



**CITY OF YANKTON  
EMPLOYEE SAFETY MANUAL**

# INDEX

Introduction.....	
Risk Management and Loss Control Guidelines .....	
The Safety Program Responsibilities and Roles.....	
Part 1: The Inspection Program.....	
Part 2: Safety Program .....	
Part 3: Disciplinary Action.....	
Part 4: Incident/Accident Investigation.....	
Part 5: General Safety Procedures.....	
Housekeeping .....	
Fire Protection .....	
Buildings.....	
Part 6: Proper Lifting and Carrying Procedures.....	
Part 7: Power Lockout/Tag out Procedures – Electrical Safety .....	
Part 8: Office Safety Rules.....	
Part 9: Vehicle Operations .....	
Part 10: Personal Protective Equipment.....	
Respirators .....	
Head Protection Hearing Protection Protective Equipment .....	
Part 11: Motorized Equipment and Power Tools .....	
Machine Guarding .....	
Abrasive Wheel Equipment.....	
Air Jack Hammers .....	
Wood Working Machinery Mowers and Line Trimmers Chain Saws .....	
Hand Tools.....	
Ladders .....	
Portable Jacks/Hoisting Equipment.....	
Scaffolding.....	
Aerial Lift/Clam/Boom.....	
Spray Painting Procedures.....	
Forklifts.....	
Welding and Cutting.....	
Tree Trimming Operations .....	
Wood Chipper.....	
Stump Grinder .....	
Part 12: Chemical Safety, Hazardous Materials and Chemicals.....	
Part 13: Herbicide, Pesticide Spraying.....	
Part 14: Trench Safety.....	
Part 15: Confined Space Entry Procedure.....	
Part 16: Laboratory Safety .....	
Part 17: Personal Safety .....	
Part 18: Traffic Safety .....	
Part 19: Ultraviolet Protection.....	
Part 20: Blood borne Pathogens and Infection Control.....	
Attachments	
Acknowledgment	

## INTRODUCTION

This manual has been developed to provide general safety information and guidelines. These guidelines are intended to cover average or routine conditions. It is impractical to cover all situations and emergencies that someone may encounter on the job. The earnest cooperation of the employee is required in seeking assistance in dealing with unsafe conditions and unsafe practices not covered in this manual. Moreover, suggestions that may improve the general safety of City of Yankton employees would be greatly appreciated. In situations where more information is desired, appropriate state and federal regulations may be of help. The guidelines in this manual have been developed to incorporate applicable state, federal and local standards.

Accidents are said to be caused by either unsafe acts or unsafe conditions. Eliminating or minimizing these acts and conditions can prevent the majority of accidents. The Employee Safety Manual was designed to inform you of safety guidelines and procedures you are to follow as a City of Yankton employee. Each department may also have internal rules and procedures, with which you should become familiar and follow. In some cases, departmental rules may be more stringent than the Employee Safety Manual.

Make safety a habit! Before starting any project, consider the hazards to you, someone else, the equipment or the project. On-the-job safety is the responsibility of everyone. Become familiar with the contents of this manual and the proper procedures for operating equipment in your department. Above all, use care and common sense in day-to-day tasks. Safe work places do not just happen. It takes the effort of every employee to assure that safe work practices are followed and safe conditions are maintained. Safety is not just a good idea, it is the way we do business, every one of us. Remember, "My Safety is My Responsibility."

Temporary, part-time, fulltime employees, and elected officials alike are responsible for keeping themselves informed about City of Yankton and departmental safety procedures.

## **CITY OF YANKTON RISK MANAGEMENT AND LOSS CONTROL GUIDELINES**

The City of Yankton is exposed to risks, which may be insured, pooled or retained. We may also control these risks through loss control. The objective of our Risk Management and Loss Control Program is to preserve our assets and revenues. More importantly, the City is dedicated to the protection of our employees, the preservation of our property and prevention of injury to members of the public or damage to their property arising from our operations.

It shall be the policy of the City of Yankton:

1. To identify sources of risk and potential loss to our property, our employees and the general public.
2. To evaluate the potential risks that exist within our operations and activities.
3. To make every effort to control the causes of loss.
4. To correct deficiencies that have been identified by inspection.
5. To monitor potential risks and deficiencies to make sure they have been corrected.
6. To make necessary changes to ensure the risk is being controlled in the most effective way.

The City of Yankton, with the participation of the departments, has a Safety Committee that is concerned with implementing a risk management program. The committee is composed of representatives from the various departments. The responsibilities of the Safety Committee can be found in this manual.

The first component of the risk management program is Yankton's City Manager and Safety Committee. It is the duty of the City Manager and the Safety Committee to oversee compliance with rules and regulations contained in this manual. The Safety Committee may from time to time solicit advice or recommendations from the South Dakota Public Assurance Alliance, the SDML Workers' Compensation Fund and other agencies.

The second component in the risk management program is the department head. Each department head is responsible for maintaining a safe working environment for employees.

The third component in the risk management program is the employee. Each employee is required to follow safety regulations and identify situations that may cause harm to themselves, other employees or the public.

The fourth component of the risk management program is Employee Safety Manual. Maintenance and inspection of all equipment, facilities and operations must be performed in compliance with the manual and departmental regulations.

All written departmental safety policies supersede this Risk Management and Loss Control Policy Statement and this Safety Manual unless the department policies are less stringent than the Employee Safety Manual.

## **THE SAFETY PROGRAM RESPONSIBILITIES AND ROLES**

### **Responsibilities of the City Manager**

City Manager:

- A. Support the Safety Program and encourage cooperation among employees and Commissioners.
- B. Give a fair evaluation and consideration of suggestions made by the Safety Committee.
- C. As budgets allow, purchase needed safety equipment.
- D. Encourage safety-training programs.
- E. Promote safety awareness and encourage attitudes by example.
- F. Endeavor to provide and promote a safe and healthy workplace.
- G. Attend safety meetings on occasion.

### **Responsibilities of the Safety Committee**

The Safety Committee shall:

- A. Conduct worksite safety inspections.
- B. Make recommendations to department heads and supervisors about equipment needs and educational programs.
- C. Promote safety awareness.
- D. Submit recommendations for training and special classes; i.e., a healthy back, defensive driving, CPR, etc.
- E. Write proposed policy directives and organize subcommittees for special projects.
- F. Discuss problems or concerns brought to the committee, recommend any corrective procedures, and respond as deemed appropriate.
- G. Devote a portion of each committee meeting to safety education.
- H. Develop a safety manual or manuals and amendments.
- I. Listen to safety reports from other representatives.
- J. Help other safety committee members and departments with safety programs
- K. Develop by-laws for its structure and composition.

### **Responsibilities of Human Resources**

Human Resources shall:

- A. Develop appropriate safety forms and records.
- B. Keep an accident records file and safety meetings file and periodically prepare reports for the City Manager on the progress that has been made in the Safety Program.
- C. Make arrangements for training and special classes; i.e., a healthy back, defensive driving, CPR, etc.
- D. Assist the Safety Committee representatives with ideas and materials for their meetings.
- E. Maintain a log and records of safety concerns and responses to concerns.
- F. Coordinate safety meetings.
- G. Keep a logs and minutes of all meetings, including what has been discussed and who was present.

## **Responsibilities of the Department Head / Supervisor**

Each Department Head/Supervisor shall:

- A. Investigate accidents and complete Supervisor's Accident Investigation Reports.
- B. Cooperate with the Safety Committee to create and maintain a safe working environment.
- C. Be responsible for the completion of safety inspections of buildings and vehicles.
- D. Require the wearing of safety equipment and enforce rules regarding the use of protective equipment.
- E. Be open to safety suggestions.
- F. Promote safety by example.
- G. Ensure first aid kits are readily available.
- H. Avoid taking shortcuts at the expense of safety.
- I. Provide and maintain necessary safety equipment for tasks as budgets allow.
- J. Take immediate action to correct unsafe conditions of tools and equipment.
- K. Implement the Employee Safety Manual.
- L. Develop specific departmental safety procedures as needed.
- M. Respond to an employee's safety concerns, within 24-72 hours.
- N. Develop an employee safety orientation checklist. New and temporary staff shall be trained on the items on the checklist and sign off at the completion of the training. A copy of the form shall be submitted to Human Resources.
- O. Schedule and require employees to attend various seminars and safety training sessions.

## **Responsibilities of the Employee**

The following safe practices, job procedures, and the wearing of prescribed protective equipment are job requirements. Each employee shall:

- A. Follow job instructions and avoid taking shortcuts.
- B. Use personal protective equipment and clothing that is prescribed and available.
- C. Keep tools in good condition. Defective tools and equipment should immediately be reported to the supervisor and taken out of service.
- D. Lift and carry materials with care using proper lifting techniques.
- E. Use caution and follow warning and instruction labels when using hazardous materials.
- F. Keep work areas clean.
- G. Know where the fire exits are and respond immediately to an evacuation signal.
- H. Keep all machine guards in place.
- I. Report unsafe conditions in writing to their immediate supervisor. If the employee does not receive a response within 72 hours from the supervisor with possible corrective action, the employee may contact a Safety Committee member to report the possible unsafe condition. The Safety Committee will investigate and shall submit a recommendation back to the supervisor or department head with a copy to the employee.
- J. Notify your supervisor immediately following an accident or injury. Gather as much information as possible including the names of witnesses.
- K. If injured, fill out the First Report of Injury form as soon as possible or within 3 business days of the injury. Follow the Employee Responsibility Checklist/Flowchart. (See Attachment #1)
- L. After consulting your supervisor, the employee shall follow the employee's chain of command before continuing to work if they feel the work they are doing may endanger himself or herself or a fellow employee.
- M. Attend appropriate seminars and training sessions as directed by their department head.

