

RESOLUTION 13 - 03

**A RESOLUTION ESTABLISHING A NEW SAFETY POLICY FOR ALL  
PUBLIC WORKS DEPARTMENT EMPLOYEES OF THE CITY OF SKY VALLEY**


Whereas, the City of Sky Valley wishes to create this Safety Practices and Rules Policy to ensure the effective and efficient administration of safety procedures to be utilized by the Public Works Department in their daily operations for the safety and benefit of the City's employees and the citizens they serve.

NOW, THEREFORE, BE IT RESOLVED that the following policy be adopted and added to the Employee Handbook for all Public Works Department Employees:

Operating Instruction # PW-01, Safety Practices & Rules, Effective 03-25-2013

It is so resolved and approved by vote of the City Council of the City of Sky Valley this 19<sup>th</sup> day of March, 2013.

Approved:

  
James Martindale, Mayor

Attest:

  
Mandi Cantrell, City Clerk

PUBLIC WORKS DEPARTMENT  
CITY OF SKY VALLEY, GEORGIA

**SAFETY PRACTICES & RULES**

**SECTION 1 – INTRODUCTION**

**1.1 Purpose** - The purpose of this Operating Instruction is to establish a system which insures the safety of City employees and every citizen who comes in contact with the City and its employees. These procedures are also designed to protect the public's investments through the exercise of safety; the intent being to establish an effective and safe workforce which is an asset to the City rather than a liability.

**1.2 General** - Considering the facts that medical costs continue to rise and that most accidents are preventable, the need for a program to reduce the number of claims and loss of time from the job is greater than ever. By providing a safe working environment and exercising good safety practices, the employee's ability to earn a gainful living is protected while the City's ability to deliver services remains effective. This can only be done if all of us make our own safety, the safety of those we work with, and the safety of our residents a priority.

**1.3 Terms** – The following definitions, standards, and requirements are incorporated by reference whenever these terms appear elsewhere in this policy.

**SECTION 2 – RESPONSIBILITIES**

**2.1 Safety is Everyone's Responsibility** - Anyone who witnesses any unsafe condition (i.e., a situation where injury is possible to an employee or member of the public, or damage to a piece of equipment), will report the situation to the person in charge of the activity or to any available supervisor. Any person who feels they have knowledge of ways to improve the safety of any situation should not hesitate to present the information to the immediate supervisor or the City Manager. Employees are directed to follow reasonable and prudent safety precautions to the extent possible.

**2.2 Primary Safety Rules** -

- (1) No employee shall attempt any task without proper training and safety equipment.
- (2) Employees will only operate equipment they have been authorized to use and have been trained to use. Follow supervisor's instructions on how to use it safely. Any employee who is unsure of the proper use of equipment will not attempt to use the equipment until instruction is given and understood.
- (3) In order to minimize injuries to employees or other persons, all employees should refrain from taking unnecessary safety risks. Employees shall always follow

procedures designed to prevent injury.

**2.3 Employee Safety Responsibilities** - All employees have the following responsibilities:

- (1) Work safely at all times
- (2) Follow all safety regulations and posted signs
- (3) Follow all job training instructions and operating procedures established by the City
- (4) Refrain from engaging in any form of horseplay, scuffling, or fighting
- (5) Respect the safety of your fellow employees
- (6) Report all unsafe conditions, unsafe equipment, unsafe acts, fire or suspicion of fire, to a supervisor
- (7) Immediately report all accidents and injuries, no matter how minor, to a supervisor
- (8) Keep work areas clean and orderly; and not commit unsafe, unsanitary or unhealthful acts
- (9) Always wear required personal protective safety equipment, safety apparel, and proper work clothing
- (10) Learn to lift and handle properly; use your legs and not your back. Grasp each load firmly, and keep your back as straight as possible while lifting.
- (11) Know how to use fire extinguishing equipment and where that equipment is located

**2.4 Supervisor's Responsibility** - The Department Supervisor is responsible to insure that proper equipment is provided for each job assigned, instruction given, and to determine that instruction is understood. Replacement of damaged safety equipment and acquisition of new safety equipment shall be done without delay. No employee shall be required or allowed to perform any task without proper training and safety protection. Supervisors will be rated on their effectiveness in consistent application of safety procedures.

### **SECTION 3 – SAFETY TRAINING**

**3.1 Safety Training** – The Department Supervisor shall ensure that each employee has received the appropriate safety training relating to their job duties and equipment used.

### **3.2 Emergency First Aid & CPR -**

- (1) Training - Each employee should receive annual training in emergency first aid and adult CPR. The Department Supervisor will review each job position and determine the need for additional first aid and/or CPR training.
- (2) First Aid Kits - First aid kits are to be placed conspicuously at key locations in the Public Works building, and in all Public Works vehicles.

