

CITY OF ATHENS



MEDICAL PROTOCOL AND SAFETY MANUAL

Revised: July 28, 2023

Revisions

SECTION	PAGE	DATE	CHANGE
Employment & Benefits Coordinator	3	05/22/2019	Title Change to - HR Generalist
City Authorized Physician	3	05/22/2019	Bethany McQuiston, Laboratory Manager
(MRI) Change of Address & Phone number	3	05/22/2019	700 West Market Street Athens, AL 35611 (256) 233-9292
Limestone Radiology and Valley Imaging	6	05/22/2019	Athens Limestone Hospital Radiology
City Contact Personnel	3	10/20/20	Update Contact List--Removed T. Sanders
All sections, both manuals	All	4/21/2023	Combined Medical Protocol and Safety Manual
City Authorized Physician	3	4/21/2023	Dr. David Purner
Medical East	Various	7/28/2023	Name change to Athens Limestone Occupational Health Clinic

MEDICAL PROTOCOL

CITY CONTACT PERSONNEL

Marsha Sloss, Director of Human Resources 256-233-8727

Chanel Taylor, Senior Human Resources Analyst 256-262-1384

Human Resources Fax: 256-233-8726

Mailing address: City of Athens
Attn: HR Dept.
PO Box 1089
Athens, Alabama 35612

CITY AUTHORIZED PHYSICIAN

Athens Limestone Occupational Health Clinic (ALOHC)

Dr. David Purner

15243 Greenfield Dr.

Athens, Alabama 35613

Phone: 256-771-0994

Fax: 256-771-1662

Hours of operation:

Monday – Friday 7:00 AM -5:00 PM

No drug screens after 4:00 PM

PRESCRIPTIONS

Westside Pharmacy

1204 West Market Street

Phone: 256-233-2307

Claim number will be employee social security number

WORKER'S COMPENSATION INSURANCE CARRIER

Millennium Risk Managers

P.O. Box 43769

Birmingham, Alabama 35243

Phone: 1-888-736-0210

Fax: 205-824-0240

DEFINITION OF AN ON-THE- JOB INJURY

An on-the-job injury is an injury that occurs because the employee has been involved in a job related accident or has been engaged in a specific work related activity that caused the specific problem. There must be a specific “cause and effect” for a situation to qualify as on-on-the-job injury.

REPORTING ACCIDENTS

All on-the-job accidents and city vehicle accidents, with or without injury, must be reported to the supervisor immediately.

The supervisor will immediately notify HR of the accident and will send or drive the employee to Athens Limestone Occupational Health Clinic or the ER as needed for medical treatment and/or drug screens.

HR will notify ALOHC or the ER that a City employee is coming for treatment.

The employee must complete an accident report as soon as feasible following an accident and forward it to Human Resources.

Report all vehicle accidents to the police department and your supervisor immediately. Any vehicle or motorized equipment accident must be reported no matter how trivial it may appear.

Failure to report an accident promptly to the supervisor, failure to follow the established procedures for treatment, and/or failure to use authorized physicians will be considered a serious offense that is subject to disciplinary action and the loss of worker’s comp benefits.

Each employee is expected to be at work the day following an on-the-job injury unless authorized off work by ALOHC. If the employee feels he/she cannot work, but is not authorized in writing to be off work, the employee must contact the supervisor and Human Resources immediately.

If ALOHC or an authorized referral doctor does not authorize an employee to be off work following an on the job injury, any time missed is not compensable for worker’s compensation benefits.

The first day of injury is covered as paid work time. However, the first three full days missed from work following the day of injury, even if authorized by ALOHC, is covered by worker’s comp only under certain conditions as defined by the Alabama State worker’s comp law. This law states that the first three days off work following an on-the-job injury, even if authorized by the city physician are not compensable unless you miss a total of 21 working days for this specific injury.

The first three days missed following the day of injury shall be charged to the employee’s city paid sick leave, but should also be turned in to Millennium Risk for recordkeeping purposes.

EMERGENCY ROOM TREATMENT

The designated emergency room is Athens/Limestone Hospital Emergency Room.

In the event of a traumatic or life threatening injury or medical condition the employee should go immediately to Athens Hospital Emergency Room. A supervisor or co-worker shall drive this employee for immediate treatment.

The following is a list of the types of injuries and conditions for a visit to the emergency room:

- Animal Bites
- Any life-threatening or traumatic injury
- Serious injuries sustained in a vehicle accident or an assault.
- Serious head trauma
- Serious facial burns
- Eye burns
- Extensive cuts and lacerations
- Non-serious on-the-job injuries that occur when ALOHC is closed.
- Non-work related conditions requiring ER treatment. The following conditions are not worker's comp, but still require prompt medical care at the ER: Chest pain accompanied by shortness of breath, nausea, vomiting, pain radiating through the arm, or other symptoms related to cardiac problems or symptoms related to a stroke.

JOB-RELATED ACCIDENT OR INJURY AFTER HOURS AND ON WEEKENDS

If an accident or injury occurs in the event ALOHC is closed, the employee should:

1. Go to the Athens ER for medical treatment and a drug screen and also.
2. Go to the Athens Police department for an alcohol screen if this was a vehicle accident. Police Officers will be alcohol tested by the Sheriff's department in the event ALOHC is closed.

Medical Referral After Initial ER Treatment - After initial treatment, the ER physician shall refer the employee back to ALOH-East Campus. In no event shall the emergency room physician authorize the employee to go to his family physician or to any other physician should further treatment be necessary, except in the rare case of extreme life threatening emergency or med-flight.

Prescription Drugs Authorized by ER - Athens-Limestone Hospital Emergency Room has the authority to issue enough prescription drugs to last until the next business day; then the ER physicians should instruct the employee to go back to ALOHC for any further prescriptions. The intent is to have all prescription management handled by one doctor.

Bills and Invoices at the ER - Athens-Limestone Hospital Emergency Room should forward all invoices for worker's comp treatment to Millennium Risk at the address listed above or mail to the City of Athens, Attention Human Resources. Or contact HR if more information or verification is needed.

PRE-CERTIFICATION PROCEDURES

The authorized physical therapy provider is Athens Limestone Hospital Physical Therapy Center. All of the following services require pre-approval by Millennium Risk Managers:

- All outpatient physical therapy
- All occupational therapy
- All speech therapy services; All chiropractic services
- Magnetic Resonance Imaging on second study
- CAT Scans on second study
- Myelograms, Discograms, Service Electromyograms on second study
- Work conditioning.
- Referrals to specialists by the initial treating physician (excluding ER physician) for the purpose of the specialist assuming full case management responsibilities.
- All CT Scans will be conducted at a location determined by ALOHC.
- All MRI Diagnostic Imaging will be conducted by ALH Radiology

SAFETY COMMITMENT

The City of Athens is committed to establishing and maintaining a safe and healthy work environment for all employees and to comply with all applicable safety and occupational health laws. In addition, the City is committed to providing the safest possible environment for our citizens.

