

CITY OF VIRGINIA

EMPLOYEE SAFETY RULES MANAGEMENT STATEMENT

The City of Virginia's operations fall within the scope of Minnesota Occupational Safety and Health Standards, and we must conform to such requirements as may be promulgated through the State Department of Labor and Industry.

This manual represents an ongoing effort by the City to present safety rules and operating procedures in a manner that is concise and understandable. It is the policy of the City of Virginia that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention, fire prevention and health preservation. It is our belief that accidents that injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

The City will endeavor to maintain a safe and healthful work place. It will provide safe working equipment, necessary personal protection and training.

It is wrong to believe that accidents are unavoidable and will always happen. If all of us do our part, including acting and talking safety at all times, a healthy attitude toward accident prevention and improved safety on the job can be done in a safe manner.

CITY OF VIRGINIA

SAFETY RESPONSIBILITIES

It is the desire of the City to protect employees from accidental injury and damage to health while working for our organization. This matter must receive top priority attention from all levels.

Safety is the functional responsibility of each Supervisor who has the right to demand safe operation. It is the Supervisor's obligation to reach employees to work safely. Notwithstanding the responsibilities of Supervisors, each level of our organization is accountable for safe performance.

Duties and responsibilities of all personnel under this city's Safety Program are in the following:

1. Safety Manager
 - a. Provides all levels of management the services and technical advice needed for proper administration of the Safety Program.
 - b. Develops technical guidance and interim programs to identify and remove physical hazards from construction sites.
 - c. Formulates, recommends and administers approved changes to the accident prevention program.
 - d. Prepares and distributes to all department heads regular reports on the status of safety.
 - e. Advises all levels of management on matters pertaining to safety, to include establishing "Chain of command" and a network to communicate safety matter within the organization.
 - f. Maintains an adequate accident report system, personally investigating serious accidents and taking corrective action to eliminate accident causes.
 - g. Cooperates with project management personnel in the safety training of employees.
 - h. Conducts personal inspections to observe unsafe conditions or work practices.
 - i. Maintains outside professional contacts.
 - j. Insures there is full compliance with applicable Federal, State and Local regulations.

- k. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in safety.
 - l. Recommends disciplinary procedures for repeated violators of safety rules.
2. Project Manager/Superintendent
- a. Is familiar with safety regulations related to his area of responsibility.
 - b. Directs and coordinates safety activities within area of responsibility.
 - c. Requires all employees under his supervision to utilize the proper individual protective equipment and job safety devices.
 - d. Assures that safety equipment is available and that storage locations are clearly designated.
 - e. Conducts safety inspections of work area, directs corrective action for unsafe conditions noted and informs the Safety Manager of inspection results.
 - f. Assures that First Line Supervisors are aware of and comply with requirements for safe practices and conditions to be maintained on jobsites.
 - g. Reviews all accidents with First Line Supervisors. Submits full report to the Safety/Manager and assures that corrective action is taken immediately to alleviate the cause.
 - h. Requires all subcontractors and subcontractor personnel to comply with applicable safety regulations.
 - i. Provides information and recommendations (“feedback”) to Safety Manager concerning safety matters.
3. Office Manager/Clerk
- a. Maintains all records of accidents that have taken place during City operations on forms designated by OSHA, insurance company and other authorized agencies.
 - b. Processes all paperwork associated with accidents, on site inspections and inhouse audits. Maintains permanent record for City files.
 - c. Prepares all notices required by OSHA, State, and other appropriate agencies for posting at each work location in accordance with designated time regulations. (Example: OSHA Annual Summary of Injuries and Illness).
4. First Line Supervisor

- a. Is familiar with and enforces safety regulations applicable to City operations within area of responsibility.
- b. Corrects and coordinates safety activities within his area of responsibility, to include motivation of employees for safe work practices.
- c. Assures that safety devices and proper individual protective equipment are used by persons under his supervision.
- d. Instructs all persons within area of responsibility in job safety and health requirements – and insists on compliance.
- e. Assures that injuries are treated promptly and reported properly.
- f. Investigates all accidents, obtains all pertinent data, files a complete report with the Project Manager/Superintendent and initiates corrective action.
- g. Assures that no unsafe conditions exist in area of responsibility and reports to the Project Manager/Superintendent on any corrective actions needed which are beyond his control.

