CARROLLTON
TEXAS

S.O.S.

SEE IT. OWN IT. SOLVE IT

EMPLOYEE HANDBOOK - SAFETY MANUAL

I certify that I have received the Employee Handbook - Safety Manual. I acknowledge that I have the responsibility to read and to comply with the procedures established by the City of Carrollton to ensure a safe and healthy workplace. I understand the safety rules set forth in this handbook are intended as general safety procedures applicable to all City employees and positions. I also understand that each department may issue additional, more detailed and/or specific safety procedures that apply in special circumstances and/or types of work. I acknowledge that I am responsible for complying with all safety rules established by the City for my position and/or work I perform for the City.

Name: _____

Employee #: _____

Department: _____

Signature: _____

Date: _____

Please return this signed page to your supervisor.

S.O.S.

See it. **O**wn it. **S**olve it.

See it - Recognize potential hazards as they appear in the workplace.

Own it - Accept personal responsibility for identifying potential hazards and how to correct them.

Solve it - Take the necessary steps to mitigate hazardous conditions and then educate other employees to prevent recurrence.

S.O.S. is a behavior-based, interactive safety process that encourages and empowers <u>all</u> City employees to participate in safety improvement by observing and correcting potentially hazardous behavior or conditions in everyday work activities and then educating others to make our workplace safer.

S.O.S. Hazard Recognition

Every two minutes, preventable accidents cause one death and 236 injuries, according to the National Safety Council. Identifying hazards is the foundation of a safe workplace. Look at a job, task, or situation, and ask, “Is there anything here that could hurt someone or damage something?”

When employers and employees ask this question to improve safety in their facility, they are looking for any practice, behavior, or physical condition that may cause harm and ways to eliminate or control it. This is known as a Job Hazard Analysis and is one of the most effective means to prevent accidents and injuries. These are the basic steps:

1 Identify job tasks.

Break down each task employees perform at a work site into individual steps.

2 Find potential hazards.

Look at the job, materials, equipment, tools, and environment for possible hazards and situations that may cause harm. Get input from all employees. Different people may notice different safety concerns.

3 Assess the risks.

Evaluate the level of risk for each identified hazard. Prioritize each on a “worst first” basis. Consider its effects on you, your coworkers, the property, the community, and the environment.

4 Create control measures.

Find ways to control identified hazards by:

- Physically removing the hazard (elimination);
- Replacing the hazard (substitution);
- Isolating people from the hazard (engineering controls);
- Changing the way people work (administrative controls); and
- Protecting workers with personal protective equipment (PPE).

5 Communicate and monitor the program.

Inform employees, supervisors, and other stakeholders about the identified hazards and control measures. Regularly review the program and assess the results. Make changes as needed and any time a job condition or physical effect changes.

Management Statement on Safety

Dear Employee:

The success of the City of Carrollton depends upon our ability to provide and to maintain the high quality of services and resources available in the most efficient and effective use of resources possible. We strive to provide the safest and most well-maintained environments for all employees, residents, customers, and guests who enter our facilities or other infrastructure. Our employees, however, are the City's single most important resource. To protect this invaluable resource, the City of Carrollton and its elected officials, managers, and supervisors are committed to providing the safest working environment possible.

The S.O.S. Program is designed to prevent injuries, accidents, and "near-misses" by evaluating, eliminating, and/or controlling potential hazards and exposures.

The responsibility for safety and accident prevention does not lie solely with management or administration; it takes a concerted effort by every individual to develop a culture of safety within our organization. We must all work to stay informed and aware of any potential hazards and/or exposures and to take responsibility for the safety of ourselves and our coworkers. To help ensure the success of this process, we will establish open communication lines between and among employees, supervisors, and managers regarding the safety of our staff and that of the public. Safety and accident prevention should be a part of everyday operations within the organization and not simply an afterthought to the normal functions or duties of the job. Management will ensure that this idea is communicated and upheld as the norm from this day forward.

All managerial and supervisory staff are committed to allocating and to providing the resources necessary to address specific needs as they are identified. Management is also firmly committed to setting an example of dedication to safety and the prevention of accidents and injuries within the workplace and community.

This Employee Handbook-Safety Manual and its policies apply to all full-time, part-time, seasonal, and volunteer employees of the City of Carrollton.

Erin Rinehart, City Manager

12/6/2023

Date

About the Rules in this Safety Manual:

- Employees are expected to perform their job duties in a manner consistent with safety for themselves, their fellow coworkers, and the general public.
- Employees are expected to become involved in all aspects of accident prevention and safety procedures.
- Employees should identify unsafe acts or conditions that occur or exist to help create a safer workplace.
- Risk Management created this Safety Manual as a tool to help prevent and control injuries, accidents, losses and/or claims within and against the City of Carrollton.
- These Safety Rules are general safety procedures that establish the minimum standards and expectations applicable to ALL City employees including temps, interns, and seasonal employees.
- Every employee is required to abide by all safety policies and practices, whether expressly stated or implied applicable to their job or position withing the City.

NOTHING CONTAINED IN THESE RULES PRECLUDES OR ABSOLVES INDIVIDUAL DEPARTMENT'S OF THEIR RESPONSIBILITY TO ESTABLISH AND ENFORCE MORE STRINGENT SAFETY RULES FOR THEIR EMPLOYEES.

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1. City Employee ID Badges

To improve safety for staff, and to maintain the security of areas which may contain confidential information, City Employees are issued personalized City ID Badges.

City Badges identify us as City employees to the public and to each other.

All employees are required to wear their City ID Badge so it is visible to others. If someone without a visible ID badge is in your workspace or is trying to gain access into a secured area or building, politely ask if you can help them to find something.

Employees should keep doors to City Buildings and individual suites closed and doors should not be propped open except when needed by facilities maintenance staff.

NOTE: If at any time, a city employee feels threatened, or concerned for their safety or the safety of others, the employee should call the police department at extension 3333 or call 911.

2. Contact Information

Animal Services	972-466-3420
Concentra – 1345 Valwood Pkwy	972-484-6435
Don Cline Pump Station	972-466-3135
Emergency Management Coordinator	
Work	972-466-4739
Cell	469-346-9936
Engineering	972-466-3204
Environmental Services	972-466-5727
Facility Services	972-466-5785
Fire Administration	972-466-3070
Fire Marshall	972-466-3072
Fleet Services	972-466-3490
Payroll Dept	972-466-3139
Police Dispatch	972-466-3333
Public Works	972-466-4291
Purchasing Dept	972-466-3115
Resolution Center	972-466-3000
Risk Management	972-466-4844
Safety Specialist Mike Shaw	254-396-0682
TML-IRP (Workers' Compensation)	800-537-6655

Workforce Services (FMLA & Emp Drug Screening)	972-466-3091

Additional Contacts

Atmos Gas	1-800-460-3030
ONCOR	1-888-313-4747
CoServe	1-800-274-4014
TX DOT	972-235-3314

3. Employee Workers' Comp Information

3.1 Reporting a Claim

If you incur a work-related injury or illness, you must report it within 24 hours, or as soon as possible, after the injury or illness occurs. You must report the injury or illness directly to your supervisor or department manager, who will then complete the DWC1 Employers First Report of Injury or Illness. Your supervisor is required to provide you a copy of the completed DWC1. If you do not receive a copy, please contact Risk Management at 972-466-4844.

3.2 Employee Information on Workers' Compensation

The City's workers' compensation insurance is administered by the Texas Municipal League Intergovernmental Risk Pool (TML-IRP). TML-IRP is responsible for investigating, determining compensability, and performing various functions related to handling an employee's claim.

Workers' compensation insurance provides covered employees with medical benefits, temporary income benefits (TIBs), and impairment income benefits (IIBs) due to a work-related injury or illness.

Texas Municipal League-Intergovernmental Risk Pool (TML-IRP) can be contacted 24 hours a day/7days a week at **800-537-6655**.

Information regarding workers' comp medical providers can be found at www.pswca.org.

3.3 Pay

Texas Municipal League Intergovernmental Risk Pool (TML-IRP) will issue Temporary Income Benefits (TIBs) covering 70% of your lost gross earnings up to the maximum amount set by the State Department of Insurance Workers' Compensation Division. The TIBs payment will be a weekly check from TML-IRP mailed to your home address.

The City of Carrollton will use available leave balances (injury leave, sick leave, vacation etc.) to pay you supplemental wages (SWs) for the remaining 30% in lost wages. Your supplemental wages are provided through the regular payroll process and pay schedule at the City. Please contact Workforces Services regarding supplemental wages while off work from an injury.

To be eligible to receive SWs, the employee must have reported the illness or injury timely and must adhere to the procedures outlined in the City's Workers' Compensation Policy.

3.4 Medical Treatment & Prescription

Medical:

The City's preferred provider is for treatment of non-emergency work related injuries or illness is Concentra.

Concentra
1345 Valwood Parkway, Suite 106
Carrollton, TX 75006
Phone: 972-484-6435
Monday through Friday
8 a.m. to 5 p.m.

For life threatening or emergency treatment, please go immediately to the nearest hospital emergency room.

Please note: an employee may choose any healthcare provider for their workers' compensation injury or illness, but TML-IRP will only pay medical bills if the selected provider accepts workers'

compensation insurance; and is in the Public Subdivision Workers' Compensation Alliance Network (Alliance Network) - www.pswca.org.

NOTE: If you treat a workers' compensation injury with a provider outside of the Alliance Network, TML-IRP will not pay that provider's medical bills, and your City provided Health Insurance Coverage does not apply to on-the-job or workers' compensation injuries.

***Prescriptions*:**

For prescriptions, you supervisor can provide you with a temporary prescription card to provide to any major retail pharmacy (CVS, Walgreens, etc.). If you need help with a prescription, please contact TML-IRP at 800-537-6655.

***Workers' Compensation Medical Bills**:*

When you experience an illness or injury, be sure and provide the provider with the TML-IRP billing and contact information. If you receive a medical bill due to an injury, please forward your bill to workerscompensation@tmlirp.org.

Job Protection

A leave of absence for a workers' compensation claim runs concurrently with other City Leave of Absence policies including the Family Medical Leave Act (FMLA), City Leave of Absence (CLOA) and the Return to Work Program. If you are unable to work all or a portion of your regularly scheduled hours for more than three days/shifts due to illness or injury, contact Workforce Services (972-466-3091) regarding your eligibility for Family Medical Leave (FMLA) or City Leave of Absence (CLOA).

3.5 Additional Assistance

For assistance understanding the next steps regarding your

case, contact your adjuster at TML-IRP at 1(800)537-6655 or Risk Management at (972)466-4844.

* *Please visit the Risk Management SharePoint site for further information regarding Workers' Compensation.*

4. Fire Prevention & Life Safety

These procedures address specific exposures and prevention methods related to fire prevention and the life safety of employees.

