

#### EMPLOYEE SAFETY AND LOSS CONTROL MANUAL

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**CITY OF SENOIA**

**SAFETY & LOSS CONTROL MANUAL**

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#### INTRODUCTION

**CITY OF SENOIA STATEMENT OF SAFETY POLICY**

To: **ALL CITY OF SENOIA EMPLOYEES**

The safety of all City of Senoia employees is of paramount interest and importance in each Department. The City of Senoia is dedicated to the effective control of accidents through enlightened employees. Our safety objective is to provide each individual with the knowledge and work environment necessary to achieve the personal goals of job satisfaction and security.

Safety is a responsibility that we all must share management and employees alike. City of Senoia is committed to providing a safe working environment for all its employees. Each employee and supervisor, in turn, is responsible for practicing good safety habits on the job and for reporting hazardous working conditions or unsafe equipment. It is our objective to reduce accidental injuries and property damage. To do this, we must have your cooperation. It is a condition of employment for all employees to conduct their work in a safe and healthful manner.

This Safety and Loss Control Manual has been developed to outline policies and procedures required to assure safe performance in City operations. Features of this manual were developed from basic safety philosophies used in City government and industry operations over the years. You, as a City of Senoia employee, are expected to follow this manual as a guideline for preventing accidents and other losses which may result in many situations, conditions or events that interfere with your job.

#### City of Senoia

#### PURPOSE AND SCOPE

The purpose of this safety and loss control manual is to provide guidelines to assist City of Senoia employees and supervisors in controlling all types of accidents. If these guidelines are followed, safe practices can be applied to any and all departments; thereby, preventing accidents, eliminating human suffering, improving service rendered to the public, and reducing accident costs.

#### SAFETY AND LOSS CONTROL PHILOSOPHY

Control of accidents may be obtained through good safety and loss control programs. The basic key to a successful accident control program is development of safe practices used by all employees.

Safety is defined as the condition of being safe from undergoing or causing hurt, injury, or loss. Loss control is more comprehensive and includes control of accidents and other situations, conditions and events that interfere or interrupt job performance. Loss control includes controlling accidents, quality of service, damaged equipment, damaged material, delays, and other cost related situations.

Any job encountered which offers exposure to risk of accident must be recognized for its other loss producing potential. City of Senoia's safety and Loss Control program recognizes the same factors apply to accident control, apply to operations control or providing a service to our City. Jobs which offer unnecessary danger to our employees must be discontinued until the unsafe condition may be eliminated and/or safe practices provided.

#### RESPONSIBILITIES FOR SAFETY

Each employee will be fully responsible for implementing the provisions of this manual and those of individual departments as it pertains to operations under their jurisdiction. Responsibilities outlined in this section are minimum. They shall in no way be construed to limit the individual initiative to implement more comprehensive procedures to prevent losses.

#### City Council and City Manager

City Council and the City manager are responsible for success of the overall safety and loss control program. It is their responsibility to develop good and effective safety programs necessary to control accidents. Specific responsibilities include the following.

* + 1. Development of strong and effective safety and loss control programs.
    2. Supporting the safety and loss control program offering guidance, training, and disciplinary action as necessary.
    3. Monitoring ongoing safety and loss control programs and

making changes as necessary to provide effective safety policies and procedures.

* + 1. Appointing a safety representative to represent the Board in all safety matters. Normally, this representative is the City manager which is a member of the City Wide Safety Committee. It shall be the responsibility of the Board to grant authority to this representative to appoint a City Wide Safety Committee.

#### City Wide Safety Committee

The overall responsibility of the City Wide Safety Committee is to implement and monitor the safety and loss control program. This committee will be represented by each department of the City and will continually monitor effectiveness of ongoing safety programs. Specific responsibilities include:

* + 1. Making recommendations to the City Manager as to policy in the areas of safety and loss control.
    2. Providing employees with a safe place, which is free from recognized safety and health hazards.
    3. Recommending and organizing effective safety programs to include employee safety training.
    4. Complying with State and Federal regulations.
    5. Instituting corrective action to prevent injuries to include recommendation of personal protective equipment.
    6. Monitoring department safety committee activities.
    7. Investigation of serious accidents and special safety problems.