### **3.3 Fire Prevention and Fire Extinguishers -**

- (1) Fire Extinguishers - Fire extinguishers will be placed in all Public Works vehicles and in all Public Works buildings in accordance with Life Safety Codes.
- (2) Training - Each city employee should receive annual training in fire prevention techniques and the proper use of fire extinguishers.
- (3) Service Company - A certified fire extinguisher company will be contracted with to provide annual inspections and maintenance of all fire extinguishers.

## **SECTION 4 – REPORTING OF INJURIES**

**4.1 Reporting of All Injuries** - All injuries, regardless of the extent, must be reported to your immediate supervisor as soon as possible. Obviously, in an emergency situation you should obtain medical assistance at once and/or administer first aid.

**4.2 Injuries on City Property or at City Worksite** - All injuries, regardless of who is injured (citizen or employee) occurring in city owned building, vehicle or at a City worksite must also be reported.

**4.3 City Employees Not To Speak On Behalf of the City** - City employees should not speak on behalf of the City regarding responsibility for any loss sustained.

**4.4 Injury Reports** - Injury reports will be made on the appropriate form and forwarded to the City Manager. The City Manager must be notified as soon as possible after any major injury or major accident.

**4.5 Workers' Compensation Panel of Physicians** – Employees injured on the job will use doctors listed on the Workers' Compensation Panel of Physicians, or a hospital emergency room, if the situation is an emergency or panel physicians are unavailable. This panel of physicians is posted on pink paper in the area where work notices are placed.

## SECTION 5 - PERSONAL PROTECTIVE EQUIPMENT

### 5.1 Personal Protective Equipment (General) -

- (1) The City shall furnish the appropriate personal protective equipment including protective clothing as is necessary to accomplish each assigned task. Employees are required to wear personal protective equipment as their job duties dictate and as instructed by the Department Supervisor.
- (2) The employee will ensure that all furnished equipment is kept in good repair and in a serviceable condition.
- (3) Supplied equipment will be replaced when no longer serviceable. It is the responsibility of the employee to immediately notify the supervisor if repair or replacement becomes necessary. Any employee who misuses or misplaces these articles will be required to purchase new equipment at their own expense.
- (4) Supplied equipment must be returned to the City when the employee terminates. The cost of lost or misused equipment will be indicated on the Exit Interview Form and will be deducted from the employee's final paycheck.
- (5) Any equipment that is provided to the employee on a cost sharing basis must be approved by the Department Supervisor and must be worn as instructed. If the equipment is not worn, mistreated or lost, employee will be responsible for repayment to the City for its share of the cost and will not be eligible for future cost sharing opportunities with the City for one year.
- (6) If an employee reports for work without all or part of the required equipment, they will be sent home, without pay, until they can report to work with full protective equipment.

### 5.2 Personal Protective Equipment (Specific) -

*Note: Visitors, observers, community service workers, etc. are also required to use appropriate personal protective equipment.*

- (1) Eye Protection: Employees are required to wear approved, suitable eye protection when the work being performed may result in dangerous exposures to the eyes. Eye protection means safety glasses, goggles, or a face shield which complies with the ANSI Z87.1-2003 standard.
- (2) Head Protection: Employees are required to wear approved hard hat head protection whenever working in or visiting areas where there is a possible danger of head injuries. Hard hats will be assigned to each employee and must be with employee

during the work day. Hard hats will be hung up at the end of the day and not carried home.

- (3) Hearing Protection: Employees are required to wear approved hearing protection whenever they are work in an area of high noise. This means ear plugs or ear muffs with a minimum noise reduction rating of 29 db.
- (4) Safety Vests: Safety vests will be worn by all employees when they are in close proximity or may be exposed to vehicle traffic flow as part of their job duties (e.g. street crew working in the street), or when greater visibility is required (i.e., using a power saw or in a bucket truck). Safety vests must be orange or lime in color with reflective material which meets at least Class 2 of ANSI 107-1999 standard.
- (5) Respiratory Protection (Respirators): Respirators used to provide protection against particulate matter in the atmosphere. Unless special filters are used, particular respirators do not provide protection from harmful vapors or gases. If there are oil aerosols (e.g. lubricants, cutting fluids, etc.) in the area then respirators rated P95 or greater must be used. If none of the above apply, then respirators rated N95 or greater may be used.
- (6) Clothing: Employees are required to wear appropriate clothing as is necessary to accomplish each assigned task.
  - a. Loose clothing or jewelry shall not be worn while working around or near moving equipment or machinery.
  - b. To prevent skin irritation, avoid wearing clothing soiled by oil or chemicals.
  - c. Gloves and long sleeves must be used when handling cement or other hazardous chemicals.
  - d. Gloves and long sleeves must be worn to protect against splashes and burns when working with hot asphalt or surfacing oil.
  - e. Heavy trousers with close fitting cuffs or alternate protective clothing may be required as directed by a supervisor.
  - f. Employees shall wear appropriate footwear which provides adequate protection for each given work situation.
- (7) Safety Shoes: Employees may be assigned to a position requiring safety shoes as directed by a supervisor. Employees are required to wear them if so directed. The City, from time to time and as the budget allows, may participate in a cost sharing program. If so, any cost of the shoes which exceeds the amount contributed by the City will be the responsibility of the employee.

