



# City of Carrollton Employee Safety Manual



*Effective as of March 2026*



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## Risk Management Statement

City of Carrollton employees perform essential services that support the safety, infrastructure, and overall quality of life of the community. Whether maintaining public infrastructure, ensuring public safety, or providing administrative and operational support, each employee represents the professionalism, accountability, and service excellence exemplified by **the Carrollton Difference**.

Risk Management extends beyond policies, insurance coverage, and regulatory compliance. At its foundation, Risk Management is people centered. The City's most valuable asset is not its fleet, facilities, or infrastructure, but the employees who operate, maintain, and support City services.

This Safety Manual has been developed to establish and sustain a workplace culture that prioritizes employee safety and well-being. Its primary objective is to prevent workplace injuries and illnesses and to ensure that employees return home safely at the end of each workday. Achieving this objective requires a shared and ongoing commitment to safety at every level of the organization.

Safety within the City of Carrollton is a collective responsibility and a core element of **Carrollton Cares**. Employees are expected to actively support a safety-focused culture by **Communicating** openly about workplace hazards, unsafe conditions, and near-miss incidents, **Acting** with integrity by following established safety policies and procedures, **Responding** with purpose by addressing hazards promptly and seeking assistance when conditions are unsafe, and **Ensuring Safety** for themselves, their coworkers, and the public they serve.

Safety is not solely a set of rules or procedures, it is an organizational culture that must be actively practiced and consistently reinforced. Employees are empowered and expected to exercise sound judgment, report concerns without fear of retaliation, and report when unsafe conditions exist. Safety shall take precedence over operational pressures, productivity demands, or deadlines.

The City of Carrollton values the professionalism, experience, and dedication of its workforce. Your active participation in the safety program is essential to protecting yourself, your colleagues, and the community. Risk Management appreciates your continued commitment to maintaining a safe and healthy workplace and to upholding the standards that define the **Carrollton Difference**.

With gratitude and respect,

Risk Management



## 1. CONTACT INFORMATION

### The Carrollton Cares Connection: Communicate & Respond

To **Respond** effectively during an emergency or safety incident, the City maintains a structured communication chain. This section serves as your primary directory for safety-related inquiries, hazard reporting, and emergency coordination

Animal Services	972-466-3420
Concentra – 1345 Valwood Pkwy	972-484-6435
Don Cline Pump Station	972-466-3135
Emergency Management Coordinator	972-466-4739
Engineering	972-466-3200
Environmental Services	972-466-3060
Facility Services	972-466-5785
Fire Administration & Marshall’s Office	972-466-3070
Finance	972-466-3110
Fleet Services- Vector	972-466-3431
Police Dispatch	972-466-3333
Public Works	972-466-3425
Resolution Center	972-466-3000
Risk Management	972-466-3097
Workforce Services	972-466-3091
TML-IRP (Workers’ Compensation)	800-537-6655
TMLIRP Safety and Loss Control	512-491-3402
Risk Consultant - Kristina Peters	469-446-1713
Atmos Gas	888-286-6700
ONCOR	888-313-6862
CoServe	844-330-0763
TX DOT	972-235-3314

**Employee Responsibility:** Every employee must ensure their personal emergency contact information is current in the City’s HRIS system, Dayforce. Updates must be made with any change in status.

**Emergency Reporting:** In the event of a life-threatening emergency, always dial **911** first, then notify your supervisor as soon as it is safe to do so.



## 2. CITY EMPLOYEE ID BADGES

### The Carrollton Cares Connection: Communicate & Ensure Safety

Identification is the first step in **Ensuring Safety** for our staff and residents. Your ID badge identifies you as a trusted representative of the City of Carrollton and is a key component of our security infrastructure.

- **Display Requirements:** All employees are required to wear their City-issued photo ID badge at all times while on duty or on City property.
- **Safety Exceptions:** If wearing a badge on a lanyard creates an entanglement hazard (e.g., working near rotating machinery, blowers, or power take-offs), the badge must be secured in a pocket or kept in the immediate work vicinity. Breakaway lanyards are the only approved lanyard style for field personnel.
- **Visibility:** To facilitate clear **Communication** with the public, badges should be worn on the outer garment, above the waist, with the photo facing forward or able to be shown upon request.
- **Integrity of Access:** Loaning a badge to another person—even a fellow employee—is a violation of our core values, security protocols, and administrative directives.
- **Replacement:** Lost, stolen, or damaged badges must be reported to the employee’s supervisor, IT, and/or Facilities immediately to prevent unauthorized access to City buildings.



### 3. EMPLOYEE WORKERS' COMPENSATION INFORMATION

#### The Carrollton Cares Connection: Act & Respond

The City of Carrollton is committed to the "**Carrollton Difference**," which includes providing high-quality care and financial security for employees who incur a work-related injury or illness. While we utilize **OSHA guidelines** as our technical safety benchmark, our workers' compensation program is governed by the **Texas Workers' Compensation Act**.

#### 3.1 Reporting a Claim: The "Act" Phase

To **Act** with integrity and ensure the protection of your benefits, the following reporting guidelines are mandatory:

- **Immediate Notification:** You must report any work-related injury, illness, or exposure within **24 hours** of the incident, or as soon as possible after the incident occurs.
- **Reporting Chain:** Report the injury directly to your supervisor or department manager.
- **Documentation:** Your supervisor will complete the **DWC-1 (Employer's First Report of Injury or Illness)** through the Risk claims portal, Recordables.
- **Employee Copy:** Your supervisor is required to provide you with a completed copy of the **DWC-1** for your records. If you do not receive this copy, you must **Communicate** this immediately by contacting **Risk Management at 972-466-3097**.

#### 3.2 Understanding Your Coverage

The City's workers' compensation insurance is administered by the **Texas Municipal League Intergovernmental Risk Pool (TML-IRP)**.

- **TML-IRP Role:** They are responsible for investigating the incident, determining if the claim is compensable, and performing all administrative functions related to the handling of your claim.
- **Benefits Provided:** Workers' compensation insurance provides covered employees with:



1. **Medical Benefits:** Coverage for necessary medical treatment related to the injury.
  2. **Temporary Income Benefits (TIBs):** Partial wage replacement while you are unable to work.
  3. **Impairment Income Benefits (IIBs):** Benefits paid if the injury results in a permanent impairment.
- **24/7 Support:** TML-IRP can be reached 24 hours a day, 7 days a week at **800-537-6655**.
  - **Provider Network:** Comprehensive information regarding workers' comp medical providers is available at **www.pswca.org**.

### 3.3 Wage Replacement & Supplemental Pay

- The process is designed to provide supplemental income benefits that support employees' financial well-being during periods of medically necessary recovery.
- **TML-IRP Payments (TIBs):** TML-IRP will issue checks covering **70%** of your lost pre-injury wages, up to the maximum amount set by the State Department of Insurance Workers' Compensation Division. These checks are mailed weekly to your home address.
- **City Supplemental Wages (SWs):** To ensure you remain whole, the City of Carrollton will use your available leave balances (injury leave, sick leave, vacation, etc.) to pay you supplemental wages for the remaining **30%** of lost wages. These supplemental wages are distributed through the City's normal payroll process and schedule.
- **Eligibility:** To receive supplemental wages, the injured employee must have reported the injury, illness, or exposure timely that results in a leave of absence to recover and receive treatment. Employees must continue to adhere to the procedures outlined in the Risk Management Workers' Compensation Policy and Administrative Directive 12: Injury/Workers Compensation. For questions regarding your pay while off work, contact **Workforce Services**.

### 3.4 Medical Treatment, Prescriptions, & Billing

To **Respond** effectively to your health needs, the City provides clear pathways for medical care.



### *A. Medical Facilities*

- **Non-Emergency Care:** The City's preferred provider for non-emergency work-related injuries is:

**Concentra**

1345 Valwood Parkway, Suite 106 Carrollton, TX 75006

**Phone:** 972-484-6435

**Hours:** Monday – Friday, 8:00 a.m. to 5:00 p.m.

- **Emergency Care:** For life-threatening or emergency treatment, go immediately to the nearest hospital emergency room.
- **The Alliance Network:** TML-IRP will **only** pay medical bills if the provider:
  1. Accepts workers' compensation insurance.
  2. Is a member of the **Public Subdivision Workers' Compensation Alliance Network (Alliance Network)**. Verify providers at [www.pswca.org](http://www.pswca.org).
- **Important Warning:** If you seek treatment outside of the Alliance Network, TML-IRP will not pay those medical bills. Furthermore, your standard City-provided Health Insurance **does not apply** to on-the-job or workers' compensation injuries.

### *B. Prescriptions*

Your supervisor or Risk Management can provide you with a **temporary prescription card** to use at any major retail pharmacy (CVS, Walgreens, etc.) for injury-related medications. For additional help with prescriptions, contact TML-IRP at **800-537-6655**.

### *C. Medical Billing*

Always provide the medical facility or physician treating your workplace injury with the TML-IRP billing and contact information at the time of service. If you receive a medical bill at your home address, forward it immediately to [workerscompensation@tmlirp.org](mailto:workerscompensation@tmlirp.org).

## **3.5 Job Protection & Leave Status**

A leave of absence related to a workers' compensation claim will run concurrently with other applicable City leave of absence policies in accordance with established policy and administrative requirements.

- **Concurrent Leave:** This includes the Family Medical Leave Act (FMLA), and the Return-to-Work Program.



- **Three-Day Threshold:** If you are unable to work for more than **three days/shifts** due to a workplace injury, illness, or exposure, you must contact **Workforce Services at 972-466-3091** to discuss your eligibility for FMLA.

### 3.6 Additional Assistance

To **Ensure Safety** and clarity throughout your recovery, help is always available:

- **TML-IRP Adjuster:** 1-800-537-6655
- **Risk Management:** 972-466-3097
- **Online Resources:** Please visit the [Risk Management SharePoint](#) site for comprehensive details and forms.



## 4. FIRE PREVENTION & LIFE SAFETY

### The Carrollton Cares Connection: Ensure Safety

These procedures address specific hazards and prevention methods related to fire prevention and employee safety. Adherence to these standards helps protect employees from injury and reduces the risk of damage to City facilities and equipment.

#### 4.1 Manager & Supervisor Responsibilities

To **Ensure Safety** at the leadership level, Management shall work with the Fire Department to:

- Ensure all fire prevention methods are established in written form and strictly enforced.
- Verify that fire suppression systems, including sprinklers and extinguishers, are maintained in working order and periodically inspected.
- Train employees in the proper use of fire extinguishers for incipient (developing) fires.
- Train all employees on departmental evacuation routes and emergency procedures.
- Closely monitor the use and accumulation of flammable materials and liquids within their jurisdiction.
- Train assigned employees in the safe use, storage, and handling of flammable materials.
- Ensure all flammable material storage areas are properly maintained and labeled.

#### 4.2 Employee Responsibilities

To **Act** with integrity, every employee must:

- Use, store, and transfer flammable materials strictly in accordance with provided training and City policy.
- **Do not mix** flammable materials, as this can create unpredictable chemical reactions.



## CARROLLTON

- Immediately **Communicate** and report any violations of this program to a supervisor.
- Remain in compliance with all applicable local, state, and federal regulations when working with and around flammable materials.
- Maintain any required certifications, licenses, or training related to the handling of flammable materials, and ensure they remain current when applicable.

### 4.4 Potential Hazards

Fire and explosion hazards can exist in almost any work area. To **Ensure Safety**, be vigilant for:

- Improper operation or maintenance of gas-fired equipment.
- Improper storage or use of flammable liquids.
- Smoking in prohibited areas.
- Accumulation of trash, debris, or combustible "fuel loads."
- Unauthorized "hot work" (welding/cutting) operations.

### 4.5 Hazard Prevention and Control

All nonessential ignition sources must be eliminated from areas where flammable liquids are used or stored. Common ignition sources to keep away include:

- **Open Flames:** Such as torches, furnaces, and heaters. Cutting or welding on equipment that contained flammable liquids should only be performed after the equipment has been properly emptied and purged with a neutral gas, such as nitrogen.
- **Electrical Sources:** Including DC motors, switches, and circuit breakers. Only department-approved, explosion-proof devices should be used in high-risk areas.
- **Mechanical Sparks:** Produced by friction or impact.
- **Static Sparks:** Generated by static electricity. Every effort must be made to eliminate static via proper **bonding and grounding** of tools and equipment.

## 4.6 Removal of Incompatibles

Materials that can contribute to a flammable liquid fire must not be stored with flammable liquids. To **Act** safely, ensure oxidizers and fertilizers are never stored near petroleum-based products.

## 4.7 Control of Flammable Gases

Flammable gases pose similar fire hazards as flammable liquids. However, other properties such as toxicity, reactivity, and corrosivity must also be considered, as flammable gas could produce toxic combustion products during a fire.

## 4.8 Fire Extinguishers: Classification and Use

A portable fire extinguisher is a "first aid" device. When used by a trained person on a small fire, it can save both lives and property.

### **Classifications of Fires**

The type of fire determines the type of extinguisher required:

- **Class A:** Combustibles like wood, paper, and cloth (produces char).
- **Class B:** Flammable gases, liquids, and greases.
- **Class C:** Live electrical equipment.
- **Class D:** Combustible metals (magnesium, sodium, etc.).
- **Class K:** Cooking fats and oils (commercial kitchens).

**Note:** Most City areas use **ABC-type** extinguishers. **Do not use ABC extinguishers on Class D fires.**

### **Location and Identification**

- Extinguishers must be conspicuously located and readily accessible along normal paths of travel and egress.
- If obstructed, directional arrows marked with the extinguisher classification must be provided.
- Marking must be legible from a distance of **three feet**.