#### Department Heads

Overall, each department head has the full authority and total responsibility for maintaining safe and healthful working conditions within his/her jurisdiction in the shop, field, or office. Personnel exposures may vary depending on work activities; however, it is expected that an effort be directed toward controlling accidents pertaining to the respective departments. Specific responsibilities include:

* + 1. Development of appropriate safety rules and regulations designed to accomplish objectives of safety policies and other objectives unique to his/her department.
    2. Holding each supervisor fully accountable for accidents and losses sustained within his or her department.
    3. Provision of leadership and positive direction essential in maintaining effective safety policies. Demonstration of a personal concern in safety and loss control is essential.
    4. Requirement that all accidents (including vehicle accidents) be promptly reported and thoroughly investigated by supervisor personnel. A recordkeeping system will be necessary in each department. Reports should be forwarded promptly to the Human Resources for processing.
    5. Assurance that prompt, corrective action is taken where ever hazards are recognized, or unsafe acts observed.
    6. Make certain that all injured employees, regardless of how minor the injury, receive prompt medical treatment and report the accident within 24 hours after occurrence to the Department Head. A requirement should be made for supervisors to investigate circumstances causing the injury and submit timely reports to prevent accident recurrence.
    7. Organize a departmental safety committee necessary for the implementation and monitoring of departmental safety programs. Department heads should serve as chairmen of the safety committee, and also represent their department in the City Safety Committee. Monthly reports should be forwarded to the City Safety Committee Chairman for review.
    8. Take appropriate disciplinary action in those cases of violations of safety rules and regulations. This applies to supervisors and employees.

#### Supervisors-Foremen-Managers

Supervisory personnel have the full responsibility and authority to control accidents within their own work area. Basically, all supervisors should study the jobs under their supervision and determine any conditions and practices which could result in accidents as well as take or recommend corrective action to prevent accidents. Specific responsibilities include:

* + 1. Assumption of the responsibility for safe and healthful working areas for employees under their supervision.
    2. Accountability for accident prevention within their own departments. Supervisory personnel shall evaluate each employee's performance of duties pertaining to accident prevention and the employee's performance should reflect this evaluation.
    3. Enforce all existing safety policies and regulations offered by the City. Supervisors are expected to take disciplinary

action if required for those employees failing to abide by safety regulations.

* + 1. Taking the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee's job knowledge or attitudes that can cause accidents.
    2. Provide effective employee training necessary for safe job performance. This includes initial training, as well as ongoing safety training.
    3. Inspections of work areas for unsafe conditions and unsafe acts on a daily basis to prevent accidents. These unsafe conditions and acts should be corrected by supervisors or recommendations submitted to department head and/or City safety committee for action. Formal inspections shall be made by the Safety Committee and supervisor will accompany same during inspection. A written copy of reports after any inspection shall be forwarded to Department Head and/or City Safety Committee.
    4. Requirement that all employees report all accidents promptly after occurrence, even in the cases of minor injury. All accidents should be reported immediately.
    5. Investigate all accidents requiring medical attention. Investigation procedure should include a determination of why accidents occur, and corrective measures to prevent accident recurrence. Supervisors are required to complete a supervisor’s investigation report and send copies to the Human Resources Department.
    6. Select and place qualified employees in jobs in accordance with their qualifications to perform work.
    7. Report all employee injury accidents promptly to the personnel department within 24 hours after the accident. Forms should be completed not later than 24 hours after occurrence.

#### Safety Director

The Safety Director shall be appointed by the City Manager. Overall responsibilities include recommending and developing safety policies for the City as well as monitoring existing safety programs. The Safety Director should work directly under the City Manager. Specific responsibilities include:

* + 1. Serving as a member of the City Safety Committee. Coordination will be necessary with the various departments as a function of this job.
    2. Monitor all safety meetings conducted at departmental levels and provide assistance for the total safety program. This will

include provision of materials and programs necessary for success in the departmental safety area.

* + 1. Provide special assistance and investigations as appropriate for all types of accidents including employee injuries, vehicles, and liability.

#### Employee

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Each employee must:

* + 1. Comply with all City safety policies.
    2. Wear protective clothing and equipment as prescribed for his or her job.
    3. Comply with all safety instructions as issued by supervisors.
    4. Report all accidents and injuries immediately.
    5. Be on the alert constantly for unsafe conditions and report them to proper authorities in the interest of safety and efficiency.
    6. Comply with all departmental safety rules and regulations.

