

ORDINANCE NO. 1846

AN ORDINANCE OF THE CITY OF TALLADEGA TO AMEND ORDINANCE NUMBER 1614 TO PROVIDE A SAFETY POLICY AND PROCEDURES FOR MEMBERS OF THE CLASSIFIED SERVICE OF THE CITY OF TALLADEGA.

Be it ordained by the City Council of the City of Talladega, Alabama, as follows:

WHEREAS, the City of Talladega is dedicated to providing a safe and healthful workplace for all employees of the City; and,

WHEREAS, pursuant to the authority of State Act Number 2004-436, Section 7, the City Manager after consultation with the Civil Service Board and the employee committee has proposed the adoption of an amendment to Ordinance Number 1614 to amend the Personnel Rules and Regulations of the City of Talladega to establish a Safety Policies and Procedures Handbook; and,

WHEREAS, after reviewing the recommendations of the City Manager regarding this proposed Amendment to Ordinance Number 1614, the City Council of the City of Talladega has determined that the proposed amendment is in the best interest of the members of the classified service of the City of Talladega;

NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:

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Topic: Introduction and Purpose

Every employee is entitled to a safe and healthful place in which to work. To this end, it is the intention of the City of Talladega to provide and maintain a healthy and safe workplace and to conduct all of our operations in the safest manner possible. The City of Talladega's goal is to maintain a health and safety program that is customized to the needs and jobs of our employees. All City employees play a vital role in supporting the safety efforts and goals.

The purpose of this handbook is to provide general and specific safety rules for all departments and employees within the City. While it is not possible to foresee all potential safety hazards, this handbook seeks to identify as many as possible. As additional safety problems are identified over time, the handbook will be revised accordingly.

It is the objective of the City of Talladega to establish and maintain a safety, health, and wellness program that will reduce injuries and illnesses, not merely in keeping with, but surpassing the best experience of similar operations by others.

This handbook is another tool to be used in meeting our objective of an accident free work place. It must be used to be effective.

Topic: Individual Accountability and Responsibility

Policy#: 101.00

Purpose: To emphasize the importance of all employees sharing the responsibility for safe and healthy work practices.

Policy: In order to achieve an effective safety and health program, all employees must share the responsibility. All employees of the City of Talladega are expected to use sound judgment and, with safe work practices, are expected to remain alert of safety at all times. All employees shall follow the most safe and healthy work methods possible. Your cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is a mandatory condition of employment.

The Safety Rules in this Handbook are not all-inclusive and there is no "Book of Rules" which can guarantee an accident free work place. However, following the safety procedures set forth in this handbook and participating in the program will significantly reduce the risk to you and your co-workers.

City of Talladega Responsibility-The City of Talladega will implement a safety and health program that strives to eliminate workplace injuries and illnesses. The personal health and safety of each employee is of primary importance. Prevention of workplace injuries and illnesses is of such consequence that it will be given precedence over operating productivity.

The City of Talladega will make every reasonable effort to provide mechanical and physical hazard control, accident prevention, and health preservation in keeping with the highest safety standards. Our objective is to reduce the incidence of injuries and illnesses. Our goal is zero accidents and injuries. To succeed, all employees of the City of Talladega must embody a commitment to health and safety. A successful program depends on cooperation in all health and safety matters, not only between supervisors and employees, but between each employee and his/her coworkers. Only through such a joint effort can a health and safety program in the best interest of all employees be established and preserved.

The City of Talladega's safety and health program includes the following elements:

Work to achieve zero injuries in all aspects of our operations

Train employees in good safety and health practices

Incorporate safety in all business planning, programs, and activities

Require all Department Heads and supervisors to consider it an essential part of their job to administer the safety program

Encourage employees to get involved in improving workplace safety

Provide appropriate leadership, organization, financial funding, and other appropriate resources necessary to maintain a comprehensive safety and health program

Provide necessary personal protective equipment and instructions for its use and care when needed

Investigate every accident to determine its causes, work to eliminate such causes, and maintain investigation records

Develop safety and health rules for City Operations

Establish a Safety Committee to recommend new safety procedures, review and update existing safety policies, review accidents and establish methods to help prevent accidents and injuries including any damages to equipment

Seek technology and operating methods to eliminate potential accidents and personal injuries

Conduct safety and health inspections at least quarterly to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all applicable safety and health standards

Document all inspections and actions taken to correct problems

Review quarterly worker's compensation reports for accuracy and identify any trends in injuries

Supervisors will maintain records of inspections and repairs for all vehicles and equipment

Designate Talladega Primary Care or Brookwood Baptist (after hours) to be used by employees for job related injuries

Require employees to comply with safety and health rules as a condition of employment

City Manager and City Council Responsibility- The City Manager and City Council are responsible for providing the support, leadership, and funding for this Safety Program. They will be kept up to date on progress of the program as well as areas for improvement.

Safety Director Responsibility- The Safety Director originates, guides, and coordinates the overall safety efforts for the City. In addition, the Safety Director investigates serious injuries and major accidents, inspects various City buildings and complexes, exchanges safety information between departments, and makes determinations on safety matters that have potential ramifications across other departments. The Safety Director has authority to document safety violations and issue documentation to the employee's *Department Head for corrective or disciplinary action*. A copy shall be sent to the Human Resources Director and City Manager. A Safety Committee shall be formed to support the efforts of the Safety Program.

Safety Committee Responsibility- The Safety Committee originates, guides, and coordinates the overall safety efforts for the City. In addition, the Committee reviews investigations of serious injuries and major accidents, inspects various City buildings and complexes, exchanges safety information between departments, and makes determinations on safety matters that have potential ramifications across other departments. The safety committee reviews and updates this safety manual as needed. Various working subcommittees may be formed to support the efforts of the Safety Committee. The Safety Committee will meet quarterly.

Department Head Responsibility-The Department Heads are responsible for fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. Department Heads will support and participate in accident investigations, analyze safety and health practices within their area, and coordinate with the Safety Director when planning for new equipment or processes to evaluate the relative exposure of personnel to hazardous environmental or operational conditions. It is the Department Head responsibility to ensure that all employees are properly trained to perform task assigned.

In the City's Health and Safety Program, the highest priority has been placed on employee on-the-job safety. Even though it is normal practice for Department Heads to delegate the authority for carrying out safety practices, the responsibility for meeting safety related objectives and the protection of employees in performance of their assignments cannot be transferred. Safety is the Department Head responsibility and performance in this area will be reflected as a part of the evaluation process.

Supervisor Responsibility- Supervisors assume the responsibility of thoroughly instructing their personnel to observe safe practices in the workplace. They are to consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in everything they do. This includes:

Evaluate the work place for potential safety hazards

Planning work assignments with full regard to personal protective equipment (PPE), safeguards required and enforce the use of the equipment

Stop any operation when existing conditions are deemed so hazardous that injury to personnel or damage to equipment and materials appears imminent

Respond to and address unsafe working conditions identified by employees

Evaluate work place conditions and work behaviors following all job accidents

Immediately notify Human Resources and Department Head of accidents

Complete accident reports after any job accident no more than 4 hours of occurrence. Accident reports will be turned in to Human Resources. Safety records shall be measured along with other phases of supervisor performance

Supervisors are responsible for ensuring that the employees in their department are properly trained in the operation of any tool that they are expected to operate

Employee Responsibility-Each employee is expected to place safe work practices and identification of unsafe conditions as a high priority while performing their daily tasks. When new employees are hired, they will be given the Employee Safety Manual to read, agree to, and sign. Each employee is responsible for:

Using the safety equipment that has been provided and required for use; wearing any uniform or other protective gear required by the job

Operating equipment and using tools for which training or orientation has been received

Operating equipment and using tools for its intended design as recommended by the manufacturer

Wearing seat belts at all times in City vehicles and equipment equipped with belts

Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident

Reporting defective equipment immediately to a supervisor after removing from service

Reporting dangerous or unsafe conditions that exist in the work place to their supervisor if the condition or situation is beyond your ability or authority to correct

This includes but not limited to defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.

Reporting all injuries or accidents immediately, even “near misses”

Protecting the public from unsafe conditions that have resulted from City related work and could present a hazard

Taking care of City property (vehicles, equipment, tools, etc.). City property shall not be abused or mistreated, and should be maintained in safe condition

Performing all tasks in a safe manner

If you are unfamiliar with the operation of the tool or equipment, request instruction from your supervisor before starting the job. Supervisors are responsible for ensuring that the employees in their department are properly trained in the operation of any tool that they are expected to operate

**Topic:** Department Head and Supervisor Responsibility

Policy#: 102.00

**Purpose:** To define the expectations of all Department Heads and supervisors regarding safety policies and procedures.

**Article 1)** Department Heads and supervisors shall be familiar with all safety rules, be a good example of safety in all their practices, enforce all safety rules with their subordinates, and make employees aware that violations of safety rules will not be tolerated.

**Article 2)** Department Heads shall be responsible for not only their own safety but also for the safe work performance of other employees under their supervision. Before assigning work to an employee, the supervisor shall be sure the employee knows and understands the hazards associated with the work and the proper procedures to perform the work safely.

**Article 3)** Department Heads shall ensure that quality safety meetings are held for all their employees at least once a month. They shall document attendance, date, time and issues covered and submit to the Safety Director for tracking and filing.

**Article 4)** Department Heads and supervisors shall issue safety equipment where necessary, and provide proper tools for a job to help prevent accidents and require the use of such safety equipment through written Safety Rules. The Rules shall be submitted to the Safety Director for review.

**Article 5)** Department Heads shall ensure that each employee, including temporary and contract employees, comply with safety standards and policies as listed in this handbook.

**Article 6)** Department Heads and supervisors shall develop and administer an effective program of good housekeeping.

**Article 7)** Department Heads shall attend an annual safety meeting for Department Heads to review safety commitment agreement, as coordinated by the Safety and Human Resources Departments.

**Article 8)** Department Heads and supervisors shall ensure all injuries are reported promptly, treated properly, and all accidents are reported, even if injury is not apparent.

**Article 9)** Department Heads and supervisors shall coordinate with Safety and Human Resource Directors to conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures, and/or equipment modification.

**Article 10)** Supervisors shall provide employees with safety instructions regarding their duties prior to the employee actually starting work.

**Article 11)** Supervisors shall conduct and document regular safety checks of the work area or job site.

**Article 12)** Supervisors shall properly maintain equipment and issue instructions for the elimination of fire and safety hazards.

**Article 13)** Supervisors shall continually inspect for unsafe practices and conditions and promptly undertake corrective action when necessary.

**Article 14)** Supervisors at all levels shall accept, in a cooperative manner, all reports of hazards; and employees shall not be reprimanded or penalized for reporting hazards.

**Article 15)** Supervisors should ensure the hearing safety of all employees by providing hearing protection in work areas where the noise levels exceed safe limits.

**Article 16)** Department Heads and supervisors are responsible for restricting the use of City-furnished vehicles to official City business only as well as limiting use of such vehicles to properly authorized personnel. Persons not on official City Business are prohibited from riding in City Vehicles.

### **Topic: Safety Policy Violations**

Policy#: 103.00

**Purpose:** To establish how employee safety policy violations will be addressed through progressive discipline procedures.

**Policy:** Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide for a safe and healthy place of employment. In order to enforce standard safety practice, discipline is utilized with the intent of educating the employee to the importance of safe practices. It is the policy of the City of Talladega to make use of disciplinary procedures when necessary to obtain employee adherence to acceptable standards of conduct. All safety violations shall be reported to the employee's supervisor. Disciplinary action will be administered by the immediate Supervisor, Department Head or City Manager in accordance with the Personnel Rules and Regulations of the City. Immediately following any safety violation, documentation of the disciplinary or corrective action taken, including any verbal communication, shall be forwarded to the Human Resource Director, and the Safety Director shall be notified.

The Safety Director has authority to document safety violations and direct them to the Department Head of the employee for corrective or disciplinary action. A copy shall be sent, in writing, to the Human Resources Director and City Manager.

Violations of health and safety policies and procedures are considered to be among the most serious violations of City policy. All City of Talladega employees are required, as a condition of their employment, to abide by all health and safety policies and to follow all required health and safety procedures. City employees who violate the Safety Policies and Procedures shall be subject to disciplinary action as listed below, *unless particular circumstances warrant more extreme actions.*

#### **Level One Offense:**

First Offense - Documented Verbal Warning

Second Offense - Written Warning

Third Offense - Suspension without Pay

Fourth Offense – Dismissal from City

A fourth offense will result in termination of employment. Termination will occur for the fourth offense provided the offense occurs within one year (12 months) of the oral warning or 180 days from the suspension. It is not necessary for safety offenses to be identical for the progression of discipline to apply.

**Level Two Offense:** Level two offenses are defined as instances of unacceptable safety conduct by an employee which are very serious and constitute grounds for dismissal upon the first occurrence of such conduct unless mitigating circumstances, as determined by the City Manager, render less discipline more appropriate.

All safety violations will be documented in the employee's personnel file Human Resource Office. Copies of disciplinary actions taken will be sent to the Safety Director, Human Resources Director and City Manager within three (3) days of infraction.

Supervisory Accountability-The Department Head, supervisor and immediate crew leader are responsible for enforcement of established safety policy. If the supervisor fails to enforce safety policy and a member of the department receives a safety disciplinary action, then the supervisor may also receive disciplinary action for failure of duty.

**Topic: Revisions to the Safety Handbook**

Policy#: 104.00

**Purpose:** To clearly define when and how the Safety Policies and Procedures Handbook will be reviewed and revised.

**Policy:** The Safety Committee shall review any proposed changes to the content of this Safety Handbook at each quarterly meeting. The Safety Committee shall ensure that any proposed changes are considered for approval in a timely manner. Promptness of proposed changes may vary in timeliness, depending on the severity of the change and criticalness of the need.

**Topic: Safety Inspections**

Policy#: 105.00

**Purpose:** To describe the purpose of inspections and types of inspections that will be conducted within the City.

**Policy:** Safety inspections shall be an integral part of the Safety Program in attempting to discover conditions which, when corrected, will result in a safer and healthier place in which to work. Inspections shall apply to all departments of City government under the direction of the Safety Director. Inspections shall be of the following type:

- (1) **Periodic Inspections:** Periodic inspections of the departments and work sites shall be scheduled and made at regular intervals. Such inspections shall be comprehensive in nature, with recommendations being provided to correct any deficiencies found.
- (2) **Intermittent Inspections:** Intermittent inspections of the departments and work sites shall be made as determined by the Safety Director. These inspections may be unannounced and unscheduled and shall be for the purpose of keeping the supervisory staff alert in maintaining safe working conditions.
- (3) **Special Inspections:** Special inspections shall be conducted when the need arises and during special events.
- (4) **Severe Safety Hazards:** Severe Safety Hazards are defined as those that pose an immediate danger to life, will be brought to the Department Head at the time of inspection. The Department Head will take steps to resolve the issue to the satisfaction of the Safety Director and City Manager. Inspection reports shall be submitted to the Department Head and City Manager after the inspection. The Department Head and/or supervisor may be asked to meet with the Safety Director and/or City Manager to review the recommendations and will be responsible for initiating prompt resolution of any discrepancies noted.

