

# **CITY OF JACKSONVILLE**

# **HEALTH & SAFETY MANUAL**



Adopted  
Amended  
Amended

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May 21, 1998  
January 1, 2010

Ordinance 0994  
Ordinance 1096  
Ordinance 1391

*This Health and Safety Manual is dedicated to Ken Rackley, who died at the young age of 43 before this manual was completed. Ken was a valuable member of our safety team and contributed some of the information that you will be reading.*

Recognition goes to the entire staff of the City of Jacksonville for suggesting ways to improve the health and safety of our great City... thank you!

Special thanks go to Nikki Wilmoth and Hollie Shoup, who spent many hours proofing and editing the manual.

Our Health and Safety Team members that put an abundance of time and effort into updating and revising this manual are:

Manny Browder	Code Enforcement
Ryan Forshee	Parks and Recreation
Hedy Limke	Animal Control
Steve Moore	Fire Department
Ken Rackley	Street Department
Vicky Reeves	CDBG
Greg Rozenski	Police Department
Peggy Stallings	Police Department
Patty Walker	Parks and Recreation
Audie Waterson	Street Department
O.T. Williams	Signs and Signals Department
Nikki Wilmoth	Finance Department

## **EMPLOYEE ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have received a copy of the City of Jacksonville Health and Safety Manual. I also understand that I should consult my supervisor or the Human Resources Department if I have questions.

Since the health and safety information and policies described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. I understand that the City of Jacksonville may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished health and safety policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify, or eliminate existing policies. The Mayor or his/her designated representative and City Council shall have sole authority to add, delete, or adopt revisions to the policies in this Manual. Employees may not rely upon any written or oral statement by a supervisor or department director contrary to the Health and Safety Manual.

I understand and agree that I will read and comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## **SAFETY IS FIRST AT THE CITY OF JACKSONVILLE**

This Health and Safety Manual has been prepared to assist employees in the safe and efficient performance of their duties. Maintaining a safe place to work is of utmost importance to the City of Jacksonville (City). We firmly believe that strict adherence to these policies and procedures will provide employees with a safe workplace and minimize work-related accidents/injuries.

It is the responsibility of all employees to plan and carry out their job assignments in the safest manner possible. The practice of effective accident prevention is mandatory for every employee.

Because it is not possible to cover every situation that may occur in the many operations of municipal government, department heads and supervisors are responsible for tailoring these guidelines to meet the requirements of their particular departments.

Each City employee will attend a variety of safety classes specific to their department needs, focusing on job-related injuries and prevention. All City employees, regardless of their department, must attend these classes.

Safety classes will be updated as-needed and new employees will receive training as well. All employees who attend these safety classes will receive continual training and education on safety techniques and practices.

### **EMPLOYEE TRAINING AND REPORTS**

The City of Jacksonville will ensure that all employees receive the proper training needed to perform assigned tasks. The employee or their supervisor must forward any job-specific training or certificates received to the Human Resources Department for entry into the employee's training file.

### **JACKSONVILLE SAFETY COMMITTEE**

The basic function of the Jacksonville Safety Committee is to create and maintain an active interest in safety through the reduction of work-related injuries and accidents. This committee will discuss current issues and seek solutions toward the prevention of work-related injuries and accidents. Committee membership shall consist of the Director of Human Resources and one or more designated employees from each department. If possible, the safety team will have quarterly meetings.

## **SAFETY RULES AND REGULATIONS**

These safety rules and regulations will assist supervisors and employees in the practice of safe job performance. Compliance is mandatory and violations will result in appropriate disciplinary action. If you have any questions, comments, and/or suggestions, please contact the Human Resources Department (501) 982-4671.

### **RESPONSIBILITY**

All City employees are responsible for following safety guidelines, practicing accident prevention, and following the rules and regulations of the City. The following provisions apply to various employee positions within the City:

**Directors** are initially and ultimately responsible for accident prevention within their respective departments. Supervisors are delegated this responsibility through management directives and the safety program. Each department shall establish safety performance goals. Directors are responsible for ensuring that the Human Resources Department receives the original accident investigation reports.

**Supervisors** have the day-to-day responsibility of preventing accidents and maintaining safe working conditions. They will cooperate and work with the directors regarding the safe operation of mechanical equipment. Supervisors must be familiar with the safety methods and procedures that are required for their employees to perform job duties. Supervisors must set an example for employees by practicing proper safety procedures at all times. Supervisors are responsible for furnishing a detailed explanation of applicable safety procedures to new employees and ensuring that all employees understand and follow safety procedures. Furthermore, they are responsible for general housekeeping in and around their department's respective work areas and completing periodic inspection reports. The supervisor will investigate and analyze each accident and complete a written report to submit to their director.

When a supervisor knowingly allows an employee to violate safety rules, the supervisor is equally responsible.

**Employees** will comply with and support the provisions of the City's safety program. Those who do not will be subject to appropriate disciplinary action. Certain positions require safety clothing and personal protective equipment (PPE). If your position requires PPE, then you must use it. Employees must observe general housekeeping rules and assist in maintaining their respective work areas. Employees must immediately report all accidents and/or injuries to their supervisor, regardless if there is medical treatment.

## WORKPLACE SAFETY TEAMS

The ultimate responsibility for safety is in the hands of the employees. In order to convey that responsibility to the employees, each department will have safety teams consisting of employees appointed by their supervisor. The duties and responsibilities of workplace safety teams include, but are not limited to, the following:

- Maintain the team's Health and Safety Binder in their work area.
- Assist the supervisor regarding the training of new hires on safety policies and hazards related to their work area.
- Perform monthly inspections of the department and document findings in the safety log.
- Ensure current MSDS's are kept on file in the department and accessible to everyone.
- Keep supervisor(s) and co-workers informed regarding safety issues.

## DISCIPLINARY ACTION

Disciplinary action will occur when an employee violates a safety rule. This system will apply to all employees with the exception of police and fire department employees, whose disciplinary procedures fall under their respective department's rules and regulations in accordance with State law. Violation of the safety regulations is misconduct; therefore, it is imperative that all employees follow all safety rules. If an employee's misconduct is determined to be the result of gross negligence, the City may bypass the progressive discipline process and suspend or terminate that employee immediately. Disciplinary Actions:

- **First Offense** - An oral warning
- **Second Offense** – Written counseling notice
- **Third Offense** – Suspension, of any length, without pay
- **Fourth Offense** – Termination

## WORKERS' COMPENSATION

As an employee in the State of Arkansas, the Arkansas Workers' Compensation Commission handles injuries that occur while on duty. Any employee injured while on duty must notify their supervisor immediately or as soon as possible, for completion of an incident and/or accident report. After receiving such notification of a work-related injury, supervisors must:

- Gather information to determine if the injury was work-related.
- Contact their director.
- Complete the Supervisors Accident Report and submit the original copy to the Human Resources Department upon receiving the director's signature.
- If the employee seeks medical attention, they must go to the Human Resources Department as soon as possible to complete appropriate workers' compensation paperwork.