#### SAFETY COMMITTEE ORGANIZATION

* 1. **City Safety Committee**
     1. Organization of the City Safety Committee shall consist of a representative from each department. The City Manager or special designee should act as Chairperson of the committee and be responsible for overall organization. All departments of the City should be represented to include Water, Road, Sewer, police department administration should also have a representative.
     2. The overall purpose of the committee is to develop and monitor the overall safety program for City of Senoia.
     3. Meetings should be held at least on a quarterly basis and more often if necessary. Items to be covered in each meeting include accidents, sustained accident prevention, departmental safety committee activities, accident investigation, employee training, inspections, hazardous materials, ongoing safety training programs, supervisory training, and other subjects as needed. The safety committee should have the responsibility of maintaining a complete and comprehensive safety program. Special

projects should also be assigned and discussed in future meetings. Refer to Section III, C of this manual for guidelines of functions, duties, and meeting agenda.

#### Departmental Safety Committee

* + 1. Departmental Safety Committees shall be organized by each department. The overall purpose of the departmental safety committee is to organize and monitor ongoing safety programs at the departmental level. Safety Committees consist of a small number of employees. A good cross section of employees is always desirable.
    2. The committee membership should encompass the maximum knowledge of methods, practices, and conditions within a department. The committee should be as small as practical. The smaller the committee, the less tendency to debate and be more active. The safety committee should not be a one way communication. All committee members should contribute ideas and encourage additional employees to contribute ideas.
    3. The Departmental manager or Department head should act as chairperson of the committee or special designee who has the backing of the Department manager. Monthly meetings are required with special reports prepared and forwarded to the chairman of the City Safety Committee. Refer to this manual for guidelines on committee functions, duties, and meeting minutes.

#### Overall Guidelines

* + 1. **Functions of Safety Committee**
       1. The Safety Committee's basic function is to assist management in controlling losses. A loss can mean any condition, situation, or event that hinders a supervisor in getting the job done. This can mean an accident, incident, near miss, damaged equipment, delays, and many other cases that hinder an operation.
       2. Observation of loss producing conditions and make recommendations for correction.
       3. Inspecting each department. See safety procedure

#1 for safety inspection details.

* + - 1. Discuss and formulate safe policies and recommend their adoption to management.
      2. Follow-up on results of safety recommendations to assist management in implementation of safety policies and procedures.
      3. Promote the adoption and use of safety rules. This can be achieved by members of the Safety Committee teaching other employees within the Department.
      4. Review and analyze accident reports and take appropriate action if needed. Emphasis should be placed on corrective action which should be recommended following each accident. The safety committee should see that corrective action is recommended and taken to prevent accident reoccurrence. In special cases where repeated incidents are a problem, the committee should research why incidents are occurring and recommend appropriate action.

#### Duties of Safety Committee Members

Each member of the safety committee should have specific duties and responsibilities. Outlined below are duties to be assumed by each member.

**CHAIRMAN** Arrange program

Notify members of meeting Make time schedule for meeting

Review previous minutes and subjects to be discussed during meeting.

**SECRETARY** Prepare minutes of meeting.

Distribute minutes.

Report status of recommendations.

**MEMBERS** Attend all safety meetings

Report unsafe conditions and practices observed.

Report accidents or near accidents. Investigate serious accidents

Contribute ideas and suggestions for improvement of safety.

Work safely and set example for other employees.

Influence others to work safely Make inspections.

#### SAFETY COMMITTEE MEETINGS & ORDER OF BUSINESS OUTLINE

**Meetings** - Safety committee meetings should be held at least quarterly. Meetings may be held more often if necessary as problems or needs arise.

**Order of Business** - The following items are listed for the committees guidance which should be covered during the safety committee meeting:

* 1. **CALL TO ORDER**. The meeting should be called to order at the appointed time by the Chairman.
  2. **ROLL CALL BY SECRETARY**. Names of members and others should be noted. Absentees should also be noted and reasons for not attending.

#### INTRODUCTION OF VISITORS (IF ANY)

* 1. **READ MINUTES OF LAST MEETING**.
     1. Corrections or discussions
     2. Approval of minutes

#### PREVIOUS SUGGESTIONS NOT ACTED ON.

* + 1. List and indicate why not
    2. Action to be taken now

#### REVIEW OF ACCIDENTS SINCE LAST MEETING

* + 1. List number and indicate if corrective action applied.
    2. Indicate corrective action to be taken, if needed.

