

HARRODSBURG

SAFETY

HANDBOOK

Adopted by Municipal Order
03-26-07-01

Table of Contents

Injury & Illness Record Keeping	2
--	----------

Safety Committee	2
-------------------------------	----------

Safety Policies

Housekeeping: General	2
------------------------------------	----------

Inspections: General	2
-----------------------------------	----------

Emergency Action Plan	3
------------------------------------	----------

First Aid/Bloodborne Pathogens (FA/BBP)	5
--	----------

Personal Protective Equipment (PPE)	19
--	-----------

Respiratory Protection	26
-------------------------------------	-----------

Hazard Communication (Haz-Com)	28
---	-----------

Lock Out/Tag Out (LO/TO)	29
---------------------------------------	-----------

Confined Spaces: Non-permitted/Permitted	36
---	-----------

Excavations	48
--------------------------	-----------

Vehicle Operation	49
--------------------------------	-----------

Hearing Conservation	56
-----------------------------------	-----------

References	59
-------------------------	-----------

INJURY & ILLNESS RECORDKEEPING

If the City has eleven (11) or more employees any time during the last calendar year, it is a requirement under *OSHA* to keep injury and illness records per **29 CFR 1904 Recording and Reporting Occupational Injuries and Illnesses.**

SAFETY COMMITTEE

The City has established a Safety Committee to provide a means of communication between all employees and management with regards to *any* safety issue. Management shall participate in, and fully support the activities of the Safety Committee. The Committee shall be the primary resource for Supervisors to implement this Safety Policy. The Committee shall perform self-inspections of all City facilities, all City-owned vehicles, job-site projects, and investigate all injury & illness incidents. For specific information reference Safety Committee By-Laws for details of the safety committee duties.

HOUSEKEEPING

Housekeeping is essential to a safe work environment. All City facilities shall be maintained clean and free of hazardous conditions as possible. Housekeeping is everyone's responsibility.

INSPECTIONS

Regular inspections shall be conducted to identify hazardous conditions that may exist for all City facilities, equipment, vehicles, and job sites. An **"Inspection Checklist"** has been developed for each area to address the necessary and/or required inspections.

EMERGENCY ACTION PLAN

The City has adopted an "**Emergency Action Plan**" to address emergencies that may reasonably be expected to endanger employees and/or the public. To help facilitate these plans, it becomes necessary to maintain Housekeeping and Inspections as noted above.

Emergency Action Policy

The City has adopted an "**Emergency Action Policy**" to address emergencies that may reasonably be expected to occur.

The following emergencies have been addressed:

- Fire
- Tornados/Severs Thunderstorms
- Earthquakes
- Acts of Violence in the workplace
- Hazardous Chemical Spills

The policy shall address the following procedures:

- Reporting a fire or other emergency;
- Emergency evacuation including type of emergency and exit routes;
- A means for accounting for all personnel after an evaluation;
- Training for each type of emergency procedure addressed.

Fire or Other Emergency

The City has elected to evaluate all personnel from any facility that may be on fire. The primary responsibility of each employee is to evacuate the facility. No employee except for those trained in firefighting shall attempt to extinguish any fire. In the event of a possible fire the 911 center shall be contracted from a cell phone or other facility. No employee shall remain in a structure that may be on fire in order to contact 911. The 911 Center should be notified as soon as possible, but without putting any employee in danger to do so. Each department shall designate an employee who is responsible for accountability. This representative will determine the number of persons in their department and report any missing persons that may or may not still be located in the fire building to the 911 Center or Incident commander. A designated meeting place shall be identified for each facility. All other emergencies shall be reported immediately following the same criteria as for a fire.

- City Hall will evacuate to the County Court House, Fire Dept and/or Police Dept.
- Street and Water Department will evacuate to the Fire Department.
- Police Department will evacuate to the Fire Department.
- Fire Department will evacuate to the Police Dept, City Hall and East End building.

- Water Treatment and Sewer will evacuate to the Fire Department, Police Department and City Hall.

EXIT routes, and the EXIT will be clearly marked and unobstructed at all times. Illuminated EXIT lights, *if provided*, shall be inspected for operation.

Tornado/Severe Weather

Designated "Shelter Areas" shall be indentified for each facility where employees work. All shelters shall be identified and their location noted to all employees. In the event of severe weather all city employees will proceed to the basement or central most portion of the building away from windows and doors is possible. Employees will remain in the designated area until the all clear command is given by emergency personnel.

Earthquakes

In the event of an earthquake all city employees will be given specific instructions as to their roles and duties per direction of the Mayor, Board of Commissioners' and/or Emergency Operations Center. All employees are advised to utilize in place shelter of door ways, heavy furniture such as desks during an earthquake. After such an event employees are advised NOT TO utilize any electrical, mechanical or fossil fuel fired equipment. Any damage, injury or emergency should be immediately reported to the 911 dispatch center. Employees are advised to relocate from any structure that is unsafe after an earthquake to another facility that will allow communication and accountability of staff. See accountability under Fire section for instructions.

Acts of Violence in the Workplace

Acts of violence in the work place standards are incorporated into the Harrodsburg Personnel Policy Handbook.

Hazardous Chemical Spills

"HAZ-COM" Policy and Material Safety Data Sheets will be utilized in the event of a chemical spill or release. An up-to-date inventory of all hazardous materials will be maintained in order to be prepared for such an emergency. A copy of the MSDS sheets will be kept in each department, City Hall and in the Safety Office. The 911 Center will be notified in the event of a significant chemical release or spill and the scene will be turned over to the Emergency Incident Commander. Evacuation of the premises will follow the same guidelines as state in the section regarding fire.

FIRST-AID/BLOODBORNE PATHOGENS (FA/BBP)

The City shall attempt to have First-Aid trained personnel available to provide medical help when needed. First-Aid Kits shall be provided as needed in all facilities.

The City has Fire and Emergency Services available 24 hours a day in response to any medical emergency. First-Aid Kits shall be provided as needed in all facilities and vehicles. Annual Bloodborne Pathogen (BBP) employee training is required and will be provided for all potentially exposed employees including designated First-Aid responders. First-Aid and CPR training will be provided for employees at regularly scheduled intervals.

The purpose of this program is to limit occupational exposure to blood and other potentially infectious materials because any exposure could result in transmission of bloodborne pathogens that could lead to disease or death.

The hazardous of exposure can be minimized or eliminated by the use of a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, hepatitis B vaccination, signs and labels, and other provisions.

The exposure control plan will be reviewed and updated whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. A copy will be accessible to our employees and made available to OSHA and NIOSH representatives in accordance with applicable legal and constitutional provisions.

This program covers all employees who, as the result of performing the duties of their job, could be reasonably anticipated to face contact with blood or other potentially infectious materials (the last four words are sometime abbreviated in this plan as "OPIM"), 'Good Samaritan' acts, such as assisting a co-worker with a nosebleed, would not be considered occupational exposure.

Potentially infectious materials include the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

They also include any unfixed tissue or organ (other than intact skin) from a human (living or dead); human immunodeficiency virus (HIV) cell or tissue cultures, organ cultures, and HIV or HBV culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV. Infections from these materials are not spread by casual contact in the workplace. However, precautions need to be taken against contact with them.

Because there is no population that is risk free for HIV or HBV infectivity, any employee who has occupational exposure to blood or other potentially infectious material is included within the scope of the OSHA standard.

It should also be noted that the following are included within the coverage of the OSHA standard if there is occupational exposure:

- Part-Time, temporary, and health care workers known as "per diem" employees.
- Employees trained in first aid and designated by the employer as responsible for rendering medical assistance as part of his/her job duties.
- Employees in the construction and maritime industries who have occupational exposure to blood or OPM.

Exposure Determination

As the result of an "exposure determination" which the OSHA standard required, this exposure control plan has identified and listed those jobs, tasks and procedures in which occupational exposure may occur while at work. The Hazardous Job Assessment has determined that Fire/EMS, Police, Waste Water, Water Treatment and all employees' trained in 1st aid/CPR are covered under the BBP's plan. Persons holding those jobs will receive the training, protective equipment, vaccination, and other matters required by the OSHA standard. Employees will be individually advised by supervisor of the requirements that apply to them.

For OSHA purposes, the "exposure determination" is made without regard to the use of personal protective equipment. We will continue to review our exposure determinations and make additions to and deletions from the list as appropriate.

Control Methods

This exposure control plan includes a combination of engineering and work practice controls, as well as personal protective equipment requirements.

The basic rule of exposure control known as "universal precautions" must be observed. It is requires that, in those situations where differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

An engineering control is the use of available technology and devices to isolate or remove hazards from the worker. The engineering controls for the OSHA standard include, but are not limited to, puncture-resistant sharps containers, splash guards, mechanical pipetting and self-sheathing needles. The engineering controls in place will be examined and maintained or replaced on a regular basis to ensure their effectiveness.

Personal protective equipment controls are covered in this plan. Work practice controls are alternations in the manner in which a task is performed in an effort to reduce the

likelihood of a worker's exposure to blood or other potentially infectious materials (OPIM). Those that we have adopted include the following:

- There are hand washing facilities readily accessible to all affected employees and all workstations. Hands and other affected skin areas shall be washed with soap and water after removing gloves or other personal protective equipment and as soon as possible after contact with body fluids or OPIM.
- All personal protective equipment (PPE) should be removed immediately, or as soon as possible upon leaving the work area, and place in an appropriately designated area or container for storage, washing, decontamination or disposal.
- Used needles and other sharps shall not be sheared, bent, broken, recapped or reheated by hand.
- All procedures involving blood or other potentially infectious material shall be performed in such a manner as to minimize splashing and spraying.