### **Condition and Mounting**



- Extinguishers must be fully charged and kept in designated locations.
- **Mounting:** Installed on hangers or in cabinets no more than **42 inches** above the floor.
- **Distribution/Travel Distance:**
  - **Class A & D:** Travel distance shall not exceed **75 feet**.
  - **Class B:** Travel distance shall not exceed **50 feet** (due to rapid spread).
  - **Class C:** Placed based on specific electrical hazards.
  - **Class K:** Located in close proximity to cooking areas.

### **Inspection and Maintenance**

- **Monthly:** Visual inspection by the department Safety Coordinator.
- **Annual:** Testing and certification by a qualified service provider.

### **The PASS Method**

1. **Pull** the pin.
2. **Aim** at the base of the fire.
3. **Squeeze** the handle.
4. **Sweep** side-to-side.

## 4.9 Fire Safety Inspections

The City's Fire Marshal and department Safety Coordinators will conduct workplace fire inspections as part of normal safety surveys, specifically addressing housekeeping, chemical storage, and unobstructed access to exit routes.

## 4.10 Emergency Exits

Every designated emergency exit must be clearly visible.

- **Not An Exit:** Any door that could be mistaken for an exit must be labeled "Not an Exit" or labeled by its purpose (e.g., "Closet").
- **Illumination:** Exit signs must be illuminated by a reliable light source or phosphorescence.



#### 4.11 Emergency Lighting

If equipped, emergency lighting must be tested **at least monthly**. These tests should be performed in conjunction with fire extinguisher inspections to **Ensure Safety**.

#### 4.12 Evacuation Routes and Plans

Each facility shall post an emergency evacuation plan.

- **Area of Refuge:** Proceed to the nearest exit/stairway to reach an area of refuge outside.
- **Elevator Use: Do not use elevators.** They can trap occupants if power fails or the shaft fills with smoke.

#### 4.13 Fire Emergency Procedures

In the event of a fire:

1. Activate the nearest fire alarm.
2. Notify your supervisor and coworkers.
3. **Fight the fire only if:** The Fire Department is notified, the fire is small/confined, you have an exit at your back, and you have the proper, working extinguisher.
4. If unsure, leave the building immediately and move to your designated assembly area.
5. **Report your safety** to your supervisor immediately.

## 5. FIRST AID & MEDICAL CARE

### The Carrollton Cares Connection: Respond

To **Respond** effectively to workplace injuries and **Ensure Safety**, the City of Carrollton maintains a comprehensive first aid program. The following protocols are the City's established standards for protecting our employees and the public.

#### 5.1 Training and Resources

- **The Carrollton Fire Department:** In alignment with our **Ensure Safety** value, the Carrollton Fire Department provides City employees with professional training in First Aid, Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use.
- **Facility Preparedness:** First aid kits shall be maintained in all stationary facilities where work is regularly performed.
- **Vehicle Preparedness:** At the discretion of the department or division head, first aid kits, fire extinguishers, AEDs, and other safety devices and tools may also be placed in City vehicles to ensure field crews can **Respond** to incidents immediately.

#### 5.2 First Aid Kit Maintenance

- **Standardization:** The City shall purchase standard first aid kits and supplies for all stationary facility kits. Risk Management maintains an itemized list of contents stocked for these kits to ensure consistency and quality.
- **Monthly Inspections:** To **Ensure Safety**, first aid kits should be checked monthly by the department Safety Coordinator and re-stocked as necessary.
- **Quarterly Verification:** Safety Coordinators are responsible for verifying quarterly that these monthly checks are being performed consistently.

#### 5.3 Categorization of Medical Treatment

When an injury occurs, employees and supervisors must **Act** according to the severity of the case:

1. **Minor Cases:** Cuts, scratches, abrasions, and minor burns may be treated (cleaned and dressed) on-site using standard first aid supplies.



2. **Moderately Severe Injury:** Injuries including lacerations, burns, or abrasions that may require sutures, elaborate dressing, or professional medical attention may be treated by an authorized physician or clinic.
3. **Severe Cases:** Probable or obvious fractures, hemorrhaging, possible internal injuries, and/or shock may be treated in the closest hospital emergency room. In these severe cases, an ambulance must be utilized.

## 5.4 Emergency Response (911) Protocols

Dial **911** from any phone or cell phone for EMS to be dispatched.

- **CRITICAL NOTE:** For calls made from inside City facilities, Police Dispatch does not see a calling address on their telephone consoles. You must provide the exact location verbally. Providing clear and precise location information helps emergency personnel respond quickly.

**When calling Police/Fire Dispatch, follow these communication steps:**

1. Identify yourself clearly.
2. State the nature of the victim's injury.
3. Give the victim's **exact location** (Floor, room number, or specific landmark).
4. Stay on the phone until police or fire personnel dismiss you.

## 5.5 Reporting Requirements: City Employees

When **Acting** and **Responding** to an emergency, accurate reporting is mandatory:

- **Initial Reporting:** All employee injuries shall be reported to Risk Management using the **DWC-1 Employee On-The-Job Injury/Illness Report** within **24 hours** of the incident.
- **Severe/Life-Threatening Injuries:** These must be immediately reported to:
  - **Risk Management:** 972-466-3097
  - **Workers' Compensation Carrier:** 1-800-537-6655 (Available 24/7).



- **Supervisor Accountability:** Managers or Supervisors are responsible for ensuring proper treatment is provided and that the **DWC-1** is submitted in the Risk claims portal, Recordables, within **24 hours** of the incident.

## 5.6 Hygiene and Specific Hazards

- **Infection Prevention:** When performing first aid on the job, always ensure that open wounds are thoroughly cleansed with soap and water to prevent infection.
- **Animal Bites:** Due to the possibility of rabies, all animal bites must be reported to an authorized physician or clinic immediately.

## 5.7 First Aid for Non-City Employees

Reflecting our commitment to **Act** and **Ensure Safety**, if a non-employee is injured on City property or in a City work zone:

1. **Call 911** immediately.
2. **Contact a relative** in the case of a minor, if contact information is available.
3. **Provide First Aid/CPR** based on the same guidelines used for City Employees.
4. **Documentation:** Supervisors must complete and submit an incident report in the Risk claims portal, Recordables, within **24 hours** of the incident.



## 6. GENERAL SAFETY RULES

The Carrollton Cares Connection: Communicate & Ensure Safety

The following rules are foundational to the **Carrollton Difference**. They are designed to promote **Integrity and Service** by ensuring every employee works in a manner that protects themselves, their coworkers, and the residents of Carrollton.

### 6.1 Fundamental Conduct

To **Ensure Safety**, all employees must adhere to these baseline performance standards:

- **Compliance:** Employees shall comply with all City, State, and Federal safety regulations. While the City is a governmental entity and not subject to federal OSHA jurisdiction, the City adopts OSHA standards as the technical baseline for "Best Practices."
- **Fitness for Duty:** Every employee is expected to report to work mentally and physically fit to perform their duties. This includes being free from the effects of alcohol, illegal drugs, or prescription medications that may impair motor skills or judgment.
- **Stop Work Authority:** Every employee has the right—and the obligation—to **Act** and stop any task they perceive to be unsafe. There will be no retribution for stopping work to **Communicate** a legitimate safety concern.
- **Horseplay:** Practical jokes, scuffling, or any form of horseplay is strictly prohibited. Such actions pose safety hazards and create unnecessary risks in the workplace.

### 6.2 Hazard Identification & Communication

- **Pre-Task Analysis:** Before beginning any non-routine task, employees and supervisors should perform a "Job Hazard Analysis" (JHA). **Communicate** the risks and the mitigation plan to all team members involved.
- **Warning Signs and Barricades:** All hazardous areas, including open trenches, wet floors, or construction zones, must be clearly marked with appropriate signage or physical barriers. **Do not remove or deface safety signs.**
- **Defective Equipment:** Any tool or piece of equipment found to be defective must be tagged as "Out of Service" and reported immediately. Do not attempt "makeshift" repairs.



### 6.3 Workplace Environment & Hygiene

To maintain a safe work environment, we maintain a clean and professional environment through the following ways:

- **Lighting:** Adequate lighting must be maintained in all work areas. **Respond** to burnt-out bulbs or dark zones by notifying Facilities Maintenance.
- **Designated Walkways:** Whenever possible, use designated pedestrian walkways. Avoid "shortcuts" through active maintenance shops or construction zones where heavy equipment is operating.
- **Personal Electronics:** The use of personal cell phones, earbuds, or headphones is prohibited while operating machinery, driving City vehicles, or working in a designated "High Hazard" area (e.g., traffic control zones).

### 6.4 Reporting & Documentation

- **Incident Reporting:** To **Ensure Safety** for the future, every accident, near-miss, or hazardous condition must be reported to a supervisor immediately.
- **Safety Culture:** The goal of reporting is to identify the root cause of an incident, near-miss, or hazardous conditions and implement corrective actions. This reinforces our value of **Ensuring Safety**.
- **Carrier Availability:** The City's Workers' Compensation Carrier can be reached **24/7 (24 hours a day - 7 days a week)** at **1-800-537-6655**. If accidents or injuries occur during business hours, please contact Risk Management at 972-466-3097.

## 7. GENERAL HOUSEKEEPING

### The Carrollton Cares Connection: Act & Ensure Safety

Housekeeping is a core component of the **Carrollton Difference**. A clean and well-organized workplace is a fundamental element of accident prevention and an indicator of a high-performing organization. Poor housekeeping can obscure hazards, while effective housekeeping helps identify, prevent, and control them. All employees are expected to act as stewards of their work environment to **Ensure Safety**.

#### 7.1 General Standards for All Facilities

- **Clean As You Go:** Housekeeping is a continuous process, not an end-of-shift chore. Debris, scrap, and waste materials must be disposed of as they are produced.
- **Aisles and Passageways:** To **Respond** effectively during an emergency, all aisles, stairways, and exits must be kept 100% clear. A minimum of 36 inches of clearance must be maintained in all walking paths. Never use hallways or stairwells for "temporary" storage.
- **Floor Maintenance:** Keep all floor surfaces dry and clean.
  - If a leak or spill is discovered, **Act** immediately to contain it.
  - Post "Wet Floor" signage until the area is completely dry.
  - Clean up grease, oil, or water immediately to prevent slips, trips, and falls.
  - Contact the appropriate janitorial contact for larger spills or to request a secondary area cleanse if necessary.
- **Protrusions:** Ensure that no nails, staples, or sharp edges protrude from walls, workbenches, or crates. Pallets and boards must be stored flat or in designated racks to prevent "bump" injuries.

#### 7.2 Storage and Organization

- **Stable Stacking:** When stacking materials, ensure the heaviest items are on the bottom. Stacks must be stable and secure against sliding or collapse.



- **Ceiling Clearance:** Maintain at least 18 inches of clear space below all fire sprinkler heads. Stacking materials to the ceiling compromises our fire suppression system and is a violation of the **Ensure Safety** value.
- **Tool Stewardship:** Return all tools and equipment to their proper storage locations immediately after use or at the end of each shift. Proper tool management ensures workplaces remain free of potential hazards and reduces the possibility of lost or damaged tool costs
- **Incompatible Storage:** Communicate with your supervisor if you are unsure about chemical storage. Never store flammable liquids near exit paths or heat sources.

### 7.3 Waste and Combustible Management

- **Waste Receptacles:** Use the provided containers for trash and recycling. Do not allow waste to overflow.
- **Combustible Scrap:** Accumulations of combustible materials such as cardboard, paper, and wood scrap must be removed from the building daily.
- **Oily Rags:** Place rags contaminated with oil, solvents, or other flammable liquids in approved, self-closing metal containers designed for oily waste. These cans must be emptied at the end of every shift to prevent spontaneous combustion.
- **Vermin Control:** To **Ensure the Safety** of our workplace and health of our staff, food waste must be disposed of only in designated kitchen or breakroom trash bins with tight-fitting lids.

### 7.4 Exterior and Vehicle Housekeeping

Our commitment to sustainability extends beyond the office walls:

- **Vehicle Interiors:** The cabs of City vehicles must be kept free of loose trash, tools, or equipment that could become a projectile during a sudden stop or interfere with the operation of foot pedals.
- **Work Sites:** When working in the community, ensure the site is left in a clean, safe, and orderly condition. This reflects our commitment to **Ensuring the Safety** of Carrollton Residents.
- **Lighting:** Communicate immediately if you notice burnt-out lights in parking lots, stairwells, or warehouses. Adequate lighting is essential for maintaining a secure and safe workplace.



## 7.5 Flammable and Combustible Material Management

In alignment with our **Respond and Ensuring Safety** values and the **International Fire Code (IFC)**, the management of flammable materials is critical to preventing catastrophic loss, ensuring the protection of City facilities, and maintaining continuity of City operations.

- **Designated Storage:** Flammable and combustible liquids must be stored in approved, UL-listed flammable storage cabinets when not in active use. These cabinets must be clearly labeled, and the doors must remain closed and latched.
- **Safety Cans:** For the transfer of small quantities of flammable liquids (5 gallons or less), only approved safety cans equipped with a spring-closing lid and spout cover shall be used. These cans are designed to relieve internal pressure when subjected to fire exposure.
- **Volume Limits:** To **Ensure Safety**, the amount of flammable liquid kept outside of a storage cabinet in any one fire area must be limited to the minimum amount required for the shift's operation.
- **Dispensing and Grounding:** When transferring Class I flammable liquids (such as gasoline) from one metal container to another, the containers must be bonded and grounded to prevent the buildup of static electricity, which could act as an ignition source.
- **Ventilation:** Areas where flammable liquids are handled or stored must have adequate natural or mechanical ventilation to prevent the accumulation of flammable vapors.
- **Proximity to Ignition Sources:** Flammable materials must be kept at least 25 feet away from open flames, "hot work" operations (welding/grinding), and non-explosion-proof electrical equipment.
- **Spill Containment:** Secondary containment (such as spill pallets) must be used for large drums of flammable or hazardous liquids to ensure that a leak does not reach floor drains or soil.
- **Documentation (SDS):** Every department must maintain a current **Safety Data Sheet (SDS)** for every flammable material on-site. Employees must review the SDS before handling any new chemical to **Communicate** the risks and necessary PPE.