## **INCLEMENT WEATHER**

Employees who are unable to report to work due to inclement weather must notify their supervisor as soon as possible. The purpose of this policy is to reduce the risk to City employees and members of the public who may wish to visit City facilities. Unless City offices are closed, employees must report to work. All employees are “essential” personnel however, there are some departments where it is required that employees report to work, regardless of whether City offices are closed. At minimum, those departments include, but are not limited to, Police, Fire, Street, and the Communications Center. It is up to the director of each department to determine which employees, within those departments, are required to report to work. If you are unsure, ask your supervisor.

### **Office Closings, Delayed Openings, and Notice**

The Mayor or his/her designated representative decides to close, open late, or close early. To obtain the latest information, go to the City’s website, [www.cityofjacksonville.net](http://www.cityofjacksonville.net). If you do not have access to the Internet, please refer to your local television or radio program, or contact your supervisor. It is not the responsibility of the City to contact employees directly.

Employees that are required to report to work will be compensated at their regular rate of pay for the hours worked. In the event City offices open late, employees should report to work at, or before, the time that the Mayor or his/her designated representative determines. Compensation will be at the normal rate of pay for the period prior to the designated time.

It may be necessary to work longer hours later in the week due to a closing or delayed opening. Only those employees who work more than 40 hours in that workweek will receive overtime pay. This means that time paid for office closures and delayed openings will not count towards actual hours worked.

Employees who do not report to work, arrive at work late, or leave early because of adverse weather conditions when City offices remain open, may use vacation time when unable to report to work due to inclement weather. If an employee does not have vacation time, the time off is leave without pay. Regardless of the situation, an employee is expected to give his/her supervisor proper notice if he/she is unable to report to work, will arrive late, or must leave early.

Because you have the option to remain home during inclement weather when City offices are open, the City will not be responsible for any personal injury or property damage if you attempt to arrive at work. You should use your best judgment in deciding whether it is reasonable for you to attempt to get to work.

**Make Up Work** - An employee may request to make up work missed due to inclement weather during the same workweek. However, approval of such request shall be at the sole discretion of their director.

## **TOBACCO USE**

You may only smoke in designated areas. Ordinance 852 states "...smoking is prohibited and shall be unlawful in all public access areas of municipal buildings within the corporate limits of the City of Jacksonville". Discipline may occur for violators of the Ordinance, to include termination.

## **FIRST AID AND HEALTH**

Immediately obtain first aid in the event of an injury or illness, regardless of the severity and report the incident immediately. Only administer first aid to the level you are trained. Call 911 to request an ambulance. In the event of an accident, avoid moving the victim unless leaving them in place will result in further injury or death. Store first aid supplies in a sanitary and usable condition. Inspect the kits on a weekly basis for missing supplies and overall condition. First aid kits must be available in all City vehicles and designated work areas.

City employees will prepare for conditions of the seasons. All departments and work areas will have access to drinking water for hydration. Employees will dress appropriately for weather conditions. If heat exposure occurs, move the employee to a cooler location and contact 9-1-1. If cold exposure occurs, move the employee to a warmer location and contact 9-1-1.

With regard to any accident, injury, or illness, if you are unsure of the seriousness of the incident you should request EMS immediately. EMS should be requested anytime an employee is having difficulty breathing, experiencing pain, has uncontrolled or difficult to control bleeding, an allergic reaction, a fall equal to the person's height or greater, suspected head, neck, or back injuries, a decreased or loss of consciousness, an amputation or fracture.

## **CROSSING GUARDS**

### **Responsibility:**

The primary responsibility of crossing guards is to assist students and/or pedestrians in crossing busy streets. Guards should wait for an appropriate safe break in traffic before entering the roadway.

### **Appearance and safety equipment required:**

- Use the issued visible **STOP** sign (18" size, STOP on both sides, red background with white letters), safety vests, and whistles.
- Guards should dress appropriately for all weather conditions.
- Guards should also be alert for unstable walking/standing conditions, such as potholes, icy gutters, and streets, etc. Report these conditions to Public Works promptly for correction.

## **SAFETY EQUIPMENT**

The City of Jacksonville will provide a limited amount of safety equipment for its employees. Supervisors will designate the use of protective equipment for those jobs that have inherent injury potential. Supervisors will specify use of protective equipment for all jobs that have an inherent injury potential. Detailed specifications for the design, purchase, and use of all protective equipment shall be coordinated with the Finance Department and the users of the equipment. Each individual will be responsible for maintaining the safety equipment issued by the City. Each employee will sign for personal protective equipment (PPE) and the department will maintain a record of to whom the PPE was issued. If an employee loses or damages the equipment issued to them (if damage was not due to the age of item and normal wear or tear) they will have to replace the equipment at their own expense. Safety equipment includes, but is not limited to the following:

**Work Boots:** Utilize protective footwear such as closed toe shoes to protect feet against possible injury from articles/objects that can burn, cut, spill, pinch, drop, vehicle wheels, machinery, and nail punctures. Employees are responsible for purchasing their own work boots. Directors will determine appropriate footwear.

**Rain Gear** will keep employees dry, warm, and clean.

**Gloves:** (Protective) Depending on the job/task or season, employees must wear the right work gloves. This will protect the hands and forearms from cuts, abrasions, burns, punctures (needle sticks), or skin contact with hazardous chemicals and some electrical shocks.

**Protective Headgear** will protect the head against falling objects, head bumping situations, or electrical conductors. When there is a possible danger of head injury from impact, or from falling or flying objects, employees must wear headgear.

**Goggles, Face Shield, or Safety Glasses:** Will be worn to safeguard against airborne debris, dust, flying particles, chips, chemicals, compressed air, paint spray, weed control, heat, or injurious rays to the eyes or face. All lawnmower users shall wear goggles or safety glasses.

**Hearing Protection:** Used to guard against exposure to noise that exceeds safety regulations.

**Respiratory Protection:** Used to filter or prevent breathing contaminated air, harmful dusts, fogs, fumes, mists, gases, smoke, sprays, or vapors. The employer will provide respirators when such equipment is necessary to protect the health of the employee. The equipment shall be applicable and suitable for the purpose intended.

