

THE CITY OF ELOY

SAFETY AND LOSS PREVENTION PROGRAM

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EMERGENCY TELEPHONE NUMBERS

It shall be the responsibility of each supervisor to have emergency telephone number available in the work area. Numbers listed should contain the fire, police and emergency medical numbers.

EMERGENCY TELEPHONE NUMBERS

- | | | |
|----|----------------------------|----------|
| A. | Eloy Fire District | 466-3544 |
| B. | Emergency Medical Services | 466-3333 |
| C. | Ambulance Service | 466-3333 |
| D. | Police | 466-7324 |

I. INTRODUCTION

A. Purpose

The purpose of this safety plan is to set forth guidelines to be followed by all employees in their cooperative efforts to reduce the frequency and cost of occupational injuries, illnesses, and damage and loss of equipment as well as to minimize exposure to public liability.

B. Scope

The provisions of this plan are applicable to all City of Eloy employees. If any policy is more restrictive, it shall take precedence over the provisions of this manual.

C. Policy

The City of Eloy recognizes that it is the responsibility of each employee to make every effort to provide and maintain safe and healthful working conditions throughout the City.

Consistent with this responsibility, each employee shall comply with and promote safe practices in agreement with the safety rules and procedures set forth in the City of Eloy Safety and Loss Prevention Program. Questions concerning this program should be directed to the City of Eloy Safety Coordinator.

Employees are also urged to offer suggestions for improvements in the program.

II. SAFETY AND LOSS PREVENTION PROGRAM

A. Objectives

The main objectives of the Safety and Loss Prevention Program are:

1. Creation of positive attitude toward the prevention of accidents by all employees of the City of Eloy.
2. Recognition and correction of any unsafe working conditions, operating procedures and practices, so that the general public and employees are protected from harm.
3. Development and maintenance of procedures to provide for emergency medical care of employees who are injured or become ill during the performance of their duties.
4. Compliance with the provisions of federal, state and local safety provisions.

B. Organization

The Safety and Loss Prevention Program is organized and operated under the direction of the Safety Coordinator. The director of Public Works shall act as Safety Coordinator.

C. Program Design

The program is designed to provide guidelines to follow in achieving a reduction of accidental losses.

Responsibility for reviewing and revising the City of Eloy Safety and Loss Prevention Program will be that of the Safety Coordinator. The program shall be reviewed semi-annually, or more frequently as needed for revision.

Each City or town employee shall be rated on safety performance as part of their performance appraisal.

D. Supervisor and Employee Responsibility

Supervisor Responsibility – THE ROLE OF THE SUPERVISOR IS CRITICAL OF THE PROGRAM. The supervisor will be expected to ensure compliance and to promote and encourage safe work practices consistent with the City safety program. The supervisor should view this responsibility as being equal in importance to other major supervisory responsibilities. The supervisor shall review departmental safety procedures and shall be responsible for the safety of all employees under his supervision.

Employee Responsibility – Employees are required to know, understand and comply with safety regulations that apply to the work they are performing.

Safety Coordinator Responsibilities:

- Develop, implement and administer the City of Eloy Safety and Loss Prevention Program.
- Assure that all occupationally-connected injuries or illnesses; vehicle accidents, aircraft mishaps or accidents, fire, property damage or other loss of City re-sources are reported, investigated and, where appropriate, recommend corrective measures which may preclude recurrence. The City Clerk shall be responsible for forwarding all reports to appropriate parties.
- Compile accident/loss prevention data; analyze such data and development experience and trends. Using these data bases, provide periodic reports on the City injury, accident and/or loss experience.
- Inspect City facilities and resources to assure compliance with safety standards and criteria.
- Provide assistance to personnel at all operational levels in order to coordinate accident/loss prevention activities.
- Conduct and coordinate safety studies designed to evaluate suspected safety problems.
- Participate in the development of training programs materials.
- Represent the City of Eloy at professional meetings pertinent to safety and loss prevention matters.
- Participate in the development, evaluation and revision of standards concerning equipment or work practices.
- Conduct periodic audits of the effectiveness of the City of Eloy Safety and Loss Prevention Program.

E. Enforcement

Along with management and supervisory personnel, the Safety Coordinator will monitor the plan and encourage compliance.

Disciplinary action may be taken in the case of violations of safety standards and procedures. The Safety Committee appointed by the City Manager shall convene semi-annually or more frequently if necessary to evaluate the City Safety Program.

The Safety Committee focus will include development and revision of safety policies, correction of safety-related problems, and may establish criteria for safety awards. Recommendations made by the Committee will be submitted to the City Manager for final approval. The Safety Committee shall also review all accidents or incidents, involving City personnel which result in property damage or personal injury.

The Safety Committee shall consist of 7 members. The City Manager shall act as chairperson of the Safety Committee. The City Manager shall include the following as appointees to the Safety Committee: Safety Coordinator, Police Chief, and one non-supervisory employee from the Recreation Department or the Public Works Department.

III. GENERAL SAFETY REQUIREMENTS

A. Personal Conduct

All employees shall conduct themselves in a manner which assures maximum safety to all persons affected by their actions.

At no time shall employees engage in practical jokes, scuffling, horseplay, or misuse of City equipment.

The use of intoxicating beverages during working hours is prohibited. Also, being under the influence of any drug or alcohol, which impairs an employee from performing their assigned duties, is prohibited. Violators of this policy may be sufficient cause for termination of employment.

Employees shall strictly observe any designated "No Smoking" areas on City property.

Any source of ignition, including smoking, is prohibited in any area where a match, flame, spark, or careless disposal of lighted material constitutes a fire hazard.