Work Rules

- Eating, drinking, tobacco use, applying cosmetics or lip balm, and handling contact lenses or prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops on bench tops where blood or other potentially infectious materials are present.
- Mouth pipetting/suctioning of blood or other potentially infectious material is prohibited.
- Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport or shipping.
- Equipment which may become contaminated with blood or other potentially infectious material shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless it can be demonstrated that decontamination of such equipment or portions of such equipment is not feasible.

Personal Protective Equipment

The exposure control plan requires the use of personal protective equipment (PPE). PPE is specialized clothing or equipment used by workers to protect themselves from direct exposure to blood or other potentially infectious materials. For purposes of this OSHA

standard, PPE includes, but is not limited to, gloves, gowns, laboratory coats, fluid-resistant aprons, head and foot coverings, face shields or masks and eye protections, mouth pieces, resuscitation bags, pocket masks, or other ventilation devices. They are to be used, as appropriate, when there is a potential for exposure to blood or other potentially infectious materials. Many such items are accompanied by written warnings, directions or instructions.

Those items of PPE that are appropriate for the work are available in a variety of sizes and readily accessible. Those persons requires to wear them will be individually advised by their supervisor. They City will provide for the cleaning, laundering or disposal of PPE and will repair or replace it as needed in order to maintain its effectiveness.

Surgical or examination gloves, however, must be replaces when visibly soiled. They shall not be washed or disinfected for re-use. Utility gloves, on the other hand may be cleaned and disinfected for re-use if they show no signs of deterioration.

Any employee who has not been advised by his/her supervisor that nay such item of PPE is required - but who desires to wear it while at work - may obtain the desired PPE by requesting it from their immediate supervisor.

The following personal protective equipment rules apply:

- The City will provide at no cost by any employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, fact shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
- Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious material to pass through or reach the employees work clothes, street clothes, undergarments, mouth or other mucous membranes under normal conditions of use - and or the duration of time which the protective equipment will be used.
- Each supervisor must ensure that his/her subordinate employees use appropriate personal protective equipment unless an employee temporarily and briefly declines to use personal protective equipment when, under rare and extraordinary circumstances, it is the employee's professional judgment that in the specific instance at issue, its use would prevent the delivery of health care of public safety services or would pose and increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.
- Appropriate personal protective equipment in the appropriate size will be readily accessible at the worksite or will be issued to the employees who is to use it.

- The City will clean, launder, and dispose of all requires personal protective equipment and shall repair or replace it as needed in order to maintain its effectiveness at no cost to any employee.
- If a garment(s) is penetrated by blood or other potentially infectious materials, the garments(s) shall be removed immediately or as soon as feasible.
- All personal protective equipment shall be removed prior to leaving the work area.
- When personal protective equipment is removed, it shall be places in an appropriately designated area or container for storage, washing decontamination or disposal.
- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonable anticipated.
- Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.
- Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated.

Gloves

- Disposable gloves will be worn for procedures where body fluids are handled. The use of gloves is particularly important in the following circumstances:
 - If the worker has cuts, abraded skin, chapped hands, dermatitis, or similar conditions, and whenever it can be reasonable anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and when handling or touching contaminated items or surfaces.
 - During all cleaning and decontaminating procedures when body fluids and/or blood are present.
 - Gloves must be made of appropriate material, usually intact latex or intact vinyl, of appropriate quality for the procedures performed, and of appropriate size for the person who is to wear them.
 - Surgical or examination gloves may not be reused.

- General-purpose utility gloves may be decontaminated and reused.
- General-purpose gloves shall not be used if they are peeling, cracked, or discolored or if they have punctures, tears, or other evidence of deterioration.
- Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives will be made readily accessible to those employees who are allergic to the gloves provided.

Gowns

Gowns, including surgical gowns, shall be made of, or lined with, impervious material and shall protect all areas of exposed skin. In addition to the customary situations, gowns shall be worn whenever large amounts of blood are likely to be encountered.

Masks and Eye Protection

The use of masks and protective eyewear or face shields is required when contamination of mucous membranes (eyes, mouth, or nose) with body fluids may occur through splashes or aerosolization of these fluids (such as surgical or dental procedures.)

Vaccination, Post Exposure Evaluation and Follow Up

- The Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, is available at an accredited laboratory at no cost, to all employees whose jobs involve the risk of direct contact with blood or other potentially infectious material. Each such employee shall be vaccinated unless he/she specifically declines. An employee who declines the vaccination must complete the BBP declination form. Vaccination will also be available under the same circumstances to all employees who have has an exposure incident.
- Vaccinations shall be given at a reasonable time and placed under the supervision of a licensed health care professional according to standard medical practices and the current recommendations of the US Public Health Service. The healthcare professional responsible for the employee's Hepatitis B vaccination shall be provided with a copy of the OSHA bloodborne pathogens standard if required.
- For those employees who have occupational exposure, the vaccinations shall be given after the employee has received the training and education that is provided for in this exposure control plan but within 10 days of initial assignment unless (a) the employee has previously received the complete Hepatitis B vaccination series, (b) antibody testing has revealed that the employee is immune, or (c) the vaccine is contraindicated for medical reasons.
- In no case shall participation in a prescreening program be made a prerequisite for receiving Hepatitis B vaccination.

- If an employee initially declines Hepatitis B vaccination but at a later date while still covered under the OSHA standard, decides to accept the vaccination, Hepatitis B vaccination will be made available at the time.
- If a routine booster dose(s) of Hepatitis B vaccine is recommended by the US Public Health Service at a future date, such booster dose(s) will be made available under the same circumstances stated above.
- In the event of an exposure incident, a confidential medical evaluation and follow-up of the incident will be made available to the employee involved. It will include documentation of the route of exposure, HBV and HIV status of the source patient(s), if known and if permitted by law, and the circumstances under which the exposure occurred. The source patient(s) shall be notified of the incident and an attempt will be made to obtain consent to collect and test the source's blood in order to determine the presence of HIV and/or HBV infection. A blood sample shall be collected from the exposed worker as soon as possible after the exposure incident for determination of HIV and HBV status.
- The rules for handling exposure incidents are prescribed in subsections (f)(3) through (f)(6) of the OSHA standard, 29 CFR 1910.1030 (f) (3)-(6). Those rules will be strictly observed. Immediately following a report of an exposure incident a confidential medical evaluation and follow-up shall be made, including at least the following elements:
 - Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
 - Identification and documentation of the source individual unless it can be established that identification is infeasible or prohibited by state or local law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, it must be established that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- The exposed employee's blood shall be collected and tested as soon as feasible after consent is obtained.

- If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- The healthcare professional evaluating the employee after an exposure incident will be provided with the following information:
 - A copy of the OSHA bloodborne pathogens standard.
 - A description of the exposed employee's duties as they relate to the exposure incident.
 - Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 - Results of the source individual's blood testing, if available.
 - All medical records relevant to the appropriate treatment of the employee, including vaccination status, which is our responsibility to maintain.
- A copy of the evaluating healthcare professional's written opinion shall be obtained within 15 days of the completion of the evaluation.
- The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- The healthcare professional's written opinion for post-exposure evaluation and follow-up will be limited to information that the employee has been informed of the results of the evaluation, and the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- All other findings or diagnoses shall remain confidential and shall not be included in the written report.
- Medical records required by the OSHA bloodborne pathogens standard shall be maintained in accordance with the requirements of the OSHA standard on access to employee exposure and medical records, 29 CFR 1910.20.

Waste Disposal

- Disposal of all infectious waste shall be in accordance with applicable federal, state, and local regulations.

- All infectious waste shall be placed in closable, leak proof containers or bags that are color-coded, labeled and tagged.
- Disposal syringes, needles, scalpel blades and other sharp items shall be placed in puncture-resistant containers for disposal.
- Puncture-resistant sharps containers shall be easily accessible to workers and located in areas where they are commonly used.
- Double-bagging prior to handling, storing, and/or transporting infectious waste is necessary if the outside of a bag is contaminated with blood or other potentially infectious materials.
- Regulated waste shall be placed in containers which are:
 - Closable.
 - Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.
 - Labeled or color-coded.
 - Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Communication of Hazards

- Warning labels or tags that comply with 29 CFR 1910.145(f) shall be used to identify the presence of an actual or potential biological hazard. They shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as provided otherwise in this part of our exposure control plan.
- The labels shall contain the work "BIOHAZARD" and the biological hazard symbol shown.
- The labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
- Labels required for contaminated equipment shall be in accordance with this part and shall also state which portions of the equipment remain contaminated.
- Regulated waste that has been decontaminated needs to be labeled or color-coded.
- The word and message must be understandable to all employees who may be exposed to the identified hazard.

- Labels/tags shall be an integral part of the container or affixed as close as feasible to the container by string, wire, or adhesive or other method that prevents their loss or unintentional removal.
- Red tags or red containers may be substituted for labels.
- All employees shall be informed of the meaning of the various labels, tags, and the color-coding system.