**Topic: General Safety and Health Rules**

Policy#: 201.00

**Purpose:** To define basic safety and health rules applicable to all employees.

**Article 1)** For all employees, the safety of themselves and other employees is expected to be one of their utmost concerns. When employees witness an unsafe practice or condition, they are expected to bring it to the attention of the employees involved and their direct supervisor or Department Head.

**Article 2)** Any employee who does not understand any of the rules in this Safety Handbook must consult their supervisor or Department Head for clarification. In all instances where conditions not covered by this manual or the job are not completely understood, the employee shall obtain specific instructions from a supervisor before proceeding with the work.

**Article 3)** All employees are required to participate in all safety training opportunities.

**Article 4)** Employees shall be alert and attentive while in the work environment. If for some reason an employee cannot be alert and attentive, he or she must discuss it with their immediate supervisor.

**Article 5)** Employees must watch where they step at all times. Many injuries have occurred from employees tripping, slipping and falling.

**Article 6)** Tools must be carried in a tool belt or raised with a hand line attached to the top of ladders. Remove all objects attached to the ladder before moving it. Never move a ladder while someone is standing on it.

**Article 7)** Safety devices shall not be disabled or removed from any equipment.

**Article 8)** Assistance shall be requested when moving heavy or bulky items. The use of dolly's, hand trucks, and other lifting devices is recommended.

**Article 9)** Lift with your legs instead of your back. Ask for assistance when the object is too heavy, is awkwardly shaped, or blocks your view when you carry it.

**Article 10)** Heavy objects that require special handling or lifting must be moved only under the guidance of employees specifically trained to move heavy objects.

**Article 11)** Wear hard-sole shoes and appropriate clothing. Loose fitting or baggy clothing, open-toe or high heel shoes, dangling or protruding jewelry shall not be worn by employees who work with machinery or equipment that has moving parts. Hair should be worn so it does not interfere with machinery or work equipment.

**Article 12)** Where required, you must wear protective equipment such as goggles, safety glasses, hard hats, safety vest, masks, gloves, hairnets, or other gear provided for your safety. Employees who have been issued personal protective equipment by the City of Talladega are required to wear the equipment. Injury resulting from a failure to wear City of Talladega provided safety equipment or as a result of a violation of any safety rule, may result in the loss of worker's compensation benefits.

**Article 13)** Use designated passages when moving from one place to another; never take hazardous shortcuts.

**Article 14)** Work at a safe speed and do not take shortcuts. Do not endanger yourself or others by getting into a hurry.

**Article 15)** Learn the safe way to perform your job before you start. If you are not certain that you thoroughly understand the job, ask your supervisor for further assistance.

**Article 16)** Smoking, using electronic cigarettes, burning, or welding is prohibited within 50 feet of a flammable liquid.

**Article 17)** Powered machinery or equipment shall not be serviced, repaired, lubricated, or adjusted while in operation. Shut down and follow lock out/tag out procedures while it is being serviced or repaired.

**Article 18)** Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition. Never attempt to by-pass safety mechanisms.

**Article 19)** Turn off all unattended power equipment.

**Article 20)** The City of Talladega maintains a tobacco and smoke-free air working environment. Smoking or using any form of tobacco such as snuff, chewing tobacco, or electronic cigarettes is not permitted in any city vehicle, equipment, building or facility. If you are not sure where you may smoke, or use tobacco products ask your supervisor.

**Article 21)** Employees are not allowed to use firearms or any other weapons while on duty with the city, unless it is a requirement of their job.

**Article 22)** Security is an important element and it is the responsibility of every employee. Employees must do their part to make sure their work area is secure. Do not leave money, keys, or other valuables in your jacket or coat. Keep your purse or wallet locked up, especially if you leave the area.

**Article 23)** If you observe unauthorized personnel or other suspicious activity in the facility, contact your supervisor. If in doubt, call 911 and request the police to come to your workplace.

**Article 24)** Any type of broken glass or object that may have been in contact with body fluids must be removed with gloves or other tools and shall not be touched with bare hands.

**Article 25)** Horseplay and other acts that could potentially cause an accident or injury are prohibited.

**Article 26)** When floors are wet from mopping or rain, warning signs must be placed at these locations.

**Article 27)** Employees shall not overload themselves when carrying items up and down stairs. Employees should use handrails where available.

**Article 28)** Don't distract another employee while they are working with tools, machinery, sharp objects, or other things. A quick reaction to you might cause him or her to be injured. If you must get a coworker's attention, wait until you can do so safely.

**Article 29)** The use of profane, indecent, or abusive language is prohibited.

**Article 30)** All heating appliances (such as space heaters) must be on a timer or be equipped with an automatic shut-off device.

**Article 31)** All employees should know the safest area of their facility in the event of severe weather.

**Article 32)** Each Department Head will designate a person who will do a weekly walk-through of their facility. This person will do a general safety check and a specific department safety check. If any safety issues are found, it will be brought to the attention of the Department Head immediately.

**Article 33)** Each department shall have access to a weather alert radio.

**Article 34)** All employees are expected to report for work fit for their respective jobs. No employee shall be allowed to work if they are intoxicated, sick to the point that the safety of the employee and others could be in jeopardy, or under the influence of drugs. The City shall have the right of evaluation for such conditions if just cause exists.

**Article 35)** Sun shades or dark glasses are not permitted indoors unless required by the job being performed (welding, burning, etc.)

**Article 36)** First Responders / Emergency Services Personnel must adhere to the City of Talladega's Safety Policies and Procedures unless it conflicts with their nationally approved Standard Operating Procedures when they are engaged in an emergency response or training exercise.

### **Topic: Housekeeping**

Policy#: 202.00

**Purpose:** To list basic housekeeping policies applicable to all city employees.

**Article 1)** All buildings, grounds, passageways, storerooms, refrigerators, service rooms, city vehicles, equipment and job sites shall be kept clean, orderly, and in a sanitary condition.

**Article 2)** Do not block access to exits, fire equipment, lighting or power panels or valves. Do not pile materials, skids, bins, boxes, or other equipment in aisles or stairways or in a manner that would block entrance or exit. Fire doors and aisles must be kept clear and operational at all times.

**Article 3)** Floors shall be maintained in a clean and, as far as possible, dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places should be provided where practical.

**Article 4)** Clean up spills, drips, and leaks immediately. Both clean rags and used rags shall be kept in metal or metal-lined bins having metal covers.

**Article 5)** Keep your work area clean. Place trash and paper in proper containers.

**Article 6)** Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.

**Article 7)** Tools and equipment shall be returned to their proper place when not in use. This makes them easier to find to conduct regular inspections for damage or wear.

**Article 8)** Nails in boards, such as those in sheathing, scaffolds, forms and packing crates shall be removed or bent over.

**Article 9)** Extension cords, air hoses, water hoses, ladders, pipes, tools, etc. shall be laid out in such a way to minimize tripping hazards or obstruction to traffic. When items are not in use, they shall be rolled up and stored properly.

**Article 10)** Materials stored in racks or hooks shall be secured from falling. Load limits shall be established and posted on loft or mezzanine storage areas.

**Article 11)** Housekeeping must be done continuously as the job progresses. **No job is finished until the work area is cleaned up.**

**Article 12)** Combustible materials such as oil-soaked rags, waste, and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

**Article 13)** All solvents should be kept in approved, properly labeled containers. Gasolines, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in UL-approved, properly labeled (yellow letters) red metal safety cans.

**Topic: Vehicle Use**

Policy#: 203.00

**Purpose:** To define safety rules for operating and riding in City vehicles.

**Article 1)** All City Employees operating city vehicles must comply with all traffic laws. (common examples include: obeying speed limits, following signs and signals, stopping at stop signs, wearing seat belts)

**Article 2)** Employees driving city vehicles must ensure that they have a valid driver's license. Human Resources will verify employee's driver's license status twice a year.

**Article 3)** No city vehicle shall be parked in "no parking" zones except for emergency situations.

**Article 4)** Each day a city vehicle is used, the operator shall inspect the vehicle to ensure safe operation prior to operating the vehicle-

**Article 5)** Employees must ensure that vehicles they operate are properly maintained and receive routine service checks. Employees shall report unsafe vehicle conditions in writing following their chain of command. Employees shall be observant of any malfunction and seek immediate repair when such malfunction is apparent. The department shall maintain a record of any action taken.

**Article 6)** Employees driving city vehicles shall limit unnecessary activities, conversation, and cell phone use when operating the vehicle.

**Article 7)** No employee shall carry gasoline or other flammables in the trunk or passenger area of vehicles.

**Article 8)** When employees park a vehicle, they shall ensure the vehicle is in park and emergency brake is on when parked on an incline. When the vehicle is parked on an incline, the employee shall ensure the wheels are turned toward the side of the road or curb in which the vehicle is parked.

**Article 9)** Whenever a vehicle becomes inoperable and is left on the road, or the side of the road, the employee shall activate the hazard lights.

**Article 10)** All city vehicles must be kept neat and clear of debris and objects that could hinder driving or harm passengers in an accident.

**Article 11)** Employees shall ensure the vehicle's motor is not running when the vehicle is being fueled, and smoking tobacco, using electronic cigarettes, cell phones or electronic devices is not allowed during fueling.

**Article 12)** Safety belts shall be worn by **all occupants** at all times when city vehicles are in operation. Anyone riding in a City vehicle without properly wearing a seat belt and drivers of City vehicles permitting anyone to ride in a City vehicle without properly wearing a seat belt are violating City policy and State law.

**Article 13)** For vehicles with tailgates, the employee shall ensure that they are up and locked any time the vehicle is in motion, or that they are properly flagged if carrying a load requiring the tailgate to be open.

**Article 14)** Anytime an employee carries a load in a vehicle, they shall ensure that the load is properly secured, that any overhangs are properly flagged (with a red flag by day and a red light by night), and the employee shall ensure that any equipment or tools in the vehicle are properly secured. All materials being hauled in a City vehicle shall be securely fastened to prevent a hazard due to shifting. Ladders, pipes, etc., shall be loaded parallel with the truck length. Materials that extend more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached.

**Article 15)** No employee shall be permitted to ride on any area of the vehicle not intended for passengers (common examples include: tailgates, truck beds, buckets, roof, hood, on tool boxes, on sides).

**Article 16)** Employees must ensure that headlights are on during dark hours, or during any fog, rain, or adverse weather conditions.

**Article 17)** No city vehicle shall be left unattended with the key in the ignition or anywhere in the vehicle.

**Article 18)** Employees shall lock their vehicles when they are unattended.

**Article 19)** Whenever any city vehicle is involved in an accident, employees shall immediately notify the Police Department, his/her supervisor and Human Resources Director and submit a completed city incident report form to the Human Resources office within 24 hours.

**Article 20)** Employees shall attempt to keep the accident scene intact until a Police Officer arrives, and **shall not volunteer** any information to anyone except the investigating officer, supervisor and city attorney.

**Article 21)** After a vehicle accident, supervisors shall perform a safety inspection of the vehicle before the vehicle is used again.

**Article 22)** Never drive on streets that have been closed or declared impassable by the City.

**Article 23)** Never drive through water that has topped a roadway surface.

**Article 24)** All employees who drive City vehicles must maintain a good driving record for City insurance purposes. Driving record(s) shall be periodically checked by the City. Employees can be placed on probation by the City based on their driving record which will initiate another MVR to be run in 6 months. If the City is unable to insure the employee to drive vehicles, the employee may be subject to suspension and/or dismissal. All City employees shall notify his/her Department Head in the status of his/her driver's license as well as any convictions of a moving violation or involvement in an accident as an operator, whether on or off the job. Failure to immediately report a driver's license expiration, cancellation, revocation, or suspension to the Department Head could result in disciplinary action.

**Article 25)** Vehicles must be parked in legal spaces and must not obstruct traffic. When possible, employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.

**Article 26)** Alcohol is not allowed in City vehicles.

**Article 27)** A driver shall not permit unauthorized persons to drive, ride in or operate a City of Talladega vehicle. Only persons on official City business are permitted to ride in City owned vehicles. City owned vehicles shall only be used for City business.

**Article 28)** Employees shall not jump on or off vehicles in motion.

**Article 29)** Vehicles shall not be parked on bridges or over culverts except when necessary for work.

**Article 30)** Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors, barricades, barrels or cones and signage shall be used to inform the Public of the work zone in accordance with (MUTCD) requirements. The Manual on Uniform Traffic Control Devices (MUTCD) is a document issued by the Federal Highway Administration of the United States Department of Transportation to specify the standards by which traffic signs, road surface markings, and signals are designed, installed and used.

**Topic: Fire Safety**

Policy#: 204.00

**Purpose:** To define fire safety rules while working in and around City facilities.

**Article 1)** Smoking is not allowed in any City Building, Vehicle or Equipment.

**Article 2)** Mechanical rooms may not be used for storage of any kind.

**Article 3)** Proper clearance must be maintained below sprinkler heads. A minimum of 24 inches shall be kept between the top of material storage and ceiling.

**Article 4)** Employees must not overload any power outlet.

**Article 5)** No extension cords may be used on a permanent basis.

**Article 6)** Cords must be kept out of walkways and doorways.

**Article 7)** Fire is one of the worst enemies of any facility. All employees must know the location of the facility's fire extinguishers and fire exits in their work areas.

**Article 8)** Supervisors should know what class or classes of fires might be expected in their departments. Before employees can effectively combat fires in their beginning stages, the classes of fires must be understood.

**Class A-Ordinary Combustibles** - Fires in ordinary combustible materials, such as wood, paper, clothing, where the quenching and cooling effects of water or of solutions containing large percentages of water are of prime importance.

**Class B-Flammable Liquids** - Fires in flammable liquids, greases, and similar materials, where smothering or exclusion of air and interrupting the chemical chain reaction is most effective. Water shall not be applied. The use of water may float burning liquids, causing the fire to spread more rapidly.

**Class C-Electrical Equipment** - Fires in or near live electrical equipment where the use of a non-conductive extinguishing agent is of first importance. The material that is burning is, however, either Class A or B in nature. To effectively extinguish a Class C fire, electrical power must be cut off.

**Class D-Combustibles Metals** - Fires can occur in combustible metals such as magnesium, lithium, and sodium. Special extinguishing agents and techniques are needed for fires of this type.

**Article 9)** Fire doors and shutters should be unobstructed and protected against obstructions.

**Article 10)** Fire extinguishers must not be blocked or hidden behind material or machines.

**Article 11)** All fire extinguishers shall be conspicuously marked and shall be located close to the exit.

**Article 12)** Fire extinguishers shall be inspected visually at least once a month and thoroughly inspected at least annually.

**Article 13)** The following general guidelines shall be considered when using a portable fire extinguisher:

1. Look to see what is burning and be sure to use the correct extinguisher.
2. Approach the fire from upwind if possible. Try to get approximately 6-8 feet close to the fire (depending on the size and type of fire). Keep an exit to your back.
3. Hold the extinguisher upright and aim it at the base of the fire.
4. Be efficient. Most fire extinguishers are emptied in a few seconds.
5. Attempt to extinguish or control the fire with appropriate fire extinguishers ONLY if you can do so safely, always leaving an escape route.