5. All Employees

- a. Be familiar with and comply with proper safety and health practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions and acts.
- d. Report all accidents to supervisor immediately.

6. Subcontractors

The provisions of these safety responsibilities apply to lower-tier subcontractors and their employees working on projects for the City.

GENERAL EMPLOYEE SAFETY RULES

I. Standard:

All employees are required to:

- (A) Wear hard hats on all jobs where there is a danger of being struck by falling or moving objects, and in all designated areas.
- (B) Wear approved eye protection when chipping, operating a hack hammer, drilling above chest height, grinding or whenever an eye injury hazard exists.
- (C) Wear sturdy shoes which are in good repair. Safety shoes are recommended for all persons working outdoors. (no "tennis" type shoes).
- (D) Wear long pants and a shirt at all times. No shorts or cut-offs will be allowed.
- (E) Wear approved safety vests when working in hazard areas.
- (F) Use ground electrical equipment and hand tools which are in good condition.
- (G) Follow all prescribed safety procedures as issued by supervisors.
- (H) Observe safety precautions and report unsafe conditions to the Supervisor.
- (I) Understand the Supervisor's instructions. If you do not know how to do the job safely, notify Supervisor.
- (J) Report all injuries and accidents immediately
- (K) Keep alert. Avoid chance taking to save a little time.
- (L) Sound a warning when you move trucks or other equipment, be certain that the path of movement is clear.
- (M) Gloves are to be used when handling materials, and for the protection against acids and other chemicals which could injure employees skin.
- (N) Respiratory equipment in some cases is needed for protection against toxic and hazardous fumes. Employees must verify which equipment meets the need for breathing safely.
- (O) Employees are expected to utilize proper judgment in their personal habits. When they report to work each morning they must be in fit condition to meet daily obligations.

II. Definition and Limitation:

This general standard is intended as a “common sense” guide to employee safety. Supervisors should refer to additional City and State regulations for the full scope of standards to be applied to a particular operation.

STANDARD OPERATING PROCEDURES FOR SANITARY MANHOLES
GENERAL

I. Standard:

A City employee may not enter or work in any sanitary sewer manhole which exceeds six (6) feet in depth until all or the following conditions are met:

- (A) Proper precautions must be taken to guard the worksite from traffic hazard. Such precautions should take into account the degree of traffic hazard encountered.
- (B) There shall be at least one other employee in the immediate vicinity of the work site, who is aware of the general nature of the work to be performed, trained in proper safety procedures and prepared to offer emergency assistance if required.
- (C) Suitable equipment, in proper working order, shall be provided to test for air quality, including explosive gas, oxygen deficiency and toxic gas. Where circumstances warrant, provisions shall be made to clear the structure of dangerous gas or fumes.
- (D) The employee shall be equipped with a safety device, as provided, to facilitate the retrieval of the employee under emergency conditions. This device must remain operable for the entire time that the employee is working within the manhole. The employee must be familiar with proper use of the device.
- (E) The employee shall properly utilize such other personal protective equipment, and observe such other appropriate safety procedures, as specific conditions warrant.
- (F) The safety retrieval system is not to be used to raise or lower personnel except in an extreme emergency where rescue is required. This system may not be used as a personnel hoist.
- (G) No smoking is permitted in the immediate vicinity of an open manhole.
- (H) Employees should exercise care and proper technique in removing and sliding covers.
- (I) Before entering the manhole, the steps shall be visually checked for soundness. If there is a question as to their safety, a ladder shall be used.

- (J) Personal protective equipment shall be worn.
 - (1) Employees should wear suitable clothing.
 - (2) Employees must wear proper head protection and such other personal protective equipment as specific conditions warrant.

