

CITY OF MONTICELLO

SAFETY POLICY

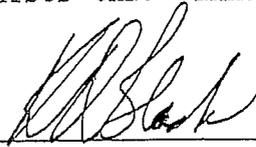
MESSAGE FROM THE MAYOR:

It is the desire of the City of Monticello to protect the health and safety of both our employees and the public. To this end, the City has developed a safety program to promote the use of common sense and safe practice among the employees. The goal is to provide a safe and healthy working environment. Generally, the safety program strives to identify safety hazards, develop and practice safe procedures, promote safety training, accident investigation reviews, and incentives.

No employee is required to do work that he or she feels is not safe or is in violation of Federal, State, County, City, or Department regulations. Each employee should assist in detection and correction of unsafe conditions. Supervisors are to be informed immediately of any hazards beyond an employee's ability to correct.

To aid in attaining the safety goals of the City, and to help the employees and citizens of the City of Monticello deal with safety issues, I am designating the Operations Manager as Safety Coordinator. The goal of the Safety Coordinator will be to identify safety problems, enforce safety policies, and monitor and modify safety practices as needed. Any employee, supervisor, or department head failing to observe the safety policies of the City will be subject to disciplinary action, up to and including termination.

The City is committed to on-going safe operation and will make every effort to be in compliance with OSHA, EPA, FEMA, FLSA, and any other regulatory requirements of public agencies. I encourage any employee to contact me personally if they feel an unsafe condition exists that cannot be corrected through normal channels.



K. DALE BLACK
Mayor

Date: 12-9-98

SAFETY MANUAL

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1. GENERAL POLICY GUIDELINES

1.1 ADMINISTRATIVE POLICY

1.1.1 The accident prevention policies set forth herein are for the purpose of preventing accidents to employees, persons, and property. These policies shall be effective as of the date of issuance hereof and shall be complied with by every employee of the City, under every circumstance where they are applicable. Violation of these policies may lead to immediate disciplinary action.

1.1.2 When an employee of one department is assigned to work on equipment or facilities subject to the jurisdiction of another department, such employee shall follow the established procedures or policies of the other department. Such employees shall contact the responsible supervisor of the department in which they are going to work, and determine the hazards that they may encounter in the work of that particular department.

1.2 AMENDMENTS

1.2.1 Alterations, revisions, or amendments to this policy may only be made in the manner in which these policies were originally issued and shall be effective on the date of their issuance.

1.3 ENFORCEMENT

1.3.1 Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their jurisdiction to comply with all applicable safety policies and safe practices. Failure to enforce safety rules can result in disciplinary action up to and including termination. Employees reporting unsafe conditions cannot and shall not be retaliated against or disciplined for legitimate concerns by any supervisor or any other employee. Supervisors retaliating against any employee reporting unsafe conditions will be disciplined. Supervisors condoning and/or permitting unsafe practices or violations of the safety policies of the City will be subject to disciplinary action along with the offending subordinate(s).

1.3.2 If a difference arises as to the application or interpretation of these rules, the decision of the employee in charge of the job shall be followed and that employee shall be responsible for his/her decision. Subsequent appeal may be made through established channels.

- 1.3.3 Safety offenses will be dealt with in a manner commensurate with their severity, frequency, and potential for harm.
- 1.3.4 Safety offenses may result in disciplinary action, up to and including termination of employment.
- 1.3.5 When an employee observes a hazardous condition or an unsafe action by another employee (including any level of supervision) that may cause injury or property damage or interfere with service, regardless of the department in which such condition exists, the employee shall report it promptly to the Safety Coordinator and the department head or supervisor involved. When necessary, the employee shall guard the hazardous condition until it can be corrected.
- 1.3.6 When an employee receives a report from the public of any hazardous emergency condition, the employee shall obtain the informant's name, the exact location, and the nature of the trouble. The employee shall then contact the Safety Coordinator immediately and/or the department head so appropriate steps can be taken to correct the condition.

1.4 EDUCATION

- 1.4.1 Each supervisor shall assure that all employees under his/her jurisdiction are instructed and advised concerning these policies and their application.

1.5 KNOWLEDGE

- 1.5.1 Each employee of the City shall be required to know and understand each of the policies which apply to the work he/she is performing for the City. Employees shall be subject, at any time, to an examination on the policies herein contained which apply to their duties.

1.6 INTERPRETATION

- 1.6.1 These policies shall be strictly interpreted to bring about maximum compliance and safe conduct, and shall have precedence over any conflicting instructions given elsewhere. However, if lawful and applicable governmental regulations are contrary to these policies, such governmental regulations shall have precedence.

1.7 SUPPLEMENTARY INFORMATION

- 1.7.1 Additional instructions and information relating to safe performance of work as issued through the medium of circular

letters, operating instruction, bulletins, etc., by the City, department heads and/or the Safety Coordinator shall be used to supplement these fundamental safety policies as necessary. These supplements shall be made available to all supervisors, to be read and distributed to all affected employees.

1.8 GOVERNMENTAL SAFETY STANDARDS

1.8.1 In addition to its own safety policies and procedures, the City and its employees are subject to the regulations of various governmental agencies including Federal, State, and County. Supervisors shall make certain that all applicable provisions of governmental regulations are complied with on their jobs.

1.9 LIMITATIONS FOR ACCESS TO CITY FACILITIES AND PROPERTIES

1.9.1 Minors, visitors, or uninstructed workers shall be accompanied by a qualified employee at job sites and City facilities where life, service, or property might be endangered.

1.10 LOCKING RESTRICTED AREAS

1.10.1 All City properties where public access is restricted shall be kept closed and locked at all times, except when a qualified employee has such areas or structures under direct observation.

1.11 SUPERVISOR'S RESPONSIBILITIES FOR ACCIDENT PREVENTION

1.11.1 For the purpose of these policies, the term "supervisor" shall mean any person directly in charge of work being performed.

1.11.2 The supervisor shall have the following responsibilities:

- (1) To make certain that all employees under his/her jurisdiction are instructed and advised concerning these accident prevention policies, and to make periodic checks to see that his/her instructions are carried out.
- (2) To see that all employees working under his/her jurisdiction use the proper protective equipment and suitable tools for the job. Any safety device, tool, or equipment which, upon inspection, is found defective or unsafe, shall not be used but immediately tagged, replaced and/or repaired.

- (3) To be constantly on the alert for unsafe work practices and unsafe conditions, and take immediate corrective action.
- (4) To conduct a pre-job discussion, before starting to work, so that each employee involved thoroughly understands the work to be done and the safety measures to be taken. Under no circumstance shall safety be sacrificed for speed.
- (5) To issue definite and specific instructions regarding work of an unusual nature.
- (6) To assign employees to work on the basis of their physical fitness, training, and experience.
- (7) To prohibit an employee from working if there are reasonable suspicions that the employee is either mentally or physically unfit for the work assigned, until satisfactory medical or other evidence is secured to verify their fitness.
- (8) To require the employees under their supervision to report all accidents at once. All unreported accidents coming to the attention of the Safety Coordinator will be reviewed, and responsible parties will be subject to disciplinary action for not reporting the accident. In case of injury, the supervisor must insure that the injured employee receives immediate first aid treatment and is sent to the doctor or hospital if the injury warrants medical attention.
- (9) To investigate each accident in which an employee under his/her supervision is involved to determine the unsafe act and/or the condition contributing to the accident and take immediate action to eliminate such unsafe act or condition.
- (10) To complete all necessary reports promptly after an accident, including any injuries, the cause of the accident, and/or damages incurred.
- (11) To take appropriate action on all safety hazards called to his/her attention by employees under his/her supervision, by his/her department head, or by the Safety Coordinator.

- (12) To be familiar with accepted first aid principles, and to insure that first aid kits are regularly inspected and properly equipped.

1.12 EMPLOYEE'S RESPONSIBILITIES

1.12.1 The employee shall have the following responsibilities:

- (1) To be responsible for performing his/her work in a safe manner and to do everything possible to prevent injury to him/ herself, fellow employees, and the public, as well as preventing damage to city equipment or property of others.
- (2) To use only those tools and materials which have been approved for City use and employ them only for the purpose for which they were designed.
- (3) To avoid engaging in practical jokes, scuffling, or horseplay. No employee shall urge any person to take unnecessary chances.
- (4) To correct or report promptly any City property which appears to be unsafe or defective and which might be, or become, hazardous to employees or to the public.
- (5) To report promptly to their supervisor, in detail, all injuries or accidents, regardless of how minor.
- (6) To be familiar with first aid principles.

1.13 EMPLOYEE QUALIFICATIONS

1.13.1 All employees shall be qualified by reason of training, experience or knowledge, in the installation, maintenance, and/or operation of apparatus and the hazards involved, having complied with specific requirements for such purpose.

1.13.2 Unqualified or inexperienced employees working on or about unfamiliar equipment shall work under the direct supervision of an experienced or qualified person at the site.

1.13.3 Employees who do not normally work on or about hazardous equipment, whose work brings them into these areas for certain tasks, shall proceed with this work only when authorized by a qualified person.

- 1.13.4 If an employee is in doubt as to the safe performance of any work assigned, the employee shall request instructions from his/her supervisor or other qualified person.
- 1.13.5 Each employee shall carefully study those Accident Prevention policies applying to his/her duties. Accident Prevention policies shall be obeyed, and ignorance will not be accepted as an excuse for their violation. Employees may be periodically examined on their knowledge of the policies which apply to their duties.
- 1.13.6 Before proceeding with a job, the employee shall satisfy him/herself that he/she can perform the work without injury. If assigned work he/she is not qualified to perform, the employee shall call this to the attention of his/her supervisor.
- 1.13.7 Before starting a job, each employee shall thoroughly understand the work to be done, his/her part in it, and the safety policies that will apply.

1.14 SMOKING

- 1.14.1 Employees shall not smoke in proximity of flammable liquids, explosives, dusts, gases, or where "No Smoking" signs are displayed either on property occupied by the City or on the premises of other persons:
- 1.14.2 In accordance with the Utah Indoor Clean Air Act, smoking is prohibited in City facilities.
- 1.14.3 Smoking in City-owned vehicles is prohibited.
- 1.14.4 Matches, cigars, cigarettes, tobacco, or other substances shall not be discarded while still burning except when placed in a proper receptacle or otherwise disposed of safely.