**Article 14)** Employees should follow City Fire Codes and make every effort to avoid fires in City facilities. Employees should contact the Fire Department to obtain clarification for your facility.

**Article 15)** Notify your supervisor of any damage to fire protection equipment.

**Article 16)** All fire exits and escape routes shall be visibly marked and shall be free of obstructions. Fire exits or doors shall not be locked, chained, or barricaded at any time.

**Article 17)** All hazardous materials shall be stored properly. Employees handling hazardous materials must follow all safety precautions set forth by the manufacturer.

**Article 18)** All chemicals (including mixing containers) MUST be properly labeled and MUST be stored at proper temperature in an approved location where there is proper ventilation and shall not be anywhere near any flammable substance, or within 36 inches of any electrical breaker boxes, water heaters or combustibles. Chemicals should also never be stored near a break area where employees might eat, snack or drink.

**Article 19)** All chemicals must be in an appropriate container; the label must have the proper information regarding its use and should direct the user to the MSDS for that chemical. If any chemical must be transferred from the original container, it should be returned to the original container at the end of the work day.

**Article 20)** ALL departments shall review all work areas to compile a notebook of Material Safety Data Sheets (MSDS) for all chemical's employees may be exposed to during their work. MSDS sheets shall be obtained from suppliers and/or manufacturers of supplies containing chemicals. Departments shall educate employees on proper handling of all chemicals. The MSDS notebooks shall be maintained and made available to review upon request.

**Article 21)** Portable heaters or fans shall not be moved while in operation. All safety guidelines of the equipment should be observed, and the Fire Department must approve the location and type of any heater used.

**Article 22)** All employees who work inside city facilities should have an evacuation plan in the event of an emergency. All employees must be familiar with all building exits, alarm signals, and evacuation procedures.

**Article 23)** All exits, hallways, walkways, and stairs shall be kept clear of any obstructions.

#### **In Case of Fire:**

**Article 24)** Call in the alarm immediately. Call 911 and give accurate information about the location of the fire. Announce the fire to all co-workers.

**Article 25)** Attempt to extinguish or control the fire with appropriate fire extinguishers ONLY if you can do so safely, always leaving an escape route.

**Article 26)** Evacuate the area. If the area is smoke-filled, stay close to the floor where there is the maximum amount of breathable air, crawl if necessary. Stay calm.

#### **Topic: Office and Administrative Areas**

Policy#: 205.00

**Purpose:** To define safety rules for office and administrative areas within all City facilities.

**Article 1)** Office machines shall be turned off or unplugged prior to dislodging of paper jams.

**Article 2)** When moving equipment, cords should be carried or taped up so as not to create a hazard or tripping risk.

**Article 3)** Desk and filing cabinets drawers should be kept closed except when being used.

**Article 4)** If suspicious looking mail is received and there is a question as to its purpose or hazard potential, employees should contact the Police Department for assistance.

**Article 5)** Due diligence should be observed when operating paper shredders and paper cutters.

**Article 6)** Employees shall walk cautiously up and down stairs; the handrail shall be used whenever possible.

**Article 7)** Caution shall be exercised when walking around blind corners.

**Article 8)** Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.

**Article 9)** Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.

**Article 10)** All emergency exits and emergency equipment such as fire extinguishers and fire hose cabinets shall be kept clear of all obstructions.

**Article 11)** Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the “off” position, it shall be disconnected from its power source.

**Article 12)** Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition shall be reported to supervisor or Department Head.

**Article 13)** Broken glass and other sharp objects shall not be placed in wastepaper containers.

**Article 14)** Any burning or extremely hot materials shall not be placed in wastepaper containers.

**Article 15)** Employees using video display terminals for extended periods of time should consider the following:

- (1) Keep back straight with feet resting firmly on the ground.
- (2) Use a back-support cushion for lower back.
- (3) Position video display terminal so the operator's eyes are level with the top of the screen.
- (4) Position the video display terminal directly in front of the user and adjust to avoid glare.
- (5) Adjust the height of the chair or keyboard so that shoulder-elbow-arm angle is at 90 degrees.
- (6) Use a cushioned wrist rest to keep user's hands and fingers in the same plane as the forearm.
- (7) Video-display-terminal users shall adjust position frequently to avoid muscle stiffness.

**Topic: Pathogens and Communicable Diseases**

Policy#: 206.00

**Purpose:** To describe safety policies necessary when dealing with potential pathogens transmitted by blood, body fluids, air, or other means of transmission.

**Article 1)** Since blood borne pathogens can be transmitted through human blood and other body fluids, all city workers are to treat all blood and other potentially blood infectious bodily fluids as if they ARE infected. The GOAL is to avoid direct contact with blood and bodily fluids.

**Article 2)** Every department should ensure they have rubber gloves in the area and shall communicate with each employee where they are located. If any employee wants to help a bleeding employee, they shall wear disposable gloves.

**Article 3)** Every employee shall keep any open cuts, rashes and other broken skin covered and/or bandaged. Each department should maintain a First Aid Kit.

**Article 4)** Any related spills must be cleaned up and disposed of immediately, using thick rubber gloves, disinfectants, and bleach. Contaminated materials shall be disposed of in red bio-hazard bags.

**Article 5)** Any equipment or surfaces contacted with blood or other potentially infectious materials must be cleaned and decontaminated using appropriate protective gear and supplies. Refer to equipment manufactures cleaning recommendation.

**Article 6)** Any on-the-job exposure to blood or other body fluids must be reported promptly to one's supervisor. This information shall be reported to the Human Resources and Safety Director.

**Article 7)** Carefully remove gloves inside out, with potentially contaminated side not exposed. Then the hands and forearms should be washed thoroughly with soap and hot running water for a full minute before rinsing and drying. Hand lotion should be applied after disinfections to prevent chapping and to seal cracks and cuts on the skin. Dispose of contaminated gloves in red bio-hazard bags.

**Article 8)** If an employee's clothing has been potentially contaminated with bodily fluids, they shall remove the clothing as soon as practical. They shall cleanse any contacted skin area (showering if necessary) prior to putting on clean clothing; and contaminated clothing should be handled carefully and either disposed of or machine laundered separately with detergent, bleach and hot water in the normal fashion.

**Article 9)** If any city vehicle has been potentially contaminated with bodily fluids, the supervisor shall be notified and the vehicle shall be taken out of service. A "Do Not Use--Possible Communicable Disease Contamination" sign shall be posted on the steering wheel of the vehicle; and the vehicle shall remain out of service until it has been disinfected by washing the contaminated areas per the blood borne pathogen policy.

**Article 10)** Each city facility shall contain communicable disease control supplies, which shall be the responsibility of the Department Head. If the likelihood of a city facility encountering potential pathogens is very low, they may receive exception to this rule and refer any problems by calling the Fire or Police Department. Each Department Head shall be familiar with the location of this supply kit and the proper use of all contents. The supplies shall include the following:

Disposable gown w/ full sleeves

Disposable shoe covers

Eye shield with ear loop mask

Nitrile gloves

Fluid control solidifier

Biohazard scoop

Biohazard bags

Clear bags

Twist ties

Disposable clean-up towels

BZK antiseptic towelettes

Germicidal wipes

Bodily fluid pick-up guide

**Article 11)** Any department using the above supplies shall ensure replacement of any used supplies by communicating with the Department Head immediately.

**Topic: Medication on the Job**

Policy#: 207.00

**Purpose:** To eliminate the chance of injury because an employee was operating equipment or machinery while under the influence of medication.

**Article 1)** No one under the influence of alcohol or drugs, including prescription drugs and over the counter drugs, that might impair motor skills, mood, senses, responses, or judgment, shall be allowed on the job.

**Article 2)** Some medications have side effects that may impair work performance and create possible safety issues for the employee or co-workers. It is the employee's responsibility to talk with their Doctor when medication is prescribed to understand any limitations the medication may create. If necessary, a copy of the employee's job description can be provided for the Doctor to review. Any limitations must be communicated to the supervisor and a decision made whether the employee can work.

**Article 3)** Some medications can be taken at different times of the day to eliminate the safety concerns. This should be discussed with the employee's Doctor and the supervisor.

**Article 4)** Employees may be allowed to work only when the employee has provided a written release from their doctor verifying that the employee may safely perform the requirements of his/her job while under the influence of the prescribed medication.

**Article 5)** Consumption of or being under the influence of drugs or alcoholic beverages is prohibited while on the job

**Article 6)** No employee shall perform safety sensitive functions within 6 hours after using alcohol as the effects of the alcohol could affect job performance and safety. **Refer to City of Talladega Drug and Alcohol Policy.**

## **Topic: Safety Condemnation of Equipment or Materials**

Policy#: 208.00

**Purpose:** To describe when and how to place equipment or materials out of service when they become unsafe to use.

**Article 1)** No employee shall be authorized to alter any equipment or material that diminishes its safety. Manufacturer installed safety devices/systems must be kept in working order.

**Article 2)** If an employee believes that a piece of equipment or material is no longer safe to use, they should talk with their supervisor and explain their findings. The employee is also encouraged to complete a Safety Hazard Form.

**Article 3)** No equipment or material will be placed out of service without the prior knowledge of the Department Head and/or supervisor.

**Article 4)** The Department Head, Supervisor, and/or the Safety Director may place equipment or material out of service due to unsafe conditions, if determined that the condition imposes a serious or immediate danger to an employee or to the general public.

**Article 5)** When equipment or material is placed out of service and declared unsafe, all intended users must be so notified by sign or other method (i.e., communication from supervisor).

**Article 6)** No equipment or material that has been placed out of service shall be used until such conditions have been corrected and the notices removed or withdrawn by the Department Head.

**Article 7)** Out of service equipment shall have all manufacturer installed disabling mechanisms in the "disable mode" until the proper repairs have been made.

## **Topic: Heat Stress**

Policy#: 209.00

**Purpose:** The material in this policy is intended to act as an overall guide to handling heat stress when the job requires tasks to be performed outdoors or indoors in non-air-conditioned spaces. Some activities require protective clothing which may also require consideration of heat conditions.

### **Acute Heat Disorders**

**Article 1) Heat rash** is a reddening of the skin caused by a buildup of sweat in the skin due to clogged sweat pores. Treat by washing the affected areas with cool water.

**Article 2) Transient heat fatigue** is marked by impaired mental or physical performance, possible nausea and fatigued feelings. There is no medical treatment for this but the discomfort and physiologic strain can be reduced by gradually acclimating the individual to perform physical activities under hot conditions and training to increase skill levels for the tasks being performed.

**Article 3) Heat Syncope** or fainting is caused by insufficient blood flow to the head. Prolonged standing in heat causes blood to pool in the lower extremities. This pooling, along with the increased circulation of blood in the skin due to vasodilatation, causes a reduction in the blood returning to the heart. Insufficient blood is pumped through the circulatory system and the brain does not receive adequate oxygen. When the person faints, the head is brought lower to the level of the feet and circulation to the brain is restored. Treatment includes lying down in a cool area. Preventative measures include acclimatization and intermittent activity to aid in the circulation of the blood in the lower portions of the body.

**Article 4) Heat cramps** are the cramping of voluntary (skeletal) and involuntary (abdominal) muscles. It is caused by the loss of salt due to heavy sweating and by drinking of large volumes of water without replacing these salts. Treatment includes administering salted liquids by mouth (or in extreme cases, intravenously). Several days may be required for complete recovery. Prevention consists mainly of salting foods to taste at meals. Salt tablets are no longer recommended due to the hazards of hypertension (high blood pressure). Electrolytic beverages such as Gatorade replace needed salts as well as fluids.

**Article 5) Heat exhaustion** symptoms are fatigue, nausea and dizziness. The individual is usually moist and clammy with a pale appearance. This condition is brought on by the depletion of the body's fluid

content by sweating; accompanied by strenuous activity to the point that blood circulation is adversely affected. This dehydration along with the competition for blood between the skin, for cooling, and the muscles, for oxygen, results in a circulatory strain that can be compared to shock. Treatment consists of moving the individual to a cooler location, having him/her lie down and drink large volumes of liquids. After a period of rest and the intake of adequate fluids, the individual will appear to have recovered; however, return to activities in hot conditions should be accomplished gradually, under close supervision, as the individual may be more susceptible to heat stress as a result of the occurrence of heat exhaustion. Prevention consists of drinking adequate amounts of suitable liquids regularly over the period of heat exposure, beyond that called for by the thirst mechanism, and gradually becoming acclimated to the heat. **Article 6) Heat stroke** occurs when the human body loses the ability to thermo-regulate (maintain proper temperature) due to a fatigue and shutdown of the sweating mechanism. Body core temperature rises rapidly to life threatening levels. The victim slips into a coma and may die. Symptoms include hot, dry skin which may be red, mottled or cyanotic (bluish). Victims are confused, lose consciousness, convulse, become comatose and die if proper treatment is not rapidly administered. Predisposing conditions which may lead to heat stroke include:

Sustained exertion in the heat when not acclimatized

Poor physical condition and obesity

Recent alcohol intake

Dehydration

Individual susceptibility

Chronic cardiovascular disease

Treatment consists of a rapid cooling of the body by immersion in chilled water with massage, wrapping the victim in wet sheets and vigorously fanning, or wiping the individual down with alcohol. It is important to avoid overcooling and treat for shock if necessary. Call for medical assistance immediately. Heat stroke can be avoided by proper screening of individuals regarding their health and physical fitness prior to allowing them to participate in strenuous activities in the heat. Gradually acclimatize over a period of five to seven days (see acclimatization information, below). During particularly severe heat conditions, all participants in strenuous activities should be watched by someone trained in recognizing heat stress illnesses and their proper treatment.

**Article 7)** If possible, work in the shade or improvise shade when practical.

**Article 8)** If the temperatures are high, take frequent breaks and drink plenty of fluids.

**Article 9)** Avoid wearing tight clothing or dark clothing when working in the direct sun for long periods of time.

### **Topic: Lifting and Stacking Materials**

Policy#: 210.00

**Purpose:** To describe safe lifting and stacking procedures and practices.

**Article 1)** Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task.

**Article 2)** Lifting and moving devices must be operated only by personnel trained and authorized to operate them.

**Article 3)** Employees must not be required to lift heavy or bulky objects that are too heavy to handle safely.

**Article 4)** Heavy objects that require special handling or rigging must be moved only by those people who are trained to move heavy objects.

**Article 5)** Inspect the load to be lifted for sharp edges, nails, rough strapping, splinters and wet or greasy spots.

**Article 6)** Wear gloves when lifting or handling objects with sharp or splintered edges.

**Article 7)** Tip the load to test whether it is light enough for one person to lift. If it is not, get help.

**Article 8)** Inspect the path over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause you to fall.

**Article 9)** Consider the distance the load is to be carried. Remember, your gripping power may weaken over long distances.

**Article 10)** 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. Grip the object with the palm of your hands, not just your fingers.