#### OTHER ITEMS DISCUSSED (NEW BUSINESS)

* + 1. Review inspection reports from safety committee.
    2. Review inspection reports from department heads or supervisors.
    3. Review survey reports from outside services.

#### SUMMARY OF NEW SUGGESTIONS

* + 1. List what is to be done
    2. Indicate who is responsible for implementing suggestions.

#### FUTURE PLANS

* + 1. List items to be studied
    2. Appoint subcommittee to inspect various departments or areas of public works and what time to inspect and report.
    3. Reports to be made at next meeting.
    4. Date of next meeting.
  1. **ADJOURNMENT**

#### SAFETY RULES AND REGULATIONS

* 1. **City Safety Rules and Regulations**

Employees of City of Senoia are expected to adhere to the following safety rules and regulations as applicable to their own departments. These are general rules and office rules which should be followed. Also, departmental rules should be followed in accordance with your own respective department.

#### General

* + - 1. All accidents must be reported immediately to your supervisor.
      2. Employees may not enter departments other than where they are scheduled to work, except on company business.
      3. Running, pushing, shoving, fighting, or "horseplay" is strictly prohibited.
      4. The operation of equipment or machinery which is not properly guarded is strictly prohibited.
      5. Equipment and machinery must be turned off while being repaired or cleaned. Lockouts should be used with keyed padlocks.
      6. All equipment and/or machinery (including forklifts) may only be operated by authorized personnel.
      7. The authorized operator is the only person allowed to ride a forklift, and he or she must sound the horn when entering an area or going around corners.
      8. Personal protective clothing and equipment must be worn while performing certain types of jobs. Approved safety eyeglasses, and/or goggles/face shields are required while grinding, polishing, buffing or chipping. Appropriate gloves are necessary depending on what is handled (ask your supervisor for type). Hard hats are required where overhead exposures (falling objects) may be present.
      9. Climbing or standing on machinery or equipment is strictly prohibited.
      10. Learn the right way to do your job. Never hesitate to ask questions about things you do not understand, especially on new jobs. Consult with your supervisor for Department Safety Rules.
      11. Use and maintain in safe condition, the correct equipment and tools for your work.
      12. Observe recommended work procedures developed by your supervisor.
      13. Practice good housekeeping. Keep your work and walk area in good order. Cluttered floors, aisles, storage and work area, all make your job more difficult as well as more dangerous.
      14. Always work at a safe speed. Never hurry foolishly, such as running in aisles or down stairs, taking shortcuts through dangerous areas or trying to speed up by removing machine parts.
      15. Report any unsafe conditions or practices to your supervisor. Make suggestions when you feel they will improve the safety or performance of any operation.
      16. The use of intoxicating liquors or drugs will not be permitted on the job. Also employees will not be permitted to work if any evidence of liquor is observed.
      17. Know the location of emergency exits.
      18. Employees contact your supervisor for proper footwear suggestions.
      19. Lift properly, get as close to the load as possible, keep the back straight, and lift with the legs rather than the back. Maintain good posture while lifting. Do not twist while lifting. Do not lift excessive loads - get help.
      20. Ladders of proper length shall be used. Never stand on the top platform or second rung from top of a ladder. Always inspect ladders to see if they are safe to use. Never "walk" a ladder while standing on it. When using a straight ladder secure it at top and bottom to prevent displacement.
      21. Keep oily waste and rag in enclosed metal cans.
      22. All portable electrical tools must be grounded or double insulated. Saws, grinders, and the like must have proper guards affixed to them. Do not remove the guard.

#### Office Safety

The following safety procedures shall be followed by each employee of City of Senoia. Full time and part time.

* + - 1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
      2. Report loose or rough floor covering.
      3. Keep electrical cords out of aisle ways.
      4. All file, desk and table drawers shall be kept closed when not in use. As soon as you leave them close them. Never open more than one file drawer at a time. When closing drawers, use the handle to prevent mashing fingers.
      5. Overloading the top drawer of unsecured file cabinets has caused many an injury and damage. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
      6. Furniture such as tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
      7. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition.
      8. Never use chairs, desks or other furniture as a makeshift ladder. Use a step ladder.
      9. Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover or preferably the point should be bent at a horizontal angle.
      10. Keep the blades of paper cutter closed when not in

use.

