

CITY OF ATHENS

SAFETY AND HEALTH

MANUAL

(Formerly Entitled Accident Prevention Manual)

Updated: April 3, 2013

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1.0 INTRODUCTION

1.1 PURPOSE

The purpose of the City of Athens Safety Manual is to establish:

- A safe and healthy work environment.
- Individual responsibility for safety.
- An effective and measurable safety and health program.
- Internal controls to reduce and prevent on the job accidents and illnesses.
- Internal controls to prevent damage to property and city resources.
- Programs for increasing safety awareness among employees.
- Programs for identifying and controlling all safety and health hazards associated with City services and operations.

1.2 SCOPE

The safety and health information and procedures contained herein comprise the authorized safety manual for the City of Athens and may be amended as needed.

The City complies with all applicable federal and state regulations concerning workplace safety and health. However, if any applicable Federal or state law is contrary to these policies such government regulations will prevail.

Department Heads may also issue and implement departmental safety rules and regulations provided such rules and regulations are consistent with these policies and procedures and are non-discriminatory.

2.0 SAFETY COMMITMENT

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

- Our managers and supervisors are responsible for the safe operation of machinery and equipment in their departments and the safe working practices of employees on the job. No job is so important nor service so urgent that we cannot take the time to perform our work safely and in an environmentally sound manner.
- The success of the City's safety and health program depends on each employee and member of management accepting personal responsibility. The City's objective is ZERO accidents; therefore, the City expects the cooperation of all managers, supervisors, and employees to achieve this goal. If there is a question of priorities, safety comes first. The City will train employees to work safely on their jobs and will expect them to work safely at all times. Employees are expected to report unsafe working conditions immediately to the supervisor for corrective action.
- Violations of safety and health procedures may result in disciplinary action up to and including discharge. Discipline shall be administered in accordance with the City of Athens Personnel Policies and Procedures.

3.0 ADMINISTRATION AND RESPONSIBILITY

3.1 General

- The procedures contained herein shall serve as a foundation for establishing an effective safety and health program within each department.
- The official master copy of the City of Athens Safety and Health Manual shall be maintained in the office of the City's HR Director, who also serves as the City's Director of Safety and Health. Copies shall be placed on the city's web site and are also available upon request. Hard copies are given to new hires. Each new employee regardless of employment status shall acknowledge that he /she has received a copy of the Safety and Health manual. All employees are expected to comply with all provisions contained herein.

- Questions regarding any aspect of the implementation of the City of Athens Safety and Health Manual should be directed to the Director of Human Resources, who serves as the City's Safety Director.

3.2 Department Head's Responsibility

Department heads have primary responsibility for providing a safe and healthy work environment for all employees within their department. Each department head shall implement and aggressively support the City's safety program and policies as follows:

- Provide personal leadership and achieve satisfactory results.
- Take initiative in the establishment and maintenance of safe practices and workplaces for every employee under their supervision.
- Consider safety as an integral part of time, production, cost, and quality of work.
- Shall insure that supervisors and all departmental personnel comply with all policies and procedures contained herein as well as with all applicable Federal and State laws.
- Shall insure that monthly safety meetings are conducted for all employees within their department and that proper records are maintained.
- Shall insure that corrective actions are taken following all safety inspections.
- Shall insure that employees are properly trained relative to job tasks and working safely.
- Shall insure that all accidents are investigated and steps taken to prevent recurrence.

3.3 Supervisor's Responsibility

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

Each supervisor is responsible for taking pro-active steps including:

- Insuring that each employee is familiar with the City's Safety Manual and any departmental standard operating procedures
- Insuring that employees are properly trained relative to job tasks.
- Instructing employees in safe work practices.
- Apprising employees of the most recent safety procedures for a specific task and training them in their implementation.
- Insuring that employees perform their tasks safely.
- Informing employees of the safety hazards related to their work.
- Reporting work related accidents, injuries, and illnesses on the proper accident reporting form and returning reports to the Safety and Health Director.
- Initiating discipline when appropriate and in accordance with City policies.
- Doing everything possible to insure the safety of citizens in the work area.

3.4 Employee Responsibility

Safety shall be considered an integral part of each employee's job performance and shall be included on every job description.

All temporary employees shall comply with the same safety standards applicable to regular status employees.

Employees shall be trained to work safely and will be expected to work safely at all times. Unsafe working conditions or work practices must be reported to the supervisor immediately. Each employee is responsible for knowing and understanding all general safety regulations and procedures as well as departmental standard operating procedures.

Employees are expressly prohibited from allowing or requesting those not engaged in the City's service to assist them in performing their work, except in cases of accident, personal injury or other emergencies.

Employees assigned to work sites outside of their home department shall follow the specific job safety procedures for the position being performed.

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

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

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

3.5 Safety Director's Responsibilities

The City's Director of Human Resources serves as the City's Safety Director. The Safety Director's duties and responsibilities include but are not limited to the following:

- Facilitating, coordinating, and assisting supervisors and department heads with all aspects of the safety and health program.
- Maintaining a log of on-the-job accidents for both divisions.
- Preparing, publishing, and distributing a monthly accident report.
- Conducting periodic safety inspections of all facilities.
- Collecting, analyzing, and publicizing data on accident experience.
- Insuring that employee safety training is conducted and that proper records are maintained.
- Insuring that Managers and Supervisors are trained and cognizant of their respective responsibilities.
- Making recommendations to the Mayor and Council concerning the safety program.
- Serving as the worker's compensation administrator for both divisions.
- Serving as liaison for the Municipal Worker's Comp Fund and annual on site safety audits.
- Preparing City's annual written Safety Commitment Statement to the Municipal Worker's Comp Fund. Reviews the Safety Commitment Statement with all Department Heads annually.
- Serving as an advisor to Safety Committees.
- Insuring that appropriate personnel receive hepatitis B vaccinations.
- Serving as the Substance and Alcohol Abuse Policy Administrator and the Employee Assistance Program Administrator.

4.0 ACCIDENT REPORTING

4.1 DEFINITION OF AN ON-THE-JOB INJURY

An on the job injury is an injury that occurs because the employee has been involved in a job-related accident or has been engaged in a specific work-related activity that caused the problem. There must be a specific “cause and effect” for a situation to qualify as an on-the -job injury. For example, if you have a bad knee that hurts when you walk, this is not an on-the-job injury. If you have a medical condition that simply starts bothering you while at work, this is probably not going to be considered an on-the-job injury or illness.

Contact Human Resources if in doubt as to whether or not a situation qualifies as an on-the-job injury or illness.

4.2 EMPLOYEE RESPONSIBILITY FOR REPORTING

- All city employees are required to report all on-the-job accidents including city vehicle accidents, with or without injury, to their supervisors immediately. The Supervisor will send the injured employee to a city-authorized physician for medical attention in accordance with the City’s written medical protocol.
- Failure to report an accident promptly or to follow established procedures for treatment will be considered a serious policy violation and subject to disciplinary action. In addition, failure to follow procedures for reporting an accident and/or using unauthorized physicians, health care providers, or pharmacies may result in worker’s compensation benefits being denied.
- Each injured employee shall complete the Employee Report of Injury Form and give it their supervisor. The employee’s report of injury must be completed for all on-the-job injuries regardless of the type of medical treatment received and a copy forwarded to Human Resources. Each employee should retain a copy for his/her file.
- The employee shall participate in and cooperate fully with the accident investigation following an on-the-job injury.