- (8) Work Gloves: Employees will be furnished an appropriate style of work gloves depending on the job tasks, and are required to wear them while performing these tasks.
- (9) Safety Harnesses: Employees will be furnished safety harnesses when appropriate for the type of work being done, and are required to wear them while performing these tasks.
- (10) Miscellaneous: Other protective equipment will be issued to employees as appropriate, and the protective equipment must be properly worn and used by the employees. All issued safety gear (hard hats, gloves, vests, safety glasses, etc.) shall be the responsibility of each employee and kept with them at all times throughout the work day. Safety gear is not to be taken home.

## SECTION 6 - SPECIFIC AREAS / TASKS

### 6.1 Office Safety -

- (1) All work areas shall be kept neat and orderly.
- (2) Open desk, file or cabinet drawers shall not be left unattended.
- (3) Heavier items shall be stored in the bottom of file cabinets to prevent tipping when upper drawers are opened.
- (4) All defective equipment and unsafe conditions shall be reported to a supervisor.
- (5) Aisles and walkways shall be kept clear at all times.
- (6) Floor and wall fans shall be guarded by a wire screen with a mesh opening not to exceed one-half inch square.
- (7) Broken glass or other sharp pointed objects shall not be left in wastebaskets.
- (8) Handrails shall be used for ascending or descending stairs.
- (9) Ladders or self locking step stools of an approved design shall be used to gain access to high shelves. Never climb on chairs or file cabinets.

### 6.2 Ladders and Scaffolds -

- (1) Portable, straight, and extension ladders will be of the approved industrial grade.
- (2) Use a ladder free from defects. Check portable ladders for damage. Report all defects to your supervisor.
- (3) Aluminum ladders shall not be used when working on or near electrical equipment.

- (4) Erect the ladder on secure footing. Make certain the surfaces are level. The top of the ladder will be secured and the bottom of the ladder blocked.
- (5) Ladders shall be set up so that the distance from the base of the support to the foot of the ladder is approximately one-fourth of the length of the ladder.
- (6) Portable straight ladders, set to give access to a roof shall be extended beyond the roof edge a minimum of three feet.
- (7) Never work higher than the third rung from the top of a straight or step ladder.
- (8) Dry hands and shoes before climbing.
- (9) Face the ladder when climbing up or down. Never hand carry materials or tools while climbing.
- (10) Post warnings and have help on the floor when a ladder or scaffolding is near a door or aisle.
- (11) Adequate warning signs and barricades shall be provided for overhead work in areas where foot traffic is present.
- (12) Do not overreach. Relocate the ladder as necessary.
- (13) Scaffolds shall be built to accepted construction safety regulations.
- (14) Guardrails and toe boards shall be used on all scaffolds over 10 feet in height.
- (15) Moveable scaffolding shall be equipped with a minimum of two lockable swivel wheels.
- (16) No movable scaffold or ladder shall be moved while persons or material are on it.
- (17) Keep scaffold platforms clear of unnecessary material. Do not overload platforms.

### **6.3 Excavations -**

- (1) Before opening any excavation, check for underground utilities in the area. Locate and protect utilities during the excavation operation. Notification of the Georgia Utilities Protection Center is required, along with following all their rules and procedures for the safeguarding of utilities.
- (2) The walls and faces of all excavations and trenches deeper than four feet shall be guarded by a shoring system, sloping of the ground, or some other approved method.
- (3) Sides of trenches in hard or compact soil, including embankments, must be shored or otherwise supported when the trench is more than four feet in depth and eight feet in



length.

- (4) Trenches more than four feet deep shall have ladders or steps located so as to require no more than twenty-five feet of lateral travel.
- (5) Cross braces or trench jacks shall be placed in true horizontal position, be spaced vertically, and be secured to prevent sliding, or kickouts.
- (6) Backfilling and removal of trench supports must progress together from the bottom of the trench. Jacks or braces must be released slowly and, in unstable soil, ropes must be used to pull out the jacks and braces from above after employees have cleared the trench.
- (7) In excavations where employees may be required to enter, excavated or other material shall be effectively stored and retained at a minimum of two feet from the edge of the excavation.
- (8) Daily safety inspections of all excavations shall be made by a supervisor before additional work begins.

#### **6.4 Work Zones -**

- (1) In order to protect employees, traffic, and pedestrians, all work zones shall be adequately protected with signs, barricades, cones or warning lights as appropriate.
- (2) For work sites located in heavy traffic areas, a truck with suitable warning lights and signs may be used as part of the barricade protecting employees.
- (3) When assigned duty as a flagman, keep a close watch on approaching traffic. Give clear signals to drivers and pedestrians so they know what to do.
- (4) All work zones will use the Manual of Uniform Traffic Control Devices (MUTCD) as the guideline for recommendations on setting up work zone signage, barricades, cones, etc., for the protection of our employees and the driving public.