1.15 INTOXICANTS AND CONTROLLED SUBSTANCES

- 1.15.1 The use of intoxicating beverages, controlled substances, and/or their derivatives by an employee immediately before or during his/her working hours, during breaks or lunch, or while in pay status, is strictly forbidden. Any violation of this policy will be sufficient cause for disciplinary action, up to and including dismissal.

- 1.15.2 An employee is required to inform his/her supervisor when taking a prescribed medication that could alter the ability to operate City equipment or vehicles. Any supervisor having reasonable grounds to suspect an employee of being under the influence of intoxicating beverages or controlled substances when reporting for work, or within the course of their work, or whose performance is impaired by prescription or non-prescription medication, shall prohibit such employee from working until satisfactory medical or other evidence indicating his/her fitness is secured.
- 1.15.3 An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, or medication shall notify the impaired employee's supervisor and/or the City Manager of their suspicions.

1.16 HOUSEKEEPING

- 1.16.1 Good housekeeping conditions shall be maintained at all work locations and in all vehicles.
- 1.16.2 Permanent floors and platforms shall be free of dangerous projections or obstructions and shall be maintained in good repair and kept free from oil, grease, and water. Where the type of operation necessitates working on slippery floor areas, employees shall be protected against slipping by the use of mats, grates, cleats, or other methods employed to provide equivalent protection.
- 1.16.3 Stairways, aisles, exits, roadways and walkways, and material storage areas in yards shall be kept clear and free from obstructions, depressions, and debris.
- 1.16.4 Material and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
- 1.16.5 Combustible materials, such as oil-soaked and paint-covered rags, waste, shavings, packing, and rubbish, shall be kept in approved metal containers with self-closing lids until properly disposed of.
- 1.16.6 No clothing shall be allowed to hang on walls, behind doors, or in the space in the back of switchboards. Rubbish and unused clothing shall not be allowed to accumulate. Only approved clothing racks are to be used.

- 1.16.7 Paper and other combustible material shall not be allowed to accumulate or be stored improperly. Weeds or other vegetation shall not be allowed to grow around storage sheds, buildings, or other structures in such a manner as to interfere with the safe entrance, exit, and use of such buildings.
- 1.16.8 Containers for hazardous materials such as caustics, acids, harmful dusts, etc., shall be equipped with covers and shall be appropriately labeled.
- 1.16.9 Waste debris at construction sites shall be removed as it accumulates or at frequent intervals.
- 1.16.10 Air and/or water lines or hoses shall be coiled up and safely stored on racks provided when not in use.

1.17 FIRST AID

- 1.17.1 Employees shall familiarize themselves with, and become reasonably proficient in, basic life support and the treatment of injuries. Training in cardiopulmonary resuscitation (CPR) and general first aid certification is encouraged.
- 1.17.2 Immediate first aid treatment must be administered for every injury, however trivial it may appear.
- 1.17.3 Properly equipped and approved first aid kits must be maintained in vehicles, in shops, offices, attended plants, and such other locations as may be considered necessary.

1.18 WHAT TO DO WHEN AN ACCIDENT OCCURS

- 1.18.1 General Responsibilities. The following policies regarding the reporting of all accidents and the preliminary investigations thereof shall be strictly observed:
 - 1.18.2 Reporting of Accidents
 - (1) Each employee shall thoroughly familiarize themselves with these instructions.
 - (2) All accidents to employees resulting in personal injury or death shall be reported in writing in accordance with instructions.
 - (3) Accidents involving employee injury shall be reported promptly to the City Recorder/Personnel Manager, who will submit a report to Worker's Compensation.

1.18.3 Accidents to Employees

- (1) All accidents resulting in serious injury or death to an employee on duty shall immediately be reported by the first available employee at the scene of the accident (in person, by radio, or telephone) to one or more of the following:
 - (i) The immediate supervisor
 - (ii) The department head
 - (iii) The Safety Coordinator
 - (iv) The City Manager
 - (v) The City police, sheriff's office, or highway patrol, where appropriate.

1.18.4 Accidents to Non-Employees

- (1) All accidents in which the City may be involved resulting in property damage, personal injury, or death of person(s) not employed by the City shall immediately be reported by the first employee having knowledge thereof (in person, by radio, or telephone) to city personnel designated in subparagraph (a)(1) of this section.
- (2) It is particularly important to obtain names and addresses of all witnesses to the accidents.
- (3) It is important in automobile accidents to ascertain positively if any non-employee has been injured. Report the slightest injury or suspicion thereof.
- (4) If there is any doubt as to the action that should be taken in respect to medical or hospital treatment, communicate at once with the supervisor or Safety Coordinator.
- (5) Do not make any statements assuming responsibility for any accident. Do not obligate the City to pay for ambulance, doctor, or hospital services rendered to non-employees. Do not make statements admitting liability or indicating that the City will make settlement. Do not discuss any accident in the presence of anyone without the proper authority present.

- (6) The written report of accidents involving property damage, personal injury, or death to non-employees shall be made immediately on the proper report form in accordance with existing instructions.

1.18.5 Automobile Accidents. In case of any accidents involving the operation of a City vehicle, the employee driving shall:

- (1) Stop at once, secure the scene, determine if anyone was injured, determine the nature and extent thereof, give first aid, call for emergency help, and notify the appropriate public safety agency. The employee shall not obligate the City for any medical expenses or claims for non-employees.
- (2) Obtain the names and addresses of all witnesses before they leave the scene of the accident.
- (3) Obtain the name and address of the driver of each automobile involved, and the names and addresses of all passengers riding with such driver.
- (4) Secure all available data from the registration certificate, including license number, make, type, model and year of each automobile involved.
- (5) Secure all available data from the operator's license of the driver of each automobile involved.
- (6) Note the time and place of the accident.
- (7) Notify City personnel designated in subparagraph 1.18.3(1) of this section, giving all pertinent information concerning the accident.
- (8) Avoid discussing the accident and make no admissions of responsibility to anyone except authorized City representatives. No unauthorized employee will give statements to the media. Necessary data given to a law enforcement officer should be given in private.
- (9) Carefully indicate obvious damages to each car involved.
- (10) Exchange names, addresses, driver's license and registration certificate numbers with other person involved in the accident.

- (11) If a parked car is hit or property damage occurs, and the owner is not present, attempt to locate the owner report the accident. Give them your name and address, or leave a notice containing such information in a conspicuous place on or in the car or damaged property. If an animal is injured or killed, the Animal Control Officer should be contacted through the City police. Notify other appropriate City personnel, as designated in subparagraph 1.18.3(1) of this section.
- (12) If the accident results in injury or death of any person, you will be required to file a written report with the City police within 24 hours after such accident.
- (13) All accidents are reportable to the City, no matter how minor. Failure to report an accident is grounds for disciplinary action up to and including termination.

1.18.6 Decisions for Handling Accidents. All decisions as to city liability, investigation, adjustment of claims, and related policy decisions which must be made in respect to the handling of accidents, settlement, and adjustment after they occur, shall be referred to the City Manager. Such decisions will be made after consideration of the reports from managers and department heads involved or other city officials whose activities are affected.

1.19 REPORTING HAZARDOUS CONDITIONS

1.19.1 When an employee observes a hazardous condition at a City facility or work site that may cause injury or property damage or interfere with service, regardless of the department in which such condition exists, the employee shall report it promptly to the department or supervisor involved and, when necessary, guard it temporarily until the condition can be corrected.

1.19.2 When an employee receives a report from the public of any hazardous emergency condition, the employee shall obtain the informant's name, the exact location, and the nature of the trouble. The employee shall then take immediate appropriate steps to correct the condition or, if unable to do so, report it to the supervisor.

1.20 EMERGENCIES

1.20.1 In case of an emergency involving hazards to life, a supervisor or employee in charge of any work may modify or suspend any of these policies as he may consider temporarily necessary, in order to permit proper handling of the specific emergency. In any such case, the person so acting shall be fully accountable for the reasonableness of his/her actions and for any accident or interruption resulting therefrom.

1.21 WORK PERFORMED ON PRIVATE PROPERTY

1.21.1 An approved-type ladder or other safe support shall be used when it is necessary to reach an elevation.

1.21.2 Upon entering a cellar, basement, stairway, or through gates, the opening must be closed after entering or exiting.

1.21.3 Regularly used walkways and gates shall be used to prevent damage to customer property and to minimize employee exposure to slipping and tripping hazards.

1.21.4 If unfriendly animals are encountered, their locations shall be noted in City records and, where necessary, arrangements shall be made with the customer to remove or restrain the animal during the time and from that portion of the premises where the employee is required to perform his/her duties.

1.21.5 If you are bitten by a dog, and the skin is broken, wash the bite thoroughly with soap and water, bandage, and see a doctor as soon as possible. Information relative to the bite should be reported to the City police so the dog can be placed under observation.

1.21.6 Be alert to hazards such as slippery walks or steps. To prevent head injuries when walking or working close to buildings, watch out for building projections such as low eaves, awnings, or open windows. Do not record meter readings while walking, as numerous injuries occur to the head and body due to inattention.

1.21.7 Whenever an employee is operating a city-owned vehicle, a rental, or vehicle the employee is being compensated for on mileage or salary basis, he/she shall be responsible for its proper and safe operation.

1.21.8 When defective City-or customer-owned service equipment is found which creates a dangerous condition, such as broken meters, by-pass jumpers, and back-feed conditions, immediate and necessary steps shall be taken to protect the customer, public, and our employees.

1.21.9 The greatest of care should be taken to prevent damage to the customer's property. Fences, lawns, walks, shrubbery, driveways, etc., must be respected. If damage is sustained, notify the owner and the department head or City Manager at once.

1.22 PERSONAL PROTECTIVE EQUIPMENT

1.22.1 Protective equipment provided by the City, including safety equipment for eyes, face, head, back, and extremities, protective shoes and clothing, respiratory devices, and shields or barriers shall be used and maintained in a clean and reliable condition. The supervisor shall be responsible to assure the adequacy of the equipment, including proper maintenance and care.

1.22.2 If personal protective equipment becomes worn or damaged, the employee shall contact supervisory personnel to obtain replacement equipment.