ADMINISTRATION AND RESPONSIBILITY

- A. **SAFETY DIRECTOR'S RESPONSIBILITIES:** The City's Director of Human Resources serves as the City's Safety Director. The City's Human Resources Director also serves as the Substance and Alcohol Abuse Policy Administrator and the Employee Assistance Program Administrator. Safety Director's duties and responsibilities include, but are not limited to the following:

- B. **DEPARTMENT HEAD'S RESPONSIBILITY:** Department heads have primary responsibility for providing a safe and healthy work environment for all employees within their department. Each department head shall implement and aggressively support the City's safety program and policies.

- C. **SUPERVISORS RESPONSIBILITY:** Supervisors are responsible for knowing and implementing the City's Safety and Health Procedures contained herein. Supervisors are directly responsible for the safe operation of machinery and equipment in their departments and the safe work practices of employees on the job. Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.

- D. **EMPLOYEE RESPONSIBILITY:** Safety shall be considered an integral part of each employee's job performance and shall be included on every job description. All full time and part-time temporary employees shall comply with the same safety standards applicable to regular status employees.

Each employee shall be responsible for taking pro-active steps including:

- Knowing and following all safety and health rules, policies, and procedures for his/her specific job and work area.
- Making safety a critical element of his/her job.
- Cooperating with the safety program so that work can be conducted in such a manner to insure personal protection for everyone.
- Taking no unnecessary chances and working in a manner not to cause harm to themselves or others.
- Immediately reporting all unsafe conditions to their supervisors.
- Reporting any work related injury, illness, or accident regardless of severity.
- Using city equipment properly. Using all safety guards and safety equipment properly.
- Using any personal protective equipment provided.
- Knowing the hazards of the materials and equipment being used and to follow the specified precautions.
- Participating in exposure hazard measurement programs and safety inspections.
- Participating in safety training programs.
- Practicing good housekeeping in their work areas and maintaining a safe work environment.
- Doing everything possible to insure the safety of citizens in the work area.

Written safety rules and procedures cannot be all inclusive. Conditions may arise which are not covered by rules or procedures, but still demand sound judgment. Employees should exercise common sense and follow the safest methods and practices for their job.

GENERAL GUIDELINES, PROCEDURES, SAFE WORKING TIPS

DEPARTMENTAL SAFETY ORIENTATION

The supervisor is responsible for conducting a departmental safety orientation for each new employee. This orientation shall be specific and designed to instruct new employees in the proper way to do particular tasks. Some jobs may require a detailed and intensive safety orientation, particularly those that must comply with federal, state, or local laws or regulations, such as lineman or gas installers. In this case, the orientation must contain task-specific instructions.

A departmental safety orientation program shall include, but is not limited to the following:

- Identification and avoidance of job hazards
- Hazard reporting procedures
- Protective clothing and equipment
- Fire protection
- Correct use of equipment and safety guards
- Location and use of safety equipment and fire prevention equipment
- Inspection, Preventive maintenance schedules, and procedures
- Accident reporting, recordkeeping, and investigation
- Housekeeping procedures
- Waste handling
- Medical and First Aid Stations

ON-THE-JOB TRAINING

The Supervisor is responsible for training each employee to perform his/her job tasks efficiently and safely. Such job training shall be documented and a copy placed in the employee's personnel file in Human Resources. In addition, copies of all required certifications and training seminars and classes attended shall also be forwarded to Human Resources for inclusion in the employee's personnel file. Human Resources shall maintain a training database of class attendance and certifications.

SAFETY INSPECTIONS

A. DEPARTMENTAL INSPECTIONS

Supervisors and Department Heads shall insure that periodic inspections are conducted for each department and work crew. Corrective actions shall be taken to eliminate all hazards and unsafe work practices. Records of such inspections should be kept and a copy forwarded to the City's Safety and Health Director.

The City's Safety Director shall conduct periodic safety inspections of each department and facility. Whenever possible, field investigations of work crews will be conducted. Inspection reports will be sent to all Department Heads. Department Heads shall take prompt corrective action to correct any and all unsafe conditions or practices identified.

B. ANNUAL INSPECTIONS

A loss control representative from the Municipal Worker's Comp Fund shall conduct annual inspections of all city departments. The annual report shall be sent to all department heads. Department Heads shall take prompt corrective action on all action items and recommendations.

In addition, the General Liability Insurance Carrier may also conduct periodic inspections of city departments and provide periodic reports of recommendations. Department Heads shall take prompt corrective action on all recommendations.

SAFETY MEETINGS

Periodic safety and training meetings shall be conducted with all employees. The safety meeting may be conducted by the Supervisor or the supervisor may arrange for a guest speaker. These meetings shall be documented as to attendance, date, time, and issues covered. A copy of the documentation shall be submitted to the City's Safety and Health Director.

ALCOHOL AND SUBSTANCE ABUSE

Violations of the City's Alcohol and Substance abuse policy is considered a serious offense and subject to severe disciplinary action including dismissal. For further information, refer to the City of Athens complete Alcohol and Substance Abuse Policy.

SMOKING AND USE OF TOBACCO

All City facilities are smoke-free environments; smoking is not permitted inside any City facility or within a city automobile. Employees desiring to smoke may do so in designated outside smoking areas. For further information regarding this policy, refer to the City's Personnel Policy and Procedure Manual.

FIRST AID KITS

First aid kits are provided for all work crews and are intended to be used for treatment of minor skin wounds, abrasions, burns, and insect bites. Only personnel trained in first aid and Blood borne pathogens should administer first aid. Supervisors or a designated employee shall be responsible for maintaining and replenishing first aid kits.

HAZARD IDENTIFICATION

Every employee shall be alert for possible hazards that could result in accidents, and act promptly to eliminate the hazard. If the hazard cannot be corrected immediately, the problem should be reported to the immediate supervisor. Properly reported hazards can be effectively investigated and corrected before they result in an accident.

Supervisors shall promptly investigate all reported safety hazards. Hazards that could cause or contribute to accidents shall be immediately corrected. After correction, a follow-up shall be conducted to assure that corrections remain effective.

COMMUNITY EMERGENCIES

A community emergency shall be handled in accordance with the Athens Limestone County Emergency Management Association's Emergency Operation Plan, the City of Athens public safety procedures, and any related regulations provided by Homeland Security. Community emergencies include, but are not limited to tornadoes, floods, winter storms, large hazardous chemical spills, multiple car pile ups, major transportation accidents, expansive fires, earthquakes, riots, and civil disorder, hostage crises, bomb threats, terrorist attacks, national security threats, and acts of war. All employees should know the location of the departmental copy of the EMA plan. All employees shall know whom to contact in a community emergency situation.