Housekeeping Practices

- All work areas must be maintained in a clean and sanitary condition at all times.
- An appropriate cleaning/decontamination schedule shall be adopted and followed. Schedules shall be as frequent as necessary depending on the area, the type of surface to be cleaned, and the amount and type of soil present.
- Housekeeping workers must wear appropriate PPE including general-purpose utility gloves during all cleaning of blood or other potentially infectious materials and during decontaminating procedures.
- Initial clean-up of blood or other potentially infectious materials shall be followed with the use of an approved disinfectant chemical germicide that is tuberculocidal or a solution of 5.25 percent sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water.
- Equipment contaminated with blood or other potentially infectious material shall be checked routinely and decontaminated if possible prior to servicing or shipping.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and the end of the work shift if the surface may have become contaminated since the last cleaning.
- Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.

- All bins, pails, cans and similar receptacles intended for reuse which have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
- Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as brush and dustpan, tongs, or forceps.

Laundry Practices

- Contamination laundry shall be handled as little as possible with minimum of agitation.
- Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
- Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded. When universal precautions are used in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.
- Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of, or leakage from, the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
- Employees who have contact with contaminated laundry must wear protective gloves and other appropriate personal protective equipment.
- When contaminated laundry is shipped off-site to a second facility which does not utilize universal precautions in the handling of all laundry, the facility generating the contaminated laundry must place it in bags or containers which are labeled or color-coded.
- The material for the bags or containers used in laundry collection must prevent soak-through or leakage of fluids to the exterior if the contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage. Not all contaminated laundry must be placed in such bags and containers. (Only laundries wet enough to leak or soak-through and expose workers handling the bags/containers to blood or OPIM.)
- Employees having direct contact with contaminated laundry must wear protective gloves and any other appropriate personal protective equipment in order to prevent or reduce contact exposure to blood or OPIM. Any other personal

protective equipment required must be determined on a case-by-case basis. Gowns, aprons, eyewear, and masks may be necessary to prevent employee exposure.

- The laundry workers must wear protective gloves and other appropriate personal protective equipment to prevent exposure to blood or other potentially infectious material during handling and sorting of linen.
- Laundry that is contaminated with blood or other potentially infectious materials or that may contain contaminated needles or sharps shall be treated as if it were HBV/HIV infectious and handled as little as possible with a minimum of agitation.
- Contamination laundry shall be bagged at the location where it was used and shall not be sorted or rinsed in patient areas.
- Contaminated laundry shall be placed and transported in bags that are labeled or color-coated and that prevent liquid seepage if such a potential exists.

Training and Education of Employees

- All employees with occupational exposure must participate in a training program which will be provided at no cost to affected employees during normal working hours.
- The training will be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.
- Annual training of all employees shall be provided within one year of their previous training.

Additional training shall be provided when changes, such as modification of tasks or procedures or institution of new tasks or procedures, affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used. The training program shall contain at a minimum the following elements:

- An accessible copy of the regulatory text of the OSHA bloodborne pathogens standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmissions of bloodborne pathogens.
- An explanation of our exposure control plan and the means by which the employee can obtain a copy.

- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and person to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that we are required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color-coding required by the OSHA bloodborne pathogens standard.
- An opportunity for interactive questions and answers with the person conducting the training session.
- The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the particular work place that the training will address.

Training records will be maintained for three years from the date on which the training occurred and will include the following:

- Dates of training sessions.
- Contents or summary of training program, including the trainer's name and qualifications.

- Job titles and names of all persons attending the training session.

Recordkeeping

- An accurate record of each worker's reported exposure incident to blood or other potentially infectious materials shall be established and maintained by the City Clerk in accordance with applicable OSHA recordkeeping regulations. Such records shall be kept confidential and shall not be disclosed or reports to any person within or outside the workplace without the employee's express written consent, except as may be required by law or OSHA regulation.
- Needlestick injuries shall be included on the OSHA 300 occupational injury and illness log if medical treatment, such as gamma globulin, is administered by licensed medical personnel.
- HBV and HIV shall be recorded on the OSHA 300 log if the illnesses can be traced back to an occupational injury or other exposure incident that occurred on the job.
- Medical records will be kept for each employee with occupational exposure for the duration of employment plus 30 years.
- Records will be maintained of Hepatitis B vaccination status (including all dates) of all employees.
- The medical records that will be maintained will include the results of any examinations, testing results and follow-up procedures, as well as a copy of the health care professional's written opinion and a copy of the information that were provided to the health care professional (if any).
- The employee medical record will include the name and social security number of the employee and a copy of the employee's Hepatitis B vaccination status, including the dates of the Hepatitis B vaccinations.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) shall be provided by the City at no cost to the employee. A "**Hazard Assessment**" shall be completed on every job to determine what PPE is required to perform a task safely. All personnel shall be required to properly wear their assigned PPE while performing any task requiring such protection or while in an area so designated.

The following protection criteria shall be assessed at a minimum per **OSHA 29 CFR 1910.132 & 1926.95**:

- Head protection
- Eye & Face protection
- Respiratory protection
- Hearing protection
- Hand protection
- Body & Skin protection
- Foot protection

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The City has adopted this "Personal Protective Equipment" Policy to provide the necessary protective equipment to employees that may need such equipment while performing assigned task.

In general, the safety of workers depends upon a thorough knowledge of their operations and the hazards posed. This written personal protection program is designed with these objectives:

- To provide a reference document for any employee with questions concerning the proper application of PPE, and how the City complies with the relevant OSHA regulation.
- To provide management and employees with clear guidance on their responsibilities in the overall PPE Program.

General Requirements

Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers must be provided and used. PPE must be provided whenever it is made necessary by reason of hazards of process or environment, chemical hazards, radiological hazards, or mechanical irritants (i.e., flying chips or sparks, abrasive moving parts) encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards. Employees must be aware that the equipment does not eliminate the hazard. *If the equipment fails, exposure will occur.* To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

Selection of PPE

Selection of the proper personal protective equipment for a job is important. Employers and employees must understand the equipment's purpose and its limitations. The equipment must not be altered or removed even though an employee may find it

uncomfortable. (Sometimes equipment may be uncomfortable simply because it does not fit properly.)

Hazard Assessment

The basic element of any program for personal protective equipment should be an in-depth evaluation of the equipment needed to protect against the hazards of the workplace. A "***Hazard Assessment***" shall be completed on all jobs performed by City employees to determine what kind of PPE is needed. The PPE shall be based on the type hazard identified through the Hazard Assessment. A written certification of the workplace hazard assessment must be made. The assessment shall list the following required information:

- The workplace evaluated.
- The person certifying that the evaluation has been performed.
- The date(s) of the hazard assessment.

Training

Using personal protective equipment requires hazard awareness and training on the part of the user. No PPE shall be issued to any employee until that employee has been properly trained *and* can demonstrate the proper use of the assigned equipment.

Each employee must know at least the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly wear and adjust PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of PPE.

Retraining is required when the employer has reason to believe that an employee who has been previously trained does not have the understanding or skill to use PPE properly, such as:

- Changes in the workplace render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- The employee has not retained the understanding or skill to use PPE properly.

Employer must verify in writing through a certification record that employee received and understood the training. The record must contain:

- Name of each employee trained.
- Date(s) of training.
- Subject of the certification.

Eye and Face Protection

- Employers must ensure that the proper eye and/or face protection is used when the employee is exposed to hazards from flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the lightest level of each of the hazards should be taken.
- Each employee shall wear eye protection that provides side protection when there is a hazard from flying objects. Detachable (clip-on or slide-on) side shields are acceptable.
- Employees who must wear prescription lenses while engaged in activities requiring use of protection must be provided with eye protection which has the prescription incorporated into it or protection that can be worn effectively over the prescription lenses. Wearers of contact lenses must wear appropriate eye and face protection devices in hazard environments. Dusty or chemical environments may represent an additional hazard to contact lens wearers.
- Each eye and face PPE must be marked to identify to manufacturer and meet ANSI and any other standards in order to be compliant.
- For protection against injuries light radiation, employees must use equipment with filter lenses with the appropriate shade number for the work being done. Tinted and shaded lenses are not filter lenses unless marked or identified as such.
- Persons using corrective lenses and those who are required by OSHA to wear eye protection must wear face shields, goggles, or lenses of one of the following types:
 - Glasses with protective lenses providing optical correction.
 - Goggles worn over corrective lenses without disturbing the adjustment of the lenses.
 - Goggles that incorporate corrective lenses mounted behind the protective lenses.
- When limitations or precautions are indicated by the manufacturer, they should be transmitted to the user and strictly observed. Over the years, many types and styles of eye and face and eye protective equipment have been developed to meet the demands for protection against a variety of hazards.

- Goggles are manufactured in several styles for specific uses such as protecting against dust and chemical splashes.

Inspection and Maintenance for Eye Protection

- It is essential that the lenses of eye protectors be kept clean. Continuous vision through dirty lenses can cause eyestrain, often an excuse for not wearing the eye protectors. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.
- Pitted lenses, like dirty lenses, can be a source of reduced vision. They should be replaced. Deeply scratched or excessively pitted lenses are apt to break more readily.
- Goggles should be kept in a case when not in use. Spectacles, in particular, should be given the same care as one's own glasses, since the frame, nose pads, and temples can be damaged by rough usage.
- Personal protective equipment that has been previously use should be disinfected before being issued to another employee.
- When each employee is assigned protective equipment for extended periods, it is recommended that such equipment be cleaned and disinfected regularly.