#### **6.5 Heavy Equipment -**

- (1) All equipment must be inspected daily before use. Be sure that all parts, equipment, and accessories are free from defects and are in safe operating condition.
- (2) NEVER operate any heavy equipment without proper instruction and authorization.
- (3) No operator shall back up heavy equipment with an obstructed view, unless:
  - The equipment has a reverse signal alarm audible above the surrounding noise level; **and**
  - The equipment is backed up only when an observer signals that it is safe to do so.

- (4) No employee shall ride in the cargo compartment of any truck or on other equipment unless the equipment is designed for this purpose and authorization is given.

## **6.6 City Vehicle Operation -**

- (1) Only City employees are permitted to operate City owned vehicles.
- (2) City employees whose duties require the operation of City automotive equipment shall drive courteously, and shall be governed by all traffic rules, regulations and standards.
- (3) Drivers of City vehicles will conduct a brief inspection of the vehicle before operating it. This would include checking all lights to ensure they are operating properly.
- (4) All employees who drive City vehicles, must have a valid driving license, for the type of vehicle they are driving.
- (5) Drivers are required to obey all driving regulations. Fines or other costs for violations are the responsibility of the employee operating the vehicle.
- (6) All persons riding in City vehicles shall wear safety belts.
- (7) When leaving City vehicles unattended, remove key and lock all doors.
- (8) Always consider proper loading and proper load distribution as factors in safe driving.
- (9) When getting in or out of City vehicles, watch your footing to avoid slipping or falling. Never get in or out of a moving vehicle.
- (10) Trailers and trailer mounted machinery shall be hitched to a towing truck with safety chains fastened in addition to the towing hitch.
- (11) No person shall ride in or on trailer mounted equipment.
- (12) No person shall ride in the back of any pick-up type truck.
- (13) Standard slow moving vehicle signs shall be displayed on tractors and other slow moving equipment.
- (14) Never drive or operate defective equipment.
- (15) When fueling, all ignition systems shall be turned off and smoking is not permitted.
- (16) All vehicle accidents shall be reported immediately to your supervisor and the police department having jurisdiction where the accident occurred. Emergency medical services will be summoned immediately if there are any injuries.

## 6.7 Equipment/Vehicle Maintenance Areas -

- (1) Wear correct personal protective clothing at all times.
- (2) Floors in all maintenance areas shall be kept free of grease, oil, tools, air hoses, and parts.
- (3) All spills must be cleaned up immediately. Oil and grease spills shall be covered with absorbent material, swept and picked up.
- (4) Oily rags and other debris shall be placed in covered metal containers for disposal.
- (5) Never keep gasoline or flammable solvents in open containers. Use suitably marked safety cans only.
- (6) Prevent skin irritation by washing hands with soap and water or hand solvents. Never use gasoline or other volatile substances for this purpose.
- (7) All fire extinguisher stations and electrical control panels shall be accessible at all times. Materials, tools, or other items shall not be allowed to cause an obstruction.
- (8) Observe and obey "NO SMOKING" signs at all times.
- (9) Safety glasses shall be worn when operating power equipment.
- (10) All guards shall be in place before operating any equipment.
- (11) Maintenance areas shall be kept adequately ventilated to protect against exposure to carbon monoxide or other hazardous fumes.
- (12) Work benches, lubrication pits and other work areas shall be kept adequately illuminated.
- (13) The ground should be removed and then the positive battery cables shall be disconnected prior to commencing work on any electric motor vehicle or forklift.
- (14) Open flames shall be kept away from all battery storage areas.
- (15) Metal tools shall not be placed in contact with batteries.
- (16) Wear gloves and goggles when handling, checking, filling, charging or installing batteries.
- (17) Ensure adequate ventilation when charging batteries.
- (18) All battery acid splashes shall be washed from skin and clothes immediately. For battery acid splashes in eyes, rinse eyes in water continuously for a minimum of 15 minutes, and seek medical treatment.

- (19) Compressed air shall not be used to blow trash or debris from clothing or equipment.
- (20) When working on tires, always consult the manufacturer's manual for the correct demounting and mounting procedures for each type of rim.
- (21) All compressed gas cylinders shall be stored in an upright position, lashed or chained to prevent falling.
- (22) Caps shall be kept on all cylinders when not in use
- (23) Soapy water shall be used for testing for acetylene leaks. NEVER test with an open flame.
- (24) Flames or sparks shall not be allowed to come in contact with compressed gas cylinders.
- (25) Cylinder valve wrenches shall be kept on the valve spindle at all times.
- (26) Compressed gases shall not be used without a suitable regulator and flashback arrestor.
- (27) The regulator shall not be removed until the cylinder valve is closed and all gas is released from the regulator.