## 8. LADDER SAFETY

### The Carrollton Cares Connection: Ensure Safety

Ladders are among the most common pieces of equipment used across City departments, yet ladder-related falls remain a leading cause of serious, and sometimes, fatal injuries industry-wide. To uphold the **Carrollton Difference**, ladder safety must remain a top priority. Many ladder accidents occur due to the use of makeshift equipment, improper ladder selection, or incorrect setup. The following guidelines are mandatory for all City employees and are intended to **Ensure Safety** during elevated work.

#### 8.1 Equipment Selection and Standards.

- **Authorized Equipment:** Ladders used for City operations must meet or exceed **OSHA and ANSI standards**. When purchasing or selecting a ladder, employees must choose the highest duty rating available (Type IA or IAA) to adequately support the combined weight of the employee, tools, and materials.
- **Prohibition of "Makeshift" Solutions:** Do not stand on furniture, boxes, swivel chairs, or other unstable objects to create a makeshift ladder. Always use a ladder of the appropriate style (Step, Extension, or Platform) and size for the specific task at hand.

#### 8.2 Inspection and Out-of-Service Protocols

To **Act** before an accident occurs, regular inspections are required:

- **Pre-Use Inspection:** Check all ladders regularly and before each use for structural damage, loose rungs, cracked side rails, or faulty spreaders.
- **Tagging Defective Equipment:** If a ladder is found to be damaged or unserviceable, it must be removed from service immediately. Mark the ladder clearly with a tag or marking that states: **"DANGER - DO NOT USE."**

#### 8.3 Stable Footing and Secure Placement

- **Grounding:** Ensure that a portable ladder has firm, stable, and level footing. Never place the feet of a ladder on top of barrels, boxes, bricks, or other unsecured objects to gain extra height.

- **The "Buddy System":** Whenever possible, have another person steady the base of the ladder while you are climbing or working.
- **Securing the Ladder:** If the work is expected to last for an extended period in the same location, the employee should secure both the top and bottom of the ladder by lashing it to stationary objects.

#### 8.4 Electrical Hazards

- **Conductivity:** Aluminum ladders are highly effective conductors of electricity. Avoid touching any overhead wires or electrical components with a metal ladder.
- **Material Selection: Do not use aluminum ladders** for work around electricity or high-voltage lines. Instead, use a properly rated **fiberglass or wood ladder** to **Ensure Safety** against electrocution.

#### 8.5 Setup and The "1-to-4 Rule"

Proper angling is critical to prevent the ladder from sliding out or tipping backward.

- **The 1-to-4 Rule:** Set the base of the ladder **one foot** away from the wall for every **four feet** of ladder height.
  - *Example:* A 10-foot ladder should be placed so that the base is 2 1/2 feet away from the wall.
- **Extension Above Landing:** Any portable ladder used to access an upper landing surface, such as a roof, must extend at least **three feet** above the landing surface to provide a secure handhold when transitioning.

#### 8.6 Proper Usage and Balance

One of the greatest dangers in ladder use is the tendency of the user to overreach, which shifts the center of gravity and causes a tip-over.

- **The "Belt Buckle" Rule:** To maintain proper balance, the user's center of gravity ("belt buckle") must remain between the ladder side rails at all times. If a task cannot be performed without leaning, the employee must descend and reposition the ladder.
- **The Top Rung Rule: Never** stand on the **top two rungs** of a ladder. These steps are not designed for standing and provide no stability for the user.



- **Slip-Resistant Feet:** Prior to use, ensure all extension ladders are equipped with suitable and functional slip-resistant feet.
- **Tool Management:** Never carry tools in your hands while climbing. Keep both hands free for the "Three-Point Contact" rule. Carry tools in a tool belt or pull them up to the work area using a rope and bucket once you are safely positioned.

## 9. LOCKOUT/TAGOUT PROCEDURES

### The Carrollton Cares Connection: Act & Ensure Safety

The Control of Hazardous Energy, commonly known as Lockout/Tagout (LOTO), is a life-saving set of procedures designed to protect City employees from the unexpected energization or start-up of machinery and equipment. To **Act** safely, these steps must be followed without exception during all maintenance and service activities.

#### 9.1 Core Principles of LOTO

When maintaining workspaces or equipment, the “**Carrollton Difference**” reflects a total commitment to achieving and maintaining zero-energy states. Lockout/Tagout must be used whenever:

- An employee is required to remove or bypass a guard or other safety device.
- An employee is required to place any part of their body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation).
- An associated danger zone exists during a machine operating cycle.

#### 9.2 Authorized vs. Affected Employees

- **Authorized Employees:** Individuals or employees who lock out or tag out machines in order to perform service or maintenance. They are specifically trained to **Ensure Safety** through the LOTO process.
- **Affected Employees:** Employees whose job requires them to operate a machine on which service is being performed, or who work in an area where such service is being performed. Any LOTO in effect must be **Communicated** to these employees.

#### 9.3 Sequence of Lockout (The 6-Step Process)

To **Respond** to a maintenance request safely, authorized employees must follow these six steps in order:

1. **Preparation for Shutdown:** Prior to any machine being turned off, the type and magnitude of the energy, the hazards to be controlled, and the method to control the energy must be known beforehand.



2. **Machine or Equipment Shutdown:** The machine or equipment must be turned off or shut down in accordance with required procedures. A proper shutdown must be utilized to avoid any additional or increased hazard to employees as a result of the equipment stoppage.
3. **Machine or Equipment Isolation:** All energy isolating devices needed to control the energy to the machine or equipment must be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
4. **Lockout/Tagout Device Application:** Authorized employees shall affix lockout or tagout devices to each energy isolating device.
  - Lockout devices, where used, must be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.
  - Tagout devices must be affixed in such a manner that will clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.
5. **Stored Energy:** Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
  - Example: Bleeding air lines, discharging capacitors, or blocking elevated components must be rendered safe.
6. **Verification of Isolation:** Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.
7. Authorized employees **Act** by attempting to start the equipment to ensure it has been rendered inoperative before beginning work.

#### 9.4 Restoring Equipment to Service

Once the work is completed and the equipment is ready to be returned to normal operating conditions, the following steps must be taken:

- **Check the Machine:** Inspect the work area to ensure that nonessential items (tools, spare parts) have been removed and that all machine components are operationally intact.



- **Check the Area:** Check the work area to **Ensure Safety** and verify that all employees have been safely positioned or removed from the area.
- **Notify Affected Employees: Communicate** with all affected employees that the lockout/tagout devices are being removed.
- **Remove Devices:** Each lockout or tagout device must be removed from each energy isolating device **by the employee who applied the device.**

### 9.5 Special Situations

- **Group Lockout:** When more than one employee is working on a piece of equipment, each employee must attach their own personal lockout device to a group lockout mechanism (hasp) to **Ensure** their individual **Safety**.
- **Shift Changes:** If a maintenance task extends across shifts, a specific procedure must be followed to ensure the orderly transfer of lockout/tagout device protection between outgoing and incoming employees to **Ensure Safety** continuity.
- **Employee Not Available:** If an employee leaves a lock on a piece of equipment and is not available to remove it, only a designated supervisor may remove the lock after following a strict verification protocol to ensure the employee is not on-site and it is safe to do so.

## 10. MOTOR VEHICLE & EQUIPMENT OPERATION

### The Carrollton Cares Connection: Act & Ensure Safety

The operation of City vehicles and heavy equipment is a highly visible public function and a direct reflection of the **Carrollton Difference**. Employees operating City vehicles and equipment are expected to conduct themselves in a manner that upholds public trust. To **Ensure Safety** for employees and the community and to **Act** with integrity and accountability, all operators must comply with the following required operating standards.

#### 10.1 General Rules for Operations

- **Licensing:** Employees who are authorized to operate City vehicles or personally-owned vehicles driving on behalf of City business, must have a valid Texas driver's license for the class of vehicle they are operating and must notify their supervisor immediately should the license be suspended, revoked, or in a non-active status.
- **MVR Checks:** Motor vehicle record checks will be conducted annually on all employees who have driving or motorized equipment operation responsibilities to ensure all employees remain in compliance with the City's minimum driver eligibility standards.
- **Accident Kits:** A Risk Management Vehicle Accident Report Kit should be kept in the glove compartment of all City-owned vehicles and mobile equipment. This contains the City's proof of insurance card along with other accident and injury reporting cards needed in the event of an accident or incident.
- **Regulatory Compliance:** All drivers of City vehicles must be familiar with and abide by all applicable state, federal, and local traffic regulations.
- **Vehicle Stewardship:** All drivers/operators shall be responsible for the proper care and use of vehicles and motorized equipment. This includes maintaining interiors and exteriors, regularly servicing vehicles and motorized equipment, and reporting maintenance needs to their supervisor.
- **Unauthorized Riders:** A driver/operator shall not permit any unauthorized person to drive, operate, or ride in or on a City vehicle or motorized equipment. 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.



- **Reporting:** Every accident involving personal injury or property damage shall be reported to your supervisor immediately and to Risk Management within the required timeframe.
- **Seat Belts:** Where seat belts are provided, they must be worn by all occupants. The size or operation of the vehicle or equipment does **not** excuse the operator from the seat belt requirement.
- **DOT Standards:** Equipment on all City motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.
- **Professional Conduct:** Unsafe and high-risk driving practices such as “road-hogging,” disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.
- **Motion Safety:** Getting in or out of a vehicle or any mobile equipment while it is in motion is prohibited. Do not ride on any vehicle or mobile equipment not designed for passengers. Do not drive or operate a vehicle or mobile equipment with a door ajar.
- **Three Points of Contact:** Injuries due to slips and falls commonly occur during the entry to and exit from mobile equipment. To mitigate injury, operators shall maintain three points of contact when mounting or dismounting equipment. Compliance with this requirement is mandatory and is intended to ensure stability in the event of a loss of footing. Handrails, steps, and other access components shall be routinely inspected and maintained in a safe and serviceable condition.
- **Smoking/Vaping:** Smoking/Vaping is strictly prohibited per City Administrative Directives in all City vehicles and in any areas for fueling vehicles or other equipment.
- **Fuel Transport:** Except in emergencies, gasoline must not be carried inside passenger cars or in the cabs of trucks. Gasoline shall be transported in approved safety containers and sealed tight to prevent leakage.
- **Ventilation:** Garage doors must be opened for ventilation whenever a motor vehicle engine is running to prevent the accumulation of carbon monoxide gas.
- **Security:** Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes.



- **Impairment:** Driving a vehicle under the influence of alcohol or any controlled substance is strictly prohibited per City Administrative Directives. **DO NOT** attempt to perform work or drive a vehicle when impaired or under the influence of alcohol, medication, or drugs.
- **Hitchhikers:** Picking up hitchhikers is dangerous and prohibited.
- **Visibility:** Before beginning driving, clear all windows of any frost, ice, dew, or other obstructions. Cleaning only a small section on the windshield does not allow for proper visibility.
- **Distracted Driving:** Drivers should not engage in unsafe activities while driving, such as using a cell phone or other mobile device, while operating a vehicle. The vehicle should be pulled off the road and stopped before performing these activities.
- **Speeding:** Drivers must use best judgment and proceed at a pace suitable to conditions of the vehicle, road, traffic, and weather and follow all posted speed limits. All applicable state, federal, and local traffic regulations must be followed.
- **Cab Cleanliness:** All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

## 10.2 Backing

- **Parking for Departure:** If possible, park in a manner so that backing is not required.
- **Spotters:** Extreme caution **must** be exercised when backing any vehicle. A spotter must be used if operating motorized equipment and backing is required. If another employee is present, they shall act as a spotter to assist the driver in backing safely. Drivers **must** stop immediately if they lose sight of the spotter. Drivers should **never** begin backing a vehicle unless a spotter is present and **the spotter is in the correct position**.
- **Warning Devices:** Backup alarms should be utilized when possible. If an alarm is not present, the operator should honk the horn to warn others of the moving vehicle.

## 10.3 Stopping on Roadways

- **Caution:** When it is necessary to stop on the roadway, extreme caution shall be used.

- **Signals:** A rotating beacon light or flashing emergency hazard lights must be turned on to warn other drivers.
- **Traffic Control:** If work is in progress, traffic control devices shall be used in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), Part VI.

#### 10.4 Inspection of Vehicles and Equipment

- **Checklists:** Drivers/operators shall utilize vehicle or equipment checklists to inspect vehicles and equipment prior to operation. Any defects, scratches, chips, dents, serious malfunctions or issues, etc. must be notated and reported on the pre and post trip inspection forms.
- **Brakes:** Determine that brakes are in good operating condition before each use. If brakes are not working properly, they must be corrected before the vehicle is used. Brake lights must also be tested and verified to be in good operating condition.
- **Defect Reporting:** All defects must be reported as soon as possible. Damage or defects that affect safe operation of the vehicle or equipment shall be repaired prior to continued use.

#### 10.5 Powered Carts & Low-Speed Vehicles (LSV)

- **Authorization:** Only drivers authorized by the City and trained in the safe operation of powered carts and LSV are permitted to operate such vehicles.
- **Seatbelts:** Seatbelts must always be worn by all occupants. The maximum number of passengers is equal to the number of seatbelts in the vehicle.
- **Passenger Safety:** Operators and passengers must keep arms and legs inside the cart/LSV and shall not jump on or off moving vehicles.
- **Sidewalk Safety:** If a sidewalk must be used, the cart speed should not exceed that of the pedestrian traffic. LSVs capable of reaching 25 mph or higher should not be driven on sidewalks.
- **Cargo:** Materials and equipment must be properly secured so that they will not shift or fall off.
- **Parking:** Parking is prohibited in Fire Lanes, designated no-parking areas, adjacent to building entrances or exits, and areas blocking building entrances or exits.