Personal work clothing shall be suitable for the individual job and be of the type offering maximum protection from accidental injury. Loose clothing, jewelry, or hanging objects shall not be worn while working around moving equipment. Work areas shall be kept clean.

B. Protective Equipment

Prescribed protective equipment shall be used at all times in work areas as designated by safety procedures.

Approved hard hats shall be furnished to employees and worn when the employee is exposed to hazards from falling objects.

Approved bump caps may be permitted in work areas where possible hazards from falling objects are not present but protection from bumping type injuries is required.

Approved safety shoes shall be worn in those departments, shops, or by crews requiring safety shoes.

Goggles, face shields, and other suitable protection devices shall be worn when employees are exposed to possible flying particles or possible splashing from chemicals.

Approved respiratory masks shall be used when employees are exposed to concentrations of dust, fumes, vapors, or gases.

Protective equipment shall be kept clean and free from damage. Frequent inspections shall be performed to assure protective equipment offers maximum protection. Damaged or defective protective equipment or clothing shall not be used and shall be replaced or repaired prior to use.

C. Handling of Materials

All employees are responsible to know and practice the proper lifting technique presented in safety training.

Before an object is lifted, it shall be inspected for grease or slippery substances to ensure that the object will not slip from a grip.

Long objects shall not be carried without assuring that the way is clear and vision is unobstructed to ensure that other persons or objects will not be struck by the load.

D. Equipment Operation

1. Motor Vehicles

Operators of City-owned vehicles shall be responsible for checking all vehicle safety devices before driving the vehicle. Any defects found shall be reported, and the vehicle will not be operated until the defect has been corrected.

Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles. The City, upon employment and annually thereafter, shall conduct a check of motor vehicle records for all employees authorized or permitted to drive a vehicle on City business.

All drivers of City vehicles shall comply with all laws governing the safe and legal operation of vehicles.

City employees operating a City vehicle or occupying a City vehicle as passenger shall wear seat belts if the vehicle is so equipped.

The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers.

Trucks, when used for transportation of employees, shall be provided with facilities which will afford safe seating; and the truck shall be protected on sides and ends to prevent falls from the vehicle. The driver shall be responsible for assuring that all passengers in the bed of the truck are seated on the bed in a secure manner before moving the vehicle.

Trucks transporting materials shall not be loaded to a height of greater than 13 feet, 6 inches, from the ground surface. No vehicle or load shall be of a width greater than ninety-six inches. All materials shall be tightly secured to prevent movement in transport. All cargo that extends four feet beyond the end of the bed shall be clearly ranked with a red cloth not less than sixteen inches square; at night red lights or reflectors shall be used as required.

Speed limits on public roads and highways shall be strictly observed by all drivers of City vehicles.

Speeds in parking lots, maintenance yards, or in close proximity to persons or equipment shall not be in excess of 10 mph. Lower speed limits may be imposed for selected areas.

Defensive Driving

Defensive driving represents an approach to the driving task that, when applied, can lessen the chances of being involved in a motor vehicle accident. Defensive driving means; driving so as to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Annual defensive driving courses for City employees authorized to use City vehicles are very strongly encouraged.

Standard accident prevention formula:

See the hazard. Think about what is going to happen or what might happen as far ahead of encountering the situation as possible. Never assume everything will be "all right."

E. Fire Prevention

Each Employee has the responsibility of being alert for possible fire hazards. All incidents involving a fire or related hazard shall be promptly reported to Eloy Fire District personnel. In the time period between reporting and arrival of fire equipment, the employee may be required to participate in initial fire fighting activities.

Each employee shall be adequately trained by his supervisor in fire prevention, fire fighting techniques and essential precautions to prevent injury.

All fire fighting apparatus shall be kept in a ready condition and accessible at all times. Supervisors should inspect fire fighting apparatus on a regular basis to ensure proper condition.

Fire extinguishing substances that are conductors of electricity, such as water and acids, shall not be used for electrical fire.

Types of Fires:

CLASS "A" FIRES – WOOD, TEXTILES, AND RUBBISH:

Fire extinguishers employing the following substances may be used for fighting fires involving wood, textiles, paper and rubbish in which the quenching and cooling of water is of the greatest importance.

Foam extinguishers may be used but are not conducive to best results since foam does not have the cooling effect required.

CLASS "B" FIRES – FLAMMABLE LIQUIDS, GASOLINE, OILS, ETC.:

Fire extinguishers employing the following substances may be used in fighting fires involving oil and grease and other flammable liquids on which the smothering or blanketing effect of the extinguishing agent is of the greatest importance, especially fires in pools, tanks, etc.: foam carbon dioxide (CO₂) and dry powder.

Class "C" FIRES – ELECTRICAL

Dry chemical or CO₂ fire extinguishers must be used in fighting fires involving electrical equipment. This type of fire extinguisher must be used because the CO₂ does not conduct electricity. Do not use water to fight a class "C" fire.

When removing supplies of paints, solvents, or other flammables from storage, only the minimum supply to do this job shall be taken. At no time shall the quantity removed exceed one day's working supply.

Combustible products of rubbish, waste or other residues shall not be allowed to accumulate. Oil soaked rags and similar materials subject to spontaneous combustion shall only be stored in non-combustible containers with self-closing lids.

Flammable liquids shall not be stored in aisles or in walkways and shall be so located that there will be no interference with evacuation of the area in case of fire.

Cigarette butts, matches, or other similar materials shall not be discarded without fully extinguishing the substance.

Ashtray contents, cigarette butts, or matches shall only be disposed of in approved non-combustible containers.

Smoking, striking of matches or other sources of ignition shall not be permitted within "NO SMOKING – FIRE HAZARD" areas.