#### **6.8 Forklift Operations -**

- (1) Check forklift instructions for proper method of operation before use.
- (2) Mechanical or electrical deficiencies shall be reported to a supervisor.
- (3) Do not spin wheels or make reversal/skidding stops.
- (4) Reverse shall not be used as a brake.
- (5) Do not ride the clutch
- (6) No passengers shall be allowed on forklift trucks.
- (7) Do not drive with wet or greasy hands.
- (8) Always face in the direction you are traveling.
- (9) Drive in reverse if the load impairs forward vision.
- (10) Keep feet inside the machine when moving.

- (11) Keep to the right when traveling.
- (12) Do not follow other vehicles too closely.
- (13) Slow down on wet or oily surfaces.
- (14) Forklifts shall never be left running unattended.
- (15) Slow down and sound horn at intersections.
- (16) Forklifts shall not be used as a personnel elevator.
- (17) Unauthorized persons shall be kept away from the forklift controls.
- (18) Forks shall be properly spaced to fit the load.
- (19) Forks shall be kept low and under the load
- (20) Forks shall be lowered to the ground when parked.
- (21) When parking, the shift gear shall be placed in neutral, and the emergency brake set before leaving the seat.
- (22) Clean up all spills caused by the forklift.
- (23) Do not overload the forklift. Stay within lifting limits, as well as overall weight limits.

#### **6.9 Welding Operations -**

- (1) Wear correct personal protection clothing at all times.
- (2) Welding hood shall be in place before striking an arc, and at all times while welding.
- (3) Shields shall be in place at all times to protect other employees from the rays of the arc.
- (4) An appropriate fire extinguisher shall be near the welding operation at all times.
- (5) All compressed gas cylinders shall be treated as described above.
- (6) Light the flame on welding equipment only with an approved device.
- (7) Ensure proper ventilation when using welding or cutting torch.
- (8) Use respirator when working on galvanized material.

#### **6.10 Electrical Hazards -**

- (1) Access to circuit breakers, or electrical safety devices must be kept clear at all times.
- (2) Junction boxes, control boxes and all electrical enclosures shall be kept closed or adequately guarded.
- (3) No flexible cords shall be used as a substitute for fixed wiring of a structure.
- (4) Exposed bulbs on temporary lights shall be guarded to prevent accidental contact.
- (5) Metal ladders shall not be used when making electrical repairs.
- (6) Electrical extension cords that cross a walkway or normal walking path area, shall be properly contained. Extension cords shall be kept as close to the wall as possible to avoid a tripping hazard.
- (7) Extension cords or electrical outlets shall not be overloaded.
- (8) Extension cords used with portable equipment tools and appliances shall be the three-wire, heavy-duty industrial grade. Cords shall be used only in continuous lengths without splices. Use the shortest length cord practical.
- (9) Inspect all electric cords prior to use. Worn or frayed extension cords shall not be used. All defective extension cords shall be reported to a supervisor.

#### **6.11 Portable Electric Power Tools -**

- (1) All electric tools shall be grounded and/or double insulated.
- (2) Defective portable electric tools shall be reported to a supervisor and not used until repaired.
- (3) Do not use equipment with which you are not familiar.
- (4) Shut off any sparking motors or overheating equipment. Report its condition to a supervisor immediately.

#### **6.12 Hand Tools -**

- (1) Hand tools shall be used only for the purpose for which they were designed. Always use the correct size and type of tool.
- (2) Inspect tools prior to use.
- (3) Broken tools, or tools with broken handles, shall not be used. Turn them in for repair or replacement.
- (4) Never leave tools where they obstruct traffic.

- (5) Do not carry edged or pointed tools in pockets or belts, unless the edge or point is adequately protected.
- (6) All long handled tools (shovels, mauls, pitchforks etc.) shall have strong, smooth handles.
- (7) Long handled tools shall be stored in racks. Do not lean them against a wall without a toe board.

### **6.13 Material Handling and Storage -**

- (1) When lifting heavy objects, keep the back as straight as possible, bend the knees and lift with the leg muscles.
- (2) Never attempt to lift objects which are too heavy. Get help or divide the load.
- (3) Work gloves shall be worn when handling rough or heavy objects.
- (4) Portable cranes, hand trucks, skids, hoists or power lift trucks, shall be used to move heavy objects when possible.
- (5) When moving materials on hand trucks or dollies, push rather than pull whenever possible.
- (6) Shoes that will provide proper support and protection shall be worn by all employees while handling materials.
- (7) When power equipment is being used to maneuver materials, one person in clear view of the operator shall give standard hand signals.
- (8) Materials shall be stacked in a neat and orderly manner. Aisles in storage areas shall be clearly marked with painted lines. Materials must be kept clear of aisles at all times.
- (9) Do not stack damaged containers.
- (10) When handling chemicals, follow the manufacturer's instructions carefully. Locate and read the Material Safety Data Sheet (MSDS). Wear the correct personal protective equipment.
- (11) Chemical spills shall be cleaned up in accordance with the manufacturer's instructions on the container or MSDS.