## 10.6 Seatbelts

- **Passenger Vehicles:** Seatbelts are required to be worn in both front and rear seats in all City vehicles in accordance with applicable local, state, and federal traffic regulations.
- **Trucks:** Seatbelt use is required while in transit.
- **Fire Engines:** Firefighters must ride in a cab or jump seat with a seatbelt when riding in fire engines. Firefighters must not ride on tailboards. Door chains/belts are not considered replacements for seatbelts.
- **Cargo Area:** Employees should never ride in the cargo area/bed of a truck.

## 10.7 Safety Equipment in Vehicles

Each vehicle category shall carry the indicated safety equipment, maintained in a serviceable condition and stored securely:

Categories	Equipment
<b>Vehicles</b> (Supervisors/Lead Workers)	Reflective triangles/cones, safety vests, first aid kit, fire extinguisher
<b>Police Vehicle</b> (Pursuit)	Flares, safety vests, blanket, first aid kit, fire extinguisher, flashlight
<b>1/2 Ton – 3/4 Ton Truck</b> (Supervisors/Lead)	Reflective triangles/cones, safety vests, first aid kit, fire extinguisher
<b>11,001 – 20,000 GVWR</b>	Reflective triangles, safety vests/shirts
<b>20,001 – and up GVWR</b>	Reflective triangles, safety vests/shirts
<b>Off Road Heavy</b>	Reflective triangles, safety vests/shirts
<b>Fire Engines/Trucks</b>	Flares, safety vests, blanket, first aid kit, flashlight, fire extinguisher



## 10.8 Backing of City Equipment (10,000 GVW or Greater)

- **Directing:** Another employee will stand behind the vehicle in the driver's line of sight and direct the driver in backing up the equipment.
- **Solo Backing Check:** If another employee is not available, the driver must get out of the vehicle and check behind it, ensuring the area is clear and free of obstacles or pedestrians, immediately before backing.
- **Sight Side Backing:** When backing without assistance, the driver shall back and turn the vehicle only in the direction where they have sight.

## 10.9 Fluid Leaks

- **Large Leaks:** If a large puddle or dripping of fluid is observed, do not drive the vehicle. Contain the substance, contact **Environmental Services (972-466-3060)** for cleanup, and **Fleet Services (972-466-3431)** for repairs.
- **Small Leaks:** If an inconsistent drip is observed, take the vehicle directly to Fleet Services as soon as possible for repairs.

## 10.10 Dump Truck Safety

- **Bed Safety:** Individuals must not be carried or ride in the beds of vehicles. Employees must not remain in the cab during loading unless it is protected against impact.
- **Overhead Clearance:** Check for overhead electrical or telephone lines before raising the bed.
- **Load Coverage:** Loose material shall be covered to prevent blowing debris and spillage.
- **Licensing:** Operators of dump trucks must possess a valid Texas Commercial Driver's License (CDL).

## 10.11 Tractor Safety

- **Fastened Belts:** The operator must wear a securely fastened seat belt at all times if the tractor is equipped with a ROPS.
- **Guarding:** Guards around chains, shafts, and pulleys must always remain securely in place during operation.



- **Terrain Awareness:** Use caution near slopes, drop-offs, and ditches. Hazardous areas must be pre-cleaned and special hazards removed prior to operating.
- **PPE:** On an uncovered cab, the operator must wear safety glasses, hearing protection, and other approved PPE. Sunscreen is recommended for long periods of sun exposure.
- **Warning Devices:** Slow-moving placards and other warning devices should be used to assist other motorists.

## 11. OFFICE ERGONOMICS AWARENESS

### The Carrollton Cares Connection: Act & Ensure Safety

The City of Carrollton recognizes that safety extends beyond field operations and is equally essential within administrative and office environments. Ergonomics is the practice of designing workspaces to support safe and effective job performance. The City applies ergonomic principles to **Ensure Safety** and to **Act** in preventing musculoskeletal disorders (MSDs) among office-based employees.

#### 11.1 The Ergonomic Workstation Setup

To maintain a safe and high-performance environment, employees should adjust their workstations to follow these "neutral posture" guidelines:

- **Chair Height and Support:** Adjust your chair so your feet rest flat on the floor and your thighs are parallel to the ground. Ensure the backrest provides firm lumbar support for the natural curve of your spine.
- **Monitor Alignment:** Position the top of your computer screen at or slightly below eye level. The screen should be approximately an arm's length away. For dual-monitor setups, angle the secondary screen inward to reduce neck rotation.
- **Keyboard and Mouse Position:** Keep your keyboard and mouse on the same surface level. Adjust the height of your chair or desk so your elbows stay close to your body, bent at an angle between 90 and 100 degrees, with your wrists straight.
- **Vision and Lighting:** Position your computer monitor to minimize glare from windows or overhead lights. Use the "20-20-20 Rule": every **20 minutes**, look at something **20 feet** away for at least **20 seconds** to reduce digital eye strain.
- **Document Holders:** Use a document holder positioned at the same height and distance as your monitor screen to prevent repetitive neck twisting or bending when typing from hard copies.

## 11.2 Laptop and Mobile Device Usage

As we **Respond** to the needs of our residents, laptops must be used with care to avoid "tech neck" and wrist strain:

- **Docking Stations:** When working at a desk for extended periods, always use a docking station with a full-sized monitor, external keyboard, and mouse.
- **Screen Elevation:** If a docking station is unavailable, use a laptop stand to raise the screen to eye level while utilizing an external keyboard and mouse to keep your wrists in a neutral position.
- **Mobile Phone Safety:** Avoid cradling the phone between your head and shoulder. Use a headset or speakerphone for calls lasting longer than five minutes to **Ensure Safety** for your neck and shoulders.

## 11.3 Standing Desks and Posture Variation

- The City supports flexible workstation options; however, standing desks must be used correctly to be effective. **Frequent Transitions:** Avoid standing or sitting for the entire workday. The best posture is the "next posture." Alternate between sitting and standing every 30 to 60 minutes.
- **Standing Mechanics:** When standing, keep your weight evenly distributed on both feet. Avoid "locking" your knees. Use an anti-fatigue mat for additional cushion if possible.
- **Micro-Breaks:** Take 30-second "move breaks" every half hour. Step away from the desk, stretch your arms, and shrug your shoulders to relieve accumulated tension.

## 11.4 Workspace Organization and Reach Zones

- **Primary Work Zone:** Keep frequently used items (keyboard, mouse, telephone) within 18 to 20 inches to avoid excessive reaching.
- **Secondary Work Zone:** Place items used occasionally (staplers, reference manuals) within an arm's length.
- **Under-Desk Clearance:** Ensure there is sufficient room for your legs and feet under the work surface. Avoid storing boxes or files under the desk that force you to sit in a twisted or non-neutral position.



## 11.5 Reporting and Evaluations

- **Early Reporting:** If you experience persistent numbness, tingling, or aching in your hands, wrists, or back, **Communicate** with your supervisor or Safety Coordinator immediately.
- **Ergonomic Assessments:** Formal ergonomic evaluations are available upon request through the Space Committee to ensure your workspace is optimized for your specific physical needs.

## 12. PERSONAL PROTECTIVE EQUIPMENT (PPE)

### The Carrollton Cares Connection: Ensure Safety

The City of Carrollton is committed to maintaining a safe work environment for all employees. Engineering and administrative controls shall be implemented as the primary methods of hazard mitigation. When such controls do not eliminate risk, Personal Protective Equipment (PPE) shall be required as the final means of protection against workplace hazards.

#### 12.1 General Provisions

- **City-Provided Equipment:** The City is responsible for supplying all PPE necessary for routine job functions at no cost to employees. Required equipment includes, but is not limited to, safety shoes or boots, hard hats, rain gear, gloves, goggles or safety glasses, hearing protection, safety vests, welding shields, SCBA, full-body harnesses, and air monitoring devices.
- **Issuance Authority:** Supervisory personnel, in consultation with Risk Management, determine the specific PPE required for each role.
- **Employee Responsibility:** Requests for equipment not immediately available must be directed to a supervisor. Failure to use provided PPE is the employee's responsibility and may be cause for disciplinary action per the department's internal policies.
- **Care and Loss:** If PPE is lost or damaged due to a failure to exercise reasonable care, the employee may be subject to disciplinary action and/or responsible for replacement costs as determined by the department.
- **Funding:** PPE is funded through individual departmental budgets to ensure every team has the resources to **Respond** safely to their specific environment.

#### 12.2 Blood Exposure Protection (Bloodborne Pathogens)

To **Ensure Safety** against microorganisms such as HBV and HIV, the following "Universal Precautions" are required to be followed:

- **Universal Precautions:** All body fluids must be treated as potentially infectious at all times.



- **Immunizations:** Preventative vaccinations (such as Hepatitis B) shall be offered to affected employees as required by Texas Civil Statutes.
- **Barrier Protection:** Gloves, gowns, face shields, and masks must be used to prevent fluids from reaching skin or clothing.
- **Hygiene and Decontamination:** Employees must wash their hands and contaminated skin immediately before and after providing first aid. Contaminated surfaces must be cleaned with an approved disinfectant.
- **Sharps and Disposal:** Infectious waste must be placed in leak-proof, labeled containers. Used needles/syringes must be disposed of in an approved "Sharps" container.
- **Exposure Reporting:** All exposures must be reported to a supervisor immediately to initiate post-exposure care and reported to Risk Management within 24 hours.
- **Environmental Services Contact:** For immediate professional environmental cleanup, call 972-466-3060 during City Hall business hours or Police Dispatch 972-466-3333 after City Hall business hours.

### 12.3 Head, Eye, and Face Protection

- **Hard Hats:** Hard hats must be worn where hazards from falling or flying objects exist, including trenching, shoring, climbing, or working from aerial lifts. Hard hats are for individual use and must not be altered in shape or construction.
- **Eye Protection Standards:** Safety glasses must be **ANSI Z87.1** approved.
- **Mandatory Use Situations:** Eye protection (goggles or shielded glasses) is required for mowing, grinding, using compressed air, washing parts with solvents, soldering, jackhammering, working with hot metals, or any other instance where foreign objects could become lodged in the employee's eyes.
- **Face Shields:** A full plastic face shield is required to be worn when handling acids, caustics, or harmful dusts.
- **Welding:** Specialized helmets with proper filter lenses are required for all electric arc welding; goggles with filter lenses are required for gas welding.



- **Visitors:** All visitors to work sites must comply with the same PPE protection requirements as employees. **Radio Headphones:** Standard headphones/earbuds used for music **do not** meet necessary requirements for PPE. Their use is prohibited outside of buildings unless specifically required for the job.

## 12.4 Hearing Protection

Hearing protection shall be worn by employees whenever noise levels exceed the following OSHA permissible limits to ensure workplace safety:

Level (dBA)	Allowed Exposure (Hours)
90	8
95	4
100	2
105	1
110	0.5
115	0.25

- **Protective Gear:** Earmuffs or earplugs will be provided. Employees must use protection whenever a task or area is identified as exceeding these noise guidelines.

## 12.5 Respiratory Protection

- **Training:** Annual training is required for all employees exposed to or working near toxic substances or oxygen-deficient atmospheres.
- **SCBA Availability:** Self-Contained Breathing Apparatus (SCBA) must be kept near hazardous environments and kept sterile.
- **Usage Reporting:** A written report must be submitted to a supervisor each time a SCBA is utilized, detailing the reason and duration of use.
- **Mandatory Use:** Respirators are required for welding in confined areas, entering manholes/vaults, or whenever a supervisor determines a hazard exists.

## 12.6 High-Visibility Safety Attire

- **Standardization:** All vests, shirts, or jackets must meet the **Texas MUTCD** standard and be **ANSI 107, Class 2 or 3** approved.



- **When to Wear:** High-visibility safe attire is required to be worn for any work performed off the curb line, in the street, or in traffic.
- **Public Safety:** Police officers must wear safety vests when directing traffic; Firefighters must wear them when in vehicular traffic (except during active emergency response).
- **Vehicle Work:** Working on or at a vehicle located in the street requires a safety vest if the employee is frequently entering/exiting or standing in the street.

## 12.7 Foot Protection

- **General Standard:** Employees must wear footwear that ensures proper support and stability during all maintenance, custodial, and laboratory tasks.
- **Safety Shoes:** Safety-toe footwear is mandatory for construction, manual handling of heavy tools, or storage activities where falling objects are a risk.
- **Mowing:** Metatarsal guards or toe caps are required for grass cutting if approved safety shoes are not worn.
- **Mandatory Departments:** The safety shoe program is mandatory for Water Utilities, Parks, Streets, Fire/EMS, Inspections, Traffic, Fleet/Facility Services, and other departments working in/around hazardous work environments.
- **Certification:** Only shoes marked **ANSI Z41.1** (or the updated **ASTM F2413**) are accepted.
- **Probationary Reimbursement:** If an employee leaves within their 6-month probation, the City will deduct a prorated cost of the boots from their final paycheck (3/4 cost after 1 month; 1/2 after 3 months; 1/3 after 5 months).

## 13. SAFE LIFTING – BACK INJURY PROTECTION

### The Carrollton Cares Connection: Act & Ensure Safety

Back injuries are among the most common and preventable workplace incidents. Because such injuries can significantly affect an employee’s ability to perform assigned duties and disrupt operations, the City prioritizes the use of proper lifting techniques. These procedures are intended to reduce the risk of injury, prevent long-term disability, and ensure employees remain fit for duty.