II. Scope:

- (A) This safety regulation standard shall apply to all City personnel engaged in any job related activity which necessitates entering a sanitary sewer manhole.
- (B) This standard may be applied to any work situation where safety management or supervisory personnel feel that hazards similar to sanitary sewer work may exist.
- (C) Supervisors and employees should recognize that the degree of hazard encountered in sanitary manhole work will vary according to specific circumstances. It is necessary to offer this standard as a flexible approach to safe procedures, intended to be consistent with the actual conditions encountered.

III. Definition:

- (A) For purposes of this standard, the term sanitary sewer manhole shall be construed as any structure or opening into a sanitary sewer line utilized for entry or egress.
- (B) Safety management personnel shall be responsible for interpretation of this standard.

IV. Limitation:

- (A) No part of this standard shall operate in conflict with any applicable State or Federal laws. This standard may exceed such laws.
- (B) The Supervisor may waive any part of this standard other than that prescribed by law, in a specific instance where he has examined the work site and determined that one or more of the following situations exist.
 - (1) The work cannot be performed in a safe manner by following this standard.
 - (2) That following this standard in a specific situation would in itself constitute a hazard.
 - (3) That no reasonable possibility exists of encountering hazards generally associated with sanitary sewer work, (for example, working in a new line not yet in service.)

COMPRESSED GAS-GENERAL HANDLING AND STORAGE

I. Standard:

The following requirements apply to the use, handling and storage of compressed gas cylinders.

- (A) Cylinders must be labeled with at least inch-size letters indicating contents.
- (B) Cylinders must be kept away from sources of heat, open flame, sparks, etc. If this is not possible, fire resistant shields must be used.
- (C) Cylinders must be stored in an assigned place, at least twenty (20) feet from highly combustible materials. They may not be stored in enclosed structures such as lockers. Oxygen acetylene cylinders must not be stored within twenty (20) feet of each other unless kept within an approved type barrier or "in use" on a welding rig.
- (D) An oxygen jet must not be allowed to contact any oily or greasy surface, fabric, or container.
- (E) Oxygen, acetylene or fuel cylinders may not be brought into a confined area.
- (F) Cylinders must be inspected for flaws or damage. Defective cylinders may not be used.
- (G) Valves must be closed when not in use and when cylinder is empty. Valves must be opened by hand, not with hammers, wrenches, etc.
- (H) The valve cap must be in place when the cylinder is not in use (where cylinder is so designed).
- (I) Cylinders must be used and stored in an upright position. They must be chained to or secured at all times. Valves, regulators and other equipment must be clean and free of oils and grease.
- (J) Only cylinders properly equipped, maintained and otherwise meeting applicable standards shall be used.

II. Scope:

This standard shall apply to all City personnel engaged in any job related activity involving compressed gas cylinders.

III. Definition:

Refer to Federal Register 1910.166, 167, 168; 1910.101, 102 104, also Compressed Gas Association Pamphlet P-1-1965 and other applicable standards and regulations.

IV. Limitation:

- (A) The employer is responsible for the implementation of all applicable Federal and State requirements, including and beyond those listed in this standard.
- (B) The above standard is an abbreviated and simplified version of established requirements. It is not intended as complete or comprehensive description of such requirements.

EVACUATIONS AND BARRICADES

I. Standards:

All employees are required to:

- (a) Use barricades and/or signs to provide warning of hazards and work zones.
- (b) Barricades must be used to protect excavations and openings.
- (c) A competent person must determine whether excavations, trenches or cuts less than 5 feet (5') in depth require shoring, sloping or some other hold-back means.
- (d) All excavations must conform to OSHA 29 CFR Part Subpart P.

II. Scope:

The standard applies to all City operations and work places.

III. Definitions and Limitations:

Good excavation/barricade procedures are essentially the application of care and common sense. However, where applicable, standards described under OSHA or the Manual of Uniform Traffic Control Devices shall be followed.