### **6.14 Power Mowers, Trimmers, Blowers & Weed Eaters -**

- (1) Correct personal protective clothing shall be worn at all times.

- (2) Read operating instructions carefully. Operators shall be familiar with all controls before operating.
- (3) The area to be mowed shall be inspected, and all foreign objects removed prior to starting mowing operations.
- (4) Slopes or inclines shall be mown across the incline, never up and down.
- (5) Do not refuel a hot or running engine.
- (6) All body parts shall be kept away from the discharge area while the motor is running.
- (7) Machines without adequate guards shall not be operated.
- (8) Stand clear when starting motor. Have firm footing and keep hands and feet clear of all moving parts.
- (9) Do not overspeed engine, operate it at the slowest speed needed for an effective operation.
- (10) Power equipment shall not be left unattended.
- (11) Employees should stay a safe distance from power mowers.
- (12) Employees will use appropriate eye and hearing protection when operating this type of equipment.

#### **6.15 Power Saws (in general) –**

- (1) Only employees who have been trained and who are authorized to use power saws will operate power saws, and then, only the specific type of power saw they have been trained and authorized to operate.
- (2) Before using any power saw, thoroughly read the manufacturer's operating and safety instructions.
- (3) Do not operate a power saw when you are fatigued, if you have been drinking alcoholic beverages, or if you have been taking prescription medication or non-prescription drugs.
- (4) Do not operate a power saw that is damaged, improperly adjusted or not completely assembled. If you are in doubt regarding the mechanical condition of your saw, consult your supervisor.
- (5) When operating a power saw, you must wear:
  - a. hard hat
  - b. eye protection



- c. hearing protection (ear plugs or ear muffs)
  - d. hand protection (heavy gloves)
  - e. cut resistant chaps
  - f. cut and slip resistant footwear (preferably leather boots)
  - g. long-sleeve shirt and long pants
  - h. snug-fitting clothing (no bagging clothing or accessories, and no jewelry or unconfined long hair which might get caught in the saw)
  - i. safety vest
- (6) All employees in close proximity to a power saw in operation must wear:
- a. eye protection (safety glasses, goggles, or a face shield which complies with ANSI Z87.1-2003 standard)
  - b. hearing protection (ear plugs or ear muffs)
  - c. safety vest
  - d. hand protection (heavy gloves) if picking up debris
- (7) Ensure there is a fire aid kit and fire extinguisher nearby whenever you are operating a chain saw.
- (8) Carry the power saw with the engine stopped, the guide bar and cutting chain/blade to the rear, and the muffler away from your body. When transporting your power saw, always use the appropriate guide bar scabbard. Do not transport a power saw in the passenger area of a vehicle.
- (9) Do not overreach or cut above shoulder height. It is very difficult to control the saw in awkward positions.
- (10) Some cutting tasks require special training and skills. Remember, there is no substitute for good judgment. If you are in doubt, contact your supervisor.
- (11) Do not allow other persons to be near the power saw when starting the saw or cutting with it. Keep by-standers and animals out of the work area.
- (12) Keep all parts of your body away from the cutting chain/blade when the engine is running.
- (13) Only authorized personnel will perform maintenance on power saws.
- (14) Use caution when handling fuel. Allow the saw to cool down before refueling it. Do not smoke while refueling your saw. Move the power saw at least 10 feet away from the fueling point before starting the engine. Use gasoline powered power saws only in well ventilated areas.

#### **6.15 Chain Saws (specifically) –**

- (1) Chain saws are made to cut only one thing: wood. Do not use a chain saw to cut other materials, and never let your chain contact rocks or dirt during operation. Remember,

your saw chain is moving in excess of 50 miles per hour. In just one second of contact with a rock or with the ground, each cutter will be impacted more than ten times.