4.1 Management Responsibilities

- Ensure all fire prevention methods are established in written form and enforced.
- Ensure fire suppression systems such as sprinklers and extinguishers are maintained in working order and periodically inspected.
- Train supervisors to use fire extinguishers for incipient (developing) fires.
- Train employees on evacuation routes and procedures.

4.2 Supervisor Responsibilities

- Closely monitor the use of flammable materials and liquids.
- Train assigned employees in the safe use, storage, and handling of flammable materials.
- Ensure flammable material storage areas are properly maintained.

4.3 Employee Responsibilities

- Use, store, and transfer flammable materials in accordance with provided training and policy.
- Do not mix flammable materials.
- Immediately report violations of this program to a supervisor.

4.4 Potential Hazards

- Fire and explosion hazards can exist in almost any work area. Potential hazards include, but are not limited to:
- Improper operation or maintenance of gas-fired equipment
- Improper storage or use of flammable liquids
- Smoking in prohibited areas
- Accumulation of trash and debris
- Unauthorized ‘hot work’ operations

4.5 Hazard Prevention and Control

All nonessential ignition sources must be eliminated from any area where flammable liquids are used or stored. Below is a list of common ignition sources that should be kept away from flammable liquids:

- Open flames, such as cutting and welding torches, furnaces, matches, and heaters. Cutting or welding on flammable liquids equipment should not be performed unless the equipment has been properly emptied and purged with a neutral gas, such as nitrogen.

- Electrical sources of ignition, such as DC motors, switches, and circuit breakers. Only department-approved explosion-proof devices should be used in areas with electrical sources of ignition.

- Mechanical sparks produced by friction.

- Static sparks generated by static electricity. Every effort should be made to eliminate the possibility of static sparks including proper bonding and grounding of tools and equipment.

4.6 Removal of Incompatibles

Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples include oxidizers and fertilizers stored near petroleum-based products.

4.7 Control of Flammable Gases

Generally, flammable gases pose similar fire hazards as flammable liquids and their vapors and many of the same safeguards also apply. Other properties, such as toxicity, reactivity, and corrosivity must also be taken into consideration as a flammable gas could produce toxic combustion products.

4.8 Fire Extinguishers

A portable fire extinguisher is the "first aid" device and is very effective when used while a fire is small. The use, by a trained person, of an extinguisher that corresponds to the class of fire, can save both lives and property. Portable fire extinguishers must be installed in all workplaces, regardless of other firefighting measures. The success of an extinguisher in any given fire situation largely depends on the proper selection, inspection, maintenance, and distribution of the fire extinguisher.

Classifications of Fires

Fires are classified into five general categories, depending upon the type of material or fuel involved. **The type of fire determines the type of extinguisher that should be used to extinguish it.**

Class A fires involve combustible materials such as wood, paper, and cloth, which produce glowing embers or char.

Class B fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids, which must be vaporized for combustion to occur.

Class C fires involve live electrical equipment or materials near electrically energized equipment.

Class D fires involve combustible metals such as magnesium, zirconium, potassium, and sodium.

Class K fires involve cooking fats and oils found in deep fat fryers, solid fuel char-broilers, or other cooking appliances.

In many cases, areas will be equipped with an 'ABC'-type extinguisher, which can be used in a variety of common fires. **Class ABC type extinguishers <u>can't be used</u> for Class D fires.**

Location and Identification of Extinguishers

Extinguishers should be conspicuously located and readily accessible for immediate use in the event of a fire. Generally, extinguishers will be placed along normal paths of travel and egress. Wall recesses and/or flush-mounted cabinets should be used whenever possible.

Extinguishers should be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows, marked with the extinguisher classification(s) will be provided to indicate the location of extinguishers.

If extinguishers intended for different classes of fires are located together, they will be marked to ensure the proper class of extinguisher is selected. Classification markings will be located on the front of the shell above or below the extinguisher nameplate and should be legible from a distance of three feet.

Condition of Extinguishers

Portable extinguishers will be maintained in a fully charged and operable condition and always kept in their designated locations when not being used. When extinguishers are removed for

maintenance, inspection, or testing, a fully charged and operable replacement should be provided.

Mounting and Distribution of Extinguishers
Extinguishers should be installed on hangers, brackets, in cabinets, or on shelves, no more than 42-inches above the floor.

Extinguishers should be distributed such that the amount of time required to travel to the extinguisher and back to the fire does not allow the fire to get out of control. Generally, the travel distance for Class A and Class D extinguishers should not exceed 75 feet; travel distance for Class B extinguishers should not exceed 50 feet, due to the quick spread of flammable liquid fires; Class C extinguishers should simply be placed where they are likely needed, based upon the given hazards; and, Class K extinguishers should generally be located in close proximity to the cooking areas they are designed to protect.

Inspection and Maintenance of Extinguishers
All extinguishers should be visually inspected monthly by department's safety coordinator and tested and certified by a qualified service provider on an annual basis.

Use of Fire Extinguishers
In most cases, recalling the ***PASS*** acronym will help you remember the four steps of safe extinguisher use.

- ***P***ull the pin (from the handle)
- ***A***im the nozzle (at the base of the fire)
- ***S***queeze the handle (to actuate the extinguisher)
- ***S***weep the nozzle (from side-to-side)

4.9 Fire Safety Inspections

The City's Fire Marshall and Department Safety Coordinators are responsible for conducting workplace fire inspections as a part of

the normal workplace safety inspection. These surveys should include observations of housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers and emergency exit or evacuation routes.

4.10 Emergency Exits

Every exit designated as an emergency exit should be clearly visible or the route to it conspicuously in such a manner that every occupant of the building may readily identify the direction of escape from any point. At no time should exits or paths of egress be blocked.

Any doorway or passageway, which is not an exit or access to an exit, but which may be mistaken for an exit, should be identified by a sign reading “Not an Exit” or otherwise labeled as to the purpose (i.e., “Closet”). Exits and access to exits will be marked by a readily visible signage. Each exit sign (other than internally illuminated signs) should be illuminated by a reliable light source or phosphorescence.

4.11 Emergency Lighting

Emergency lighting in buildings, if equipped, should be tested at least monthly to ensure proper operational conditions in the event of an emergency. These tests should be completed in conjunction with the fire extinguisher visual inspections.

4.12 Evacuation Routes and Plans

Each facility shall design and post an emergency evacuation plan to allow employees and others to safely evacuate the building or affected areas in case of an emergency.

- Should evacuation be necessary, proceed to the nearest exit or stairway and proceed to an area of refuge outside the building. Most stairways are fire resistant and are often equipped with barriers to smoke if doors remain closed.

- Do not use elevators in an evacuation. A fire that reaches the control panel of the elevator or the electrical system of the building, could knock out the power in the building, which would trap anyone in the elevator, potentially between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire.

4.13 Fire Emergency Procedures

- The following procedures should be followed in the event of a fire within a building:
    - Activate the nearest fire alarm, if practical.
    - Notify your supervisor, co-workers, and other occupants.
    - Fight the fire only if:
    - The Fire Department has been notified of the fire, and
    - The fire is small and confined enough to its area of origin, and
    - You have a way out and can fight the fire with your back to the exit, and
    - You have the proper extinguisher, in good working condition, and know how to use it.
    - If you are unsure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.
    - Leave the building and move away from exits, maintaining clear path for emergency operations.
    - Assemble in a designated area.
    - Report your safety to the appropriate supervisor or other personnel.

5. First Aid & Medical Care

1. The Carrollton Fire Department provides City employees with training in First Aid and Cardio-Pulmonary Resuscitation (CPR).
2. First aid kits shall be maintained in stationary facilities where people regularly work. At the discretion of the department or division head, first aid kits may also be placed in motor vehicles.
3. The City shall purchase standard first aid kits and supplies for all stationary facility kits. Risk Management will prepare an itemized list of contents stocked for the first aid kits.
4. First aid kits should be checked monthly by the department and restocked as required. Quarterly, Safety Coordinators should verify that monthly checks of kits are being performed.
5. Source of first aid treatment shall be as follows:

   a) Minor cases, such as cuts, scratches, abrasions, and minor burns may be treated (cleaned and dressed) on site.

   b) Moderately severe injury cases which include lacerations, burns, abrasions that may require sutures, more elaborate dressing or other professional attention shall be treated by a physician or clinic.

   c) Severe cases including probable or obvious fractures, hemorrhaging, possible internal injuries and/or shock should be treated in the closest hospital emergency room. In severe cases an ambulance may be needed.

6. All employee injuries shall be reported to the City's Workers Compensation Carrier and Risk Management using the DWC1 Employee On-The-Job Injury/Illness Report. Severe/

life-threatening injuries shall be immediately reported to Risk Management at 972-466-4844, and the City's Workers Compensation Carrier at 1-800-537-6655. **NOTE: The City's Workers Compensation Carrier can be reached 24/7 (24 hours a day - 7 days a week).**

7. To obtain an EMS unit call 911* from City phones or any cell phone.
8. ***NOTE:** For call from inside City facilities, Police Dispatch does not see a **calling address** on their telephone consoles.
9. When calling Police/Fire Dispatch:
    a. Identify yourself.
    b. State nature of victim's injury.
    c. Give the victim's exact location
    d. Stay on the phone until police or fire personnel dismiss you.
10. Supervisors or lead personnel are responsible for insuring proper first aid or medical treatment is provided and that an Employee On-The-Job Injury/Illness Report (DWC-1), and the Risk Management Supervisor's Report for Workers' Compensation Injuries & Accidents/Incidents form, are completed and submitted to Risk Management by email to: riskmanagementinjuryreport@cityofcarrollton.com (city employees) within 48 hours.
11. When performing first aid treatment on the job, always be sure that open wounds are thoroughly cleansed with soap and water to prevent infection.
12. Because of the possibility of rabies, all animal bites, shall be reported to an authorized physician/clinic.

13. First Aid treatment of Non-City Employees shall be as follows:

    a. Call EMS

    b. Call relative in case of minors

    c. Provide First Aid/CPR based on the same guidelines as above for City Employees

14. Supervisors or lead personnel are responsible for completing and submitting the the **RISK MANAGEMENT SUPERVISOR'S REPORT FOR WORKERS' COMPENSATION INJURIES & ACCIDENTS/INCIDENTS** on injuries to all non-city employees that occur on city property; in a city facility, or in a city work-zone area; and, the injury was witnessed by/or reported to city staff. This report should be submitted to Risk Management within 48 hours by email propertydamageclaims@cityofcarrollton.com (non-city employees).