## **PART 1: THE INSPECTION PROGRAM**

The purpose of worksite inspections is to identify potential unsafe practices and working conditions. These are not meant to be comprehensive safety inspections, rather a “spot check” associated with violations of the City of Yankton Employee Safety Manual.

- Inspections will be conducted by the Safety Committee.
- The inspection will consist of using a checklist form. (See Attachments #2 and 3).
- The Safety Committee’s goal is to offer helpful suggestions on ways to create a safer working environment.
- Inspections made by the risk sharing pools, fire departments, and building inspectors will also aid in recognizing potential hazards.
- When the inspection process has been completed, the results of the inspection will be forwarded to the department head or supervisor.
- The department head or supervisor shall make corrections or comment on the recommendations of the inspection.
- The completed inspection checklist will be returned to the Safety Committee within 45 days.
- Each department shall develop a Departmental Safety Inspection Checklist.
- Each department shall designate an employee to conduct MONTHLY internal safety inspections.

## **PART 2: SAFETY MEETINGS**

Safety meetings can be divided into two categories: citywide meetings and departmental meetings. Departmental meetings are often called tailgate or toolbox meetings due to their informal nature. All departments shall have a minimum of two safety meetings each year.

- Employees are encouraged to take turns conducting the meetings and submitting ideas for training. An extensive online library is available ([firstcampus.com/safetybenefits/entities/sdak/logon.htm](http://firstcampus.com/safetybenefits/entities/sdak/logon.htm)) for safety meetings through our insurance carrier the South Dakota Safety Council, and various other resources throughout the state. A sign in log of each safety meeting is to be kept by the supervisor and a copy sent to the Safety Committee. The log shall also document the topic covered in the meeting. The goal of the safety meetings is to increase ongoing safety awareness.
- Citywide safety meetings are special meetings attended by all employees.

## **PART 3: DISCIPLINARY ACTION**

- It is the sole and express purpose of this manual to protect the health and lives of workers.
- Failure of any employee to follow or report violations of the City of Yankton safety procedures, departmental safety procedures or law will not be tolerated.
- Failure to follow City of Yankton safety procedures or department guidelines may be cause for disciplinary action as outlined in the City of Yankton Employee Personnel and Policy Manuel.

## **PART 4: INCIDENT/ACCIDENT INVESTIGATION**

An incident/accident will not necessarily result in an injury or property damage. The goal of an incident/accident review is to prevent a recurrence.

- The investigation seeks only to ascertain the causes of an accident/incident and to suggest ways to eliminate a recurrence.
- The key to preventing accidents/incidents and the losses that accompany them is to evaluate and

determine the cause.

- The City of Yankton will track the incidents and accidents that occur on the job and initiate action or training as needed.

All City of Yankton employees are responsible for reporting accidents as soon as possible. Every accident, regardless of the outcome, shall be reported in accordance with Injury Flow Chart (See Attachment #4).

- Immediate Supervisors will initiate the accident review process. The supervisor will secure the accident scene if necessary and interview those involved to establish the facts of the accident. Everyone's participation in this stage of the review is crucial to finding and assisting in eliminating the causes of the accident.

The Safety Committee and other applicable sources will review the facts of the accident and make recommendations for corrective action. Injured or involved parties are encouraged to participate in the review. It is important to remember that not every accident review will result in changes. As we continually strive to improve aspects of our work processes, the safety committee and management will track the causes and determine the best options for eliminating hazards.

## **PART 5: GENERAL SAFETY**

### **HOUSEKEEPING**

- Work areas should be clean and orderly.
- Spills must be cleaned up immediately.
- All combustible scrap, debris and waste must be stored safely and removed promptly. Aisles, passageways, doorways, stairs and walking surfaces shall be kept free from refuse, slippery and wet substances, misplaced equipment and trip hazards.
- Mark or cordon off all temporary hazardous surfaces.
- Washrooms, locker rooms, lunchrooms and toilet facilities shall be maintained in a clean and orderly manner.
- Waste should be disposed of in proper receptacles.
- Tools, supplies and equipment shall be properly returned, stored and kept in order.
- Exits shall be clearly marked and unobstructed.
- Flammable liquids should be kept in approved, properly marked containers and stored in an approved flammable storage cabinet.
- Extension cords shall not be used in oil or water and shall be inspected for broken grounds, worn insulation and exposed strands of wire before each use.
- Extension cords that cross a traffic area must be covered by a raceway.
- Protruding nails and broken glass are dangerous. Remove or bend down nails in lumber and pick up all broken glass.
- Employees shall not store products in unlabeled containers.
- Make sure all pits and floor openings are covered or guarded.
- Oily and paint soaked rags are combustible and shall be stored in metal containers.



## **FIRE PROTECTION**

- All fire doors and shutters must be maintained in good operating condition.
- Fire doors and shutters should be kept unobstructed. Fusible links must be kept in place.
- All automatic sprinkler water control valves (air and water pressures) should be checked monthly.
- An authorized company shall complete any maintenance on automatic sprinkler suppression systems.
- Guards should protect sprinkler heads if they could possibly be exposed to damage.
- Adequate clearance of at least 18 inches or more must be maintained below sprinkler heads.
- A suitable fire extinguisher shall be located in all buildings and be placed in a conspicuous location.
- A certified professional shall inspect all fire extinguishers annually and tag each extinguisher with the inspection date.
- The Fire Department shall lead inspections of City facilities not less than one time per year for life safety code compliance.
- Each Department is responsible for conducting an annual inspection of fire alarms, fire sprinklers, and commercial cooking hoods by a certified third party.

## **BUILDINGS**

- Departments shall conduct monthly inspections of buildings to identify and address potential safety hazards.
- Structures and building grounds shall be kept free of debris and kept in an organized manner.
- Fire doors must never be blocked.
- Fire dampers and other automatic shutdown provisions must not be disabled without Fire Department approval (except for temporary maintenance procedures).
- Elevators and chair lifts shall be professionally inspected yearly.
- HVAC systems are to be maintained and kept in a clean and functioning condition.
- Concerns of air quality should be reported to your supervisor and the Safety Committee.
- An emergency evacuation plan should be developed and posted throughout the facility. Employees should be made aware of this plan through their departmental meetings.

## **PART 6: PROPER LIFTING AND CARRYING PROCEDURES**

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. The following are guidelines for manual lifting:

- Know your limitations.
- Never attempt to handle anything beyond your capabilities.
- Inspect the load to be lifted for sharp edges, slivers, and wet, or greasy spots.
- Your destination should be free of obstructions or spillage that could cause tripping or slipping.
- Consider the distance the load is to be carried.
- Recognize the fact your gripping power may weaken over long distances.
- Size up the load and make a preliminary “heft” to be sure the load is easily within your lifting capacity. If not, get help (50 pounds is a good limit for most people).
- With two person lifts, one person should act as leader and give the commands to lift, lower, etc.
- Two persons carrying a long piece of pipe or lumber should carry it on the same side and walk in step.

To lift an object off the ground, the following are manual lifting steps:

- Make sure you have good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other.
- Assume a knee-bend or squatting position, keeping your back straight and upright.
- Get a firm grip and lift the object by straightening your knees - not your back.
- Carry the load close to your body - not on extended arms.
- To turn or change your position, shift your feet - do not twist your back. Point your leading foot in the direction you are going to travel.
- The steps for setting an object on the ground are the same as above, but in reverse.
- If mechanical devices or equipment is available, their use is encouraged to prevent injuries.
- Employees must complete an annual training session for proper lifting.

## **PART 7: POWER LOCKOUT/TAGOUT PROCEDURES**

- Alert affected personnel that the power is being disconnected.
- Before starting a repair, service or set-up work on an engine, motor or power driven equipment, persons performing the work shall make sure that the power is disconnected, and any hazardous residual pressures relieved, prior to and during such work. A lockout device or tag shall be used for this purpose.
- Each person performing work on the equipment shall install a unique lockout device. As an extra measure of precaution, the supervisor may also wish to attach his or her own device. The lockout shall be placed at the point of power distribution. Keys for the locks should be retained by each of the individuals attaching a lock.
- Block any equipment that may move as the result of gravity.
- The person that attaches the lock or tag is the only person authorized to remove it and restore the power.
- Before work is started, equipment shall be tested to insure the power is off.
- All guards must be reinstalled before removing tags.
- If it is necessary that work on a machine or an installation is going to be continued by the next personnel shift, those employees in the presence of the oncoming shift shall remove their tags or padlocks. The next shift personnel will immediately insert their own tags or padlocks into the disconnect.
- If a machine is powered by a plug-in cord, the cord must be secured by either a lock or tag.

## **ELECTRICAL SAFETY**

### **Electrical tasks that could be performed by identified trained City of Yankton Personnel**

- Test for the presence of voltage in disconnect boxes and other electrical equipment.
- Measure resistance and continuity of electrical components in a “zero energy state”.
- Measure the amp draw of electrical equipment.
- Reset over current protective devices.
- Check motors with an ohmmeter to determine if they have open or short-circuited windings.
- Replace equipment, fuses, relays, switch devices.
- Replace motors, lamps, and other load devices when in a “zero energy state”.
- Replace defective printed circuit boards and cards.