**Article 11)** 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. Motions such as twisting, walking, and climbing stairs while carrying heavy objects may increase the probability of back injury.

**Article 12)** Do not try to lift something above waist level in one motion. Set the load on a solid object to change your grip and then continue your lift.

**Article 13)** If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc. Each employee, if possible, should face the same direction in which the object is being carried.

**Article 14)** The steps for setting an object on the ground are the same as above, but in reverse order. Bend your legs, not your back. Always set one corner down first, then slide your hands out so they will not get pinched.

**Article 15)** When moving a load horizontally, employees should push the load rather than pull it.

**Article 16)** Keep objects close to the body rather than extending them with the arms will help reduce injuries.

**Article 17)** When gripping, grasping, or lifting an object such as a pipe or board, the whole hand and all the fingers should be used. Gripping, grasping, and lifting with just the thumb and index finger should be avoided.

**Article 18)** When stacking materials, start with a safe and level base. Cross-tie (interlock) the pile and use timber when necessary to keep the stack from shifting.

**Article 19)** Block barrels or other round objects that can roll. The height any material can be stacked depends on the floor load limit, the type of material, the strength of containers and the requirements of fire protection.

**Article 20)** Never store things close to open light bulbs or hot pipes. Do not stack anything in aisles where it can interfere with the movement of equipment, fire equipment and anyone walking by.

**Article 21)** Never stack broken containers. If they are damaged, have the material repackaged before you stack it.

### **Topic: Ladder Safety**

Policy#: 211.00

**Purpose:** To define types of ladders and their uses, as well as safe ladder practices.

**Article 1)** Employees must not stand or walk under ladders, scaffolds, etc., or under areas where people are working overhead. All employees working on or around ladders or scaffolding shall wear approved safety head gear (hard hat).

**Article 2)** Standing on makeshift ladders, scaffolding or platforms is prohibited (including chairs, boxes, barrels, boards, tables, etc.). When you must climb, use a step stool, ladder, or other equipment designed for that purpose. Don't climb onto chairs or other office furniture.

**Article 3)** Before using a ladder, check it carefully for missing cleats, cracked or slippery rungs, or broken spreaders. Damaged ladders must never be used; they must be repaired or destroyed.

**Article 4)** All ladders shall be capable of supporting at least 2.5 times the maximum intended load without failure.

**Article 5)** The use of stepladders above 20 feet is prohibited. The use of extension ladders above 24 feet is strongly discouraged.

**Article 6)** Ladders used near electrical equipment must be made of a non-conducting material.

**Article 7)** Ladders should be placed with a secure footing, tied or held in position.

**Article 8)** Employees must go up or down by facing the ladder and using both hands to grasp the ladder.

**Article 9)** Stored ladders must be available for inspection and service, kept out of weather, away from excessive heat, and well supported when stored horizontally.

**Article 10)** When climbing a ladder, tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder.

**Article 11)** Extension ladders should be tied in place to prevent moving from side to side.

**Article 12)** Remove all objects attached to the ladder before moving it.

**Article 13)** Never move a ladder while someone is standing on it.

**Article 14)** Open stepladders all the way, setting the locking device before you start up.

**Article 15)** The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps.

**Article 16)** Bracing on the back side of stepladders must not be used for climbing.

**Article 17)** Wooden ladders shall not be painted; only a clear, nonconductive finish shall be used.

**Article 18)** Portable metal ladders shall not be used in the vicinity of electrical circuits. (Exception: Such ladders may be used in specialized work, such as high voltage substations, where nonconductive ladders might present a greater hazard. These ladders shall be properly marked.)

**Article 19)** Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.

**Article 20)** Only one employee shall work from a ladder at one time. If two employees are required, a second ladder shall be used.

**Article 21)** Employees shall use only City of Talladega-owned ladders.

**Article 22)** Portable straight ladders shall not be used without nonskid bases.

**Article 23)** The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.

**Article 24)** Straight ladders shall not be climbed beyond the third step from the top.

**Article 25)** When dismounting from a ladder at an elevated position (such as a roof) the employee shall ensure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.

**Article 26)** Employees shall tie off with a safety belt whenever both hands must be used for the job or a possibility of the employee falling from an elevated position exists.

**Article 27)** Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.

**Article 28)** A ladder shall not be placed against an unsafe support.

**Article 29)** The top step shall not be used, except for platform ladders.

**Article 30)** Stepladders shall not be used as straight ladders.

### **Topic: Building Evacuation**

Policy#: 212.00

**Purpose:** To establish an effective building evacuation plan in the event of an emergency.

**Article 1)** In some situations, it may be necessary to use the intercom system or an employee runner to warn of the danger.

**Article 2)** All exits shall be clearly marked and the exits and paths to those exits kept clear at all times.

**Article 3)** Some exits may not be usable during an emergency, due to the nature and location of the situation causing the need for an evacuation. Therefore, all employees should familiarize themselves with several exits close to their work areas.

**Article 4)** Any time an evacuation is announced, employees are to exit the building immediately. No time is to be taken to secure materials, equipment, or personal belongings (other than those immediately at hand).

**Article 5)** Each Department Head will designate *Report* areas for employees in times of evacuation and a *Communicator* (someone with radio/cell phone communication devices).

**Article 6)** Employees are to exit the nearest clear exit, proceed to the *Report* area assigned to your department or division. The main and secondary exit routes for each facility must be clearly marked, posted, and communicated to employees.

**Article 7)** Any employee who is not in their department area when an alarm is sounded is to proceed to the nearest *Report* area and wait there for further instructions. These employees should report to a *Communicator* and identify themselves and where they normally work.

**Article 8)** While in these *Report* areas, preliminary head counts are to be accomplished and reported to the *Communicator*. Any employee missing should also be noted and reported.

**Article 9)** The *Communicator* will report head count and missing employee information to the police/fire emergency Incident Commander.

**Article 10)** In the event of a fire or chemical release, the Incident Commander will direct employees to secure areas clear of smoke or airborne chemical exposure i.e. uphill, upwind. Supervisors should judge the wind conditions and present conditions to the Incident Commander to aid in decision making.

**Article 11)** No employee is to leave the *Report* areas for any reason unless specifically told to do so by the Incident Commander. The Incident Commander will give instructions through the *Communicator*. It is imperative that everyone remain calm and quiet so information can be given quickly and clearly.

**Article 12)** Once the “All Clear” has been issued and the building begins to be occupied, employees are to proceed to their work areas in an orderly manner and report to their Supervisor, Crew Leader, or Department Head to resume normal operations.

**Topic: Noise Exposure**

Policy#: 213.00

**Purpose:** To define noise exposure levels and appropriate noise exposure protections.

**Article 1)** Exposure to excessive noise can cause a gradual decay in hearing ability. Advancements are being made to reduce noise levels. In the interim period, all employees shall wear proper ear protection when exposed to excessive noise.

**Article 2)** Proper ear protection may consist of any of the following: earmuffs, ear plugs, molded ear protectors, or wax-type earplugs. Plain cotton is not acceptable.

**Article 3)** Ear protective devices shall be worn properly to provide the required protection and kept clean to reduce the possibility of ear infection.

**Article 4)** Ear protection must be worn when there is a possibility of hearing damage which can occur during continuous exposure to noise or impulse exposure to loud impact noise. When exposed to noise of 90 DBA (decibels) for more than 8 hours, 95 DBA for more than 4 hours, 100 DBA for more than 2 hours, or 105 DBA for more than 1-hour, proper ear protection must be worn.

**Article 5)** Protection must be worn when exposed to impact noise more than 140 DBA, e.g. noise similar to rifle or shotgun.

Permissible Noise Exposures	
Duration per day (hours)	Sound level (DBA)
8	90
6	92
4	95
3	97

2	100
1.5	102
1	105
.5	110
<0.25	115

**Article 6)** Specific areas where noise levels are greater than 90 DBA shall be identified and time limits stated. Employees shall wear proper protective devices when exposed beyond posted limits.

**Article 7)** Three guidelines to determine if the work area may have excessive noise include:

If it is necessary to speak in a very loud voice or shout directly into the ear of a person in order to be understood.

If employees state they have ringing noises in their ears at the end of the shift.

If employees complain that speech or music sounds muffled to them after leaving work but sounds fairly clear in the morning when they return to work.

**Topic: Protective Equipment**

Policy#: 214.00

**Purpose:** To describe the various types of personal protective equipment (PPE) and their proper use.

**Safety Equipment**

**Article 1)** The City of Talladega will provide all employees the safety equipment required for the job.

**Article 2)** It is the responsibility of each employee to maintain the safety equipment in a clean and serviceable condition. It is the employee’s responsibility to bring unserviceable equipment to their supervisor for replacement and it is the supervisor’s duty to immediately replace all safety equipment prior to allowing any employee out on a job where safety equipment is required.

**Article 3)** Safety equipment that must be replaced as a result of damage caused by abuse will be replaced at the employee’s expense.

**Article 4)** Safety equipment that is provided to employees by the City of Talladega must be worn at all times on the job (e.g., vests, hard hats, safety glasses). Each department will specify which type of personal protective equipment should be worn in each situation.

**Eye and Face Protection**

**Article 5)** Wearing safety glasses is required in any assignment where the possibility of eye injury exists from flying particles or corrosive materials or when there may be a risk for eye injuries such as punctures, contusions or burns. This specifically includes, but not limited to, operators on sewer/vacuum trucks, boom operators on trash/limb trucks, backhoes, loaders, employees using chain saws, pipe saws, concrete saws, trimmers, mowers, bush hogs, blowers, chippers, drills, grinders, or any other type of power equipment or power tools, or employees working near operating power equipment. All safety eyewear shall meet the requirements of ANSI Z87.1.

**Article 6)** Employees who wear prescription eyewear and work in a job that requires eye protection will normally be required to wear safety eyewear that is compatible with prescription glasses, such as safety goggles.

**Article 7)** Employees suffering eye injuries, who are not wearing safety glasses when they have been issued, may lose worker’s compensation benefits.

**Article 8)** Face Shields – Face shields are meant to protect you from moderate dangers. Face shields may be used with safety glasses or goggles.

**Head and Hand Protection**

**Article 9)** Safety Hats – Hard hats must be worn in areas subject to falling or flying objects or where other hazards may cause a head injury. This includes, but not limited to; employees operating bush hog mowing machinery, trash truck boom operators, sewer/vacuum truck operators, tree trimming or brush

clearing crews, all employees in a work zone where equipment is operating, heavy equipment operators, drivers of dump trucks during loading or unloading, concrete or asphalt workers, employees working on or around ladders, scaffolding and bucket trucks, employees working in or around excavations, employees entering manholes or meter pits, or in any area where flying or falling objects or other hazards may cause a head injury. Approved safety head gear shall be worn by all employees and any visitors when exiting their vehicle on all job sites and in areas where flying or falling objects or other hazards may cause a head injury. All head protection must meet ANSI Z89.1-1986 standards.

**Article 10)** Employees working in areas where there is potential for their head to contact electrical power lines must wear CLASS - B utility service, high voltage helmets.

**Article 11)** Approved head shields or hoods shall be worn when welding with hydrogen, heliarc, or electric arc. Be sure both the shell and the suspension inside are in good condition.

**Article 12)** Gloves shall be worn when necessary to protect the hands from hazards. Gloves shall never be worn around moving machinery. The department will provide gloves for each employee as needed. Replacements will be provided, when gloves that are no longer serviceable are turned in for replacement.

**Article 13)** Respirators – There are different types of respirators for different hazards. You must be trained, fit tested, and receive medical clearance prior to using a respirator. You must be given the right respirator for your job, so do not trade with somebody else.

#### **Footwear Protection**

**Article 14)** Employees working in non-office jobs may be required to wear safety boots while on the job. Safety boots must be high top boots to provide ankle support and must meet requirements of the job. Certain jobs may require safety toe footwear.

**Article 15)** No open toe shoes will be allowed except for administrative offices.

**Article 16)** Any employee unable to wear safety boots must provide the department with a written doctor's statement specifying what type of boot must be worn. In no case, will the wearing of any soft type shoes, boots or tennis shoes be allowed in a job where safety boots are required.

#### **High Visibility Clothing**

**Article 17)** All employees are required to wear a fluorescent safety vest or approved high visibility clothing as an outer garment when exiting their vehicle on any job site while working within 10 feet of any street, road, highway, alley, parking lot, or moving traffic area. For night operations, a reflectorized vest or belting shall be used as a minimum, meeting the requirements of ANSI 107-99, CLASS-II.

#### **Personal Flotation Devices (Life Jackets)**

**Article 18)** Personal flotation devices may be required when working on or over water greater than 3 feet deep or water of any depth when the water is flowing at a hazardous velocity.

#### **Fall Protection**

**Article 19)** Employees shall not use fall-arrest equipment or positioning devices until they have been properly trained in their use.

**Article 20)** When an employee is exposed to a fall in excess of 4 feet and protective measures such as catch platforms, guardrails, and safety nets are not practical, the employee shall be protected by the use of fall-arrest equipment or positioning devices such as body belts, body harnesses, lanyards, lifelines, and rope grabs. Employees operating bucket trucks or aerial lifts are required to use a fall arrest harness and head protection at all times.

**Article 21)** Employees that are found not wearing or improperly using the required safety equipment shall be disciplined as outlined under Safety Policy Violations in this manual. Department Heads and supervisors not enforcing the rules may receive the same disciplinary actions as the workers they supervise or lead.

#### **Topic: Animal Control**

Policy#: 215.00

**Purpose:** To list safety policies related to tasks performed in the Animal Control Department.

### **Animal Shelter**

**Article 1)** All employees handling animals shall wear the appropriate protective equipment to be as safe as possible from the various diseases, bacteria, and virus's certain animals carry and are infected with.

**Article 2)** All employees will be familiar with and know the proper way to use the various types of animal control capture tools. Employees are required to properly maintain all city issued equipment in good sanitary condition.

**Article 3)** Tranquilizer weapons shall always be secure to prevent unauthorized use. The required accessory items shall be readily available for the proper use of the tranquilizer gun. The weapon shall not be used if it endangers the public in any manner.

**Article 4)** Employees shall ensure that the shelter, kennels, and catch cages, are in good sanitary condition at all times. Employees must use good individual sanitary habits to help prevent the spread of diseases within the shelter. Care shall be taken to wash hands regularly. This may be accomplished by soap and hot water or the use of alcohol wipes if in the field.

**Article 5)** Employees shall adhere to city and state laws while operating city vehicles. Animal Control Employees are not authorized to make emergency runs at any time for any reason. Always proceed to the scene in a safe manner. Employees will take care to ensure that their vehicle does not impede traffic and is as far off the right of way as possible.

**Article 6)** All persons entering the shelter shall be escorted through the kennel area for safety reasons. Special care should be given to small children who can put their hands through the kennel fences to touch the animals.

**Article 7)** If a rescue attempt from the city sewers is necessary, the employees will make contact with the utility department for assistance in removing the man hole covers.

**Article 8)** When placing animals in cages, employees shall ensure the doors are locked and the cage is in good condition.