4.3 SUPERVISOR'S RESPONSIBILITY FOR REPORTING ACCIDENTS

- The supervisor shall notify Human Resources immediately of any accident requiring medical attention as well as all vehicle accidents, regardless of severity. Whenever feasible, the supervisor or his delegate shall go to the scene of the accident. The supervisor shall notify the safety committee for the department. The supervisor shall conduct an accident investigation as soon as possible and participate in any investigation conducted by the safety committee.
- The supervisor shall verify the information on the employee's report of injury. The supervisor shall interview the employee and have the employee explain how the accident and injury occurred. All witnesses shall be interviewed also. The supervisor shall sign the employee's report of injury and include any necessary clarification at the bottom of the form. The completed Employee's Report of Injury shall be forwarded to the Department of Human Resources within 24 hours of the accident.
- When the employee returns from medical treatment, the supervisor shall secure a physician's "Return to work" statement from the employee and act accordingly.

4.4 MOTOR VEHICLE ACCIDENT PROCEDURE

- Any vehicle or motorized equipment accident must be reported no matter how trivial it may appear. When involved in an accident it is the duty of the driver to stop at once and to follow the procedures listed below:
- Keep the accident from getting worse. Assist injured persons; however, they should not be moved by persons not trained in first aid except to prevent further injury. Report all vehicle accidents to the police department and your supervisor immediately.
- Fill out vehicle accident report. Secure name, address, and phone number of any witnesses to the accident.

- Make no statement to anyone except:
 - An officer of the law
 - Your immediate supervisor
 - Department Head
 - Director of Human Resources
- Do not argue about the accident.
- Make no statements relative to liability.
- If accident involves an unattended vehicle or fixed object, take reasonable steps to locate and notify the owner. If the owner cannot be found, leave your name and number to contact in a conspicuous place on the vehicle or object.
- The employee and supervisor shall complete a “Vehicle Accident Report” and submit a copy to the Director of Human Resources.

5.0 MEDICAL PROTOCOL FOR ON-THE-JOB INJURIES

5.1 INITIAL MEDICAL TREATMENT

- Employees will be sent for first aid and emergency treatment for any injuries and illnesses that occur while on City property and during work hours whether job related or not.
- The supervisor or his designee shall accompany the injured or ill employee to and from the physician’s office or the Emergency Room. All treatment for on the job injuries and follow up shall comply with the City’s Written Medical Protocol. Each employee should have a copy of the City’s written medical protocol.

- Failure to follow procedures or using unauthorized physicians, health care providers, or pharmacies may result in worker's compensation benefits being denied.
- If an employee is injured in a job-related accident, the City provides medical benefits and compensation benefits in accordance with the Alabama Worker's Compensation Law.

5.2 RETURN TO WORK

- When the City-authorized physician provides a return to work date, the employee is required to return to work on that date and at the prescribed time. Failure to return on the prescribed date may result in the loss of wages and may be subject to disciplinary action. If for any reason the employee cannot work as specified, he/she shall call both the supervisor and Human Resources to discuss the reasons.
- Each employee is required to report to his/her supervisor after receiving medical treatment for an on-the-job injury. If released to return to work the day of the injury, the employee shall report to the supervisor immediately. Otherwise, the employee shall report at the start of the next workday if released by the City's physician to return to work.
- Before going on the job and assuming job duties, the employee shall submit a "Release to Return to Work" form signed by the treating physician to the supervisor. A copy of the form shall be forwarded promptly to Human Resources.
- Depending on the extent of the injury, the city physician may authorize an employee to return to work with restrictions. Whenever feasible, work restrictions will be accommodated. However, some departments do not have jobs that can be considered "restricted" duty jobs. Therefore, department managers have the discretion not to allow an employee to return to work on restricted duty. However, prior to this decision, the supervisor and/or department head shall discuss the work restrictions with the City's HR/Safety Director.

- Unless incapacitated, any employee who has an on-the-job injury or is on worker's compensation leave shall remain in regular telephone contact with his/her supervisor. In addition, the employee shall insure that both the supervisor and Human Resources are informed of all related doctor's visits, follow-up treatment and surgeries, recommended work restrictions, and the employee's work status at all times. The employee shall provide copies of all related medical documentation from the City-authorized physicians to both the Supervisor and Human Resources.

6.0 POST ACCIDENT DRUG AND ALCOHOL TESTS

City vehicle accidents, with or without injury, require an alcohol and drug test. Accidents not involving a city vehicle, but requiring professional medical attention, will require a drug test and may require an alcohol test depending on specific circumstances.

7.0 LOST TIME INJURIES AND WORKER'S COMPENSATION BENEFITS

- Time off work following an on-the-job injury shall not be approved unless it is expressly authorized by a City-authorized physician.
- In addition, time off is not compensable for worker's compensation benefits unless authorized by a City-authorized physician.
- In accordance with Alabama worker's comp law, the first three workdays missed following an on-the-job injury are not compensable until the employee misses a total of 21 workdays. At that point, worker's compensation insurance pays for the first three lost workdays. The initial three missed workdays may be charged to the employee's paid sick leave accruals. However, if the three days are subsequently reimbursed by worker's compensation, the employee is required to reimburse the City for the paid sick leave, and the sick leave will be reinstated to the employee's leave accruals. An employee may not receive both paid sick leave and worker's compensation benefits for the same lost

workdays. If the employee fails to reimburse the City for the first three days, the sick leave days will not be reinstated to the employee's leave accruals.

8.0 ACCIDENT INVESTIGATION

- The City shall investigate all job-related injuries regardless of the severity, determine the cause, and maintain investigation records. Accident investigation is a necessary and effective technique for the prevention of recurring or future accidents. If anything positive results from an accident it is the opportunity to determine the causes and how to eliminate them. In any accident, there are many factors that permit the sequence of events leading to the accident or near-accident. Action to prevent recurrences is more likely to work when all possible corrective factors are identified; then it is possible to select the actions that are most effective, cost beneficial, and acceptable.
- It is essential that all accidents be reported and thoroughly investigated, whether an injury is involved or not. The near-accident is significant because it represents a warning that something is wrong. If causes are removed, serious accidents can be prevented. Immediate action regarding all accidents can prevent future mishaps. It cannot be overly stressed that the same things that caused a near-accident at one time can cause a major injury the next time. Any epidemic of minor injuries also demands study.
- The purpose of an accident investigation is to identify facts about each injury or near-accident and the sequence of events that produced it and to record these facts. Each investigation shall be conducted as soon as possible following an accident. A delay of only a few hours could mean important evidence is moved or lost, either intentionally or unintentionally. These records, individually and collectively, serve as guides to the areas, conditions, and circumstances to which accident prevention efforts can be most profitably directed.
- The immediate supervisor shall make the initial investigation since he or she will probably be the first person in authority at the scene. In addition, the supervisor should know more about the operations and the details of the job of the employee involved in the accident. The accident investigation should encompass the following:

1. **Name of injured employee** – identify the employee by name, social security number, age, and sex.
2. **Occupation at the time of the accident** – what was he/she doing? Title or classification may or may not tell exactly what the employee was doing. The department or division should be included with this information.
3. **Nature and exact description of the injury** – To the best of your knowledge, the type of injury (cut, puncture, scrape, sprain, strain, broken bone) and the body part injured (toe, hand, finger, knee, or head) Avoid medical terminology in describing injuries unless such descriptions are accurate and understandable to laymen.
4. **Date and time of accident** – when the accident actually occurred.
5. **Job Location** – where did the accident occur? Be specific. Narrow it down to an address, identify the intersection, a building, a location within a building, or even a specific machine within a shop.
6. **Description of accident** – describe in detail. Identify the object, operation or substance most closely associated with the accident such as ladder, hammer, specific chemical etc. State the manner in which the injured employee made contact with the object or substance - there is always an action or motion involved such as fall, caught in or between, struck by or against, or splashed, etc.
7. **Unsafe acts and unsafe conditions** - These will be treated together since they are both considered causes of accidents. An accident seldom has a single cause and it is necessary to determine unsafe acts or unsafe conditions. Carelessness alone should not be considered as the cause of an unsafe act or accident. Carelessness is not a cause but rather a mental attitude created by lack of skill, knowledge, etc. Instead determine what went wrong – did the employee deviate from prescribed procedures or methods? Why? Get all the answers.
8. **Corrective Action Taken or Proposed** – If at all possible, some type of corrective action should be immediate. Once the problem is determined or identified, the correct and most economical remedy will usually be self-evident. If assistance is needed with the action or you can only recommend action, the assistance needed and your recommendation should be stated in the report.

9. **Remarks, comments, or sketch** – This information should be included as necessary to help describe the accident and identify problems.

The Safety Committee may also conduct an investigation that may reveal additional information that the immediate supervisor might have overlooked.

9.0 COMMUNITY EMERGENCIES

- A community emergency shall be handled in accordance with the Athens Limestone County Emergency Management Association's Emergency Operation Plan, the City of Athens public safety procedures, and any related regulations provided by Homeland Security. Community emergencies include but are not limited to tornadoes, floods, winter storms, large hazardous chemical spills, multiple car pile ups, major transportation accidents, expansive fires, earthquakes, riots and civil disorder, hostage crises, bomb threats, terrorist attacks, national security threats, and acts of war.
- Every department head shall have a copy of the EMA plan and shall insure that all supervisors are trained concerning the plan and the protocol for a community emergency. All management personnel should be particularly familiar with the section on Civil Disorder and Terrorism.
- Supervisors shall insure that all employees know what to do in the event of a community emergency. All employees should know the location of the departmental copy of the EMA plan. All employees shall know whom to contact in a community emergency situation.
- Each department head shall insure that the facilities under their responsibility have controlled access.
- All employees are subject to being called in to work in any type of community emergency situation.
- All personnel are required to cooperate with EMA personnel and Public Safety personnel in the performance of their responsibilities.

10.0 SERIOUS ACCIDENTS

For serious injuries, the following guidelines should be adhered to:

- Call for medical help immediately. Bring help to the victim.
- Check to see if victim is breathing.
- Don't move injured person unless it is to get them and yourself away from danger.
- If you have to call for emergency help, give this information:
 - What kind of injury occurred
 - Where the victim is
 - Your phone number

11.0 FIRST AID KITS

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

12.0 HAZARD IDENTIFICATION

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

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

13.0 RADIO COMMUNICATIONS

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

14.0 SAFETY COMMITTEES

Each department or division is encouraged to establish its own safety committee. Safety committees should meet regularly to discuss recommendations, accidents, records, and various components of the city’s safety program. In addition, whenever feasible, inspections should be made of targeted areas or specific problem areas. Safety committees shall be responsible for:

- Investigating individual accidents.
- Reviewing departmental and city accident trends, injury rates, and year to date reports.
- Establishing methods to help reduce accidents, injuries, and damage to equipment.
- Reviewing safety inspection results.
- Conducting target area inspections. Recommending changes or additions to protective equipment or devices for the elimination or control of hazards.
- Providing reports to Department Heads
- Promoting safety among employees and increasing awareness.

15.0 SAFETY INSPECTIONS

15.1 Departmental inspections

- Supervisors and Department Heads shall insure that periodic inspections are conducted for each department and work crew. Corrective actions shall be taken to eliminate all hazards and unsafe work practices. Records of such

inspections should be kept and a copy forwarded to the City's Safety and Health Director.

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

15.2 Annual Inspections

- A loss control representative from the Municipal Worker's Comp Fund shall conduct annual inspections of all city departments. The annual report shall be sent to all department heads. Department Heads shall take prompt corrective action on all action items and recommendations.
- In addition, the General Liability Insurance Carrier may also conduct periodic inspections of city departments and provide periodic reports of recommendations. Department Heads shall take prompt corrective action on all recommendations.

16.0 SAFETY MEETINGS

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

17.0 SAFETY TRAINING AND COUNSELING

17.1 New Hire General Orientation

- The Human Resources Department conducts a general orientation for all new employees. This orientation is documented and becomes a part of the new employee's personnel file. In addition, the new employee signs a receipt for a copy of the City's Safety Policy and Procedure manual, and the receipt is

placed in the employee's personnel file. The general orientation covers several topics which include:

- The city's safety policies and conditions of employment
- The city's personnel policies and conditions of employment
- Workplace Violence Policy
- Compliance with safety rules and regulations
- Use of personal protective equipment
- Disciplinary policy for violation of safety rules
- Accident reporting

17.2 Departmental Safety Orientation

The supervisor is responsible for conducting a departmental safety orientation for each new employee. This orientation shall be job specific and designed to instruct new employees in the proper way to do particular tasks. Some jobs may require a detailed and intensive safety orientation, particularly those that must comply with federal, state, or local laws or regulations, such as lineman or gas installers. In this case, the orientation must contain task-specific instructions. This initial safety orientation shall be documented on form HRF-093 Safety Orientation, and the original copy sent to Human Resources for inclusion in the employee's personnel file.

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

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

- Emergency procedures and evacuation plans

17.3 On-the-Job Training

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

17.4 Annual Counseling

Human Resources shall send an annual notice to the supervisor for each employee who has had two or more work related injuries within the last calendar year. The supervisor shall personally counsel each employee on the list. The counseling shall be documented on a form provided by Human Resources and a copy placed in the employee's personnel file.

18.0 ALCOHOL AND SUBSTANCE ABUSE

The use of intoxicating beverages or drugs during working hours and on city property is prohibited. Employees shall not report for duty under the influence of any medication, including those prescribed by a doctor, that will adversely alter their alertness, coordination, reaction, response or their safe performance of work; nor shall such medication be used by employees while on duty. If in doubt about whether or not to work when taking a prescribed medication, the employee should check with the Supervisor who may call the Safety Director.