## **Electrical tasks that should not be performed by City of Yankton Personnel**

- Modifying electrical safety devices.
- Designing and installing new equipment such as, but not limited to, new disconnects, conduit runs, over current protective devices and other equipment where improper installation or design characteristics could result in an injury, fatality, or loss of property.
- Replacing 480-volt circuit breakers.
- Working on live voltages in excess of 480 volts.

Any individual contracted by the City of Yankton to perform electrical work, must be licensed by the City and State. Proof of license must be available for review.

### **PART 8: OFFICE SAFETY RULES**

- Furniture will be adjustable, positioned and arranged to minimize strain on parts of the body.
- The glare of a computer screen will be minimized by the proper positioning of the screen.
- Do not open two or more file cabinet drawers at one time.
- Store supplies inside cabinets. Heavy items shall be placed on the lower shelves.
- All chair legs shall remain on the floor at all times.
- Use paper cutters with caution, keep the cutter blade closed when is not in use.

### **PART 9: VEHICLE OPERATIONS**

Motor vehicle operations represent one of the largest liability exposures for the City. The Employee Safety Manual, along with the City Employee Handbook, ensure that employees meet an acceptable standard while operating their private or public vehicles to conduct City business. This policy applies to all City of Yankton employees who regularly operate motor vehicles, with the exception of elected officials. Whenever the provisions of the Employee Safety Manual or Employee Handbook are in conflict with the South Dakota Codified Laws, the provisions of the South Dakota Codified Laws will prevail.

- All drivers and passengers using city vehicles, equipment or personal vehicles will wear seat belts.
- All drivers shall be appropriately licensed for the vehicle they are operating.
- All drivers and operators shall be properly trained.
- Vehicles will be maintained in safe and operable condition.
- Employees shall perform visual inspections on lights, brakes, horns, turn signals and tires daily or at the start of each shift.
- Operators shall report all unsafe or defective equipment to supervisors.
- City vehicles shall be refueled with the engine off.
- City vehicles will be parked with the motor stopped and key removed. No vehicle should be left running while unattended unless necessary.
- Slow-moving vehicles shall be equipped with the appropriate signs that are in good condition and clearly visible.
- No more than three persons should ride in the front seat of any vehicle, or one person for each seat belt.
- No person shall ride on any portion of a motor grader, tractor or similar equipment except as the driver or trainer.
- No person shall ride in the bed or box of a truck.
- Drivers should not permit vehicles to be loaded beyond the rated capacity.
- Equipment and tools carried on or in a vehicle should be placed securely in compartments or fastened down.

- When moving vehicles in or out of buildings, such movement should be done slowly and with caution.
- Employees shall not jump on or off vehicles while in motion.

### **VEHICLE BACKING OPERATIONS**

- Backing should be avoided unless necessary. Operators should always try to position their vehicle so they can advance forward.
- Backing should be done only after the driver has made certain their vehicle has adequate clearance on all sides.
- Backing should be done slowly and with extreme caution.
- Both sides should be observed during backing operations.
- When possible, backing should be done with the use of a spotter. The vehicle operator should always keep the spotter in sight. If the operator loses sight of the spotter, they should stop immediately.

### **PART 10: PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment will be maintained in a sanitary and effective condition. Personal protective equipment, which is provided by the City, shall be used in hazardous environments.

#### **RESPIRATORS**

Respiratory protection shall be used in operations that involve exposure to harmful fumes, gases, mists, chemical dusts or where there is lack of sufficient oxygen. Only properly trained employees should use respiratory equipment. Respirators should be fit tested for the employee using it. If the respirator is a SBCA it shall be flow tested annually. Breathing air shall be tested quarterly.

#### **HEAD PROTECTION**

ANSI approved hard hats should be kept in good repair, properly adjusted. They should be worn only by the individual to whom they are assigned (except in an emergency). Hard hats should be used in operations where overhead hazards exist. Hard hats shall be worn squarely on your head with the inside band properly adjusted. Do not wear a hard hat backwards or over a stocking cap.

#### **HEARING PROTECTION**

Noise levels that need to be measured will be done with a decibel reader. ANSI approved hearing protective equipment (earplugs or earmuffs) will be available and used by every employee working in areas where continuous noise levels exceed 85 decibels. A good rule of thumb is "if it's too noisy to hear a normal conversation, it's loud enough to need hearing protection." To be effective, ear protectors must be properly fitted and properly used. Individual departments will identify potential areas needing hearing protection and take corrective measures on a case-by-case basis.

#### **PROTECTIVE CLOTHING / EQUIPMENT**

- Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles or face shields.
- Employees are required to wear ANSI approved safety glasses in areas where there is a risk of eye injuries such as punctures, contusions or burns.
- Employees are required to wear protective gloves, aprons and shields in areas where they may be subject to cuts, corrosive liquids and harmful chemicals.
- Hard hats must be worn in areas subject to falling objects. Hard hats shall be worn at all times while

outside the cab at a gravel pickup site.

- When necessary, employees must use the approved respirators. They must be maintained in sanitary condition and ready for use.
- Approved safety vests or clothing shall be worn by employees working on or near public roadways.
- Protective gloves, clothing and face protection shall be worn while handling caustic or dangerous chemicals, while welding, handling batteries and while changing mercury vapor lights.
- For outdoor work in winter weather, layers of loose, warm and lightweight clothing is recommended.
- All employees shall wear task appropriate attire as determined by the supervisor.
- First aid kits and their contents are to be maintained in usable condition.

## **PART 11: MOTORIZED EQUIPMENT AND POWER TOOLS**

Employees shall be properly trained prior to using any motorized equipment and power tools.

### **MACHINE GUARDING**

- There shall be a monthly safety inspection of machinery and equipment.
- All machinery and equipment must be kept clean and properly maintained.
- There must be sufficient clearance provided around and between machines to allow for safe operation, set-up, servicing, material handling and waste removal.
- All equipment and machinery should be securely placed and anchored to prevent tipping or other movement that could result in injury.
- Machine guarding shall be provided to protect the operator from hazards created by points of operation, rotating parts, or flying chips or sparks.
- Machine guards shall not be altered or removed except for repair.
- Machines shall not be left running unattended unless necessary.
- There must be a power shut-off switch within reach of the operator's position at each machine.
- Electrical power to each machine shall be capable of being locked out for maintenance, repair or security.
- Foot-operated switches shall be guarded or arranged to prevent accidental actuation.
- Manually operated valves and switches controlling the operation of equipment and machines must be readily accessible.
- Pulleys, belts, chains and moving gears, which are within 7 feet of the floor or working level, must be provided with guards.
- The machinery guards must be secured and arranged so they do not present a hazard.
- Machines should be constructed to be free from excessive vibration.
- If machinery is cleaned with compressed air, the air must be pressure controlled.
- Fan blades should be protected by a guard having openings no larger than 1/2 inch square when operating within 7 feet of the floor.
- Defective tools or equipment shall be taken out of service and reported to your supervisor. It is your responsibility as an operator of any machine to ensure the necessary safety precautions are taken.

### **ABRASIVE WHEEL EQUIPMENT**

- The tool rest used should be kept adjusted to within 1/8 inch of the wheel.
- The tongue guard should be adjusted to within 1/4 inch of the wheel.
- The side guards should cover the spindle, nut and flange. 75 percent of the wheel diameter should be enclosed.
- All guards shall be in place and in good repair.
- Bench and pedestal grinders should be permanently mounted.

- Safety goggles and a face shield shall be used when grinding or when in close proximity to grinding operations.
- The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder motor.
- Newly installed grinding wheels shall be allowed to develop full operating speed for at least one minute before use.
- Work shall be applied gradually to a cold wheel to reduce chances of breakage.
- Grinding wheels shall be examined before each use for possible cracks or damage.
- Each grinder should have an individual on and off control switch. The switch should be accessible by the operator.
- Each electrically operated grinder shall be grounded.
- Do not defeat the grounding mechanism, especially by using non-three prong plug adapters or breaking off the grounding lug.
- The work area around a grinder must be kept clean at all times.

### **AIR JACK HAMMERS**

- Areas of operation should be cordoned off from public access.
- Air tools and machinery shall be operated in a manner to avoid endangering personnel or property from flying material.
- Air hoses and connections shall be inspected before each use.
- The operator shall wear eye and hearing protection and other protective equipment as needed.

### **WOOD WORKING MACHINERY**

- Inspect the woodworking tools before each use.
- Wood working equipment, except portable or hand tools, should be securely fastened to the floor or suitable foundation.
- Tool cutting edges should be kept sharp, properly adjusted and firmly secured at all times.
- Inspect the material to be cut for nails and other debris that could cause possible injuries.
- Keep electrical cords and hands clear of cutting edges.
- Never place your hand across a saw line while cross cutting or ripping.
- Never use a circular saw in the inverted position.
- Unplug tools before attempting any service work.
- Before setting a tool down make sure that the retracting guards have returned to their closed position.
- Only trained personnel should do sharpening of blades or cutters.
- Guards shall be in place and in good repair.
- Support large panels before cutting.
- Safety glasses shall be worn to protect the eyes from wood chips and dust.
- Dust masks and hearing protection will be worn as needed.
- Avoid loose clothing when operating equipment.
- Saws used for ripping must be equipped with anti-kickback devices or spreaders.
- Radial arm saws must be arranged so that the cutting head will gently return to the back of the table when released.
- The radial arm saw blade should not extend past the front edge of the cutting table.