**Protective Clothing:** Items such as gloves, long-sleeve shirts, long pants, aprons, work boots, work uniforms, jackets, winter coats, parkas, rubber boots, hats, raincoats, or ordinary sunglasses used solely for protection.

### **Employees Responsibilities:**

If employees find that equipment is not immediately available, it is their responsibility to inform their supervisor. It is an employee's responsibility to use the provided personal protective equipment. Failure to do so may subject an employee to disciplinary action. If an injury results from an employee refusing to wear, or negligently wearing, their safety equipment, it may be determined that the employee is liable for any injury suffered and may have to pay the appropriate damages.

### **Additional Safety Equipment:**

Other forms of protection for employees include barricades, cones, warning signs, warning lights, and many other specialty items. Unless the supervisor or director state otherwise, only full-time trained employees may use balers, grinders, or other machinery. These types of equipment can inflict serious injury or fatality.

If you have any questions concerning specific safety equipment and use, ask your supervisor.

## **BLOODBORNE PATHOGENS PROTECTION**

The City of Jacksonville wants to ensure protection for every employee from an exposure on the job to any fluids that might result in a serious virus or disease. These fluids mainly come from the human body and include blood, saliva, and all other bodily fluids as well as human tissue and organs.

- Employees must take seriously an exposure to any fluids, tissue, or organs that may result in infection or disease. The employee should immediately report the exposure and follow the City's exposure control plan.
- Employees are required to use latex or vinyl gloves and may not re-use disposable gloves. Replace gloves as soon as practical when they become contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
- Hand washing with soap and water is required after removal of gloves when exposed to any potentially infectious materials.
- Employees are required to wear masks, along with eye protection or face shields, when they anticipate contamination from splashes, sprays, splatters, or droplets of blood or when other potentially infectious materials exist.
- Clean blood spills or other contaminated material spills immediately. During clean up and decontamination, the employee will avoid any further exposure or contamination to oneself.
- Dispose of all potentially contaminated waste in containers that are closable, puncture resistant, leak proof on the sides and bottom, and labeled or color-coded. All waste will be disposed of in a manner that meets State and Federal laws and prevents further contamination.

## OPERATION OF CITY VEHICLES

Just as having a driver's license is a privilege, it is also a privilege to operate a City vehicle. The following applies to employees that use a City vehicle:

- Employees operating a City vehicle shall have a valid Arkansas Driver's license. Supervisors shall obtain a copy of the driver's license of each employee who operates a City vehicle and ensure that their driver's license is current and valid.
- The City shall evaluate each employee's driving record and determine if any infractions on that record should be cause for removing the privilege of driving a City vehicle.
- Drivers of City vehicles shall observe Arkansas Department of Motor Vehicle laws and regulations, especially as they apply to the operation of emergency vehicles as well as the City Ordinances and polices.
- Prior to being hired, inquiries into motor vehicle records, as well as driver certifications, are completed.
- City vehicles shall have an annual safety inspection conducted by the City Garage.
- Employees assigned the use of a City vehicle shall be responsible for pre-trip and daily operational and safety inspections. If an employee encounters a vehicle deficiency during inspection and/or operation, it is their responsibility to report it to a supervisor/director immediately. The supervisor is then responsible for ensuring the correction of the deficiency.
- Employees who operate City heavy-duty trucks and equipment shall perform a pre-trip inspection that meets or exceeds the Department of Transportation's CDL pre-trip inspection regulations. Employees must conduct daily, weekly, and/or monthly inspections, as required by the department's standard operating guidelines.
- Employees may not operate a vehicle/equipment that is determined to be unsafe or until necessary repairs are completed.
- There shall be an effective "preventative maintenance" program for all City vehicles to allow them to remain in a safe operating condition. The preventative maintenance program shall include all necessary forms and reports in order to evaluate the operational and safety conditions of said vehicle. The City Garage shall maintain these forms and reports. The City Garage supervisor shall review and make available upon reasonable request, copies of such forms to the proper requesting authority. The City Garage shall make recommendations regarding the safe operating conditions of all City vehicles.
- Every driver is obligated to provide immediate written notification to his/her director regarding the revocation of their driver's license or any moving violations received.
- Employees should maintain physical and mental alertness while driving and know the stopping distances of the vehicle.
- Each employee operating a City vehicle must do so in a manner that promotes the utmost care and regard for other drivers on the road.
- Employees operating a City vehicle shall make every effort to avoid/minimize an accident involving their assigned vehicle.

## **Parking:**

- City vehicles are not to park in “No Parking” zones except in emergencies or in the required performance of official duties. Emergency blinkers must be active if a vehicle is in a “No Parking” zone.
- If keys are in the ignition, employees must be present with the City vehicle.
- Employees must lock City vehicles if unoccupied, when possible.

## **Vehicle Operation Regulations:**

- When an employee is backing up a vehicle and does not have a clear view of the entire rear area, a ground guide must assist them. The ground guide is the second person in the vehicle. They will get out and guide the vehicle back using the appropriate hand and voice signals. If the driver is alone, they will get out of the vehicle and inspect the area behind them before backing up.
- Employees/passengers may not smoke in City vehicles.
- State of Arkansas Act 181 (Paul’s Law) prohibits drivers of motor vehicles from using handheld wireless telephones to engage in text messaging. If an employee violates the provisions of the Act, discipline will occur, up to and including termination.
- Employees may not ride on the sides, toolboxes, tailgates, running boards, or roofs of any City vehicle; further, employees may not stand in any vehicle. Riders will sit down in the passenger/carrying area of the vehicle.
- When driving in congested areas, drivers will direct their full attention to driving. Use extreme caution when conducting necessary inspections of streets, trees, signs, etc.
- During periods of limited visibility or when windshield wipers are in use, headlights must be on.
- Securely fastened trailer hitches are required as well as safety pins in pintle locks. Employees must cross safety chains under the hitch and securely fasten them prior to moving a vehicle.
- Secure all equipment, tools, or other items that might fall out during transport.
- The number of passengers in the vehicle must not exceed the amount of seatbelts provided.
- Employees cannot operate a vehicle for which they do not have the appropriate classification of driver’s license. In addition, employees are not expected to operate a vehicle for which they have not been adequately trained to operate, including all applicable safety procedures, tire and wheel changing procedures (as appropriate), and vehicle maintenance requirements that pertain to the operation of the vehicle.