RADIO COMMUNICATIONS

The radio is to be used only in connection with City business. No employee shall knowingly transmit any false emergency communication, or any unnecessary, irrelevant, or unidentified communication, or utter any obscene or profane language via radio. If you have an emergency, use the words "Emergency – Help." This language shall be used only in severe emergencies. Any employee abusing this privilege may cause unnecessary injury to others and shall be subject to disciplinary action.

BACK SAFETY

Lifting the wrong way can lead to serious back injuries. Employees shall follow safe lifting techniques when lifting loads manually.

BATTERY MAINTENANCE

When performing battery charging or battery maintenance, operators are exposed to possible hazards from burns and explosive gases. To reduce exposure to other personnel, all battery charging operations shall be separated from other activities. To prevent the accumulation of hydrogen gas, all battery charging will be performed in a well-ventilated area.

BLOODBORNE PATHOGENS

A. GENERAL GUIDELINES

The City shall designate specific personnel as emergency responders. Designated responders shall be identified by name and job title. Such designated responders shall be

trained in first aid, CPR, and Blood borne pathogens. All emergency responders shall be provided the proper personal protective equipment and trained in its use.

All other employees shall receive general training in Blood borne pathogens and shall be informed of who the designated responders are. Training shall be conducted periodically and documented for each employee. All non-trained employees shall not attempt to assist with an injured employee if there is a risk of exposure to Blood borne pathogens and shall contact an emergency response team member.

Universal precautions are a term for infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis, and other Blood borne pathogens.

The City's policy is that all personnel shall observe universal precautions in all situations where there is a potential for contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious.

B. HEPATITIS B VACCINATIONS

Hepatitis B shots, at the City's expense, shall be offered to all personnel. A Hepatitis B vaccination shall be offered and provided to all new hires and any employee following an exposure incident if the individual has not been vaccinated or may have declined the vaccination previously. The City will provide follow-up monitoring and counseling by the City's physician.

C. PERSONAL PROTECTIVE EQUIPMENT

Employee shall observe the following precautions for handling contaminated materials and using personal protective equipment:

- Appropriate personal protective equipment shall be used whenever there is a risk of exposure.
- Remove garments penetrated by blood or other infectious materials immediately.
- Before leaving the work area, contaminated protective equipment shall be placed in appropriately designate areas or containers for storing, washing, decontamination, or discarding.
- Wear appropriate gloves when there is a potential for hand contact with blood, other infectious materials, mucous membranes, non-intact skin; when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be re-used.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if cracked, peeling, torn, punctured, or their ability to function as a barrier is compromised.
- Appropriate face and eye protection must be worn. Goggles, glasses with solid side shields or chin-length face shields shall be used when splashes, sprays, spatters, or droplets of infectious materials pose a hazard to the eyes, nose, or mouth. Masks in combination with eye protection shall also be used if exposure can be reasonably

anticipated. This equipment shall be available on all emergency vehicles. An extra change of work clothing shall be available to emergency responders.

D. HOUSEKEEPING FOR BLOODBORNE PATHOGENS

Emergency response vehicles and worksites shall be maintained in a clean and sanitary condition. Contaminated work surfaces must be decontaminated with a disinfectant when contaminated by splashes, spills, or contact with blood or other potentially infectious materials.

All equipment and working surfaces that could have become contaminated shall be cleaned and checked routinely and shall be decontaminated as necessary.

All bins, pails, cans, and similar reusable receptacles must be decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately after visible contamination.

Broken glassware, which may be contaminated, shall be picked up only by using mechanical means such as tongs, brush and dustpan, or forceps, and never with bare or gloved hands.

Contaminated sharps shall be disposed of properly and safely. Clean sharps shall be stored in a safe manner and not in a way that requires employees to reach into containers where the contents cannot be seen or safely handled.

Protective gloves and other appropriate personal equipment shall be used when handling contaminated laundry. Contaminated laundry shall be bagged or containerized at the location where it is used and not sorted or rinsed where it was used. Contaminated laundry shall be placed and transported in bags or containers and properly labeled. Bags shall be of a type to prevent soak through or leakage.

Regulated waste must be placed in closeable, leak-proof containers built to contain all contents during handling, storing, transporting, or shipping and labeled appropriately. Regulated waste includes liquid or semi-liquid blood or other potentially infectious materials or any items contaminated with blood or potentially infectious materials, contaminated sharps, and microbiological wastes containing blood or other potentially infectious materials.

E. LABELING

Containers of regulated waste, blood, or any potentially infectious materials shall be labeled with fluorescent orange or orange-red biohazard warning labels. The warning label must contain the biohazard symbol and must have the word BIOHAZARD on it and be attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal of the label.

F. REPORTING AND RECORDKEEPING

All incidents of exposure or potential exposure shall be reported promptly to the City's Safety Director. A detailed record of any exposure incident shall be prepared by the Supervisor and forwarded to the Safety Director.

G. TRAINING

All emergency responders shall receive job specific training at least manually. All other employees shall receive general Blood borne pathogen training.

CHEMICAL SAFETY

A. GENERAL GUIDELINES

Chemicals are necessary to perform many jobs. However, if not handled properly, they pose significant health hazards.

Supervisors shall insure the following:

- That only authorized and trained personnel are permitted to work with chemicals
- That all chemicals are properly labeled
- That all chemicals are stored properly and transported properly.
- That all obsolete chemicals shall be disposed of promptly and safely.
- That material safety data sheets for all chemicals are kept in a readily acceptable place and that employees know the location
- The proper and safe use of chemicals
- The common labeling systems for chemicals including color-coded bars and diamonds indicating the type of hazard.
- How to read a Material Safety Data Sheet
- How to properly use required personal protective equipment.
- How to handle an exposure to a hazardous chemical
- How to handle a small spill, leak, or chemical fire
- How to give alarms for spills, leaks, fires, or other emergencies that require trained responders
- Evacuation routes

Employees shall:

- Never use a chemical that does not have a label affixed to the container or that is properly labeled
- Notify their supervisor if a chemical does not have a label or it's difficult to read
- Read the MSDS and container label carefully prior to handling any chemical
- Know exactly what chemicals they are using
- Follow all guidelines on labels and MSDS's
- Use protective clothing and equipment to decrease exposure
- Do not eat, drink, smoke or apply cosmetics around chemicals
- Wash hands thoroughly after working around or with chemicals
- Ask questions if they don't understand something
- Report any possible overexposure to their supervisor immediately and seek medical attention
- Know how to handle a small spill, leak, or fire
- Know evacuation routes

B. CONTAINER LABELING

Colored areas on bars and diamonds indicate the kind of hazard. The following is the generally accepted code:

Red = Fire Hazard
Yellow = Reactivity Hazard
Blue = Health Hazard

The white area of the label contains information regarding the specific chemical. For example, the health hazard the chemical may cause, what part of the body may be affected by that chemical, or what protective equipment should be worn when handling the chemical. Numbers in the color-coded sections classify the degree of hazard such as:

0 = No Hazard
1 = Slight
2 = Moderate
3 = Serious
4 = Severe

C. MATERIAL SAFETY DATA SHEETS

Material safety data sheets (MSDS) shall be provided for every chemical used in the workplace. The MSDS details the proper use, method of use, and safety precautions needed for each chemical.