## **MOWERS & LINE TRIMMERS**

- Mowers shall be inspected before use.
- Mowers shall be equipped with discharge chute guards and rear flap guards. The guards and other safety devices should not be disabled.
- Areas to be mowed shall be inspected for wires, sticks, rocks and miscellaneous objects, which may cause a hazard.
- When starting a mower, keep hands and feet clear of moving parts.
- Mowers shall not be left unattended with the engine running.
- Operators should wear proper shoes and clothing.
- A hand mower should be steered across slopes, never up and down.
- A riding mower should be driven taking into consideration the terrain.
- The operator shall follow the equipment operating instructions.
- Stunt driving and horseplay will not be tolerated.

## **CHAIN SAWS**

- Operators shall inspect the condition of the bar, guards, chain and muffler before using the chain saw.
- Chain saws shall be maintained in a sharp and well-lubricated condition.
- Re-fueling should be done in a well-ventilated area with the engine off and cooled.
- Wood to be cut should be visually examined for nails and hazardous objects.
- Cutting should be done at an angle rather than directly overhead.
- Chain saws shall be held with both hands during use.
- The operator shall wear eye and hearing protection and other protective equipment.

## **HAND TOOLS**

- A damaged or malfunctioning tool must not be used. It must be tagged and turned in for servicing.
- If employees are unfamiliar with the operation of a tool, they must request instruction from their supervisor.
- An employee is not permitted to use a 22 caliber actuated tool unless trained.
- Hand tools shall be maintained in good condition.
- Impact tools such as drift pins, wedges and chisels shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters. Cracked handles shall be replaced before use.
- Hand and power tools shall be properly stored.

## **LADDERS**

- Ladders shall be inspected before each use for warping, cracks, loose rungs, sharp projections and general condition.
- Damaged ladders must never be used. They should be repaired or destroyed.
- Ladders used near electrical equipment must be made of a non-conducting material.
- Stored ladders must be kept out of the weather and away from excessive heat. Ladders shall be well supported when stored either horizontally or vertically.
- A portable ladder must not be used in a horizontal position as a platform or runway.
- A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases.
- Ladders must not be used as guys, braces or skids.
- The height of a stepladder should be sufficient to reach the workstation without using the top rung.

- A stepladder should be held by at least one employee when another employee is working 10 feet or more above the ground surface.
- Stepladder legs shall be fully spread when the ladder is in use. Bracing on the back legs of stepladders must not be used for climbing.
- The proper angle for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of the ladder's resting point.
- Extension ladders must extend three rungs above the edge of the roof to accommodate exiting and accessing the ladder from the roof.
- Portable straight ladders and extension ladders must have nonskid bases.
- Ladders must be ascended or descended while facing the ladder with both hands free to grasp the ladder.
- Tools must be carried in a tool belt or raised with a hand line.
- Extension ladders should be tied in place to prevent side slipping.
- On two-section ladders up to 36 feet, allow a minimum lap of three feet.

### **PORTABLE JACKS / HOISTING EQUIPMENT**

- Make sure that the rated load of each hoist is legibly marked and visible to the operator. Stops shall be provided at the safe limits of travel for trolley hoists.
- The controls of hoists shall be plainly marked to indicate direction of travel or motion.
- Hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times.
- It is prohibited to use chains, rope, cable or slings that are kinked, twisted, or frayed
- The operator should avoid carrying loads over people.
- Rigging equipment and jacks shall be inspected prior to each use.
- Hydraulic jacks and hoisting equipment showing any evidence of leakage should not be used.
- The maximum lifting capacity shall be labeled on jacks and the limit shall not be exceeded.

### **SCAFFOLDING**

- Scaffolding with a height of more than four times the width of the base shall be restrained from tipping by guying, tying, bracing or by other suitable means.
- The footing and anchorage for a scaffold shall be sound, ridged and capable of carrying the maximum intended load without settling or displacement.
- The weight of loads supported by the scaffolding shall not exceed the scaffolding manufacturer's recommendation.
- Damaged or altered scaffolding shall not be used.
- Guardrails and toe boards shall be installed on all open sides and the ends of scaffolds and platforms that are more than ten feet above the ground.
- Proper barricading around the work area shall be used.
- Scaffolding shall be planked as fully as possible with gaps between planks no more than one inch wide.

### **AERIAL LIFT/CLAM/BOOM**

- Before using the equipment, the operator shall visually inspect the boom and outriggers.
- The person who will be working from the bucket shall be responsible to insure outriggers are set.
- The outriggers shall be set when the boom/clam is used.
- Outriggers shall be placed on a stable surface.



- When lowering outriggers, a visual check is needed for persons or obstructions that may impair the safe setting of the outriggers.
- The micro-brake or brake should be set after the aerial lift is spotted and the outriggers set.
- There shall be a minimum of two people on site or available when the aerial lift is in operation.
- Appropriate barricades shall be used.
- A visual check for power lines or other obstructions before use is mandatory.
- The operator shall wear a full body harness when working from the bucket.
- Buckets or clams must not be used if the weight or capacity is over the manufacturer's recommendations.

### **SPRAY PAINTING PROCEDURES**

- Adequate ventilation shall be provided during spraying operations.
- If mechanical ventilation is provided when spraying in enclosed areas, air should not be re-circulated.
- There should be adequate ventilation for all drying areas.
- In an enclosed area, spray operations must be at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources.
- There shall be no open flame or spark-producing equipment in the spraying areas.
- The spray area should be free of any hot surfaces.
- If portable lamps are used to illuminate spray areas, the lamps must be approved for use in hazardous locations.
- Approved respiratory equipment must be used during spraying operations.
- Spraying booths must be constructed of metal, masonry or other noncombustible material.
- Make sure that "NO SMOKING or OPEN FLAME" signs are posted in spray areas, paint rooms, paint booths and paint storage areas. Fire extinguishers shall be available.
- Exits from spraying areas shall be kept clear.
- Spray booths must be ventilated.
- Spraying areas should not be allowed to accumulate waste materials.
- Booth floors, ducts, access doors and baffles must be easy to clean and made of non-combustible materials.
- Lighting fixtures for both outside and inside the spray booth must be enclosed in clear see-through sealed panels.
- Electric motors for exhaust fans must be placed outside the booth or be explosion proof.
- The drying apparatus should be located in a well-ventilated area in the booth and properly grounded.
- Protective aprons or clothing used during spraying operations shall be properly stored when not in use.
- Quantities of flammable and combustible liquids in excess of one day's supply should be stored in appropriate storage cabinets.
- All flammable liquids shall be properly stored.
- Eye contact lenses should not be worn when painting.
- Protective equipment, masks and respirators shall be worn when appropriate.

### **FORK LIFTS**

- Employees who operate forklifts should attend forklift training once every three years.
- Operators shall perform a visual inspection prior to the operation of the forklift.
- Only the operator shall ride in or on the forklift.
- Persons shall not stand under or pass under the elevated portion of the forklift whether loaded or empty.

- When leaving a forklift unattended, the load shall be lowered, controls neutralized, power shut off and brakes set.
- Wheels should be blocked if the forklift is parked on an uneven surface.
- Fork extensions shall be used whenever necessary to minimize the possibility of the load falling rearward. Only manufacturer approved fork extensions shall be used.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades, loaded forklifts shall be driven with the load upgrade.
- Unloaded forklifts should be operated with the forks forward.
- When applicable forks shall be tilted back and raised only as far as necessary to clear the surface.
- Under all travel conditions, forklifts shall be operated at a speed that will permit them to be brought to a stop in a safe manner.
- The driver shall slow down during low traction situations.
- Stunt driving and horseplay will not be tolerated.
- Dock boards or bridge plates should be properly secured and their weight capacity shall not be exceeded.
- When negotiating turns, speeds should be reduced to a safe level.
- Only stable or safely arranged loads shall be handled.
- Caution should be exercised when handling off-center loads.
- Only loads within the rated capacity of the forklift shall be handled. Ballast or personnel shall not be added to increase the lifting capacity of the forklift.
- Load engaging forks should be placed under the load as far as possible.
- The mast shall be carefully tilted backward to stabilize the load.
- Fuel tanks shall not be filled while the engine is running.

## **WELDING AND CUTTING**

- Employees shall wear proper protective clothing and equipment.
- At times, nearby personnel shall be required to wear proper personal protective clothing.
- Weld and cut in properly ventilated conditions.
- Use care in handling and storing cylinders, safety valves and relief valves. Inspect connections on cylinders for leakage with a leak detecting solution.
- Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily or greasy substances.
- Cylinder and torch valves shall be securely closed when not in use.
- Always open the cylinder valves slowly. Open the fuel gas regulators first.
- Precaution must be taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a torch.
- Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used.
- A flame (flash back) arrestor shall be installed at the regulator to prevent a flash from the welding torch traveling back into the fuel gas or the oxygen cylinder.
- Cylinders must be kept away from sources of heat.
- Cylinders shall be stored in an upright position.
- Cylinders shall either be mounted on a portable cart or chained to a permanent structure.
- Cylinders shall be capped and kept upright during transportation.
- Appropriate means of securing the cylinders must be used during transportation.
- Cylinders not in use shall be stored a minimum of 20 feet apart and away from welding areas or other combustible processes.
- Oxygen cylinders and fuel gas cylinders (acetylene, LP Gas) shall be separated from each other by a

minimum of 25 feet except when kept on the welding cart.