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

19.0 BACK SAFETY

Lifting the wrong way can lead to serious back injuries. Employees shall follow safe lifting techniques when lifting loads manually. Safe lifting techniques include but are not limited to the following:

- Use a dolly or other mechanical equipment to lift whenever possible.
- Lift or carry only what you can handle safely.
- Keep a wide stance and solid footing.
- Bend at the hips and knees to a squatting position, keeping back straight.
- Tighten stomach muscles.
- Get a good grasp on the load. Carry the load close to your body to reduce strain.
- Lift steadily with your legs, not your back.
- Point feet in the direction of the movement. Never twist.
- Lower loads slowly, bending with the knees. Remember to maintain the spine's natural curves.
- Work as a team with co-workers for over sized loads.

20.0 BATTERY MAINTENANCE

- When performing battery changing or battery maintenance, operators are exposed to possible hazards from burns and explosive gases. To reduce exposure to other personnel, all battery charging operations shall be separated from other activities. To prevent the accumulation of hydrogen gas, all battery charging will be performed in a well-ventilated area.
- To reduce rapid buildup of hydrogen gas, batteries shall not be charged quickly or excessively. Extreme care shall be exercised when working with batteries that have run down under a heavy load. Batteries that are completely run down may be gassing rapidly and may explode on contact with sparks or heat.

- Metal tools shall not be bridged between posts to test battery conditions; the resulting sparks could ignite escaping gases.
- Tools shall never be stored on batteries or stored in such a manner as to fall on batteries.

21.0 BLOODBORNE PATHOGENS

21.1 GENERAL GUIDELINES

- The City shall designate specific personnel as emergency responders. Designated responders shall be identified by name and job title. Such designated responders shall be trained in first aid, CPR, and bloodborne pathogens. All emergency responders shall be provided the proper personal protective equipment and trained in its use.
- All other employees shall receive general training in bloodborne pathogens and shall be informed of who the designated responders are. Training shall be conducted periodically and documented for each employee. All non-trained employees shall not attempt to assist with an injured employee if there is a risk of exposure to bloodborne pathogens and shall contact an emergency response team member.
- Universal precautions is a term for infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis, and other bloodborne pathogens.
- The City's policy is that all personnel shall observe universal precautions in all situations where there is a potential for contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious.

21.2 HEPATITUS B VACCINATIONS

Hepatitis B shots, at the City's expense, shall be offered to the following personnel:

- Police personnel
- Fire personnel
- Street personnel
- Sanitation personnel
- Wastewater personnel
- Animal Control personnel
- Designated emergency responders
- Any employee who has a high risk of exposure to Hepatitis B.

Vaccinations shall be offered within 10 days of job assignment. An employee who declines to take the Hepatitis B vaccination must sign a decline form, which shall be placed in the employee's personnel file.

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

21.3 PERSONAL PROTECTIVE EQUIPMENT

- Employees shall observe the following precautions for handling contaminated materials and using personal protective equipment:
 - Appropriate personal protective equipment shall be used whenever there is a risk of exposure.
 - Remove garments penetrated by blood or other infectious materials immediately.
 - Before leaving the work area, contaminated protective equipment shall be placed in appropriately designated areas or containers for storing, washing, decontaminating, or discarding.
 - Wear appropriate gloves when there is a potential for hand contact with blood, other infectious materials, mucous membranes, non-intact skin; when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

- Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be re-used.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if cracked, peeling, torn, punctured, or their ability to function as a barrier is compromised.
- Appropriate face and eye protection must be worn. Goggles, glasses with solid side shields or chin-length face shields shall be used when splashes, sprays, spatters, or droplets of infectious materials pose a hazard to the eyes, nose, or mouth. Masks in combination with eye protection shall also be used if exposure can be reasonably anticipated. This equipment shall be available on all emergency vehicles. An extra change of work clothing shall be available to emergency responders.

21.4 HOUSEKEEPING FOR BLOODBORNE PATHOGENS

- Emergency response vehicles and worksites shall be maintained in a clean and sanitary condition. Contaminated work surfaces must be decontaminated with a disinfectant when contaminated by splashes, spills, or contact with blood or other potentially infectious materials.
- All equipment and working surfaces that could have become contaminated shall be cleaned and checked routinely and shall be decontaminated as necessary.
- All bins, pails, cans, and similar reusable receptacles must be decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately after visible contamination.
- Broken glassware, which may be contaminated, shall be picked up only by using mechanical means such as tongs, brush and dustpan, or forceps, and never with bare or gloved hands.

- Contaminated sharps shall be disposed of properly and safely. Clean sharps shall be stored in a safe manner and not in a way that requires employees to reach into containers where the contents cannot be seen or safety handled.
- Protective gloves and other appropriate personal protective equipment shall be used when handling contaminated laundry. Contaminated laundry shall be bagged or containerized at the location where it is used and not sorted or rinsed where it was used. Contaminated laundry shall be placed and transporting in bags or containers and properly labeled. Bags shall be of a type to prevent soak through or leakage.
- Regulated waste must be placed in closeable, leak-proof containers built to contain all contents during handling, storing, transporting, or shipping and labeled appropriately. Regulated waste includes liquid or semi-liquid blood or other potentially infectious materials or any items contaminated with blood or potentially infectious materials, contaminated sharps, and microbiological wastes containing blood or other potentially infectious materials.

21.5 LABELING

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

21.6 REPORTING AND RECORDKEEPING

- All incidents of exposure or potential exposure shall be reported promptly to the City's Safety Director. A detailed record of any exposure incident shall be prepared by the Supervisor and forwarded to the Safety Director. This record shall include the following information:
 - Route of exposure and circumstances surrounding the exposure.
 - Identification and record of the identity of the source individual.
 - Information pertaining to the testing and results of testing for the source (if available)
 - Record of any post-exposure prophylaxis offered to the exposed employee.

- Records of any counseling offered the exposed employee.
- Record of any follow-up testing of either the employee or the source individual.
- Record of any data, opinion, or recommendations pertinent to the exposure.
- Record of any changes, engineering or administrative controls or PPE implemented as a result of the exposure.

21.7 TRAINING

All emergency responders shall receive job specific training at least annually. All other employees shall receive general bloodborne pathogen training. Bloodborne pathogen training records shall contain the following:

- Training dates
- Summary of topics
- Name and qualifications of trainer

22.0 CHEMICAL SAFETY

22.1 GENERAL GUIDELINES

Chemicals are necessary to perform many jobs. However, if not handled properly, they pose significant health hazards. Supervisors shall insure the following:

- that only authorized and trained personnel are permitted to work with chemicals.
- that all chemicals are properly labeled.
- that all chemicals are stored properly and transported properly.
- that all obsolete chemicals shall be disposed of promptly and safely.
- that material safety data sheets for all chemicals are kept in a readily acceptable place and that employees know the location.

Supervisors shall insure that all employees required to work with chemicals are trained in the following:

- The proper and safe use of chemicals.