All gasoline or flammable solvents or liquids shall not be stored inside a building in other than approved flammable storage containers.

IV. SAFETY SPECIFIC TO CERTAIN ACTIVITIES

A. Work Area

Employees shall not be required and should not work in areas or situations where they may be adversely affected by working or under such conditions as extreme heights, underground, closed areas, etc., without proper protective devices.

B. Office Safety

Personnel should not run on walkways or stairways. All personnel shall enter and leave buildings in an orderly manner.

All personnel shall observe proper lifting and carrying procedures when moving boxes, office machines, or other heavy materials. Large boxes or materials shall be moved with mechanical equipment or repacked in smaller parcels. Bulky materials shall not be carried when the view ahead is obstructed or when the materials interfere with stairway handrails.

Water, oil, or other slippery substances shall be removed at once to eliminate slipping hazards. Extension cords, waste baskets, and other materials shall be kept out of walkways or aisles to prevent tripping hazards. Standing on chairs, boxes, or makeshift support to reach overhead objects is prohibited. Doors shall always be opened with caution to avoid striking someone on the other side. Keep to the right when walking to avoid collisions. Handrails shall be used at all times when ascending or descending stairways.

Desk and filing drawers shall be kept closed at all times when not in use. Caution should be observed in opening file cabinet drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time.

Spindles or other sharp or pointed objects on desks to fasten papers are prohibited. Special care must be observed in disposing of broken glass or other sharp objects.

Cigars, cigarette stubs, or matches shall not be discarded in wastebaskets.

C. Above-Ground Work

Employees shall use approved safety belts, life-lines, or other devices that are adequate for maximum protection while working at heights.

No person, material, or equipment shall be lifted from the ground by supports inadequate for the job. The supports or lines shall be approved supports, sufficiently strong and properly secured in place.

All ladders used shall be of good quality, securely placed, held, or tied to prevent slipping or falling. Ladders shall not be placed in front of doorways unless the door is open, locked or guarded. Employees shall face the ladder when ascending or descending. Materials which interfere with the free use of both hands shall not be carried up or down the ladder. Metal ladders shall have safety feet.

Scaffolding shall be build from sturdy material with a solid footing and strong guardrail. Scaffold material shall be sturdy enough to support at least four times the maximum weight of the user and equipment. (See Arizona Division Occupation Safety and Health Administration (ADOSHA) standards 1926.451)

D. Electrical Facilities

Only qualified and properly authorized maintenance personnel shall be permitted to install and maintain electrical facilities and equipment. Apprentice personnel, when permitted to work on electrical equipment, shall be under the supervision of a fully qualified electrician.

All electricians shall be familiar with the National Electrical Code, the National Bureau of Standards Handbook H30, and applicable sections of the National Fire Protection Association codes.

All electricians shall be trained and fully qualified in emergency first-aid requirements for artificial respiration and closed-chest massage.

Electrical equipment and lines shall always be considered "live" until proven "dead." Before beginning work, each electrical circuit shall be inspected and tested and, where possible, isolated from the power source. Extreme care shall be exercised as wires designed to operate at ground potential may become energized by faulty or inadequate connections.

All portable extension cords shall be equipped with a non-conducting plug and outer socket shell. All electrical cords shall be equipped with the three-prong grounding plug. Extension cords shall not be used a permanent wiring.

E. Transporting of Equipment

Transporting of equipment to the job site shall be accomplished in accordance with all state and local laws governing traffic control.

Mobile equipment operated on streets and highways shall conform to all state and local laws governing motor vehicles. All regulations concerning speeds and load limits shall be strictly observed by personnel operating mobile equipment.

When mobile equipment is hazardous to other vehicles on the road, the traffic shall be controlled by flag persons, signs, or temporary barriers.

When equipment is to be towed to the job site, safety chains shall be used in addition to towing hooks or tow bars. The safety chain shall be of sufficient strength to prevent separation of the towed vehicle, should the tow bar break or disengage en route.

Personnel shall never stand or ride on the tow bar while equipment is being towed.

Towing should not be accomplished after dark. When emergency needs require nighttime towing, fully operating lights shall be placed at rear of the tow.

When equipment is to be transported by trailer, extreme care shall be taken to prevent equipment from tipping while loading or traveling.

Clearance heights along the proposed route shall be reviewed for low hanging objects, and operators shall keep a close watch to avoid striking low-hanging objects with the equipment.

Equipment shall be secured and lashed to the trailer with the wheels chocked prevent en route movement.

All trailers shall be equipped with fully operating stop and directional lights, and they shall be checked for operation prior to transporting equipment.

F. No Smoking Area

All flammable storage areas and fuel dispensing facilities shall be posted "NO SMOKING OR OPEN FLAMES WITHIN FIFTY FEET."

Work areas in which flammable materials such as paints, lacquers, gas, oil, and compressed gases/oxygen, acids or other volatile chemicals are used shall be posted as "NO SMOKING" areas.

G. Industrial Hygiene

Industrial hygiene is the professional specialty concerned with preserving the health of employees while at work. It is of major concern because many processes and operations either produce or use compounds which may be harmful to a person's health. The Safety Coordinator will refer to a professional industrial hygienist in cases where the occupational health exposures have such significance and frequency that specialized assistance is necessary. In order to be familiar with industrial health hazard exposures, it is necessary for the safety program manager to have knowledge of the common toxic compounds found in industry and the principles for their control.

The loss control program shall include surveying, monitoring, and controlling potential health hazards. Employees will be notified of hazards using the Material Data Sheets to meet requirements of The Hazard Communication Act and Title III.

Necessary actions shall be taken to control health hazards created by municipalities which may affect the health of either employees or the general public. These actions shall ensure compliance with all applicable environmental protection laws.