GENERAL WORK AREA: HOUSEKEEPING

I. Standard:

It shall be the responsibility of the supervisor to undertake whatever measures may reasonably be deemed necessary to insure that the work place is maintained in accordance with this standard,

- (A) All work areas shall be maintained in an orderly manner as permitted by the nature of the immediate work being performed.
- (B) All work areas must be kept free of tripping hazards.
- (C) Material that is relatively heavy, such as pipe, steel stock, boards, ladders, etc. shall be stored horizontally or properly secured to prevent falling or sliding.
- (D) Combustible material such as a litter must not be permitted to accumulate around the work area. Such material should be disposed of properly.
- (E) Adequate precautions shall be take to reduce hazards from overhead storage materials.
- (F) Suitable containers must be provided for collecting and separating waste, oily rags, trash, etc. Garbage, combustibles and flammables and other hazardous waste must be disposed of frequently and properly in accordance with applicable standards. Covers are required for containers used for garbage, combustibles and flammables. Such containers must meet the requirements of the Occupational Safety and Health Act.

II. Scope:

This standard applies to all City operations and work-places.

III. Definition and Limitation:

Good housekeeping procedures are essentially the application of care and common sense. However, where applicable, standards described under OSHA guidelines shall be followed.

WELDING

General welding, cutting, brazing (includes gas and arc welding)

I. Standard:

(A) Cylinders and containers (see compressed gas-general handling and storage)

- (1) A valve protection cap, collar, or recess to protect the valve is required if the cylinder has a water weight capacity of over thirty (30) pounds.
- (2) If a fixed hand wheel is not provided, a key, handle, or non-adjusted wrench must be on the valve stem while the cylinder is in service.
- (3) Cylinders must not be located where they might become a part of an electrical circuit.
- (4) Practices such as tapping an electrode against a cylinder to strike an arc are prohibited.
- (5) The valve must be opened slightly and then closed prior to attaching the regulator. No person may be in front of an open outlet. Fuel gas valves must not be cracked near any possible ignition source.
- (6) If a cylinder is leaking, move it to a safe area at once and call supplier immediately. Mark the cylinder LEAKING DO NOT USE-STAY AWAY, to warn others.
- (7) Gauges on oxygen regulators must be marked: "USE NO OIL."
- (8) Stored oxygen cylinders must be stored separately from fuel-gas cylinders or combustibles by:
 - (a) at least twenty (20) feet, or
 - (b) a noncombustible barrier at least 5 feet high having a ½ hour fire-resistance rating

(B) Hoses

- (1) Only approved hoses may be used for oxygen and fuel gases.
- (2) Hose colors
 - (a) red-acetylene & other fuel-gas
 - (b) green-oxygen
 - (c) black-air & inert gas

- (3) Defective hose must be repaired or replaced.
- (4) If parallel lengths of oxygen and acetylene hose are taped to avoid tangling, not more than four (4) inches of every twelve (12) inches length may be covered with tape.

(C) Arc Welding

- (1) Operators and maintenance personnel must have proper instruction and be qualified.
- (2) Open circuit (no load) voltages must not exceed OSHA specifications.
- (3) Installation must conform to the requirements of the National Electrical Code and 1910.252 Federal Register.
- (4) Electrode holders not in use must be placed so that they cannot make electrical contact with people, conducting objects or fuel or compressed gas.
- (5) The electrode cable should not be coiled or looped about the operator, and cables must not have splices within ten (10) feet of the holder.
- (6) Cables with damaged insulation or exposed conductors must be replaced.
- (7) Adequate grounding is required to comply with OSHA specifications.

(D) Ventilation

Adequate ventilation must be provided that is suitable for the operation being performed.

(E) Fire Prevention and Protection

- (1) If the object to be welded cannot be moved, all movable fire hazards in the vicinity must be moved. If this cannot be done, guards must be used to confine heat and sparks, etc.
- (2) Suitable fire extinguishing equipment must be readily available.
- (3) Welding is not permitted
 - (a) in areas not authorized by management,
 - (b) under any unsafe conditions, and
 - (c) until area has been inspected by a responsible person.