- Cylinders shall not be used as rollers or supports.
- Empty cylinders must be appropriately labeled. They shall be stored with their valves closed and protection caps on.
- Signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN FLAMES, must be posted in welding areas.
- Care must be taken not to drop or strike cylinders.
- Unless secured in a welding cart, all regulators must be removed and valve protection caps put in place before moving cylinders.
- Defective valves shall be labeled "Defective Do Not Use" and repaired or replaced prior to use.
- All cylinders without fixed hand wheels must have keys, handles, or nonadjustable wrenches on stem valves.
- Liquefied gases must be stored and shipped valve end up with valve covers in place.
- Before a regulator is removed, the valve must be closed and gas released from the regulator.
- Red is used to identify the acetylene hoses. Green is used for the oxygen hose, and black for inert gas and air hose.
- All pressure-reducing regulators must be used only for the gas and pressures for which they are intended.
- Hoses shall be inspected before each use.
- Hoses shall be stored in a manner to prevent tripping hazards and damage to the hose.
- Suitable fire extinguishing equipment must be available for immediate use before igniting a welding torch.
- The open circuit (No Load) voltage of arc welding and cutting machines must be as low as possible and not in excess of the recommended limits.
- Ground connections of portable welding machines must be inspected before each use.
- Welding electrodes must be removed from the holders when not in use.
- Welding electrode cable shall not be coiled or looped around a person's body.
- The welding cable shall be tied off to a secure location when welding above or below ground level.
- Electrode lead cables must be inspected before each use for wear and damage. Cables shall be replaced as needed.
- All connecting cable lengths must have adequate insulation.
- When the object to be welded cannot be moved and fire hazards cannot be removed, heat shields must be used to confine heat, sparks, and slag
- When floors are wet, personnel should be protected from possible electrical shock.
- When welding has been completed near combustible materials, check for proper cooling before leaving.
- Before work is started on used drums, barrels, tanks and other containers, they must be thoroughly cleaned so that no substances remain that could explode, ignite or produce toxic vapors.
- It is required that eye protection, ear protection, helmets, hand shields and goggles meet the appropriate standards.
- Check for adequate ventilation where welding or cutting is performed.

### **TREE TRIMMING OPERATIONS**

- Proper barricading and warning signs shall be used to protect employees and the public.
- Vehicles and personnel not involved in trimming operations shall be kept clear of the area.
- Site personnel shall make visual inspections for electrical hazards before climbing, trimming or performing work in a tree.
- Employees shall wear protective clothing appropriate to the work location and conditions.
- Gasoline powered equipment shall be refueled only after it has been shut off and has cooled.

- Spilled fuel shall be removed from equipment before restarting.
- Tree trimming equipment shall be maintained in good condition.
- Employees shall not use the bucket of a front-end loader as an aerial lift.
- Ropes should be coiled when not in use and shall be inspected before each use.
- Saws shall be secured from falling while being used from an aerial lift.
- Partially sawed-through limbs shall not be allowed to remain in the tree.

### **WOOD CHIPPER**

- Review the operation manual before operating the wood chipper.
- The work area of the chipper shall be protected from traffic and from the public.
- Materials such as stones, nails, sweepings, etc., shall not be fed into the chipper. Inspect the material to be chipped before work begins.
- Access panels for maintenance and adjustments shall be closed and secured prior to operation.
- Chipper blades should be tight and clear of all debris before the engine is started.
- Disengage the clutch before starting the chipper.
- Arms, legs and tools shall not be used to clear the chute.
- Employees shall wear protective clothing appropriate to the work location and conditions. Protective equipment includes hand, hearing, eye, and head protection.
- The engine should be turned off when the chipper is not in use or is left unattended.
- Feed the chipper with the end of the branch first.
- Keep hands and feet away from the feeding table of the chute.
- Do not stand in front of the feed table when the chipper is running.
- Position the discharge chute to avoid injury to others.
- Loose clothing or accessories that hang from the body should be removed or tucked in before operating the chipper.
- Keep the surrounding area clean to avoid slips or falls.
- Gasoline powered equipment shall be refueled only after it has been shut off and cooled.

### **TREE STUMP GRINDER**

- Review manufacturer's operation manual before operating a stump grinder.
- Remove foreign objects and debris from work area.
- The work areas of the stump grinder shall be protected from traffic and from the public.
- Check for obstructions before backing the chipper into position.
- Safety skirts shall be in place before starting the machine.
- Inspect the cutting wheel before operation.
- Never remove guards and shields from the stump grinder.
- The cutter shield shall be used when grinding a stump.
- Cut stumps flush to the ground first, then go back to cut to the desired depth.
- Lower the cutter wheel slowly onto the stump.
- Never approach the cutter wheel while it is turning.
- Do not allow the stump grinder wheels to drop into the hole.
- No one shall stand behind the stump grinder while it is in operation.
- The engine should be turned off when the stump grinder is not in use or is unattended.
- Gasoline powered equipment shall be refueled only after it has been turned off and cooled.
- Employees shall wear protective clothing appropriate to the work location and conditions.
- Utility locates shall be performed prior to removal of a stump.

## **PART 12: CHEMICAL SAFETY, HAZARDOUS MATERIALS/ CHEMICALS HAZARD COMMUNICATION PROGRAM**

The purpose of this program is to ensure that the hazards from all chemicals used by employees are known, and that information concerning their hazards is transmitted to the employees within the working environment. This transmittal of information is to be accomplished by means of employee training, which is governed by OSHA 29 CFR 1910, 1200.

The hazardous communication program shall consist of the following:

1. Hazardous Material Labeling
2. Material Safety Data Sheets (MSDS)
3. Storage of hazardous materials
4. Building hazards
5. Written programs for hazardous materials

## **PART 13: HERBICIDE, PESTICIDE SPRAYING**

The applicator shall be certified in the application of the herbicide or pesticide for which they are applying. They shall read all sections of the MSDS and labeling before opening the chemical. The chemical labeling contains precautions and instructions that they must follow in order to use the product safely and appropriately.

- Always keep clothing, food, drinks, chewing gum, tobacco products and other belongings away from where herbicide and pesticide chemicals are stored or handled.
- When taking breaks, gloves shall be washed on the outside before they are removed. Hands and face shall then be thoroughly washed.
- Be aware of situations where you may be exposed to herbicide or pesticide chemicals on the job.
- Always wear personal protective equipment when mixing, loading, applying, cleaning, repairing, transporting and disposing of herbicide or pesticide.
- The applicator shall be aware of the possible drifting of the chemicals and adjust the application as necessary.
- Keep a first aid kit on hand at all times
- Keep a spill cleanup kit on hand at all times. The kit should contain all equipment necessary for spill cleanup or containment.

## **PART 14: TRENCH SAFETY**

The City will conduct periodic training sessions on cave-in protection and trench safety.

- Trained personnel shall inspect trenches each day to verify the stability of the soil.
- A written trenching procedure shall be developed and reviewed annually and before each excavation. The trenching procedure should include information on construction as well as rescue.
- A trench is a narrow excavation in which the depth is greater than the width and the width is not greater than 15 feet.
- There shall always be at least one employee at the top of the trench when a City employee enters the trench.
- Trenches over five feet in depth shall be sloped, shored, sheeted, or braced.
- Trenches less than five feet in depth, where conditions are unstable, shall be sloped, shored, sheeted,

braced or otherwise supported.

- Enter and exit a shored trench only where the shoring exists.
- Whenever an excavation is four feet deep or more, ladders or steps shall be provided.
- Trench workers shall have a means of egress within 25 feet.
- City employees may refuse to enter any trench, which they have a reasonable cause to believe is unsafe.

## **PART 15: CONFINED SPACE ENTRY**

A confined space can be divided into a non-permit confined space and a confined space. A non-permit-confined space is one that does not contain atmospheric hazards or have the potential to contain a hazard capable of causing death or serious physical harm. A confined space can be defined as a space:

- Where unfavorable natural ventilation exists.
- Where existing ventilation is inadequate to remove dangerous air contamination.
- Where there is an oxygen deficiency, either existing, or that may develop.
- Where there are limited openings for entry and exit and have the potential for hazardous conditions.
- Where it is not designed for continuous worker occupancy.

The dangers or hazards of a confined space cannot be easily seen, smelled, heard or felt. These dangers represent a deadly risk to persons working in these areas. Confined spaces are defined to include:

- manholes,
- sanitary sewers,
- storm sewer lines,
- storage tanks,
- wet wells and meter pits that have the potential for hazardous conditions.

A dry well in which the ventilation system has not operated for a length of time should also be considered a confined space. Under certain circumstances, a storm sewer will also fall into this category.

### **GENERAL**

A written copy of the confined space form as required by these procedures shall be at the work site for the duration of the confined space entry.

**Testing-** The use of a gas detector is required to measure the concentrations of toxic or explosive/flammable gases or oxygen in the atmosphere. The minimum parameters to be measured are Hydrogen Sulfide (H<sub>2</sub>S), Lower Explosion Limits (L.E.L), Oxygen (O<sub>2</sub>) and Carbon Monoxide (CO). The gas detector must be calibrated to each specific gas. Prior to each confined space entry, the detector shall be fresh air calibrated, as described in the procedures portion to follow.

Test the air for gas contamination and specific levels of exposure that is allowed prior to and during a confined space entry. Testing should be in this order:

1. Oxygen (O<sub>2</sub>)
  - Levels should be between 19.5% and 23.5%.
  - Less than 19.5% is oxygen deficient or potentially a mixture of oxygen and other gasses present that may be enough to destroy life.
  - Greater than 23.5% is oxygen enrichment that can be enough for an explosion if a spark is generated.