1.23 SAFE WORK DRESS

1.23.1 Each employee shall wear suitable clothing at all times to minimize danger from hazardous or environmental exposure, moving machinery, hot or injurious substances, toxic chemicals, open flames, explosions, etc..

1.23.2 A good quality work shoe or boot with steel toes is considered essential. The safety-shoe type is strongly recommended to minimize injuries to the feet. Open-toed, canvas, or tennis shoes are not acceptable work foot apparel.

1.23.3 When there is a risk of injury by hair entanglement from moving parts of rotating machinery (such as drive shafts, pumps, stringing equipment, etc.), employees shall be required to confine their hair to eliminate the hazard. Confinement can be accomplished by the use of rubber bands, hair nets or hoods.

Where respirators are required, employees shall be required to ensure a good face seal. Such conditions as a growth of a beard or sideburns may inhibit a good face seal.

1.23.4 Watch chains, metal wrist watch bands, key chains, rings, or metal bracelets shall not be worn when working on or adjacent to exposed energized equipment of machinery.

1.23.5 Contact lenses are permitted, unless a potential eye injury exists from electrical flash; are from welding, chemical splash, exposure to toxic fumes, or when respiratory protection is being worn. Approved safety eye wear shall be worn if an eye exposure exists.

1.24 EYE AND FACE PROTECTION

1.24.1 Use of protective eye and face equipment shall be required where there is reasonable probability of injury which could be prevented by such equipment. The equipment shall provide adequate protection against the particular hazards for which they are designed. No unprotected employee shall knowingly be subjected to hazardous environmental conditions. Suitable eye protectors shall be worn where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.

1.24.2 Employees whose vision requires the use of corrective contact or prescription lenses, and who are required to wear eye protection as defined under 1.24.3 of this section, shall wear goggles, a face shield to cover the lenses, or prescription safety glasses.

1.24.3 Eyeglasses of non-safety type are not a substitute. Safety glasses, full-cover goggles or face shields which fit properly and are kept clean at all times, shall be worn when an employee is engaged in or close to work involving:

- (1) Drilling or chipping stone, brick, concrete, paint, pipe coatings, or metal.
- (2) Power grinding, buffing, or wire brushing, whether there is a built-in eye shield or not.
- (3) Dust and flying articles (such as using compressed air to clean materials or machinery).
- (4) Flame welding, cutting, or burning. (Approved colored lenses shall be used.)
- (5) Drilling with hand or electric drill overhead.
- (6) Pouring hot compounds or the use of other hot or injurious substances.

- (7) Handling acids, caustics, toxicants, or other similar liquids or gases, except when approved complete head coverings are worn.
- (8) Exposure to electrical arc or flash.
- (9) Cleaning or scalding pipe.
- (10) Thermite (Caldwell) type welders.
- (11) Flying particles caused by other workmen if employee is within the range of such particles. (A suitable screen around the work may be used instead.)
- (12) Injurious light or heat rays or any other danger of injury to eyes.
- (13) Any situation where the supervisor in charge considers that the use of eye protection is necessary.
- (14) Contact lenses.

1.25 SAFETY VESTS

- 1.25.1 An orange safety vest shall be worn when employees are engaged in flagging traffic, surveying, locating underground facilities, or when stringing or taking down lines, etc..

1.26 PROTECTIVE FOOTWEAR

- 1.26.1 In order to ensure maximum protection to the feet, safety toe footwear or metatarsal (over-the-foot) guards are required when breaking pavement, concrete, or while using jack hammers.
- 1.26.2 Safety shoes are encouraged and provide protection when handling heavy materials, or for protection of the feet against rolling objects such as barrels, heavy pipe, or trench wheels, and against the hazard of accidentally kicking sharp sheet metal.

1.27 HEARING CONSERVATION

- 1.27.1 When employees work in areas posted with noise levels exceeding limitations and exposure time, city-approved personal hearing protection equipment shall be worn in compliance with the posting.

1.27.2 Hearing protection equipment shall be maintained in a sanitary and reliable condition.

1.28 HAND PROTECTION (GLOVES)

1.28.1 When necessary to protect the hands from cuts, bruises, abrasions, contact from chemicals, electrical contact, and heat, suitable hand protection shall be worn to minimize or eliminate injury.

1.28.2 Gloves should not be used while working on moving machinery such as drill presses, lathes, table saws, or other such rotating or moving equipment that might catch on the glove and pull it, and the employee's hand, into a hazardous area.

1.29 RESPIRATORY PROTECTION

1.29.1 Each employee is required to use provided respiratory protection in accordance with instructions and training received and as contained in City publications or established operating procedures. This requirement applies to those whose work environment risks exposure to occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, sprays or vapors, or who may have to work in oxygen-deficient atmospheres exceeding established threshold limits. Every effort should be made to reduce employee exposure to atmospheric contamination by enclosure or confinement of the operation, or general and local ventilation.

1.29.2 Each respirator or self-contained breathing apparatus shall be selected on the basis of hazards to which the employee is exposed. Each respirator or self-contained breathing apparatus shall be inspected on a regular basis and the inspection logged appropriately on an Inspection Sheet.

1.29.3 Respirators shall be clean and disinfected after each use and stored in a convenient, clean, and sanitary container.

2. **TOOLS, HEAVY MACHINERY, AND HAZARDOUS OPERATIONS SAFETY**

2.1 TOOLS AND EQUIPMENT

2.1.1 Any safety device, tool, or equipment found unsafe upon first-hand knowledge or inspection by the employee or supervisor in charge of the job shall not be used and must be tagged to warn other employees of the faulty equipment.

- 2.1.2 All tools and safety devices furnished by the City shall be properly used for the purpose intended. The tools and devices will be regularly inspected and/or tested, as required, and kept in good repair by the City, but this will not relieve the employee of the responsibility of using only those in good condition with all safety guards in place.
- 2.1.3 Each employee shall be responsible for the good condition and thorough maintenance of his personal tools.
- 2.1.4 The air shall be shut off at the air supply valve ahead of the hose before making adjustments or changing air tools, unless equipped with quick-change connectors. The hose shall be bled at the tool before breaking connection.
- 2.1.5 Grinding machines should be inspected before use. Such inspections should include the end and tongue guards, the work rest, and the wheel face.
- 2.1.6 Employees using explosive-actuated tools shall be properly trained by a qualified instructor.

2.2 REMOVING SAFEGUARDS

- 2.2.1 Safeguards shall not be removed except on approval from the supervisor for the purpose of testing and maintenance.
- 2.2.2 When safeguards are removed from apparatus, they shall be replaced before the equipment is returned to service.
- 2.2.3 Safeguards provided such as a safety tire rack, cage, or equivalent protection, shall be used when inflating, mounting, or dismounting all tires, especially tires installed on split rims or rims equipped with locking rings or similar devices.

2.3 LIGHTS

- 2.3.1 No artificial light, except an approved explosion-proof flashlight or an approved explosion-proof extension cord and fixture, shall be used near escaping gas, gasoline, or other flammable vapors, or when entering a room or enclosure suspected of containing gas or coal dust atmospheres.
- 2.3.2 Dark places, such as basements, cellars, etc., on private/customer property, shall not be entered without proper light. The use of matches is strictly forbidden.

2.4 FUEL GASES

- 2.4.1 Fuel gases shall be stored, handled, and transported only in the approved containers, and extreme care must be used at all times to prevent ignition. In addition, employees shall familiarize themselves with and observe local ordinances relative to such storage.
- 2.4.2 When pouring or pumping gasoline from one container into another, metal contact (electrically bonded) shall be maintained between the pouring and receiving containers.
- 2.4.3 Leaky fuel gas furnaces or torches shall not be used.
- 2.4.4 Fuel gases, including but not limited to gasoline, acetylene, propane, etc., shall not be transported inside cabs or trunks of vehicles.
- 2.4.5 Gasoline shall not be used for parts cleaning. An approved cleaning solvent is provided and must be used.
- 2.4.6 Gasoline shall not be poured in the carburetor to prime motor while the engine is being turned over.

2.5 EXPLOSIVES

- 2.5.1 The use of explosives is prohibited.

2.6 FIRE PROTECTION

- 2.6.1 Employees must acquaint themselves with the instructions of the City covering fire prevention and suppression, and with the location and care of all fire-fighting equipment in and about the buildings and premises occupied by the City.
- 2.6.2 All fire apparatus shall be kept in operable condition and kept accessible at all times.
- 2.6.3 Fire-extinguishing substances which are conductors of electricity, such as water and acid solutions, shall never be employed in fighting fires near exposed live electrical parts.
- 2.6.4 Fire extinguishers employing the following substances may be used in fighting fires near or on exposed live electrical parts (Class C fires): carbon dioxide gas (CO₂), dry powder and halon, which are non-conductors of electricity.

2.7 COMPRESSED AIR

- 2.7.1 Compressed air shall not be used to clean clothing or hair, or to be turned against any employee for any reason.

2.8 COMPRESSED GASES

- 2.8.1 To avoid explosions, oil or greases shall not be allowed to come in contact with valves, regulators, or any other portion of oxygen cylinders or apparatus.
- 2.8.2 Portable gas cylinders or containers shall be handled with extreme care and shall be stored in a suitable location. They shall be properly secured in a vertical position with valve cap in place, except when instructions dictate otherwise.
- 2.8.3 Oxygen and acetylene cylinders or containers shall be handled with extreme care and shall be stored in safe places, with a minimum of 20 feet separation, or a non-combustible barrier at least five feet high having a fire resistant rating of at least one half hour, and so stored that they will not be knocked over. Oxygen cylinders or containers shall not be stored with acetylene gas tanks or generators, fuel gases, lubricants, and flammable liquids.
- 2.8.4 Compressed gas cylinders or containers shall not be exposed to excessive heat or rough handling. Sparks and flames shall always be kept away from such cylinders or containers.
- 2.8.5 All connections to piping, regulators, and other appliances shall be kept tight to prevent leakage. If leaks are suspected, never test with an open flame. When cylinders or containers are not in use, always keep valves tightly closed and caps in place.
- 2.8.6 Compressed gas cylinders shall always be stored in a well-ventilated location and, as some of the gases are heavier than air (such as butane and propane), particular attention shall be given to venting the lower spaces of the room.
- 2.8.7 Compressed gases shall not be used from a cylinder, container, or manifold unless an approved automatic pressure-regulating device is installed on the cylinder of the container valve or manifold.
- 2.8.8 No attempt shall be made to repair a leaky cylinder. Such cylinders shall be removed from service and placed in an open area, away from any possible ignition source. ("Out-of-Service" will be marked or tagged and reported to the

vendor.)