- (4) Floors must be kept clear of combustible materials for a radius of thirty-five (35) feet from any welding or cutting. If combustibles cannot be removed or avoided, special precaution defined under OSHA must be followed.
 - (5) No welding, cutting or other hot work is permitted on closed containers until they have been thoroughly cleaned and inspected.
 - (6) Arc welding equipment must be properly stored when not in use.
- (F) Personal Protective Equipment
- (1) Proper eye and face protection, suited to the operation being performed, must be provided and used.
 - (2) Proper protective welding clothing, suited to the operation, shall be furnished and used.
 - (3) Proper protection must be used by all personnel subjected to hazard from welding type activity.
- (G) A person trained in first aid must be present on every shift involving welding type activity. No person may be engaged in any form of welding or related activity unless properly trained in welding or related techniques and procedures used.

II. Scope:

This standard shall apply to all City personnel involved in any form of welding or related activity as defined by OSHA.

III. Definition and Limitation:

The welding standard described above is abbreviated and simplified from the requirements set forth by OSHA in the Federal Register; 1910.251, 252, and 253. The supervisor should consult the Federal Register for more detailed provisions should questions arise regarding the standard.

MOTOR VEHICLE OPERATION

GENERAL

I. Standard:

- (A) Employees shall not drive a City vehicle unless they possess a valid Minnesota Drivers License as required for the vehicle.
- (B) All accidents and injuries must be reported to the supervisor in charge – immediately!
- (C) Drivers must comply with all applicable motor vehicle laws and regulations. They must drive according to conditions – increasing caution and decreasing speed as necessary.
- (D) Drivers shall be alert, careful and courteous toward pedestrians and other drivers.
- (E) Where applicable, safety devices and equipment shall be properly utilized.
- (F) Vehicles left unattended must be properly secured against theft, unauthorized use and accidental movement (for example, motor off, power take-off equipment inoperable, power buckets and shovels “grounded”).
- (G) Motor vehicle or accessory equipment shall not knowingly be operated in a dangerous or defective condition. If problems cannot be immediately corrected, notify the supervisor in charge. The supervisor shall then take prompt corrective action.
- (H) Exercise caution and sound a warning when changing direction of travel. The operator must know what is directly in the path of motion.
- (I) No employee shall operate a vehicle or other equipment unless properly trained and qualified in its operation.
- (J) Vehicles or equipment shall not be used unsafely in a manner for which they were not designed, or extended beyond their safe capacity.
- (K) Employees shall not engage in unsafe conduct that may result in injury to personnel or damage to property.

II. Scope:

This standard applies to all city employees.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

I. Standard

General: Personal protective equipment shall be used whenever its use may reasonably be expected to reduce or prevent employee injury.

The immediate supervisor in charge of an operation shall enforce the wearing of necessary personal protective equipment in accordance with City regulations.

- (A) Such PPE should be provided when suitable engineering or administrative controls do not exist or are deficient.
- (B) All such PPE must meet applicable government standards, be in good working order and suited to the use intended.
- (C) Where called for, the use of PPE shall be enforced as a part of the standard operating procedure.
- (D) This standard is based in large part upon provisions of ISHA 1910.132-136 "Personal Protective Equipment."
- (E) Definition:
 - (1) As used in this standard, the words suitable, appropriate, adequate, proper, acceptable etc., are subjective terms used to describe requirements promulgated through the Municipal Safety Program and pertain to health and safety considerations only.
 - (2) "Approved Protection" shall meet or exceed applicable requirements of the American National Standards Institute (ANSI), National Institute for Occupational Safety and Health (NIOSH), and the Occupational Safety & Health Administration (OSHA), for example Z41.1-1967 for protective footwear, and Z87.1-1968 for eye protection.

* Eye Protection: Approved eye protection must be worn at all times when engaged in operations where there is danger of eye injury. This includes any activities such as chipping, cutting, drilling above shoulder height, grinding or any other activity with potential eye hazard. Proper face shields must be worn when working on grinders.

* Safety Vests: All employees working within the public right-of-way or other area where they face personal hazard from vehicles are required to wear a high visibility safety vest of approved equivalent. If such vests are not issued on an individual basis, they should be made available as needed from the supervisor or department.