6. General Safety Rules

1) Each employee is required to review and abide by the contents of this safety program.
2) All accidents, regardless of severity, shall be immediately reported to your supervisor.
3) All hazardous conditions, actions, and/or practices shall be reported to your supervisor.
4) Work areas, including the inside and outside of vehicles and buildings, shall always be kept clean and orderly.
5) Employees shall only operate equipment/tools that they are trained and authorized to operate.
6) Smoking shall be prohibited in areas where there is a danger to equipment, materials, co-workers, or buildings, or where 'No Smoking' signs are posted.
7) Employees shall use all safety devices and personal protective equipment provided for their protection.
8) Employees shall wear clothing and shoes suitable for the particular work they are doing.
9) Employees shall use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10) Guards shall never be removed, except when authorized by a supervisor, to make repairs or adjustments. Replace guard immediately upon completion of work.
11) Before starting work on any machine or equipment that is out of service, employees shall render the equipment or machine inoperative and attach a lockout device to the equipment control. **(See Section 20 for Lock-Out/Tag-0ut Procedures.)**

12) The use of drugs and alcohol during working hours is prohibited. Any employee reporting to work under the influence of alcohol or controlled substances shall be subject to disciplinary action.

13) Any employee taking prescription drugs or over-the-counter drugs that could impair the performance of assigned work shall report this fact to the supervisor as soon as possible.

14) Employees shall not engage in practical jokes or horseplay.

7. General Housekeeping

7.1 Bins and Shelves

a) Material shall be stored in such a manner that it will be safe from damage. Special care must be taken to assure that stored material poses no hazard to anyone working around it. Only lightweight material should be stored on top shelves.
b) Bins or shelves shall never be used as ladders.
c) Materials shall not be stored on the floor, in front of shelving.

7.2 Stacking Material

a) When stacking material, the employee should take all possible precautions to ensure that the stack will remain stable. The lower level must be blocked or tied to prevent slipping. The height of a stack of material should remain within reasonable limits.
b) When unloading and/or stacking poles or pipe, great care should be exercised to maintain a safe work environment. Do not stand on poles or pipe. Watch for pinch points and stay out of the path of equipment during unloading.

7.3 Flammable Material

1. Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.

2. All flammable materials shall be stored in a location that will not endanger life or property.

3. Containers will be clearly and appropriately marked with the type of material contained and if the material is flammable.

4. Storage of open containers of flammable materials is prohibited. Container covers must be promptly replaced. Smoking will not be permitted inside any warehouse facility, or outside near flammable or combustible materials in the equipment yard.

5. Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.

6. All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in Underwriters Laboratories (UL) approved, properly labeled (yellow letters) red safety cans.

7. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.

8. Strict adherence shall be paid to “No Smoking” and “Stop your Motor” signs at fuel dispensing locations.

9. Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall always be kept clean and orderly.

10. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practical.

11. Clean rags and used rags shall be kept in separate metal or metal lined bins having metal covers. Containers should be properly labeled as “clean rags” or “used rags”.

12. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.

13. Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

14. Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

15. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

16. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around storage areas, shops, substations, pole yards, buildings, fuel tanks or other structures.

17. Batteries shall be stored in a well-ventilated area protected from sparks or open flames.

18. All personnel will practice good housekeeping. Scrap material will be disposed of properly and the work area should be free of any loose material.

8. Ladder Safety

Ladders are common equipment, yet ladder-related falls remain a leading cause of serious and sometimes fatal injury. Makeshift ladders, using ladders incorrectly, and using the wrong ladder for a particular job are the most common causes of falls. Guidelines for safe use of ladders on the job are set forth for City employees as follows:

Only OSHA approved ladders are considered acceptable for City use. (Use as heavy duty as possible.)

1. Check all ladders regularly for damage or serviceability. If a ladder is damaged or unusable, take it out of service and mark the ladder with a tag or other marking with the words: "DO NOT USE".
2. Do not stand on furniture or other objects to create a makeshift ladder. Use an appropriate style and size ladder for the specific task.
3. Make sure a portable ladder has firm, stable footing. Never place the feet of a ladder on top of boxes, barrels, etc. to reach higher levels. Whenever possible, have another person steady the base of the ladder, or tie it off to something stationary.
4. **Aluminum ladders are excellent conductors of electricity, so avoid touching any overhead wires.** In general, do not use aluminum ladders for work around high voltage electricity. Instead, use a properly rated wood or fiberglass ladder.
5. **Use the 1-to-4 Rule when determining the angle of the ladder.** Set the base of the ladder one foot away from the wall for every four feet of ladder height. For example, a 10-foot ladder would be placed so that the base is 2 1/2 feet away from the wall.

6. Any portable ladders used for access to an upper landing surface must extend a minimum of three feet above the landing surface.
7. An employee who intends to use a ladder in the same location for an extended period, should secure the top and bottom of the ladder by lashing the ladder to stationary objects.
8. The employee should, prior to any use, ensure that all extension ladders have suitable slip-resistant feet prior to use. The employee must still follow the safety rules for proper placement and securing of a ladder.
9. **The greatest danger in using ladders is the tendency of the user to overreach.** Watch your body's center of balance, which is a line running down the center of your body.
10. To maintain your balance, never let your belly button or belt bucket lean outside of either ladder side rail.
11. Carry tools with belt attachments or pull them up to the top of a ladder with a rope and bucket.
12. Never stand on the top two rungs on a ladder

9. Lockout/Tagout Procedures

9.1 Scope

Proper Lockout/Tagout procedures protect workers and by-standers from hazardous energy releases. Energy sources including electrical, mechanical, hydraulic, pneumatic chemical thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to workers.

Worker's servicing or maintaining machines or equipment may be seriously injured or killed if hazardous energy is not properly controlled. Injuries resulting from the failure to control hazardous energy during maintenance activities can be serious or fatal! Injuries may include electrocution, burns, crushing, cutting, lacerating, amputating, or fracturing body parts.

This Lockout/Tagout procedure establishes the minimum performance requirements for the control of hazardous energy. To know which procedure to use you must first identify a machine's power source: electricity, stored electricity (such as in a capacitor), stored pressure (such as compressed air), stored mechanical energy (such as in a coiled spring) or gravity.

9.2 Definitions

Lockout and tagout are methods of preventing equipment from being set in motion unexpectedly, which in turn may endanger workers.

Lockout is the placement of a lockout device on an energy-isolating device to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout

device is removed.

Lockout device is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position thus preventing the energization of a machine or equipment.

Tagout is the placement of a prominent warning device, such as a tag, on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. This does not offer the physical protection of lockout.

An **energy-isolating device** is a mechanical device that physically prevents the transmission or release of energy. These devices can include, but are not limited to, electrical circuit breakers, disconnect switches, block valves, slip blinds, slide gates, etc.

Energy source refers to any sources of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other energy.

An **affected employee** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing, or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

An **authorized employee** is a person who uses locks and/or tags on machines or equipment while performing service or maintenance activities. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked and/or tagged.

9.3 Employee Responsibilities – Lockout/Tagout

All equipment should be locked out or tagged out to protect against accidental or inadvertent operation when such an operation could cause injury to personnel. **Employees should never attempt to operate any switch, valve, or other energy isolating device that is locked or tagged out.** Employees should be trained in the importance of lockout/tagout procedures. Only authorized employees who have been trained in the procedures should be allowed to apply lockout or tagout.

9.4 Preparations for Lockout/Tagout

A. Identify and review the lockout/tagout procedures for the specific piece of machinery or equipment.

B. Identify all affected employees that may be impacted by the impending lockout/tagout.

C. Obtain necessary supplies, such as locks, tags, etc. that may be needed during the lockout or tagout.

9.5 Sequence of Events to Implement Lockout/Tagout

A. Notify all affected employees that service, or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out during the service and/or maintenance.

B. The authorized employee should refer to the organization's written procedures to identify the type and magnitude of the energy that the machine or equipment utilizes and the appropriate methods to control the energy source.

C. If the machine or equipment is operating, shut it down by

the normal stopping procedure (depress stop button, open switch, close valve, etc.).

D. Activate and/or affix the energy isolating device(s) as needed to insured that the machine or equipment is isolated from the energy source(s) and is inoperable.

E. Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent activation or energizing of the machine/equipment.

F. Any stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air pressure, steam pressure, gas pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

G. To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps: (a) Check to make sure that no personnel are exposed to possible hazards; (b) Verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate; and (c) Return the operating control(s) to the “neutral” or “off” position after verifying the isolation of the equipment.

H. The equipment or machine should now be locked out.

9.6 Sequence of Events to Restore Machine or Equipment to Normal Operations

A. The employee, and/or the employee’s supervisor, who understands why the equipment had been

tagged out should be the person(s) to unlock/remove the tag.

B. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

C. Check the work area to ensure that all employees have been safely positioned or removed from the area.

D. Verify that the controls are in the “neutral” or “off” position.

E. Remove the lockout and/or tagout devices and reenergize the machine or equipment.

F. Notify affected employees that the service or maintenance is completed, and the machine or equipment is ready for use.

G. Return or store used lockout and/or tagout devices.

9.7 Employee Training Requirements

A. The employer should provide training to ensure that every employee understands the purpose and function of the energy control program and the prohibition on trying to remove a tag or otherwise reenergize any machine or equipment that is locked or tagged out.

B. The employer should provide training to all employees who may need to perform service and/or maintenance on machinery or equipment so that these employees are familiar with applicable types and magnitudes of energy sources; and have the skills to use appropriate

methods/devices necessary for energy isolation and control.

10. Motor Vehicle & Equipment Operation

General Rules for Operations

A) Employees who are authorized to operate City vehicles or personally owned vehicles on City business, must have a valid Texas driver's license for the class vehicle they operate and must notify their supervisor immediately should the license be suspended or revoked.

B) Motor vehicle record checks will be conducted annually on all employees who have driving or motorized equipment operation responsibilities.

C) Risk Management **VEHICLE ACCIDENT REPORT KIT** (a blue envelope packet) should be kept in the glove compartment of all City owned vehicles. This blue envelope contains, the proof of insurance card and other accident forms, needed in the event of an accident.

D) All drivers of City vehicles must be familiar with and abide by all applicable state, federal, and local traffic regulations.

E) All drivers/operators shall be responsible for the proper care and use of vehicles and motorized equipment. This includes maintaining City vehicle/motorized equipment interiors and exterior, regularly servicing these items and reporting maintenance needs to the supervisor.

F) A driver/operator shall not permit any unauthorized person to drive, to operate or to ride in or on a City vehicle. Riders shall not be allowed on running boards, tailgates, fenders, bumpers, atop cabs, on tow bars, or towed equipment. (Exceptions may

include operator trainees and mechanics sharing operator positions.)

G) Every accident involving personal injury or property damage shall be reported to your supervisor immediately.