- 2.8.9 Compressed gas cylinders shall not be lifted by their valve or protective caps.

2.9 CHEMICAL HANDLING AND EXPOSURE

- 2.9.1 Each employee whose work environment risks exposure to harmful chemicals, hazardous waste, or irritants, is required to become familiar with that chemical with which he/she is working, either by manufacturer's data as labeled on the container of the product, City publications, written instructions, or information furnished by the manufacturer. Material Safety Data Sheet (MSDS) binders are available at the City Office, the City Shop, the Water Treatment Plant, and the Sewer Lagoon, and should be reviewed periodically by each employee. Precautionary information on labels such as normal handling, emergencies, fire and explosion, health hazards, personal protective equipment, and first aid measures shall be noted.
- 2.9.2 It is mandatory that all employees whose work environment risks exposure to harmful chemicals or hazardous waste utilize protective equipment. These hazards include those of chemical irritants or of mechanical nature encountered in a manner capable of causing injury or impairment to the function of any body part through absorption, inhalation, or physical contact. Personal protective equipment, such as shields and other devices for eyes, face, trunk, and extremities, shall be used.
- 2.9.3 Employees shall maintain the personal protective devices furnished to them in a sanitary and reliable condition and shall obtain replacements as necessary to insure reliability.
- 2.9.4 Because of the toxic nature of some chemicals, hazardous waste, vegetation control products, rodenticides, solvents, and insecticides, and the potential hazards of handling them, it is imperative that extreme care be used at all times. Employees with known allergies to specific chemicals are advised not to handle that chemical.
- 2.9.5 Employees who have been working with hazardous chemicals and may have chemicals on their hands shall not handle or eat food, tobacco, etc., without thoroughly washing their hands.
- 2.9.6 In handling and storing, all containers shall be labeled or marked with proper identification of contents and appropriate safety warnings.

- 2.9.7 Employees shall also become familiar with the locations of eye wash fountains and emergency showers.
- 2.9.8 Reasonable safeguards, such as protection against earth tremors, shall be taken in storing hazardous chemicals to prevent injury to persons or property. To prevent fire hazard, do not store containers of strong reducing agents next to containers of strong agents.
- 2.9.9 First Aid. When accidental contact with acids, caustics, or harmful chemicals occurs, the most important factor in preventing permanent injury is speed in treatment. Immediate and prolonged (minimum of 15 minutes) application of large quantities of running water should be used on any exposed area. Never attempt to neutralize or apply oils or ointments to burned areas. Acids or caustics in contact with the eyes should be treated immediately by washing with a steady gentle stream of water for a minimum of 15 minutes and, in all cases, shall be treated by a doctor.

2.10 WELDING AND CUTTING

2.10.1 General

- (1) Respirators, adequate ventilation or both shall be used during operations that produce toxic fumes.
- (2) Adequate fire prevention measures shall be taken before welding or cutting near or above flammable material or personnel.
- (3) Welding in the field shall be performed in accordance with local fire prevention regulations.
- (4) No cutting or welding shall be done in the presence of flammable or explosive mixtures of vapors, gases, or dust.
- (5) Fire extinguishers and a fire watch shall be maintained where a serious fire hazard is present.
- (6) When welding or cutting on engine-driven equipment adjacent to fuel tanks or lines on the equipment, they shall be removed or adequately shielded.
- (7) All containers that have held flammable material capable of producing explosive vapors shall be thoroughly purged before welding or cutting them.

2.10.2 Arc

- (1) During electric welding, suitable eye protection such as hoods, goggles, or screens shall be used to protect personnel.
- (2) Welding leads and power cables shall be protected from mechanical damage.
- (3) When not welding, electrodes shall be removed from the holder and the holder placed so that electrical contact with persons or objects is prevented.
- (4) Welders and welder helpers, when welding or cutting, shall wear shirts having long sleeves buttoned at the cuff. Shirts made of natural fibers are recommended, due to low flammability.

2.10.3 Gas

- (1) Welding hose shall be easily identified by use of a color code, and used only for the designated gas. The hose shall be protected against excessive wear or undue physical hazards such as cuts or burns.
- (2) Welding hose shall be protected from contact with flame or hot objects. Care shall be taken to avoid physical damage or excessive strain from pulling.
- (3) Cylinder valves shall be closed and hoses purged at the end of the work shift. Protective caps shall be reinstalled when not in use or while being transported.
- (4) The purging of hose or equipment shall not be done in a confined space.
- (5) Torches shall not be placed where accidental contact could release gas.
- (6) Torches shall not be hung from regulators.

2.11 WARNING SIGNS, GUARDS, AND BARRIERS

- 2.11.1 Approved warning signs, barriers, guards, flags, work area protection signs, and lights at night shall be installed and properly maintained whenever hazards exist due to moving or stationary machinery or vehicles, exposed energized parts, open excavations, construction operations, removal of manhole

or hand hole covers, and similar work. Reasonable inspection of such temporary lighting shall be made to ensure they are lighted and properly maintained.

2.11.2 Such warnings shall be placed immediately at the point of excavations, obstructions, or other hazards and, in addition, shall be placed sufficiently far in advance and to the rear as to provide adequate notice or warning to motorists that they are approaching said excavations, obstructions, or other hazards. The distance which such advance warning traffic control devices should be placed from the excavations, obstructions, or other hazards must vary according to the conditions. In lower-speed areas they should be closer, and in high-speed areas farther away; i.e., in 30 m.p.h. zones signs should be 200 feet apart; in 35-40 m.p.h. zones, signs should be 36 inches and 350 feet apart. Such signs shall be removed as soon as the excavations, obstructions, or other hazards are cleared so as to preclude the motoring public from disregarding the warning of our signs because of the absence of the obstructions or hazards.

2.11.3 Where conditions warrant, an employee shall be stationed at the surface to guard open manholes, pits, or vaults.

2.11.4 All open excavations shall be promptly and adequately covered.

2.12. USE OF SAFETY DEVICES

2.12.1 All employees shall be provided with personal protective equipment for the protection of the head, eyes, respiratory organs, hands, feet, back, and other parts of the body.

2.12.2 All safety devices furnished by the City shall be properly used by all employees as required. These devices will be regularly inspected and kept in good repair by the City, but this will not relieve the employee of the responsibility of using only those devices that are clean and in good working condition.

2.13 SAFETY BELTS, LIFE LINES, RAILINGS, ETC.

2.13.1 Employees shall use approved safety belts and straps, life lines, or other adequate protection when working below ground or more than four feet above ground, unless adequate railings are provided.

2.13.2 It shall be the duty of each employee to inspect each such safety device each time he/she uses it, whether furnished by the City or the employee, and he/she shall only use those that are in good condition.

2.14 FORK LIFTS

2.14.1 Fork lifts shall be operated by qualified and authorized employees only.

2.14.2 Riding (horizontal movement) on fork lift shall be restricted to the driver only. No one shall be permitted to ride on the load at any time.

2.14.3 Operators shall not engage in racing or other activity that will cause the fork lift to be driven at excessive speed.

2.14.4 A fork lift shall not be driven past anyone standing in front of a fixed object where he might be pinned. When backing up, the operator must look to the rear to be sure pedestrians are clear.

2.14.5 Any hazardous area with flammable dust or vapor shall not be entered unless the fork lift is approved for such use.

2.14.6 Engines shall not be idled for long periods in semi-closed or enclosed areas.

2.14.7 When leaving a fork lift unattended (defined as being more than 25 feet away from fork lift), the load-engaging means shall be fully lowered, the controls neutralized, power shut off, brakes set, and key removed. Wheels shall be blocked if the fork lift is parked on an incline.

2.14.8 No employee shall be permitted to stand or pass under the elevated portion of any fork lift, whether loaded or empty.

2.14.9 No industrial fork lift shall be used in excess of its rated capacity.

2.15 LADDERS

2.15.1 Ladders should conform to ANSI A14.1-1982[2], ANSI A14.2-1982[3], ANSI A-1984[4], or ANSI A14.5-1982[5].

2.15.2 When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.

- 2.15.3 Care shall be used in placing ladders. The bottom of the ladder should be away from the wall, never more than one fourth of the vertical height of the ladder.
- 2.15.4 Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.
- 2.15.5 The employee shall face the ladder when ascending or descending and shall use both hands.
- 2.15.6 When standing on a ladder, the employee shall not lean to one side while working unless the ladder is secured.
- 2.15.7 Employees shall not stand on the top platform of stepladders.
- 2.15.8 Ladders with weakened, broken, or missing steps, broken side rails, or which are otherwise defective, shall not be used. Repairs by nails or longitudinal reinforcements are prohibited on ladder.
- 2.15.9 All portable ladders shall be equipped with no-slip bases. Care shall be exercised in placing and blocking, lashing, or having the ladder held by someone, especially on oil, metal, or concrete surfaces.
- 2.15.10 Portable metal ladders shall not be used in the construction or maintenance of electrical circuits.
- 2.15.11 Ladders shall be maintained in good condition at all times, the joint between the stops and side rails shall be tight, all hardware and fittings securely attached, and the moveable parts shall operate freely without binding or undue play.
- 2.15.12 Ladders carried on vehicles should be adequately supported to avoid sagging and securely fastened in position to minimize chafing and the effects of road shocks.
- 2.15.13 Employees shall inspect ladder before using and, if defects are noted, the employee shall not use the ladder.
- 2.15.14 Ladders shall be inspected frequently, and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked "Dangerous. Do Not Use."
- 2.15.15 Only approved ladders owned by the City shall be used by employees.
- 2.15.16 Employees shall not work from the top step of a straight ladder. A minimum of three feet shall extend above the landing or foot-hold.

2.15.17 While an employee is working on a stepladder at a point ten feet or more above the ground or floor, the ladder shall be held by at least one other person, or secured.

2.15.18 Stepladder legs shall be fully spread when ladder is in use.

2.15.19 Stepladders shall not be used as straight ladders.

2.16 MATERIAL HANDLING AND LIFTING

2.16.1 The right way to lift is easiest and safest. Take a firm grip, secure a good footing, place the feet a comfortable distance apart, bend the knees, keep the back straight, and lift with the leg muscles.