Head Protection

- Each affected employee must wear a protective helmet (hardhat) when working in areas where there is a potential injury to the head from falling objects. A bump cap is not suitable head protection, and is not addressed by OSHA.
- Some examples of falling object hazards include: working below other workers who are using tools and materials which could fall; working around or under conveyor belts which are carrying parts or materials; working below machinery or processes which might cause material or objects to fall; and working on exposed energized conductors.
- Head protection is required if there is a potential hazard from moving, falling, or flying objects, and near high-voltage equipment.
- Hardhats are designed to protect from impact and penetration caused by objects hitting your head, and from limited electrical shock or burns. The shell of the hat is designed to absorb some of the impact. The suspension, which consists of the

headband and strapping, is even more critical for absorbing impact. It must be adjusted to fit the wearer and to keep the shell a minimum distance of one-and-one-fourth inches above the wearer's head.

Selection of Head Protection

All head protection is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection that provides protection from electric shock and burns is also available. When selecting head protection, knowledge or potential electrical hazards is important.

Each type and class of head protectors is intended to provide protection against specific hazardous conditions. An understanding of these conditions will help in selecting the right hat for the particular situation. Protective hats are made in the following types and classes:

- **Type I** - helmets that provide "Top" impact protection only;
- **Type II** - helmets that provide "Lateral" impact protection as well as top.

Be sure to wear the right hardhat for the job. Hardhats come in three classes:

- **Class E (Electrical)** hard hats or helmets protect from falling objects and electric shock by voltages up to 20,000 volts. Class E hats are used in utility service work and provide protection against high voltage. They are used extensively by electrical workers.
- **Class G (General)** hard hats or helmets, in addition to providing impact and penetration resistance, are made from insulating material to protect from falling objects and electric shock by voltages of up 2,200 volts. Class G hats are used in general service work and for limited voltage protection. They are used in mining, construction, shipbuilding, tunneling, lumbering, and manufacturing.
- **Class C (Conductive)** hard hats or helmets provide impact and penetration resistance only. They are designed to protect workers from falling objects, but are not designed for use around live electrical wires or where corrosive substances are present. The safety hat or cap in Class C is designed specifically for lightweight comfort and impact protection. This class is usually manufactured from aluminum and offers no dielectric protection. Class C helmets are used in certain construction and manufacturing occupations, oil fields, refineries, and chemical plants where there is no danger from electrical hazards or corrosion. They also are used on occasions where there is a possibility of bumping the head against a fixed object.

Headbands are adjustable in 1/8 size increments. When the headband is adjusted to the right size, it provides sufficient clearance between the shell and the headband. The

removable or replaceable type sweatband should cover at least the forehead portion of the headband. The shell should be of one-piece seamless construction and designed to resist the impact of a blow from falling material. The internal cradle of the headband and sweatband forms the suspension. Any part that comes into contact with the wearer's head must not be irritating to normal skin.

Inspection and Maintenance for Head Protection

Manufacturers should be consulted with regard to paint or cleaning materials for their helmets. Some paints and thinners may damage the shell and reduce protection by physically weakening it or negating electrical resistance.

A common method of cleaning shells is dipping them in hot water (approximately 140 degrees F) containing a good detergent for at least a minute. Shells should then be scrubbed and rinsed in clear hot water. After rinsing, the shell should be carefully inspected for any signs of damage.

All components, shells, suspensions, headbands, sweatbands, and any accessories should be visually inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally provided.

Users are cautioned that if unusual conditions occur (such as higher or lower extreme temperatures than described in the standards), or if there are signs of abuse or mutilation of the helmet or any component, the margin of safety may be reduced. If damage is suspected, helmets should be replaced.

Helmets should not be stored or carried on the rear window shelf of an automobile, since sunlight and extreme heat may adversely affect the degree of protection.

Foot Protection

- Safety shoes or boots will provide employees protection from both impact and compression hazards. Where necessary, safety shoes can be obtained which provide puncture protection.
- Safety footwear is required for employees who regularly handle solid objects weighing 15 pounds or more, which can fall on their toes.
- Employees working around exposed electrical wires or connections need to wear metal-free non-conductive shoes or boots.
- Rubber or synthetic footwear is recommended when working around chemicals. Avoid wearing leather shoes or boots when working with these substances because they can eat through the leather right to your foot.

Hand Protection

- Hand protection is required for employees who are exposed to hazards such as those from cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. OSHA is unaware of any gloves that provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many

chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.

- It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated (e.g., chemical hazards, cut hazards, flame hazards, etc.). Before purchasing gloves, verify that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated.
- Supervisors need to determine what hand protection their employees need. The work activities of the employees should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.
- Fingers, hands and arms are injured more often than any other part of the body. Be especially careful to protect them by wearing the proper hand protection.
- Gloves are the most common protectors for the hands. When working with chemicals, gloves should be taped at the top, or folded with a cuff to keep liquids from running inside the glove or on the arm.
- Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed.
- Leather or cotton knitted gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.
- It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine.
- Do not wear metal-reinforced gloves when working with electrical equipment.
- With respect to selection of gloves for protection against chemical hazards, the toxic and corrosive properties of the chemical(s) must be determined.

- Generally, any "chemical resistant" glove can be used for dry powders.

RESPIRATORY PROTECTION

The City has adopted this "Respiratory Protection" program to provide information and instruction on the proper use, care, inspection, cleaning, and repair and storage of respirators.

Use of Respirators

It is mandatory that employees wear the appropriate respirator when working where the air contains regulated substances in concentrations exceeding the permissible exposure limit (PEL), and whenever there is potential exposure to a contaminant substance for which its material safety data sheet (MSDS) prescribes respirator use. The use of respirators is also required when working at any place where there exists any one of the hazards listed in the respirator selection table of this program.

Only those individuals who are medically able to wear respiratory protective equipment shall be issued one. No employee shall wear a respirator unless he/she is medically able to do so. No one shall be permitted to use a respirator unless they are physically able to perform the work while wearing the respirator.

Prior to any respirator use, each employee must fill out a medical questionnaire and be examined by appropriate medical personnel for vital capacity, circulatory problems and fitness to wear the respirator.

All individuals who are assigned to wear respiratory protection equipment shall be provided equipment for their use at no charge to the employee.

Each respirator user must receive fitting instructions including demonstrations and practice on how the respirator should be worn, how to adjust it and how to determine if it fits properly.

Although respirators are designed for maximum efficiency, they cannot protect the wearer without a tight seal between the face piece and wearer. Beards and other facial hair can substantially reduce the effectiveness of a respirator. The absence of dentures can seriously affect the fit of a face piece. To assure proper protection for a face piece, it must be checked by the wearer each time he or she puts on the respirator.

Corrective glasses worn by employees also present a problem with fitting respirators. Special mountings to hold corrective lenses inside full-face pieces are available. If

corrective lenses are needed, the face piece and lenses must be fitted by a qualified individual to provide good vision, comfort, and proper sealing. Contact lenses should not be worn while wearing a respirator in a contaminated area. Foreign bodies or contaminants that penetrate the respirator may get into the eyes and cause severe discomfort compelling the wearer to remove the respirator.

Every employee who is required to wear a respirator must know how to wear it, care for it, adjust it, and how to determine if it fits properly and provides the appropriate protection.

Maintenance of Respirators

Each employee who has finished wearing a disposable respirator or a respirator that is to be used only one, shall place the respirator in the appropriate trash or disposal container. *It shall not be taken from the premises for additional use or used a second time under any circumstances.*

No one should ever use a respirator that has previously been used by another person until it has been properly cleaned, disinfected, inspected, etc. Before putting a respirator on, the user shall inspect it for defects and cleanliness. That must be done each and every time a respirator is put on. The respirator must be cleaned, disinfected, inspected, etc. after taking it off and before putting it in storage. Respirators that are routinely used shall be regularly cleaned and disinfected by the user. Each respirator that is not routinely used, but is kept ready for emergency use, shall be inspected after each use and at least monthly in order to assure that it is in satisfactory working condition.

An employee must never wear an unclean respirator that is defective in any way.

Fit Testing

Before any employee is required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same mask, model, style and size of respirator that will be used. When any employee voluntarily uses respirators, they will not be required to be fit tested.

Appendix A of the **OSHA** standard contains the fit test protocols that all employees will follow in performing qualitative and quantitative fit testing for tight-fitting respirators.

Hazard Communication (Haz-Com)

The City has established a "***Hazard Communication***" program to provide a means whereby employees are made aware of hazardous substances used by or otherwise brought onto or into any City facility. The objective of the program is to see that employees receive adequate information relevant to the possible exposure to all hazardous substances used by the city.

HAZARD COMMUNICATION (HAZ-COM) POLICY

This program will cover potential workplace exposures involving substances as defined by federal, state and local regulations. The City will rely on the information supplied on the main **Material Safety Data Sheet (MSDS)** to ensure safe handling and use by employees.

List of Hazardous Substances

Each facility shall compile a complete inventory of all substances present in that facility. The name of those materials determined to be hazardous are defined in applicable federal and state standards. An annual review of materials used by the City shall be conducted to ensure compliance.

Container Labeling

No container of hazardous substances shall be used unless the container is correctly labeled and the label is legible. All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been applied.