Chemical labels and MSDS sheets provide critical information such as:

- The common or chemical name for product and its ingredients
- The name and address of the manufacturer
- The potential health and physical hazards of each chemical.
- First Aid measures
- Firefighting measures
- Accidental release measures – what to do in case of a spill, leak, or release into the air.
- Safe handling and storage such as keep away from open flames.
- Exposure controls and personal protective equipment needed.
- Physical and chemical properties that could affect how hazardous a chemical is in a given situation.
- Stability and reactivity such as what could happen if the chemical is combined with air, water, or other chemicals or released into the air.
- Disposal methods
- Transportation methods

COMPRESSED AIR TOOLS

In compressed air tools, air is supplied under high pressure. Only the best quality of air hoses equipped with secure couplings shall be used.

Air supply hoses shall be protected from damage from vehicles or materials at all times. When used across walks or roadways, hoses shall be enclosed in channel ways.

Operators shall turn off the air pressure at the inlet control valve before changing or connecting compressed air tools. All fixed air compressors shall be turned off at the end of each workday.

Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.

Compressed air tools shall never be pointed at other personnel and be used for the cleaning of clothing or to clean up dust or sweepings on the floor.

Safety glasses shall be worn at all times when using compressed air tools.

CONFINED SPACE ENTRY

A. DEFINITIONS

Confined spaces are generally considered to be areas that are not intended for employee occupancy, are difficult to enter and leave due to tight openings and awkward space configurations, and present serious hazards to the occupants. These hazards can include oxygen deficiency, presence of flammable and/or toxic chemicals as well as safety and equipment hazards.

Examples of confined space include:

- a) Spaces normally entered through a manhole, such as storage tanks, bins, process vessels, furnaces, boilers, silos, dust collectors.
- b) Open-topped spaces more than four feet deep that may not have good ventilation such as pits, trenches, sumps, or wells.
- c) Other structures such as septic tanks, underground tunnels, caissons, or large diameter pipes.

A confined space is defined by the existence of all of the following conditions:

- a) Large enough and so configured that an employee can physically enter and perform assigned work; and
- b) Limited or restricted means of entry or exit; and
- c) Not designated for continuous employee occupancy.

A “permit required confined” space has, in addition to the three conditions outlined above, one or more of the following characteristics:

- a) Contains or has a known potential to contain a hazardous atmosphere;
- b) Contains a material with the potential for engulfment of someone entering;
- c) Has an internal configuration such that a person could be trapped or asphyxiated by inwardly converging walls or a floor which slopes downward and tapers to a small cross section or;
- d) Contains recognized serious safety or health hazards.

B. STANDARD OPERATING PROCEDURES FOR ENTRY

Each department shall maintain a list of all known confined spaces within the scope of the department's responsibility. Wherever feasible, the confined space shall be labeled with a sign. All sewer and storm drains that are entered through a manhole are to be considered “permit required” confined spaces, whether labeled or not. Employees must not rely solely on the existence of a warning sign.

Each department which conducts operations in or around a confined space shall develop and establish standing operation procedures for entering the space and also written site specific procedures on how to evaluate a confined space. Employees shall not enter a “permit required” confined space until appropriate safety measures have been taken to insure a safe environment.

Safe entry into a confined space is the joint responsibility of the supervisor and the employee. Each entry into a confined space must be evaluated by the supervisor to determine the hazards involved and the appropriate safety measures, procedures, and controls. Supervisors must insure that confined entry procedures, and controls. Supervisors must insure that confined entry procedures are followed and that personnel understand and comply with all safety requirements. Employees must inform their supervisor of any departure from required procedures and the reason why.

Employees shall be trained to recognize areas that may be confined spaces and not to enter these areas until a determination is made regarding the nature of the space and its potential hazards.

Employees may not enter confined spaces without equipment and an attached lifeline or without a similarly equipped employee (attendant) outside to assist if serious problems are encountered.

Each department shall provide all personal protective equipment needed. Air purifying respirators (those without an air supply) must never be used in oxygen deficient atmospheres.

The supervisor shall also insure that contractors are aware of any hazards associated with a particular confined space and of the written procedures for safe work practices.

C. CONFINED SPACE TRAINING

Supervisors shall insure that all employees are provided the appropriate safety training for working with confined space. Training shall be provided to each employee who serves as an entrant, an attendant, and entry supervisor during any type of confined space operation. The purpose of the training is to equip the individual with an understanding, knowledge, and the skills necessary for the safe entry into a permit-required confined space.

All employees shall be trained to understand the following:

- What is a confined space, non-permit required space, and permit-required space
- When a permit-required space may be re-classified and procedures for de-classification.
- How to obtain and cancel a permit in order to enter a permit-required confined space.
- The hazards that may be faced during entry including information on the mode of exposure, signs or symptoms, and consequences of exposure.
- Equipment and methodologies used to determine if safe entry into a permit required space is possible.

- The importance of communication between the entrant and the attendant including methods used to continuously maintain an accurate count of authorized entrants within the permit-required confined space, the methods of communication to determine entrant status and when to alert the attendant.
- How to properly use personal protective equipment, communication equipment, lighting equipment, barriers and shields, ingress/egress equipment, rescue and emergency equipment used for non-entry and any other equipment necessary for safe entry into a rescue from permit spaces.
- How and when to evacuate a permit-required confined space.

All entrants should exit from a permit required space as quickly as possible when:

- An order to evacuate is given by the attendant or entry supervisor
- The entrant recognizes any warning signs or symptoms of exposure to a dangerous situation;
- The entrant detects a prohibited condition.
- Methods used to monitor the activities inside and outside the space to determine if it is safe for entrants to remain in the space.
- Methods used to summon rescue and other emergency services.
- Methods used to monitor the activities inside and outside the space to determine if it is safe for entrants to remain in the space.
- Methods used to summon rescue and other emergency services.
- Methods used to handle unauthorized persons who approach or attempt to enter a permit-required confined space.

