be reported to an authorized physician/clinic.

5.13 **First Aid treatment of Non-City Employees shall be as follows:**

a. Call EMS

b. Call relative in case of minors

c. Provide First Aid/CPR based on the same guidelines as above for City Employees

d. Fill out a department/Risk Management incident report form.

Weather Related Emergency Procedures

6.1 **Severe Weather Procedures Purpose** - To establish effective procedures and designated actions by the employer and employees to ensure safety from severe weather.

Definitions

Tornado Watch – Conditions are right for a tornado to develop.

Tornado Warning – An actual tornado has been sighted or indicated by radar.

Responsibilities

It is the responsibility of every manger and supervisor to ensure that employees know how to respond in the event of severe weather.

A. Each department shall establish procedures to be followed during severe weather along with remote locations and field operations.
B. Each department shall have a system to alert the need to seek shelter.
C. Drills will be conducted at least on an annual basis.
D. Each department will designate one person to be in charge and activating severe weather procedures.
E. Each department will have an alternate should the designated person be absent.

For more information on Emergency Procedures, sign onto your computer to CNet (Departments>Finance) and look under the Risk-Safety folder for a complete copy or contact Risk Managment.

CONFINED SPACE SAFETY

11.1 All potential hazards shall be evaluated prior to entry into a **confined space-** means a space that: (A) Is large enough and so configured that an employee can bodily enter and perform assigned work; and (B) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and (C) Is not designed for continuous employee occupancy.

11.2 Only employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.

11.3 If work is to be performed in a confined space, a written permit system shall be followed. The entry supervisor shall complete the written permit prior to entry to ensure that all safety equipment is in place and acceptable entry conditions are present.

11.4 Before any entrance cover to a confined or enclosed space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover. If gas fumes or other unusual odors are detected prior to opening a lid or door to a confined space, stop immediately and contact your supervisor. Then contact the Pump Station, who will contact the appropriate agency to investigate the dangerous condition.

11.5 No smoking shall be permitted in a confined space or near the entrance/exit area.

11.6 When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier. If entry and ventilation is made at a street opening, set up barricades and warning signs to protect pedestrian traffic and alert vehicle traffic before covers of manholes, and hand holes, or vaults are removed. Never allow exits to be blocked while working in a confined space.

11.7 Before an employee enters a confined space, the internal atmosphere shall be tested for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Approved and calibrated testing equipment shall be used to measure the concentration of the various gases. Atmosphere testing equipment shall be calibrated by the manufacturer at least quarterly, and records of such calibration shall be maintained by the user department. Employees working on the wastewater system shall test for hydrogen sulfide as well as for the conditions mentioned above.

11.8 The employee shall test the atmosphere with a probe through a vent hole prior to opening the cover or the door. If the testing equipment does not work properly, notify your supervisor immediately. Do not enter the confined space without testing the atmosphere with substitute testing equipment. 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.

TRACTOR/SHREDDER SAFETY

10.1 The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with rollover protection.

10.2 Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.

10.3 Use caution when operating near slopes, cuts, depressions, drop-offs, soft shoulders, ditches, etc. Operators shall constantly watch for hidden objects and uneven ground. Hazardous areas shall be pre-cleaned and special hazards removed prior to mowing.

10.4 Use care when entering traffic areas, crossing railroad tracks, etc.

10.5 Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.

10.6 Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

10.7 Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.

10.8 Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.

10.9 Take sharp turns at low speed.

10.10 Proper personal protective equipment shall be worn at all times. On a tractor with an uncovered cab, the operator should as a minimum wear safety glasses and hearing protection. Other personal protective equipment such as gloves, 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.

10.11 Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

OFFICE SEATING

7.1 The use to which an office chair is put is as relevant as how the chair is constructed. Each office chair is required to do different types of work. The purpose of this guideline is to provide each department with the safety and ergonomic features that are recommended for those chairs that receive intensive use in the departments. Intensive use is defined for the purpose of this guideline as continual eight hours of seated use day after day by the employee.

7.2 The following five chair features are recommended for intensive use office chairs. Obviously the City cannot replace all existing chairs at once due to budget considerations. Therefore as new chairs are budgeted, these chair replacement guidelines will be utilized by departments. These are in order of priority:

A. Lower back support, which, along with the upper back support, is adjustable in tilt angle and height.
B. Easy to use adjustment controls for seat back, seat tilt, and seat height. The ease of use for controls is a very important feature if we want to have employees frequently adjust their chair to obtain ideal seating posture.
C. Front edge of seat should tilt down and not be squared off.
D. Height of seat back should be at least 20”.
E. Arm rests (for intensive data entry positions).

7.3 In addition to the above, it is assumed that the chair has a five-star pedestal base with casters, swivels and a pneumatic seat height adjustment (preferred to a mechanical one but not essential).

BACKING OF CITY EQUIPMENT

8.1 Backing of Trucks and Equipment: This safety rule applies to all City trucks of weight class 10,000 GVW or heavier, all utility trucks or other vehicles with limited rear view, and all units of heavy equipment. The guidelines for backing up such equipment shall be as follows:

A. If at all possible avoid backing of equipment.

B. If backing up the equipment must be done, a fellow worker shall stand behind the vehicle in line of sight and direct the operator in backing up the equipment.

C. If backing up the equipment must be done and no fellow worker is available to assist, the equipment operator shall get out of the vehicle and check behind it immediately before backing.

D. When backing without a second person to provide assistance, the driver shall back and turn the vehicle only in the direction where he/she has sight (sight side backing principle).

E. If the driver backs the vehicle without assistance, he/she assumes the responsibility for doing so in a safe manner.

F. Firefighters involved in assisting in backing fire engines and trucks into fire stations shall use traffic hand flags instead of having to wear safety vests, for this specific action only.

DUMP TRUCK SAFETY

9.1 Employees or other individuals shall not be carried in the bed for transportation purposes.

9.2 Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.

9.3 Check overhead clearances before raising the bed. Be aware of overhead electrical lines.

9.4 Be sure hoist is not engaged before moving the truck.

9.5 Loose material shall be covered to prevent blowing debris and spillage.

9.6 Close windows during loading/unloading to control dust accumulation inside the cab.

9.7 Operators of dump trucks must possess a valid Commercial Drivers License.

9.8 Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.

9.9 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.

9.10 All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.

9.11 Operators should maintain “three points of contact” with the equipment when entering or exiting the cab. “Three points of contact “ means that whenever you are climbing make sure to keep three parts of your body in contact with the equipment at all times. This will allow the operator to regain their balance if a slip occurs.