2. Hydrogen Sulfide (H<sub>2</sub>S)
  - 50- PPM. Instantaneous.
  - 15- PPM short-term exposure limit (STEL for 10 minutes).
  - 10- PPM time weighted average (TWA for 8 hours) (National Institute for Occupational Safety and Health).
3. Carbon Monoxide (CO)
  - Lower limit 35- PPM no more than 15 minutes.
  - Never to exceed 200 PPM.
4. Lower Explosion Limits (L.E.L)
  - Presence of explosive or flammable gases are never to exceed 10%. If the presence of other toxic contaminants is suspected, specific monitoring programs will be developed.

**Training-** All personnel conducting a confined space entry shall be trained in the following subjects:

1. Gas detectors.
2. Proper completion of confined space entry permits.
3. Ventilation.
4. Rescue.

**Gas Detector Calibration Test** - The gas monitor will self-test to insure all gas sensors are operational upon start up. The gas detector sensors need to be calibrated regularly and in accordance with manufacturer's specifications. When starting up the detector before each entry, the fresh air calibration should be done to insure all gas is cleared from the sensors from previous use (fresh air calibration is described in pre-entry procedures).

## **PRE-ENTRY PROCEDURE**

**Pre-Entry Procedures** - The following steps shall be followed before any employee is permitted to enter a confined space:

1. Confined Space Entry Permit - The Confined Space Entry Permit must be completed before approval can be given to enter. This permit shall be kept on the job site for the duration of the job. If circumstances cause an interruption in the work or a change in the atmospheric conditions, a new permit must be completed.
2. Surveillance - The surrounding area shall be surveyed to avoid hazards such as drifting vapors from tanks, piping or sewers. Lines that convey flammable, injurious or incapacitating substances into the space shall be disconnected, blinded or blocked off by other positive means to prevent the development of toxic air contamination and/or oxygen deficiency within the space.
3. The operations for the air monitor will depend upon the type of detector. The entire instruction manual should be read before every entry and especially if the procedures are unclear or questioned. The first test should be for the level of oxygen available.
4. Testing - The confined space atmosphere shall be tested to determine whether toxic air contamination and/or oxygen deficiency exists. In the case of manholes, the toxic levels should be checked before removal of cover. If the toxic levels exceed the specific limits, confined space entry cannot continue. The contamination hazard must be eliminated by isolation, natural or mechanical means.
5. Space Decontamination - Mechanical ventilating systems shall be used where applicable and they shall be set to 100% outside air. Where possible, additional manholes shall be opened to increase circulation. Use mechanical ventilation to augment natural ventilation. After a suitable ventilating period, repeat the testing of the confined space atmosphere. If decontamination is effective, and it can reasonably be assumed the space will stay free of hazardous contaminants

- or oxygen deficiency, only then may the confined space entry proceed.
6. Equipment associated with the confined space entry shall be locked out and de-energized before the entry takes place.

## **ENTRY PROCEDURE**

**Entry Procedures** – Only after pre-entry conditions have been met. The following criteria shall be observed under confined space conditions:

1. When practical, all confined space entries shall be entered through side openings.
2. At least one attendant worker shall remain outside of the space.
3. The attendant shall monitor the space continually by inserting the sampling tubing connected to the gas detector meter. The suction side of the tubing shall be kept as close as possible to the confined space occupant. The attendant shall continuously compress and release the bulb on the tubing to draw gasses. The concentrations shall be recorded on the confined space entry permit on 30-minute intervals. If the attendant cannot monitor the space effectively, the entrant shall carry the gas detector.
4. During the confined space entry, the attendant shall have a City radio to contact the entrant and give assistance if needed. All radios used in the confined space shall be intrinsically safe (explosion safe).
5. The person entering must wear approved safety retrieval equipment at all times during the confined space entry. The safety retrieval equipment shall be used if the depth is more than five feet from the top of the confined space.
6. Work involving the use of flame, arc, spark or other source of ignition is prohibited within a confined space, which contains or is likely to develop toxic air contamination due to flammable and/or explosive substances.
7. If at any time there is any questionable action or non-movement by the entrant in the confined space, the attendant may attempt to contact the worker without entering the confined space. The attendant should never enter the confined space to rescue the entrant. Confined space rescues should be done by first responders wearing the proper PPE and air supplied respiratory equipment. The attendant should contact the Fire Department (the first rescue respondent) in all emergencies.
8. If confined space atmospheric conditions change adversely, entry personnel shall exit the confined space immediately and retest. Toxic conditions must be resolved and a new pre-entry form must be completed before reentering. The employee outside the space will monitor this change in condition.
9. In any situation where their use may endanger the worker, hoisting devices or harnessing equipment may be discontinued.
10. Employees working in confined spaces which have or contained substances corrosive to the skin, or substances which can be absorbed through the skin, shall be required to wear the appropriate protective clothing or devices.

## **PART 16: LABORATORY SAFETY**

- Laboratory personnel shall be aware of hazards to themselves and to others that exist as a result of working in a laboratory.
- Smoking, eating or drinking in the laboratory shall be prohibited.
- Mouth pipetting or use of pipetting aspirators, aids or devices shall be prohibited.
- Protective clothing appropriate to the task shall be worn at all times when working in the laboratory. This may include gloves, goggles, face shields, or explosion shields.
- To prevent exposure of others to contaminants, protective clothing should not be worn outside of the



laboratory.

- Laboratory workers shall wash their hands thoroughly with an appropriate cleanser or antiseptic after handling chemicals, reagents, solvents, biological samples, lab specimens, lab instruments or equipment.
- Laboratory workers shall observe laboratory or manufacturer's guidelines for the safe use of hot plates, ovens, furnaces, Bunsen or other gas burners, incinerators and steam sterilizes.
- Tongs or thermal protective gloves should be worn when handling hot objects.
- Safe storage and handling of compressed gases and chemicals shall be observed. Laboratory personnel shall be familiar with the procedures for the use of drench showers and eyewash stations, and for assisting others in need of these devices.

### **Biological Hazards**

- Laboratory workers shall be familiar with and observe the laboratory biohazard safety procedures to prevent exposure to biological hazards associated with human and animal specimens, water and wastewater.

### **Chemical Hazards**

- Laboratory workers shall be familiar with and observe the laboratory procedures for the safe storage and handling of chemicals, reagents, and solvents.
- Laboratory workers shall be familiar with and observe the laboratory procedures regarding electrical and mechanical hazards associated with laboratory instruments or equipment.
- Laboratory workers shall be familiar with and observe laboratory procedures for the prevention of exposure to hazardous radiation.

## **PART 17: PERSONAL HYGIENE**

- Personal hygiene is important for worker health and safety. Employees who pay attention to personal hygiene can prevent the spread of germs and disease.
- Check personal protective equipment often for excessive contamination, wear, tears, and cuts. Clean, decontaminate or replace protective equipment frequently to make sure it does not collect or absorb irritants. If it becomes too soiled for cleaning, replace it with clean equipment.
- Basic hand washing with water and soap helps remove germs, contaminants and chemicals. Employees should periodically wash their hands during the day. Hand washing is important before and after using the restroom. Employees should wash their hands before they take breaks to eat or drink. To control the spread of germs that can cause the flu or common cold, employees should wash their hands whenever they cough, sneeze or blow their noses.
- To wash hands with a hand sanitizer, apply the appropriate amount of sanitizer into the palm of the hand covering all surfaces of the hands, and then rub hands together until they are dry.
- Showering and face washing after work is also a good idea.

## **PART 18: TRAFFIC CONTROL**

A Traffic Control Work Area Plan outlining proper procedures for traffic control shall be set up by individual departments. Every City employee involved with work in or near traffic shall be familiar with the best type of traffic control for the situation. Traffic control shall follow the requirements as outlined in the "Manual on Uniform Traffic Control Devices".

- The work area shall be surrounded adequately by barricades and workers should remain within the

protected area and use caution when leaving the area. Work site crews shall wear approved safety vests and clothing.

- Give drivers time to act responsively.
- Traffic must be clearly directed around the work area. Lane signs shall be posted well in advance to give motorists ample time to change lanes.
- Give drivers' early warning in congested areas or where the roadwork is obstructed from view
- Warning signs and barricading devices must meet visibility standards and kept clean.
- Do not confuse drivers with contradictory signs or markings.
- Maintain credibility with drivers by doing what your signs say.

## **Part 19: Ultraviolet Protection**

Ultraviolet Radiation (UVR) is invisible light energy from the sun. Cumulative and acute exposure to UVR can damage human skin and eyes.

Sun Safety is the development and practice of positive health habits to reduce exposure to UVR and protect the skin and eyes from sunburn and permanent damage.

Skin Cancer is the most commonly diagnosed *preventable* cancer in the United States. There are three types of skin cancer: basal cell carcinomas, squamous cell carcinomas, and melanoma. Melanoma is the most serious form of skin cancer and is responsible for 9,000 deaths each year. 90% of melanomas' are estimated to be caused by over exposure to UVR.

The risk for skin cancer can be greatly reduced when certain precautions are practiced. The following preventative measures are recommended.

- For all outdoor labor occurring on sunny days-especially between the hours of 10:00 AM and 3:00 P.M.-staff will be encouraged to:
  - a. Wear full-body coverage clothing that include a hat and long sleeved shirt and full length pants made of a lightweight material.
  - b. Work in shaded areas when possible.
- Wear sunglasses that protect from 100% of UVA and UVB light.
- Wear broad-spectrum sunscreen and lip balm with a minimum of SPF 15+.
- Monitor the UV index daily and take more sun safety precautions on days with higher UV index values. <https://www.epa.gov/enviro/uv-index-search>

## **Part 20: Blood borne Pathogens and Infection Control**

Unfortunately, exposure to communicable diseases is an occupational hazard that may occur while performing many tasks. The following are both preventative and post exposure steps to take prior to and after an exposure.