- (2) Never force a dull chain to cut. When it is sharp, saw chain is designed to feed itself into the wood, and needs only light pressure to cut efficiently. Dull chain produces fine wood dust, a sure sign that maintenance is required. Don't cut with the tip of the saw.
- (3) To maximize life of your guide bar and chain, maintain proper chain tension and use high quality lubricant.
- (4) Before operating a chain saw you must inspect it:
  - a. No loose or broken bolts
  - b. Chain properly tightened
  - c. Check fluid levels (bar oil, gasoline)
  - d. Make sure the chain stops on "idle"
  - e. Check kickback bar for proper operation
- (5) Start a chain saw on the ground. Hold the saw firmly on the ground by putting your foot through the rear handle (if possible) and by holding it down with one hand on the top handle. Pull the starter cord with the other hand.
- (6) When cutting, hold the saw firmly with both hands, with thumbs and fingers encircling both chain saw handles. Grip the saw with the right hand on the rear (throttle) handle and the left hand on the front handle, even if you are left handed. A firm grip will help you maintain control of the saw in the event of a kickback or other unexpected reaction. Keep the chainsaw handles dry, clean and free of oil or fuel mixture to avoid slipping and to aid in control of the saw.
- (7) Chainsaws are designed to be run at full speed. Maintain a full throttle setting while cutting to maximize your productivity and to reduce fatigue for safer operation.
- (8) Cut while standing slightly to the side, out of the plane of the cutting chain and guide bar to reduce the risk of injury in the event you lose control of the saw.
- (9) Do not operate a chainsaw in a tree or from a ladder unless you have been specifically trained and are equipped to do so. There is a risk that you can lose your balance because of cutting forces on the saw or movement of material being cut.
- (10) To avoid the risk of kickback, make sure that the area in which you are cutting is free from obstructions. Do not let the nose of the guide bar contact a log, branch or any other obstruction while you are operating the saw.
- (11) Do not cut near chain link fences, wire fences, or in areas where there is loose or scrap wire. Check with your supervisor if unsure about the area. Check with your supervisor if you are cutting near power or other utility lines.

- (12) Do not start cutting trees until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- (13) Be careful in the event the wood closes in and pinches the saw. The 'push' force which is exerted when the top chain is pinched can add unexpectedly to any 'pull' force you may use when attempting to pull the saw free. You may pull the moving chain into yourself.
- (14) Use extreme caution with cutting small-size brush and saplings because slender material may catch the cutting chain and be whipped toward you or pull you off balance.
- (15) When cutting a limb or sapling that is under tension (called a springpole), be alert for springback so that you will not be struck by the limb or chainsaw when the tension in the limb is released.
- (16) Maintain proper saw chain tension. A loose chain can come off the guide bar and can strike the operator.

#### **6.16 Concrete (Road) Saw –**

Wear flame-retardant clothing, coverall or apron, safety glasses and gloves.

#### **6.17 Custodial Duties -**

- (1) Cleaning supplies and tools shall not be left unattended in walkways.
- (2) Storage and closet doors shall be kept closed at all times when not in use.
- (3) Rope off and post signs for all wet or slippery areas.
- (4) When possible, clean floors when traffic is lightest. Wet only a small area and then dry mop. Clean one side of a hallway at a time leaving a dry area clear for traffic.
- (5) Wear suitable personal protective equipment for the job.
- (6) Read the printed safety instructions carefully on all chemicals used. Read the Material Safety Data Sheet (MSDS). Clean spills in accordance with manufacturer's instructions.
- (7) Chemicals shall be stored in the original container or a clearly marked container designed for that purpose. Chemicals stored in an unmarked container shall not be used.
- (8) Never mix chemicals unless specifically authorized by the manufacturers of the chemicals

#### **6.18 Vertical Lifts and/or Bucket-equipped Trucks -**

- (1) ELECTROCUTION HAZARD! - LIFTS AND EQUIPMENT OF THIS TYPE ARE NOT INSULATED. DEATH OR SERIOUS INJURY MAY RESULT FROM CONTACT WITH OR INADEQUATE CLEARANCE FROM ANY ELECTRICAL LINES.
- (2) ALWAYS maintain safe clearance from power lines – suggested minimum is 25 feet, you must allow for bucket and/or machine sway (side to side movement).
- (3) Only trained personnel should operate this type of equipment.
- (4) DO NOT exceed the platform or bucket weight limits-- death or serious injury may occur.
- (5) DO NOT attempt to climb down the boom assembly while it is extended. If a failure occurs, radio for assistance.
- (6) DO NOT operate the lift or bucket truck in high winds.
- (7) No one is allowed to climb on the lift or bucket truck while it is in operation.
- (8) You must wear all required safety gear while operating the lift or bucket truck. This includes body harness/safety belt, hard hat, gloves, and safety vest. Harness shall be tied off inside bucket at approved location with a four (4) foot lanyard or shock cord.
- (9) Do not exceed the weight limitations of the safety belts/harnesses. Ensure the safety belt/safety harness is “within date”, and is the appropriate size and length for the employee using them.
- (10) If equipped, outriggers must always be used when operating bucket truck.
- (11) Secure all tools and other loose items to prevent injury to persons working below the lift or bucket.
- (12) DO NOT use ladders or similar items to extend your reach while on the platform or in the bucket.
- (13) As with all vehicles, check all fluid levels and lights before operating.

## **SECTION 7 – UNIFORMS & PERSONAL APPEARANCE**

### **07.01 PURPOSE & POLICY**

The purpose of this Policy is to establish dress code and personal grooming guidelines for City employees. In most cases a generic standard applies to all employees, but different standards may apply to those in City uniforms or issued clothing. Standards may also vary as applied to male and to female employees.

It is the policy of the City that employees shall project a positive and professional image toward the community. All employees are reminded that the first impression on the public is their dress and grooming appearance.