#### 13.1 Common Causes of Back Injuries

Understanding why injuries occur allows us to **Communicate** risk more effectively and **Ensure the Safety** of our employees. Common contributors include:

- **Improper Lifting:** Lifting loads that exceed safe weight limits or using improper body mechanics, including reliance on the back rather than the legs.
- **Twisting or Reaching:** Rotating the torso while carrying a load or reaching over, around, or across obstacles to retrieve objects.
- **Postural Stress:** Prolonged sitting or standing in non-neutral positions or maintaining poor posture for extended periods.
- **Ergonomic Failures:** Workstations, tools, or tasks that are not appropriately designed or adjusted to the employee’s physical capabilities.
- **Environmental Hazards:** Slips, trips, and falls, or improper entry and exit from vehicles and heavy equipment.

#### 13.2 Safe Lifting Principles

Before lifting, handling, or carrying any material, employees must **Act** to ensure the environment is safe and the load is manageable.

- **Clear the Path:** Prior to beginning a lift or carry, ensure that the walkway is clear of all obstacles, spills, or trip hazards.
- **Assess the Load:** Evaluate the object’s weight, size, and center of gravity prior to lifting. When feasible, test the load by gently pushing or sliding it to determine resistance and stability.



- **Positioning:** Face the object directly and position the body as close to the load as practicable, with feet placed shoulder-width apart to maintain balance. The head and neck shall remain facing forward to support proper spinal alignment.
- **Firm Grip:** Grip the object firmly and keep the load as close to the body as possible. Maintaining the object's center of gravity near the body reduces strain on the lower back.
- **Bend at the Knees:** Bend at the knees, not at the waist, when lifting objects. Squatting should be used to maintain the spine's natural vertical alignment.
- **Leg-Power Lift:** Lift using the leg and thigh muscles to rise into a standing position. Movements should be smooth and controlled. Sudden or jerking movements can create risk of injury.
- **No Twisting:** Do not twist your body when lifting or lowering an object. When a change in direction is required, reposition your feet rather than rotating the upper body.

### 13.3 Team Lifting and Mechanical Assistance

- **Obtain Assistance:** Employees shall use assistance when handling loads that exceed their physical capability or are irregularly shaped. This includes the use of additional personnel, powered equipment, or approved assistive devices such as hand trucks, dollies, or hoists.
- **Communication in Team Lifts:** For team lifts involving two or more employees, a designated individual shall coordinate the lift. A pre-arranged verbal or visual signal shall be established and used for lifting, carrying, and releasing the load to prevent sudden movement or load shifting.
- **Face the Direction of Travel:** During team lifting or carrying operations, employees shall, where practicable, face the direction of travel to maintain control of the load and reduce the risk of injury.
- **Manual Handling Limits:** Employees shall not attempt to lift, push, or pull loads beyond their physical capability. Additional precautions shall be taken when handling loads in awkward, confined, or restricted spaces.



### 13.4 Specialized Handling and Elevation

- **No Throwing:** Materials must not be thrown between locations or from person to person. All materials shall be transferred using controlled handling methods to prevent impact injuries and damage to materials.
- **Elevated Loads:** When loads are lifted or positioned at elevated work areas, an approved safety line or tag line shall be used to control the load. Employees shall not position themselves directly beneath suspended loads to guide or stabilize them.
- **Vehicle Entry/Exit:** Employees must maintain three points of contact when entering or exiting vehicles or mobile equipment. This practice shall be followed at all times to reduce the risk of sudden movement, slips, or lower back strain.

## 14. SLIPS, TRIPS, AND FALLS

### The Carrollton Cares Connection: Respond & Ensure Safety

Slips, trips, and falls are a significant cause of workplace injuries and lost work time. The City of Carrollton is committed to proactively identifying and eliminating slip, trip, and fall hazards before injuries occur. Maintaining stable, secure footing in all work environments, including offices, facilities, and field operations, is a fundamental requirement of the City's safety program.

#### 14.1 Understanding the Hazards

To **Ensure Safety**, employees must be able to identify the three primary types of incidents:

- **Slips:** Occur when there is too little friction or traction between footwear and the walking surface (e.g., wet floors, ice, or oil).
- **Trips:** Occur when your foot hits an object while your body is moving with enough momentum to be thrown off balance (e.g., uneven pavement, cords, or clutter).
- **Falls:** Occur when you are moved too far off your center of balance. These are categorized as "Falls on the Same Level" or "Falls to Lower Levels."

#### 14.2 Walking and Working Surface Standards

- **Housekeeping:** Keep all work areas, passageways, and stairs clean and orderly. Immediately clear scrap, tools, and debris from walking paths.
- **Spill Management:** If you see a spill, **Respond** immediately. Clean it up if it is safe to do so; otherwise, mark the area with a "Wet Floor" sign and stay with the hazard until the area is cleaned of the spill.
- **Cord Management:** Never run extension cords, hoses, or cables across aisles or walkways. If temporary placement is unavoidable, cords must be taped down or covered with a heavy-duty cord protector.
- **Lighting:** Ensure all walking areas are well-lit. Report burnt-out bulbs in stairwells, parking lots, and warehouses to Facility Services immediately.

### 14.3 Safe Movement Practices

- **Concentration:** Avoid distractions while walking. Do not read, text, or use a mobile phone while moving through the workplace or navigating stairs.
- **Stairway Safety:** Always use handrails when utilizing a stairway. Never carry loads that obstruct your view of the steps. Always keep one hand free for the handrail at all times.
- **The "Duck Walk" (Adverse Conditions):** When traversing potentially slippery surfaces, including ice, wet metal, or surface transition areas, employees shall use a controlled walking technique consisting of short, deliberate steps, knees slightly bent, and toes angled outward to increase stability and reduce the risk of slips and falls.
- **Footwear Integrity:** Ensure your shoes are suitable for your environment. Check soles regularly for wear/tears; smooth soles provide no traction on wet surfaces.

### 14.4 Exterior and Field Hazards

- **Environmental Awareness:** In the field, be alert for "hidden" trip hazards such as holes, tree roots, or changes in soil density.
- **Parking Lot Safety:** Watch for "wheel stops" (curbs) and changes in elevation between the sidewalk and asphalt.
- **Transition Zones:** Use extra caution when moving from a wet exterior to a smooth interior floor. Use the provided walk-off mats to dry your shoes completely.

### 14.5 Reporting and Maintenance

- **Floor Mats:** Ensure that floor mats are laid flat. Mats with curled edges or holes are trip hazards and must be replaced immediately.
- **Sidewalk Defects: Communicate** any sightings of cracked or heaving sidewalks to the Streets Division. Any change in elevation can be a tripping hazard.
- **Near-Miss Reporting:** If you slip or trip but do not fall, report it to your supervisor immediately as a "Near-Miss." This allows the City to address the hazard before potential injuries occur.



## 15. SMOKING & TOBACCO POLICY

### The Carrollton Cares Connection: Act & Ensure Safety

To promote a safe and healthy work environment and to protect City property from fire and health hazards, the City of Carrollton maintains a strict tobacco-free and smoke-free policy. This policy applies to all employees, facilities, vehicles, and City-controlled property.

- **Facility Prohibition:** Smoking, including the use of smokeless tobacco and e-cigarettes (vaping), is strictly prohibited in any City facility.
- **Vehicle Prohibition:** Smoking and the use of tobacco or e-cigarettes are strictly prohibited in all City vehicles.
- **Hazardous Areas:** Open flames and smoking are never permitted in areas where flammables or combustibles are present. The absence of a "No Smoking" sign does not authorize smoking in any hazardous location.
- **Fueling Safety:** Smoking is strictly prohibited at or near any fuel dispensing locations.
- **Designated Areas:** Smoking is only allowed in outdoor areas specifically designated by the City, provided they are not in the vicinity of flammable materials or building entrances.
- **Enforcement:** Employees who violate this smoke-free/tobacco-free directive will be subject to Positive Performance Management and/or disciplinary action to **Ensure Safety** and compliance with City standards.



## 16. TOOL SAFETY (HAND & POWER TOOLS) The Carrollton Cares Connection: Act & Ensure Safety

The right tool for the right job is a hallmark of the **Carrollton Difference**. Improper use of tools or the operation of defective equipment is a significant cause of workplace injury. To **Act** safely, all employees must follow established standards for tool selection, inspection, and use to **Ensure Safe** and effective work practices.

### 16.1 General Tool Maintenance & Use

- **Approved Equipment:** All tools shall be approved for their intended use and maintained in proper working condition.
- **Pre-Use Inspection:** All tools must be examined prior to use to ensure they are in proper working condition.
- **Defective Tools:** Any tool found to be defective must be tagged "DANGER - DO NOT USE" to prevent accidental use and removed from the job site immediately.
- **Training:** Employees must be trained on the correct use, hazards, and limitations of each tool used in their specific workplace.
- **PPE Coordination:** Gloves should be worn to provide protection, provided they do not increase the risk of the employee becoming entangled in the tool's point of operation.

### 16.2 Hand Tool Specifics

- **Impact Tools:** Hammers, chisels, and punches that become "mushroomed" or cracked at the head must be replaced immediately.
- **Safe Holding:** When using chisels or punches, use a safe holding device, such as vice-grips or pliers, rather than holding the tool directly in hand to avoid strike injuries.
- **Wrenches:** Never use wrenches with sprung or damaged jaws. This prevents the tool from slipping under pressure.
- **Wooden Handles:** Handles that are loose, cracked, or splintered must be replaced. Taping or lashing a broken handle is strictly prohibited.



### 16.3 Power Tool Safety

- **Energy Isolation:** Power tools must be disconnected from their power source (unplugged or battery removed) while any repairs, blade changes, or adjustments are being made.
- **Elevated Work:** Tools shall not be left unsecured in elevated places. Tethering is recommended for any tool used in an area where it could fall to a lower level and strike another employee or resident.

### 16.4 Tool Carrying and Storage

- **Pocket Safety:** Never carry sharp or pointed tools (like screwdrivers or knives) in your pockets unless the edges/points are properly protected.
- **Climbing Safety:** Do not carry tools in your hands while climbing a ladder. Use an approved utility belt or hoist them up with a rope and bucket once you are in position.
- **Housekeeping:** Do not leave tools lying on the floor or in any location where they create a trip or fall hazard. Upon completion of a task, all tools shall be returned to their designated storage locations to maintain a safe and organized work environment and to protect equipment.

## 17. HAZARD COMMUNICATION (RIGHT TO KNOW)

### The Carrollton Cares Connection: Act & Ensure Safety

Every City employee has the right to be informed of chemical hazards in their specific work area. To **Ensure Safety**, the City maintains a comprehensive process that includes proper labeling of chemicals, accessible Safety Data Sheets (SDS), and required training to prevent accidental exposure, respiratory illness, or chemical burns.

#### 17.1 Safety Data Sheets (SDS)

The SDS is a 16-section technical document provided by manufacturers for every chemical used on City property. It contains essential safety, handling, and emergency information.

- **Accessibility:** SDS binders or digital access points must be kept in a location that is immediately accessible to all employees during their work shifts. Employees should never be locked out of the area where your SDS information is stored.
- **Critical Sections to Review:**
  - **Section 4: First-Aid Measures:** Provides immediate instructions on steps to take if the chemical is swallowed, inhaled, or contacts the skin/eyes.
  - **Section 8: Exposure Controls/PPE:** Lists the specific gloves, respirators, goggles, protective clothing, or PPE required to handle the substance safely.
- **New Chemicals:** Employees must not use a new chemical until the SDS has been reviewed by the supervisor and the department's Safety Coordinator.

#### 17.2 Container Labeling

To prevent accidental misuse, dangerous mixtures, or accidental ingestion, all chemical containers must be clearly and accurately labeled at all times.

- **Primary Containers:** These are the original chemical containers from the manufacturer. The original labels must remain intact and legible; they should never be defaced or covered.
- **Secondary Containers:** When a chemical is transferred to a secondary container, such as a spray bottle, jug, or bucket, the container shall be clearly labeled with the chemical's identity and any associated physical or health hazards (e.g., "Corrosive" or "Flammable").



- **Prohibited Containers:** Chemicals shall never be stored in food or beverage containers, including but not limited to water bottles, soda cans, or coffee tins, even if the container is labeled.

### 17.3 Chemical Inventory & Storage

- **Inventory Maintenance:** Each department is responsible for maintaining an up-to-date list of all hazardous chemicals in their facilities.
- **Safe Storage:** Chemicals must be stored according to their compatibility.
  - Flammables should be kept in dedicated yellow, fire-rated cabinets.
  - Incompatible chemicals (such as bleach and ammonia, or acids and bases) must be kept separately to prevent toxic gas release or fire.
- **Spill Response:** Only employees specifically trained in spill response should clean up hazardous leaks. For significant spills, evacuate the area, notify your supervisor, and contact the Fire Department and Risk Management immediately.

### 17.4 Employee Training

Hazard communication training is vital to maintaining a safe workplace. Training is required:

1. At the time of an employee's initial assignment to a work area.
2. Whenever a new chemical hazard is introduced into the workplace.
3. Regularly through safety meetings conducted by the Safety Coordinator to review the location and use of SDS.

## 18. TRAFFIC CONTROLS FOR WORK ZONE SAFETY

### The Carrollton Cares Connection: Respond & Ensure Safety

Work zone safety is a critical responsibility that involves safeguarding pedestrians, motorists, and City employees through the proper planning and use of barriers, signage, and specialized equipment. To **Respond** to the needs of the community, all work zones shall be established, operated, and maintained with the safety of both workers and the public as the highest priority.