The label must contain the chemical name of the contents, the appropriate hazard warning, the name and address of the manufacturer, and any other information required. All secondary containers shall be labeled to match the original container. The information must include details of all chemicals that are in the referenced container.

Employee Information and Training

All employees will receive training on the following items prior to starting work that involves any hazardous substances:

- An overview of the requirements of the hazard communication standard, including employee rights under the regulation.
- Information on where hazardous substances are present in their work areas.
- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written hazard communication program.

- The physical and health aspects of the substances in use.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices and personal protective equipment that is available for protection against possible exposure.
- Emergency and first-aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and Material Safety Data Sheets to obtain the appropriate hazard information.

It is most important that all City employees understand and follow the information provided on any hazardous substance they will come in contact with through normal day-to-day activities. "If you don't know, ASK!"

Non-Routine Tasks

Infrequently, employees may be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each involved employee shall become informed of the hazards of the new substance.

Informing Contractors

To facilitate the safe work practices of contractors, working for the City, management will endeavor to provide the necessary information on any known hazardous substance they may encounter while in the performance of their job for the City.

LOCKOUT/TAGOUT (LOTO)

The City has established a "**Lockout/Tagout**" program to protect employees from injury that may occur when any stored energy is released unexpectedly while performing work on machinery or equipment. The objective of the program is to provide a method that employees can follow to control hazardous energy while performing assigned task that may involve sources of stored energy. Equipment shall be turned off, disconnected or otherwise made inoperative with all stored energy released or protected, and with the switch locked and tagged.

Lockout Procedure

Only authorized employees who are performing the actual work on equipment shall perform lockout procedures. The employees shall be aware and have the knowledge of the following:

- The type and magnitude of the stored energy;

- The hazards of the energy to be controlled;
- The means and methods to control the energy.

Lockout shall be performed as follows:

- Review lockout/tagout plans and procedures.
- Locate and identify all isolating devices in order to be certain all devices apply to the equipment to be locked out. *Bear in mind that more than one energy source (electrical, mechanical, or others) may be involved.*
- Notify all affected employees that lockout is required and the reasons for its use.
- Shut down operating equipment to be serviced by the normal procedures.
- Operate all controls, switches, valves or other energy-isolating devices so that the energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment. *Stored energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems (air, gas, steam or water pressure), etc., must also be dissipated or restrained by methods such as grounding, re-positioning, blocking, double block & bleed, bleed-down, etc.*

Lock out all of the energy isolating devices with an assigned individual lock. The lock must be affixed in a manner that will isolate the machine or equipment from all energy sources by holding the energy isolating devices in a "safe" or "off" position.

- Keep the key in your possession throughout the duration of the work.
- After the locks are in place, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
- Operate all controls to make certain the equipment will not operate. *You must first assure that no personnel are exposed.*
- If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- Return operating controls to neutral position after testing.
- The equipment is now locked out and the necessary work can performed safely.

Exemptions

The OSHA lockout/tagout standard applies to the control of energy during servicing and/or maintenance of machines and equipment, but it does not apply to:

- Normal production operations unless an employee is required to remove or bypass a guard or other safety device, or an employee is required to place any part of his/her body into the point of operation (the area on a machine or piece of equipment where work is actually performed) or where an associated danger zone exists during a machine operating cycle.
- Minor tool changes and adjustments, and other minor servicing activities that take place during normal production operations if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.
- Work on cord and plug - connected electric equipment for which exposure to the hazards or unexpected energizing or start-up is controlled by unplugging the equipment from the energy source, so long as the plug is under the exclusive control of the employee performing such work.
- Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided it is demonstrated that (a) continuity of service is essential, (b) shutdown of the system is impractical, and (c) documented procedures are followed and special equipment is used that will provide proven effective protection for employees.

Employee Responsibilities

Authorized employees are required to lockout and tagout machinery and equipment and restore it to service in accordance with OSHA requirements and out lockout/tagout procedures.

All employees are required to comply with all obligations; restrictions and limitations imposed upon them during the use of lockout and tagout procedures.

No employee (other than an authorized employee following the procedures listed above) shall attempt to start, energize, or use any machine or piece of equipment that is locked out or tagged out.

Each employee must comply at all times with all provisions of this lockout/tagout program, the OSHA lockout/tagout standards, and all rules, regulations and orders that are applicable to his/her own actions and conduct.

Locks

Locks shall be provided by the City for use by employees as needed.

- All locks will be operated by different keys.
- There will be no master key.
- Each lock will have only *one* key.
- Each lock shall be identified with a tag showing ownership at time of use.

Tags

Lockout is the preferred method to assure against injury. The use of tags to control energy and the unauthorized start-up of machines and equipment is therefore limited to:

- Machinery and equipment with energy isolating devices that are not capable of being locked out.
- Special and temporary situations where use of a tagout system will provide full employee protection.

Tags to be used in those situations shall be provided by the City.

- Each tag must indicate the identity of the employee who applies it.
- All tags must be standardized by color, shape, size, print and format.
- Tags shall have a 50-pound minimum breaking strength attachment.
- Tags shall contain approved wording that warns of the hazard.

Restoring Equipment to Service

When all service work is completed and equipment is ready to be returned to service, the following procedures shall be followed:

- Check the equipment area to see that no one is exposed;
- Inspect the work area to ensure that nonessential items have been removed;
- Ensure that all equipment components are operationally intact;
- When equipment is all clear, all locks shall be removed and affected employees shall be notified that the locks have been removed;
- The energy isolating devices may now be operated to restore energy to the equipment;

Note: *A lock shall only be removed by the same employee who put the lock on the energy-isolating device. However, when the employee who applied the lock is not available to remove it, it may be removed under the direction of their supervisor, but only if it is first:*

- Verified by the supervisor that the employee who applied the lock is not at the facility;
- All reasonable efforts to contact the authorized employee have been made in order to inform the employee who applied the lock that his/her lock has been removed; and
- Made certain that the authorized employee has this knowledge before he/she resumes work.

Group Lock-Out

If more than one individual is required to service or maintain machinery or equipment, the provisions of this lockout procedure must be observed, as well as the following additional precautions:

- One authorized employee will be designated to coordinate the affected work forces and ensure continuity of protection. He or she will be designated as the "primary authorized employee."
- The primary authorized employee shall coordinate with equipment operators before and after completion of servicing and maintenance operations that require lockout.
- A verification system will be implemented in order to ensure the continued isolation and de-energizing of hazardous energy sources during the maintenance and servicing operations.
- Each authorized employee will be given the right to verify individually that the hazardous energy has been isolated and/or de-energized.
- When more than one crew, craft, department, etc., is involved, each separate group of servicing/maintenance personnel will be accounted for by a principal authorized employee from each group. The principal employee will be responsible to the primary authorized employee for maintaining accountability of each worker in that specific group in conformance with the company lockout procedure.
- Each authorized employee shall place his/her personal lock upon each energy-isolating device, shall remove it upon departure from that assignment, and must verify or observe the de-energizing of the equipment.
- When an energy-isolating device cannot accept multiple locks, a multiple lockout device (such as a hasp) may be used.
- One designated individual of work crew or their supervisor may lockout equipment for the entire crew only if the following procedure is used:
 - Each member of the work crew must verify that the equipment is properly locked out.
 - A lockout box is used to hold the lockout keys.
 - Each individual's lock and tag is used to lock the box.

- Locks and tags used to actually lockout equipment shall identify members of the work crew and/or lockout box being used.
- Locks and tags used for the lockout equipment cannot be removed until the last individual of the crew has removed their lock and tag from the lockout box.
- The designated individual must ascertain the exposure status of all members of the crew and is responsible for ensuring that all of this program's requirements for employee protection are observed during the entire process.

Temporary Removal of Locks

In those situations where the lock must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- Remove employees from the machine or equipment area.
- Remove the lock.
- Energize and proceed with testing or positioning.
- De-energize all systems and re-apply energy control measures.

If the lockout continues beyond the end of the shift of the employee who locked it out, it will remain in the locked out position until the same employee returns to the job.

Tagout Procedure

In those instances where machinery or equipment is tagged out, rather than locked out, the lockout procedures listed above will be followed except that the tags described above will be used instead of locks. The following requirements will also be taken:

- Tagout will not be used unless it will provide a level of safety equivalent to that obtained by the lockout procedures.
- Additional safety measures beyond those necessary for lockout must be taken, such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energizing equipment.
- The tag shall be affixed to each energy-isolating device by an authorized employee.
- The tag shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

- **KY OSHA** standards require that both "Lock-out & Tag-out" be used in the energy isolating device is capable of being locked out. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will immediately obvious to anyone attempting to operate the device.
- No tag will be removed without the specific advance approval of the authorized employee responsible for it.
- No tag will be bypassed, ignored or otherwise defeated.
- The tags must be securely attached to each energy-isolating device so that they cannot be inadvertently or accidentally detached during use.
- All employees must keep in mind at all time that tags are warning devices that are put in place for their protections. They do not provide physical restraint like a lock does.
- The words of warning on the tag must be observed by all employees at all times.
- Instruction and training upon the use and limitation of tags is included in our training sessions. Additional training of authorized, affected and other employees is required when tagout programs are used.