Training shall be provided as follows:

- Before an employee is assigned to a duty involving entry into a permit-required confined space.
- Before there is a change in assigned duties (such as an observer/attendant becoming an entrant)
- Whenever there is a change in confined space operations that presents a hazard that an employee has not been previously trained on; or
- Whenever there are deviations from the entry procedures or inadequacies in the employee's knowledge or use of entry procedures as identified by the safety audits or inspections or employee complaints.
- Training programs shall establish employee proficiency in the duties required of authorized entrants, attendants, and entry supervisors. A copy of all related training records shall be forwarded to Human Resources.

Training records shall include the following:

- Dates of the training sessions
- Contents or summary of the training sessions
- Names and qualifications of the persons conducting the training
- Names of all persons attending the training sessions

ELECTRICAL SAFETY

Electrocution is one of the leading causes of death in the workplace. More than half of these deaths are caused by two things: defective electrical equipment and failure to follow safe procedures. Even if an electric shock does not kill you, it can cause serious injuries such as burns,

damage to muscles and internal organs, and heart attack. A shock can be powerful enough to knock you down and cause an injury from falling.

A. HAZARDS

Electricity always flows along the path of least resistance. The human body poses little resistance to electric current. Hazards are created when there are opportunities for electric current to flow into the human body.

Some hazards to watch out for include:

- a) Electrical cords that are damaged or have broken insulation.
- b) Loose electrical connections.
- c) Electric cords or connections near water or other liquids.
- d) Electric tools that spar, shock, or smoke because they are damaged.
- e) Failure to ground fault circuit interrupter protection.
- f) Loss of grounding by using a three-pronged plug in a two pronged outlet.

B. PROCEDURES FOR WORKING WITH ELECTRICAL EQUIPMENT

- Read, understand, and follow all electrical safety procedures.
- Only authorized properly trained, qualified employees shall perform electrical maintenance tasks.
- All personnel working with electricity shall be provided with special PPE, such as non-conductive head protection, insulated tools, and handling equipment to keep them safe from electrical hazards. Each employee is responsible for using PPE and maintaining it properly. Never wear metal or conductive hard hats when working near exposed electrical wiring and components.
- Always use lockout/tag out procedures before working on electrical circuits and equipment. Observe locks, tags, signs, barricades, and attendants warning you about electrical hazards.
- Never reach blindly into areas that contain energized parts, and keep conductive items away from exposed energized parts.
- Use insulated materials and protective side shields and barriers to prevent contact with live parts in confined spaces.
- Avoid work around electrical sources when you, your surroundings, tools, or clothing are wet. Never handle, plug, or unplug equipment with wet hands. Keep a towel or rag handy for drying your hands.
- Stop outdoor electrical work when it begins to rain.

C. CABLES AND EQUIPMENT

Don't fasten cords with staples or nails. Never use adapters.

Keep electric cables and cords clean and free from kinks. Never carry equipment by its cords. Don't use equipment that has defective parts or loose connections.

Never remove the grounding post from a three-prong plug to make it fit into a two-plug wall socket. Use waterproof cords outdoors.

Avoid using electrical cords near heat, water, and flammable or explosive materials. Be sure you use safety features like three prong plugs, double-insulated tools, safety switches and machine guards are in place. Always follow procedures.

D. EXTENSIONS CORDS

Use extension cords only when flexibility is necessary. Never use them as a substitute for fixed or permanent wiring. Never run them through holes in walls, ceilings, or floors. Never use them where they are concealed behind walls, ceiling, or floors.

Protect extension cords and wiring from damage resulting from being ran over, sharp corners, and pinching. All extension cords must be inspected before use. Never use an extension cord with damaged insulation. Damaged cords shall not be used; they should be taken out of service and reported to the supervisor.

Do not overload wall plugs or extension cords.

E. OTHER ELECTRICAL HAZARDS

Electric shock is not the only hazard associated with electricity. Electricity can create conditions resulting in fires, explosions, and the unwanted startup of equipment.

The following procedures provide an effective way of reducing electrical accidents:

- Read and follow MSDS precautions when handling flammable materials.
- Ventilate the work area to reduce atmospheric hazards like dust, flammable vapors, or excess oxygen.
- Arrange tools and equipment neatly and return everything to its proper place after each use.
- Keep the work area free of rags, trash, and other debris.
- Clean up spills promptly and keep floors completely dry.

If an accident involving electricity should occur, there are some basic rules on what to do and not do:

- Do not touch someone who has received an electric shock since the current may still be present and could flow into you. Turn off the power if possible. If not, move the victim from the source of the current with a non-conducting object and summon help.
- Electrical burns can be more serious than they might appear. Cover the burn with a sterile dressing and get medical help immediately.
- Electrical fires are especially dangerous. Never fight them with water or attempt to touch the burning object. The proper response is to call trained firefighters, turn off the power, and smother the blaze if possible.

FIRE SAFETY

While the Fire Department has the primary responsibility for fighting fires, each employee has the responsibility for being alert for possible fire hazards. In the time period between reporting a fire and the arrival of fire equipment, the employee may be required to participate in initial firefighting activities.

Supervisors shall insure that all personnel:

- a) Know how to call the Fire Department

- b) Know how to safely use a fire extinguisher
- c) Know what type of extinguisher to use for which type of fire
- d) Know when to use a fire extinguisher and when to get help

All firefighting equipment within each facility shall be kept in a standby condition and accessible at all times. This includes fire extinguishers in City vehicles.

A. TYPES OF FIRE

The National Fire Protection Association has classified fires into four main types. Make sure you know which type of fire you are dealing with before selecting an extinguisher. The four types are as follows:

Class A – Involves wood, cloth, paper, rubber, and plastics. Water or dry chemicals should be used to extinguish these fires. Do not use carbon dioxide extinguishers or those containing sodium or potassium bicarbonate.

Class B – involves flammable liquids, gases, and greases. Foam, carbon dioxide, and dry chemical extinguishers should be used. Water fog and vaporizing liquid extinguishers may also be used.

Class C – involves electrical equipment. Carbon Dioxide and dry chemical extinguishers should be used. Do not use foam or water extinguishers.

Class D – involves combustible metals such as magnesium, titanium, zirconium, and sodium. These fires require special techniques. None of the extinguishers previously mentioned should be used.

B. PROCEDURES FOR A GENERAL FIRE

1. Remove injured, if any, from the fire area.
2. Warn personnel of fire and control crowds. Sound alarms, if available.
3. Confine the fire. If indoors, close doors of adjacent rooms.
4. Assign a person to call the Fire Department and give them exact location of the fire and answer all questions calmly.
5. Fight the fire using firefighting extinguishers suitable for the type of fire being fought.