#### 18.1 Core Traffic Control Principles

- **Advance Warning:** Adequate advance warning shall be provided to alert the public to work activities prior to reaching the job site. This shall be accomplished through the proper sequencing and placement of approved warning signs, channelizing devices, and protective measures to safely regulate and guide traffic around the work area.
- **The Traffic Control Plan (TCP):** A formal Traffic Control Plan (TCP) shall be developed and approved before any street construction or repair work begins. Work shall not be authorized to commence until the TCP ensures the safe movement of vehicles and pedestrians.
- **Consistency:** Traffic control signs, barricades, and devices shall be correctly installed, properly maintained, and kept in effective operating condition for the full duration of the project.
- **Overnight Protection:** When traffic control devices remain in place overnight, supervisors must inspect the work area at the end of each workday to confirm that all barricades and signs are properly positioned, stable, and clearly visible. Lighted barricades must be used whenever practicable to provide nighttime protection.

#### 18.2 Component Parts of a Temporary Traffic Control Zone

To **Ensure Safety**, every major work zone shall be planned, established, and maintained with the following five distinct areas:

- **Advance Warning Area:** Provides advance notice to approaching traffic of upcoming work activities and conditions.

- **Transition Area:** Guides traffic from its normal travel path to a modified path through the use of tapers or channelizing devices.
- **Buffer Space:** Establishes a clear recovery area to protect workers and equipment from errant vehicles before they enter the work space.
- **Work Space:** Designates the protected area where workers, equipment, and materials are located and operations are performed.
- **Termination Area:** Provides sufficient distance for traffic to safely return to the normal travel path beyond the work zone.

### 18.3 Flagger Operations and Equipment

- **High-Visibility Attire:** All employees in or near the roadway **are required to** wear retro-reflective vests or Class 2/3 garments. For night operations, retro-reflective material is **mandatory to Ensure Safety**.
- **Flagger Deployment:** Flaggers shall be utilized when traffic must be intermittently stopped or when approaches to the work area do not provide adequate sight distance for approaching motorists.
- **Sign Paddles:** “STOP/SLOW” sign paddles shall be the primary method used by flaggers to control traffic. Flags shall be used only in emergency situations or for short-duration operations.
- **Night Illumination:** During nighttime operations, flagger stations shall be properly illuminated using floodlights or other approved lighting to ensure flaggers are clearly visible to approaching motorists.
- **Manpower Requirements:** When sufficient personnel are not available to safely perform flagging operations, the roadway shall be closed and traffic rerouted through an approved detour.

### 18.4 Pedestrian and Excavation Safety

- **Impeded Access:** When pedestrian traffic is obstructed, physical restraints such as barricades, restrictive tape, or rope must be used to keep the public or motorists out of the hazard zone.
- **Sidewalk Hazards:** Any hole in a sidewalk or roadway left open must have perimeter protection in the form of physical barriers and warning signs.



- **Road Plates:** All steel plates used to temporarily cover holes in the street must be secured in place to prevent shifting under the weight of traffic.

## 18.5 Coordination and Training

- **Agency Notification:** In any instance where a street is significantly obstructed or closed, the crew leader or supervisor shall notify Police, Fire, and Dispatch and provide an estimated duration of the obstruction or closure.
- **Compliance Standards:** All traffic control must adhere to the **Texas Manual on Uniform Traffic Control Devices (Texas MUTCD)**.
- **Mandatory Training:** To maintain professional service, all employees subject to using traffic control devices are required to attend the annual **TEEX Work Zone Traffic Control and Flagger Training** classes.
- **2026 Best Practice - Digital Alerts:** For long-term closures, departments should coordinate with the appropriate City departments and personnel to ensure timely public notification through official City communication channels, including City social medial platforms and postings on the City’s website, in order to improve public awareness and reduce traffic disruptions.

## 19. TRENCH CONSTRUCTION AND EXCAVATION SAFETY

### The Carrollton Cares Connection: Act & Ensure Safety

Excavation and trenching operations present significant hazards to City personnel. To **Ensure** the **Safety** of employees, the City of Carrollton complies with OSHA-aligned standards and established safety procedures designed to prevent trench collapses and protect personnel working in and around excavations.

#### 19.1 Protective Systems and Soil Analysis

- **Mandatory Protection:** All employees working in excavations must be protected from cave-ins through the use of an approved protective system, including sloping, benching, shoring, or shielding, as applicable.
- **Exceptions:** Protective systems are not required only when the excavation is made entirely in stable rock, or when the excavation is less than five (5) feet in depth and designated safety personnel determines there is no indication of a potential cave-in.
- **System Selection:** The designated safety personnel shall evaluate site-specific conditions when selecting an appropriate protective system, including soil classification, vibration sources (such as adjacent traffic or rail activity), previously disturbed soil, the presence of water, and surcharge loads from heavy equipment or materials.
- **Spoil Piles:** Excavated materials, spoil piles, and equipment shall be positioned a minimum of **2 feet** from the edge of the excavation to prevent material from falling into the excavation and to reduce lateral pressure on trench walls.

#### 19.2 The "Designated Safety Person" Authority

- **Definition:** A "Designated Safety Person" is an individual trained to identify existing and predictable hazards and who has the **express authorization** to take prompt corrective measures, including stopping work.
- **Daily Inspections:** The Designated Safety Person must inspect all excavations and adjacent areas on a daily basis, including:
  - Prior to the start of each work shift;
  - Following any rainstorm or other hazard-increasing event; and

- After any period in which the excavation has been left unattended, including breaks or meal periods.
- **Training Requirements:** Each work crew shall include at least one employee who is thoroughly trained in safe excavation and trenching procedures. This designated lead worker is responsible for implementing and enforcing supervisory safety directives and ensuring compliance with established excavation safety requirements.

### 19.3 Access, Exit, and Atmospheric Safety

- **Safe Exit:** A stairway, ladder, or ramp must be located in trench excavations 4 feet or more in depth.
- **Lateral Travel:** Employees must not have to travel more than **25 feet** laterally to reach a means of exit.
- **Ladder Standards:** Ladders must extend at least 3 feet above the landing surface and be secured or tied off.
- **Air Quality:** For excavations exceeding 4 feet in depth where oxygen-deficient or hazardous atmospheres may be present, atmospheric testing shall be conducted prior to employee entry and continuously or as frequently as necessary to ensure safe working conditions are maintained.

### 19.4 Water Accumulation and Run-off

- **Water Hazards:** Employees shall not work in excavations where water is accumulated or actively accumulating unless adequate protective measures are implemented. Such measures may include, but are not limited to, special support or shielding systems, water removal or pumping equipment, and the use of lifelines or other safety devices.
- **Surface Water:** Diversion ditches, dikes, or equivalent controls shall be utilized as necessary to prevent surface water from entering excavations and creating hazardous conditions.
- **Rain Events:** Any excavation exposed to runoff or other impacts from heavy rainfall shall be fully re-inspected by a designated Competent Person prior to the resumption of work to ensure continued safety and stability.

## 19.5 Trench Construction Methods

The designated Lead Worker must select one of the following 3 legal methods for any trench 5 feet deep or greater:

**Sloping:** Sloping involves cutting back the sides of a trench at an approved angle to reduce the risk of cave-ins. Unless otherwise determined by the Designated Safety Personnel based on soil classification and site conditions, a minimum slope of one horizontal to one vertical (1:1) shall be maintained in most soil types (e.g., for every six (6) feet of trench depth, the trench sides shall be sloped back six (6) feet).

- **Trench Shields (Trench Boxes):** Trench shields are protective structures designed to safeguard employees working within excavations. Trench shields shall be installed and properly positioned before any employee enters the trench. Shields may be stacked or installed end-to-end as necessary to accommodate excavation depth and length, in accordance with manufacturer specifications and safety standards.
- **Shoring/Bracing:** Shoring and bracing systems consist of sheeting combined with mechanical or hydraulic supports to stabilize trench walls and prevent collapse. All shoring components shall be installed in accordance with OSHA-aligned requirements. Angle iron or similar materials shall only be used when properly secured and installed in compliance with applicable safety guidelines.

## 19.6 Entry Protocols and Dispute Resolution

- **Authorization:** Employees must not enter any trench or excavation until appropriate protective systems are in place and a Designated Safety Person has inspected the excavation and formally authorized entry.
- **Surface Observer:** While a trench or excavation is occupied, at least one employee shall remain outside the excavation to monitor trench wall stability and observe for signs of soil movement or other hazardous conditions.
- **Vibration Control:** Motorized vehicles and heavy equipment must not be operated immediately adjacent to an occupied trench when such operation could create vibration or increase the risk of collapse.
- **Dispute Resolution:** Any employee who believes that trench protection is inadequate has the right to request an inspection by a Department Manager or Designated Safety Personnel. Employees are encouraged to first address safety



concerns with the on-site Lead Worker; however, this shall not delay or restrict the employee's right to request additional review.

- **Contractor Trenches:** City employees are prohibited from entering contractor-controlled trenches or excavations until the excavation has been inspected and approved by a City Crew Leader or Supervisor and determined to meet City safety requirements.

## 20. WEATHER-RELATED EMERGENCY PROCEDURES

### The Carrollton Cares Connection: Respond & Ensure Safety

City operations often require employees to **Respond** to community needs during adverse weather conditions. To **Ensure Safety** and operational readiness, the City of Carrollton maintains preparedness measures for a wide range of hazards, including tornadoes, severe storms, and extreme temperature conditions.

#### 20.1 Critical Weather Definitions

- **Inclement Weather:** Conditions such as snow, ice/sleet, or frigid temperatures that may impact travel or outdoor work safety.
- **Tornado Watch:** Atmospheric conditions that are favorable for the development of tornadoes. Employees should remain alert and monitor weather radios/apps.
- **Tornado Warning:** An actual tornado has been sighted or indicated by radar in the Carrollton area. **Immediate action to seek shelter is required.**
- **Heat/Cold Advisories:** Periods where ambient temperatures and humidity/wind chill reach levels that require mandatory work-rest cycles for field crews.

#### 20.2 Departmental Responsibilities

All managers and supervisors are responsible for ensuring that employees understand and are prepared to **Respond** appropriately to weather-related emergencies.

- **Specific Procedures:** Departments must develop and maintain written severe weather response procedures, including specific protocols for remote sites, field operations, and off-site work locations.
- **Alert Systems:** Departments shall maintain a reliable method of alerting all personnel to severe weather conditions and the need to seek shelter, which may include radios, text or mobile alerts, audible alarms, or equivalent systems.
- **Annual Drills:** Tornado response and emergency evacuation drills shall be conducted at least annually to ensure employees are familiar with designated shelter locations and response expectations. These drills may be conducted by the Department and/or Emergency Management.
- **Incident Command:** Each department shall designate a primary individual and an alternate responsible for initiating severe weather response procedures and



accounting for the status and location of all employees during an incident. This individual may also be selected by Emergency Management.

### 20.3 Reporting to Work During Inclement Weather

The City of Carrollton relies on its workforce to continue to provide essential services during storms. The following guidelines apply:

- **Duty Expectations:** Employees are expected to report for work at their regularly assigned time unless otherwise **Communicated** by their Department or City Management.
- **Late Arrival/Absence:** If weather conditions are such that personal judgment prevents the employee from coming to work or causes them to be late, the employee should notify their supervisor within 30 minutes after the start of their work day.
- **Leave Accounting:** If weather conditions cause employees to be absent, the supervisor may account for the absence by:
  - Utilizing authorized leave times for which the employee is eligible, which may include vacation, holiday, or compensatory time. Sick leave may **not** be used for inclement weather.
  - Authorizing leave without pay.
- **City Closures:** The City Manager makes determinations if City facilities will close and how pay and leave will be handled based on the event's severity.
- **Remote Work:** If any City offices are closed due to adverse weather conditions and supplemental or telecommuting work is available, employees are expected to work utilizing one of those options. If an employee refuses supplemental or telecommuting work, the employee could be subject to discipline under Administrative Directive #31 Positive Performance Management.
- **Essential Personnel:** In the event the department has an internal process or standard operating procedure requiring first responding employees (Police, Fire, Public Works, etc.) to report for work during inclement weather, employees are expected to follow the requirements of their departmental procedures.



## 20.4 Tornado Response (Field and Office)

- **Office Personnel:** Immediately move to the lowest level of the building, away from windows, exterior walls, and glass. Employees shall seek shelter in interior rooms, restrooms, or other designated reinforced areas.
- **Field Personnel:** Field personnel who are unable to reach a substantial building shall remain in their vehicle only if no safer shelter is available and shall not seek shelter beneath highway overpasses. If caught in an open area, employees shall lie flat in a nearby ditch or low-lying area and protect their head and neck with their arms.
- **Post-Event Accountability:** Following the expiration of a weather warning or emergency condition, all employees shall report their status to their supervisor to confirm their safety and location.

## 20.5 Heat and Cold Stress Best Practices (2026 Standards)

- **Hydration:** During heat advisories or high-temperature conditions, field crews shall be provided with adequate potable water and electrolyte-replacement beverages to maintain hydration.
- **Work-Rest Cycles:** Supervisors should implement work-rest cycles and a “buddy system” to monitor employees for signs of heat-related illness, frostbite, or other temperature-related health hazards during extreme heat or cold events.
- **PPE Adjustments:** Employees shall adjust PPE and clothing based on weather conditions. During winter or cold weather, layered clothing and moisture-wicking materials are recommended to maintain body temperature. During hot weather, employees shall wear wide-brimmed hats and light-colored, breathable safety shirts meeting ANSI Class 2 or Class 3 standards.



## 21. WEATHER-RELATED ILLNESS PREVENTION

### The Carrollton Cares Connection: Act & Ensure Safety

In North Texas, employees are regularly exposed to extreme temperature fluctuations. To **Ensure Safety**, all employees, particularly those in field operations, shall be trained to recognize the early warning signs of heat- and cold-related illnesses. Taking proactive measures to **Act** before a medical emergency occurs exemplifies the **Carrollton Difference** in protecting our workforce.