V. SAFETY TRAINING

Safety training sessions for management and supervisory personnel shall be conducted and/or coordinated by the Safety Coordinator. Sessions will review the City of Eloy Safety and Loss Prevention Program and responsibilities for implementing the program. These sessions will include a discussion of techniques and procedures for safety indoctrination of employees, hazard identification, and accident investigation and reporting.

All employees shall be required to attend training sessions on general safety and may be required to attend first-aid care and other specialized safety training for certain job classifications.

VI. SAFETY INDOCTRINATION FOR EMPLOYEES

A. New Employees

Each new employee, upon beginning employment, will be given safety indoctrination. This indoctrination will include a review of safety policies and a thorough explanation of the approved and safe procedures for accomplishing all phases of each job assignment.

Emphasis will be given to safe operation of equipment and machines, hazards associated with the job which must be avoided, safety precautions to be followed, and the proper usages of required personal protective equipment.

Each employee will be thoroughly indoctrinated by his immediate supervisor concerning his responsibilities for accident reporting.

B. Assigned Employees

It shall be the responsibility of each supervisor to acquaint employees with new or revised safety policies, procedures and practices as they are implemented.

In addition, supervisors shall periodically review safety policies and pertinent safety procedures and each assigned employee. Emphasis should be given to safe operation of equipment and machines, hazards associated with the job which must be avoided, safety precautions to be followed and the proper usage of required personal protective equipment.

C. Fire Drills

Supervisors shall develop an emergency evacuation plan for their employees. This plan will include action to be taken by employees in the event of fire or other emergency. The plan shall include notification procedures, plans for handicapped personnel evacuation, and designate an assembly area for employees outside the building.

An evacuation route map should be posted at each major employee work center. A floor plan of the level on which the work center is located should be drawn. Starting at work center exits, a broken line is draw illustrating routes an employee may utilize to evacuate the building. Once an employee has reached the exterior of the building, he should report directly to the assembly area.

General Steps in the Event of Fire:

1. Remove injured from the fire area; warn people in area of fire; evacuate the building of all personnel not involved in fighting the fire.
2. Confine the fire. If indoors, close door of adjacent rooms.
3. Call the Eloy Fire District Personnel:
Assign a person to call Eloy Fire District personnel (Give exact location of fire and answer all questions calmly).
4. Fight the fire using fire fighting extinguishers suitable for the type of fire.

Fire is always unexpected. If the drill is always conducted in the same way at the same time, it loses much of its value; and when an actual fire occurs, it is not possible to follow usual routine of the fire exit drill to which occupants have become accustomed. Confusion and panic may ensue.

Drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but they should use different means of exit. Assume, for example, that some given stairway is unavailable due to fire or smoke and all the occupants must be led out by some other route. Fire drills should be designed to familiarize the occupants with all available means of exits, particularly emergency exits that are not habitually used during normal occupancy of the building.

Supervisors shall select areas of assembly; all employees must be aware of these locations. A roll call shall be taken to determine that all employees assigned to each section are present or accounted for.

In the conduct of the drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. Drills shall include suitable procedures to make sure that all persons in the building or all persons subject to the drill actually participate.

A fire exit drill will be conducted in all City occupied buildings not less than once each calendar year.

Check lists are available from the Safety Coordinator for fixed fire extinguishing systems.

VII. SAFETY INSPECTIONS

A. Facilities

To ensure compliance with safety and health standards, safety self-inspections shall be conducted on regular basis.

Inspections should include all buildings, facilities, equipment, materials, tools and work activities under their responsibility. Special emphasis will be placed on housekeeping, illumination, machine and hazard guarding, fire prevention and protection, mechanical and electrical safety.

Inspection checklists are available from the Safety Coordinator and are attached in Appendix A.

B. Vehicles

Vehicles will be checked daily by the assigned operator. Any safety and/or other deficiencies; i.e., bad tires, body damage, headlights, brakes, etc., shall be corrected. Vehicles will be inspected at specified intervals using written check lists. All vehicles shall be preventive maintenance schedule.

VIII. SAFETY SUGGESTIONS

Employees are encouraged to submit suggestions concerning the modification of any facility, equipment, or procedure which the employee feels will reduce the chances of bodily injury and/or damages to equipment or property.

IX. INDUSTRIAL INJURIES

A. Injury Investigations

All occupational injuries and illnesses, regardless of the degree or extent of medical treatment or hospitalization, shall be reported to the immediate supervisor as soon as possible. Prompt investigation is necessary before the facts and evidence of the mishap are removed, destroyed, or forgotten. The primary purpose of the investigation is to determine action necessary to prevent reoccurrence of the same or similar type of mishap.

B. Occupational Injury and Illness Reporting

When an employee sustains an injury or illness arising out of and in the course of employment, it will be reported immediately to the employee's supervisor. Failure of the employee to do so on the day of the alleged incident could result in denial of the claim. Supervisors should ensure the injured employee receives prompt medical treatment.

The supervisor will immediately complete State Compensation Fund Form 64-100 "Supervisor's Report of Industrial Injury". The supervisor, or his representative, will:

1. Report the mishap in person or by telephone to the Safety Coordinator as soon as possible, but in no case later than the first duty day after the injury.
2. Investigate the alleged injury or illness.

C. Medical/Industrial Clinic

In order to provide the best emergency medical care and to control claims costs, it may be beneficial to designate a clinic or hospital which is to be used, if possible, to treat job related injuries and illnesses. Such a program may be established by contracting with a chosen medical facility, prior to the occurrence of an injury, and pre-establishing authorized scopes of treatment and costs. The contractor should be made aware of the desire to return an injured employee to work as soon as possible. Of course, the injured employee always has the right, if he so chooses, to seek treatment with his own physician.