All drivers of City vehicles, and employees utilizing their personal vehicles while performing City business, shall comply with all applicable State laws as well as the following regulations:

**Equipment:**

- In vehicles equipped with seat belts, operators and passengers will use their seat belts at all times.
- Do not remove doors from vehicles or tie doors open.
- Drivers must use turn signals at all times in ample time to warn oncoming or following traffic of the intent to turn.
- Drivers will ensure that windows, headlights, taillights, and wipers are clean and operational at all times.
- Drivers will conduct safety checks prior to operating the vehicle.
- Tailgates will remain upright and locked when the vehicle is in motion. Attach a red flag to the outward corners of the tailgate to notify other drivers of the hazard, if a vehicle's function requires that the tailgate remain open.
- If the vehicle is loaded but does not have a tailgate, drivers must ensure the load is secure in the truck, and that any overhangs are properly marked according to State law.
- To prevent load shifting, secure it properly.
- Gear (hard hats, etc.) will not be stored on the rear decks or the dashboard of vehicles. These objects become deadly projectiles during sudden stop situations and can cause injury to employees and the public.

**Stopping Distances**

Road Surface Speed:	20 MPH	30 MPH	40 MPH	50 MPH
➤ Gravel	70'	135'	232'	374'
➤ Wet Pavement <sup>78'</sup>	147'	252'	404'	
➤ Packed Snow	105'	194'	336'	541'
➤ Ice or Sleet	205'	480'	745'	1215'

**Skid Controls:**

Skidding is one of the hazards of driving and plays a significant role in accident rates; an experienced driver can reduce the seriousness of a skid. Please remember that the chances of a car rolling over on a flat, smooth surface are very low, regardless of the type of maneuver attempted. Spinout tests conducted at high-speed show that a vehicle will remain fairly level on the roadway during such maneuvers. It is very different, however if the vehicle strikes a solid object, loose surface materials, and/or has a heavy weight load or high center of gravity. Basic Skid Rules:

- Use brakes only when steering control is re-established
- Take your foot off the accelerator- do not use power to stop or control a skid
- Steer in the direction of the skid until you are under control, then counter-steer to compensate for the skid.

### **Special Equipment:**

Special equipment such as tractors, forklifts, graders, plows, cranes or any unit that has special devices added for specific types of work requires special training prior to use by a driver. This special training will include the following:

- Explanation and demonstration of all control devices and safety equipment
- Maintenance items such as fuel, water, oil, or other minimum operational needs of the unit
- Instructions for driving on and off trailers, parking procedures, and methods of securing equipment
- Passengers will ride only in seats designed for passengers on special equipment; exceptions are granted to individuals participating in the training program
- While working in congested areas, operators will always look around and have a person guiding them when backing up a vehicle
- Construction-type equipment will travel less than 20mph without exception. This equipment will use the right lane except when a left turn is required. Other motor vehicles always have the right-of-way.

### **ACCIDENT RESPONSIBILITY AND REPORT REQUIREMENTS**

Any City employee, operating a City vehicle or piece of equipment that requires a driver's license who is involved in an accident, is responsible for immediately contacting the local police and their supervisor. Once the supervisor has possession of the police report, they will submit a copy of the police report to their director. The supervisor will evaluate the accident and complete a Supervisor's Accident Report. Human Resources must receive the original signed copy within 72 hours. The Human Resources Department will then submit the police report to the Finance Department to handle the insurance claim, if necessary.

Drug testing must occur if any of the following apply:

- If the employee was at-fault
- If the employee receives a citation under State or local law for a moving traffic violation arising from the accident
- If there was a fatality
- If there was an injury
- if the vehicle/equipment required towing or is deemed inoperable from the accident

Upon notification to the police and their supervisor, the employee(s) must submit to a drug test. The supervisor will advise the employee of the drug testing procedure.

Until the Human Resources Department receives the drug test results, the employee may not operate a City vehicle/equipment. Termination may occur if the drug test results are positive.

## **ACCIDENT REPORTS**

Each department will maintain an accurate accident record-keeping system. Once the supervisor has possession of the police report, they will submit a copy of the police report to their director within 24 hours or the next business day.

The supervisor shall evaluate the accident and complete a Supervisor's Accident Report. Submit the original signed report to the Human Resources Department within 72 hours.

Accident reports assist directors in the following manner:

- Indicate the type, nature, and prevalence of accidents.
- Locate operational geographic problem areas.
- Identify departments with a high frequency of accidents.
- Indicate prevalence of unsafe physical conditions and work practices.
- Assist in determining the effectiveness of the safety program.
- Serve as a guide for accident prevention.
- Furnish information necessary for any injured employee's compensation.
- Assist in determining the cost of accidents.
- Create genuine interest in job safety.
- Determine the main source of accidents and promote corrective efforts concentrated on ways to reduce the number of accidents.
- Determine whether accident experience rates are improving.

## **ACCIDENT INVESTIGATION**

For the purpose of this manual, "investigation" is defined as the collecting of information from facts relating to an accident and the formulation of a preliminary opinion as to how an accident occurred and could be prevented in the future. Investigative information should include statements, pictures, video, drawings, and other evidence from the accident. Supervisors are required to investigate and document all accidents, including minor ones. The primary concern should be the potential seriousness represented by the cause of the accident. The cause of an accident resulting in a minor injury could possibly result in serious damage or injury if not reviewed. Minor accidents are opportunities to learn how to prevent other accidents.

The goal of an accident investigation is to:

- Satisfy legal requirements
- Find out what happened and determine any immediate underlying causes
- Introduce ways to prevent a reoccurrence
- Establish training needs

After an accident has occurred, it is imperative that the accident scene remain untouched. Cleaning up an accident scene may result in destroying evidence that could be helpful in determining the cause of the accident. The supervisor should arrive on scene as quickly as possible to ensure that the area is safe to enter. If the injured person is still on scene, make sure the injured person has first aid or medical attention if required. The supervisor should conduct an investigation as soon as possible following the event to gather all the necessary facts, obtain written statements from any witnesses, take pictures and/or video of the scene, determine the true causes of the event, and develop recommendations to prevent a recurrence.

Follow the below guidelines, at a minimum, when investigating an accident:

Review any physical causes that may have contributed to the accident such as improper apparel, defective equipment, unsafe working areas, and other similar conditions. Also, review any personal causes that may have contributed to the accident such as unsafe action by the injured employee, unsafe action by another employee or individual that contributed to the accident, violations of rules or instructions, and other similar conditions. Determine why an unsafe condition existed or why an employee engaged in an unsafe act. (Did they misunderstand instructions given; had the employee received insufficient instructions, lacked experience, or have a poor attitude about the assignment?)