H) Where seat belts are provided, they shall be worn by all occupants. The size or operation of the vehicle or equipment does not excuse the operator from the seat belt requirement.

I) Equipment on all City motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.

J) Unsafe and discourteous driving practices such as “road-hogging”, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.

K) Do not get in or out of a vehicle or any mobile equipment while it is in motion is prohibited. Do not ride on any vehicle or mobile equipment not designed for passengers. Do not drive/operate a vehicle or mobile equipment with a door ajar.

L) Injuries often happen when someone slips while getting in or out of mobile equipment. To reduce the risk of injury, always maintain three points of contact. Utilizing the three points of contact rule, when entering and exiting, helps to maintain balance if a slip occurs. Many injuries occur because of slips and using three points of contact will help control this exposure. In addition, the condition of the handrails, steps, etc. should be inspected regularly.

M) Smoking is prohibited in all City vehicles and in any areas for fueling vehicles or other equipment.

N) Except in emergencies, gasoline must not be carried inside passenger cars or in the cabs of trucks. Gasoline shall be transported in approved safety containers and sealed tight to prevent the leakage of gasoline or gasoline vapor.

O) Garage doors must be opened for ventilation whenever a motor vehicle engine is running to help prevent the accumulation of carbon monoxide gas.

P) Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes.

Q) Driving a vehicle under the influence of alcohol or any controlled substance will not be tolerated. Never attempt to perform work or drive a vehicle when you are impaired by alcohol, medication, or drugs, including over the counter or prescription medications.

R) Picking up hitchhikers is dangerous and prohibited.

S) Before starting out in your vehicle in the morning, clear all windows of any frost, ice, or dew. Cleaning only a small place on the windshield does not allow for proper visibility.

T) Driving is a full-time job. Drivers should not engage in other activities, such as dialing a telephone or testing, while operating a vehicle. The vehicle should be pulled off the road and stopped before performing these types of activities.

U) Driving at the maximum posted speed limit can be too fast for safety in some situations. The drivers of all vehicles must use good judgment and proceed at a pace suitable to conditions of the vehicle, road, traffic, and weather.

V) All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

10.1 Backing

A) If possible, park so that backing is not required.

B) Extreme caution shall be exercised when backing any vehicle. If another employee is present, he/she shall act as a spotter to assist the driver in backing safely. Drivers shall stop immediately if they lose sight of the spotter.

C) Backup alarms are a useful warning device and should be used, when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle.

10.2 Stopping on Roadways

A) When it is necessary to stop on the roadway, extreme caution shall be used.

B) A rotating beacon light shall be used, if so equipped.

C) Taillights/emergency flashers shall be used.

D) If work is in progress, traffic control devices shall be used in accordance with the Texas Manual on Uniform Traffic Control Devices, Part VI.

10.3 Inspection of Vehicles and Equipment

A) Drivers/operator shall utilize equipment checklists to inspect vehicles and equipment to determine if they are in good operating condition *prior* to operating the vehicle.

B) The driver/operator shall determine that brakes are in good operating condition before using the vehicle or equipment. If brakes are not working properly, they must be corrected before use.

C) The driver/operator shall report all defects promptly. Items that affect safety shall be repaired prior to continued use.

D) For additional information, please refer to City Vehicle Operator Standards.

10.4 Powered Carts & Low-Speed Vehicles

Powered carts and other low-speed vehicles (LSV) such as golf carts, 'Mules', 'Gators', etc. should be driven with special care. This classification of vehicle includes those which are electric-, gasoline-, or diesel-powered (LSV) and may or may not be licensed to operate on public roadways. Vehicles not licensed (registered) by the Texas Department of Public Safety as an on-road vehicle should not be driven on public roadways.

The following operating rules apply to powered carts & LSV:

A) Only drivers authorized by City and trained in the safe operation of powered carts and LSV shall be permitted to operate such vehicles.
B) All prospective cart or LSV operators must receive training before being allowed to operate a powered cart or LSV.
C) Seatbelts must always be worn by all vehicle occupants. The maximum number of passengers is equal to the number of seatbelts in the vehicle. All passengers must be in a seat while the cart is moving - no exceptions. Drivers violating this safety rule may have their driving privileges suspended or revoked.

D) Operators and passengers shall always keep arms and legs inside the cart or LSV and shall not jump on or off moving vehicles.
E) Powered carts or LSV shall be driven on facility vehicle traffic areas whenever possible. If a sidewalk must be used, the cart speed should not exceed that of the pedestrian traffic.
F) Carts or LSV which are capable of reaching 25 mph or higher must remain in facility vehicle traffic areas and should not be driven on the sidewalks or "pedestrian only" areas.
G) Operators shall be familiar with and observe all established traffic laws.
H) Materials and equipment shall be properly secured so that they will not shift or fall off of moving carts or LSV.
I) Powered carts & LSV shall not be operated at night without properly working head and taillights.
J) Be extremely cautious while making turns and while driving on uneven surfaces to avoid tipping in carts.
K) Parking a powered cart or LSV should follow the same rules as a motor vehicle and is prohibited in the following areas:
    i) Fire Lanes
    ii) Designated no parking areas
    iii) Adjacent to building entrances or exits

10.5 Seatbelts

Seatbelt use is the law. State Law requires all drivers and front seat passengers to wear properly adjusted and fastened safety belts. Because of the lack of several special definitions in the state law, the City establishes the following additional safety rules to assure the appropriate use of seatbelts by employees and invited guests/passengers in City vehicles.

i) Cars and passenger vehicles - seatbelt use in both front and rear seats is required.

ii) Trucks - While in transit, seatbelt use is required. While

performing stop and start service work, seatbelt use is not required.

iii) All other equipment with seatbelts - Seatbelt use is required while in transit but not mandatory at a particular job site.

iv) The preferred method of riding on a fire engine/truck is in a cab seat or jump seat with a seatbelt.

v) Firefighters shall not ride either on tailboards or in the cabs or jump seats without belt restraints.

vi) The proper restraint in a jump seat is the seatbelt. Door chains/belts are not considered replacements for seatbelts.

Employees should never ride in the cargo area of a truck

10.6 Safety Equipment in Vehicles

Scope

Certain safety equipment is needed in all City vehicles in case of emergency or if a work situation warrants. Categories of safety equipment include the following items: triangles, flares, blankets, fire extinguisher, safety vests, and flashlights. Specific vehicles in each department are also equipped with first defibrillators. Employees should be familiar with what emergency equipment is available on each of their department's vehicles.

Vehicle Categories

Each of the following categories of vehicles shall carry the indicated safety equipment:

Categories	Equipment
Automobile (non-pursuit) (Supervisors/Lead Workers only)	Reflective triangles/ traffic cones, safety vests/shirts, first aid kits and fire extinguisher
Police Automobile (pursuit)	Flares, safety vests, blanket, first aid kit, fire extinguisher, and flashlight
½ ton – ¾ ton truck (Supervisor/Lead worker only)	Reflective triangles/ traffic cones, safety vests/shirts, first aid kits, and fire extinguisher
10,000 – 11,000 GVWR	Reflective triangles, safety vests/ shirts
11,001 – 20,000 GVWR	Reflective triangles, safety vests/ shirts
20,001 – and up GVWR	Reflective triangles, safety vests/ shirts
Off Road Heavy	Reflective triangles, safety vests/ shirts
Fire Engines/Trucks	Flares, safety vests, blanket, first aid kit, flashlight, fire extinguisher

Storage of Safety Equipment

13.1 Safety equipment shall be stored in a safe and secure position on the vehicle. Safety equipment shall be maintained in a serviceable condition, ready to use in an emergency or routine situation.

10.7 Backing of City Equipment of 10,000 GVW or Greater

Backing of Trucks and Equipment: This safety rule applies to all City trucks of weight class 10,000 GVW or heavier, all utility trucks or other vehicles with limited rear view, and all units of heavy equipment. The guidelines for backing up such equipment shall be as follows:

i) If possible, avoid backing of equipment.

ii) If backing up the equipment must be done, a fellow worker

shall stand behind the vehicle in line of sight and direct the operator in backing up the equipment.

iii) If backing up the equipment can't be avoided and there are no fellow workers in the area, the equipment operator shall get out of the vehicle and check behind it immediately before backing.

iv) When backing without a second person to assist, the driver shall back and turn the vehicle only in the direction where he/she has sight (sight side backing principle).

v) If the driver backs the vehicle without assistance, he/she assumes the responsibility for doing so in a safe manner.

10.8 Fluid Leaks on City Vehicles or Equipment

City employees authorized to drive a city vehicle must inspect the vehicles daily for cleanliness, safety, and operational conditions before use. If an employee observes an automotive fluid leak during the inspection, these are the steps to follow:

For **LARGE** leaks (puddle on the ground and/or dripping of automotive fluids):

A) Do not drive the vehicle

B) Contain the leaking substance in a container or if you have a slip clean-up material, place that around the leaking substance

C) Contact Environmental Services to clean up the spill (972-466-5727)

D) Contact Fleet Services about repairs (972-466-3418)

For **small** leaks (very small puddle and/or occasional drip):

A) Take vehicle to Fleet Services for repairs

10.9 Dump Truck Safety

A) Employees or other individuals shall not be carried in the bed for transportation purposes.

B) Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.

C) Check overhead clearances before raising the bed. Be aware of overhead electrical lines.

D) Be sure hoist is not engaged before moving the truck.

E) Loose material shall be covered to prevent blowing debris and spillage.

F) Close windows during loading/unloading to control dust accumulation inside the cab.

G) Operators of dump trucks must possess a valid Commercial Driver's License.

H) Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.

I) Back-up alarms are a useful warning device and should be used, when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

J) All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.

K) Operators should maintain “three points of contact” with the equipment when entering or exiting the cab. “Three points of contact “means that whenever you are climbing make sure to always keep three parts of your body in contact with the equipment. This will allow the operator to regain their balance if a slip occurs.

10.10 Tractor Safety

A) The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with seat belts.

B) Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.

C) Use caution when operating near slopes, cuts, depressions, drop-offs, soft shoulders, ditches, etc. Operators shall constantly watch for hidden objects and uneven ground. Hazardous areas shall be pre-cleaned and special hazards removed prior to mowing.

D) Use care when entering traffic areas, crossing railroad tracks, etc.

E) Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.

F) Back-up alarms are a useful warning device and should be used, when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

G) Only the operator shall be allowed on the equipment during operation unless a seat is provided for another occupant.

H) Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.

I) Take sharp turns at low speed.

J) Employees should always wear appropriate personal protective equipment. On a tractor with an uncovered cab, the operator should, as a minimum, wear safety glasses and hearing protection. Other personal protective equipment such as gloves, face shields, sleeves, boots, etc. should be worn as appropriate for individual jobs. Operators who may be exposed to sunlight for long periods of time should wear sunscreen.

K) Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

11. Office Ergonomics Awareness

Workstations, Desks, and Counter-Tops

A) Chairs should be easily adjustable and provide good lumbar support. If feet cannot rest firmly on the ground, a footrest may be provided. Chairs with a five-point base are recommended due to the stability that is provided.

B) Sufficient leg room must be allowed for seated operators.

C) Position the monitor directly in front of the operator. The operator's eyes should be level with the top of the screen. The viewing distance between the user's eyes and the screen should be approximately 16 to 22 inches.

D) The equipment or sources of light should be positioned so that glare or bright reflections on the display screen are minimized.

E) Adjust the height of the chair and/or keyboard so that the shoulder-elbow-arm angle is approximately 70-90 degrees.

F) Keyboard heights and placement should be adjustable. Use a cushioned palm rest if needed to keep user's hands and fingers in the same plane as the forearm and avoid resting wrists and forearms on sharp table edges.

G) Work surface heights should range from 23 to 28 inches for seated workstations. In addition, your work area should be well organized with routine operations within easy reach and easily accessible.

H) Document holders should be placed adjacent to and at the same height as the display screen.

I) Operators should adjust positions frequently and get up and move around to help avoid fatigue.

11.1 Lighting, Noise and Heat

A) Adequate but not excessive heat should be provided during cooler weather.

B) Windows should be equipped with adjustable blinds.

C) Use task lighting where extra illumination is required.

D) Noise above 85 to 90 decibels (DBA) may be harmful to workers. When exposed to high noise levels, employees shall utilize hearing protection equipment to ensure proper working conditions.

E) Whenever possible, isolate noisy machines and equipment in a remote location.

F) Modify work practices to minimize the risk of heat/cold-related disorders. Employees exposed to extreme temperatures must know the medical steps necessary to counteract life threatening situations such as hypothermia, heat stroke, heat exhaustion, and heat cramps.

12. Personal Protective Equipment

A) It is the City's intent to provide at City expense all necessary Personal Protective Equipment (PPE) required in performing routine operations. PPE may include but is not limited to:

i) Safety Shoes/Boots

ii) Hard Hats

iii) Rain gear Gloves

iv) Protective headgear

v) Goggles/Safety glasses

vi) Hearing Protection

vii) Safety Vests

viii) Welding Clothing and Shields

ix) SCBA

x) Special Application Tools

xi) Protective Clothing

xii) Full Body Harness

xiii) Air Monitoring Equipment

B) Supervisory personnel, in consultation with Risk Management, shall determine which personal protective equipment are to be issued to City personnel.

C) Requests for equipment not immediately available shall be directed to the Supervisor. Failure to use personal protective equipment which is available is the employee's responsibility

and will be cause for disciplinary action

D) When safety equipment provided by the City is lost or damaged as determined by the department, and it is evident that the employee failed to exercise reasonable care to guard against loss or damage, the supervisor shall replace such equipment, and this will be cause for disciplinary action.

E) Personal Protective Equipment shall be funded by departmental budgets.

12.1 Blood Exposure Protection

(Bloodborne Pathogen Safety)

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

A) Due to potential hazards associated with bloodborne pathogens that cause diseases such as hepatitis and AIDS, care shall be taken to eliminate contact with blood and body fluids.
B) Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.
C) Preventative immunizations and vaccinations shall be offered to affected employees as required by Texas Civil Statutes.
D) Use of appropriate gloves, gowns, face shields, masks, and eye protection may be necessary to prevent potentially infectious materials from passing through or reaching an employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes. A specialized mask for administering CPR shall be used.

E) Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering first aid.
F) Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.
G) Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures or contact with blood or potentially infectious materials.
H) Infectious waste shall be placed in closable, leak-proof containers with proper labels and must be disposed of in a proper manner. Any used needles, syringes, etc. should be placed in an approved “sharps” container that will prevent accidental contact with the sharp edge
I) Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
J) Some incidents require immediate response by the City’s Environmental Services Department to maintain public health and safety. To contact Environmental Services, call 972-466-3060. If outside regular business hours, call 972-466-3333.

12. 2 Head Protection

Hard Hats

A) A hard hat is a personal item and shall be for the individual and exclusive use of the person to whom it is issued.

B) Hard hats shall be worn where a hazard exists from falling, flying objects or from other harmful contacts or exposure.

C) Hard hats shall be worn by any personnel who enters sites where hard hats are required.

D) All personnel engaged in climbing tasks, trenching and shoring, or working from aerial lifts shall wear hard hats.

E) The construction and shape of hard hats shall not be altered in any manner.

F) Risk Management may grant exceptions to the use of hard hats upon requests from department/division heads. These exceptions must be granted in writing.

Safety Glasses and Eye Protection

A) Face and eye protection shall be provided for any task where there is a probability that injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. Safety glasses should be ANSI Z87.1 approved.

B) The supervisor can require eye protection to be worn at any time.

C) Safety goggles or safety glasses with temple shields shall be worn when:

i) Mowing and brush cutting/ weed eating

ii) Working with grinding, cutting, milling, and drilling power tools.

iii) Using impact tools, compressed air tools, and power actuated tools.

iv) Operating metal working and wood working machinery, both fixed and portable.

v) Working with or pouring hot metal joints or hot metal

castings or bearings.

vi) Cleaning dust or dirt from vehicles and machinery while using compressed air. (Never use compressed air to clean off an employee's clothes.)

vii) Washing vehicle parts or other materials with soaps or solvents.

viii) Soldering.

ix) When using chisel and jack hammer.

x) When using solvents and solutions that can harm eyes.

xi) In the vicinity of any of the above.

A) A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, mists, or gases.

B) Spectacle type safety glasses shall be worn when performing switching operations or activating high voltage circuits where arcs may occur.

C) A face shield with the proper filter lens, welder's lens, or welder's goggles shall be worn in all welding and cutting operations.

D) While electric arc welding, a welder's helmet with proper filter lens shall be worn.

E) Portable welding screens shall be used to protect others in the vicinity whenever a potentially hazardous exposure exists.

F) Helpers and observers shall wear safety glasses, goggles, or hand-held shields with the proper filter lenses.

G) While gas welding and cutting, welder's goggles with the proper filter lenses shall be worn.

H) Risk Management, with input from departments, shall select

the types and styles of eye safety protection to be provided by the City to its employees.

Visitors to City work sites where eye safety protection is required shall also be required to wear such protection.

Radio Headphones

Radio headphones used to stream music or commercial radio stations are not considered a personal protective device.

The use of radio headphones outside of a building or facility, is prohibited by any City employee while on City time, unless required by supervisor in the performance of the job. This rule applies to commercial radio station type headphones and not to communications type headphones or sound abatement headphones

12.3 Hearing Protection

OSHA's Permissible Exposure Chart

Level Measured in Decibels (dBA)	Hours of Exposure Allowed
90	8
92	6
95	4
00	2
105	1
110	1/2
115	1/5

A) When equipment, machinery, or tools exceed the above guidelines, personnel while using such equipment, machinery, or tools shall wear hearing protection.

B) When a work task, operation or area is identified as producing greater than the above guideline, all employees experiencing that exposure shall be required to wear hearing protection.

C) Hearing protection shall consist of earmuffs, or ear plugs. The type of hearing protection most acceptable to employees will be provided whenever possible, so long as it achieves sufficient reduction of noise exposure.

12.4 Respiratory Protection

Respiratory equipment provides a self-contained safe breathing environment. Dust masks, filters, and screens are not considered respiratory equipment for the purposes of these Respiratory Protection safety rules.

A) Training shall be provided to all employees whose work assignments may involve exposure to atmospheres containing noxious or toxic substances or oxygen deficiency and about the properties of such atmospheres. Supervisors and employees shall learn about these potential hazards, the circumstances under which these hazards may exist, the proper method of testing for hazardous atmospheres and the proper type of protective breathing apparatus. Employees shall be instructed at least annually in these safety procedures. New employees should receive the initial instruction as soon as possible after hire.

B) A **S**elf-**C**ontained **B**reathing **A**pparatus shall be kept available near work environments involving the possibility of exposure to harmful atmospheres. The apparatus shall be kept sterile and used only for the protective function intended.

C) Each time respiratory equipment (SCBA) is used, a written report will be made to a department supervisor of the reason for its use and amount of time it was in use.

D) Approved respirators shall be worn in the following instances:

i) When soldering/welding a brass, bronze, or galvanized iron in confined areas where ventilation is limited. When welding metal equipment that has been painted or coated with synthetic preservatives or other surface preparations, and adequate measures to capture and exhaust toxic or noxious contaminants from the work site atmosphere are not available.

ii) When entering manholes, sewers, vaults, boilers, or other confined spaces, whether tests indicate the presence of noxious atmosphere after attempts to purge and ventilate them.

iii) When determined by the supervisor to be advisable due to the known or suspected presence of hazardous substances or lack of oxygen in the environment concerned.

12.5 Safety Attire

Safety Vests/ Shirts/ Jackets

A) Risk Management will determine the acceptableness of types of safety vests, shirts, and/or jackets for various work and these vests will be stocked in the City warehouse for issuance to department personnel. Risk Management requires that all vests, shirts, and/or jackets must meet the Texas MUTCD standard. All retro-reflective clothing must be ANSI 107, Class 2 or 3 approved.

B) Safety vests, shirts, and/or jackets shall be worn by a City

employee who:

i) is involved with work that requires him/her to be off the curb line onto the street.

ii) is involved with work in traffic even if there is no curb line.

A) Firefighters shall wear safety vest when in vehicular traffic or off the curb line except when responding to emergencies.

B) Uniformed police officers shall wear safety vests when directing vehicular traffic.

C) Merely crossing the street, getting out of a vehicle and walking to the curb line, and/or placing a notice/ticket on a vehicle does not require the use of safety vests.

D) Working on or at a vehicle located in the street requires the wearing of a safety vest/ shirt if the employee is standing in the street or is frequently getting onto and off a vehicle and standing in the street.

12.6 Foot Protection

A) All employees engaged in outdoor public service and maintenance activities and employees working inside buildings in such tasks as custodial, maintenance, repair shop, plant operation, and laboratory activities, are expected to wear substantial shoes which provide adequate support and stability for all environments in which they will work. Acceptable modifications of

1) this rule are those cases in which safety toe shoes, rubber boots, and other specialized footwear are appropriate for a particular environment. Any variation to these safety shoe rules shall be put in written form and approved by Risk Management.

B) City employees assigned to tasks which involve construction, custodial, maintenance, repair, manual handling or storage of equipment, materials, and heavy tools, and who are exposed to potential foot injury if such equipment, materials, and tools are propped and falls, shall wear safety toe footwear on the job.