- * Respirators: “All respirators shall be inspected routinely before and after each use. A respirator that is not routinely used but is kept for emergency use shall be inspected after each use and at least monthly to assure that it is in satisfactory working condition.”

Federal Register 1910.134

“A record shall be kept of inspection dates and findings for respirators maintained for emergency use.” The law also requires that persons who may have occasion to use respirators be trained and familiar with their use.

- * Hearing Protection: Refer to MSC-018-11-76 on “Occupational Noise Exposure.”

- * Hard Hats (approved head protection): all employees are required to wear hard hats on all jobs where there may reasonably be a danger of being struck by falling or moving objects, and in all designated areas. It is the prerogative of the individual department involved to enforce more stringent rules as desired.

Some examples of work sites and situations where the use of approved head protection are required.

- (1) Normally while either below ground level or below work sites (in most instances this would apply to trenches, shafts, platforms, scaffolds, manholes, etc).
- (2) Where equipment might present a hazard by protruding, swinging, dropping material or other similar activity (backhoe, certain loading operations, most construction sites).
- (3) While tree trimming, heavy brushing, working in and around bucket booms, demolishing and similar activity.
- (4) Where a contractor or others in charge may have designated a site as a hard hat area.

- * Foot Protection: All employees shall wear footwear appropriate to their employment position. Persons assigned to park maintenance, public work maintenance and repair shop divisions, and persons engaged in building inspections and engineering inspection/survey, and all others so designated, shall wear proper work shoes or boots, which are in good repair, and which offer foot protection suitable and adequate for the type of work involved. Employees of these divisions may not wear canvas shoes, “sneaker”, sandals, thongs or similar types of footwear on the job.

All persons engaged in operations where there is reasonable likelihood of encountering foot hazards shall wear approved foot protection while engaged in such operations.

Approved foot protection is required for all persons working in shop, maintenance or field operations.

OCCUPATIONAL NOISE EXPOSURE

I. Standards:

In accordance with applicable standards, when an employee is subjected to sound exceeding permissible noise exposures, the department involved shall undertake feasible engineering or administrative controls.

- (A) Should such controls not exist, or should they fail to reduce exposures to an acceptable level, personal protective equipment shall be provided by the department involved.
- (B) The use of such personal protective equipment shall be enforced by the department and safety staff, in a manner consistent with the intent of this standard.
- (C) Instances of excess noise levels generated by a piece of equipment, vehicle, type of operation or work area, will be dealt with on an individual basis as part of the standard operating procedure.
- (D) From time to time it may be necessary to undertake testing, using properly calibrated sound metering devices, to determine the level of employee exposure that exists.
- (E) Equipment which in tests has been found to exceed proper limits will be identified with a label. This label to be located within the operator's normal vision area, and will include instruction as to corrective action required.
- (F) Safety staff may be called up to assist the department in determining the level of exposure, and to assist in developing means of reducing exposures to within acceptable limits.

II. Scope:

This standard, based upon State and Federal Regulations, applies to all City departments and operations.

III. Definition:

- (A) "Applicable standards" refers to Occupational Safety and Health Register 1910.95 and all other Regulations that govern.
- (B) "Permissible noise exposures" are determined by both sound level, (measured in decibels), and sound duration measured in exposure time.

OPERATION OF INTERNAL COMBUSTION ENGINES INDOORS

I. Standard:

In order to avoid the buildup indoors of toxic or irritating fumes, it is necessary to limit the operation of unvented internal combustion engines within Municipal buildings.

- (A) Such engines may be operated indoors only as required to complete necessary maneuvers or to enter or leave the building.
- (B) NO engine may be left running indoors while unattended.
- (C) Vehicles with air brake systems may be idled after starting only as long as necessary to develop operating pressure.
- (D) When, for any reason, an engine must be run for an extended period, (in excess of 2 minutes), exhaust fumes must be adequately vented.
- (E) Employees should avoid all unnecessary operation of motor vehicles inside buildings.