An employee may be liable for reimbursement to the City for damages caused by their own negligence. The employee's director, the human resources director and the Mayor or his/her designated representative will make that determination.

## **NON-VEHICLE ACCIDENTS**

Employees are required to report accidents to their supervisors; failure to report any accident, including minor accidents, could lead to additional injuries and delayed repairs or countermeasures to prevent future accidents. Directors must ensure that training regarding accident investigation takes place with each of their supervisors. Supervisors will thoroughly investigate and complete a Supervisor's Accident Report. Supervisors are responsible for keeping reports on all minor employee injuries. The Supervisor's Accident Report should be completed and turned into the Human Resources Department within 72 hours. The Safety Committee will evaluate each department's safety on a quarterly basis.

## UNDERGROUND DIGGING

Underground digging can lead to serious problems such as ruptured lines; therefore, employees who engage in this activity should take certain precautions. If a City employee's task requires digging, the employee's supervisor will contact Arkansas-One-Call at 225-3914, two (2) working days before performing digging operations. The supervisor shall provide Arkansas-One-Call with the direct location for proposed digging. In return, Arkansas-One-Call will determine if the area is safe for digging and in turn will paint color-coded markings on the ground where the respected lines are located. In many cases, Arkansas-One-Call will send a representative from its organization to examine the area. CITY EMPLOYEES SHALL NOT ENGAGE IN UNDERGROUND DIGGING WITHOUT THE CONSENT OF ARKANSAS-ONE-CALL AND THEIR IMMEDIATE SUPERVISOR.

Underground utilities are usually marked or color-coded. Remember that there is a three-foot (3') margin of error on either side of the markings. The majority of Arkansas' underground utilities are color-coded. Each color represents the following:

- |              |     |        |
|--------------|-----|--------|
| • Electric   | -E- | Red    |
| • Gas/Oil    | -G- | Yellow |
| • Sewers     | -S- | Green  |
| • Telephone  |     | Blue   |
| • Television |     | Blue   |

### **SPECIAL NOTE**

After a supervisor has received clearance to dig in a designated area, the supervisor will then instruct the employee to start the digging project and to observe the area while they are digging. If an employee observes any of the markings or color-coding mentioned previously, the employee will stop digging and immediately notify their supervisor. The supervisor shall then contact Arkansas-One-Call for clarification and additional information. If a line ruptures, clear and secure the immediate area, and call 911.

## **FIRE SAFETY**

Clear access to all fire extinguishers, fire alarm boxes, fire passageways, stairwells, hydrants, hoses, and/or any fire protection equipment is required.

When storing equipment or materials in the proximity of heaters, use extreme caution and refer to the manufacturer's recommendations. Items must be at least 36" from heaters. Materials or equipment must be more than 18" from sprinkler heads.

## **MATERIAL HANDLING**

- Always use common sense when lifting or moving equipment or materials. Avoid using the muscles of the back, concentrate on using leg and arm muscles. Avoid bending or stooping when lifting.
- When handling heavy loads or loads of bulky size or shape, always request assistance.
- Always protect hands and fingers when moving, lifting, or handling equipment or materials. Where the possibility of injury exists, use personal protective equipment.
- Use proper equipment for moving or lifting a load.
- Remove exposed nails from all lumber crates or materials before handling.
- When storing materials, ensure the base is firm and level for stacking purposes.
- Stand clear of flying materials when cutting metal or wire straps from materials and warn others of dangers.
- Clear the path used when moving materials from traffic hazards and other dangers.
- Use a guide if walking backwards when carrying a load.
- Special shapes: barrels, drums etc. require special lifting bars and/or assistance to handle safely. When rolling, push on sides with hands (do not use feet).
- To ensure that your hands and/or fingers are not pinched if the pry bar or crowbar slips, be sure to use proper leveraging.
- In carrying heavy items with assistance, have one person give signals, lift together, walk in step, and carry long objects on the same shoulder.
- Use hand trucks or other special equipment to handle compressed gas cylinders.

## **FLAMMABLE LIQUID STORAGE AND HANDLING**

- A minimum of one portable fire extinguisher will be located outside of, but not more than 10' from the entry of, any area used for storage of more than 60 gallons of flammable liquid.
- A minimum of one portable fire extinguisher will be located outside of, but not more than 25' from the entry to any flammable liquid storage area.
- When not in use, flammable liquids must be stored in closed containers.
- Employees should avoid spillage or overflow of liquids when filling tanks of vehicles, operating equipment, portable containers etc. If a spill occurs, clean the areas immediately, spread sand or another absorbent material, and then shovel material into a proper container and dispose of such in compliance with State Environmental Regulations. Stop motor when refueling.
- Always use flexible spouts on portable containers when filling gas tanks on other containers.
- Keep spout in constant contact with rim of container opening while dispensing.
- Do not smoke, or use an open flame or other source of ignition near filling or dispensing fuel operations.
- Never use gasoline for cleaning purposes. This rule applies not only to hands and clothing, but also to equipment, parts, floors, paintbrushes etc.
- Vapors from flammable liquids are often undetectable yet equally dangerous; therefore, use caution in or around areas where flammable liquids exist.
- Place rags/cloths containing flammable liquids in a fireproof metal can.
- Flammable liquids shall not be stored in a place subject to a direct heat source.
- Flammable liquids or materials should be stored in a metal cabinet; the lid to each container must be secure.
- Always follow the manufacturer's instructions and label containers that contain flammable liquids or materials as such.
- Immediately clean up any small flammable liquid spills. For larger spills: secure the area and notify the proper authority. Any materials used to clean up the spill must be disposed of properly.
- Ensure containers are capable of storing flammable liquids when transferring flammable liquids from one container to another, and that a ground is present to reduce the possibility of static electricity.
- All employees must be familiar with the location of fire extinguishers, exits, and alarms.
- Open flames, such as candles, cannot exist inside City buildings, except for the purpose of cooking. Open flames must be attended, in the case of cooking.
- All electrical equipment must be UL tested before use.
- All City buildings must have operable smoke detectors. Each occupied floor must have a smoke detector. Monthly tests are required for each detector.