2.16.2 Secure help when needed. Use cranes, hoists, hand carts, etc., for lifting heavy loads if necessary. Do not stand or pass under loads which are suspended by ropes, chains, or cables.

2.16.3 Gloves or hand pads are required when handling rough or heavy materials.

2.16.4 Never carry a load that is so large it obstructs the vision.

2.16.5 When two or more persons are carrying one object, each employee should face the direction in which the object is being carried, if possible.

2.16.6 When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal when all are to let go.

2.17 LOADING AND UNLOADING MATERIAL

2.17.1 Nail points, ends of loop or tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, barrels, etc.

2.17.2 Nails shall be removed from loose lumber or the points shall be bent down. All such nails and lumber shall be disposed of in a location where they shall not become a hazard.

2.17.3 Sharp or pointed articles shall be so stored as to prevent a person from coming in contact with the sharp edges and points.

- 2.17.4 Care shall be exercised when packing or unpacking glassware, porcelain, and other fragile objects which have sharp edges when broken.
- 2.17.5 Loads shall not be handled from the street side of a vehicle if it can be avoided.
- 2.17.6 Special care and instructions governing the loading and unloading of transformers, poles, pipes, bulky materials, etc., shall be strictly observed in every case.
- 2.17.7 No materials or tools shall be carried on the shoulder when working around energized equipment. Long material, including lumber, shall be carried in a horizontal position. Caution shall be exercised to prevent any material or tools from accidentally contacting energized conductors or equipment.

2.18 HAZARDOUS MATERIAL HANDLING

- 2.18.1 Protective Equipment. When working with acids, caustics, or harmful chemicals, the use of face shields or goggles and rubber gloves shall be considered as minimum protective equipment.
- 2.18.2 All employees handling acids, caustics, or harmful chemicals shall be instructed with regard to hazardous properties, proper protective clothing, and safe handling procedures.

2.19 EXCAVATIONS, TRENCHING, AND SHORING

- 2.19.1 Prior to opening an excavation, Blue Stakes must be notified by calling 1-800-662-4111. City utility maps shall also be consulted to determine the location of water and sewer lines as necessary. When the excavation approaches the estimated location of such installation, the exact location shall be determined and, when it is uncovered, proper supports shall be provided for the existing installation. All affected utility companies will be contacted by Blue Stakes and advised of proposed work.
- 2.19.2 All employees shall be protected with personal protective equipment for the protection of the head, eyes, respiratory organs, hands, feet, and other parts of the body.
- 2.19.3 Employees exposed to vehicular traffic shall wear warning vests marked with or made of reflectorized or high visibility material.

- 2.19.4 Employees subjected to hazardous dusts, gases, fumes, mists or atmospheres deficient in oxygen shall wear approved respiratory protection.
- 2.19.5 Walkways, driveways, and sidewalks shall be kept clear of excavated material or other obstructions. Open holes shall be barricaded or covered with proper warning devices in place.
- 2.19.6 Inspections of excavations shall be made by a qualified person. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees.
- 2.19.7 Materials shall be effectively stored and retained at least two feet or more from the edge of excavations in which employees may be required to enter. Barriers or other efficient retaining devices shall be used in order to prevent excavated or other materials from falling into the excavation.
- 2.19.8 Air in excavations shall be tested in locations where oxygen deficiency or gaseous conditions are suspected. When flammable gases are suspected, adequate ventilation shall be provided and/or sources of ignition shall be eliminated. Attended emergency rescue equipment, such as breathing apparatus, a safety line, fire extinguisher, etc., shall be readily available where adverse atmospheric conditions may exist or develop in an excavation.
- 2.19.9 Walkways or bridges with standard guardrails shall be provided where employees or equipment are required or permitted to cross over excavations 18 inches or more in depth.
- 2.19.10 Sides of trenches four feet or more in depth shall be shored, sheeted, braced, or otherwise supported by means of sufficient strength to protect the employees working within them. In lieu of shoring, the sides of the trenches may be sloped to preclude collapse, but shall not be steeper than a one-foot rise to each half-foot horizontal.
- 2.19.11 When employees are required to be in trenches four feet deep or more, an adequate means of exit, such as a ladder or steps, shall be provided and located so as to require no more than 25 feet of lateral travel.

- 2.19.4 Employees subjected to hazardous dusts, gases, fumes, mists or atmospheres deficient in oxygen shall wear approved respiratory protection.
- 2.19.5 Walkways, driveways, and sidewalks shall be kept clear of excavated material or other obstructions. Open holes shall be barricaded or covered with proper warning devices in place.
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- 2.19.11 When employees are required to be in trenches four feet deep or more, an adequate means of exit, such as a ladder or steps, shall be provided and located so as to require no more than 25 feet of lateral travel.

2.19.13 Employees entering shafts or deep holes shall be protected by the installation of a removable-type casing or shoring of sufficient strength to resist shifting of the surrounding earth. Such temporary protection shall be provided for the full depth of that part of the hole. A life line, suitable for instant rescue and securely fastened to a shoulder harness, shall be worn by each employee entering shafts or deep holes.

2.19.14 All holes, trenches, or excavations shall be guarded or covered in a manner that protects the public and employees.

2.19.15 Employees shall stay in the clear of mechanical hole digging equipment or revolving augers.

2.20 POLE/PIPE HANDLING

2.20.1 The term "Pole/Pipe Handling" includes the loading and unloading of transporting equipment in places of storage and the transportation and unloading of poles/pipe in the field. It does not include setting, removing, etc., which are treated separately.

2.20.2 Pole/pipe handling methods shall follow a set procedure and each phase of each operation shall follow in its proper sequence.

2.20.3 Only methods, tools, and equipment approved by the supervisor shall be used in pole/pipe-handling operations.

2.20.4 Employees shall not stand or pass under a suspended load.

2.20.5 Employees and equipment shall be placed so as to minimize the danger of injury or damage should a pole or poles get out of control.

2.20.6 Employees engaged in handling poles/pipes shall wear suitable gloves and shall wear a long-sleeved shirt or jacket with the sleeves rolled down.

2.20.7 Only employees who are specifically trained and authorized shall give signals.

2.20.8 Poles/pipes shall be stored to make the pile stable, having each pile securely chocked or tied to prevent rolling.

3. TRAFFIC AND MOTOR VEHICLE OPERATION

3.1 KNOWLEDGE AND COMPLIANCE WITH LAWS

3.1.1 Drivers of City vehicles shall be familiar with and obey all State Vehicle Codes, local traffic policies and ordinances, and all City policies and regulations governing vehicle operations. The omission of any of the Vehicle Code provisions from these policies does not relieve the driver of responsibility for complying with applicable State Vehicle Code provisions.

3.2 LICENSE AND PERMITS

3.2.1 Drivers of vehicles shall have in their possession a valid Operator or Commercial Driver License with a current medical card, as required by the State Motor Vehicle Code.

3.2.2 Performance tests, as might be required or necessary, shall be given for special equipment.

3.3 DEFENSIVE DRIVING

3.3.1 Employees are urged to practice defensive driving at all times. Avoid accidents by anticipating that someone may step from between parked cars, that a car may pull out from the curb without warning, or that the driver ahead may turn or stop suddenly.

3.3.2 Employees shall drive courteously at all times and shall yield the right-of-way to other vehicles if there are any questions as to which vehicle has the right-of-way.

3.4 SPEED LAWS

3.4.1 Drivers of City vehicles shall comply with the posted speed limits at all times.

3.4.2 These limits are specific speeds established by code for certain situations such as school zones, business and residential districts, and other specialized zones established by the posting of speed limit signs. This also applies to open highway when speed limits are established by code and posted.

3.5 PHYSICAL CONDITION OF DRIVER

3.5.1 No employee shall drive a City vehicle while his/her physical condition may impair his/her normal judgement and ability.

3.6 UNAUTHORIZED DRIVERS

3.6.1 No person shall be allowed to drive City vehicles or equipment unless he/she is an employee of the City of Monticello and is authorized to use the vehicle. This rule shall apply to family members and friends of employees in charge of City vehicles.

3.7 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

3.7.1 Driving a City vehicle while intoxicated or under the influence of drugs will be grounds for discipline or immediate discharge.

3.8 SAFE OPERATIONS

3.8.1 Drivers shall not operate City vehicles with inadequate brakes, faulty steering gear, horn, lights, etc, except to proceed to a place where repairs can be made, and then only at such reduced speed or in such manner as will enable the movement to be made safely. If the car cannot be driven safely, it shall be towed to a place where repairs can be made.

3.8.2 When known, mechanical defects shall be reported to the department head or City Manager.

3.9 VEHICLE/EQUIPMENT SAFETY INSPECTION (Pre-Trip Inspection)

3.9.1 All vehicles/equipment in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:

- (1) Service brakes, including trailer brake connections.
- (2) Parking system (hand brake).
- (3) Emergency stopping mechanism.
- (4) Coupling devices.
- (5) Seat belts.

(6) Operating controls.

(7) Safety devices.

3.9.2 All defects shall be corrected before the vehicle is placed in service.

3.9.3 These requirements also apply to equipment such as lights, reflectors, windshield wipers, first aid kits, fire extinguishers, etc, where such equipment is necessary.

3.10 MOVEMENT OF VEHICLES

3.10.1 Before starting to move a vehicle, either forward or backward, the driver shall determine that no person or object is in the path of the vehicle.

3.10.2 Extraordinary precautions shall be taken when driving motor vehicles near children.

3.11 BACKING

3.11.1 Backing into streets or roadways is prohibited, except when impractical to proceed by other means. Extreme caution shall be used under these circumstances.

3.11.2 No vehicle/equipment shall be operated having an obstructed view to the rear unless:

(1) The vehicle has a reverse signal alarm audible above the surrounding noise level; or

(2) The vehicle is backed up only when observer signals that it is safe to do so.

3.11.3 All bi-directional machines, such as front-end loaders, trenchers, and similar equipment, shall have in operation a reverse signal alarm distinguishable from the surrounding noise level, or an employee signaling that it is safe.