D. Light Duty Program

Employees recovering from injury or personal illness who cannot return to full duty status may be eligible for light duty.

The light duty program is designed to permit employees medical restrictions to perform limited duty at regular pay for temporary period.

When a physician has determined the employee is eligible for limited duty, the employee shall report to the immediate supervisor. On reporting to the supervisor, the employee shall present a light duty referral slip signed by the physician. After review, the supervisor, when possible, will assign the employee to temporary duty based on medical recommendations. Experience has proven limited duty may be helpful in returning the employee to full-time work status.

X. REPORTING MOTOR VEHICLE ACCIDENTS

Employees involved in vehicle accidents, or incidents involving vehicle damage, shall notify their immediate supervisor as soon as possible.

Vehicle accidents and incidents shall be investigated by the police department. Employees shall not conduct the investigation of an occurrence in which they are personally involved.

XI. REPORTING PROPERTY DAMAGE/LOSS

All personnel are accountable for equipment used to perform assigned duties. Care of equipment entails proper maintenance and security. When equipment is damaged, lost or stolen, documentation is required for claims processing and notification.

The employee discovering the damage, loss, or theft of equipment shall immediately report the incident to his immediate supervisor and the police department.

Questions concerning the replacement of lost or stolen property, repair or replacement of damaged property, should be directed to the Safety Coordinator.

APPENDIX A

SAFETY INSPECTION CHECK LIST

Location Inspected	Date
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The list is intended only as a reminder. Report other unsafe acts and conditions so that action may be taken.

Mark every item: satisfactory condition unsatisfactory condition not applicable

Employee Education	
New Employees	<input type="checkbox"/>
Change in Duties	<input type="checkbox"/>
On Going Education	<input type="checkbox"/>
WALKING/WORKING SURFACES	
General Conditions	<input type="checkbox"/>
Floor and Wall Openings	<input type="checkbox"/>
Fixed Stairs and Ramps	<input type="checkbox"/>
Portable Ladders	<input type="checkbox"/>
Fixed Ladders	<input type="checkbox"/>
Scaffolds, Fixed and Mobile	<input type="checkbox"/>
Yards and Parking Lots	<input type="checkbox"/>
MEANS OF EGRESS	
Sufficient Exits	<input type="checkbox"/>
Exits Free and Accessable	<input type="checkbox"/>
Exits Properly Marked	<input type="checkbox"/>
Illumination	<input type="checkbox"/>
Alarm Facilities as Required	<input type="checkbox"/>
FIRE PROTECTION	
Extinguishers, Adequate No. and Type	<input type="checkbox"/>
Extinguishers, Location	<input type="checkbox"/>
Extinguishers, Maintenance	<input type="checkbox"/>
Fire Brigades	<input type="checkbox"/>
Standpipe and Hose	<input type="checkbox"/>
Automatic Sprinklers	<input type="checkbox"/>
Other Fixed Extinguishing Systems	<input type="checkbox"/>
Fire Alarm Systems	<input type="checkbox"/>
GENERAL ENVIRONMENT	
Housekeeping	<input type="checkbox"/>
Toilet and Washing Facilities	<input type="checkbox"/>
Changing and/or Lunchrooms	<input type="checkbox"/>
Color Coding, Signs, Tags	<input type="checkbox"/>
General Ventilation	<input type="checkbox"/>
Local Exhaust Systems	<input type="checkbox"/>
Noise Exposure	<input type="checkbox"/>
Radiation Exposure and Control	<input type="checkbox"/>
Adequate Lighting	<input type="checkbox"/>
Other	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT	
Eye and Face Protection	<input type="checkbox"/>
Respiratory Protection	<input type="checkbox"/>
Head Protection	<input type="checkbox"/>
Foot Protection	<input type="checkbox"/>
Other Equipment for Specific Hazard	<input type="checkbox"/>
FIRST AID	
First Aid Kits and Room	<input type="checkbox"/>
Trained First Aiders each Shift	<input type="checkbox"/>
Emergency Showers	<input type="checkbox"/>
Emergency Medical Procedures	<input type="checkbox"/>

VEHICLE OPERATION	
Driving Records Checked	<input type="checkbox"/>
Vehicle Maintenance & Condition	<input type="checkbox"/>
Driver Controls Enforced	<input type="checkbox"/>
ELECTRICAL	
Workmanship, Clearance, Markings	<input type="checkbox"/>
Over current Protection	<input type="checkbox"/>
Grounding	<input type="checkbox"/>
Outlets, Switches and Boxes	<input type="checkbox"/>
Flexible Cords	<input type="checkbox"/>
Transformers	<input type="checkbox"/>
Hazardous Equipment Location	<input type="checkbox"/>
MACHINE GUARDING	
Woodworking Machines	<input type="checkbox"/>
Abrasive Wheels and Grinding	<input type="checkbox"/>
Mills and Calendars	<input type="checkbox"/>
Power Presses	<input type="checkbox"/>
Other Machinery	<input type="checkbox"/>
Power Transmission	<input type="checkbox"/>
MATERIAL HANDLING AND STORAGE	
Stacking and Piling	<input type="checkbox"/>
Manual Handling Procedures	<input type="checkbox"/>
Powered Industrial Trucks	<input type="checkbox"/>
Cranes: Derricks and Hoists	<input type="checkbox"/>
HAZARDOUS MATERIALS AND OPERATIONS	
Flammable and Combustible Liquids	<input type="checkbox"/>
Flammable Spraying and Dipping	<input type="checkbox"/>
Hardening and Tempering	<input type="checkbox"/>
Oxidizers	<input type="checkbox"/>
Acids and Caustics	<input type="checkbox"/>
Other Hazardous Materials	<input type="checkbox"/>
COMPRESSED GASES, WELDING AND CUTTING	
Use of Oxygen and Acetylene	<input type="checkbox"/>
Cylinder Storage and Maintenance	<input type="checkbox"/>
Acetylene Generators	<input type="checkbox"/>
Air Receivers	<input type="checkbox"/>
HAND AND POWER TOOLS	
Hand Tools, Condition and Use	<input type="checkbox"/>
Portable Powered Tools	<input type="checkbox"/>
Explosive Fastening Tools	<input type="checkbox"/>
Compressed Air	<input type="checkbox"/>
Other	<input type="checkbox"/>
Signed _____	