- The common labeling systems for chemicals including color-coded bars and diamonds indicating the type of hazard.
- How to read a Material Safety Data Sheet.
- How to properly use required personal protective equipment.
- How to handle an exposure to a hazardous chemical.
- How to handle a small spill, leak, or chemical fire.
- How to give alarms for spills, leaks, fires, or other emergencies that require trained responders.
- Evacuation routes.

Employees shall:

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

22.2 CONTAINER LABELING

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

Red = Fire Hazard

Yellow = reactivity hazard

Blue = Health Hazard

The white area of the label contains information regarding the specific chemical. For example, the health hazard the chemical may cause, what part of

the body may be affected by that chemical, or what protective equipment should be worn when handling the chemical. Numbers in the color-coded sections classify the degree of hazard such as:

- 0 = No hazard
- 1 = Slight
- 2 = Moderate
- 3 = Serious
- 4 = Severe

22.3 MATERIAL SAFETY DATA SHEETS

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

Chemical labels and MSDS sheets provide critical information such as:

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

23.0 COMPRESSED AIR TOOLS

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

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

- Operators shall turn off the air pressure at the inlet control valve before changing or connecting compressed air tools.
- Pressure hoses shall be connected by safety chains to prevent hose whipping in the event couplings become disconnected or break.
- Compressed air tools shall never be pointed at other personnel.
- Compressed air shall not be used for the cleaning of clothing or to clean up dust or sweepings on the floor.
- Safety glasses shall be worn at all times when using compressed air tools.
- All fixed air compressors shall be turned off at the end of each workday.

24.0 CONFINED SPACE ENTRY

24.1 DEFINITIONS

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

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

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

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

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

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

24.2 STANDARD OPERATING PROCEDURES FOR ENTRY

- Each department shall maintain a list of all known confined spaces within the scope of the department’s responsibility. Wherever feasible, the confined space shall be labeled with a sign. All sewer and storm drains that are entered through a manhole are to be considered “permit required” conditioned spaces, whether labeled or not. Employees must not rely solely on the existence of a warning sign.
- Each department which conducts operations in or around a confined space shall develop and establish standing operating procedures for entering the space and also written site specific procedures on how to evaluate a confined space. Employees shall not enter a “permit required” confined space until appropriate safety measures have been taken to insure a safe environment.
- Safe entry into a confined space is the joint responsibility of the supervisor and the employee. Each entry into a confined space must be evaluated by the supervisor to determine the hazards involved and the appropriate safety measures, procedures, and controls. Supervisors must insure that confined entry procedures are followed and that personnel understand and comply with all safety requirements. Employees must

inform their supervisor of any departure from required procedures and the reasons why.

- Employees shall be trained to recognize areas that may be confined spaces and not to enter these areas until a determination is made regarding the nature of the space and its potential hazards.
- Employees may not enter confined spaces without approved equipment and an attached lifeline, or without a similarly equipped employee (attendant) outside to assist if serious problems are encountered.
- Each department shall provide all personal protective equipment needed. Air purifying respirators (those without an air supply) must never be used in oxygen deficient atmospheres.
- The supervisor shall also insure that contractors are aware of any hazards associated with a particular confined space and of the written procedures for safe work practices.

24.3 CONFINED SPACE TRAINING

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

- What is a confined space, non-permit required space, and permit-required space
- When a permit-required space may be re-classified and procedures for de-classification.
- How to obtain and cancel and permit in order to enter a permit-required confined space.

- The hazards that may be faced during entry including information on the mode of exposure, signs or symptoms, and consequences of exposure.
- Equipment and methodologies used to determine if safe entry into a permit required space is possible.
- The importance of communication between the entrant and the attendant including methods used to continuously maintain an accurate count of authorized entrants within the permit-required confined space, the methods of communication to determine entrant status and when to alert the attendant.
- How to properly use personal protective equipment, communication equipment, lighting equipment, barriers and shields, ingress/egress equipment, rescue and emergency equipment used for non-entry and any other equipment necessary for safe entry into and rescue from permit spaces.
- How and when to evacuate a permit-required confined space. All entrants should exit from a permit required space as quickly as possible when:
 - An order to evacuate is given by the attendant or entry supervisor;
 - The entrant recognizes any warning signs or symptoms of exposure to a dangerous situation;
 - The entrant detects a prohibited condition.
- Methods used to monitor the activities inside and outside the space to determine if it is safe for entrants to remain in the space.
- Methods used to summon rescue and other emergency services.
- Methods used to handle unauthorized persons who approach or attempt to enter a permit-required confined space.

Training shall be provided as follows:

- Before an employee is assigned to a duty involving entry into a permit-required confined space.
- Before there is a change in assigned duties (such as an observer/attendant becoming an entrant)
- Whenever there is a change in confined space operations that presents a hazard that an employee has not been previously trained on; or
- Whenever there are deviations from the entry procedures or inadequacies in the employee's knowledge or use of entry procedures as identified by the safety audits or inspections or employee complaints.

Training programs shall establish employee proficiency in the duties required of authorized entrants, attendants, and entry supervisors. A copy of all related training records shall be forwarded to Human Resources. Training records shall include the following:

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

25.0 ELECTRICAL SAFETY

25.1 General

Electrocution is one of the leading causes of death in the workplace. More than half of these deaths are caused by two things: defective electrical equipment and failure to follow safe procedures

Even if an electric shock does not kill you, it can serious injuries such as burns, damage to muscles and internal organs, and heart attack. A shock can be powerful enough to knock you down and cause an injury from falling.

25.2 Hazards

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

Some hazards to watch out for include:

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

25.3 Procedures for Working with Electrical Equipment

- Read, understand, and follow all electrical safety procedures.
- Only authorized properly trained, qualified employees shall perform electrical maintenance tasks.
- Leave electrical maintenance to qualified workers who have been specially trained to work on or near exposed energized electrical parts.
- Remember when working with electricity, if you are not absolutely, positively sure about what you are doing, you should not be doing it. Stop immediately and ask a supervisor for guidance.
- All personnel working with electricity shall be provided with special PPE, such as non-conductive head protection, insulated tools, and handling equipment to keep them safe from electrical hazards. Each employee is responsible for using PPE and maintaining it properly. Never wear metal or conductive hard hats when working near exposed electrical wiring and components.
- Always use lockout/tag out procedures before working on electrical circuits and equipment. Observe locks, tags, signs, barricades, and attendants warning you about electrical hazards.

- Never reach blindly into areas that contain energized parts, and keep conductive items away from exposed energized parts.
- Use insulated materials and protective side shields and barriers to prevent contact with live parts in confined spaces.
- Avoid work around electrical sources when you, your surroundings, tools, or clothing are wet. Never handle, plug, or unplug equipment with wet hands. Keep a towel or rag handy for drying your hands.
- Stop outdoor electrical work when it begins to rain.

25.4 Cables and Equipment

- Don't fasten cords with staples or nails.
- Keep electric cables and cords clean and free from kinks. Never carry equipment by its cords.
- Never remove the grounding post from a three-prong plug to make it fit into a two-plug wall socket.
- Use waterproof cords outdoors.
- Avoid using electrical cords near heat, water, and flammable or explosive materials.
- Be sure you use safety features like three prong plugs, double-insulated tools, and safety switches.
- Never remove the ground pin from a 3 prong, grounded plug.
- Be sure machine guards are in place and that you always follow procedures.
- Never use adapters.