Outside Contractors

Whenever outside contractors or outside servicing personnel are to be engaged to perform, activities covered by the scope and application of the OSHA lockout/tagout standard, 29 CFR 1910.147, we will inform them of the relevant lockout/tagout procedure, and shall obtain from them the lockout/tagout procedure they will use on our premises.

The outside contractors' (or outside service personnel's) employees will be provided with sufficient information and instruction regarding out energy control (lockout/tagout) program to enable their people to understand and comply with its restrictions and prohibitions.

Confined Spaces

The City shall make every attempt to identify all areas that may constitute a "**Confined Space**" as a measure to protect employees from the hazards associated with such spaces.

CONFINED SPACE POLICY

The City has implemented this "**Permit-Required Confined Space**" program to provide employees with a method to follow when confronted with work that will involve entry

into a Confined Space. The objective of the program is to prevent injury to employees while performing an assigned task in a confined space.

Confined Space Hazards

A "**Confined Space**" is any place that has the following characteristics:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means of entry & exit; and
- Is not designed for continuous human occupancy.

A "**Permit-Required Confined Space**" is any confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

General Requirements

A complete evaluation shall be conducted of all areas that meet the descriptions listed above in order to identify and classify each area. Each area shall be appropriately marked as to its classification. If conditions change that may cause an area to be re-classified, the area shall be re-evaluated to determine what classification it should be.

All Confined Spaces shall be identified as follows:

- Non-Permit Confined Space
- Permit-Requires Confined Space
- Confined Space - Will Not Enter

Non-Permit Confined Spaces

A Non-Permit Confined Space is a space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm. The following procedures apply where work is to be performed in a space that qualified as a non-permit confined space:

- Entry into such a confined space is permitted only under the following conditions:

- Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
- When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
- Before an employee enters the space, the internal atmosphere shall be tested with a calibrated direct-reading instrument for the following conditions in the order given:
 - Oxygen content.
 - Flammable gases and vapors.
 - Potential toxic air contaminants.
- No hazardous atmosphere condition shall be allowed within the space while an employee is inside the space.
- If the above conditions cannot be met, the space shall be classified as Permit Required and the necessary procedures followed.

Reclassification of Spaces

When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, that space will be re-evaluated and, if necessary, reclassified as a permit-required confined space. A space that has been classified as a permit-required confined space may be reclassified as non-permit confined space under the following procedures:

- If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
- If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed in conformance with all OSHA requirements. If testing and inspection during the entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.
- The basis for determining that all hazards in a permit space have been eliminated must be documented through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification shall be made available to each employee entering the space.

- If hazards arise within a space that has been declassified to a non-permit space, each employee in the space shall exit the space. The space will be re-evaluated and a determination made whether it must be reclassified as a permit space.

Any employee who believes that any space to which he or she may have access or exposure is not properly classified under the confined space classifications mentioned above, must immediately advise his or her supervisor of that fact so that the prior determination can be re-evaluated and, if necessary, the appropriate classification assigned.

Permit Required Confined Spaces

Every measure that is needed in order to prevent unauthorized entry into a permit-required confined space must be taken, and those measures must be strictly enforced at all times.

The hazards of each such space must be identified and evaluated before employees enter it. The following steps must be taken in order to provide for safe permit-requires confined space entry operations:

- Specify acceptable entry conditions.
- Isolate the permit space.
- Purge, inert, flush, or ventilate the permit space as necessary to eliminate or control atmospheric hazards.
- Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards.
- Verify that conditions in the permit space are acceptable for entry throughout the duration of an authorize entry.

The following equipment must be provided to employees (at no cost to them):

- Testing and monitoring equipment needed to comply with 29 CFR 1910.146 (d)(5).
- Ventilating equipment that is needed to obtain acceptable entry conditions.
- Communications equipment that is necessary to enable the attendant to monitor entrant status and alert entrants to the need for evacuation.
- Personal protective equipment (insofar as feasible engineering and work practice controls cannot adequately protect employees.)

- Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
- Barriers and shields.
- Equipment such as ladders, needed for safe ingress and egress by authorized entrants.
- Rescue and emergency equipment that may be needed, except to the extent that the equipment is provided by rescue services.

Effective measures shall be taken in order to make sure that employees use the equipment properly. Conditions in the space must be evaluated as follows when entry operations are being conducted:

- Test the conditions in the permit space in order to determine if acceptable entry conditions exist before entry is authorized to be begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized. If entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working.
- Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.
- When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

Atmospheric testing conducted in accordance with Appendix B of the OSHA standard 29 CFR 1910.146, would be considered as satisfying the above requirements. For permit space operations in sewers, atmospheric testing conducted in accordance with the OSHA standard's Appendix B, as supplemented by Appendix E, would be considered as satisfying the above requirements.

There must be at least one attendant outside the space into which entry has been authorized throughout the duration of the entry operations.

Before any confined space entry begins, the particular persons who will have active roles in the operation must be designed (for example, "authorized entrants", "attendants", and "entry supervisors", as well as those responsible for testing or monitoring the atmosphere in the confined space). The person in charge of the operation must make sure that each person knows and understands his or her duties and that he or she has successfully completed the training that is required under subscript 1910.146(g) of the OSHA standard.

The City has developed appropriate procedures and systems for on or more of the following:

- Procedures for summoning rescue and emergency services.
- Procedures for rescuing entrants from confined spaces.
- Procedures for providing emergency services to rescued employees.
- A system for the preparation, issuance, use and cancellation of "entry permits".
- Procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of any other employer.
- Procedures (such as closing off a permit space and canceling the permit) that are necessary for concluding the entry after entry operations have been completed.

Those procedures and systems must be known and they must be strictly and properly observed in all permit-required confined space operations.

Our confined space entry operations and procedures will be reviewed whenever there is any reason to believe that the measures taken under this written program may not protect employees. The program will be revised to correct deficiencies found to exist before subsequent entries and authorized.

The purpose of the review and revision process mentioned above shall be to ensure that employees participating in confined space entry operations are protected from the hazards associated with such operations. That review and revision process will include consideration of all canceled entry permits for the preceding 12-month period. Canceled entry permits will be retained. The OSHA standard requires a single annual review covering all entries that were performed during a 12-month period. If no entry is performed during a 12-month period, no review is required.

The Entry Permit System

The City has adopted a system that requires execution of a written entry permit before any entry to a permit-required confined space will be authorized. The entry permit shall include (but not limited to) the following:

- The confined space to be entered.
- The purpose of the entry.
- The date and the authorized duration of the entry permit.
- The "Authorized Entrants" within the confined space, by name or by such other means (for example, through the use of roster or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the confined space.
- The personnel, by name, currently serving as "Attendants".
- The individual, by name, currently serving as "Entry Supervisor", with a space for the signature or initials of the entry supervisor who originally authorized entry.

- The hazards of the space to be entered.
- The acceptable entry conditions.
- The measures that were used before entry in order to isolate the confined space and to eliminate or control the atmospheric hazards.
- Erection and placement of such pedestrian barriers, vehicle barriers or other barriers as may be necessary to protect entrants from external hazards.
- The purging, flushing, or ventilating of the confined space as needed in order to eliminated or control the atmospheric hazards.
- The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services.
- The communication procedures used by authorized entrants and attendants to maintain contact during the entry.
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided in order to comply with the requirements of the OSHA standard.
- The results of initial and periodic tests performed under-subscript 1910.146(d)(5) of the OSHA standard, accompanied by the names or initials of the testers, and y an indication of when the tests were performed.
- Verification that conditions in the confined space is acceptable for entry throughout its duration.

Appendix D of the OSHA standard, 29 CFR 1910.146, contains examples of permits who elements are considered to comply with the above requirements. Before entry begins, the entry supervisor, identified on the permit, shall sign the entry permit to authorize an entry. The completed permit shall be made available at the time of entry to all authorized entrants by posting at the entry portal or by some other equally effective means so that the entrants can confirm that pre-entry preparations have been completed. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

The entry supervisor must terminate entry and cancel the entry permit when:

- The entry operations covered by the entry permit have been completed.
- A condition that is not allowed under the entry permit arises in or near the permit space.

Each canceled entry permit will be retained for at least one year to facilitate the review of the written permit required confined space program. That is required by subscript 1910.146(d)(14). Any problems that are encountered during an entry operation shall be noted on the pertinent entry permit so that appropriate revisions to this written program can be made.

Training

We have adopted an employee training program so that all employees whose work involves confined spaces will acquire the understanding, knowledge and skills necessary for the safe performance of their assigned duties.

Training will be provided to each affected employee:

- Before the employee is first assigned duties that involved confined spaces.
- Before there is a change in assigned duties.
- Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
- Whenever we have any reason to believe either that there are deviations from the confined space entry procedures required by OSHA standard or that there are inadequacies in the employee's knowledge or use of those procedures.

Upon its completion, we will execute a written certification that the training requires by the OSHA standard has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification will be available for inspection by employees and their authorized representatives.

Duties of Authorized Entrants

All persons who are "Authorized Entrants" into confined spaces must:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Proper use of equipment as required by Subscript 1910.146(d)(4) of the OSHA standard.
- Communicate with the attendant as necessary in order to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.

- Alert the attendant whenever:
 - The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
 - The entrant detects a prohibited condition.
- Exit from the permit space as quickly as possible whenever:
 - An order to evacuate is given by the attendant or the entry supervisor.
 - The entrant recognized any warning sign or symptom of exposure to a dangerous situation.
 - The entrant detects a prohibited condition.
 - An evacuation alarm is activated.