C) Metatarsal guards or toe caps shall be worn by employees engaged in grass cutting activities if they do not have approved safety shoes to wear.

D) Management at all levels of supervisory responsibility shall be alert to a need for encouraging employees to wear safety toe footwear in other work assignments not described in the preceding paragraphs when it is determined that a potential for foot injury exists.

Safety Shoes

Scope

A) City employees who perform construction maintenance or repair duties in the following departments or divisions shall be included under this guideline. (This includes engineers and inspectors who spend much of their work week in construction or other hazardous environments):

i) Water Utilities

ii) Parks Maintenance

iii) Streets / Drainage

iv) Fire

v) Emergency Medical Services

vi) Inspections (Building and Engineering)

vii) Traffic Operations

viii)Facility & Fleet Services

ix) Specific positions as the job requirement may dictate as determined by the Department's Director

B) The safety shoe program is mandatory for all field and field supervisory personnel in the above-listed departments. Exceptions may be granted by Risk Management in consultation with the department/division head.

C) Only shoes marked with the ANSI Z41.1-75 approval or better shall be accepted. Employees shall obtain safety shoes through the City approved vendor. Employees who elect to provide their own safety shoes at their own expense must assure the Risk Management Office that these shoes have the ANSI Z41.1-75 certification. Shoe approval shall be made based upon material, construction, and sole configuration and verification of the ANSI certification.

D) The approved shoe vendor shall provide local service to City employees, either using a shoe mobile or through a local store. The safety boot program is coordinated by the Purchasing Department. The Purchasing Department provides boot vouchers to employees. Contact the Purchasing Division at 972-466-3115 for employee boot voucher procedures.

E) Designated employees are entitled to safety shoes on an as-needed basis.

F) An employee issued safety shoes/boots during his/her six-month probation period and who leaves the City prior to the end of the probationary period, shall reimburse the City at the following rate. The city is authorized to deduct this amount from the employee's final paycheck:

After 1 month - ¾ City cost

After 3 months	-	½ City cost
After 5 months	-	1/3 City cost

13. Safe Lifting – Back Injury Protection

Back injuries are prevalent and continue to be one of the leading causes of on-the-job injuries in the workplace. The following procedures are designed to prevent injury and disability to employees; decrease lost productivity due to accidents and injuries; and, decrease costs associated with these types of injuries.

Common Causes of Back Injuries

i. Prolonged positions
ii. Poor posture
iii. Poor ergonomics
iv. Improper lifting/lifting too much
v. Twisting while lifting
vi. Reaching while lifting
vii. Slips/trips and falls
viii. Vehicle and equipment entry and exit

Safe Lifting Principles

The following steps should be taken prior to lifting, handling, or carrying materials:

A) Prior to beginning to lift or carry, check to ensure that the walkway is clear of all obstacles.
B) Carefully check the object's weight and center of gravity.
C) Face the object and get as close as you can with feet slightly apart and the head and neck facing forward. Grip the object firmly and hold it as close to your body as possible.
D) Bend at your knees, not at your waist.

E) Use your legs to bring you to a standing position, making the lift smoothly and under control.
F) Do not twist your body when lifting or lowering.
G) If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment, or other types of assistive lifting devices.
H) When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.
I) When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.
J) Material shall not be thrown from place-to-place or person-to-person.
K) A safety line or tag line should be attached to help control loads as they are lifted to elevated work areas.

14. Slips, Trips, and Falls

Slips, trips, and falls constitute a large percentage of accidents and injuries in public entities. These procedures are designed to prevent hazardous conditions that could result in slips, trips, or falls.

Supervisor Responsibilities

A) Conduct routine inspections to ensure all walking and working surfaces are free from potential slip, trip, and fall hazards.

B) Conduct safety training for employees who use ladders, scaffolds, or other elevated surfaces.

C) Conduct training in the use and inspection of fall prevention and fall arrest equipment.

D) Ensure proper ladders are used for specific tasks.

E) Provide adequate fall prevention and fall arrest equipment.

Employee Responsibilities

A) Maintain work areas free from potential slip, trip, and fall hazards.

B) Correct or immediately report potential slip, trip, and fall hazards.

C) Use proper ladders for assigned tasks.

D) Use proper fall prevention and fall arrest equipment as prescribed by policies.

Engineered and Administrative Hazard Controls

Although every effort is made to prevent slips, trips, and fall accidents, additional precautions should be taken to ensure all possible measures have been taken. These include:

A) Proper construction of elevated work surfaces.

B) Proper use of hand, knee, and toe rails, where required.

C) Proper design and use of fixed ladders and stairs.

D) Adequate lighting in all areas.

E) Training for all employees who work on elevated work surfaces.

F) Routine inspections of ladders, stairs, walking, and working surfaces.

G) Following housekeeping and cleaning requirements

H) Immediate addressing potential problem areas.

14.1 General Requirements

A) Housekeeping

i) All work areas, passageways, storerooms, and shop areas should be always kept clean and orderly.

ii) The floor of every work area shall be maintained in a clean and dry condition as possible. Where wet operations are held, adequate drainage should be maintained, and non-slip mats or floor covering shall be provided.

iii) Every floor, work area, and passageway shall be kept free of protruding nails, splinters, holes, debris, and stored items.

B) Aisles and Passageways

i) Aisles and passageways shall be kept clear and in good repair with no obstructions across or in aisles that could cause a hazard.

ii) Where mechanical equipment is used, aisles should be of adequate width as improper aisles coupled with poor housekeeping, vehicle, and foot traffic, can cause injury to employees, damage to equipment and materials, and can limit egress in the event of an emergency.

iii) Changes in elevation, such as steps, curbs, and ramps, should be marked or highlighted with a stripe of highly visible paint or other non-skid material to assist in the identification of the known trip and fall hazard.

15. Smoking Policy

A) Open flames shall not be permitted in areas where flammables or combustibles are present. Smoking will only be allowed in designated smoking areas and never in the vicinity of flammable materials. The absence of “No Smoking” signs shall not be considered authorization for smoking in hazardous locations.
B) Smoking is prohibited in all city vehicles and in areas where there is a danger to equipment, materials, co-workers or buildings, or where ‘No Smoking’ signs are posted.
C) No smoking at or near any fuel dispensing locations.
D) Smoking, including use of smokeless tobacco and e-cigarettes, are strictly prohibited in any city facility or city vehicle.
E) Employees who violate this smoke-free/ tobacco-free directive will be subject to Positive Performance Management.

16. Tool Safety

A) All tools shall be of an approved type and maintained in good condition.

B) All tools shall be examined prior to use to ensure adequate working condition.

C) Defective tools shall be tagged to prevent their use and removed from the jobsite.

D) Employees shall be trained on the correct use, hazards, and limitations of tools used in the workplace.

E) Gloves should be worn when they provide protection to the employee without increasing the chances of the employee becoming entangled at the point of operation.

F) Tools shall not be left unsecured in elevated places. Tethering is recommended in areas where tools may fall to a lower level.

G) Impact tools, such as chisels, hammers and punches that become mushroomed or cracked shall be replaced.

H) Chisels and punches shall be held with a safe holding device, such as vice grips or pliers to avoid injury to employee's hand.

I) Wrenches with sprung or damaged jaws shall not be used.

J) Wooden handles that are loose, cracked or splintered shall be replaced, not taped or lashed.

K) Power tools shall be disconnected from any power source while repairs or adjustments are being made.

Tool Carrying and Storage

A) Never carry sharp tools in your pockets unless the edges are protected.

B) Do not carry tools in your hands while climbing a ladder. Hoist them with a rope or use an approved utility belt.

C) Protect your tools from falling when working from a scaffold, ladder or other elevated work areas.

D) Do not leave your tools lying around where they may cause a trip/fall hazard. Tools no longer needed for the job shall be returned to their proper location.

17. Traffic Controls for Work Zone Safety

Work zone safety is the adequate safeguarding or protecting of pedestrians, motorists, utility workers and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high level standards, barricade rope, flaggers etc. on approaches to work areas, excavations, open manholes, parked equipment etc.

Work zone traffic control is accomplished by the use of informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and equipment involved.

The public must be warned in advance, then regulated and guided through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.

If street construction or repair work is to be done, preparations will be made to ensure vehicle and pedestrian safety before work is allowed to begin by use of a traffic control plan.

If traffic is affected by the operation, proper signs must be used in advance of the work area, and the traffic control signs in and around the affected area are to be correctly placed and maintained for the duration of the period of work being performed and traffic obstructions exist.

When barricades and signs are used overnight, supervisors should examine the work area for proper placement at the end of the workday.

All employees working in or near the roadway will wear retro-reflective vests or suitable garments marked with or made of retro-reflective or high visibility material while at the work site. Garments worn at night must be made of retro-reflective material.

Lighted barricades will be used whenever possible for overnight protection.

Where traffic must be periodically stopped or obstructed by workers or equipment in a traveled portion of a roadway, a flagger wearing a reflective vest may be stationed. If lack of manpower exists, the roadway must be closed, and the traffic detoured.

Flaggers will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers. The use of sign paddles (Stop/Slow) is preferred and should be used if available. During night operations, the flagger area should be illuminated, and retro-reflective signs used.

All plates used to cover holes in the street on a temporary basis are to be spiked in place.
In any case where streets are significantly obstructed or closed for any period of time, the police, fire and other relevant departments should be notified of the situation and told approximately how long the closure will be in effect.

When pedestrian traffic is impeded, barricades, restrictive tape, rope or other restraint will be used to keep the public from the work site.

Holes in the sidewalk or parkway that must be left open will have perimeter protection. Protection of these areas will be in the form of physical barriers and warning signs.

For additional information - See Texas Manual of Uniform Traffic Control Devices (Texas MUTCD) for reference.

All employees subject to using traffic control devices will be required to attend the annual TEEX Workzone Traffic Control and Flagger Training classes.

18. Trench Construction and Excavation Safety

The proposed guidelines which will apply to any excavation done by City employees will be as follows:

A) Each employee in an excavation shall be protected from cave-ins by an adequate protective system (sloping, benching, shoring, or shielding), unless excavations are made entirely in stable rock, or are less than five feet deep and examination of the ground by a competent person provides no indication of a potential cave-in.

B) When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.

C) A “competent person” as used in this section shall mean one who is trained to, and capable of, identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

D) Employees exposed to vehicular traffic shall wear “high visibility” vests or clothing.

E) A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees. Ladders must extend 3 feet above the surface and be tied off if necessary.

F) No employee shall be permitted underneath loads handled by

lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

G) In excavations deeper than four feet with the potential for a hazardous atmosphere or oxygen deficiency, air testing shall be conducted before employees can enter an excavation and as often as necessary to ensure the atmosphere remains safe. Ventilation or respiratory protection may be needed to protect employees from harmful atmospheres.