3.12 TRANSPORTING EMPLOYEES

3.12.1 Employees shall ride within the body of the vehicle in firmly secured seats that are provided with seat belts. Under no circumstances shall employees ride on fenders, running boards, tail gates, side rails, or tops of vehicle.

3.12.2 All sharp tools, such as saws, chisels, axes, knives, etc., carried on vehicles shall be so stored or guarded to prevent injury to workmen.

3.12.3 Before proceeding, drivers shall make certain that all loads are properly secured, employees are so placed as to preclude being exposed to hazards from shifting loads, and employees are riding in the seats provided.

3.12.4 Drivers shall not permit boarding or alighting from vehicles which they are operating while such vehicles are in motion.

3.12.5 No passenger in a vehicle shall ride in such a position as to interfere with the driver view ahead or to the sides, or to interfere with his/her control over the driving mechanism of the vehicle.

3.12.6 Drivers or passengers shall not throw trash, waste paper, any burning material, or other objects from vehicles.

3.13 SEAT BELTS

3.13.1 When driving or riding in City vehicles, the seat belts must be fastened at all times.

3.14 PARKING

3.14.1 Park parallel, close to the curb or edge of the road, unless signs or pavement markings indicate angle parking. Turn on the emergency flashers unless legally parked off the highway.

3.14.2 Never park on the paved or traveled part of any highway outside of a business or residential district when it is possible to pull off the road.

3.14.3 If you have to make an emergency stop, get all four wheels off the hard surface if safe and practicable. Turn on the emergency flashers and place warning devices.

3.14.4 Never park on a hill or curve unless it is impossible to move the vehicle. Take all emergency precautions available to warn other motorists.

3.14.5 If you park on a hill, wheels shall be chocked.

3.15 COASTING PROHIBITED

3.15.1 City vehicles must be operated in gear while in motion. Coasting on the highway and especially on a down-grade is prohibited.

3.16 APPROACH OF EMERGENCY VEHICLES

3.16.1 Drivers shall yield the right-of-way to all emergency vehicles when they are approaching with red lights and/or siren in operation. City equipment will proceed immediately to a position parallel to, and as close as possible to, the right-hand edge of the curb of the roadway and shall stop and remain in such position until the emergency vehicle has passed.

3.17 TRUCK AND HEAVY EQUIPMENT OPERATION

3.17.1 THE DRIVER IS RESPONSIBLE FOR HIS/HER LOAD. Vehicles shall be loaded properly. The driver's view shall not be obstructed. Loads shall be properly fastened with ropes or binders. Material transported on the same truck with workmen shall be secured to prevent shifting.

3.17.2 Vehicles shall be kept free from accumulation of materials that constitute hazards from tripping, obstructions, or fires. Sufficient clearance shall be allowed for access to material and tools. All surface shall be kept free from protruding nails or bolts, splinters, loose boards, and unnecessary holes or openings.

3.17.3 Good housekeeping shall be maintained at frequent and regular intervals. All sweepings, solid or liquid waste, refuse, and garbage shall be removed and disposed of in proper receptacles as often as necessary or appropriate to maintain equipment in a sanitary condition.

3.17.4 No eating or drinking is allowed while operating vehicles. Common drinking cups or other similar utensils are prohibited.

3.17.5 When winches on trucks or tractors are used to raise or lower poles or material, pull-in wire, etc., the operator shall not leave the controls while the winch is in operation or is being used to hold a load.

- 3.17.6 Drivers of City trucks and other vehicles equipped with booms or derricks, truck mounted ladders, mechanical or hydraulic lifts, hole diggers, or similar equipment, shall not drive with such equipment in an elevated or partially elevated position.
- 3.17.7 Proper precautions shall be taken at all times to prevent contact with overhead lines, trees, or structures.
- 3.17.8 Safety chains will be used on all trailed equipment except semi-trailers coupled with a standard fifth-wheel.
- 3.17.9 All haulage vehicles loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.
- 3.17.10 Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set. Emergency flashers will be set when necessary.
- 3.17.11 No modifications or additions which affect the capacity or safe operation of the equipment shall be made without manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- 3.17.12 When driving vehicles or equipment under the speed limit in a manner that may impede traffic flow, the emergency flashers will be set to warn on-coming traffic.

4. OFFICE AND CLERICAL SAFETY

4.1 AVOIDING HAZARDOUS CONDITIONS

- 4.1.1 Chairs, waste baskets, cords, and other articles shall not be left in walkways or where they constitute a tripping hazard.
- 4.1.2 Desk drawers, cabinet doors, slides, and files shall not be left standing open while unattended.
- 4.1.3 Broken glass or other sharp-edged objects shall not be placed in waste baskets unless properly protected.

- 4.1.4 Materials such as pencils, paper clips, rubber bands, paper, etc., shall be retrieved when dropped on floors, landings, or stairs. Proper containers shall be used for storage.
- 4.1.5 Caution must be taken when using chemicals which may contain a hazardous substance. Every container shall be properly labelled. Spilled liquids shall be wiped up quickly. All employees shall be familiar with the location and contents of the Material Safety Data Sheets, which are kept on file at the City Office.
- 4.1.6 Paper cutters and paper shredders should be used with caution.
- 4.1.7 The bottom drawers of file cabinets should be loaded with files or heavy materials to avoid tipping of cabinet when the top drawer is opened.

4.2 ELECTRICAL EQUIPMENT

- 4.2.1 Care shall be taken when using portable electrical equipment and hand tools such as heaters, electric erasers or sharpeners, typewriters, lamps, radios, coffee pots, etc., to ensure their safe operation. All defective equipment shall be tagged and removed from service until repaired. Electrical outlets shall not be overloaded with multiple appliances.
- 4.2.2 Microwave ovens shall be used according to manufacturer's guidelines. Where microwave ovens are used, notice shall be provided to persons with pacemaker heart units. All repairs to microwave ovens should be made by qualified repair people.
- 4.2.3 Qualified repair people shall be called in for all office equipment repairs. Equipment which is covered by a contract maintenance agreement should always be serviced according to contract. Minor adjustments can be made by an employee who has received maintenance instruction on the equipment.

4.3 LIFTING OR REACHING

- 4.3.1 Avoid back injury. Lifting should always be done with the leg muscles, with knees bent and the back straight, as the object is lifted.
- 4.3.2 Whenever necessary, an employee should ask for assistance before attempting to move any item which is too heavy or awkward.

4.3.3 When reaching, twisting, or bending down, sudden or awkward movements should be avoided.

4.3.4 Approved ladders, step stools, or other safety supports shall be used to reach material on high shelves or at other elevations.

4.4 STAIRWAYS, DOORS, HALLS

4.4.1 Extreme caution should be used when opening and closing doors with glass panels.

4.4.2 Employees shall keep to the right in the hallways, particularly around corners, and shall not run.

4.4.3 Handrails shall be used when ascending or descending basement stairs. Most common falls or strains occur because of inattention.

CITY OF MONTICELLO

HAZARD COMMUNICATION PROGRAM

APPROVED:



K. Dale Black, Mayor

Date: 9-9-98

CITY OF MONTICELLO

HAZARD COMMUNICATION PROGRAM

The following written hazard communication program has been established for the City of Monticello. This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at the City office, City shop, water treatment plant, and the sewer lagoon for review by all employees.

1. POLICY

Education and training will be provided for all employees who potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the workplace. All employees will be informed of the location of the written hazard communication program, chemical listing, and MSDS's.

2. CONTAINER LABELING

The City Operations Manager will verify that all containers received for and used by the City are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residue has been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified.

3. LIST OF HAZARDOUS CHEMICALS

A list which identifies current hazardous chemicals present in the work place will be maintained, up-dated and periodically reviewed. The list is cross-referenced to the MSDS's. It is kept with this program and MSDS's, and serves as an index to aid employees in identifying and locating necessary information.

4. MATERIAL SAFETY DATA SHEETS

It is the responsibility of the City Operations Manager to obtain necessary MSDS's for hazardous materials so a comprehensive MSDS file can be maintained. MSDS's will be maintained in current status.

Copies of the MSDS's for all hazardous chemicals to which employees may be exposed will be kept at the City Office, City shop, water treatment plant, and the sewer lagoon and will be readily available for review to all employees during each workshift.

Sub-contractors working for the City are required to bring copies of all MSDS's for hazardous materials they are bringing on a job-site to the City office so the information is accessible to all employees. It is preferable to have each sub-contractor bring their hazardous communication program and MSDS's in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the job-site and the removal of all hazardous materials, they may take their information with them.

It is recommended that employees take a copy of the applicable MSDS's to the medical facility if emergency treatment is necessary due to exposure.

5. INFORMATION AND TRAINING

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazardous communication program, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDS's. Attendance should be documented.

5.1 Employee training will include at least the following:

- 5.1.1 Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area;
- 5.1.2 The physical and health hazards of the chemicals in the work area;
- 5.1.3 The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used;
- 5.1.4 Details of the hazard communication program, including the labeling system;
- 5.1.5 Material safety data sheets, and how employees can obtain and use the appropriate hazard information;

5.1.6 If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be the employee's responsibility to inform the employer prior to handling such material, so proper training can be given.

6. NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (e.g. broiler clean-out or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDS's; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

7. SUB-CONTRACTORS AND OTHER EMPLOYEES

Any contractors working in the City's facilities or job-site will be informed of the written hazardous material program and where to locate MSDS's. It will be the responsibility of that contractor to properly train his employees in the avoidance of, or emergency procedures for, these materials.

CITY OF MONTICELLO

HAZARD COMMUNICATION PROGRAM

ACKNOWLEDGEMENT OF EMPLOYEE:

1. I have received a copy of the Hazard Communication Program, which defines the policy of the City of Monticello, my employer's responsibilities, and my responsibilities as an employee who may be exposed to hazardous chemicals in the performance of my duties.
2. I understand that I will receive training on the handling of hazardous chemicals and that I will be held responsible for following the policy.
3. I am aware that copies of the policy, a chemical listing, and MSDS's are located at the City Office, the City Shop, the water treatment plant, and the sewer lagoon, and that these copies are available to me for periodic review or in the event of an emergency.