* + - 1. Scissors, paper cutters, glass and razor blades can cause painful injuries. Report such accidents at once to protect yourself from infection.
      2. Keep your hands clear of electric typewriter carriages while they are in motion.
      3. Paper can cut and it hurts. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
      4. Keep paper clips, thumb tacks, and pins in a place where they can't bite, and keep razor blades covered.

. Even a little scratch can become infected.

* + - 1. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, UNPLUG IT, and report it.
      2. Walk, do not run, in hallways or stairs. Use handrails.
      3. Do not stand in front of closed doors that may open suddenly.
      4. Read your mail at your desk, not while walking around.

#### HOUSEKEEPING

* + - 1. Keep work areas and storage facilities clean, neat and orderly.
      2. All aisles, stairways, passageways, exits and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
      3. Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.
      4. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clean and with adequate space to work in them.
      5. When storing materials suspended from racks or hooks, secure it from falling, and route walkways a safe distance from the surface beneath.
      6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
      7. Do not let soft drink bottles, soiled clothes, etc. accumulate in lockers and work places.
      8. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor at once.
      9. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way, as to minimize tripping hazards or obstruction to traffic.
      10. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
      11. Nail points, tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
      12. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
      13. All packing materials shall be properly disposed of to prevent fires.
      14. Waste baskets are to be emptied into approved containers.
      15. Oily and greasy rags shall be put into a metal container for that purpose.
      16. Adequate lighting in obscure areas shall be secured for the protection of both employees and public.
      17. All switches or drives on machinery shall be shut down and locked out before cleaning, greasing, oiling, or making adjustments or repairs.
      18. Control or fuse boxes shall be kept closed at all times and be labeled to indicate the areas or machinery they operate.
      19. Extension cords shall not be run across aisles or through oil or water. Cords are to be inspected for kinks, worn insulation, and exposed strands of wire before use.
      20. When fuses blow continually, it is an indication of an overload or short. This condition will be reported immediately.
      21. Keep electrical equipment properly oiled, free of grease, and dirt.
      22. To prevent static sparks, keep drive belts dressed. Also, check belts for proper tension to prevent overloading motors.
      23. Fire inspections and prevention measures shall be maintained.

#### HAND TOOLS

The following safety procedures shall be followed by each employee of the City of Senoia.

* + - 1. Select the right tool for the right job.
      2. Sharpen the cutting edges of the tool and carry the tool with the sharp edges down.
      3. Sand the wooden handles of tools to prevent hand injuries from splinters.
      4. Check the handle of each tool for tightness.
      5. Check the head of each tool, such as hammers, chisels, punches, etc., and have the tool dressed if it is mushroomed (includes burrs and chipped edges.)
      6. Wear shatter-proof clean goggles when using chisels, punches and wedges.
      7. Use only properly insulated tools when working around electrical energized circuits or equipment.
      8. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
      9. Return tools to their proper place so that they do not fall from a ledge or are tripped on.
      10. Hand, and related, type tools to be inspected monthly.

#### ACCIDENT REPORTING AND INVESTIGATIONS

* 1. **Employee Accident Reporting Responsibilities**

Employees must report all accidents and/or injuries, regardless of how trivial to his/her immediate supervisor, as soon as the accident/injury occurs. If the injury prevents an immediate report, the employee must report the accident/injury as soon as possible, or have someone do so on his/her behalf.

#### Supervisor's Actions - Responsibilities & Procedures

After the injury has been reported to the supervisor, the following action should be taken.

* + 1. Notify the Human Resources Department.
    2. Determine Reasons for Injury
* Was it job connected?
* What action caused it?
  + 1. Determine Medical Needs
* First Aid?
* Medical Doctor?
  + 1. Take Action
* If first aid, treat and record
* If medical doctor, route injured man to doctor
  + 1. Complete Report
* File a report of accident immediately and within 24 hours, after being made aware that a job related accident/injury has occurred or is being alleged, to the Human Resources

Department. Report by phone as soon as possible any accident involving a serious injury and/or death. If you are unable to complete a Supervisor's Investigation Report within 24 hours, file the **Report of Accident** indicating that you will report the results later. **DO NOT DELAY** filing the  **Report of Accident** beyond 24 hours.