#### 21.1 Cold-Related Illnesses: Hypothermia

Hypothermia occurs when the body's core temperature drops below normal levels (below 95°F). Exposure to wet conditions, wind, or prolonged cold, even at temperatures above freezing, can place employees at risk.

- **Symptoms:** Employees and supervisors shall be trained to recognize early warning signs of hypothermia, including uncontrollable shivering, physical weakness, drowsiness, mental disorientation, slurred speech, and eventual unconsciousness.
- **Prevention Guidelines:**
  - **Layering:** Employees should wear at least three layers of clothing to include: A moisture-wicking inner layer to keep skin dry, an insulating middle layer (fleece or wool), and a wind and water-resistant outer layer.
  - **Keep Dry:** Wet clothing significantly increases heat loss. Employees shall change into dry clothing immediately if garments become saturated.
  - **Buddy System:** Employees should work in pairs or small teams whenever possible. Hypothermia often impairs judgment, making early detection by a coworker critical.
  - **Cover the Extremities:** Employees shall wear hats or caps, insulated gloves, and waterproof boots to maintain core and extremity warmth.

#### 21.2 Heat-Related Illnesses

Heat-related illnesses result from prolonged exposure to high temperatures, high humidity, and insufficient hydration. These illnesses can range from minor discomfort to life-threatening emergencies.



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- **Heat Stroke (Medical Emergency):** This is the most serious heat-related condition that occurs when the body's temperature regulation system fails.
  - **Symptoms:** Hot, dry skin (no sweating), very high body temperature, rapid heartbeat, mental confusion, and/or loss of consciousness.
  - **Immediate Action: Call 911 immediately.** Move the affected employee to a cool, shaded area, remove excess clothing, soak clothing with cool water, and fan the body vigorously to promote evaporative cooling.
- **Heat Exhaustion:** Results from excessive loss of water and salt through sweating.
  - **Symptoms:** Extreme weakness, fatigue, dizziness, nausea, headache, and moist or clammy skin.  
  
**Treatment:** Rest in a cool, shaded area and drink plenty of water or electrolyte-replacement fluids. Monitor condition for any progression to heat stroke.
- **Heat Cramps:** Painful muscle spasms caused by salt and fluid loss during strenuous activity.
  - **Treatment:** Rest and drink fluid-replacement beverages. Employees should avoid returning to strenuous work until cramps have resolved.
- **Heat Rash:** Occurs when sweat cannot evaporate in humid conditions.
  - **Prevention:** Keep skin dry, take periodic breaks in cool or air-conditioned areas, and wear breathable clothing to reduce sweating accumulation.

## 21.3 General Heat Prevention Standards

- **Acclimatization:** Employees who are not acclimatized to hot working conditions shall be provided a structured acclimatization period. New employees, employees returning from extended absences, or employees assigned to hot environments after prolonged non-exposure shall begin work at no more than 20% of their normal workload on the first day, with workload increases of no more than 20% per day thereafter.
- **Fluid Intake:** It is recommended that employees consume approximately **5–7 ounces** of fluid every **15–20 minutes** while working in hot conditions. Employees shall not rely on thirst as an indicator for hydration



- **Hydration Choices:** The consumption of alcoholic beverages is strictly prohibited during work hours. Consumption of beverages with high caffeine content is **NOT** recommended during work hours, as these substances contribute to dehydration and increase the risk of heat-related illness.
- **Clothing and Protection:** Employees should wear light-colored, loose-fitting clothing appropriate to the task and a wide-brimmed hat when feasible. The use of sunscreen with a minimum SPF of 30 is required for exposed skin to prevent sunburn, which can impair the body’s natural cooling mechanisms.
- **Work Scheduling:** Supervisors shall, whenever operationally feasible, schedule strenuous or high-exertion tasks during cooler periods of the day, such as early morning or late evening hours.
- **Education:** Field supervisors are responsible for ensuring all employees receive training on the recognition of heat-related illness symptoms. Supervisors shall enforce established work-rest cycles and closely monitor employees during designated “Heat Advisory” days.

## 22. WORKING ALONE SAFETY

### The Carrollton Cares Connection: Act & Ensure Safety

While working alone is sometimes necessary to support City operations, the absence of immediate assistance during emergencies requires additional planning and controls. To **Ensure Safety**, the City shall balance operational efficiency with the physical security and well-being of employees.

The determination of whether a task may be performed alone shall be based on a documented risk assessment that considers, at minimum, the work environment, the level of public interaction, and the potential severity of consequences should an incident occur. Tasks identified as high risk shall require additional safety measures, modified work practices, and/or the presence of additional personnel.

#### 22.1 Identifying High-Risk Lone Work

Supervisors are responsible for evaluating work assignments involving lone employees and for implementing appropriate safeguards to reduce risk and ensure employee safety at all times. High-risk activities include:

- **Elevated Work:** Tasks performed from ladders, scaffolds, or aerial lifts where a fall could result in serious injury, leave an employee incapacitated, or death.
- **Confined Spaces:** Entry into permit-required or non-permit required confined spaces where atmospheric conditions may change rapidly and present immediate hazards.
- **Electrical Hazards:** Work involving energized electrical systems, electrically charged equipment, or high-voltage components.
- **Hazardous Materials:** Handling or exposure to toxic chemicals, pressurized gases, or high-pressure hydraulic systems that present a risk of serious injury or illness.
- **Power Equipment:** Operation of heavy machinery, chainsaws, large mowers, or similar powered equipment in remote or isolated locations.
- **Potential Violence:** Interactions with members of the public in enforcement, regulatory, or isolated field settings where there is a reasonable potential for hostility, aggression, or violence.

## 21.2 Safety Actions for Lone Workers

To mitigate the risks associated with working independently, the following actions must be taken prior to the start of the shift:

- **Hazard Assessment:** Workplaces should be assessed and documented with a formal hazard assessment to identify all hazards that may be exacerbated while working independently
- **Pre-Task Briefing:** Supervisors shall review the assigned tasks with the employee before work begins, specifically addressing identified hazards, potential exposures, and immediate mitigation measures.
- **Risk Avoidance:** High-risk tasks shall not be routinely assigned to lone workers. When avoidance is not feasible, such tasks shall be scheduled during normal business hours or performed with a designated “buddy” present.
- **Corrective Action:** Engineering controls (e.g., automated shut-offs, guards, or alarms) and administrative controls shall be implemented, as feasible, to reduce risk prior to the employee arriving on site.
- **Specialized Training:** Employees assigned to work alone shall receive job-specific safety training focused on hazard recognition, independent decision-making, emergency response, and self-rescue procedures.

## 21.3 Communication and Monitoring Protocols

**Communication** is the primary safeguard for employees working alone. To **Ensure Safety and Act** promptly and responsibly, departments shall establish and enforce the following communication and response requirements:

- **Check-In Procedures:** Departments shall implement a mandatory check-in schedule for lone employees at intervals appropriate to the risk level of the assignment (e.g., every 60 or 120 minutes) using approved communication methods such as radio, phone, or digital applications.
- **Visual/Audible Checks:** For employees working in fixed or predictable locations, supervisors shall ensure periodic visual confirmation of employee status or conduct audible “handshake” check-ins through the established communication system.
- **Escalation Plan:** Departments shall maintain a clearly defined escalation procedure for missed check-ins. At a minimum, this shall include immediate



attempts to contact the employee via radio or phone, use of GPS or location-tracking technology when available, and prompt dispatch of a supervisor or nearby unit to the employee's last known location.

- **Emergency Signaling:** Employees assigned to high-risk lone work environments shall be provided with appropriate emergency signaling devices, such as panic buttons or “man-down” alarms, that automatically notify Dispatch or a supervisor in the event of a fall, sudden immobility, or other emergency condition.

#### 21.4 Employee Capability

- **Demonstrated Competency:** Supervisors must determine that a lone worker has demonstrated the technical capability and maturity to work safely and independently before they are assigned to independent tasks.
- **Right to Refuse:** If an employee feels a lone assignment is unsafe due to changing field conditions or conditions arising out of their control, they must **Communicate** their concerns to their supervisor immediately to find a safe alternative.



## 23. WORKING IN CONFINED SPACES

### The Carrollton Cares Connection: Act & Ensure Safety

Confined spaces are not designed for continuous human occupancy; however, City operations may require employee entry into these high-risk environments. Due to the potential presence of hazardous atmospheric conditions, including toxic gases and oxygen-deficient environments, the City of Carrollton enforces strict compliance with established confined space entry procedures.

#### 22.1 Definitions and Classification

A space is considered "Confined" if it meets all 3 of the following criteria:

- **Large enough** for an employee to enter and perform work.
- **Limited or restricted** means for entry or exit (e.g., manholes, vaults, tanks, silos, or pits).
- **Not designed** for continuous employee occupancy.

#### 23.2 The Permit System and Supervision

- **Written Permits:** No employee shall enter a "Permit-Required" confined space without a signed entry permit. The Supervisor must complete this permit on-site to verify all safety equipment is functional.
- **Authorized Entry:** Only employees who have completed the required Confined Space Training are permitted to enter.
- **Energy Isolation (LOTO):** Before entry, all electrical and mechanical energy sources must be locked out and tagged (See Section 9. LOCKOUT/TAGOUT PROCEDURES). The space must be drained, vented, and cleaned if it previously held hazardous materials.
- **Guarding the Opening:** Once a cover is removed, the opening must be guarded by a railing or temporary barrier to prevent injury and protect pedestrians.

## 22.3 Atmospheric Testing and Monitoring

Atmospheric hazards present the most significant risk within confined spaces. Because human senses cannot reliably detect oxygen-deficient or toxic environments, all atmospheric conditions shall be verified using properly calibrated monitoring equipment.

- **Pre-Entry Testing:** Prior to opening or removing any cover, the atmosphere within the confined space shall be tested through an available vent or access point. Testing shall be conducted using approved, calibrated equipment and shall follow the required testing sequence outlined below:
  1. Oxygen Content (Safe range: **19.5% to 23.5%**).
  2. Flammable Gases/Vapors (< 10 of Lower Explosive Limit).
  3. Potential Toxic Contaminants (specifically H<sub>2</sub>S and CO).
- **Calibration:** All atmospheric testing and monitoring equipment shall be calibrated at least quarterly in accordance with manufacturer specifications. Calibration records shall be maintained by the responsible department and made available for inspection upon request.
- **The \$H\_2S\$ (Hydrogen Sulfide) Hazard:** Hydrogen Sulfide is commonly associated with a “rotten egg” odor at low concentrations, exposure to higher concentrations can rapidly deaden the sense of smell. Employees shall never rely on odor as a warning indicator. If hydrogen sulfide is detected or suspected, employees shall immediately exit the space and initiate emergency procedures.
- **Continuous Monitoring:** Continuous atmospheric monitoring is required whenever hot work (including welding or cutting) or painting is conducted within a confined space. If monitoring equipment alarms at any time, employees shall immediately evacuate the space and suspend work until conditions are verified as safe.

## 23.4 The Attendant (The "Standby" Role)

The employee designated as the Confined Space Attendant serves as the primary lifeline for personnel entering the confined space. The Attendant’s responsibilities are mandatory and shall be strictly observed:

- **Continuous Communication:** The Attendant shall maintain uninterrupted visual or verbal communication with the authorized entrant at all times while entry operations are in progress.



- **No Entry:** In the event of an emergency, the Attendant shall not enter the confined space under any circumstances. The Attendant's role is to immediately summon emergency assistance (including calling 911) and initiate non-entry rescue procedures using approved equipment such as a tripod and winch.
- **Atmospheric Awareness:** The Attendant shall continuously monitor conditions in and around the confined space, including external factors that could affect atmospheric safety (e.g., vehicle exhaust or changes in ventilation effectiveness).
- **Authority:** The Attendant has the authority and responsibility to order immediate evacuation of the confined space at any time if hazardous conditions are detected or suspected.

### 23.5 Specialized Gas Leak Protocols

If a combustible atmosphere is detected and a gas line leak (TXU/Natural Gas) is suspected:

- **Evacuate:** Exit the space **immediately** and post "No Smoking/Ignition" signs.
- **Contact:** Notify the Pump Station and the appropriate gas company.  
**Do Not Ventilate:** Wait for the gas company to arrive on scene before starting blowers, as the blower motor could act as an ignition source.
- **Re-Entry:** Do not enter until the gas company has confirmed that all repairs are complete and you have re-tested the atmosphere, verifying that it is free of combustible contaminants.

### 23.6 Rescue Equipment and Emergency Response

Every entry requires a rescue plan. Standard rescue apparatus includes:

- **Tripod and Winch:** For non-entry vertical retrieval.
- **Full-Body Harness and Lifeline:** Mandatory for all entries.
- **SCBA (Self-Contained Breathing Apparatus):** Required for entry into known toxic or oxygen-deficient environments. Canister-type masks are **prohibited**.
- **First Aid/CPR:** An employee trained in CPR must be immediately available during any high-hazard entry.



### 23.7 Safe Work Practices

- **Ventilation:** Forced-air ventilation shall be used to maintain a safe, respirable atmosphere within the confined space. Ventilation equipment shall be positioned to introduce fresh air only and shall not draw air from contaminated sources.
- **Hot Work:** Welding, cutting, or other hot work shall not be performed in or near confined spaces until atmospheric testing confirms the absence of flammable or explosive gases and appropriate controls are in place.
- **Exiting:** Upon completion of work, the employee shall notify their supervisor. If an employee exits the confined space for any reason, all atmospheric testing, permits, and entry authorization procedures shall be fully reinitiated prior to re-entry.
- **Infrastructure Inspection:** During storm or sanitary sewer inspections, a minimum of one additional employee shall remain on the surface at all times, track the entrant's progress, and maintain continuous radio communication.