**Article 9)** All animal bites will be reported as required by state law. Employees will ensure that all proper reports are completed and the injury reported on the City accident form.

### **Topic: Landscaping & Mowing**

Policy#: 216.00

**Purpose:** To define safety rules and policies when working with landscape equipment and chemicals.

**Article 1)** All City Landscape employees must arrive at work in proper uniform and with the proper equipment issued by the department including wearing work approved footwear.

**Article 2)** Any employee working within 10 feet of a street, road, traffic area where there is a chance of that person being in the way of oncoming traffic must wear a safety vest that is highly visible and that can be seen from a distance.

**Article 3)** Employees must be trained on, and be aware of equipment they are operating or around.

**Article 4)** Employees should always check their work area for any hazard that might cause injury. Employees should be aware of sharp edges on hand tools, mowers and any other equipment that has the potential to have sharp edges.

**Article 5)** Employees on foot MUST use extreme caution to stay clear of operating equipment and always establish eye contact with the equipment operator before approaching the equipment. Employees should also stay alert to equipment movement.

**Article 6)** Employees should be aware of poisonous plants, insects, snakes, animals, animal waste products and carcasses, and wear long pants, gloves, safety glasses, high boots, and other appropriate PPE when working in such an environment.

**Article 7)** Employees must use caution when handling hot/flammable materials, always being careful to read warning labels and be familiar with the substance. Any employee that is not familiar with a substance shall notify their supervisor immediately.

**Article 8)** Operators will perform a pre-operational check of their equipment, be familiar with the operational manual, and report needed repairs to their supervisor. No employee should ever use any equipment that is deemed unsafe by their supervisor.

**Article 9)** Tools must be used in the manner for which they were designed to avoid tool damage and personal injury.

**Article 10)** Employees should avoid using power tools and hand tools that are dull. Power saws, chain saws, and drills that have dull blades or bits must be replaced. Dull blades and bits can cause binding or kickback which can result in cuts, bruises, and loss of limbs.

**Article 11)** Employees must be aware of the safety devices on tools by regularly checking them and insuring that they are operating properly.

**Article 12)** Employees should never use electric power tools with damaged cords or switches. And if an employee discovers one, he or she should report it to their supervisor immediately.

**Article 13)** Tools must be left in a safe position when not in use so that sharp points are not exposed.

**Article 14)** Employees must wear protective hearing plugs when operating loud tools, equipment or machinery.

**Article 15)** Seat belts on equipment and vehicles MUST be worn at all times during operation.

**Article 16)** All riding mowers must be inspected by the operator before each use to make sure that all blades are tight and secure and guards are in place.

**Article 17)** Grass catchers are recommended, but if no catcher is used, employee should make sure cuttings are not directed into roads or pedestrians.

**Article 18)** All trailers need to be inspected before each use. The driver of the vehicle will be responsible for the inspection.

**Article 19)** Employees must park in areas that provide safe entrance and exit of the work area, do not create potential conflicts with other vehicles and equipment operating in the work area, and provide maximum protection for workers getting in and out of the vehicles.

**Article 20)** Do not ride on any equipment unless there is a designated seat for this.

**Article 21)** Employees should be aware of loose material, excavation drop-offs, tripping hazards, uneven ground and other obstructions.

**Article 22)** Make sure you have a firm hold and footing when getting on and off equipment.

**Article 23)** Call before you dig! Contact all local utilities such as: water, electric, gas, phone company and cable authorities before digging. Line locations require a 48 notice prior to digging, dial 411.

**Article 24)** Check handle on rakes, hoes, and shovels. Do not use any that have loose handles.

**Article 25)** Abide by all government regulations when handling hazardous materials. Read all guidelines for handling hazardous materials.

**Article 26)** Keep all herbicides, fertilizers and all hazardous materials stored at proper temperature and make sure they are properly labeled.

**Article 27)** When using chain saws be sure and hold firmly. Never drop start a chain saw.

**Article 28)** Never remove safety labels, safety switches, or safety instructions from equipment, tools or machinery.

**Article 29)** Never lay a tool or piece of machinery down while the motor is engaged.

**Article 30)** Never use gasoline for cleaning.

**Article 31)** Always store gasoline in proper well-marked containers.

**Article 32)** Always clean up gasoline or oil spills immediately, use absorbent material.

**Article 33)** Make sure all emergency flashers are in working order.

**Article 34)** Be careful when coupling and uncoupling trailers, truck and tractors. Keep safety chains in working order.

**Article 35)** Make certain all lights are operable on trailers before use.

**Power Lawn Mowers, Edger's, Weedeaters, Blowers, etc.**

**Article 36)** Employees shall ensure that all applicable guards are in place prior to using power lawn mowers and weedeaters. Under no circumstance shall equipment be operated with a safety guard altered or removed.

**Article 37)** All power lawn mowers shall be equipped with adequate guards, which shall remain in its proper position while the mower is in use.

**Article 38)** Prior to making adjustments, inspections, or repairs, the employee shall turn off the mower and permit it to come to a complete stop.

**Article 39)** When operating a power mower, the employee shall make certain the following is performed before any mowing.

Remove any rocks, pieces of wire, or other foreign objects from the area to be mowed.

Avoid placing the body in front of the discharge opening.

Mow across the arc of a slope or incline.

Wear protective equipment to include, as a minimum, safety glasses or safety goggles and appropriate hearing protection. Safety footwear shall also be worn.

**Article 40)** In the event that damage is done to City or private property due to the use of lawn equipment the damages shall be reported to the immediate supervisor following the Personnel Policies and Procedures of the City of Talladega. Damage reports shall be forwarded to the Safety Director.

**Article 41)** When two or more employees are operating mowers or weedeaters in the same area, they shall be separated by at least 40 feet.

**Article 42)** Weedeater and blower operators shall wear all required PPE. Operation will require the operator to wear the following PPE: safety glasses; safety shoes; high visibility safety vest; and work gloves.

**Use of Herbicides and Other Chemicals**

**Article 43)** All chemicals MUST be properly labeled and MUST be stored in an approved location where there is proper ventilation and shall not be near any flammable substance. Employees shall read the label carefully and follow the directions and precautions listed.

**Article 44)** Chemicals must never be stored near a break area where employees might eat, snack or drink.

**Article 45)** Any employee spraying pesticides must have the proper safety equipment such as protective gloves, eyewear, and a mask for preventing inhalation of the chemical.

**Article 46)** When working with toxic materials, proper respirator protection must be used.

**Article 47)** Spray equipment shall be cleansed daily when using oil solutions.

**Article 48)** Spraying shall not be done during high wind unless specifically authorized by supervisor.

**Article 49)** Brush shall not be sprayed at a distance greater than 15 feet from power spray nozzle.

**Article 50)** Foliage and basal sprays shall not be used on wild cherry trees in areas where livestock may graze because of the poisonous acid that is generated.

**Article 51)** Oil and other liquids, spilled on power spray equipment, shall be removed as soon as possible to prevent falls from slippery surfaces.

**Article 52)** Hose connections on hydraulic sprayers shall be checked before use to prevent blowing.

**Article 53)** Employees shall not smoke on or around mist-spray equipment.

**Article 54)** Herbicides and other chemicals shall never be left where they would create a menace to persons or property.

**Article 55)** Empty containers shall be disposed of in a safe manner.

**Article 56)** Where applicable, all employees who apply pesticides or herbicides shall be licensed or work under the direct supervision of a licensed operator.

## **Right-of-Way Clearing and Maintenance (Bush-Hog Operation)**

**Article 57)** When two or more employees are cutting right of ways, they shall be separated by at least 40 feet.

**Article 58)** Under no circumstances shall anyone except the operator ride on heavy equipment used in land clearing.

**Article 59)** Equipment operators shall wear seat belts and all required PPE. Operation of any tractor with a rotary cutter attachment will require the operator to wear the following PPE: hard hat; safety glasses; safety shoes; high visibility safety vest; and work gloves (when handling equipment, making adjustments or clearing debris, not required when driving)

**Article 60)** When emerging from right-of-way, prior to road travel, employees shall test brakes.

**Article 61)** When emerging from right-of-way, prior to road travel, employees shall remove any debris that could fall from the equipment. Work gloves are required.

**Article 62)** Warning devices (signage) shall be positioned in areas to warn motorists of mowing operations per MUTCD standards. This will apply to all right of way maintenance that includes mowers, bush-hogs, weed eaters, debris removal, etc.

**Article 63)** The engine must be off and all moving parts stopped before the operator can exit the equipment. Never allow anyone to approach equipment when in operation.

**Article 64)** Great caution shall be used when cutting on or close to slopes, ditches, wet terrain, and reduced visibility areas. Use extreme caution and check behind equipment before backing up.

**Article 65)** Disengage rotary cutter prior to crossing roads, driveways, sidewalks, and gravel or rocky areas.

### **Topic: Tree Trimming**

Policy#: 217.00

**Purpose:** To define safety policies for employees involved in trimming brush, trees, and other large vegetation.

**Article 1)** When tree trimming, tree felling, brush loading, or brush disposal operations are under way on street, highway, or any other area accessible to the public, "Men Working" signs, cones, barricades, and other warning devices (or combinations thereof) shall be used to protect vehicular and pedestrian traffic per MUTCD standards.

**Article 2)** All tree trimming shall be performed from a bucket truck, or aerial lift. Employees are not allowed to climb trees while performing this work.

**Article 3)** Employees are required to wear PPE while in the work zone where trees are being trimmed or removed. PPE shall include but not be limited to: hard hats, safety glasses, work gloves and safety boots.

**Article 4)** No work shall be done in a tree until the employee is securely tied in or belted in the bucket truck.

**Article 5)** The ground end of a pulling rope shall not be allowed to dangle over roadways and shall be kept free from obstructions, passing vehicles, etc.

**Article 6)** Branches or other material shall not be dropped unless the immediate area has been cleared so that there is no possibility of injury to persons or damage to property. If such a possibility exists, a rope shall be used to lower branches or other materials.

**Article 7)** When lowering heavy tree members, employees shall not tie fall lines around hands or bodies.

**Article 8)** Employees shall not attempt to clear limbs or brush from under that side of tree where a cutter is working.

**Article 9)** Employees shall obtain assistance or use power equipment, if available, when lifting logs or other heavy loads.

**Article 10)** When loading brush on a truck, employees shall not stand on or straddle the loaded brush.

**Article 11)** Brush shall be hauled away promptly or otherwise disposed of to avoid presenting "an attractive nuisance" to children and to prevent injury to persons or damage to passing vehicles.

**Article 12)** When hauling brush, care shall be taken that it does not extend over the sides of the truck.

**Article 13)** When it is necessary to work in the vicinity of poison ivy, poison oak, or poison sumac, employees shall keep sleeves rolled down and wear gloves and eye protection.

### **Working Near Energized Conductors**

**Article 14)** Before any employee works around any tree, a close inspection shall be made to determine whether an electric conductor passes within 20 feet of the tree.

**Article 15)** Wires in proximity to tree trimming shall be considered as energized, unless proven to be dead and are grounded.

**Article 16)** No employee shall perform tree trimming if an electrical hazard exists or if parts of the trees are within 20 feet of exposed energized overhead conductors or equipment.

**Article 17)** Tree-trimming and tree-felling work should terminate and employees should be moved to a place of safety during electrical storms and periods of high winds or other unusual weather conditions that are dangerous to employees.

**Article 18)** Employees shall not remove tree limbs or branches from energized conductors.

**Article 19)** Broken or fallen wires shall not be handled except by persons experienced in such work.

(Alabama Power)

### **Tree Felling**

**Article 20)** The employee felling the tree shall plan a clear retreat path before a cut is started.

**Article 21)** The feller shall appraise the situation for dead limbs, the length of the tree to be cut, wind conditions, and other hazards and exercise proper precautions before the cut is started.

**Article 22)** When felling a tree, an undercut shall be made about 1/3 the diameter of the tree to guide the tree in the direction to fall and reduce the possibility of splitting. A back or felling cut shall be made parallel to the inner edge of the undercut and approximately 2 inches higher than the undercut.

**Article 23)** The feller shall shut off his saw before he starts his retreat.

**Article 24)** On terrain where trees are likely to slide or roll, fellers shall fell trees from the uphill side.

**Article 25)** No one shall be allowed to work in a tree located near a tree that is being felled if there is any danger of its being struck by any part of the falling tree. The recommended distance between workers is twice the height of the trees being felled.

**Article 26)** All persons not engaged in the felling operation shall be kept clear of guide ropes and other rigging.

**Article 27)** Clear warning shall be given to all employees in area when trees are to be felled or heavy tree members are to be dropped.

**Article 28)** Once the felling of a tree has been started, it shall be completed before leaving the job.

### **Care and Use of Tools and Rope**

**Article 29)** Ropes shall be inspected before each use by the operator. Damaged rope shall be removed from service. Ropes shall be kept away from fire, acids, oil, chemicals, and all sources of excessive heat.

**Article 30)** The cutting edge of tools shall be suitably sheathed or guarded except while in actual use. Cutting tools shall be kept sharp and properly shaped.

**Article 31)** When not in actual use, the trimmers saw shall be returned to the scabbard.

### **Powered Trimming Equipment**

**Article 32)** Employees operating powered trimming equipment shall wear suitable eye, head, hearing and face protection.

**Article 33)** Chainsaw operators shall inspect the saw before each use to assure that all handles and guards are in place and tight, that all controls function properly, and that the muffler is operational.

**Article 34)** Chain-saw operators shall follow manufacturer's instructions on operation and maintenance.

**Article 35)** When starting a chain saw, it shall be placed on or against a solid support and the area cleared of all co-workers. Chain saws shall not be dropped started.

**Article 36)** The operator shall grip the chain saw with both hands during the entire cutting operation.

**Article 37)** Saw bumper shall be against tree or limb before starting a cut.

**Article 38)** Chain-saw operators shall, when necessary, clear the immediate area around their work to make certain that brush will not interfere with either the chain saw or operator.

**Article 39)** All chain saws shall be equipped with “dead-man” controls (control cannot lock in “on” position)

**Article 40)** The chain-saw engine or motor shall be stopped for the following:

- a. When working on any part of the chain or cutting bar.
- b. While the saw is being moved from one location to another, including being carried into the tree.
- c. While unit is unattended.

**Article 41)** Gasoline-driven chain-saw engine shall be stopped when being refueled. If gas is spilled on chain saw during refueling, it shall be wiped off before engine is started. Chain-saws shall not be started within 10 feet of a fueling area.

**Article 42)** A gasoline-driven chain saw shall not be used above shoulder level or at a distance that would require the operator to relinquish a safe grip on the saw.

**Article 43)** Employees shall not approach chain-saw operator within the reach of the saw while the saw is in operation.

**Article 44)** Employee shall never hand a pneumatic or hydraulic pruner or saw to another employee unless it is disconnected.

**Article 45)** Stump cutters shall be equipped with enclosures or guards to protect employees. Each employee in the immediate area of stump grinding operations shall wear personal protective equipment.