MECHANIC

VEHICLE MAINTENANCE CHECK LIST

DATE: _____

VEHICLE I.D. NUMBER: _____

MILEAGE: _____

SERVICE ATTENDANT: _____

_____ Change Oil, Filter & Lube (Every _____ Miles)

20 POINT SAFETY INSPECTION

- _____ U-Joint Inspection
- _____ Suspension Inspection
- _____ Differential Fluid Level
- _____ Transmission Fluid Level
- _____ Radiator Fluid Level
- _____ Inspect Tie Rods & Ball Joints
- _____ Brake Fluid Level
- _____ Check Brake Pads/Shoes & Adjustments
- _____ Inspect Drive Belts
- _____ Inspect Coolant Hoses
- _____ Inspect Exhaust System
- _____ Inspect Tires
- _____ Brake Line Inspection
- _____ Inspect Power Steering Hoses
- _____ Inspect Power Steering Fluid Level
- _____ Inspect Headlights, taillights, brake lights, turn signals, flasher, over heads
- _____ Inspect Windshield Wipers
- _____ Check Washer Fluid
- _____ Inspect Battery, Air Filters
- _____ Check Wheel Bearings

THIS INSPECTION IS TO BE COMPLETED EVERY TIME VEHICLES ARE SERVICED FOR OIL AND LUBE SERVICING. THIS FORM IS TO BE FILLED OUT BY THE SERVICE ATTENDANT AND RETURNED BACK TO THE DRIVER WHEN VEHICLE IS PICKED UP.

(IT IS RECOMMENDED THAT A COMPLETE SAFETY INSPECTION BE COMPLETED WHENEVER A VEHICLE HAS BEEN INVOLVED IN AN ACCIDENT OR INCIDENT, NO MATTER HOW SMALL)

NEEDS REPAIR

ACCEPTABLE

VEHICLE DRIVE: _____

INSPECTED BY: _____

DATE: _____

MAKE AND YEAR: _____

<u>ITEMS INSPECTED</u>	<u>GENERAL COMMENTS</u>
<u>LIGHTS</u>	
Headlights (Hi & Low) <input type="checkbox"/>	
Turn Signals <input type="checkbox"/>	
Brake Lights <input type="checkbox"/>	
Emergency Flasher <input type="checkbox"/>	
<hr/>	
<u>GLASS CONDITION:</u>	
Wipers:	
Operation <input type="checkbox"/>	
Blade Condition <input type="checkbox"/>	
Washer <input type="checkbox"/>	
<hr/>	
<u>MIRRORS</u> <input type="checkbox"/>	
<hr/>	
<u>BRAKES:</u>	
Foot <input type="checkbox"/>	
Emergency <input type="checkbox"/>	
<hr/>	
<u>TIRES: (Include spare)</u>	
Jack <input type="checkbox"/>	
<hr/>	
<u>EXHAUST SYSTEM:</u> <input type="checkbox"/>	
<hr/>	
<u>HORN:</u> <input type="checkbox"/>	
<hr/>	
<u>GENERAL VEHICLE CONDITION:</u>	
Hoses <input type="checkbox"/>	
Belts <input type="checkbox"/>	
Fluid Levels <input type="checkbox"/>	
Battery <input type="checkbox"/>	
Seatbelts <input type="checkbox"/>	
<hr/>	

In the Event of an Accident

DO NOT.....

- Assume anything
- Say you are sorry
- Admit the City is responsible and will pay for damages
- Release records without first having the request **and** the material reviewed by the City Attorney; and, in the event the request involves a matter in litigation, the request needs to be routed to the assigned Defense Attorney
- Sign Contracts or agreements without the City Attorney's review.
- Start projects, on behalf of the City, without first obtaining contracts that include Indemnity and Defense and Hold Harmless clauses as appropriate
- Extend the Statute of Limitations

Suggested Public Playground Maintenance Checklist

Inspections should be conducted on a frequent regularly scheduled basis. Following are some of the danger points that should be checked on each tour.

- Visible cracks, bending, warping, rusting, or breakage of any component.
- Deformation of open hooks, shackles, rings, links, etc.
- Worn swing hangers and chains.
- Missing, damaged, or loose swing seats: heavy seats with sharp edges or corners.
- Broken supports/anchors.
- Footings exposed, cracked, loose in ground.
- Accessible sharp edges or points.
- Exposed ends of tubing that should be covered by plugs or caps.
- Protruding bolt ends that do not have smooth finished caps and covers.
- Loose bolts, nuts, etc.
- Splintered, cracked or otherwise deteriorated wood.
- Lack of lubrication on moving parts.
- Worn bearings.
- Broken or missing rails, steps, rungs, seats.
- Surfacing material worn or scattered (in landing pits, etc.).
- Hard surfaces, especially under swings, slides, etc.
- Chipped or peeling paint.
- Vandalism (broken, glass, trash, etc.).
- Pinch or crush points (exposed mechanisms, junctures of moving components, e.g. axis of seesaw).
- Tripping hazards such as roots, rocks, or other environmental obstacles.
- Poor Drainage.