II. Scope:

This standard applies to all City operations

III. Definition and Limitation

The intent of this standard is to limit the exposure of employees to toxic or irritating fumes. Provisions of a specific nature may be waived in individual instances by safety staff if above intent is effectively met.

RISK/SAFETY MANAGEMENT

GENERAL DATA SHEET

ELECTRICAL EXTENSION CORDS IN MAINTENANCE OPERATIONS

Basic Points:

- (A) For City purposes, all extension cords must be heavy duty grounded (3 wire) and in good condition. These usually are round, not flat, and should be resistant to chemical attack by oils, solvents, etc. Non-grounded “lamp” cord extensions or light duty type cords are not acceptable.
- (B) Never remove grounding prongs from 3 wire cords. This practice is sometimes used by persons attempting to fit the grounded plug into the receptacle. Cords that have been rendered defective in this manner must be properly repaired* or *discarded! Also, do not use a “cheater”, grounding adapter plug. This is the device that looks like a receptacle plug with a green grounding wire or screw attached. If you spot one in you operations, capture and kill it!
- (C) Similarly, do not use a power tool or piece of equipment with a broken or defective grounding prong. NOTE: Power tools which have no grounding wire (2 prong plug), but which are manufactured and certified as double insulated and are so labeled, are acceptable in most situations. These tools work perfectly well with the City’s grounded extension cords!
- (D) Avoid using extension cords in place of permanent wiring. Extension cords are for temporary use situations. They are not to be stapled to walls or otherwise installed in a permanent manner.

Test your extension cords periodically for proper continuity of ground. If either of the current carrying wires of the cord are broken, the circuit is interrupted and the cord “won’t work”. Unfortunately, when the grounding wire becomes broken, the cord is likely to remain in service with the defect unrecognized!

Pause to Reflect: All commonly used conductors (wires for example) have a certain amount of resistance that produces heat. In an extension cord which is stretched out as in normal use, this heat will probably be dissipated and produce no problems. If the same cord is too long for the intended use and is left coiled up, the heat is concentrated in a smaller area...weakened insulation and possibly an electrical hazard may result.

- * Do not use the old style replacement plug that has a cardboard insert. Replacement plugs or receptacle ends must be moisture resistant, usually two piece construction that are threaded or held together with screws.

CITY

ACCIDENT PREVENTION PROGRAM

In order to maintain the safety standards desired by our organizations, it is necessary to actively pursue an accident prevention program through all levels of our City. Training in hazard recognition and control is essential to prevent the occurrence of accidents. The following is a summary of the accident prevention program that is to be supported and maintained by all employees:

1. Training and Education

- a. General – Training and education cannot be over-emphasized as a means of learning the safe approach to employee work effort, as well as what to do in case of an accident. Each new employee will be furnished information and literature covering the City safety policies, rules and procedures.

All employees are encouraged to participate in seminars, lectures, talks, and first aid courses, etc. that are provided by State, Federal and other agencies in the area of our operations.

The Safety Manager schedules training sessions and contacts individuals within the organization regarding their attendance. Each employee is encouraged to contact his immediate superior should there be some training course or seminar that in his opinion would be helpful in developing safety awareness. Approval of attendance and other necessary arrangements are made through the Safety Manager.

- b. Safety Meetings – It is imperative that communication be established between all levels of our City. We therefore strongly support safety meetings for all employees in our organization. We believe that the most successful safety meetings are brief and concise gatherings in small groups to identify a specific subject, explain safety rules, discuss necessary precautions and exchange comments. These meetings are conducted monthly, as scheduled by the Safety Manager and arranged by designated Supervisors.
- c. Safety Materials – The Safety Manager has posters, charts, report forms, booklets and other descriptive material that will help dispense safety information in your work area. This material is generally distributed for posting and distribution on a periodic basis. However, all personnel are encouraged to contact the Safety Manager and request illustrative material that addresses problems specific to their particular situation.