### **Chippers**

**Article 46)** Access panels for maintenance and adjustment of the chipper blades and associated drive train shall be in place and secure during operation.

**Article 47)** Chippers shall never be parked directly under tree being trimmed.

**Article 48)** Employees shall not permit spectators to stand near machine while feeding brush into chipper.

**Article 49)** Employees shall wear full-cover goggles or face shield when feeding brush into chipper.

**Article 50)** Employee shall never place hands or other part of body into brush hopper while chipper is in operation.

**Article 51)** Tools or other metallic objects shall not be used to push brush into chipper. Sweepings, which may contain foreign objects such as stones and nails, shall be loaded on truck and not fed into the chipper.

**Article 52)** The ignition key shall be removed when chipper is left unattended.

**Article 53)** Employees shall wear proper hearing protection.

**Article 54)** Employees feeding a chipper shall use only wrist-length (non-gauntlet) gloves.

**Article 55)** Trailer chippers detached from trucks shall have their wheels chocked.

**Article 56)** Brush chippers shall be equipped with a locking device in the ignition system.

### **Topic: Janitorial Safety**

Policy#: 218.00

**Purpose:** To define safety rules when performing cleaning duties.

**Article 1)** Abide by all policies related to lifting materials and equipment.

**Article 2)** All chemicals MUST be properly labeled and MUST be stored at proper temperature in an approved location where there is proper ventilation and shall not be anywhere near any flammable substance, or within 36 inches of any electrical breaker boxes, hot water heaters or combustibles.

Chemicals shall never be stored near a break area where employees might eat, snack, or drink. Chemicals shall be stored in secure areas, out of the reach of children and patrons.

**Article 3)** When disinfecting areas, employees must have the proper safety equipment.

**Article 4)** Employees must be aware of moving equipment and/or the moving parts of the equipment and be familiar with the operation of the equipment.

**Article 5)** Employees shall never use electrical equipment with damaged cords or switches. If an employee discovers one, he or she shall report it to their supervisor immediately.

**Article 6)** Employees shall always check their work areas for any slippage hazards or any other hazard that might cause injury.

**Article 7)** In buildings, employees shall use appropriate signs when areas are wet from cleaning. Employee must also make sure that hallways are clear of obstructions.

**Article 8)** Do not overstuff trash bags, causing them to be too heavy to lift.

**Article 9)** Check handles on all cleaning equipment. Do not use any that have loose handles.

**Article 10)** Read and abide by all government regulations when handling hazardous materials.

**Article 11)** Use proper PPE when using hazardous chemicals.

**Article 12)** Never remove safety labels, safety switches, or safety instructions from equipment.

**Article 13)** Never use gasoline for cleaning.

**Article 14)** Mop all non-carpeted floors with appropriate disinfectant cleaner. Wet Floor signage shall be posted warning patrons and employees of slippery conditions. Floors should be dry mopped to remove excess water after mopping. When possible, employees should mop only half of an area at one time to allow for a dry walking area. Wash mops out with hot water and Clorox after use. Replace frequently.

**Article 15)** Never have cleaning supplies or chemicals in rest rooms or in any area unattended. Chemicals shall be stored in secure areas, out of the reach of children and patrons.

#### **Topic: Health and Environmental Control**

Policy#: 219.00

**Purpose:** This section deals with general health areas and depicts some of the control methods that employees must use for their protection. The general principles outlined in this section are applicable to all work activities.

#### **Hazardous Materials**

To reduce the risks of working with hazardous materials, manufacturers of hazardous materials are required to convey hazard information to the users of their products. This is accomplished through the use of Material Safety Data Sheets and container labeling. The Material Safety Data Sheet is the main vehicle for communicating the hazards, safe handling requirements, and emergency procedures for each hazardous material. Employees shall know the location of the Material Safety Data Sheets for all hazardous materials known to be in their work areas. Employees can obtain a list of hazardous materials known to be in their work area from their supervisor.

**Article 1)** Employees shall not use materials they find in unlabeled containers. Employees shall report unlabeled containers and containers with damaged labels to their supervisor.

**Article 2)** Employees shall not transfer a hazardous substance from a labeled container to an unlabeled container.

**Article 3)** Employees shall report all hazardous material spills to their supervisor. Employees shall not attempt to control or clean up spills unless they have been properly trained and have the required personal protective equipment.

**Article 4)** In all cases when handling acids, caustics or corrosive chemicals, wear required PPE.

**Article 5)** Employees must know the location of the nearest shower or eyewash station.

**Article 6)** Inventories of oil and chemicals shall be kept to a minimum. Storing excess chemicals present unnecessary risk.

**Article 7)** Use care in transporting chemicals to avoid spilling or splashing them.

**Article 8)** Use only approved containers for handling chemicals.

**Article 9)** Some chemicals when mixed with or in contact with certain other materials can cause dangerous chemical reactions, vapors, fires, or explosions. Pay close attention to special warning labels

concerning such hazards on containers. When you are unsure, ask your supervisor who can advise you of the potential hazards and precautionary measures to be taken.

**Article 10)** Harmful air contaminants often come from grinding, welding or brazing, paint spraying or dipping, degreasing, pickling and other such operations. Always use hoods, exhaust systems or special enclosures to cut down on contaminants. Flammable and/or toxic contaminants cannot always be detected by sight or smell. Trenches, pits, manholes, stacks and storage tanks or lines must all be checked for potential dangerous air contaminants, especially in vessel entry or where welding or burning will be done. Symptoms that can occur when you breathe a toxic material or have a lack of oxygen are: dizziness, headache, stiff neck, nausea or weakness in the legs.

### **Reporting Hazardous Conditions**

**Article 11)** When a hazardous condition that may cause injury or property damage or interfere with services is observed, regardless of the department in which the condition exists, the employee shall report it promptly to a proper authority and, when necessary, guard the area from a safe distance.

**Article 12)** An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location, and the nature of the trouble. The employee shall immediately refer this information to the person having responsibility for such matters.

**Article 13)** Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed (tailboard conference). Under no circumstances shall safety be sacrificed for speed.

### **Hazardous Energy Control (Lockout/Tagout)**

**Article 14)** Before starting any work on any circuit, machine, belting, shafting, or other apparatus that is out of service, employees shall assure themselves that the apparatus is physically rendered inoperative and a lockout device, or tag is properly attached to the apparatus control.

**Article 15)** No equipment shall be operated while a lockout device or tag is attached to it. A lockout device or tag that has been placed on a piece of equipment for the protection of workers shall be removed only by authorization of the person in whose name it was placed. This is done after workers and tools are clear from the equipment, and usually after the work has been completed.

**Article 16)** Employees working on any equipment shall have their lockout device, or tag secured to the apparatus control.

### **Confined Spaces**

**Article 17)** Confined space entry is defined as entry into any space having a limited means of egress and/or inadequate ventilation which would allow for the build-up of toxic or explosive gases, or the depletion of oxygen. Many work situations exist that involve confined spaces. Examples of these situations are: sewers, tunnels, tanks, ventilation and exhaust ducts, excavations and pits.

**Article 18)** Prior to entering a confined space, it is required to demonstrate that its atmosphere is safe. It is required to test for oxygen deficiency and toxic/explosive gas build-up prior to allowing workers to enter the space.

**Article 19)** Only employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.

**Article 20)** Employees who enter confined spaces or who serve as attendants shall be trained in the hazards of confined space entry, confined space entry procedures or confined space rescue procedures. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.

**Article 21)** Before any entrance cover to a confined space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover.

**Article 22)** When covers are removed from confined spaces, a railing, temporary cover, or other temporary barrier shall guard the opening.

**Article 23)** Before entering a confined space, all levels of the space shall be tested for lack of oxygen and then for the presence of flammable or toxic gases and vapors. Monitoring instrumentation must be calibrated annually. **Article 24)** If a hazard-increasing work activity is to take place in a confined space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.

**Article 25)** Entry into a confined space with an unsafe atmosphere shall be avoided if at all possible.

Employees required to enter a confined space with an unsafe atmosphere shall be equipped with a fresh-air breathing apparatus, body harness, and lifeline monitored by a properly trained attendant.

**Article 26)** Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined space that may contain flammable or explosive gases or vapors until the space has been properly cleared.

**Article 27)** Compressed-gas bottles shall not be taken into a confined space.

**Article 28)** Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

**Article 29)** Before employees are allowed to enter a confined space, an electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented and cleaned.

### **Asbestos**

**Article 30)** Asbestos fibers that are airborne (suspended in the air) in a significant quantity can cause bodily harm if the fibers are inhaled. Whenever it is known that asbestos is in a facility, it is strongly recommended that an EPA-approved contractor be consulted.

**Article 31)** Personal protective equipment: Proper protective equipment, including clothing, must be worn when working in an area where there is a significant amount of airborne asbestos fibers.

**Article 32)** Special Clothing: Employees who are exposed to airborne concentrations of asbestos fibers that exceed the action level shall use special clothing such as coveralls, head coverings, gloves, and foot coverings. Clothing shall be changed only in the designated location and shall be kept separate from street clothes. Contaminated clothing shall be properly cared for or disposed of and kept separate from other laundry or disposed materials; it shall be transported in sealed, impermeable bags or similar containers and properly labeled to identify the possible hazard.

**Article 33)** Housekeeping: All external surfaces shall be maintained free of accumulations of asbestos fibers. Asbestos waste and materials contaminated with asbestos, which may produce airborne concentrations, shall be collected and disposed of in sealed impermeable bags at least 6 mils thick or similar containers. Bags or containers shall be evacuated of all air before sealing and all bags shall be double bagged and properly labeled.

### ***Topic: Compressed Gases***

Policy#: 220.0

**Purpose:** To define safety policies in effect when handling compressed gas cylinders and devices.

**Article 1)** Care shall be exercised in handling all compressed-gas cylinders. They shall not be dropped, jarred, or exposed to temperature extremes.

**Article 2)** Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use or connected to equipment.

**Article 3)** Cylinders shall not be rolled and shall not be lifted by the valve or valve cap; a suitable cradle or other device shall be used.

**Article 4)** Cylinders shall have their contents properly identified.

**Article 5)** Cylinders not having fixed hand wheels shall have keys, handles, or non-adjustable wrenches on the valve stems while the cylinders are in service.

**Article 6)** Compressed gas cylinders, whether full or empty, shall be stored in an upright position and chained or otherwise secured so they cannot fall or be upset.

**Article 7)** When powered vehicles transport cylinders, they shall be secured in a vertical upright position with the valve cap or valve protection device in place.

**Article 8)** Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a 5-foot-high noncombustible barrier.

**Article 9)** Cylinders containing flammable gases shall not be placed where they might become part of an electric circuit or within 5 feet of an electrical outlet.

**Article 10)** Hydrogen and fuel gas cylinders shall not be stored inside any operating building. Separate storage buildings or sheltered storage areas shall be used.

**Article 11)** Employees shall never force connections that do not fit nor shall they tamper with the safety relief devices of cylinder valves.

**Article 12)** Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator.

**Article 13)** A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The supervisor shall be notified.

**Article 14)** A flame shall never be used to detect gas leaks.

**Article 15)** The recessed top of cylinders shall not be used as a place for tools.

**Article 16)** No attempt shall be made to mix gases in a cylinder or to transfer gas from one cylinder to another.

**Article 17)** A sign “Danger—No Smoking, Matches, or Open Lights” or one with equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.

**Article 18)** Hydrogen: Special precautions shall be taken when using hydrogen to avoid the possibility of fire and explosion. “Danger—No Smoking” signs shall be posted where hydrogen is used or stored.

**Article 19)** Oxygen: Oil, grease, or similar materials shall not be allowed to come in contact with any valve, fitting, regulator, or gauge of oxygen cylinders.

Oxygen shall never be used as a substitute for compressed air.

When an oxygen cylinder is in use, the valve should be opened fully to prevent leakage around the valve stem.

**Article 20)** Acetylene: Acetylene cylinders shall be properly secured and always used, transported, or stored in a vertical position. Cylinders shall be protected from sparks, flames, and contact with energized electrical equipment.

An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle and preferably no more than three-fourths of a turn.

Employees shall not use acetylene in a free state at pressure higher than 15 psi.

**Article 21)** Chlorine:

Chlorine containers shall be stored and properly secured in a cool place protected from moisture.

Every precaution shall be taken to prevent accidental discharge of the gas, and protective equipment shall be readily available for use in an emergency.

Only employees who have been properly trained and provided with the necessary protective equipment shall attempt to stop cylinder leaks.

Should a chlorine leak develop, the cylinder shall be placed so that only “gas” escapes. (An ammonia swab may be used to detect leaks.) Water shall not be sprayed or poured on chlorine leaks.

Chlorine cylinders shall never be used or stored near flammable materials.

Dry chlorine shall be stored in an isolated area as mixing it with anything but water could cause a fire or explosion.

When working with chlorine gas employees should always use the buddy system. Never change out cylinders alone.

**Topic: Welding and Cutting**

Policy#: 221.00

**Purpose:** To define safety policies when welding or working around a welding operation.

**Article 1)** Only experienced and properly trained persons shall perform welding and cutting. Before welding or cutting is started, the area shall be inspected for potential fire hazards.

**Article 2)** When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.

**Article 3)** Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.

**Article 4)** Welders or their helpers shall not carry matches and compressed gas lighters when engaged in welding or cutting operations.

**Article 5)** A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area ½ hour after completion of welding.

**Article 6)** Where combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean for a radius of 35 feet before welding. Combustible floors shall be kept wet or protected by fire-resistant shields. Where floors have been wetted down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.

**Article 7)** To protect eyes, face, and body during welding and cutting, the operator shall wear an approved helmet or goggles, proper protective gloves, and clothing. Helpers or attendants shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.

**Article 8)** Proper eye protection shall be worn to guard against flying particles when the helmet or goggles are raised.

**Article 9)** Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.

**Article 10)** In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.

**Article 11)** Welders shall place welding cable, hoses, and other equipment so that they are clear of passageways, ladders, and stairways.

**Article 12)** Where the work permits, the welder should be enclosed in an individual booth or shall be enclosed with noncombustible screens. Workers or other persons adjacent to the welding areas shall be protected from rays by shields or shall be required to wear appropriate eye and face protection.

**Article 13)** After welding or cutting operations are completed, the welder shall mark the hot metal or provide other means of warning other workers.

**Article 14)** Potentially hazardous materials in fluxes, coatings, covering, and filler metals are released to the atmosphere during welding or cutting operations. While welding, or cutting, adequate ventilation or approved respiratory protection equipment shall be used. Special precautions shall be taken when using materials that contain cadmium, fluorides, mercury, chlorinated hydrocarbons, stainless steel, zinc, galvanized materials, beryllium, and lead.

**Article 15)** Employees welding or cutting in confined spaces shall conform to the requirements of the Confined Space Policy.

**Article 16)** Gas welding and cutting: Only approved gas welding or cutting equipment shall be used.

1. Approved back flow check valves shall be used on gas welding rigs in both gas and oxygen lines.

2. Welding hose shall not be repaired with tape.
3. Matches or compressed gas lighters shall not be used to light a torch; a torch shall not be lighted on hot work. A friction lighter or other approved device shall be used.
4. Oxygen or fuel gas cylinders shall not be taken into confined spaces.