All employees are required to dress and be groomed in a manner that presents a conservative appearance and is appropriate to a professional business environment. Clothing shall always be neat and clean when reporting for duty.

#### **07.02 ISSUED CLOTHING, UNIFORMS, AND EQUIPMENT**

Any issued clothing, uniforms, equipment and similar type items remain the property of the City.

Employees have the responsibility to maintain all issued and cost share items with due diligence and to report all losses, thefts, or damage of items to their immediate supervisor in writing. Employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the City for loss or damage.

Uniform items and equipment issued by the City or a department will be replaced by the department as authorized. Employees in need of replacement items will advise their immediate supervisor, preferably in writing, of such need. If approved, the items will be ordered and provided to the employees.

Employees shall not wear any clothing which is a recognizable part of their issued uniform or clothing of the City while under disciplinary suspension, except as authorized by their Department Supervisor.

Employees who leave employment with the City must return all issued clothing, uniforms, equipment and other similar items cleaned and intact or make monetary compensation for replacement costs. City issued clothing or uniform items must be cleaned in the normal manner before being turned in. When issued items are not returned in accordance with this policy; the employee will have the cost of such cleaning deducted from their last paycheck.

**DRESS CODE & GROOMING STANDARDS****A. All Public Works Employees**

Tan pants and City issued shirts are considered appropriate. Safety shoes or other acceptable shoes dependent on job duties as instructed by the Department Supervisor.

**B. Jewelry**

Necklaces of excessive length shall not be worn as they may present a hazard to safety by being caught in equipment or machinery. Excessive jewelry should not be worn so as to detract from a professional appearance.

Rings may be worn provided they are conservative and professional in appearance. Rings which create a safety concern are prohibited.

Earrings which are conservative and professional in appearance are allowed.

**C. Fingernails**

All employees' fingernails are to be cleaned and maintained at a moderate length so as not to impede the employee's ability to successfully perform their job functions.

**D. Cosmetics**

Employees may wear facial cosmetics, which are conservative and business like in nature.

**E. Hair**

Hair shall be conservative, neat, and professional in appearance. Hair appearing to be shabby, unkempt and generally unmanageable is not acceptable. Hair should be a reasonable length and cannot be so long, or of such a style as to create a safety hazard in the working environment.

Hair must be regularly shampooed, cut and shaped. Hair must not be so long as to interfere with the wearing of any equipment required to perform the job assignment.

Hair styles of a bizarre nature such as spikes, unusual colors, bright streaks, shaved in designs and those commonly known as "Punk" are not acceptable.

**F. Facial Hair (Beards & Mustaches)**

Facial hair may be worn provided that it presents a professional appearance at all times. Facial hair must be clean, neat and well groomed at all times, and should never be so long as to have a general appearance of being shaggy or unruly.

Facial hair cannot interfere with any equipment required to perform the job assignment.

#### G. Body Piercing

Employees may not wear jewelry in a visible body piercing. Visible body piercing includes, but is not limited to: the piercing of the tongue, ears, eyebrows, cheeks and nose. The temporary wearing of a inconspicuous clear post during the initial stage of the piercing is authorized; not to exceed six weeks. Employees are encouraged to seek guidance regarding any visible body piercing to avoid confusion regarding their acceptability.

#### H. Tattoos

A tattoo is a permanent mark or design made on the skin by a process of pricking and ingraining an indelible ink pigment or by raising scars. The wearing of visible tattoos that depict violent, vulgar, obscene or racially/culturally/religiously prejudicial designs are not permitted. Employees are encouraged to seek guidance regarding any visible tattoos to avoid confusion regarding their acceptability.

#### I. City Issued Uniforms or Clothing

Employees who are issued uniforms or other standardized clothes to wear must wear them correctly and appropriately.

#### J. Classroom Training and Departmental Meeting Attire

Employees assigned to training should report for this assignment in appropriate attire consistent with a professional working environment. Employees should never wear to any City or departmental function any item of clothing (such as a t-shirt that is offensive or with a logo) that may present an unprofessional appearance.

#### K. Court Appearance

Employees must wear professional attire in all courts.

### 07.04

#### **DUTY OF SUPERVISORS**

All supervisors will instruct their assigned subordinates in this policy and will be responsible for its enforcement. Supervisors who observe a violation will counsel the employee on appropriate clothing and/or grooming.

If the infraction is of an obvious nature as to cause embarrassment to the agency or is a safety hazard, the supervisor will take immediate corrective action and send the offending employee home to correct their dress or grooming. The employee will clock out and will not be compensated for any lost time, and may be subject to disciplinary action as well.

## **SECTION 8 - VIOLATIONS**

**8.1 Violations** – Failure to report unsafe work conditions or failure to follow the safety practices and rules in this policy may result in disciplinary action, up to, and including dismissal.

**ISSUANCE**

\_\_\_\_\_  
Rick Cavalli, Public Works Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Linda Lapeyrouse, City Manager

\_\_\_\_\_  
Date