Employee

Date: _____

Supervisor

Date: _____

CITY OF MONTICELLO

CONFINED SPACE ENTRY PROGRAM

APPROVED:



K. Dale Black, Mayor

Date:

8-26-98

CITY OF MONTICELLO

CONFINED SPACE ENTRY PROGRAM

The City of Monticello has confined spaces that, due to various chemical and physical properties, may cause death or serious injury to employees who may enter them. This Confined Space Entry Program is developed and established to identify, evaluate, and control such spaces and, more importantly, to detail procedures and responsibilities for entering and working within confined spaces.

Adherence to the policies and directives contained in this program is mandatory for all City employees. Supervisors and employees failing to follow this program are subject to disciplinary action and/or dismissal.

1. DEFINITIONS

1.1 CONFINED SPACE - A space that:

1.1.1 Is large enough and so configured that an employee can bodily enter and perform assigned work; and

1.1.2 Has limited or restricted means for entry or exit; and

1.1.3 Is not designed for continuous employee occupancy.

1.2 PERMIT-REQUIRED CONFINED SPACE - A confined space that:

1.2.1 Contains or has a potential to contain a hazardous atmosphere; or

1.2.2 Contains a material that has the potential for engulfing an entrant; or

1.2.3 Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

1.2.4 Contains any other recognized serious safety or health hazard.

1.3 ACCEPTABLE ENTRY CONDITIONS - The conditions that must exist in a permit space to allow entry and to ensure employees can safely enter into and safely work within a permit-required confined space.

City of Monticello
Confined Space Entry Program

- 1.4 ENTRY - The action by which a person passes through an opening into a permit-required confined space. Entry is considered to occur as soon as any part of the entrant's body breaks the plane of an opening into the space. NOTE: for entry to occur, there must be an intent to bodily enter the confined space. You may reach into a space; and not bodily enter (say to adjust a valve), and do so without an entry permit being required.
- 1.5 ENTRY PERMIT - The written or printed document provided by the City to allow and control entry into a permit space.
- 1.6 ENTRY SUPERVISOR - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.
- 1.7 HAZARDOUS ATMOSPHERE - An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following conditions:
 - 1.7.1 Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
 - 1.7.2 Airborne combustible dust at a concentration that meets or exceeds its LFL. (This may be approximated as a condition in which the dust obscures vision at a distance of feet or less);
 - 1.7.3 Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
 - 1.7.4 Atmospheric concentration of any substance for which a dose of permissible limit is published (in Occupational Health and Environment Control, Subpart G, or Hazardous and Toxic Substances, Subpart Z); or
 - 1.7.5 Any other atmospheric condition that is immediately dangerous to life and health.
- 1.8 NON-PERMIT CONFINED SPACE - A confined space that does not contain or, with respect to atmospheric hazards, does not have the potential to contain any hazard capable of causing death or serious physical harm.
- 1.9 PROHIBITED CONDITION - Any condition in a permit space that is not allowed by the permit during the time when entry is authorized.

1.10 TESTING - The process by which the hazards are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

2. **CONFINED SPACE LOCATIONS**

Work places within the City have been surveyed to identify any confined spaces that may be present. Locations are listed below:

2.1 NON-PERMIT - None of the locations within the City have been identified as non-permit confined spaces.

2.2 PERMIT REQUIRED - The following locations have been identified as permit-required confined spaces when atmospheric conditions are below acceptable levels, and may be entered ONLY by following the entry permit procedures established in this program:

2.2.1 Any sewer manholes within the City; and

2.2.2 Clear well at Water Treatment Plant; and

2.2.3 Pressure Reducing Valve Stations:

- (i) Intersection of Clayhill Drive and Cemetery Road;
- (ii) 517 East Central.

2.2.4 Treated water storage tanks; and,

2.2.5 Any other confined space which may be identified as having unacceptable atmospheric conditions at the time entry is being contemplated.

2.3 ALTERNATE ENTRY - Any of the above permit-required confined spaces may be entered by following the Alternate Entry Procedures.

2.4 RECLASSIFICATION - The above permit-required confined spaces may be reclassified and entered as a non-permit space ONLY after their hazards have been eliminated following prescribed procedures.

3. RESPONSIBILITIES

3.1 EMPLOYER:

- 3.1.1 Will evaluate the work place and identify permit-required confined spaces.
- 3.1.2 Inform exposed employees of the existence, location of, and the danger posed by the permit space by posting danger signs or by any other equally effective means.
- 3.1.3 Determine if employees will or will not enter permit-required space. If not, take effective measures to prevent employees from entering the permit-required spaces.
- 3.1.4 Provide and document training for entrants, attendants, entry supervisors, and (if used) in-house rescue personnel.
- 3.1.5 Designate the appropriate supervisor as entry supervisor.
- 3.1.6 Provide all specified equipment required for entry in a permit-required confined space as outlined in this program at no cost to the employees, maintain equipment properly, and ensure that employees use that equipment properly.
- 3.1.7 When acting as host employer for a contractor performing permit-space entry work, shall:
 - (i) Inform contractor of permit space entry program;
 - (ii) Apprise contractor of hazards of particular permit spaces and precautions and procedures implemented for protection of employees in or near permit spaces;
 - (iii) Coordinate entry operations with contractor when both will be working in or near permit spaces, and debrief contractor after entries;
 - (iv) Obtain information from contractor of permit program to be followed and coordinate multiple entry operations; and
 - (v) Debrief contractors of the hazards encountered or created.
- 3.1.8 If necessary, reclassify a non-permit confined space as a permit space when there are changes in use or configuration.

3.2 EMPLOYEES:

3.2.1 Will not enter any permit-required confined space unless specifically authorized by the supervisor, and only in full accordance with this program and OSHA standards.

3.2.2 Attend and complete any scheduled training required by his/her supervisor and this program.

3.2.3 When selected as an entrant, attendant, or entry supervisor, perform those duties as outlined in this program.

4. PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM AND PROCEDURES

4.1 PROCEDURE - All permit-required confined spaces will be identified by the supervisor. Exposed employees will be informed of such spaces through training.

Only trained and qualified employees will be authorized as permit space entrants, attendant, or entry supervisor.

No employee shall enter a permit space without having a properly completed entry permit signed by the supervisor.

Entry permit procedures are as outlined below:

4.1.1 Entrants will obtain an entry permit from the supervisor prior to entry of the space.

4.1.2 The entrant will accomplish all pre-permit actions required for entering the space, such as atmospheric testing, hazard control/elimination actions, will have all required equipment on hand, will provide for attendant and rescue services, etc.

4.1.3 Complete all items on the permit.

4.1.4 The entry will be authorized and the permit will be signed only by an authorized entry supervisor. If any item on the permit is checked as "NO" (meaning not yet completed or available), the permit will not be signed.

4.1.5 Entry may proceed. A copy of the entry permit will be placed outside the confined space until the permit has been cancelled by the appropriate personnel.

4.2 TESTING AND MONITORING

4.2.1 Test the space as necessary to determine if acceptable entry conditions exist before beginning entry operations. Initial testing of the atmosphere must be done from outside the confined space prior to any entry. If isolation of the space is infeasible because the space is large or part of a continuous system (such as sewer), entry conditions will be continuously monitored where entrants are working.

4.2.2 Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.

4.2.3 When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors. Parameters for non-hazardous atmospheres are:

- (i) Oxygen between 19.5 and 23.5 percent;
- (ii) Flammability less than ten percent of the lower flammability limit; and
- (iii) Toxicity less than the permissible exposure limit (PEL).

An authorized attendant must be present and monitoring the entry at all times. The attendant will not be assigned any other duties that may interfere with his attendant duties. Attendant duties are outlined below.

4.3 RESCUE AND EMERGENCY SERVICES - Non-entry rescue is the preferred method for rescue of personnel from a permit-required space. Employees will not enter a permit space for rescue unless they have been specifically trained and equipped for such rescue.

4.3.1 To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase overall risk of entry or would not be of value to any rescue. Retrieval system requirements are:

- (i) Each entrant shall use a chest or full body harness, with a retrieval line attached at the center of the back near shoulder level, or other appropriate point; and

- (ii) Other end of retrieval line shall be attached to a mechanical device or fixed point outside of permit space enabling immediate use. A mechanical device will be used to retrieve personnel from vertical-type permit spaces more than five (5) feet deep; and
- (iii) If injured entrant is exposed to any substances with a required MSDS or similar document, that MSDS or document will be made available to the medical facility treating entrant.

4.3.2 If rescue should become necessary, the attendant will:

- (i) Notify and summon the rescue team/service;
- (ii) Attempt non-entry rescue procedures to the extent possible by the circumstances;
- (iii) Monitor the situation and be ready to give rescuers information on the number of victims and their status, and what hazards, chemical types, concentrations, etc. are present.

4.3.3 Only designated personnel will enter permit spaces for rescue purposes. Each designated rescue team member will be trained on:

- (i) Use of personal protective and rescue equipment necessary for making the rescue from the permit space;
- (ii) Performance of assigned rescue duties and also that training required of authorized entrants;
- (iii) Basic first-aid and cardiopulmonary resuscitation (CPR). At least one member of the rescue team will hold current certification in first aid and CPR.

Each rescue team member will practice making permit space rescues at least once every twelve (12) months, by means of simulated rescue operations and in spaces representative of the types of permit spaces from which rescue is to be performed.

Permits will be cancelled by the entry supervisor upon completion of the work, or when any prohibited condition arises. Permits cannot just be let to expire. Cancelled permits must be kept for the annual review.

4.4 PROGRAM REVIEW - Cancelled entry permits will be retained on file for at least one year. The Permit Space Program will be reviewed within one year of each entry using these cancelled permits to revise the program as necessary to ensure employees are protected from permit space hazards. A single review covering all entries in the preceding year may be conducted.

5. DUTIES OF THE ENTRANT, ATTENDANT, AND ENTRY SUPERVISOR

5.1 ENTRANT

- 5.1.1 Know the hazards that may be faced, including the mode, signs or symptoms, and consequences of the exposure.
- 5.1.2 Properly use equipment as required.
- 5.1.3 Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to alert entrants of the need to evacuate the space.
- 5.1.4 Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.
- 5.1.5 Exit from the permit space as quickly as possible whenever:
 - (i) An order to evacuate is given by the attendant or the entry supervisor, or an evacuation alarm is activated;
 - (ii) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or detects a prohibited condition.