**Article 17) Electric Welding:** Only approved electric welding equipment shall be used:

1. The electric welding machine shall be properly grounded before use.
2. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
3. Welders shall not strike arc with an electrode, whenever persons are nearby whom might be affected by the arc.
4. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contacts with employees or conducting objects.
5. When the welder must leave the work, or stop work for any appreciable length of time, or when the welding machine is to be moved, the power supply switch to the equipment shall be opened.

**Article 18)** Only qualified personnel will weld.

**Article 19)** When welding, proper eye protection and clothing must be worn.

### **Topic: Lifting Equipment**

Policy#: 222.00

**Purpose:** To define safety policies when using heavy equipment to move, hoist, lift, load, or raise materials, equipment, or other large objects.

### **Lifting Equipment**

**Article 1)** Only employees who have received documented training in the use of proper equipment operation, shall operate lifting equipment.

### **Hand Trucks**

**Article 2)** Do not overload hand trucks. For two-wheeled hand trucks, make sure the load is stable by putting the weight on the axle, not on the handle. Never pile a load so high that it blocks your view ahead. An unstable high load also can spill.

**Article 3)** Hand trucks are meant to be pushed, not pulled. One exception is the four-wheel truck with swivel axle and tongue that is designed to be pulled.

**Article 4)** Never pull a four-wheel hand truck down an incline because if it gets out of control, it can pin you or run over you. Watch where you are going so you do not pinch your hands or run over your feet.

### **Power Trucks**

**Article 5)** When operating motorized hand and power trucks, and when the operator releases the steering mechanism, make sure that both the brakes are applied and power to the motor is shut off.

**Article 6)** Obey the speed limits set in your area and keep in mind the type of load, aisle space and the amount of congestion in an area.

**Article 7)** When you go up or down a ramp, keep the load on the uphill side. That means back the truck downhill. Check behind you before backing.

**Article 8)** Sound your horn or bell when you approach pedestrians or intersections. Come to a complete stop at blind corners and doorways.

**Article 9)** Keep your arms and legs where they belong and never put them between the uprights of the mast or outside the truck when it is moving.

**Article 10)** Never allow riders on any power truck or towed equipment.

**Article 11)** Know the load capacity, the limit to how much you can carry safely.

### **Hoisting Equipment**

**Article 12)** Hoisting equipment is used to lift a variety of items. These lifting devices include cranes, hoists, slings, chains, and ropes. These devices can save you from strains when used properly. Used improperly and without precaution, they can cause serious injury.

**Article 13)** Lifting devices must be inspected by the user before each use. Never walk under a load.

**Article 14)** Cranes and hoists are to be operated by authorized personnel only.

**Article 15)** Use the right equipment for the job. Do not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.

### **Hauling**

**Article 16)** Ladders, pipe, etc., shall be loaded parallel with the truck length.

**Article 17)** Materials shall be securely fastened to prevent a hazard due to shifting.

**Article 18)** Material that extends more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, red lights shall be used.

### **Fork Lifts / Industrial Trucks**

**Article 19)** Only authorized persons who are qualified and trained in their use shall operate fork lifts or industrial trucks.

**Article 20)** Brakes and controls shall be tested before use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be completed or reported immediately to the supervisor.

**Article 21)** Equipment shall always be operated at a safe speed for existing conditions.

**Article 22)** Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked, particularly overhead clearances.

**Article 23)** Industrial trucks shall not be fueled with the engine running.

**Article 24)** When picking up a load, forks shall be set squarely, and as far as possible under the load. Loads shall not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces.

**Article 25)** Loads shall not be suspended or swung over other persons. No one should be allowed to stand, walk, or work under elevated forks.

**Article 26)** The operator shall always face in the direction of travel.

**Article 27)** On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.

**Article 28)** Sudden stops, which might spill the load, shall be avoided.

**Article 29)** All loads shall be securely fastened or safely positioned to prevent tipping or falling.

**Article 30)** Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.

**Article 31)** No one shall be allowed to ride the truck or other equipment other than the operator, except when seats are provided for this purpose.

**Article 32)** When an industrial truck is left unattended (operator is 25 feet away or the vehicle is not in his view), the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be chocked when the truck is parked on an incline.

**Article 33)** Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged periods of time so as not to exceed the allowable levels of carbon monoxide.

**Article 34)** When loading or unloading trucks, approved dock boards that are properly secured shall be used. The wheels of the truck shall be blocked.

### **Cranes, Derricks, Hoisting Equipment**

**Article 35)** Only authorized persons shall be permitted in the cab or on the equipment. Only those designated persons who are trained and qualified shall operate the hoisting equipment.

**Article 36)** No person shall be permitted to ride the hook, sling, or load of any hoisting equipment.

**Article 37)** Load limits as specified by the manufacturer shall not be exceeded under any circumstances.

**Article 38)** Operating and maintenance procedures as specified by the manufacturer shall be followed.

**Article 39)** The following are the minimum checks, which shall be made daily before use by the operator:  
All control mechanisms for maladjustment interfering with proper operation.

All safety devices for malfunction.

Deterioration or leakage in air or hydraulic systems.

Hooks, hoist lines, slings, and load attachment devices.

Fire extinguisher available.

**Article 40)** Before a lift is attempted, the lifting mechanism shall be level, firmly supported with the hoist line centered over the center of gravity of the load to be lifted.

**Article 41)** No load shall be lifted until its weight has been determined.

**Article 42)** For the first lift of each day, the load shall be test-lifted and the brakes checked (load lifted several inches and then tested).

**Article 43)** With every load, the slings and bindings shall be checked and shall be readjusted as necessary to ensure safety and stability.

**Article 44)** One person designated to perform this task shall give signals to the equipment operator.

The operator shall, however, obey a "Stop" signal given by anyone.

### **Aerial Devices, Man Lifts, Bucket Trucks**

**Article 45)** All equipment shall be inspected and certified yearly. This inspection shall be performed by a qualified company certified in this type of inspection process.

**Article 46)** Only authorized persons who are properly trained and qualified shall use or operate aerial devices. The operating and maintenance instruction manuals issued by the manufacturer shall be followed.

**Article 47)** Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.

**Article 48)** Aerial devices shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be altered in any manner that might reduce its insulating value.

**Article 49)** Prior to use, the equipment shall be given a warm-up period. The hydraulic system and the lift controls shall be checked and tested before use to determine if such features are in safe working condition.

Malfunctions or

unsafe operational conditions shall be reported to your supervisor. Equipment that is not in proper operational condition shall not be used.

**Article 50)** Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in the case of emergency.

**Article 51)** The truck shall not be moved unless the boom is lowered, the basket cradled and secured, and the outrigger retracted. Employees shall not ride in the bucket while the truck is traveling.

**Article 52)** When employees are in the bucket of an aerial lift, the emergency brake of the vehicle shall be set. Wheel chocks or outriggers shall be used to provide added protection. When the vehicle is on an incline, wheel chocks shall be used regardless of whether outriggers are used. The truck should sit approximately level when viewed from the rear.

**Article 53)** When outriggers are used, they shall be set on pads or a solid surface. Outriggers shall not be extended or retracted outside of clear view of the operator unless all employees are outside the range of possible equipment motion.

**Article 54)** Employees shall not belt to an adjacent pole or structure. When working from an aerial lift, a body belt or harness shall be worn and a lanyard attached to the boom.

**Article 55)** Safety rules governing the personal protective equipment, and general safe practices shall also apply to work done from aerial baskets.

**Article 56)** When a boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians, refer to your supervisor for precautions.

**Article 57)** The operator shall always face in the direction in which the basket is moving and shall see that the path of the boom or basket is clear when it is being moved.

**Article 58)** Employees shall not stand or sit on top or edge of the basket or on ladders placed in the basket. Employees' feet shall be on the floor of the basket the entire time they are in it.

**Article 59)** When two employees are in the basket or baskets, one of them shall be designated to operate the controls. One employee shall give all signals, which shall be thoroughly understood by all persons concerned.

**Article 60)** Clearances: the aerial lift, together with the employee in the basket and all tools and equipment shall maintain proper clearances from unprotected energized conductors. If it is difficult for the operator to determine the distance between the equipment and the energized parts accurately, another person shall observe the clearance and give timely warnings when minimum clearance distance is approached.

**Article 61)** When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.

### **Topic: Scaffolds**

Policy#: 223.00

**Purpose:** To list safety policies when working on or around scaffolds.

### **Safe Supports and Scaffolds**

**Article 1)** No employee, or any material or equipment, shall be supported or permitted to be supported on any portion of a tree, pole structure, scaffold, ladder, walkway, or other elevated structure, crane or derrick, etc., without it first being determined that such support is adequately strong and properly secured in place.

**Article 2)** Employees shall check all scaffolding before use to ensure it is of sufficient strength and rigidity to safely support the weight of persons and material to which it will be subjected and report deficiencies to your supervisor.

**Article 3)** Employees shall not use a scaffold from 4 to 10 feet in height having a minimum horizontal dimension of less than 45 inches unless proper guardrails are present to provide employee protection. Rope shall not be used as guardrails.

**Article 4)** Employees shall not use a scaffold over 10 feet in height unless a standard guardrail, with midrail and toeboard, is present to provide adequate employee protection.

**Article 5)** Scaffold planks shall extend over their end supports by not less than 6 inches (unless cleated) and not more than 12 inches.

**Article 6)** Scaffolds shall not be moved without first removing all loose tools, materials, and equipment resting on the scaffold deck.

**Article 7)** All scaffolds shall be sufficiently secured and braced.

**Article 8)** The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

**Article 9)** Scaffolds shall not be altered or moved horizontally while being used or occupied except when specifically designed for such use. Movable scaffolds shall have the casters or wheels locked to prevent movement.

**Article 10)** The width of all scaffolds, ramps, and platforms shall be sufficient to prevent congestion of persons, materials, or equipment, and in no case, shall they be less than 18 inches wide.

**Article 11)** Scaffold footing must be secure and capable of carrying the maximum intended load without settling or displacement. Access to the working platform should be by ladder, ramp or other safe means. Scaffolds shall be maintained in a safe condition and not be moved or altered while occupied.

### **Topic: Hand Tools**

Policy#: 224.00

**Purpose:** To describe safety rules when using various hand tools.

### **Hand Tools**

**Article 1)** The City of Talladega provides hand and portable power tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and replaced by a tool in good condition.

**Article 2)** All tools, regardless of ownership, shall be of an approved type and maintained in good condition. Tools are subject to inspection at any time. A supervisor has the authority and responsibility to condemn unserviceable tools, regardless of ownership.

**Article 3)** Take care of your tools by keeping them clean and in good condition. Always report unsafe tools to you supervisor.

**Article 4)** Employees must use the correct tool for the work to be performed. Makeshift and substitute tools shall only be used with proper authorization and under supervision.

**Article 5)** If you are unfamiliar with the operation of the tool or equipment, request instruction from your supervisor before starting the job. Supervisors are responsible for ensuring that the employees in their department are properly trained in the operation of any tool that they are expected to operate.

**Article 6)** Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. *They shall not be carried in pockets.*

**Article 7) Screwdrivers:** Always use the right size and type for the job. Holding the work in the palm of your hand is dangerous because, if the screwdriver slips, it can cause a serious puncture wound.

**Article 8) Hammers:** Use the right one for the job (i.e., machinists hammer for machine work, claw hammer for carpentry, etc.). When using a sledge hammer or maul, watch the backswing. Always look behind you first.

**Article 9)** Hammers with metal handles, screwdrivers or knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.

**Article 10) Saws:** One that is sharp and rust-free is less likely to bind or jump the cut.

**Article 11) Files:** A handle gives you a firm, safe grip, so do not use a file without one. Do not use files to pry things up because they are brittle and may break.

**Article 12) Pry Bars:** Make sure you have a secure bite and secure footing when using a pry bar. Check the bite by applying an easy pressure at first. Then check your balance so you do not fall if the pry slips.

**Article 13)** When not in use, tools should be properly stored in a dry, secure location.

**Article 14)** Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

**Article 15)** Tools shall never be placed unsecured on elevated places.

**Article 16)** As impact tools such as chisels, punches, drift pins, etc. becomes mushroomed or cracked, they shall be repaired, or replaced before further use.

**Article 17)** Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

**Article 18)** Shims shall not be used to make a wrench fit.

**Article 19)** Wrenches with sprung or damaged jaws shall not be used.

**Article 20)** Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.

**Article 21)** Tools shall be used only for the purposes for which they have been approved.

**Article 22)** Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire.

**Article 23)** All cutting tools such as saws, wood chisels, drawknives, or axes shall be kept in suitable guards or in special compartments.

**Article 24)** Tools shall not be left lying around where they may cause a person to trip or stumble.

**Article 25)** When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present or the danger area shall be barricaded or guarded.

**Article 26)** The insulation on hand tools shall not be depended upon to protect users from shock.

### **Portable Electric Tools**

**Article 27)** The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:

The tools are an approved double-insulated type, or

The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24-V dc system.

**Article 28)** All powered tools shall be examined by the operator before use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

**Article 29)** Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

**Article 30)** All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

**Article 31)** Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dust.

**Article 32)** Tools connected to a central power supply, including portable and vehicle-mounted generators (not isolated) and not double insulated shall be protected by a Ground Fault Interrupter (GFI) or by an “assured grounding system.”

### **Pneumatic Tools**

**Article 33)** Compressed air and compressed-air tools shall be used with caution.

**Article 34)** Pneumatic tools shall never be pointed at another person.

**Article 35)** Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.

**Article 36)** Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

**Article 37)** Compressed air shall not be used for cleaning purposes except when reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.

**Article 38)** Compressed air shall not be used to blow dust or dirt from clothing.

**Article 39)** The manufacturer’s safe operating pressure for hoses, pipes, valves, filters, and other fittings, shall not be exceeded.

**Article 40)** All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure or disengagement of a connection.

**Article 41)** Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

**Article 42)** Eye protection, foot protection, and other protective devices shall be worn.

**Article 43)** Only persons who have been trained in their use shall operate pneumatic tools.

**Article 44)** A pneumatic tool used where it may contact exposed live electrical parts shall have a nonconductive hose and an accumulator to collect moisture.

**Article 45)** Employees shall not use any part of their bodies to locate or attempt to stop an air leak.

### **Hydraulic Tools**

**Article 46)** Manufacturer’s safe operating pressures for hydraulic tools, hoses, valves, pipes, filters, and fittings shall not be exceeded.

**Article 47)** Pressure shall be released before connections are broken unless quick-acting, self-closing connectors are used.

**Article 48)** Employees shall not use any part of their bodies to locate and attempt to stop a hydraulic leak.

**Article 49)** The fluid used in hydraulic-powered tools shall be fire resistant and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

**Article 50)** All hydraulic lines longer than 35 feet should have check valves or provide for loss of insulating value due to partial vacuum when used where they may come into contact with exposed live parts.