## 24. WORKPLACE VIOLENCE AWARENESS

### The Carrollton Cares Connection: Act & Ensure Safety

The City of Carrollton is committed to maintaining a safe and secure environment for all employees, contractors, and visitors. Violence, threats, or intimidation of any kind will not be tolerated. To **Ensure Safety**, all employees are expected to recognize early warning signs of potentially violent or threatening behavior, and **Act** immediately by reporting concerns, incidents, or suspicious behavior to a supervisor, Workforce Services, or safety personnel before the situation escalates.

#### 24.1 Recognizing Warning Signs

Violence in the workplace often develops gradually. To **Ensure Safety**, all employees are expected to recognize early warning behaviors in coworkers, clients, or members of the public and **Act** immediately by reporting concerns to a supervisor, Workforce Services, or other designated authority.

Warning behaviors may include, but are not limited to:

- **Verbal Threats:** Statements indicating intent to “get even” for disciplinary actions, dismissals, or perceived slights.
- **Intimidation Tactics:** Repeatedly threatening, bullying, or attempting to instill fear in others.
- **Paranoia:** Persistent claims that others are “out to get them” or sudden, significant changes in behavior.
- **Obsessions:** Frequent discussion of weapons, violent incidents, or longstanding grudges toward the City or specific individuals.
- **Emotional Instability:** Rapid or frequent anger, deflecting personal responsibility, or extreme defensiveness when receiving constructive feedback.

#### 24.2 Reporting Procedures

The City of Carrollton is committed to maintaining a safe and secure workplace for all employees, visitors, and contractors. Early recognition and reporting of threatening behaviors are essential to prevent workplace violence and **Ensure Safety**. Employees should report the below behaviors immediately:



- **Aggressive Customers:** The City of Carrollton is committed to maintaining a safe and secure workplace for all employees, visitors, and contractors. Early recognition and reporting of threatening behaviors are essential to prevent workplace violence and ensure safety.
- **Abusive Communication:** Persons using abusive, profane, or threatening language via phone, email, or other digital communications.
- **Direct Threats:** Any explicit threat directed at an employee, coworker, or City facility.

### 24.3 Response and De-escalation Strategies

If you are confronted by a threatening individual, your goal is to de-escalate the situation while prioritizing your own exit:

- **Professional Composure:** Remain calm, polite, and maintain eye contact. Do not argue, mirror aggression, or issue threats.
- **Courtesy:** Use friendly greetings and professional communication to help reduce tension.
- **Warning Signals:** Utilize pre-arranged silent signals to alert coworkers that assistance is required.
- **Emergency Action:** If safety is at risk, employees shall immediately contact 911. Do not wait for a situation to escalate to physical violence.

### 24.4 Proactive Protection and Facility Security

- **Communication Access:** Keep emergency numbers, including Police Department contact information, readily accessible.
- **Visitor Control:** Meet all visitors in designated areas and escort them to their desired work location. Do not allow non-employees to bypass sign-in procedures.
- **Access Integrity:** Maintain the security of locked doors, access cards, and entry codes. Do not prop doors open or share access credentials.
- **Personal Belongings:** Store personal valuables securely to minimize opportunity for theft.
- **Suspicious Items:** Report unusual or unexpected packages immediately. Do not open, move, or shake suspicious items.



## 24.5 After-Hours Safety

Employees working alone or after normal business hours shall:

**Notification:** Inform a supervisor or coworker of their work schedule and expected departure time.

- **Environmental Security:** Use well-lit areas, avoid dark stairways or corridors, and relocate vehicles to secure, visible areas when possible.
- **The "Buddy" System:** When feasible, coordinate departure with coworkers.
- **Vehicle Safety:** Ensure vehicle keys are accessible, inspect surroundings before entry, and lock doors immediately upon entering.
- **Active Defense:** If confronted by a threat, alert others by shouting and move to a safe, populated area. Comply with demands for property to protect personal safety.

## 24.6 Professional Conduct and Compliance

- **Prohibited Behavior:** Physical altercations, fistfights, and aggressive posturing are strictly prohibited and subject to disciplinary action.
- **Weapon Policy:** Employees shall not bring weapons to work or store them in vehicles on City property, consistent with the Administrative Directives.
- **Fitness for Duty:** Reporting to work under the influence of alcohol or drugs is prohibited. Impairment increases the risk of conflict and unsafe conditions.
- **Zero-Tolerance:** All threats, unsafe behavior, or security violations shall be reported. Failure to report a known threat or violation constitutes a breach of City safety standards.

## 25. SAFETY COORDINATORS

### The Carrollton Cares Connection: Act, Communicate & Ensure Safety

Safety Coordinators play a critical role in advancing the City’s safety program. They function as the primary liaison between Risk Management and departments, ensuring the consistent implementation of safety standards across all activities. Safety Coordinators are responsible for promoting employee accountability for workplace safety and supporting the identification, mitigation, and prevention of recognized hazards.

#### 24.1 Safety Coordinator Goals

The effectiveness of the City’s safety program depends on fostering a sustained commitment to safety beyond minimum compliance requirements. Safety Coordinators support this objective by advancing the following goals:

- **Culture Improvement:** Promote continuous improvement of the City’s safety culture through employee engagement, workplace observations, and consistent feedback.
- **Incident Prevention:** Support safe work practices and behaviors intended to eliminate workplace accidents and injuries.
- **Proactive Prevention:** Assist in implementing strategies designed to reduce both the occurrence of workplace incidents and the severity of resulting injuries.
- **Frequency & Severity Reduction:** Reinforce that workplace safety is a shared responsibility of all employees, regardless of position, classification, or department.
- **Shared Responsibility:** Reinforce that workplace safety is a shared responsibility of all employees, regardless of position, classification, or department.
- **Open Communication:** Encourage and maintain an environment that supports open communication, reporting, and discussion of safety concerns or recommendations without fear of retaliation, disciplinary action, or adverse consequence.

#### 25.2 Core Responsibilities

Safety Coordinators are responsible for supporting the day-to-day safety and health functions of their respective divisions through the following actions:

- **Advocacy:** Promote safety as a priority of the City and the department during operational activities, meetings, and briefings.



- **Hazard Recognition:** Assist employees in recognizing, reporting, and correcting workplace hazards or potential exposures.
- **Training Value:** Reinforce the importance of safety training as a required and effective tool to support employee well-being and safe work practices.
- **Data Analysis:** Receive, review, and analyze accident, injury, and near-miss reports for their assigned division to identify trends, contributing factors, and training needs.
- **Relevant Education:** Coordinate or recommend safety training topics that align with the division's operational risks and address identified incident trends or recurring hazards.

### 25.3 Administrative & Operational Duties

- **Training Management:** Maintain a comprehensive safety training calendar and coordinate required monthly safety training for assigned departments.
- **Documentation:** Prepare and submit safety meeting minutes and attendance records to Risk Management in accordance with compliance and record-retention requirements.
- **SDS Mastery:** Ensure employees are trained on the purpose, interpretation, and location of Safety Data Sheets (SDS) applicable to their division.
- **Policy Updates:** Communicate safety-related updates, including changes to departmental policies, state or federal regulations, and City Administrative Directives, in a timely manner.
- **Inspections:** Conduct and document quarterly safety inspections of facilities, equipment, and operations within their assigned areas of responsibility.
- **Program Revisions:** Assist in reviewing and updating division-specific accident prevention and safety programs to ensure alignment with current regulations, operational changes, and industry best practices.

**25.4 Equipment & Vehicle Readiness**  
**First Aid Readiness:** Ensure employees are trained on the location and proper use of first aid supplies maintained in City facilities and vehicles.

- **Accident Kits:** Assist in ensuring that the required Vehicle Accident Report Kit is present, complete, and readily accessible in all City vehicles.
- **Compliance Maintenance:** Support the maintenance of current vehicle insurance documentation by removing expired insurance cards and replacing them with updated, active versions in departmental vehicles once Risk distributes them.



- **Risk Management Liaison:** Serve as a liaison with Risk Management or designated representatives to address complex safety issues, significant incidents, or emerging hazards.



## 26. CITY OF CARROLLTON SAFETY COMMITTEE (CCSC)

### The Carrollton Cares Connection

The City of Carrollton is committed to maintaining a safe and healthy work environment for all employees. The Safety Committee plays a vital role in promoting safety awareness, identifying risks, and recommending solutions to prevent accidents and injuries. The following guidelines and structure will help guide the operations of the Safety Committee and ensure that safety remains a priority throughout the city.

#### 25.1 Safety Committee Purpose

The overall purpose of the Safety Committee is encapsulated by the tenet Carrollton C.A.R.E.S. (Communicate, Act, Respond, & Ensure Safety). The primary purpose of the Safety Committee is to create and maintain a safe working environment in line with the Carrollton C.A.R.E.S tenet by:

- Identifying potential safety hazards in the workplace.
- Promoting a culture of safety through education and awareness.
- Developing, implementing, and reviewing safety policies and procedures.
- Reviewing accidents, incidents, and injuries for each department within the City.
- Investigating and recommending corrective actions for workplace incidents and accidents.
- Communicating with departments by providing regular (monthly/quarterly) reports on accidents, incidents, and injuries along with recommendations for training opportunities to improve safe behaviors.
- Recommending and hosting various training opportunities for employees to attend to stay abreast with the latest safety initiatives.
- Ensuring compliance with federal, state, and local safety regulations.

#### 25.2 Committee Structure

The Safety Committee shall be composed of representatives from various departments within the City of Carrollton. Committee member representation should reflect the diverse nature of the City's operations and ensure that all employees are represented. There are no term limits for committee members, and members may vacate their position on the committee at any time, after written notification has been received by Risk Management.



- **Chairperson:** Appointed by the Workforce Services Director. This individual will be responsible for leading the committee, facilitating meetings, and tracking and ensuring safety initiatives are properly implemented in accordance with the timeline set forth by the Safety Committee.
- **Deputy Chairperson:** Appointed by the Workforce Services Director. The Deputy Chairperson assists in the leadership of the committee and steps in when the Chairperson is unavailable.
- **Committee Members:** Department representatives selected by their respective department directors. Representatives should be familiar with safety issues in their departments. Committee members should work with members of their department's management to identify safety issues and discuss concerns to bring to the attention of the Safety Committee.
- **Committee Secretary:** A dedicated staff member from Workforce Services responsible for taking meeting minutes and assisting the Chairperson in gathering data and scheduling meetings.
- **Ex-Officio Members (Optional):** Representatives from the City Attorney's Office, City management, or external consultants who may be invited to participate on a temporary or ad hoc basis to provide specific expertise or support.

### 26.3 Committee Responsibilities

The Safety Committee is tasked with the following responsibilities:

- **Safety Inspection and Hazard Identification:** Conduct quarterly safety inspections across all City facilities and/or workspaces as directed by the Chairperson and recommend improvements and necessary changes to effectively mitigate hazards.
- **Incident Investigations:** Assist with investigation into accidents, injuries, or near-misses that occur in the workplace and recommend and ensure corrective actions are taken.
- **Safety Policy Development and Review:** Review and develop safety policies to address new risks, regulations or organizational changes and promote City-wide safety awareness.
- **Reporting and Documentation:** Maintain accurate records of all safety committee activities, inspections, incidents, and training sessions and submit an annual report



to Risk Management and City Management detailing safety activities, incidents, improvements, and recommendations.

## 26.4 Reporting and Escalation Procedures

The Safety Committee will report its findings, recommendations, and actions to members of department management as follows:

- **Incident Reports:** For any incidents, accidents, or near-misses, Risk will ensure that all reports are filed and received within 24 hours and the department committee representative is notified timely. Reports will be reviewed at the next committee meeting.
- **Quarterly Updates:** The committee will provide a summary of safety activities, incidents, and improvements discussed in a quarterly report to members of department management and the Assistant City Managers.
- **Escalation of Serious Risks:** If a significant safety risk or policy violation is identified that requires immediate attention, the committee will escalate the matter to the Workforce Services Director and relevant department heads, if necessary, for prompt action.

## 26.5 Evaluation and Continuous Improvement

The Safety Committee is responsible for continuously evaluating the effectiveness of the City's safety programs. This will include but not be limited to: Annual reviews of safety policies and procedures.

- Employee feedback through surveys and focus groups to measure the effectiveness of safety training and initiatives.
- Tracking safety incident data to identify trends and areas for improvement.
- Ongoing education on emerging safety risks and industry best practices.

## 26.6 Definitions

- **City Vehicles:** Any owned, leased, borrowed, or rented passenger vehicles, pickup, truck, or other similar types of vehicles.
- **Motorized Equipment:** Vehicles designed primarily for off-road use, such as construction, farming, or maintenance. May include but not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.



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- **Deductible**: The amount of money to be paid out of pocket for a covered expense before the insurance policy begins to pay out the remainder.
- **Auto Deductible**: \$1,000 per incident
- **Mobile Equipment Deductible**: \$25,000 per incident
- **Property Deductible**: \$25,000 per incident
- **Workers Compensation Deductible**: \$100,000 per injury
- **Auto Physical Damage**: Damage to City-owned vehicles. Ex: City vehicle backs into a pole and damages the vehicle.
- **Auto Liability**: Damage to a third-party vehicle caused by a collision/accident with a City vehicle. Ex: City vehicle gets into an accident with a resident while driving.
- **General Liability**: Damage to third party property or vehicle accidents not resulting from a collision/accident with a City vehicle. Ex: City vehicle backs into a resident's mailbox that does not result in damage to the City vehicle, but results in damage only to the resident's mailbox. Resident's vehicle hits a pothole resulting in damage to their vehicle. Resident trips and falls at a City facility due to a crack in the pavement.
- **Property**: Damage to City owned property