Suggested Public Playground Leader's Checklist

- Prepare written guidelines for playground operation, defining goals and procedures.
- Insist on first aid and accident training for playground leaders.
- Provide for constant supervision by establishing a written schedule.
- Instruct children and playground supervisors on how to use equipment. (Playground equipment safety should be taught in the classroom.)
- Conduct daily cleaning and check for broken glass and other litter.
- Do not permit children to use wet or damaged equipment.
- Do not permit too many children on the same piece of equipment at the same time: suggest that children take turns, or direct their attention toward other equipment or activities.
- Constantly observe play patterns to note possible hazards and suggest appropriate equipment or usage changes.
- Make periodic checkups, and request that worn or damaged pieces of equipment be replaced.
- Prepare written accident reports with special attention to surface conditions, type and extent of injury, age and sex of child, how the accident occurred, and weather conditions.

Appendix B-1

APPENDIX B CHEMICAL HAZARD COMMUNICATION STANDARD

- A. To deal with the problem of hazardous chemicals in the work place, OSHA passed the Chemical Hazard Communication (and labeling) Standard in 1983. Commonly referred to as the “right-to-know” law, it mandates communication between employers and employees about work place hazards in certain manufacturing occupations. The OSHA standard will be used as a guideline for application in this department.

In brief, the law means that employees exposed to hazardous substances must receive instructions and training in:

- Recognizing each substance
 - Understanding its properties and hazards
 - Safe handling procedures
 - What to do in the event of a spill or other accident
 - How to control exposure to substance
- B. Users of hazardous substances must inventory products and ensure there is a Material Safety Data Sheet (MSDS) available for each substance used or stored in the work place. MSDS's, by law, must be made available to all employees potentially exposed to the hazardous substances.

As a user, you must ensure a MSDS is received from the supplier for each hazardous substance used. This is best accomplished by placing your request on the purchase order or requisition. It is the supplier's responsibility to provide an MSDS for each substance/chemical ordered.

- C. Right-to-Know Education and Training

The right-to-know law requires that employees exposed to hazardous substances receive at least annual training. New employees must be trained before they are placed in environments where hazardous substances are being used. Then there must be additional training whenever exposures change due to process, substance, or other changes.

The training program must be in written form. It should outline:

- The nature of the hazards present
- What protective measures have been, are being, or need to be taken
- The location, storage, and places where such substances are used
- How to read, understand, and make use of MSDS's and chemical labels
- How to monitor exposure levels
- Protective measures employees can, should, or must take
- Proper precautions for handling the substances
- Required personal protective equipment, if any
- Methods to prevent or minimize accidents, such as spills, leaks, and explosions
- Procedures to follow the event of accident

Appendix B-2

D. Labeling

The label is the information source available to an employee. Labels can be traditional stick-on labels, placards, tags, tickets, or other appropriate documentation affixed to the containers. They may be printed, written, or graphic. They should be affixed to each box, drum, can, etc., that contains hazardous substances.

Labels must contain directions on use, handling, and appropriate warnings about hazards. It must also provide name and address of manufacturer or other responsible party. Labels must remain in place at all times. Containers received without labeling should be returned to the supplier.

E. There are some steps supervisors can take to ensure a safer-work place for employees with regard to hazardous substance exposure:

- Substitute less hazardous substances for more hazardous ones whenever possible.
- Store all substances carefully and safely in places where they will not be tampered with or where there is no risk of spilling, dropping breaking, or falling.
- Periodically check all containers for leaks or other problems.
- Make sure there is adequate ventilation in the work place to prevent buildup of hazardous substances in the air.
- Have an effective fire prevention program in place. Toxic smoke leads to more deaths and injuries than fire.
- Ensure proper protective equipment is available and utilized by employees.

APPENDIX C
STANDARDS FOR PORTABLE FIRE EXTINGUISHERS

A. Introduction

Scope

The provisions of this standard apply to the selection, installation and inspection of portable extinguishing equipment. The requirements given herein are MINIMUM. Portable extinguishers are intended as a first line of defense to cope with fires of limited size. They are needed even though the property is equipped with automatic sprinklers, standpipe and hose, or other fixed protection equipment. They do not apply to permanently installed systems for fire extinguishment, even though portions of such systems may be portable (such as hose and nozzles attached to a fixed supply of extinguishing agent).

Purpose

The standard is prepared for the use and guidance of persons charged with inspecting, selecting and installing portable fire extinguishing equipment.

Definition

The basic types of fires are Classes A, B, C, and D as defined in the following subsections:

Class A fires are in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.

Class B fires are fires in flammable liquids, oils, greases, tars, oil base paints, lacquers, and flammable gases.

Class C fires are fires which involve energized electrical equipment where the electrical non-conductivity of the extinguishing media is of importance. (When electrical equipment is de-energized, extinguishers for Class A or B fires may be used safely.)

Class D fires are fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

Portable Fire Extinguisher – A portable device containing powder, liquid, or gases which can be expelled under pressure for the purpose of suppressing or extinguishing a fire.

General Requirements

Portable extinguishers shall be maintained in a fully charged and operable condition, and kept in their designated places at all times when they are not being used.

Appendix C-2

Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably they shall be located along normal paths of travel, including exits from an area.

Cabinets housing extinguishers shall not be locked. Exception: Where extinguishers are subject to malicious use, locked cabinets may be used provided they include means of emergency access

Extinguishers shall not be obstructed or obscured from view. Exception: In large rooms, and in certain locations where visual obstruction cannot be completely avoided, means shall be provided to indicate the location.