- All electrically powered hand tools should be double insulated and/or grounded.
- Don't use equipment that has defective parts or loose connections.

25.5 Extension Cords

- Use extension cords only when flexibility is necessary.
- Never use them as a substitute for fixed or permanent wiring.
- Never run them through holes in walls, ceilings, or floors. Never use them where they are concealed behind walls, ceiling, or floors.
- All extension cords must be inspected before use. Never use an extension cord with damaged insulation. Damaged cords shall not be used; they should be taken out of service and reported to the supervisor.
- Do not overload wall plugs or extension cords.
- Protect extension cords and wiring from damage resulting from being run over, sharp corners, and pinching.

25.6 Other Electrical Hazards

Electric shock is not the only hazard associated with electricity. Electricity can create conditions resulting in fires, explosions, and the unwanted start-up of equipment. The following procedures provide an effective way of reducing electrical accidents:

- Read and follow MSDS precautions when handling flammable materials.
- Ventilate the work area to reduce atmospheric hazards like dust, flammable vapors, or excess oxygen.
- Arrange tools and equipment neatly and return everything to its proper place after each use.

- Keep the work area free of rags, trash, and other debris.
- Clean up spills promptly and keep floors completely dry.

25.7 ELECTRICAL ACCIDENTS

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

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

26.0 FIRE SAFETY

26.1 General

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

Supervisors shall insure that all personnel:

- know how to call the Fire Department
- Know how to safely use a fire extinguisher
- Know what type of extinguisher to use for which type of fire
- Know when to use a fire extinguisher and when to get help.

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

26.2 TYPES OF FIRE

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

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

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

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

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

26.3 PROCEDURES FOR A GENERAL FIRE

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

26.4 FIRE PREVENTION

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

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

27.0 FORKLIFT SAFETY

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

Each operator shall following the safety procedures listed below:

- Only drivers who have a valid state Alabama vehicle driver's license and who have been authorized, tested, and licensed by the City may drive a forklift truck. There are NO exceptions.
- Pedestrians have the right of way in all city facilities, but should always use caution when entering forklift areas.
- Each operator is required to conduct a written safety check at the beginning of each shift before putting the forklift into operation. Checklist forms are available in the supervisor's office, and the completed form must be returned to the supervisor before operating the truck.

- When loading or unloading boxcars or trucks, the forklift must have properly secured dock plates in place at all times.
- Check the rear wheels of transport trailer trucks to be sure they're chocked before allowing a forklift truck to enter the trailer.
- Store unloaded, empty pallets in the assigned storage area.
- When disembarking from and leaving the forklift, lower the forks to floor level and turn off the ignition.
- Only authorized personnel are permitted to change lift truck batteries or propane tanks.
- Wear designated safety equipment in the forklift garage when changing forklift batteries or when cleaning batteries or truck.
- Take empty propane cylinder to the outside storage cage and stack neatly in this area.
- Drive loaded forklifts with the load upgrade when ascending or descending grades.
- Drive forklifts in reverse if the load impedes driver's view.
- Don't store materials within 18 inches of sprinkler heads or pipes.
- Never permit passengers on a forklift truck.
- Keep the forks at the lowest possible level to the floor when driving a forklift with empty forks.
- Safety "STOP" signs appear at main intersections in the facility. Forklift drivers must come to a complete stop at intersections and look both ways before proceeding. Sound the horn at all intersections.
- Stop at blind corners and pass through doorways slowly and only when you can see the way is clear.
- Do not exceed the load-rated capacity of the forklift.
- Don't lift without the vertical mast being tilted back slightly.
- Don't travel through wet or slippery areas. Report such areas immediately for cleanup.
- Although all trucks are equipped with speed governors, each driver must travel at speeds consistent with area and floor conditions.
- Keep hands, legs, and feet within the frame of the forklift.
- Report forklift defects to your supervisor promptly and have a truck mechanic fix them.

28.0 GAS SAFETY

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

29.0 GRINDER SAFETY

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

30.0 HANDTOOL SAFETY

The use of tools shall be confined to the purpose for which the tool is intended. Wrenches shall not be used as hammers. All tools with mushroom heads, split, or defective handles shall be repaired prior to use.

Protect tools from corrosion damage. Wipe off accumulated grease and dirt. Moving and adjustable parts should be frequently lubricated to prevent wear and misalignment.

When not in use, tools shall be stored in suitable boxes or containers. Tools shall be picked up when a job is completed and not be allowed to accumulate in the work area.

Metal hand tools are good conductors of electricity. Do not use conducting tools around electrical facilities. Insulated tools approved for electrical work shall be tested frequently for proper insulation.

Select the correct size and type of wrench for each job.

31.0 HOUSEKEEPING

- Each employee has a basic responsibility to keep his or her immediate work area neat, clean, and organized. The work area is a direct reflection of each employee and the City. A daily routine for housekeeping will:
 - Decrease slip, trip, and fall exposures.
 - Reduce fire hazards and allow access to fire prevention or suppression equipment.
 - Decrease the looking for time by having everything in its place.
 - Promote efficiency and reduction of careless injuries.
 - Increase employee morale due to improved working conditions and work habits.
- Loose materials, tools, or waste shall not be allowed to accumulate in work area. This is particularly important in trenches and in the vicinity of ladders, ramps, machinery, and equipment.
- All cords and hoses shall not be pulled across a walkway. If this is temporarily necessary, tape the cord or hose to the floor. When finished, be sure to coil and hang up the cord or hose.
- Maintain adequate aisle spacing at all times.
- Aisles in storage areas shall be kept clear for easy access to firefighting equipment and to enable firefighters to reach a fire.
- Areas shall be kept clear around fuse boxes, valves, and electrical panels. All areas near or around electrical panels or equipment shall be clearly identified.
- Insure all walking/working surfaces are clear of debris, dust, lint, paint, sand, mud, ice, tools, parts, loose carpeting, and other slip/trip hazards.
- Oil, grease, gasoline, and other slippery substances spilled on floors and walkways shall be cleaned up immediately. If the spill involves a chemical, consult the MSDA procedures and policy. Approved non-combustible absorbents shall be used to dry up spills before cleaning. Flammable liquids shall not be used.
- Gasoline shall not be used as a cleaning agent.

- Dispose of waste at the end of each operation. Do not wait until the end of the day.
- Materials should only be removed from storage as needed. Return any unused materials after each operation is finished.
- Materials should not be stored overhead in a manner to create a falling hazard.
- Obsolete materials should be disposed of properly.
- Insure that access to exits is maintained at all times. Never store items or trash in front of or on either side of an exit door.
- Never store or place anything on a ladder or stair.
- Clean equipment and tools after each use. Do not allow oil, excess grease, dust, or lint to accumulate.
- All tools should be stored in the proper container or area when not in use.

32.0 LADDER SAFETY

32.1 General

Determine the right type of ladder for the task. Never use a makeshift ladder for any task. Never use an aluminum ladder if you're working near a source of electrical current.