5.2 ATTENDANT

- 5.2.1 Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
- 5.2.2 Be aware of possible behavioral affects of hazard exposure.
- 5.2.3 Continuously maintain an accurate count and identity of authorized entrants.
- 5.2.4 Remain outside the permit space during entry operations until relieved by another attendant.
- 5.2.5 Communicate with entrants as necessary to monitor entrant status and to alert entrants of the need to evaluate.
- 5.2.6 Monitor activities inside and outside space to determine if safe for entrants to remain in space and order evacuation when necessary.

5.2.7 Summon rescue and emergency services when assistance for emergency exit from permit space is necessary.

5.2.8 Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:

(i) Warn them to stay away, or exit immediately if they have entered;

(ii) Inform the entrants and entry supervisor if unauthorized persons enter the permit space.

5.2.9 Perform non-entry rescues as specified by City procedure.

5.2.10 Perform no duties that might interfere with their primary duty to monitor and protect authorized entrants.

5.3 ENTRY SUPERVISOR

5.3.1 Know the hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.

5.3.2 Verify that acceptable conditions for entry exist before endorsing the permit and allowing entry to begin.

5.3.3 Terminate the entry and cancel the permit when entry operations are complete or a prohibited condition arises.

5.3.4 Verify that rescue services are available and the means for summoning them are operable.

5.3.5 Remove unauthorized individuals who enter or who attempt to enter the permit space.

5.3.6 Determine whenever possible and at appropriate intervals that acceptable entry conditions are maintained.

6. TRAINING

Only trained and qualified employees may be authorized as entrant, attendant, entry supervisor, or in-house rescue team members. The training will establish proficiency in the duties required by this program so that the employee acquires the understanding, knowledge, and skill necessary for the safe performance of his/her duties.

- 6.1 TRAINING REQUIRED - Training must be completed before employee is assigned duties under this program, before there is a change in assigned duties, and whenever a supervisor has reason to believe either that there are deviations from permit space entry procedures or inadequacies in the employee's knowledge or use of this program.
- 6.2 CERTIFICATION - Supervisors will certify that this training has been accomplished. The certification will contain the employee's name, signatures or initials of the trainers, and the dates of training. The certification will be kept on file.

7. ALTERNATE ENTRY PROCEDURES

Alternate entry procedures may only be used when the only hazard is an actual or potential hazardous atmosphere. If alternate entry procedures are used, no permits are needed, no attendant or supervisor is required, and rescue provisions need not be used. Training and a written certification are required.

7.1 CONDITIONS TO BE MET TO QUALIFY FOR ALTERNATE PROCEDURES -

- 7.1.1 The only hazard posed by permit space is an actual or potential hazardous atmosphere (see note following Section 8, Permit Space Reclassification).
- 7.1.2 Continuous forced air ventilation alone is sufficient to maintain safe permit space.
- 7.1.3 Monitoring and inspection data that supports above demonstrations have been developed and documented.

7.2 ENTRY MUST BE IN ACCORDANCE WITH THE FOLLOWING:

- 7.2.1 Any condition making it unsafe to remove an entrance cover shall be eliminated before removing the cover. When entrance covers are removed, the opening shall be promptly and effectively guarded.
- 7.1.4 If initial entry is necessary to obtain above data, it shall be performed in accordance with this program.
- 7.1.5 Documented determinations and supporting data will be made available to entrants.
- 7.2.2 Before entry, the internal atmosphere shall be tested with a calibrated direct-reading instrument, for the following conditions, in the order given:

- (i) Oxygen content: 19.5-23.5%;
- (ii) Flammable gases and vapors: $\leq 10\%$ of LEL
- (iii) Potential toxic air contaminants: $< PEL$

7.2.3 There may be no hazardous atmosphere within the space whenever any employee is inside the space.

7.2.4 Continuous forced air ventilation shall be used as follows:

- (i) Entry not permitted until hazardous atmosphere is eliminated;
- (ii) Ventilation shall be directed to immediate areas where employees are or will be present and will continue until all employees have left the space;
- (iii) Air supply shall be from a clean source and may not increase hazards in space.

7.2.5 Atmosphere within space shall be periodically tested as necessary to ensure that ventilation is adequate. If hazardous atmosphere is detected during entry:

- (i) Each employee shall leave space immediately;
- (ii) Space shall be evaluated to determine how hazardous atmosphere developed; and
- (iii) Measures must be taken to protect employees from hazardous atmosphere before any subsequent entry.

7.2.6 The entry supervisor will verify that the space is safe for entry and that all of the above requirements have been met. Such verification will be in writing to include the date, location of the space, and the signature of the person providing the certification, and shall be made available to each employee before entry.

8. PERMIT SPACE RECLASSIFICATION

A permit space may be reclassified as a non-permit space under the following circumstances:

8.1 If there are no actual or potential atmospheric hazards and if all hazards within permit space are eliminated without entry, space may be reclassified for as long as the non-atmospheric hazards remain eliminated.

- 8.2 Hazards may be eliminated by such actions as purging or inerting tank/vessels of contaminants, emptying material from hoppers/bins, use of City lockout/tag procedures for electrical/mechanical hazards. The control of atmospheric hazards through forced air ventilation does not constitute elimination of that hazard (it only controls the hazard; the preceding Alternate Entry Procedures, Section 7, must be used in such cases).
- 8.3 If entry is required to eliminate hazards, it shall be according to regulations and the space may be reclassified for as long as the hazards remain eliminated.
- 8.4 Entry supervisors will certify in writing that all hazards in permit space have been eliminated and make this document available to each entrant.
- 8.5 If hazards arise in declassified permit space, employee(s) shall exit and the employer shall determine whether to reclassify space.

NOTE: A combination of reclassification procedures and alternate entry procedures (e.g. using lockout/tagout to eliminate a physical hazard, then continuous forced air to control an atmospheric hazard) may not be used together. Situations as such must be entered under the permit program.



San Juan County Emergency Services

Office of Emergency Management
P.O. Box 9 • 117 South Main St
Monticello, Utah 84535-0009
(801) 587-3225 FAX 587-2425

August 13, 1998

Mr. Carl Taylor, Operation Manager
City of Monticello
Post Office Box 457
Monticello, Utah 84535-0157

RE: Confined Entry Equipment/Trailer

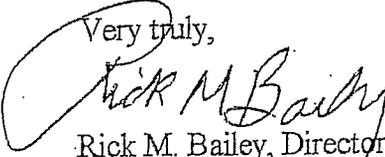
Dear Carl:

The County will authorize the City of Monticello to use our confined entry equipment and trailer based upon your needs. Our only concerns would be the following:

- 1) If we need the equipment and/or trailer for our own incidents, we must have priority for this use.
- 2) That the City would be responsible for replacing any equipment that is broken through your use.

I would be happy to meet with you at your convenience to show you the trailer and the equipment.

Very truly,


Rick M. Bailey, Director
San Juan County Emergency Services

CITY OF MONTICELLO

SPACE ENTRY PERMIT

Date & Time Issued: _____/_____/_____ Date & Time Expires: _____/_____/_____
Permit Space ID: _____
Purpose of Entry: _____

Entrants' Names: _____
Attendant(s): _____ Entry Supervisor: _____
All Entrants, Attendant(s), Entry Supervisor Verified Trained for Duties _____

Hazards of Space: Atmospheric _____ Engulfment _____ Electrical _____
Mechanical _____ Other _____

Method to Eliminate:	DATE	TIME	N/A
Ventilation	_____	_____	_____
Control Hazard(s)	_____	_____	_____
Lockout/Tagout	_____	_____	_____

Completed:

Line(s)	Broken-Capped-Blanked	Purge-Flush-Vent	Other	DATE	TIME	N/A
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Equipment Available:	N/A	YES	NO	Equipment Available:	N/A	YES	NO
Calibrated Gas Monitor	_____	_____	_____	Protective Clothing	_____	_____	_____
Safety Harness/Lifeline	_____	_____	_____	Ventilation	_____	_____	_____
Emergency Retrieval Line	_____	_____	_____	Communication	_____	_____	_____
Hoisting Equipment	_____	_____	_____	Explosion-Proof	_____	_____	_____
Breathing Apparatus	_____	_____	_____	Lights & Tools	_____	_____	_____

Communication Procedures - Entrant <> Attendant: _____

Rescue Team: _____
Means of Summoning Rescue Team: _____

Testing & Monitoring:	Periodic	Continuous	Pre-Entry	Other	N/A
Oxygen - 19.5%-23.5%	_____	_____	_____	_____	_____
Flammability -					
<10% LFL (_____)	_____	_____	_____	_____	_____
Concentrations -					
<PEL (_____)	_____	_____	_____	_____	_____
Tester's Initials	_____	_____	_____	_____	_____

Additional Work Permits (Hot-work, etc) Attached: Yes _____ No _____ N/A _____

NOTE: (1) ENTRY CANNOT BE APPROVED IF ANY COLUMN IS MARKED "NO".
(2) PERMIT IS NOT VALID UNLESS ALL ITEMS ARE COMPLETED AND CERTIFIED BY ENTRY SUPERVISOR ON THE REVERSE SIDE OF THIS FORM.

CERTIFICATION OF ENTRY SUPERVISOR (sign one):

1. Conditions Met: All entry conditions have been met. Entry is Authorized.

Signature of Entry Supervisor

Date: _____

2. Alternate Entry Procedures: All pre-entry measures required by this program have been completed and the space identified above is safe for entry following Alternate Entry Procedures.

Signature of Entry Supervisor

Date: _____

3. Reclassification to Non-Permit Space: All hazards have been eliminated from the space identified above and the space is reclassified as a non-permit space.

Signature of Entry Supervisor

Date: _____

CITY OF MONTICELLO

CONFINED SPACE ENTRY PROGRAM

ACKNOWLEDGEMENT OF EMPLOYEE:

I have received a copy of the Confined Space Entry Program, which defines the policy of the City of Monticello, my employer's responsibilities, and my responsibilities as an employee who may be required to enter into a confined space in the performance of my duties.

1. I understand that I am responsible for reading the Confined Space Entry Program policy and becoming familiar with its content.
2. I understand that I will be held accountable for abiding by the policy whenever the need to enter and work within a confined space may arise.
3. I understand that failure to follow this policy could result in disciplinary action and/or my dismissal.

Employee

Date: _____

Supervisor

Date: _____