### Preventative Measures

- Every citizen contact where contact to blood or bodily fluid is likely shall be regarded as potentially infectious. The appropriate blood borne pathogens universal precautions should be taken in these cases, including the use of gloves, mask, eye protection, gowns, etc. as indicated below:

- Gloves must always be worn.
- Eye protection is necessary whenever droplets, sprays, splatter or splashes may occur. If splashing may occur or if dried, caked blood is present wear eye, nose and mouth protection such as a surgical mask and safety glasses.
- Other conditions may dictate more protection: such as a gown, shoe covers, apron, face shield if there is a greater splash or contact risk.
- Remove PPE: Remove PPE in this order to prevent contaminating yourself: First, remove the gown/apron/shoe covers if used, then gloves, followed by eyes/nose/mouth protection. Place all used PPE into a trash bag and place in the dumpster for disposal.
- Wash your hands immediately after removing the gloves or use hand sanitizer. If using hand sanitizer, wash your hands as soon as possible

Time is critical with blood borne pathogens exposures. When in doubt, report the exposure right away to your supervisor and seek guidance. If your supervisor is not available, SEEK MEDICAL ATTENTION IMMEDIATELY.

A significant blood borne exposure is an occupational risk exposure to blood or potentially infectious body fluid by:

1. needle stick, puncture or cut by an object through the skin;
2. direct contact of mucous membrane (eyes, mouth, nasal, etc.);
3. exposure of broken skin to blood or other potentially infectious body *fluids* such as:
  - semen
  - vaginal secretions
  - any body fluid visibly contaminated with blood
  - human tissues (including dental extractions)

If a Significant Exposure Occurs:

#### Employee's Immediate Responsibility

- Apply appropriate first aid as needed
- Needle-sticks, cuts and skin exposures should be washed with soap and water. (Do NOT use bleach)
- Splashes to the nose, mouth, or skin should be flushed with water. Splashes to the eyes should be irrigated with sterile irrigates, saline or clean water.
- If your supervisor is not available, SEEK MEDICAL ATTENTION IMMEDIATELY
- Report the exposure to your supervisor right away.
- Obtain information about the source or protect the source from disposal or destruction. If the source is a person, try to obtain the name and contact information for the source. If the source is an object or other non-human source, protect it so it can be collected and tested. Consideration should be communicated to the Medical Provider for obtaining source patient blood samples or testing non-human sources.
- Complete a First Report of Injury and an Employee Accident Report for all blood borne pathogen exposures. These forms must be completed and filed with the Human Resources Office or City Manager's Office within 48 hours of the exposure/incident. If testing is declined by either the employee or the source, this should also be reported.
- Complete follow-up testing as required by current guidelines suggested by the healthcare provider and the worker's compensation carrier.

#### Supervisor's Immediate Responsibility

- Without Delay – If a significant blood borne exposure has occurred, get the exposed individual to the nearest Emergency Room for evaluation. Supervisor should call the emergency room and inform them that they are sending an employee to the emergency room for evaluation and follow-up to a blood borne exposure.
- Testing the employee and the source is strongly recommended when a high-risk exposure has occurred. The employee has the right to request or decline testing. The source fluid/object should be collected (if possible) for testing. If the source is a person, they cannot be tested without consent, except under the circumstances described in SDCL 23A-35B (laws dealing with sexual assault and exposure to law enforcement personnel). The exposure to the employee should be explained to the source and testing of the source requested. If either the employee or the source decline testing, document this action. Obtain signatures if possible of the person declining.
- Ensure that the employee complete any follow up testing required per current guidelines as suggested by the healthcare provider.

\*\*Know what you are going to do before an exposure occurs.



# WHAT TO DO IF YOU'RE INJURED AT WORK

## EMPLOYEE'S RESPONSIBILITIES

*Read and review the City of Yankton Employee Safety Manual.  
Follow the manual at all times to make safety your highest priority.*

**1**

**Report the injury to your supervisor.**

**2**

**Fill out a First Report of Injury as soon as possible in the Human Resources Department, if Human Resources is unavailable, report to the City Manager's Office.**

First report of injury must be reported within three business days of the injury.

**3**

**While completing the First Report of Injury, you will be given information on contacting the Rehab Associates triage nurse regarding medical care for your injury.**

Rehab Associates triage nurse contact number: 1-877-899-9112

**4**

**Decide whether you want care for your injury.**

If you are uncertain about seeking care, or have questions about care for the injury, call the Rehab Associates triage nurse (provided in line 3). All injuries involving non-emergency care should contact the Rehab Associates (RA) triage nurse before seeking medical care, and they will assist you with coordinating the medical care.

**5**

**If seeking care, schedule your appointment with the provider at a time agreed upon by you and your supervisor.**

If you are not seeking care, move to step #9

**6**

**When you are at your appointment, make sure you indicate this is a work injury.**





# WHAT TO DO IF YOU'RE INJURED AT WORK

## EMPLOYEE'S RESPONSIBILITIES

**7**

**Ask the provider for documentation regarding whether, and when, you can return to work.**

*Documentation must also include follow up instructions and what restrictions you may or may not have upon returning to work.*

**8**

**Upon returning to work, provide your return to work order to Human Resources who will share it with your supervisor.**

*Within a few days, Claims Associates will contact you. Claims Associates will also notify the City of your opened claim and the adjuster assigned to you. The City will be in contact with the adjuster throughout the process of your claim.*

**9**

**Upon returning to work, your supervisor or department head will fill out the Supervisor Accident Investigation form with you.**

*This form may help in preventing future injury from occurring. The completed form will be sent to Human Resources as well as the Workman's Compensation Claim Adjustor assigned to your injury.*

**10**

**You are responsible to keep your supervisor informed of your claim and recovery progress. You are also responsible to communicate with your supervisor and your workers compensation claim adjuster if you have any problems or concerns throughout your claim.**

*Follow up appointments with care providers should be scheduled at a time agreed upon by you and your supervisor. If appointments are made without supervisor approval, you may be asked to reschedule your appointment. Appointments should take place during your regularly scheduled working hours. When possible, City vehicles should be used to travel to appointments.*

### HELPFUL REMINDERS:

- Use common sense! For emergencies, call 911 or get to the hospital as soon as possible.
  - Follow your department procedures when it comes to safety injury on the job. If you do not know what they are, ask!
- There may be more requirements spelled out in a department handbook or guide that are not listed here.

**Attachment #2**  
**Safety Inspection Guide**  
**City of Yankton**

Persons Completing Inspection	Name of Building and Address	Date:

<b>Building Exterior</b> <ul style="list-style-type: none"> <li>○ Is the Building address or identification clearly visible?</li> <li>○ Are exterior lights in working order?</li> <li>○ Does the building appear to be in good repair?</li> <li>○ Are sidewalks and paved areas free from tripping hazards?</li> <li>○ Are the fencing and gates in good condition?</li> <li>○ Are handrails and guard rails in good condition?</li> <li>○ Are combustible materials stored away from the building?</li> <li>○ Are sprinkler/standpipe connections accessible?</li> <li>○ Are exits onto public streets free from visibility obstructions?</li> </ul>	<b>Comments</b>
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<b>General Working Environment</b> <ul style="list-style-type: none"> <li>○ Is work area well lit?</li> <li>○ Is ventilation adequate?</li> </ul>	<b>Comments</b>
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<b>Housekeeping</b> <ul style="list-style-type: none"> <li>○ Is the workplace clean and orderly?</li> <li>○ Are floors clear and aisles, hallways, stairwells and exits unobstructed?</li> <li>○ Are entrance mats clean and undamaged?</li> <li>○ Are trash containers emptied on a regular basis?</li> <li>○ Are restrooms and eating areas clean?</li> <li>○ Are pits and floor openings covered or guarded?</li> <li>○ Stored material is neatly organized, stacked and stable?</li> <li>○ Interior handrails are installed and securely attached to the wall?</li> </ul>	<b>Comments</b>
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<b>Emergency Equipment</b> <ul style="list-style-type: none"> <li>○ Emergency lighting and exit lighting is operational?</li> <li>○ Yearly fire extinguisher inspection tags are up to date?</li> <li>○ Exits are unlocked and operational?</li> <li>○ First aid kits are adequately stocked and readily available?</li> <li>○ Fire/smoke alarms are in working order?</li> <li>○ Chemical leak detectors/alarms are functioning properly?</li> <li>○ Self-contained breathing apparatus is available and in working order?</li> <li>○ Fire sprinkler/suppression systems are tested on a yearly basis and documented?</li> <li>○ Emergency generators are in working order and tested?</li> </ul>	<b>Comments</b>
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<b>Signs</b> <ul style="list-style-type: none"> <li>○ Emergency phone numbers are posted?</li> <li>○ Electrical panels, breaker boxes or other enclosures are identified?</li> <li>○ MSDS's are readily available?</li> <li>○ Crane capacities are posted?</li> <li>○ Floor load capacities are posted where applicable?</li> </ul>	<b>Comments</b>
<b>Personal Protective Equipment</b> <ul style="list-style-type: none"> <li>○ Hard hats are being used where required?</li> <li>○ Goggles and/or face shields are provided and being used where required?</li> <li>○ Hearing protection is provided and used where sound levels could exceed 85 decibels?</li> <li>○ Respirators are available where needed?</li> <li>○ Protective equipment is maintained in a sanitary condition and is ready to use?</li> </ul>	<b>Comments</b>
<b>Office Areas</b> <ul style="list-style-type: none"> <li>○ Desk and file drawers are kept closed when not in use?</li> <li>○ File cabinets storage cabinets, bookshelves and items over 5 feet in height are properly anchored?</li> <li>○ Extension cords, phone cords and cables are properly routed or covered to avoid trip and fall hazards?</li> <li>○ Chairs/tables/desks are in good condition?</li> </ul>	<b>Comments</b>
<b>Electrical</b> <ul style="list-style-type: none"> <li>○ Wiring insulation is not frayed or exposing bare wires?</li> <li>○ Electrical switches, switch plates and receptacles are not cracked, broken or have exposed contacts?</li> <li>○ Electrical panels are secured?</li> <li>○ 36-inch clearance is maintained for electrical panels?</li> <li>○ GFCI outlets are in use where they are required?</li> </ul>	<b>Comments</b>
<b>Flammable Materials/Compressed Gases</b> <ul style="list-style-type: none"> <li>○ Flammable liquids are kept in sealed containers when not in use?</li> <li>○ Flammables are stored inside approved containers?</li> <li>○ Appropriate fire extinguishers are placed where required?</li> <li>○ Cylinders are labeled clearly to identify the contents and are kept away from heat sources?</li> </ul>	<b>Comments</b>
<b>Tools, Equipment and Machinery</b> <ul style="list-style-type: none"> <li>○ Cords and plugs on electrical tools and extension cords are in good condition?</li> <li>○ Tools and machinery are equipped with proper safety guards?</li> <li>○ Emergency stops on machines are identified and in working order?</li> <li>○ Material handling vehicles (Forklift, backhoe, skid steer, etc.) are in safe working order?</li> <li>○ Slings, ropes, chains, straps, etc. have been inspected and are in safe working order?</li> <li>○ Boilers have been inspected and have current documentation?</li> <li>○ Portable electric heaters have at least 3 feet of clearance from combustible materials</li> </ul>	<b>Comments</b>