H) Daily inspections of the excavations and adjacent areas and protective systems shall be made by a competent person for evidence of situations that could result in a possible cave-in, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted prior to the start of work, when there are changes in off conditions, if the excavation has been left unattended for a period of time (such as lunch), and as needed.

I) Employees shall not work in excavations where there is water accumulated or in an excavation where there is water accumulating unless adequate precautions have been taken to protect employees. The precautions necessary to protect employees adequately can include special support or shield systems, water removal, or the use of a body harness and lifeline

J) Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.

K) Excavations subject to run-off from heavy rains shall require an inspection by a competent person.

L) Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.

M) Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.

N) Each work crew will have at least one worker who will be thoroughly trained in proper and safe trenching procedures. This lead worker will make the decisions necessary to implement the supervisor's instructions on how to safely construct the specific trench. All employees are to receive trench construction safety training. It is recognized that each trench will differ in some respects. It is important that only one person on a work crew be designated the responsible person for follow through on proper trench construction so as to avoid confusion at the worksite. Crew leaders or other designated employees shall train new employees in trench safety.

O) Any trench with a floor or bottom at or below five (5) feet in depth from the surface must adhere to one of the three following trench construction methods if the trench is to be considered legal: (The Crew Leader or Lead Worker will select the appropriate following methods to use.)

   i) **SLOPING**. When sufficient working area is available the recommended practice will be to slope the top back to a distance set by the OSHA, Part 9, Excavation, Trenching, and Shoring standards in most types of soil conditions this will call for a 1 to 1 slope (i.e., 6 feet down requires 6 feet of a slope). Where conditions around or in the trench site make sloping back impractical other methods shall be considered

   ii) **TRENCH SHIELDS.** If sloping back is not acceptable in a trenching operation and the trench is deeper than 5 feet, the second method of protection preferred will be the use of a trench box. It is recommended that the trench box shield be approximately (a minimum of) 4'x6'x4' deep and

be light enough to be lifted into place by a standard type of backhoe. (Multiple trench shields shall be used as trench depth and length dictates, either stacked or end-to-end.) The trench box (trench shield) shall be constructed so that it can be carried in a dump truck to the worksite and have a cable system to allow for easy lifting into place by a backhoe. When digging a repair trench which requires a trench box (trench shield), the box or shield must be in place before any worker is allowed into the trench. Any department that is involved in trench digging shall have at least one trench box (trench shield) and enough trench boxes (trench shields) to satisfy the demands of that department. This may require the division to build such a box (shield) with specific attention being paid to the resultant weight of the box (shield). The division supervisor shall plan the day's work in advance so that any worksite that will require work below 5 feet will routinely have a trench box (trench shield) at the site at the start of the work.

iii) **SHORING/BRACING**. It is recognized that some trenches will be located where sloping is impossible and where a trench box shield cannot be used due to the nature of the trench. In this event the trench must be shored up to prevent possible cave-in. The OSHA standards state that a qualified person will be responsible for the design and maintenance of the support system. This person (the supervisor if present at the construction site, or the crew leader in the supervisor's absence and while working within the scope of his or her duties) will supervise the construction of the shoring method. Only when the support system is in place to that person's satisfaction will an employee be allowed to work on the repair problem. This shoring may be accomplished in several ways. The use of a mechanical jack or hydraulic jack as a brace between

sheeting is an effective method of shoring when done property. The departments may continue to use lumber as sheeting and braces as they have done in the past however this method will not be as cost effective in the long run and would usually be used as a last resort when other methods are unavailable. Angle iron driven vertically into the soil will not be considered safe trench construction unless it is tied down according to OSHA guidelines.

iv) **WHEN TO ENTER/OCCUPY A TRENCH.** Workers may enter a trench only after the trench has been properly protected, and the crew leader or supervisor has inspected the trench and authorized worker entry into the trench.

1) At least one employee will stay outside of the trench while it is occupied. This employee will observe the trench walls for dirt movement and signs of possible trench cave-in.

2) Motorized equipment shall not be driven immediately next to the trench site while the trench is occupied by a worker.

v) **DISPUTE RESOLUTION PROCESS.** A worker has the right to request an inspection of a trench by the department manager or Risk Management representative, if he/she feels the trench is unsafe or improperly protected. It is the workers responsibility to attempt to resolve trench construction concerns with the crew leader or supervisor on-site prior to requesting the trench inspection mentioned above.

vi) No City employee shall enter a contractor trench until it has been inspected by a crew leader or supervisor, who has authorized safe entry based on proper trench protection.

vii) Hard hats shall be worn while in any trench of five foot (5 ft.) in depth or greater. Supervisors may require the use of other personal protective equipment as deemed necessary.

viii) A ladder for escape must be in place in any trench four feet (4 ft.) deep or deeper prior to a worker entering the trench.

19. Weather-Related Emergency Procedures

City operations will at times be conducted under adverse weather conditions.

Definitions

Inclement Weather – Conditions such as snow, sleet, or frigid temperatures.

Tornado Watch – Conditions are right for a tornado to develop.

Tornado Warning – An actual tornado has been sighted or indicated by radar.

19.1 Responsibilities

It is the responsibility of every manager and supervisor to ensure that employees know how to respond in the event of tornado.

A. Each department shall establish procedures to be followed during severe weather along with remote locations and field operations.

B. Each department shall have a system to alert the need to seek shelter.

C. Drills will be conducted at least on an annual basis.

D. Each department will designate one person to be in charge and activating severe weather procedures.

E. Each department will have an alternate should the designated person be absent.

19.2 Guidelines About Reporting to Work During Inclement Weather

A. Employees are expected to report for duty at the hour regularly assigned for their workday. If weather conditions are such that personal judgment prevents the employee from coming to work or causes them to be late, the employee should notify the supervisor within 30 minutes after the start of the workday.
B. If weather conditions cause employees to be absent, the supervisor may account for the absence by:
    a. Authorized leave time for which the employee is eligible, which may include vacation, holiday, or compensatory time. Sick leave may not be used for inclement weather without providing a doctor's note.
    b. Authorized leave without pay.
C. If any City offices are closed due to adverse weather conditions and supplemental or telecommuting work is not available, the decision about which departments or divisions will be closed and how pay will be handled will be made by the City Manager depending on the severity of the weather event.
D. If any City offices are closed due to adverse weather conditions and supplemental or telecommuting work is available, employees are expected to work utilizing one of those options. If an employee refuses supplemental or telecommuting work, the employee could be subject to discipline under Administrative Directive #31 Positive Performance Management. Effective August 1, 2011, Revised April 7, 2021
E. During inclement weather, employees may be expected to report for work and must be responsive to their supervisor or manager during the inclement weather event.

F. In some departments that have an internal process or standard operating procedure requiring first responding employees (Police, Fire, Public Works etc.) to report for work during inclement weather, these employees are expected to follow the requirements of their specific departmental procedures.

20. Weather-Related Illness Prevention

20.1 Cold-Related Illnesses

Hypothermia is when the body's temperature drops below normal, causing uncontrollable shivering, weakness, drowsiness, disorientation, unconsciousness, and even death. Persons working outdoors during the winter months should follow the guidelines listed below:

i) Dress i

ii) n layers

iii) Keep Dry

iv) Work with co-workers when possible

20.2 Heat-Related Illnesses

A) Heat stroke, heat exhaustion, heat cramps and heat rash are health-related problems associated with working in hot environments. Heat-related illnesses can be caused by prolonged exposure to hot temperatures, limited fluid intake, or failure of temperature regulation mechanisms in the brain.

B) The most serious health disorder associated with working in a hot environment is heat stroke. Symptoms of heat stroke include hot dry skin, no sweating, high body temperature, rapid heartbeat, mental confusion, or a loss of consciousness. While medical help is being called, the victim should be moved to a cool area and his/her clothing soaked with cool water. Vigorous fanning of the body will increase cooling. Death can occur if prompt first aid and medical help is not

given.

C) Heat exhaustion occurs as a result of excess fluid loss and failure to replace the minerals and fluid lost during sweating. Signs of heat exhaustion include extreme weakness or fatigue, giddiness, nausea, or headaches. The skin is clammy and moist, and the body temperature is relatively normal. The best treatment for heat exhaustion involves resting in a cool place and drinking plenty of fluids.

D) Heat cramps are painful muscle spasms, which are caused by excessive fluid and salt loss. Such cramps can be treated by consuming fluid replacement beverages.

E) Heat rash is likely to occur in hot and humid environments where sweat cannot be easily evaporated from the skin surface. It can be prevented by resting in a cool place and allowing the skin to dry.

F) By following a few basic precautions, health problems associated with working in hot environments can be prevented:

   i) Those unaccustomed to working in the heat should be given time to adjust to work in a hot environment.

   ii) Wear light, loose fitting clothing and protect yourself by wearing a hat. Sunscreen should also be used when prolonged exposures to sunlight may be possible.

   iii) Drink plenty of fluids to help prevent dehydration. Five to seven (5-7) ounces of fluid are recommended every fifteen to twenty (15-20) minutes when working in extremely hot or humid conditions. Beverages containing alcohol or caffeine should be avoided to prevent dehydration.

   iv) Alternate work and rest periods. Heavy work should be scheduled for the cooler parts of the day if possible.

v) Educate employees on the symptoms, treatments, and preventive measures for heat- related problems.

21. Working Alone Safety

While it is not necessarily hazardous to work alone, work exposures combined with the fact that the employee is alone require preparation by the entity, supervisor, and employee. Whether a situation is high or low risk will depend upon the type of work, location, interaction with the public, or consequences of an accident, injury, or emergency.

High risk activities include working from heights, confined spaces, electrically charged devices, hazardous materials or chemicals, power equipment, high-pressure devices, and potentially violent people. Such exposures may require additional employees or significant preparation so that the employees are knowledgeable about hazards and a determination by supervisors that lone workers have demonstrated the capability to work safely and independently.

To help ensure the safety of a person working alone, consider the following actions:

A) Assess potential workplace hazards.

B) Talk with employees about the assigned tasks, discussing exposures and solutions.

C) Avoid having to work alone during high-risk jobs.

D) Take corrective action to prevent or minimize the risks of working alone.

E) Provide appropriate safety training and education.

F) Establish a check-in procedure for staff.

G) Schedule high risk tasks during normal business hours or when another worker capable of helping is present.

H) Report all unsafe situations, incidents, and near misses, particularly if working alone would have increased or did increase the severity of the situation.

22. Working In Confined Space

A) All potential hazards shall be evaluated by a supervisor or crew leader, prior to entry into a **confined space. Confined space** means a space that: (A) Is large enough and so configured that an employee can enter and perform assigned work; and (B) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and (C) Is not designed for continuous employee occupancy.