Duties of Attendants

All persons who serve as confined space "Attendants" must:

- Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- Continuously maintain an accurate count of authorized entrants in the confined space and ensure that the entry permit accurately identifies each person who is in the confined space.

Remain outside the confined space during entry operation until relieved by another attendant.

- Communicate with authorized entrants as necessary in order to monitor entrant status and to alert entrants of the need to evacuate the space.
- Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space, and order the authorized entrants to evacuated the permit space immediately under any one of the following conditions:
 - If the attendant detects a "prohibited condition".
 - If the attendant detects behavioral effects of hazard exposure in an authorized entrant.
 - If the attendant detects a situation outside the space that could endanger the authorized entrants.

Rescue and Emergency Services

Whenever any employees are authorized to enter a confined space in order to perform rescue services, the following requirements must be observed:

- Each such employee must be provided with, and be trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from confined spaces.
- Each such employee must be trained to perform the assigned rescue duties and must also have received the training required of authorized entrants.
- Each such employee must practice making confined space rescues at least one every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative confined spaces. Representative confined spaces must simulate the types of permit spaces from which rescue is to be performed with respect to opening size, configuration, and accessibility.
- Each such employee must be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service, holding current certification in first-aid and in CPR, must be available.

If using outside services (such as the fire department or an emergency rescue provider) to perform confined space rescue, we will:

- Inform the rescue service of the hazards they may confront when called on to perform rescue at our facility.
- Provide the rescue service with access to all confined spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

In order to facilitate no-entry rescue, appropriate retrieval systems or methods must be used whenever an authorized entrant enters a confined space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. The retrieval systems and methods must meet the following requirements:

- Each authorized entrant must use a chest or full body harness, with a retrieval line attached at the center or the entrant's back near shoulder level, or about the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it can be demonstrated that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the confined space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

- A mechanical device must be available to retrieve personnel from vertical confined spaces more than five feet deep.

In the event that an injured entrant is exposed to a substance for which a material safety data sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

Outside Contractors

In the event that the City arranges for an outside contractor to perform any work that involves permit-requires confined space entry, the City will do so in conformance with the following requirements:

- Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a written permit-required confined space program meeting the requirements of the OSHA standard.
- Apprise the contract or the conditions, including the hazard identified and experience with the space that make the space in question a permit space.
- Apprise the contractor of any precautions or procedures that have been implemented for the protection of employees in or near those permit spaces where the contractors personnel will be working.
- Coordinate entry operations with the contractor, when both the City's personnel and the contractor's personnel will be working in or near permit spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the permit space program that the contractor followed and any hazards confronted or created permit spaced during the contractor's entry operations.

It will be the responsibility of each such outside contractor to comply with the OSHA confined space requirements and to do the following:

- Obtain any available information regarding the permit space hazards and entry operations.
- Coordinate entry operations when both City personnel and the contractor's personnel will be working in or near permit spaces.

- Inform the City of the permit space program that the contractor will follow and of any hazard confronted or created in permit spaces, either through a debriefing or during the entry operation.

Excavations

The City has adopted an "**Excavation Policy**" to provide to a method for employees to follow so that no employee is injured while working in any Trench or Excavation. The City shall follow one of the following options depending on the decision to hire outside contractors or perform the work internally.

- The City shall contract all excavation work. The Contractor shall be given *written notice* that they are to follow all OSHA requirements.

or

- The City shall contract all excavations that exceed four feet in depth. The Contractor shall be given *written notice* that they are to follow all OSHA requirements.

or

- The City may elect to perform an excavation using city personnel and equipment. This can be done only if the employees are properly trained and the proper equipment is available to perform the task safely. The City will follow the OSHA requirements as noted in this policy.

General Requirements

When it becomes necessary to perform excavation work, the following steps shall be addressed by the City/Contractor:

- A "Competent Person" shall be designated.
- The "Soil Classification" shall be designated.
- Other underground installations in or near the proposed excavation must be identified and marked.
- The stability of adjacent structures must be determined if near the excavation.
- If the excavation is in or near traffic, a work zone must be established that will protect workers for vehicular traffic.

- Atmospheric testing shall be conducted on all excavations four feet or more in depth and when a nearby hazardous condition warrants.

Depending on the size and depth of the excavation, all other OSHA requirements shall be complied with.

An "**Excavation Checklist**" shall be completed on all proposed excavations before any work begins. The checklist shall be kept at the worksite throughout the duration of the job.

OPERATION OF CITY VEHICLES

All City-owned vehicles shall be equipped with seat belts/safety restraints. All occupants of any vehicle (City-owned and Privately-owned) must properly wear seat belts/safety restraints any time the vehicle is in motion.

Vehicle Use Policy

- The operation of City vehicles is necessary in conducting the day-to-day business of the City. This use of City vehicles represents one of the greatest risks facing the City. Recognizing this, it is imperative that the City take reasonable steps to control the use of City and privately owned vehicles used while performing City business. This policy sets forth the guidelines and policies governing the operation of vehicles used in the performance of official City business.

Scope

- This policy applies to all City owned, leased or rental vehicles operated on public roads and includes special-use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site. This policy also applies to those employees that use personal vehicles while in the scope of employment and while performing official City duties.

General Guidelines

- Operators of all non CDL vehicles will have held a valid drivers license for at least *three years* before being allowed to operate a City owned vehicle.
- Only City employees covered by the City's insurance policy and who have completed the City's drivers training program are authorized to operate City vehicles.
- Intentional abuse, moving violations, reckless operation, or negligent actions while operating any City vehicle may result in the suspension of the employee's

driving privileges and grounds for possible disciplinary actions as stated in the personnel policy handbook page 23, section O.

- Employees shall obey all City, County, State and Federal laws while operating City vehicles and any time personal vehicles are use on official City business.
- City-owned vehicles are to be used only for official City businesses and shall not be used by employees for personal reasons.
- Only persons being transported in connection with official City business shall be passengers in any City vehicle.
- When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle trailer.
- No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- The driver shall not operate any vehicle when normal vision is obstructed.
- Alcoholic beverages shall not be transported or placed in any City vehicles.
- A qualified operator must be positioned at the vehicle's controls any time it is running unless otherwise approved by the manufacturer. No vehicle shall be left unattended without first stopping the motor, locking the ignition, removing the key, setting the parking brake and locking the doors or otherwise securing the vehicle to prevent theft, vandalism, and unintentional movement.
- Employees shall refrain from operating cellular telephones, laptop computers, fax machines, navigational devices and any other device that may cause driver distraction while operating a City vehicle or while operating a privately owned vehicle in the course of conducting City business. Use of such devices shall be limited to instances where it is absolutely necessary in the performance of City business. Drivers shall make every attempt to properly park their vehicle prior to using such devices.

Maintenance and Replacement

- Subject to budgetary constraints vehicles in the city fleet should be replaced based upon the following schedule, high maintenance cost or a combination of both:

Passenger Autos - Every 7 years or 125,000 miles, whichever is sooner.

Trucks - Every 10 years or 125,000 miles, whichever is sooner.

- Maintenance should be scheduled at least every 3,500 miles and/or per the manufacturer's recommendations. Scheduled maintenance should include at a

minimum: oil change, check fluid levels, check tire condition and check all lights and warning devices. All maintenance should be documented and each vehicle in the fleet should have a separate file to store all maintenance records.

Pre-Operation Inspection

- An employee who operates a City vehicle, regardless of frequency, is responsible for the proper care and operation of the vehicle.
- Pre-Operation Inspection for Passenger Sedans, Light Duty Pick-Up Trucks and all other vehicles that do not require a Commercial Driver License (CDL).
 - At least once per day, the operator of these vehicles is responsible for insuring that all vehicle safety equipment including headlights, turn signals, brake lights and horn are functioning properly. The operator is also responsible for insuring that fluid levels including brake, transmission, engine oil and coolant are properly maintained.
- Pre-Operation Inspection for All Vehicles That Require a Commercial Driver License (CDL).
 - At least once per day, the operator of these vehicles is responsible for insuring that all vehicle safety equipment including headlights, turn signals, brake lights and horn are functioning properly. The operator is also responsible for insuring that fluid levels including brake, transmission, engine oil and coolant are properly maintained.
- In addition to the requirements above, the operator of these vehicles is responsible for insuring that all pre-operation checks is required by Department of Transportation CDL rules are complied with.
- Any defects which may affect safe operation of the vehicle shall be promptly reported. No employee shall operate a City-owned vehicle in an unsafe condition. Any vehicle damage, which is beyond normal wear and tear must be documented and reported.

Operators License

- A valid Kentucky vehicle operator's license must be in the employee's possession at all times while operating a City-owned vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid, and in the driver's possession.
- Any employee who operates a vehicle in the performance of official City duties and whose operator's license is suspended or revoked shall immediately report this fact to their supervisor, commissioner and/or CAO.