## Attachment #3

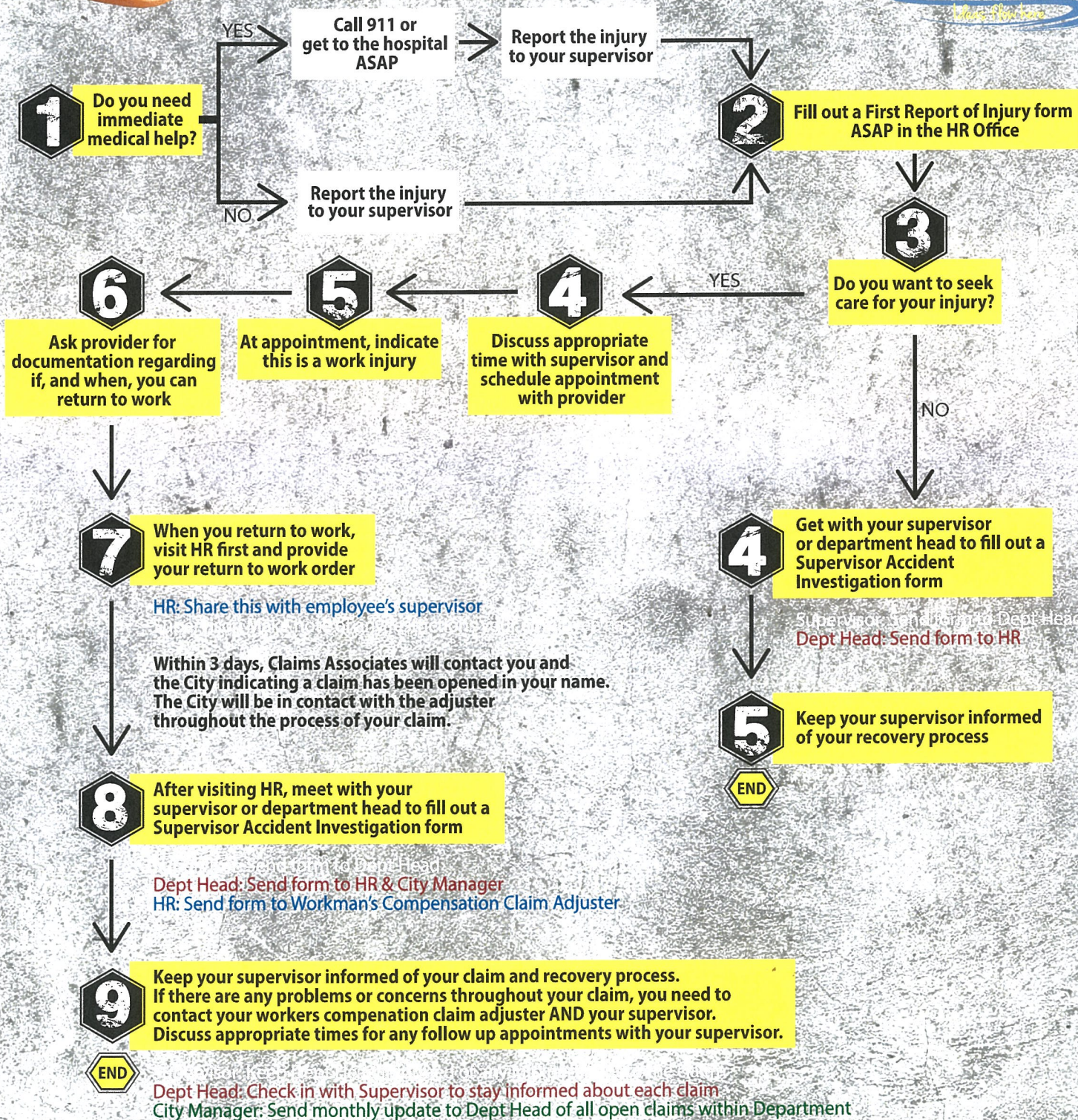
# Park Safety Inspection Guide

## City of Yankton

Inspector	Name of Building, Address	Date:
<b>Park Grounds</b> <ul style="list-style-type: none"> <li><input type="radio"/> Are sidewalks free of trip hazards?</li> <li><input type="radio"/> Are signs in good condition?</li> <li><input type="radio"/> Are railings in good condition?</li> <li><input type="radio"/> Is the park clean?</li> <li><input type="radio"/> Are garbage cans available and emptied regularly?</li> <li><input type="radio"/> Are trees pruned to avoid low limbs and dangerous hangers?</li> <li><input type="radio"/> Are benches and picnic tables in good condition?</li> <li><input type="radio"/> Do the drinking fountains work?</li> <li><input type="radio"/> Is the overall appearance of the park good?</li> </ul>		<b>Comments</b>
<b>Bathrooms</b> <ul style="list-style-type: none"> <li><input type="radio"/> Is the exterior in good repair?</li> <li><input type="radio"/> Is the roof in good condition?</li> <li><input type="radio"/> Does the ventilation work?</li> <li><input type="radio"/> Is the area well lit?</li> <li><input type="radio"/> Do the exterior lights work?</li> <li><input type="radio"/> Are bathrooms clean and free of trip hazards?</li> <li><input type="radio"/> Are garbage cans emptied regularly?</li> <li><input type="radio"/> Do sinks and toilets work?</li> </ul>		
<b>Shelters</b> <ul style="list-style-type: none"> <li><input type="radio"/> Is the structure in good repair?</li> <li><input type="radio"/> Is the roof in good condition?</li> <li><input type="radio"/> Is the concrete free of cracks and tripping hazards?</li> <li><input type="radio"/> Are Picnic tables in good condition?</li> <li><input type="radio"/> Is the area free of inappropriate graffiti?</li> <li><input type="radio"/> Is the shelter wheelchair accessible?</li> </ul>		
<b>Playgrounds/Playing Fields</b> <ul style="list-style-type: none"> <li><input type="radio"/> Is the playground equipment in good condition?</li> <li><input type="radio"/> Are the fences in good condition?</li> <li><input type="radio"/> Are benches in good condition?</li> <li><input type="radio"/> Is the area free of trip hazards?</li> <li><input type="radio"/> Is the equipment free of sharp corners and hardware?</li> <li><input type="radio"/> Are there any safety concerns?</li> </ul>		



# WHAT TO DO IF YOU'RE INJURED AT WORK



## ACKNOWLEDGMENT

- I understand safety is a priority for the City of Yankton.
- I acknowledge that this manual includes guidelines for basic safety measures recommended to be utilized in the performance of my duties.
- I understand that this is not a complete list of safety procedures.
- I understand that this manual is not a replacement for thorough and complete reading and understanding of operator and maintenance manuals, safety instructions and safety signs on equipment and machines that I operate.
- I understand basic safety measures such as inspecting equipment to make sure that it is in good working condition.
- I understand my department may have additional manuals, policies and procedures that are applicable to my job performance.
- I understand that performing my job duties as safely as possible is my responsibility.
- I also understand that the measures described herein are best practices and may not be appropriate in all circumstances.
- I understand that I am also required to use sound judgment in the performance of my duties and I will implement additional measures to ensure my safety and the safety of others while performing my duties.
- I will report safety concerns to my supervisor.
- I will request the proper safety equipment from my supervisor that is necessary to perform my duties.
- I understand that the City of Yankton has a Safety Program and Safety Committee.

### STATEMENT OF RECEIPT AND INSPECTION

I hereby acknowledge receipt of one copy of the Employee Safety Manual. It is my responsibility to read and ask questions regarding the policies and procedures contained in the Employee Safety Manual. I also understand that it is my responsibility to follow the Employee Safety Manual.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_