C. FIRE PREVENTION

There are numerous means of preventing fires including, but not limited to the following:

- Keep motors and machine tools free of dust and grease.
- Don't let transmission shafts or bearings overheat.
- Dispose of combustible scrap like oily rags in tight metal containers and empty them daily.
- Restrict welding and cutting operations to separate fireproof rooms.
- Check chemical labels and MSDS's so you don't use or store incompatible substances together.
- Keep passages and fire doors clear.
- Don't store oxygen cylinders near combustible materials.

FORKLIFT SAFETY

Each forklift operator should remember that he or she is operating a 6,000 to 12,000-pound vehicle that if out of control or operated unsafely can cause considerable damage to the building and serious or fatal injuries to others or the operator.

Each operator shall follow the safety procedures listed below:

- Only drivers who have a valid state of Alabama vehicle driver's license and who have been authorized, tested, and licensed by the City may drive a forklift truck. There are NO exceptions.
- Pedestrians have the right of way in all city facilities, but should always use caution when entering forklift area.
- Each operator is required to conduct a written safety check at the beginning of each shift before putting the forklift into operation. Checklist forms are available in the supervisor's office, and the completed form must be returned to the supervisor before operating the fork lift.
- When loading or unloading boxcars or trucks, the forklift must have properly secured dock plates in place at all times.
- Check the rear wheels of transport trailer trucks to be sure they're chocked before allowing a forklift truck to enter the trailer.
- Store unloaded, empty pallets in the assigned storage area.
- When disembarking from and leaving the forklift, lower the forks to floor level and turn off the ignition.
- Only authorized personnel are permitted to change lift truck batteries or propane tanks.
- Wear designated safety equipment in the forklift garage when changing forklift batteries or when cleaning batteries or truck.
- Take empty propane cylinder to the outside storage cage and stack neatly in this area.
- Drive loaded forklifts with the load upgrade when ascending or descending grades.
- Drive forklifts in reverse if the load impedes driver's view.
- Don't store materials within 18 inches of sprinkler heads or pipes.
- Never permit passengers on a forklift truck.
- Keep the forks at the lowest possible level to the floor when driving a forklift with empty forks.
- Safety "STOP" signs appear at main intersections in the facility. Forklift drivers must come to a complete stop at intersections and look both ways before proceeding. Sound the horn at all intersections.
- Stop at blind corners and pass through doorways slowly and only when you can see the way is clear.
- Do not exceed the load-rated capacity of the forklift.
- Don't lift without the vertical mast being tilted back slightly.
- Don't travel through wet or slippery areas. Report such areas immediately for cleanup.
- Although all trucks are equipped with speed governors, each driver must travel at speeds consistent with area and floor conditions.
- Keep hands, legs, and feet within the frame of the forklift.
- Report forklift defects to your supervisor promptly and have a truck mechanic fix them.

GAS SAFETY

Only fully trained and properly authorized personnel shall be permitted to perform any function related to gas pipeline safety. City employees shall always contact the Gas Department personnel if they encounter gas leaks or need to perform work in the vicinity of gas lines.

GRINDER SAFETY

Safety glasses shall be used at all times while operating grinding or polishing tools regardless of size, speed, or whether the tools are equipped with transparent protection guards.

HAND TOOLS SAFETY

The use of tools shall be confined to the purpose for which the tool is intended. Wrenches shall not be used as hammers. All tools with mushroom heads, split, or defective handles shall be repaired prior to use. Protect tools from corrosion damage. Wipe off accumulated grease and dirt. Moving and adjustable parts should be frequently lubricated to prevent wear and misalignment.

When not in use, tools shall be stored in suitable boxes or containers. Tools shall be picked up when a job is completed and not allowed to accumulate in the work area. Metal hand tools are good conductors of electricity. Do not use conducting tools around electrical facilities. Insulated tools approved for electrical work shall be tested frequently for proper insulation.

HOUSEKEEPING

Each employee has a basic responsibility to keep his or her immediate work area neat, clean, and organized. The work area is a direct reflection of each employee and the City. A daily routine for housekeeping will decrease slip, trip, and fall exposures. Reduce fire hazards and allow access to fire prevention or suppression equipment. Decrease the looking time by having everything in its place. Promote efficiency and reduction of careless injuries. Increase employee morale due to improved working conditions and work habits. Each department will have a set daily routine housekeeping practice and rules specific to that area.

LADDER SAFETY

Determine the right type of ladder for the task. Never use a makeshift ladder for any task. Never use an aluminum ladder if you are working near a source of electrical current. A ladder inspection is to be performed on every ladder before use. If you find a ladder in poor repair, don't use it and make sure no one else does.

A. SETTING UP THE LADDER

1. Set up the ladder properly. No matter what type of ladder you use, it needs to sit firmly on a level, nonslip surface. Beyond that, each type of ladder has different requirements for proper setup.
2. Stepladders – braces should be fully locked before you begin climbing. Never use the top step. Grasp the ladder near the center. Keep the front end of the ladder high enough to clear a person's head, and the back end near the ground. Use extreme caution when walking through doorways or in areas where visibility is poor.
3. Extension ladder – The two sections of the ladder should overlap by at least three feet, and it should be well locked before you climb. The base of the ladder should be

one foot away from the wall for every four feet of the ladder's height (the 4-to-1 rule). If using the ladder to mount a roof or platform, make sure the top of the ladder extends at least three feet beyond the edge of the platform (the 3-foot rule).

4. Straight ladder – the 4-to 1 rule and the 3-foot rule apply to straight ladders as well. Make sure that both of its rails are resting on a solid top support before you climb.
5. Straight and extension ladders—if you carry the ladder by yourself, use the guidelines for a stepladder. If the ladder is too long or heavy, always ask for help. When carrying a ladder with a partner, make sure both of you stand on the same side of the ladder.
6. Do not lean a ladder against boxes, shelves, or shrubs.
7. Barricade your work area if you've set up the ladder in the middle of an aisle, near a doorway, or in a blind corner.

B. CLIMBING THE LADDER

1. Before climbing, make sure your shoes are clean and free of grease.
2. Face the ladder as you climb.
3. Hold on to the side rails with both hands as you go up the ladder.
4. Use a tool belt rather than carry tools in your hands as you climb.
5. When using a stepladder, climb no higher than the second step from the top.
6. When using a straight or extension ladder, go no higher than the third rung from the top.
7. When climbing down a ladder, use both hands to grip the rails, face the ladder, and go slowly. Don't race up or down the ladder.

C. SAFE WORK PRACTICES

- a) Don't balance tools on top of a ladder or hang them on the ladder rungs.
- b) Raise or lower tools with a rope
- c) Do not toss tools to other people on the ground or have people toss tools to you.
- d) Don't let more than one person on the ladder at the same time.
- e) Make sure you work only within arm's reach while on the ladder. If you need to overreach, get off the ladder and move it. Never walk the ladder by jumping up and down on it.