Extinguishers shall be installed on the hangars or in the brackets supplied, mounted in cabinets, or set on shelves unless the extinguishers are of the wheeled type.

Extinguishers installed under conditions where they are subject to dislodgement shall be installed in brackets specifically designed to cope with this problem.

Extinguishers installed under conditions where they are subject to physical damage shall be protected from impact.

Extinguishers having a gross weight not exceeding 40 lbs. shall be installed so that the top of the extinguisher is not more than 5 feet above the floor. Extinguishers having a gross weight greater than 40 lbs. (except wheeled types) shall be so installed that the top of the extinguisher is not more than 3 ½ feet above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 inches.

Operating instructions shall be located on the front of the extinguisher. Other labels and markings shall not be placed on the front. Exception: In addition to manufacturers' labels, other labels that specifically relate to operation, classification or warning information shall be permitted on the front.

Extinguishers mounted in cabinets or wall recesses or set on shelves shall be placed in a manner such that the extinguisher operating instructions' face outward. The location of such extinguishers shall be marked conspicuously.

Water type (water, foam, AFFF, wetting agent, and soda-acid) extinguishers shall not be installed in areas where temperatures are outside the range of 40° F to 120°F. All other types shall not be installed in areas where temperatures are outside the range of -40° F to 120° F.

Exception No. 1: When extinguishers are installed in locations subject to temperatures outside these ranges, they shall be of a type approved and listed for the temperature to which they are exposed, or they must be placed in an enclosure capable of maintaining the stipulated range of temperatures.

Exception No. 2: Extinguishers containing plain water only can be protected to temperatures as low as -40°F by the addition of antifreeze stipulated on the extinguisher nameplate. Calcium chloride solutions shall not be used in stainless steel extinguishers.

Exception No. 3: Some extinguishers that use nitrogen as an expellant gas rather than carbon dioxide are approved or listed for temperatures as low as -65° F.

B. Selection of Extinguishers

General Requirements

The selection of extinguishers for a given situation shall be determined by the character of the fires anticipated, the construction and occupancy of the individual property, the vehicle or hazard to be protected, ambient-temperature conditions, and other factors.

Selection by Hazard

Extinguishers shall be selected for the specific class or classes of hazards to be protected in accordance with the following subdivisions:

Extinguishers for protecting Class A hazards shall be selected from the following: water, antifreeze, soda-acid, foam, aqueous film forming foam (AFFF), wetting agent, loaded stream, multipurpose dry chemical, and bromochlorodifluoromethane (Halon 1211).

Extinguishers for protection of Class B hazards shall be selected from the following: bromotrifluoromethane (Halon 1301), bromochlorodifluoromethane (Halon 1211), carbon dioxide, dry chemical types, foam, and aqueous film forming foam (AFFF).

Extinguishers for protection of Class C hazards shall be selected from the following: bromotrifluoromethane (Halon 1301), bromochlorodifluoromethane (Halon 1211), carbon dioxide, and dry chemical types.

Extinguishers and extinguishing agents for the protection of Class D hazards shall be of types approved for use on the specific combustible-metal hazard.

Maximum travel distance to extinguishers shall not exceed 75 feet.

C. Inspection

General

This section is concerned with the rules governing inspection of extinguishers. THESE FACTORS ARE OF PRIME IMPORTANCE IN ENSURING OPERATION AT THE TIME OF A FIRE.

The owner or occupant of a property in which extinguishers are located shall be responsible for such inspection.

Inspection is normally performed by employee personnel designated by the ranking supervisor of each work area.

Definition

Inspection – is a “quick check” that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.

Frequency

Extinguishers shall be inspected monthly, or at more frequently intervals when circumstances require. Annual inspection will be conducted by the Department Safety Coordinator.

Procedures

The extinguisher shall be in its place.

Access to, or visibility of, the extinguisher shall not be obstructed.

The operating instructions on the extinguisher nameplate shall be legible and face outward.

Any seals or tamper indicators that are broken or missing shall be noted.

For water type without gauges, their fullness shall be determined by “hefting.”

Any obvious physical damage, corrosion, leakage, or clogged nozzles shall be noted.
Pressure gauge readings when not in the operable range shall be noted.

Corrective Actions

When an inspection reveals that tampering has occurred, or that the extinguisher is damaged, impaired, leaking, under- or overcharged, or has obvious corrosion, the extinguisher shall be immediately replaced and returned to Fleet for repair.

Record Keeping

At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded on the tag affixed to the extinguisher.

Exception: Extinguishers carried in vehicles.

Exception: Extinguishers utilized in state residences. Occupant is responsible for ensuring extinguisher remains in operating condition.

A sample of the monthly inspection card: on next page.

FIRE EXTINGUISHER INSPECTION CARD

(Sample)

Types of Extinguishers

The following table summarizes the characteristics of extinguishers and may be used as an aid in selecting extinguishers: **EXTINGUISHERS AGENT CHARACTERISTICS**

Note: A garden hose connected a suitable weather protected hose connection is advisable for use in fighting Class A fires. This should not be considered as a replacement for extinguishers.

Selection of Extinguishers for Home Hazards

Selection of fire extinguishers can be made in three ways:

1. Select a multipurpose (“ABC”) dry chemical extinguisher, the type which is effective on all classes of fires.
2. Select an extinguisher especially designed for a specific fire likely to occur in particular areas.
3. Select a combination of the two.

The size and weight of the extinguishers are important as in some instances an extinguisher may be used by people of limited physical ability. However, make sure the extinguishers selected are of sufficient size to cope with the anticipated hazard.