32.2 Ladder Inspection

- Inspect every ladder before use.
- Make sure it has nonslip sturdy safety feet. Clear the rungs of dirt and grease.
- Check the rungs and rails to be sure they are not cracked or loose.
- If using a stepladder, check the braces and hardware for signs of wear.
- If using an extension ladder, inspect the ropes and pulleys to make sure they are adequately lubricated and work smoothly.
- If you find a ladder in poor repair, don't use it and make sure no one else does.

32.3 Setting up the ladder

- Set up the ladder properly. No matter what type of ladder you use, it needs to sit firmly on a level, nonslip surface. Beyond that, each type of ladder had different requirements for proper setup.
- **Stepladders** - Braces should be fully locked before you begin climbing. Never use the top step.
- **Extension ladder** - The two sections of the ladder should overlap by at least three feet, and it should be well locked before you climb. The base of the ladder should be one foot away from the wall for every four feet of the ladder's height (the 4-to-1 rule). If using the ladder to mount a roof or platform, make sure the top of the ladder extends at least three feet beyond the edge of the platform. (the 3 foot rule).
- **Straight ladder** - The 4-to-1 rule and the 3-foot rule apply to straight ladders as well. Make sure that both of its rails are resting on a solid top support before you climb.
- Do not lean a ladder against boxes, shelves, or shrubs.
- Barricade your work area if you've set up the ladder in the middle of an aisle, near a doorway, or in a blind corner.

32.4 Climbing the ladder

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

32.5 Safe work practices

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

32.6 Carrying a ladder

- **Step ladder** - Grasp the ladder near the center. Keep the front end of the ladder high enough to clear a person's head, and the back end near the ground. Use extreme caution when walking through doorways or in areas where visibility is poor.
- **Straight and extension ladders**: If you can carry the ladder by yourself, use the guidelines for a stepladder. If the ladder is too long or heavy, always ask for help. When carrying a ladder with a partner, make sure both of you stand on the same side of the ladder.

33.0 LOCKOUT/TAGOUT

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

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

Lockout and tagout procedures are used to warn employees and insure that the electrical power is properly disconnected. Only qualified, authorized employees can disconnect the source of power and lock it out and tag it. Only authorized personnel can restore the electrical power and remove the lock and tag. Safety locks and tags

shall be removed only by the person whose name is printed on the tag or engraved on the lock.

The following are general procedures for lockout:

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

34.0 MATERIAL HANDLING SAFETY

- Where possible, mechanical equipment should be used to move or transfer heavier materials. If mechanical assistance is not available, adequate manpower to maintain a 50 pound limit per employee will be required.
- All employees are responsible for knowing and practicing safe lifting techniques.
- Before an object is lifted, it shall be test lifted and inspected for slippery substances or sharp objects to insure that the object will not cause injury.
- Long objects shall not be carried without assuring the way is clear and vision is unobstructed to insure that other persons or objects will not be struck by the load.

35.0 MECHANICAL LIFTING EQUIPMENT

Mechanical lifting devices and aerial equipment include a wide variety of cranes, derricks, hoists, slings, baskets, and platforms. Their use is subject to certain hazards

and impossible to safeguard by mechanical means. The safe operation of mechanical lifting devices requires intelligence, care, and observance of safety rules.

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

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

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

36.0 MECHANIZED EQUIPMENT

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

- Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment except in cases where the Supervisor has approved an individual training program.
- Give a warning to all persons in the area before starting the engine. Be sure all operating controls are in neutral and parking brake is set. At no time should equipment be started from the ground.
- Operators shall never leave their equipment with the engine running. When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full down position.
- All underground lines shall be located at least 24 hours prior to excavation except in emergency situations, and than as much notice as possible.
- Servicing of equipment shall not be performed while the equipment is running or in operation.

- Fuel for portable equipment shall be kept in safety cans plainly marked “gasoline”, and the fuel shall be kept isolated from all possible sources of ignition.
- Only authorized personnel shall perform maintenance or adjustments of equipment. When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full “down” position or blocked and braced and parking brake fully engaged.
- Unless there are important reasons for doing so, equipment must not be operated on or near the roadway, positioned in such a way that traffic could hit it, or in the direction of opposing traffic. Low beam headlights should be used in such cases.
- On rough or hilly ground, extra care must be used in order not to tip equipment or to cause it to slide sideways.
- Seat belts shall be worn during the operation of heavy construction equipment.
- During crane operation while using pile-driving equipment, personnel responsible for rigging the cables and other attachments should always wear a safety belt, a hard hat, and gloves.
- Anytime crane operation is being performed and the crane operator cannot visually see all aspects of the job, a flagman shall be available to direct the operator.
- When pipe hooks are being used to lift drainage pipe, the lift equipment should always be directly over the pipe before lifting is started. All personnel must stand clear of the pipe until it is certain the pipe hooks do not slip from the pipe.
- During the operation of any mechanized equipment, employees should always remain a safe distance from moving parts to avoid possible injury.

- No person shall ever attempt to get on or off moving equipment. Unauthorized persons shall not be permitted to ride on equipment at any time except where seat belts are provided.
- Each individual job condition shall determine the safe operating speed of the equipment.
- Particular care shall be exercised in starting, turning, and stopping equipment. Operators shall exercise maximum caution to avoid contacting electrical lines with equipment and in no case work closer than 15 feet from a major overhead power line.

37.0 OFFICE SAFETY

- All personnel shall enter and leave buildings in an orderly manner.
- All personnel shall practice safe lifting and carrying procedures when moving boxes, office machines, or other heavy materials.
- Water, oil, or other slipping substances shall be removed at once to eliminate slipping hazards.
- Extension cords, wastebaskets, and other materials shall be kept out of walkways and aisles to prevent tripping hazards.
- Standing on chairs, boxes, or makeshift supports to reach overhead objects is prohibited.
- Desk and filing drawers shall be kept closed at all times when not in use. Caution shall be observed in opening top file drawers to avoid tipping the cabinet. Only one drawer shall be opened at any one time.
- Business machines shall never be adjusted or cleaned while in motion. If machine jams, disconnect from the power source before attempting to remove obstruction.
- Exposed rotating gears, belts, couplings, and other moving parts in which fingers, hands, or hair might be caught shall be covered with adequate guards.

Such guards shall not be removed except for maintenance work on the machine.

- Knives, pencils, pins, scissors, or letter openers shall be left on edge of desks or in a place where they could cause injury.
- Sit squarely in the middle of chairs and keep all chair legs or castors on the floor. Report any sharp edges, splinters, or defective parts on office furniture so repairs can be made.