LOCKOUT/TAGOUT

Accidental start-up of machinery can cause very serious injury or death. Locks and tags have been provided to mechanics and other technical personnel for use when making equipment inoperative for repair or adjustment.

When a machine requires maintenance or repair, energy pneumatic, hydraulic, electrical, or mechanical must be turned off and locked and tagged with a label to protect workers from accidental machine start up or unexpected energy release.

Lockout and tag out procedures are used to warn employees and insure that the electrical power is properly disconnected. Only qualified, authorized employees can disconnect the source of power and lock it out and tag it. Only authorized personnel can restore the electrical power and remove the lock and tag. Safety locks and tags shall be removed only by the person whose name is printed on the tag and engraved on the lock.

The following are general procedures for lockout:

1. Disconnect equipment and circuits from the electrical power sources.
2. Turn off machines and equipment. Isolate, release, block, or bleed stored energy.
3. Lock out electric energy sources and operating controls with a lock that secures the control in the off position.
4. Tag each lock and state that only authorized personnel may reconnect the power, operate the controls or remove the tag.
5. Test to be sure that the circuit and equipment are d-energized. If the circuit is more than 600 watts, check the test equipment before and after.

MATERIAL HANDLING SAFETY

Where possible, mechanical equipment should be used to move or transfer heavier materials. If mechanical assistance is not available, adequate manpower to maintain a 50-pound limit per employee will be required.

All employees are responsible for knowing and practicing safe lifting techniques. Before an object is lifted, it should be test lifted and inspected for slippery substances or sharp objects to insure that the object will not cause injury. Long objects shall not be carried without assuring the way is clear and vision is unobstructed to insure that other persons or objects will not be struck by the load.

MECHANICAL LIFTING EQUIPMENT

Mechanical lifting devices and aerial equipment include a wide variety of cranes, derricks, hoists, slings, baskets, and platforms. Their use is subject to certain hazards and impossible to safeguard by mechanical means. The safe operation of mechanical lifting devices requires intelligence, care, and observance of safety rules.

Inspection and test schedules shall be established for all mechanical lifting devices, and all operators shall be familiar with the inspection schedule of each type of equipment. Prior to use, the operator shall verify that the equipment to be used has been inspected and tested in accordance with the established schedule.

Operators shall never leave a crane, hoist, or derrick while the load is still suspended unless the load is suspended over a barricaded area or is blocked up or otherwise supported from the ground.

Before moving the stabilizers, outriggers, or hydraulic jacks, the operator shall determine that no one is in a position to be injured. Before operation, outriggers and brakes shall be checked for safe operation prior to lifting the load.

MECHANIZED EQUIPMENT

Mechanized equipment used by the City ranges from grass cutting to heavy construction equipment. The following rules apply to all types of mechanized equipment:

Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment except in cases where the Supervisor has approved an individual training program.

Give a warning to all persons in the area before starting the engine. Be sure all operating controls are in neutral and parking brake is set. At no time should equipment be started from the ground.

Operators shall never leave their equipment with the engine running. When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full down position.

All underground lines shall be located at least 24 hours prior to excavation except in emergency situations, and then as much notice as possible.

Servicing of equipment shall not be performed while the equipment is running or in operation.

Fuel for portable equipment shall be kept in safety cans plainly marked "gasoline", and the fuel shall be kept isolated from all possible sources of ignition.

Only authorized personnel shall perform maintenance or adjustments of equipment. When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full "down" position or blocked and braced and parking brake fully engaged.

Unless there are important reasons for doing so, equipment must not be operated on or near the roadway, positioned in such a way that traffic could hit it, or in the direction of opposing traffic. Low beam headlights should be used in such cases.

On rough or hilly ground, extra care must be used in order not to tip equipment or to cause it to slide sideways.

Seat belts shall be worn during the operation of heavy construction equipment.

During crane operation while using pile-driving equipment, personnel responsible for rigging the cables and other attachments should always wear a safety belt, a hard hat, and gloves.

Anytime crane operation is being performed and the crane operator cannot visually see all aspects of the job, a flagman shall be available to direct the operator.

When pipe hooks are being used to lift drainage pipe, the lift equipment should always be directly over the pipe before lifting is started. All personnel must stand clear of the pipe until it is certain the pipe hooks do not slip from the pipe.

During the operation of any mechanized equipment, employees should always remain a safe distance from moving parts to avoid possible injury.

No person shall ever attempt to get on or off moving equipment. Unauthorized persons shall not be permitted to ride on equipment at any time except where seat belts are provided.

Each individual job condition shall determine the safe operating speed of the equipment.

Particular care shall be exercised in starting, turning, and stopping equipment. Operators shall exercise maximum caution to avoid contacting electrical lines with equipment and in no case work closer than 15 feet from a major overhead power line.

OFFICE SAFETY

All personnel shall enter and leave buildings in an orderly manner. All personnel shall practice safe lifting and carrying procedures when moving boxes, office machines, or other heavy materials. Water, oil, or other slipping substances shall be removed at once to eliminate slipping hazards. Extension cords, wastebaskets, and other materials shall be kept out of walkways and aisles to prevent tripping hazards.

Standing on chairs, boxes, or makeshift supports to reach overhead objects is prohibited. Desk and filing drawers shall be kept closed at all times when not in use. Caution shall be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time.

Business machines shall never be adjusted or cleaned while in motion. If machine jams, disconnect from the power source before attempting to remove obstruction. Exposed rotating gears, belts, couplings, and other moving parts in which fingers, hands, or hair might be caught shall be covered with adequate guards. Such guards shall not be removed except for maintenance work on the machine.

Knives, pencils, pins, scissors, or letter openers shall not be left on edge of desks or in a place where they could cause injury. Sit squarely in the middle of chairs and keep all chair legs or castors on the floor. Report any sharp edges, splinters, or defective parts on office furniture so repairs can be made.

PERSONAL PROTECTIVE EQUIPMENT

Numerous tasks and job functions require specific types of personal protective equipment. All required personal protective equipment shall be worn at all times in work areas.

Employees shall not be required to work or permitted to work when they may be adversely affected by working under certain conditions without proper protective devices.

Safety glasses or goggles, face shields, and other suitable protection devices shall be worn whenever employees are exposed to flying particles, dust, chemical splashes, or welding. Safety glasses shall be worn when performing maintenance activities and/or grounds keeping functions.

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

Approved foot guards or approved furnished safety toed shoes shall be worn in those departments, shops, or by crews requiring safety shoes. The wearing of tennis shoes, sandals, sneakers, or any soft-sole shoes is prohibited for most job functions. (Refer to City's dress and grooming policy.)