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

C) If work is to be performed in a confined space, a written permit system shall be followed. The entry supervisor shall complete the written permit prior to entry to ensure that all safety equipment is in place and acceptable entry conditions are present.

D) Before any entrance cover to a confined or enclosed space is removed, the employee shall determine that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover. If gas fumes or other unusual odors are detected prior to opening a lid or door to a confined space, stop immediately and contact your supervisor. Then contact the Pump Station, who will contact the appropriate agency to investigate the dangerous condition.

E) No smoking shall be permitted in a confined space or near the entrance/exit area.

F) When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or

other temporary barrier. If entry and ventilation is made at a street opening, set up barricades and warning signs to protect pedestrian traffic and alert vehicle traffic before covers of manholes, and hand holes, or vaults are removed. Never allow exits to be blocked while working in a confined space.

G) Before an employee enters a confined space, the internal atmosphere shall be tested for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Approved and calibrated testing equipment shall be used to measure the concentration of the various gases. Atmosphere testing equipment shall be calibrated by the manufacturer at least quarterly, and records of such calibration shall be maintained by the user department. Employees working on the wastewater system shall test for hydrogen sulfide as well as for the conditions mentioned above.

H) The employee shall test the atmosphere with a probe through a vent hole prior to opening the cover or the door. If the testing equipment does not work properly, notify your supervisor immediately. Do not enter the confined space without testing the atmosphere with substitute testing equipment. If an oxygen deficiency is found, or if flammable or toxic gases or vapors are detected, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapors.

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

J) If a hazard-increasing work activity is to take place in a

confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.

K) Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned. Visually inspect ladders, steps, and walls for unusual conditions prior to entry and while occupying the confined space. Only one person shall enter a confined space at one time without supervisor's approval. If the instrument gives warning of either a drop in oxygen content, or presence of combustible atmosphere, immediate exit from the confined space is mandatory.

L) A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined-space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.

M) If a test indicates a combustible atmosphere and it is possible that a gas line leak is the cause, leave the confined space, post appropriate warning against the introduction of any ignition sources, contact the Pump Station, and ask that TXU Gas be sent to your location immediately.

    1. Do not ventilate until after the gas company has obtained samples of the atmosphere.

2. If the combustible is natural gas, make no attempt to enter the confined space until the source of the gas is located by the gas company and repairs made.
3. When the TXU Gas representative states that the repairs are complete, ventilate thoroughly and then test again for both combustible and non- respirable atmosphere before entering.
4. For additional testing of combustible atmospheres, you can call Fire Administration at (972-466-3070).
5. The Pump Station will also contact the Fire Department to inform the Fire Department of the gas leak.

N) In the event of an explosion in a confined space or enclosed space whether entry has been made or not, call either the Pump Station or 911 immediately, whichever is most available.

O) If tests do not indicate a combustible atmosphere, but do indicate a non- respirable atmosphere, ventilate thoroughly and then test again. If after a reasonable period of ventilation, the atmosphere is still not respirable (breathable), do not enter and report this condition to your supervisor.

P) If a test shows the presence of a non-respirable atmosphere, and if prior to ventilation it is necessary to enter, a person trained in the use of protective equipment shall be provided with a self-contained breathing apparatus, before entering the confined space. Canister type breathing apparatus for entry into toxic or low oxygen atmosphere in confined spaces is **prohibited**.

Q) All employees who may be required to wear self-contained breathing equipment for entry to a toxic or oxygen-deficient atmosphere shall receive annual training on the use of this equipment. These employees shall maintain hair and beard

length that allows proper facial seal when using this equipment.

R) If an employee enters a dangerous atmosphere equipped with a self-contained breathing apparatus, standby personnel must be present on the surface. Standby personnel must have suitable rescue equipment. Communication shall be maintained between all persons present.

S) When employees inspect storm sewers, sanitary sewers, or water mains by walking through them, the following procedures shall apply:

i) One manhole ahead of the segment to be inspected shall be opened, unless a portable radio is in use. Explosion proof radios should be used whenever possible.

ii) At least one employee shall remain on the surface and walk the same route.

iii) Employees walking the pipes shall report to the employee on the surface at each manhole or via portable radio.

iv) Tests for combustible and non-respirable atmosphere shall be made. A portable blower should be put in operation for ventilation when practical. The air flow of natural ventilation should be determined, and the blower so located as to introduce a flow of air in the same direction as the natural air flow.

v) All persons in the pipe shall be equipped with a self-contained breathing apparatus. At least one gas testing monitor shall be continuously monitoring the atmosphere for oxygen deficiency. The workers shall also test for combustible atmosphere while remaining in the confined space.

vi) If a monitor does not test for “toxic gas” and a worker in

any confined space smells hydrogen sulfide, a rotten egg odor, they should immediately exit the confined space until testing for hydrogen sulfide can be done. This gas, while having a noticeable odor, does deaden the sense of smell in higher concentrations and can cause a false sense of security which could be fatal.

vii) In an emergency situation where one or more workers are trapped in a confined space, the employee on the surface shall not enter the confined space to attempt a rescue until:

1) Contacting “911” has been completed or delegated to a responsible individual.

viii) Another person is available to be stationed outside to handle the line and assist.

ix) A self-contained breathing apparatus has been donned, checked out and lifeline attached.

x) Upon entering, the employee may not remove his/her air supply mask for any reason.

xi) Rescue apparatus is considered to be:

1) Tripod

2) Lifeline and harness

3) Self-Contained Breathing Apparatus

4) Air testing unit

5) Flashlight/portable radio

T) Upon exiting a confined space, notify your supervisor that work is complete. If re-entry is necessary, start the testing process over from the start and notify your supervisor about continued work in the confined space.

U) All employees required to enter a confined or enclosed space shall be equipped with a body harness and lifeline monitored by a properly trained attendant. Other personal protective equipment and rescue devices may also be required depending on the situation.

V) Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.

W) While work is being performed in an enclosed space, a person with CPR and basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns around the opening used for entry.

X) Necessary rescue personnel and equipment shall be available in the event of an emergency.

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

23. Workplace Violence Awareness

Recognition

Recognize signs that may precede violence in your co-workers or customers and report them to your supervisor. Be cautious when you deal with a person who:

A) Makes verbal threats on the job about getting “even” with co-workers or with your employer for disciplinary action or dismissal.

B) Regularly threatens or intimidates others

C) Claims people are out to get him or her

D) Talks a lot about weapons

E) Holds grudges

F) Blames others for problems or setbacks

G) Gets angry very easily and often

H) Is defensive when criticized

Reporting

Report the following situations, events, or behaviors to your supervisor:

A) A customer that becomes unusually angry with you because of perceived slow service, perceived poor conduct quality or lack of information

B) A customer who talks abusively when making a telephone complaint

C) A customer who threatens you or co-workers.

Respond

Respond effectively to a threatening or violent situation:

A) Take all threats seriously

B) Stay calm and be polite, look the person in the eye and do not argue or threaten

C) Address each customer with a friendly greeting when you are on the phone or meeting the customer in person

D) Be courteous at all times

E) Notify the police if you are frightened-or use a warning signal to alert co-workers

F) Ask your employer for training to help you deal with the public.

Protect

Protect yourself and co-workers on the job:

A) Keep security and police department numbers near your phone.

B) Know how to use an alarm or alert staff to possible danger.

C) Develop a danger signal you can use to alert others to possible danger.

D) Meet visitors in the lobby and escort them to your work area.

E) Report any unusual packages to appropriate personnel, do not open suspicious packages.

F) Lock purses and personal belongings in a desk or locker.

G) Report signs of a break-in and missing items immediately.

Security

Follow security policies and procedures:

A) Keep locked door locked, do not prop them open.

B) Wear name tags or badges when required.

C) Do not share access cards or entry codes.

D) Do not allow non-employees (including ex-employees) to avoid sign-in and other visitor entry procedures.

E) Do not engage in fistfights or other aggressive behavior at work.

F) Do not bring a weapon to work or leave one in your car.

G) Do not drink or use drugs at work, or work under the influence.

H) Report all threats and security violations.

After-Hours Work

Take special precautions when working late or alone.

A) Inform someone that you are working late.

B) If possible, relocate your vehicle closer to the building.

C) Lock the door to your work area if you are alone.

D) Work near a phone.

E) Work with lights on.

F) Avoid using dark stairways or halls.

G) If working with others, try to leave and walk to transportation

together.

H) Have your car keys ready as you leave the building.

I) Check under and inside your car before unlocking it.

J) Lock your car as soon as you are seated in it.

K) Walk confidently and quickly to show that you know where you are going and what you are doing.

L) Try to run away from an attacker if possible.

M) Yell if you are being attacked to alert others.

N) Give an attacker money or jewelry on demand.

24. Safety Coordinators

Safety Coordinator's Goals:

- To promote S.O.S. (SEE IT. OWN IT. SOLVE IT.)
- Continually improve our safety culture through employee owned and operated observation and feedback process.
- Create an environment of safe behaviors that aim to result in zero workplace accidents and injuries.
- Prevention of future incidents and accidents.
- Reduce the frequency and severity of injuries and accidents.
- Educate employees to recognize SAFETY is everyone's responsibility.
- Provide a safe environment for co-workers to communicate, report or discuss any safety concerns or suggestions they identify.

Safety Coordinator's Responsibilities:

- Promote safety as City and department priority.
- Help employees to recognize and eliminate hazards or exposures within the workplace with S.O.S. (SEE IT. OWN IT. SOLVE IT.)
- Communicate safety training as a valuable tool provided to staff to ensure everyone goes home to their families at the end of the workday.
- Receive and review copies of accident and injury reports for their division to identify trends or training needed.

- Select topics for safety training relevant to their division's work and/or any noticeable trends in accidents or injuries.
- Maintain a safety training calendar.
- Schedule & conduct monthly safety training for their department.
- Submit Safety Meeting Minutes with attendance rooster to Risk Management.
- Educate employees on the potential hazards and exposures in their department's specific work and work environment.
- Train employees on MSDS (Material Safety Data Sheets) – What is MSDS? Where your division staff find their MSDS?
- Inform employees when there are changes to their department's safety policies or procedures.
- Conduct quarterly safety inspections of their facilities.
- Follow up on safety issues when warranted.
- Review and assist with revisions to their division's accident prevention and safety programs as necessary.
- Train employees on what first aid supplies are available in their vehicles and at their facilities.
- Assisting to ensure "blue accident kit" are in all city vehicles.
- Remove expired insurance cards and replace with updated cards in their department's vehicles.
- Coordinate with Risk Management or its representative on safety concerns or issues.