38.0 PERSONAL PROTECTIVE EQUIPMENT

- Numerous tasks and job functions require specific types of personal protective equipment. All required personal protective equipment shall be worn at all times in work areas.
- Employees shall not be required to work or permitted to work when they may be adversely affected by working under certain conditions without proper protective devices.
- Safety glasses or goggles, face shields, and other suitable protection devices shall be worn whenever employees are exposed to flying particles, dust, chemical splashes, or welding. Safety glasses shall be worn when performing maintenance activities and/or groundskeeping functions.
- Approved hard hats shall be worn when the employee is exposed to hazards from falling objects.
- Approved foot guards or approved furnished safety toed shoes shall be worn in those departments, shops, or by crews requiring safety shoes. The wearing of tennis shoes, sandals, sneakers, or any soft-sole shoes is prohibited for most job functions. (Refer to City's dress and grooming policy.)
- Approved respiratory masks shall be used when employees are exposed to concentrations of fumes, vapors, or gases.
- Approved hearing protection shall be worn when working in areas with high noise levels.

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

39.0 PORTABLE POWER TOOLS

- Portable power tools are tools that receive power from electricity, air pressure, explosive charges, or rotating flexible cable. Portable power tools are frequently more hazardous to use than stationary equipment because their mobility and small size make protective guarding difficult.
- Cords, hoses, and cables supplying power to portable power tools shall be routed in such a manner as to prevent tripping hazards.
- Cords, hoses, and cables shall be frequently inspected to detect wear, or deterioration. Defective power supply lines shall be replaced before use.
- Electrical powered tools shall not be used near flammable materials or explosive atmospheres.
- At no time will electrical power equipment be operated without proper grounding. All electrical cords and cables shall not be of the type that includes a third ground wire.
- Operation of electrical tools in wet or damp areas is strictly prohibited except in unusual emergency circumstances.

40.0 SLIPS, TRIPS, AND FALLS

Accidents such as slips, trips, and falls can be avoided if an employee remains alert and attentive to the environment. Procedures for preventing slips, trips, and falls are as follows:

- Keep everything in its proper place.
- Be sure lighting is adequate.

- Wear shoes with anti-skid soles and other PPE that are right for your job.
- Never use broken or unstable ladders.
- Don't carry anything that blocks your vision while walking.
- Hold the railing on the stairs.
- Keep one hand free for support or to break a fall.
- Don't jump from platforms.
- Clean up or report spills immediately.
- Don't leave drawers open.
- Stay away from load docks, manholes, and other ledges.
- Report loose or worn flooring or torn carpet.
- Remove debris or obstructions from stairs and walkways.

41.0 SMOKING AND USE OF TOBACCO

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

42.0 TRAFFIC CONTROL

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

- In public works operations, three types of common operations that require traffic control are:
 - Two lane road resurfacing.
 - Two-lane road center work area such as asphalt patching and manhole work.
 - Two-lane road work area on shoulder such as shoulder and ditch cleaning.

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

43.0 TRANSPORTING EQUIPMENT

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

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

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

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

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

- When equipment is to be transported by trailer, extreme care shall be taken to prevent equipment from tipping while loading or traveling. Boomers and chains shall be required.
- Clearance heights along the proposed route shall be reviewed for low-hanging objects, and operators shall keep a close watch to avoid striking low-hanging objects with equipment.
- All trailers shall be equipped with fully operating stop and directional lights, and they shall be checked for operation prior to transporting equipment.

44.0 VEHICLE SAFETY

- Operators of City vehicles shall be responsible for checking all vehicle safety devices before driving vehicles. Violations resulting in any fines will be the responsibility of the employee.
- Only fully qualified and properly licensed operators shall be permitted to drive or operate City vehicles.
- All drivers shall comply with all state, county, and local rules and regulations governing the safe and legal operations of vehicles. Violation resulting in fines will be the responsibility of the employee.
- The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers.
- Seat belt use is mandatory for all drivers and passengers in all vehicles used for City business, whether the vehicles are city-owned, rented, leased, or employee owned. Employees are advised to develop the habit of seat belt use off the job as well.
- Under no circumstances will any vehicle that is one ton or larger be backed up unless personnel are available to spot the driver or direct the driver in a safe manner. At no time should persons remain on the back of a vehicle while it is backing up.

- All materials shall be tightly secured to prevent movement in transport. All cargo that extends four feet beyond the end of the bed shall be clearly marked with a red cloth no less than 16 inches square.
- Speeds in parking lots, maintenance yards, or in close proximity to person or equipment shall not be in excess of 10 miles per hour. Lower speed limits may be imposed for selected areas.
- No articles shall be in trucks except job related articles such as water coolers, gloves, rainsuits, etc.
- Employees shall not carry unauthorized persons in the vehicle except in case of emergency.
- Vehicles must not be left unattended with no one in the driver's seat with the engine running unless necessary for vehicle to accomplish its designed function. If this is the case, the driver must secure vehicle by testing and applying emergency brake and/or hand parking brake. In addition, the wheels must be chocked (blocked) to insure that the vehicle will not move.
- Vehicle shall be equipped with an approved first aid kit and fire extinguisher.
- When necessary to carry a reserve gasoline supply, an approved container must be used.
- Vehicles shall not be driven with tailgate in a position to obscure rear lights.
- When parking on a grade, the engine must be turned off, the emergency brake set, and the wheels turned toward the curb or side of road to prevent vehicle from rolling.
- If vehicle is disabled on a highway or shoulder, warning signals shall be placed in accordance with applicable laws and regulations.
- The dashboard of all vehicles shall be kept clear. Materials shall not be placed in a vehicle in a manner to interfere with the driver's ability to safely operate the vehicle.

- Wide loads must be protected by displaying a red flag by day and red light by night at the rear of the load.
- Getting on or off a moving vehicle, except in case of emergency, is prohibited.
- Vehicles shall not be fueled with the motor running. Nozzle of fuel hose must be kept in contact with the fill pipe of tank during fueling. Smoking or any type of open flame is not permitted during fueling operations.
- Any mechanical, body defect, or irregularity, including broken or cracked glass shall be corrected promptly or reported to the proper authority.

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

45.0 WELDING AND BRAZING

- Welding and brazing shall only be performed by trained personnel.
- Welding or open flame shall be prohibited where flammable gases or liquids may be ignited until the possibility of explosion or fire has been eliminated. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases.
- Welding, open flames or external heat shall not be brought into contact with a tank or container that may have contained a flammable substance until that vessel has been thoroughly purged or filled with water.
- Oxygen cylinders and valves shall be kept free of oil and grease. Oxygen under pressure can release sufficient heat to ignite and explode oil and grease on contact.
- Heating and welding of galvanized and cadmium-coated materials shall only be done under controlled, ventilated conditions. Fumes shall be vented away from operator and persons within the vicinity.
- Before starting a welding operation, welders shall protect themselves with suitable protective equipment. Welders shall wear helmets, face shields,

aprons, gloves, gauntlets, and other protective equipment as required. Goggles, helmets, and shields shall be carefully selected for proper lens shade.

- Arc welders shall place protective screens around the work area to prevent eye flash burns to other personnel in the area. Welders shall protect their eyes when chipping metal fragments.
- Cylinders shall be handled with extreme care. Cylinders shall be stored in the upright position and securely lashed to prevent falling. Compressed gas cylinders shall never be treated roughly. Any damage, suspected or obvious shall be reported immediately.
- When transporting cylinders by hand truck or vehicle, the cylinders shall be securely lashed to prevent falling.