### **Firefighting Equipment:**

- Report all empty fire extinguishers and replace them immediately.
- Check tags on all fire extinguishers and inspect them every month.
- Do not store extinguishers on the floor; mount them on brackets.
- Fire extinguishers must be clearly visible to all employees and visitors.
- If an employee does not know how to use the different types of extinguishers, they must ask their supervisor. Instructions regarding fire extinguisher use can be found on, or near, all extinguishers.

## **HOUSEKEEPING AND MAINTENANCE**

Proper housekeeping is the foundation of a safe workplace. It helps prevent accidents and fires and creates a professional appearance in the work area. In order to assist in maintaining a safe workplace, abide by the following:

- Keep all work areas, floors, aisles and stairways free of clutter, tripping, and slipping hazards. Clean spills immediately.
- Remove scrap, debris, and garbage from the work area at frequent and regular intervals.
- Stock material must be properly stacked and arranged.
- Machinery and equipment must be free of unnecessary materials, such as loose or unsecure items.
- Stairs must be clean, free of materials, well lit, with adequate handrails and stair treads which are in good condition.
- Maintain buildings in a clean and orderly condition, with clear passageways to exits, fire extinguishers, and breaker panels, light switches etc.
- Keep roadways and walkways free of obstructions and holes.
- Each department is responsible for ensuring that their worksite is clean and sanitary.

### **Office Safety**

- Use handrails when ascending and descending stairs.
- Do not stand on chairs, boxes, etc. to make overhead repairs or reach for supplies; you must use a stepladder.
- Keep hallways and corridors clear of obstructions.
- Do not open more than one file drawer at a time.
- Always close a file cabinet drawer prior to walking away from it.
- Employees may not have lit candles in City offices (refer to Fire Safety section).
- Make sure that all fingers are on the handle of a paper cutter before pressing down on the blade; keep the blade in a closed position when paper cutter is not in use.
- Keep fingers away from the ejecting slot when loading or testing stapling tools.
- Do not leave open scissors lying on top of a desk or in desk drawers.

## **LADDERS AND SCAFFOLDING**

Do not use ladders with broken or missing rungs or steps, broken or split side rails, or any other faulty or defective construction. When ladders with such defects are discovered, they shall be immediately withdrawn from service. Inspection of metal ladders shall include checking for corrosion of the interior open-end hollow rungs.

- Use portable ladders only at pitches where the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Do not use ladders in horizontal positions as platforms, runways, or scaffolds.
- Do not place ladders in passageways, doorways, driveways, or any location where they obstruct traffic flow and/or other activities, unless marked by barricades or guards.
- Use the two-man buddy system for extra stabilizing support on ladders. Tie the ladder off. The individual that is not climbing up the ladder should hold the ladder in order to prevent it from slipping or leaning/tipping from side to side.
- Do not use portable metal ladders during the performance of electrical work, as they can act as electrical conductors.
- Footing and anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or moving. Do not use objects that are unstable such as barrels, boxes, loose bricks, or concrete blocks to support scaffolds or planks.
- Immediately remove damaged or weakened scaffold, including any braces, brackets, trusses, screw legs, ladders etc.
- Scaffold planks shall extend over their end supports not less than 6" and not more than 12". Do not place scaffold planks at the very top of the upright supports; railings or horizontal supports must be present in order to prevent the employee from falling off the edge.
- Poles, legs, or upright supports of scaffolds shall be secure, solid, and firmly braced to prevent swaying and displacement.
- Dry any slippery conditions on scaffolds as soon as possible after occurrence.

## EXTREME TEMPERATURES

### **Extreme Heat:**

Outdoor operations conducted in hot weather can cause heat stress among exposed workers. Employees should use sunscreen when necessary and should minimize exposure by wearing shirts and hats. The City is not responsible for supplying sunscreen. There are three illnesses caused by working in extreme heat: heat cramps, heat exhaustion, and heat stroke.

- **Heat cramps:** mildest form of heat related illness, are cramps in the arms, legs, or abdomen.
- **Heat exhaustion:** occurs when the cooling system fails in the body. Symptoms include rapid pulse, increased respiration, heavy sweating, and total body weakness/exhaustion. Heat exhaustion can lead to heat stroke if ignored.
- **Heat stroke:** is a very serious heat related illness that occurs when the body has used up all its water and salt. Symptoms include dry hot skin (sometimes red in color), decreased or absent sweating, irrational behavior, loss of consciousness, and sometimes convulsions.

Replacement of body fluids is very important. Therefore, all employees who work in extreme heat are encouraged to drink plenty of water.

### **Extreme Cold:**

Cold weather requires employees to dress in layers and wear waterproof, insulated boots. Very cold conditions can also aggravate pre-existing health problems, such as Reynaud's disease, asthma, and diabetes. Snow and ice on walkways also increase the risk of slips and falls.

Examples of cold related injuries are frostbite and hypothermia.

- **Frostbite:** is damage to the body caused by extreme cold. Symptoms include numbness in the affected areas, skin appears waxy, is cold to the touch, and becomes flushed/red, white, yellow, or blue.
- **Hypothermia:** occurs when the body temperature drops below 95 degrees Fahrenheit. It can cause permanent kidney, liver, and pancreas damage, and can result in death. Symptoms include numbness in the arms and legs, muscle tension, feeling cold, fatigue, and uncontrollable shivering.

If any of these symptoms occur, get the affected employee into dry clothing, wrap in a blanket, provide warm drinks, and seek medical attention.

## **CONFINED SPACES**

Do not enter confined spaces except for maintenance/cleaning. When an employee must enter a confined space, the following safety procedures must be in place:

- Remove ignition/starter keys from the equipment.
- Lock/tag all sources of energy (electrical for the baler and motor for vehicles).
- Another employee will act as a safety observer and ensure that no one attempts to energize the system and to come to the aid of the employee working on and/or cleaning the equipment.
- Do not enter spaces containing enough material, of any kind, to engulf an employee.
- Although a permit is not required to enter the following, workers are instructed to exercise extreme caution around the following areas:
  - Recycling baler
  - Compactor of garbage trucks
  - Compartments of recycling trucks

## **BEE & WASP STINGS**

### **Precautions:**

- Use insect repellent and wear protective clothing
- Carry an emergency epinephrine kit if you are allergic to bees, wasps, or other insects.

### **Treatment:**

- Wash the area carefully with soap and water
- Apply an ice pack wrapped in a cloth for a few minutes
- Apply a corticosteroid cream or calamine lotion to the sting area.
- Seek medical care if you notice a large skin rash or swelling around the site or if symptoms persist for more than three days.
- Call 911 for any of the following symptoms: wheezing or difficulty breathing, tightness in throat or chest, swelling of lips, tongue or face, dizziness/fainting, nausea or vomiting.