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

Approved hearing protection shall be worn when working in areas with high noise levels.

Protective equipment shall be used as required and shall not be removed. In addition, PPE shall be kept clean and free from damage and stored in proper containers. Crew leaders shall perform frequent inspections to assure protective equipment offers maximum protection.

PORTABLE POWER TOOLS

Portable power tools are tools that receive power from electricity, air pressure, explosive charges or rotating flexible cable. Portable power tools are frequently more hazardous to use than stationary equipment because their mobility and small size make protective guarding difficult.

Cords, hoses, and cables supplying power to portable power tools shall be routed in such a manner as to prevent tripping hazards. Inspect to detect wear, or deterioration. Defective power supply lines shall be replaced before use.

Electrical powered tools shall be frequently inspected to detect wear, or deterioration. Defective power supply lines shall be replaced before use. At no time will electrical power equipment be operated without proper grounding. All electrical cords and cables shall not be of the type that includes a third ground wire. Operation of electrical tools in wet or damp areas is strictly prohibited except in unusual emergency circumstances.

SLIPS, TRIPS, AND FALLS

Accidents such as slips, trips, and falls can be avoided if an employee remains alert and attentive to the environment.

Procedures for preventing slips, trips, and falls are as follows:

1. Keep everything in its proper place.
2. Be sure lighting is adequate.
3. Wear shoes with anti-skid soles and other PPE that are right for your job.
4. Never use broken or unstable ladders.
5. Don't carry anything that blocks your vision while walking.
6. Hold the railing on the stairs.
7. Keep one hand free for support or to break a fall.
8. Don't jump from platforms.
9. Clean up or report spills immediately. Don't leave drawers open.
10. Stay away from load docks, manholes, and other ledges.
11. Report loose or worn flooring or torn carpet.
12. Remove debris or obstructions from stairs and walkways.

TRAFFIC CONTROL

Barricading procedures and traffic control shall comply with the Alabama Manual on Uniform Traffic Control Devices. The Supervisors shall insure that the proper procedures and devices for the specific job are used and that all employees are trained in proper procedures.

Flaggers are sometimes required for traffic control and when they are, they are essential to employee safety. Flaggers shall follow required flagging procedures in accordance with the AMUTC manual including wearing a fluorescent orange safety vest and an orange hardhat.

TRANSPORTING EQUIPMENT

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

When mobile equipment is hazardous to other vehicles on the road, flaggers signs, or temporary barriers shall control the traffic.

When equipment is to be towed to the job site it shall be accomplished in accordance with all safety regulations. Safety chains shall be used in addition to towing hooks or tow bars. The safety chain shall be of sufficient strength to prevent separation of the towed vehicle should the tow bar break or disengage in route.

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

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

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

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

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

VEHICLE SAFETY

Operators of City vehicles shall be responsible for checking all vehicle safety devices before driving vehicles. Violations resulting in any fines will be the responsibility of the employee.

Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles. All drivers must be 18 years of age or older to drive the City vehicles and also the motorized gators in various departments.

All drivers shall comply with all state, county, and local rules and regulations governing the safe and legal operations of vehicles. Violations resulting in fines will be the responsibility of the employee.

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

Seat belt use is mandatory for all drivers and passengers in all vehicles used for City business, whether the vehicles are city-owned, rented, leased, or employee owned. Employees are advised to develop the habit of seat belt use off the job as well.

Under no circumstances will any vehicle that is one ton or larger be backed up unless personnel are available to spot the driver or direct the driver in a safe manner. At no time should persons remain on the back of a vehicle while it is backing up.

All materials shall be tightly secured to prevent movement in transport. All cargo that extends four feet beyond the end of the bed shall be clearly marked with a red cloth no less than 16 inches square.

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

No articles shall be in trucks except job related articles such as water, coolers, gloves, rain suits, etc.

Employees shall not carry unauthorized persons in the vehicle except in case of an emergency.

Vehicles must not be unattended with no one in the driver's seat with the engine running unless necessary for vehicle to accomplish its designed function. If this is the case, the driver must secure vehicle by testing and applying emergency brake and/or hand parking brake. In addition, the wheels must be chocked (blocked) to insure that the vehicle will not move.

Vehicle shall be equipped with an approved first aid kit and fire extinguisher. When necessary to carry a reserve gasoline supply, an approved container must be used.

Vehicles shall not be driven with the tailgate in a position to obscure rear lights.

When parking on a grade, the engine must be turned off, the emergency brake set, and the wheels turned toward the curb or side of the road to prevent the vehicle from rolling.

If the vehicle is disabled on a highway or shoulder, warning signals shall be placed in accordance with applicable laws and regulations.

The dashboard of all vehicles shall be kept clear materials shall not be placed in a vehicle in a manner to interfere with the driver's ability to safely operate the vehicle.

Wide loads must be protected by displaying a red flag by day and red light by night at the rear of the load.

Getting on or off a moving vehicle, except in case of emergency, is prohibited.

Vehicles shall not be fueled with the motor running. Nozzle of fuel hose must be kept in contact with the fill pipe of tank during fueling. Smoking or any type of open flame is not permitted during fueling operations.

Any mechanical, body defect, or irregularity, including broken or cracked glass shall be corrected promptly or reported to the proper authority.

For additional information concerning city vehicle policies and procedures refer to the City of Athens Personnel Policies and Procedures manual.

WELDING AND BRAZING

Welding and brazing shall only be performed by trained personnel.

Welding or open flame shall be prohibited where flammable gases or liquids may be ignited until the possibility of explosion or fire has been eliminated. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases.

Welding, open flames or external heat shall not be brought into contact with a tank or container that may have contained a flammable substance until that vessel has been thoroughly purged or filled with water.

Oxygen cylinders and valves shall be kept free of oil and grease. Oxygen under pressure can release sufficient heat to ignite and explode oil and grease in contact.

Heating and welding of galvanized and cadmium-coated materials shall only be done under controlled, ventilated conditions. Fumes shall be vented away from the operator and persons within the vicinity.

Before starting a welding operation, welders shall protect themselves with suitable protective equipment. Welders shall wear helmets, face shields, aprons, gloves, gauntlets, and other protective equipment as required. Goggles, helmets, and shields shall be carefully selected for proper lens shade.

Arc welders shall place protective screens around the work area to prevent eye flash burns to other personnel in the area. Welders shall protect their eyes when chipping metal fragments.

Cylinders shall be handled with extreme care. Cylinders shall be stored in the upright position and securely lashed to prevent falling. Compressed gas cylinders shall never be treated roughly. Any damage, suspected or obvious shall be reported immediately.

When transporting cylinders by hand truck or vehicle, the cylinders shall be securely latched to prevent falling.