2. Occupational Safety and Health Act – The Williams-Steiger Occupational Safety and Health Act was signed into law on December 29, 1970. It provides that every employer engaged in business affecting commerce shall:

- a. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
- b. Comply with occupational safety and health standards promulgated under the Act. OSHA thereby extends coverage to all employees not subject to previously existing Federal Safety Acts.
- c. Comply with occupational safety and health standards and rules, regulations and orders pursuant to the Act that are applicable to our actions and conduct. Violators of the law and regulations are subject to penalties.

All employees must comply with occupational safety and health standards and regulations under the Act that are applicable to their own actions and situation.

Because of this law, and in order to maintain safe conditions on our projects, each Supervisor must, and each employee should, become familiar with OSHA Regulations 29CFR Part 1926, Safety and Health Regulations for Construction with OSHA 29 CFR Part 1910, General Industry Safety and Health Regulations Identified as Applicable to Construction (Federal Register, Part VII, Book 2 February 9, 1979).

The Safety Manager will provide a copy of these OSHA regulations for construction to all Supervisory personnel.

Employees may contact their immediate superior for data and literature that will help them better understand our responsibilities under the act.

3. Records – It is company policy, as well as Federal Law, that certain records associated with accidents experienced on our jobs be kept up-to-date and retained for a period of five (5) years. The purpose of this record-keeping requirement is to identify recurring accidents of a similar nature thereby allowing for the development of corrective action eliminating their possible causes. The following is a summary of these record requirements.
 - a. Accident investigating and reporting procedures are developed by the Safety Manager. An accident report on appropriate forms must be prepared within forty-eight (48) hours after each reportable incident. Reportable incidents consist of fatalities, lost workday cases or nonfatal cases without lost workdays but requiring medical treatment. These reports are to be transmitted to the proper authorities.
 - b. Depending on the hazard, there may be Federal/State requirements for maintaining records of exposure to hazardous/toxic material. Check with the Safety Manager for requirement.

- c. Maintain the OSHA Log of all reportable injuries and illnesses for each job location. In some cases, this job may be kept at a central location for jobs subject to common supervision.

This involves posting the information from the initial accident report on a Master Log (OSHA Form 200) within six (6) workdays after the accident has occurred. The form must be kept available for OSHA Compliance Safety and Health Officer review. The Summary Section of OSHA Form 200 must be posted at each job site by February 1st of the following year and remain in place for thirty (30) consecutive calendar days thereafter. See OSHA regulations 29 CFR Part 1904 "Recording and Reporting Occupational Injuries and Illnesses."

4. Subcontractor Compliance – The concern for our fellow employees must be communicated to our Subcontractors working on our projects. It is imperative that we observe our Subcontractors operations and where deficiencies are located and identify them to the subcontractors as well as our Safety Manager.

All contracts initiated to Subcontractors require that Federal and State laws concerning safety be observed by the Subcontractor. Failure to fulfill this requirement is a failure to meet the conditions of our contract. Safety on the project extends through all Subcontractor operations, as one unsafe condition unattended generally encourages deficiencies in other areas.

The above instructions similarly apply to all other contractors on a job site. Call attention of your Supervisor to safety violations of other contractors. The Supervisors, in turn, report the condition the contractors and the City Safety Manager.

5. OSHA Inspections –
 - a. The Safety Manager is responsible for preparing procedures to be followed in the event of an OSHA inspection of a job site. The procedure shall include person(s) at the central office to be notified immediately when the OSHA Compliance Safety and Health Officer arrives at the site.
 - b. The Safety Manager is responsible to develop procedures for handling OSHA citations, penalties, abatement deadlines, and as applicable, contest of unjust citations/penalties.
6. Variances – OSHA has established procedures for permitting temporary or permanent variances to certain standards when valid circumstances may preclude compliance. All supervisory personnel are to recommend to the Safety Manager any standards for which a variance may be needed. The Safety Manager will take appropriate action following procedures of OSHA Regulations 29 CFR Part 1906, "Rules for Variances, Limitations, Variations, Tolerations and Exemptions under the Williams-Steiger Occupational Safety and Health Act of 1970.