## **ANT STINGS**

### **Precautions:**

- Avoid being near any nests or mounds
- Wear protective clothing; tuck your pants into your socks
- Control fire ant activity in frequently used areas

### **Treatment:**

- Wash with soap and water
- Disinfect the bitten area with rubbing alcohol
- Apply an ice pack for 15-20 minutes to reduce the swelling.

## **SNAKES**

Snakebites can be common among employees who work in outdoor areas. It is important for employees to know what procedures to follow.

### **Precautions:**

- Wear long pants & boots taller than the ankle
- Avoid tall brush & deep dark crevices
- Make plenty of noise & vibration while walking
- Do not approach snakes
- Do not expect rattlesnakes to make any noise

### **Treatment:**

- Call 911 immediately
- Do not elevate bitten area above the heart level
- Remove any jewelry or tight fitting clothing
- Do NOT attempt any treatments such as cutting the area and attempting to suck out the venom.

## **SPIDERS**

### **Black Widow**

- Identified by its shiny black body and orange/red hourglass shape on its underbelly
- Venom causes painful cramps that will occur within a few hours of the bite
- Other symptoms may include nausea, vomiting, chills, fever, and muscle aches

### **Brown Recluse**

- Identified as a tiny oval brown spider with a violin shape on its back
- Bites cause swelling and changes in skin color with a blister

### **Treatment:**

- Wash the affected area with soap and water
- Apply an ice pack to control the inflammation
- Elevate and immobilize the affected area
- Seek medical attention if experiencing chest pain, difficulty breathing, severe bleeding, sudden weakness or numbness.

## **POISON OAK, IVY & SUMAC**

Exposure to poison ivy, poison oak, or poison sumac occurs every year with employees. Follow the golden rule, “leaflets of three let it be”. To help prevent the allergic or sensitive reactions to these plants, employees should be able to identify the plants:

### **Poison Oak/Ivy**

- Grows as a vine or shrub
- Has three leaves, which have three smaller leaflets with a longer stalk on the middle leaflet
- Will develop yellow & green flowers in the spring
- Leaves will turn yellow or red in the fall and dead leaves are still toxic

### **Poison Sumac**

- Has a row of paired leaflets with an additional leaflet on the end, with 13 leaflets per leaf
- Grows in swampy areas

### **Precautions:**

- Wear long pants, long sleeved shirts, heavy gloves, and boots when working with or in areas possibly containing poison ivy/oak or sumac

### **Treatment:**

- Wash with lukewarm water & soap
- Launder all clothing
- Oatmeal baths will alleviate some of the itching along with hydrocortisone creams however, the rash may last up to two weeks.
- If the rash is severe or lasts longer than two weeks, contact a dermatologist or go to the emergency room for additional treatment, if necessary.

## **SNOW REMOVAL AND ICE CONTROL**

- Thoroughly check vehicle exhaust systems for leaks.
- Clean all lights and windows frequently during snow and ice removal operations.
- All working vehicles in traffic lanes shall use flashing yellow lights.
- Windshield wipers, heating systems, and defrosters must be in good operating order.
- Follow safe handling instructions for blade changes and attachments during storms.
- Drivers will not drive more than 25 mph while plowing snow or spreading salt.
- Employees will not attempt to loosen sand/salt in screw dispensers by hand.

**Snow Shoveling:** If manual snow shoveling is required, lift with the legs! Keep hands far apart, legs bent and back straight in order to maintain adequate advantage. If snow is heavy (wet), do not overload the shovel. Do not twist when throwing snow and do not throw snow higher than waist level. Use a snow “pushing” shovel whenever possible.

## **BOMB THREATS**

Compared with other emergencies, the covert and criminal nature of bomb threats makes them a highly complex problem for management and emergency service personnel. Take appropriate action in each case to provide for the safety of employees, the public, and City property. Locating the suspected explosive device, in order to neutralize it before detonation, is the ultimate goal.

- Make every effort to copy the exact words of the caller (if received by phone).
- Pay special attention to background noises, accents, or any clue as to the sex or identity of the caller or responsible party.
- Do not panic or argue with the caller. Take the message as calmly as possible and immediately relay the information to the supervisor in charge.
- No one should look for, or if found, attempt to handle, touch, or move the suspected bomb in any way.
- Rumors cause panic: be factual. Follow procedures, as outlined, for decisions regarding the necessity of evacuation of the facility in question.
- The Mayor, or highest-ranking City official available, will promptly decide whether evacuation is necessary.
- Notify the police immediately so that experienced personnel can determine the validity of the threat and/or search for the explosive device.
- If requested, in-house personnel familiar with the building or office should assist authorities with the investigation.
- Law enforcement authorities will arrange for disposal of objects located and determined to be bombing devices.

## **TORNADOES**

Tornadoes are violent local storms with whirling winds that can reach up to 200-400 mph. A tornado appears as a rotating funnel-shaped cloud, which extends toward the ground from the base of a thundercloud and varies from gray to black in color. The tornado may sound like the roar of an airplane or train. These small short-lived storms are the most violent of all atmospheric phenomena and can be the most destructive.

**Tornado Watch-** A group of conditions that is favorable for the development of a tornado. In this situation, one should take precautions to protect themselves. In some instances, tornadoes are likely to occur in the late afternoon on a hot spring day. However, tornadoes occur during every month of the year and at all times of the day or night.

**Tornado Warning-** There has been an actual sighting of a tornado in the area. If a tornado warning occurs and you are outside, immediately proceed to the closest and safest place indoors and move all employees to a designated shelter area if circumstances dictate.

**Office Employees-** It is essential that employees take shelter in the safest and most secure areas, such as doorways, restrooms, hallways, closets, under desks or heavy furniture, and in areas away from glass or mirrors. It is important to have a designated employee to take roll to make sure no one has decided to stay at his/her desk to finish a task.

**Employees in Vehicles or Outdoors-** Employees that are operating City vehicles should leave the vehicle and find a safe structure or lie flat in a ditch or ravine with hands covering the back of the head and neck.

## **EARTHQUAKES**

Earthquakes are unpredictable and strike without warning. They may range in intensity from slight tremors to great shocks and may last from a few seconds to as much as five minutes. Earthquakes can occur in a series over a period of several days. The actual movement of the ground during an earthquake is seldom the direct cause of injury or death; most casualties result from falling debris. Earthquakes can disrupt telephone lines, power, gas, sewer, or water mains and may trigger landslides and general tidal waves. Employees inside an office area should remain inside and get under a desk or doorway. Employees should stay away from windows, cabinets, mirrors, and other elevated materials until the shaking stops. If outside, employees should move into an open space away from buildings, trees, walls, and power lines.