**Topic: Electrical**

Policy#: 225.00

**Purpose:** To define safety policies when working on electrical systems, equipment and appliances.

**Article 1)** Do not try to make electrical repairs unless you are an electrician or otherwise trained to do so.

**Article 2)** Watch the condition of electrical cords. If one is frayed, do not use it. Report it so it can be repaired or replaced.

**Article 3)** Do not obstruct electrical control panels, switches, or motor controls.

**Article 4)** Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.

**Article 5)** When a fuse blows it means an overload or maybe a short. Report it to your supervisor.

**Article 6)** Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Turn off the power at once and report the condition immediately.

**Topic: Work Area Protection**

Policy#: 226.00

**Purpose:** Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, City of Talladega workers, and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high-level standards, barricade rope, flagmen, etc., on approaches to work areas, excavations, open manholes, parked equipment, etc. All warning and protective devices shall be installed as per the Manual Uniform Traffic Control Devices.

**General**

**Article 1)** Work area protection is accomplished by the use of good informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and the equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance, and the use of good common sense. It is of the utmost importance that the work area be properly identified and that warning devices clearly convey the message to the traveling public well in advance of arrival at the work area.

**Article 2)** The public must be warned in advance, then regulated and guided safely through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment. The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of common sense.

**Equipment**

**Article 3)** Only those signs, standards, barricades, flags, and cones that conform to state or local codes shall be used.

**Article 4)** All state and local traffic codes shall be followed when providing work area protection.

**Article 5)** During night operations or in periods of reduced visibility, special precautions shall be taken.

Adequate warning equipment, which may include flashing lights, flares, or area illumination, shall be used.

**Article 6)** Warning devices and equipment shall be removed as soon as the hazard is eliminated.

**Article 7)** Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.

**Flagmen**

**Article 8)** Flagmen or other appropriate traffic controls shall be used to supplement protection provided by signs, signals, and barricades whenever necessary.

**Article 9)** Flagmen shall wear a yellow or orange warning vest or other garment. Warning garments worn at night shall be of a reflective material as dictated by DOT regulation.

**Article 10)** Flagmen using hand-signaling equipment shall ensure signals provide sufficient warning to protect themselves and the worksite. The use of sign paddles is preferred and should be used if available.

(1) Signal flags shall be red and at least 24 inches' square.

(2) Sign paddles (Stop and Slow) shall be on a 6-foot staff.

(3) In periods of darkness or reduced visibility, orange lights shall be used.

**Article 11)** Flagmen shall place themselves in a protected position to reduce possibility of injury from traffic.

**Article 12)** Flagmen shall ensure they can fully observe the operation and shall guide vehicular traffic in such a manner as to minimize the possibility of accidents or injury.

**Article 13)** When flagmen are used at both ends of a jobsite, reliable communications or prearranged signals shall be used to ensure proper traffic flow.

**Article 14)** Flagmen shall face traffic when giving signals.

**Article 15)** Flagmen shall give positive, direct signals that leave no doubt as to their meaning.

### **Topic: Trenching & Excavation Safety**

Policy#: 227.00

**Purpose:** To list safety policies when trenching, shoring and excavating.

**Article 1)** Trenches 4 feet deep or greater require a protective system unless the excavation is made entirely in stable rock.

**Article 2)** Trenches 20 feet deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/or approved by a registered professional engineer in accordance with safety guidelines.

**Article 3)** OSHA standards require that employers inspect trenches daily and as conditions change by a competent person before worker entry to ensure elimination of excavation hazards. A competent person is an individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers, soil types and protective systems required, and who is authorized to take prompt corrective measures to eliminate these hazards and conditions.

**Article 4)** Employees are required to use safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit working in trench excavations 4 feet or deeper. These devices must be located within 25 feet of all workers.

**Article 5)** Keep heavy equipment away from trench edges.

**Article 6)** Identify other sources that might affect trench stability.

**Article 7)** Keep excavated soil (spoils) and other materials at least 3 feet from trench edges.

**Article 8)** Know where underground utilities are located before digging. Call before you dig! Contact all local utilities such as: water, electric, gas, phone company and cable authorities before digging. Line locations require a 48 notice prior to digging, dial 411.

**Article 9)** Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when greater than 4 feet deep.

**Article 10)** Inspect trenches at the start of each shift.

**Article 11)** Inspect trenches following a rainstorm or other water intrusion.

**Article 12)** Do not work under suspended or raised loads and materials.

**Article 13)** Employees must wear high visibility or other suitable clothing when exposed to vehicular traffic.

**Article 14)** There are different types of protective systems:

- a) **Benching:** A method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels. Benching cannot be done in Type C soil.

- b) **Sloping:** Involves cutting back the trench wall at an angle inclined away from the excavation.
- c) **Shoring:** requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins.
- d) **Shielding:** protects workers by using trench boxes or other types of supports to prevent soil cave-ins. Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes caused by weather or climate, surcharge loads (e.g., spoil, other materials to be used in the trench) and other operations in the vicinity.

**Article 15)** Cave-ins can be controlled by:

- a) Re-routing traffic when possible, and keeping only the heavy construction equipment required near the excavation.
- b) Keeping the spoil pile at least 3 feet back from the edge of the excavation.
- c) Pumping water out of the excavation before anyone enters it. Using protective systems when required.

**Article 16)** All trenches and excavations shall be closed or secured prior to leaving unattended.

**Article 17)** Safety Hats – Hard hats must be worn in areas subject to falling or flying objects or where other hazards may cause a head injury. This includes, but not limited to; employees operating bush hog mowing machinery, trash truck boom operators, sewer/vacuum truck operators, tree trimming or brush clearing crews, all employees in a work zone where equipment is operating, heavy equipment operators, backhoe or excavator operators, employees working around heavy equipment, drivers of dump trucks during loading or unloading, concrete or asphalt workers, employees working on or around ladders, scaffolding and bucket trucks, employees working in or around excavations, employees entering manholes or meter pits, or in any area where flying or falling objects or other hazards may cause a head injury. Approved safety head gear shall be worn by all employees and any visitors when exiting their vehicle on all job sites and in areas where flying or falling objects or other hazards may cause a head injury. All head protection must meet ANSI Z89.1-1986 standards.

**Article 18)** Support vehicles shall be positioned a safe distance from the open trench and operating equipment. If on right of way and close to traffic, warning flashers shall be used.

**Article 19)** Dump Trucks being loaded or unloaded shall be positioned within the protected work zone.

**Article 20)** When excavations in the proximity of a road or street, the public must be warned in advance. Traffic must be regulated and guided safely through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment. The possibility of accidents occurring is greatly minimized by proper planning, design, installation, operation, and maintenance, coupled with the use of common sense.

**Article 21)** Work area protection shall be in place for pedestrians, motorists, City of Talladega workers, and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high-level standards, flagmen, etc., on approaches to work areas, excavations, parked equipment, etc. All warning and protective devices shall be installed as per the Manual Uniform Traffic Control Devices.

**Topic: Building Inspection**

Policy#: 228.00

**Purpose:** To list safety policies related to tasks performed in Building Inspection.

**Article 1)** Employees will wear hard hats in construction areas.

**Article 2)** Employees will wear other personal protective equipment (example: hard hat, eye, foot, noise and ear protection) as conditions at building sites dictate and require.

**Article 3)** Contractors and builders will be required to provide safe access to elevated areas with appropriate ramps and approved ladders.

**Article 4)** Employees will take care to avoid falls when walking on building sites where surfaces are wet and slick.

**Article 5)** Employees will avoid walking under scaffolding and other elevated work areas when people are actively working due to the chance for tools/equipment to fall.

**Topic: Workers Compensation Requirements**

Policy#: 301.00

**Purpose:** To explain the process for reporting on the job injuries and receiving medical treatment.

**Article 1)** Injuries, no matter how minor, are to be reported to the supervisor immediately, even if the employee does not need medical attention. Injury is defined, in part, by the Alabama Worker's Compensation code-. "Injury and personal injury" shall mean only injury by accident arising out of and in the course of the employment, and shall not include a disease in any form, except for an occupational disease or where it results naturally and unavoidably from the accident. - [Section 25-5-1 of the Alabama Workers Compensation Act may be referenced for more information.] Injuries generally result from an external physical force suddenly exerting more stress on the human body than it can withstand, resulting in some extremely manifested injury such as laceration, fracture, contusion, amputation or the like [per the book, "Essentials of Risk Control"].

**Article 2)** If an employee is injured during normal business hours (Monday - Friday, 8:00 a.m. – 5:00 p.m.) and the injury does not require emergency treatment, he/she is to contact Human Resources who will direct the employee as to where to seek treatment.

**Article 3)** If an employee is injured during non-normal business hours, or the injury requires emergency medical attention, the employee is to report to the Emergency Room at Brookwood Baptist or nearest hospital emergency room.

**Article 4)** If any employee of the City should incur an injury while performing City work outside of the area, the injury would still be covered under current worker's compensation guidelines. Worker's Compensation provider would honor the diagnosis made by the treatment facility as long as the employee follows existing worker's compensation guidelines which state that the injury should be reported within 24 working hours and that an Accident Report should be filled out and sent to Human Resources.

**Article 5)** If an injury is minor and requires basic first aid, it is not mandatory for the employee to go to the physician for treatment. Supervisors and Department Heads should assess the injury and the employee's description of pain and discomfort. If the employee feels they should go to a physician, contact Human Resources and follow their directions. If the supervisor department head/employee agrees that the injury is minor and can be addressed with basic first aid, the Fire Department could be called to assess. As long as the Accident Report is submitted and the injury is recorded, if the incident later needs to be treated by a physician the employee can be sent at that time.

**Article 6)** Treatment must be provided by a City designated physician or it may jeopardize the employee's worker's compensation benefits, unless the employee is working outside of the area.

**Article 7)** It is the Supervisor or Department Head's responsibility to notify the Human Resources office immediately upon being informed that an injury has occurred.

**Article 8)** Regardless of the severity of the injury, the Human Resources office should receive an Accident Report no later than 24 hours of the incident (excluding weekends and holidays), completed by the Department Head or Supervisor. Human Resources will then complete the 1<sup>st</sup> Report of Injury and submit to workers comp. provider.

**Article 9)** All employees who experience a time-loss injury shall be required to promptly attend all pre-scheduled medical appointments. If an employee cannot fulfill this requirement due to an unforeseen emergency, the employee shall contact both the Doctor's office and the Human Resources Office as soon as possible to reschedule.

**Article 10)** Any employee who sustains an occupational injury or illness will be compensated in accordance with the State of Alabama Workers' Compensation Act.

For the first 3 days that an employee is out of work as a result of an on the job injury, the employee will be allowed to use accrued sick leave if available.

After three days, the employee will be paid by the Worker's Compensation for the remainder of the days that he/she is out of work based on a 52-week wage statement that must be provided to the Human Resources Department within 48 work hours, (if possible) of the date of the injury.

If an employee is out of work for more than 21 days, the-employee will be reimbursed for the initial three-day waiting period by MWCF. In order to receive such benefits, the employee must promptly provide the appropriate notification and medical reports.

When employees are reimbursed for the initial three-day waiting period, they will be required to reimburse the City if they were paid (sick or vacation leave) for the first 3 days they were out.

**Article 11)** The Workers Compensation provider may deny benefits for willful misconduct. Willful misconduct may include failure or refusal to follow safety rules or to wear required safety equipment.

**Topic: Accident Review Process**

Policy#: 302.00

**Purpose:** To describe how accidents will be investigated and reviewed to identify causes of accidents and ways to avoid future accidents.

**Article 1)** Upon receipt of an Accident Report, Human Resources shall examine the form to ensure that all of the necessary information has been provided. Upon establishing that all of the necessary information is on the form, a meeting will be set up with the **Safety Committee** and the injured employee, and that employee's supervisor or crew chief (and all other pertinent personnel).

**Article 2)** The evaluation shall be set up within 3 working days of the injury whenever possible. It will be the responsibility of the **Safety Committee** to determine how and why the injury occurred and what can be done to prevent it from happening again. The investigation may include:

- Interviewing the injured employee, witnesses, and supervisors
- Taking pictures of the scene
- Drawing or sketching the scene
- Re-enacting the accident
- Completion of the Accident Report

**Article 3)** Data from each incident and evaluation will be maintained in the Human Resources office and used by the Safety Committee to make recommendations to the various departments on how to better implement safety policies and procedures and on how to improve overall safety for the City.

**Article 4)** Based on the Accident Investigation completed by the **Safety Committee**, certain corrective actions will be recommended for the department. These may include written safety guidelines or process changes for that Department Head to implement to prevent this type of injury from occurring again. Within two weeks, the Department Head will be expected to provide in writing an explanation of the actions he/she has taken (or will take) to prevent this injury from occurring again.

**Article 5)** If a **CRITICAL INCIDENT** occurs that involves a serious injury, accident or near miss the Safety Director shall be contacted immediately so that a thorough investigation can take place before the work site is disturbed.

**Topic: Return to Work Protocol**

Policy#: 303.00

**Purpose:** To define return to work procedures for employees who have been injured on the job.

**Article 1)** All employees who have been absent from duty due to on the job medical leave shall be evaluated by the City's physician before returning to work.

**Article 2)** Department Heads and the Human Resources Department will coordinate with the City's physician to schedule an appointment for the employee to be medically evaluated before setting a final date for the employee to return to work.

**Article 3)** Human Resources will provide the City's physician with copies of job descriptions and a Medical Evaluation Form (Appendix D). Any work restrictions must be noted and clearly explained on the release. Job descriptions shall define the essential functions of each position.

**Article 4)** In some situations temporary, transitional duty may be helpful in bringing employees back to work at some level of physical ability. Temporary, transitional jobs will be identified for the employee based on those limitations. As the worker's condition improves, the transitional duty job should be modified until the worker has improved enough to return to their regular job.

**Article 5)** Once the employee is released to perform any level of work for the City, a written agreement will be signed by the employee, their supervisor, and Human Resources. This agreement identifies the nature of the work the employee will perform and expectations about how long the arrangement will last

**Article 6)** If the employee has been out for a long period of time, the department head needs to help the employee's transition back to the workplace. Supervisors will sit down with the employee and review the physician's statements about work capabilities. Any questions or concerns will be discussed at that time.

**Article 7)** Human Resources will coordinate with the supervisor and employee at regular intervals to review the employee's progress, physically and transitionally back to the job. Supervisors and employees will be reminded of work restrictions imposed on the employee, in order to avoid re-injury.

**Article 8)** For firefighting positions, the City shall follow the National Fire Protection Association (NFPA) guidelines and, specifically, *NFPA 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, 2000 Edition*.

**Article 9)** For police officers involved in traumatic on the job injuries or officer involved shooting, a mental evaluation of the officer will be required before the officer returns to duty.

**Adopted and Approved this the 4<sup>th</sup> day of March, 2019.**

**Council President Horace Patterson**

**Councilman Jarvis Elston**

**Councilman David Street**

**Councilman Ricky Simpson**

**Councilman Gerald Cooper**

**City Manager Elizabeth Cheeks**

**Attested to: Joanna Medlen, Acting City Clerk**