Take Home Vehicles

- The decision regarding assignment of City vehicles to employees as vehicles allowed to be driven to and from work shall be left to the discretion of the Department Supervisor, Mayor and/or Board of Commissioners. Examples of situations warranting a City vehicle to be taken home include the following:
 - Managerial employees who personal use of a City owned vehicle is consistent with the requirements of the position.
 - Employees who are subject to 24 hour call out or have job responsibilities requiring highly irregular work hours.
 - Duty vehicles designed or equipped for high priority response where response time will be enhanced by allowing the vehicles to remain in custody of individual employee. Employees assigned to duty vehicles which are take home must be available to respond upon request on a 24-hour basis any time the employee has custody of the vehicle.
 - To prepare for a post-disaster response in order to plan an effective and efficient recovery.
 - City vehicles taken home overnight shall be locked and secured in the responsible employee's driveway or other designed parking space which is in close proximity to the employee's residence.
- Employees taking a vehicle home are permitted to stop briefly at a grocery store, pharmacy, etc., for reasons of personal convenience. Such stops must be completed within one half hour of the end of the employee's shift.

Out of Town Travel

- The department Supervisor, Mayor or Board of Commissioners shall approve an employee taking a City vehicle home prior to leaving for an out-of-town trip or attending a late evening or early morning meeting which would require a return to the work place after normal duty hours. The employee may use the City vehicle only for travel necessary to accomplish official City business.

Trailers and Towing

- A driver whose vehicles is towing a trailer, dolly, or other equipment shall assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicles, and that safety chains are properly attached.
- The driver shall insure that the trailer or other towed equipment is supplied with proper lighting brake lights, turn signals, and running lights.

- Any vehicle having a load which extends more than (4) feet beyond the rear shall have the end of the load marking with a red flag which shall be at least twelve (12) inches square.

Leased/Rented Vehicles

- When it is necessary for a City employee to use a rental vehicle for City business, the employee shall utilize a City approved leasing agency. The City shall purchase optional comprehensive/collision damage coverage through the leasing agency at the time the vehicle is rented.

Parked Vehicles

- Any vehicle left unattended shall be legally parked in a designated parking space. If possible keys to operate the vehicle shall be removed from the vehicle when left unattended. Vehicles responding to emergency situations or those parked on job sited shall be parked with due regard to safety and security considerations.
- City vehicles not taken home shall be secured in City parking lots during non-duty hours. The keys shall be removed and the vehicle locked. When it is necessary to leave a vehicle at a job site over night, the operator shall insure the vehicle is parked and secured in an area which provides reasonable security.

Accident Reporting

- Any accident involving a City owned, rented/leased vehicle or privately owned vehicle used in the performance of City business shall be reported as follows:
 - Summon medical care for any injured parties.
 - Notify appropriate law enforcement authorities.
 - Notify employee's immediate supervisor.
 - Do not admit responsibility or fault or offer settlements.
 - Cooperate with police and emergency medical personnel.
 - Obtain names and addresses of witness/involved parties.
- The City Clerk shall immediately notify the city's Insurance Carrier.
- The Supervisor shall be responsible for initiating the investigation of the accident, completing all required City reports and recommending any follow-up preventative actions.
- When the City driver is determined to be at fault in a vehicle accident, the Supervisor shall recommend disciplinary action subject to review and approval by the Mayor.

Backing Guidelines

- Whenever possible, the driver will position the vehicle so as to avoid the necessity of backing. Before entering the vehicle, the driver shall check the rear clearance of the vehicle. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic. A spotter should be used whenever possible. Before and during backing movements, the driver and spotter will check blind zones for objects not visible in rear-view mirrors, watch both sides for adequate clearance, and limit speed to allow a full stop.

Personally Owned Vehicles Used for City Business

- The City will not provide coverage for liability or physical damage to an employee's privately owned vehicle. Employees who use personally owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.
- Employees who use their personal vehicle or receive a monthly vehicle allowance while conducting city business shall maintain insurance coverage amounts required by state law/regulations. Annual verification of minimum coverage will be requested.

Use of Safety Restraints

- All City-owned vehicles shall be equipped with seat belts/safety restraints. All occupants of any vehicle (City-owned and Privately-owned) while on City business must properly wear seat belts/safety restraints any time the vehicle is in motion.
- The operator of construction, excavation and other off-road equipment shall use the occupant restraint system any time the vehicle is in operation if so equipped.
- Employees are prohibited from removing, deactivating, modifying, or otherwise defeating any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

Motor Vehicle Driving Record Review & Points Restriction Policy

- Employees whose job requires the use of a City or privately owned vehicles are expected to maintain driving records that reflect the practice of safe driving habits both on and off the job. The City shall use the State of Kentucky individual driving record and corresponding point system to monitor the risks associated with operating vehicles while in the City's employ.

- The City shall request a copy of the transcript of driving record from the Division of Driver Licenses for each employee whose position requires operation of a City vehicle. This process will be performed at least once a year.
- Problem drivers should be indentified and if possible should be enrolled in a defensive driving training course.
- Any DUI conviction or refusal to submit to a lawful roadside sobriety test shall result in disciplinary action up to and including suspension of City driving privileges.
- Any employee whose driver's license has been suspended for any reason shall not be allowed to operate any over-the-road City vehicles.
- Employees who have obtained temporary driving permits or hardship licenses shall not be permitted to operate over-the-road City or privately owned vehicles in the performance of official City business shall be subject to disciplinary action under the common infractions section of the personnel policy handbook page 23, section O.

Temporary or permanent suspension of City driving privileges shall be considered loss of a job required prerequisite for employees whose position requires operation of an over-the-road vehicle.

- If an employee has had City driving privileges suspended, the City will attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or created an unreasonable hardship for the City or co-workers, loss of City driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be placed on suspension or dismissed according to the personnel policy.

HEARING CONSERVATION

INTRODUCTION

This program explores methods that are to protect workers from the effects of high noise levels. It also provides for the implementation and operation of a hearing conservation program. OSHA requires that a hearing conservation program be administered for employees whose average noise exposures exceed 85 dBA. The hearing conservation program is intended to meet OSHA's (1910.95).

RESPONSIBILITIES

Employees are responsible for the following:

- Complying with all established procedures and practices regarding noise and hearing conservation.

The Supervisor of an area (or a designee) is responsible for the following:

- Informing the Safety Coordinator of any new or transfer employees who are assigned to work in job classifications which eight-hour average noise exposures exceed 85 dBA.
- Making hearing protection available for employees whose eight-hour average noise exposures exceed 85 dBA.
- Requiring the use of hearing protectors for employees who have experienced a standard threshold shift.

The Supervisor is responsible for the following:

- Identifying:** Job classifications where eight-hour average noise exposures exceed 85 dBA.
- When a standard threshold shift has occurred.
- Informing:** Employees of their eight-hour average noise exposures at the training session.
- Affected departments of the job classifications where eight-hour average noise exposures exceed 85 dBA.
- Notifying:** Department supervisors of employees who have experienced a standard threshold shift.
- Employees in writing if a standard threshold shift has occurred.
- Providing:** Annual hearing conservation training to each employee whose eight-hour average noise exposure exceeds 85 dBA.
- A list of employees in each job classification where eight-hour average noise exposures exceed 85 dBA to the medical department/clinic.

EMPLOYEE IDENTIFICATION

The Supervisor will:

- Identify job classifications where eight hour average noise exposures exceed 85 dBA.
- Inform affected departments which job classifications fall into this category.

- Department managers will provide the Safety Coordinators with the names of the employees in these job classifications, and the names of any new or transferred employees placed in these job classifications.

PERSONNEL EDUCATION

The Safety Department/Coordinator will coordinate annual noise training for employees whose average exposure exceeds 85 dBA. Employees will be informed of the results of the monitoring of their noise exposures. The program will include a review of the following:

- The effects of noise on hearing.
- The purpose of hearing protectors - advantages, disadvantages, and attenuation of various types - and instruction on selection, fitting, use and care.
- The purpose of audiometric testing and an explanation of test procedures.

NOISE CONTROL

Department managers will:

- Make hearing protectors available for employees who eight-hour average noise exposure exceeds 74 dBA.
- Require and ensure that hearing protectors are worn by employees who have experienced a standard threshold shift and by employees in job classifications where average noise exposures exceed 85 dBA who have not yet had a baseline audiogram established.

The Safety Coordinator will recommend:

- The appropriate types of hearing protectors.
- Specific types of protection to employees on an individual basis as necessary.

KY OSH Standards of 29 CFR Part 1910 for General Industry:

KENTUCKY
OCCUPATION SAFETY AND HEALTH STANDARDS
for
GENERAL INDUSTRY

KY OSH Standards of 29 CFR Part 1926 for Construction Industry:

KENTUCKY
OCCUPATION SAFETY AND HEALTH STANDARDS
for
CONSTRUCTION INDUSTRY

Reference to Policies used in this Handbook:

- Injury & Illness Recordkeeping - OSHA 300 Log - 29 CFR Part 1904
- Housekeeping - Section 5 of OSHA "General Duty Clause"
- Emergency Action Plan - 29 CFR Part 1910.38 & 39
- First Aid - 29 CFR 1910 Subpart K
- Personal Protective Equipment (PPE) - 29 CFR 1910 Subpart I
- Hazard Communication (Haz-Com) - 29 CFR 1910.1200

- Lockout/Tagout - 29 CFR 1910.147
- Confined Spaced Entry - 29 CFR 1910.146
- Respiratory Protection - 29 CFR 1910.134 & 1926.103
- Excavation - 29 CFR 1926.651 Subpart P
- Hearing Conservation - 29 CFR 1910.95