- Stay away from heavy furniture and other items that are not secure.
- Watch for and stay away from cracking building foundations and gas line ruptures.
- Watch for ceiling fans, which could detach from the ceiling and fall.
- Stay away from electrical malfunctions, which cause shock and fires.
- Do not park underneath overpasses or power lines.
- Do not attempt to cross bridges and overpasses.

### **After the earthquake:**

- Immediately evacuate the building until cleared by authorized personnel.
- Employees should check for injuries and administer knowledgeable first aid.
- Unless it is a matter of life and death, do not move a seriously injured person.
- Stay away from downed power lines or broken electrical equipment.
- Stay away from utilities; do not attempt to disconnect them.
- GET OUT if there is a gas leak detected.

## **ELEVATOR SAFETY**

- Stand clear of the elevator door as it is closing because the door sensors are not always completely reliable.
- Enter & exit the elevator at designated floor alignments.
- If you see an exposed elevator shaft, immediately notify elevator safety officials. Do not go near the open shaft or attempt to climb through it.
- Before boarding an elevator, be aware of other passengers. If you feel threatened, immediately exit the elevator & take another elevator or the stairs.

### **If trapped:**

- Do not panic, stay calm, patient, and try to help others stay that way.
- Establish outside communication by pressing the alarm button or utilizing the intercom or phone.
- Sit on the floor away from the doors and wait for help to arrive or the elevator to restart.
- Do not worry about running out of oxygen because elevator cars are not airtight.
- Do not worry about the darkness; most elevators have a battery backup system for emergency lighting.

## **RECYCLING OPERATIONS**

- Clearly marked containers are for different types of recyclables: aluminum, newspaper, plastics, and other materials.
- Newspaper bundles must be stacked securely to prevent “topple” situations.
- Recycling center employees will be provided with appropriate protective gear: safety goggles/glasses, impermeable gloves, face masks appropriate to the hazards (dust, organic vapors etc.), and hard hats.
- Before City employees expose themselves to unknown substances, they must be isolated and professionally tested. Call the Fire Department to investigate unknown substances.
- Follow Federal, State and local guidelines regarding hazardous substances.
- Post signs to warn the public as well as employees about all potential hazards.
- Employees who observe an unsafe act or condition are required to report such to the supervisor.

## **SANITATION WORKERS**

Refuse collection involves the use of costly and potentially hazardous equipment. Safety must remain the number one concern of all sanitation workers. Factors contributing to injuries of sanitation workers include inadequate or poorly maintained equipment, faulty design, variation in requirements for size, weight, type, and contents of refuse containers and bundles. Employees must be careful with items such as household trashcans filled with unusual items like concrete, dirt, or other heavy objects. Look out for heavy objects covered with paper or other trash, broken glass placed loose in containers, and garden hoses left along the pathway to the garbage can. Look out for dogs and other unmarked hazards as they can lead to increased risk for refuse collectors.

### **Basic safety precautions for refuse collectors are:**

- All sanitation workers will wear a safety/reflective garment approved by the director.
- All warning and safety lights should be operational during street loading of trash.
- Use proper lifting techniques; check the weight of a load and get assistance to lift if necessary.
- Do not push materials into the hopper by hand or foot while the blade is descending; it is extremely dangerous.
- Employees shall ride on the back of the trucks between stops only on the steps provided, using handholds. Keep arms and legs within the bodylines of the truck and away from packing mechanisms.
- Do not jump on or off while the vehicle is moving during collection.
- Use caution when dismounting from a vehicle, look for traffic (both directions), and loose or slippery surfaces.
- Signals to a driver should be visible or audible and clearly understandable.
- Do not back up without someone watching and signaling to the driver. Do not get in the way of a backing truck. Make sure the driver sees you or knows where you are. Make sure back-up alarms are operational.
- Stand clear while emptying truckloads.

## **ROAD REPAIR AND MAINTENANCE SAFETY**

### **Safety:**

The best solution to controlling traffic when repairing roads is to take a detour. Use advance warning to motorists, proper barricades, flagmen, and other traffic controls when detours are not possible.

### **General safety precautions for road maintenance:**

- When performing street work, prepare for traffic and pedestrian safety before any work begins.
- If the operation affects the traffic, use proper signs to warn, in advance, of work area (Construction Ahead). Place traffic control signs in and around the area and maintain them throughout the period when work or traffic obstructions exist.
- Keep flashing signs on vehicles during the entire operation of sign placement.
- Signs will be in accordance with City policy.
- Supervisors will examine the work area at the end of the workday for proper placement of barricades and signs used overnight.
- Nighttime work requires a steady or flashing yellow system for alerting traffic to roadwork and the existing hazard.
- Position a flagman wearing a protective vest where traffic is periodically stopped, obstructed by workers, or equipment is in the traveled portion of the roadway.
- All employees in or near the roadway will wear reflective vests while at or near the worksite.
- Road maintenance employees must ride in seats with safety belts fastened. Employees riding in truck beds for special tasks such as throwing salt, laying down cones etc., must sit in the truck bed. Do not stand in the truck.
- Employees will not ride on the outside of trucks. Employees will not use or put temporary seats in the back of open trucks.
- All gear stored in vehicles must be fastened in place on racks or in storage compartments. Because loose gear can become a hazard in a sudden stop, place special barriers in trucks requiring such to prevent injury.
- Ensure that each work crew has a first aid kit.
- Employees working near or over water will use life jackets.
- The supervisor is responsible for checking with local utility companies for possible underground cables before starting any excavation work. (Refer to Underground Digging).
- Employees should report hazards caused by work or equipment on streets or roads by outside contractors to their supervisors. If an imminent danger exists, the employee should inform the person in charge on site of said danger.
- To minimize hazards from passing traffic, road crews should park as far out of the traffic lanes as possible, preferably off the shoulder of the road.

## **SNOW REMOVAL AND ICE CONTROL**

- Thoroughly check vehicle exhaust systems for leaks.
- Clean all lights and windows frequently during snow and ice removal operations.
- All working vehicles in traffic lanes shall use flashing yellow lights.
- Windshield wipers, heating systems, and defrosters must be in good operating order.
- Follow safe handling instructions for blade changes and attachments during storms.
- Drivers will not drive more than 25 mph while plowing snow or spreading salt.
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