* Complete a Supervisor's Investigation Report and route copies to the Human Resources Department, Department Head, and the safety committee. Do a thorough job in investigating accidents and determine corrective measures to prevent recurrence of similar accidents.

#### Follow-Up

* Condition of injured
* Action taken as revealed by investigation. Take action based on your authority. Place emphasis on eliminating loss producing conditions on future jobs.

#### SUPERVISOR’S ACCIDENT INVESTIGATION GUIDELINES

* + 1. **POLICY**

Each employee injury accident involving medical treatment by a physician is to be thoroughly investigated by the employee's supervisor. The basic cause(s) or conditions responsible for the accident must be identified and corrective measures taken and/or recommended to prevent accident recurrence. The Supervisors Investigation Report Form is to be used for this purpose. After completion of the Report it should be forwarded to the Department Head for review. After review a copy, of the report should be forwarded to the City Safety Committee.

#### PROCEDURE

Each accident investigated is to contain or involve the following procedure:

1. Use as a guide form Supervisor's Investigation Report. Complete the report in its entirety emphasizing the following:

#### What Happened?

Describe what took place or what caused you to make this investigation.

#### Why Did it Happen?

Get all the facts by studying the job and

situation involved: Question by use of **WHY- WHAT-WHERE-WHO-HOW**?

**NOTE -** Identify causes here - get the facts do not blame on carelessness, neglect or other vague reasons. Utilize “Why Did It Happen” form for additional guidelines in identifying accident causes and developing this information.

#### What Should Be Done?

Determine which of the 12 items under EMP require additional attention:

EQUIPMENT MATERIAL PEOPLE

|  |  |  |
| --- | --- | --- |
| Select | Select | Select |
| Arrange | Place | Place |
| Use | Handle | Train |
| Maintain | Process | Lead |

**NOTE:** All accidents will involve one or more of the above details. Be specific in your determination of what action to be taken in this area. This is necessary to prevent recurrence of similar accidents.

#### What Have You Done Thus Far?

Take or recommend action depending upon your authority. Follow-up was action effective?

**NOTE** - Remember it is your responsibility to follow-up. Don't depend on someone else to do your job.

#### How Will This Improve Operations

Objective is to eliminate job hindrances.

**EXAMPLE-** Prevent injuries, save time, increase profits, increase production.

Distribution of Reports -

* Original to Department Head
* Copy for Supervisors.
* Copy to Safety Director
* Copy to Human Resources
* Copy to Personnel File

This is a guide to assist in questioning in order to determine

#### "Why Did It Happen"

**IF IMMEDIATE CAUSE APPEARS TO BE**

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#### A SITUATION (UNSAFE CONDITION) AN ACTION (UNSAFE PRACTICE)

**WHY** did it exist? **WHY** was it being done?

**WHY** had no one noticed and **WHY** was it being done this way? corrected it? **WHY** was it (job or detail) necessary?

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**WHAT** caused it to exist? **WHAT** was its purpose?

**WHAT** caused it to be **WHAT** other way could it be done? involved? **WHAT** details could be eliminated? **WHAT** instructions were not followed?

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**WHERE** was it? **WHERE** should it be done? **WHERE** was its source? **WHERE** else is it being done? **WHERE** else does it exist? **WHERE** can I find out?

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**WHEN** did it occur? **WHEN** should it be done?

**WHEN** do similar conditions occur?

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**WHO** was responsible for it? **WHO** is best qualified to do it?

**WHO** can give me answers? **WHO** can give me answers?

**WHO** should take corrective **WHO** can show me what was being done? action?

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**HOW** should it be corrected? **HOW** is the best way to do it?

**HOW** can it be avoided in **HOW** can it (job or detail) be improved? the future?

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Questioning a situation may lead back to need for questioning the job or action involved.

When conducting an investigation, supervisors must realize that this investigation goes a step further than that required by law and the purpose is to prevent accident recurrence.

#### EMPLOYEE TRAINING

* 1. **Training Policy**

Employees of the City of Senoia are required to be trained in how to perform their jobs efficiently, effectively, and safely. Supervisors have the responsibility of training; however, each employee must share that responsibility by applying the training rendered to his or her jobs. Training is one of the most important features of any successful safety program and must be rendered on a continuing basis. Employee training will be divided generally in two areas (types) - Initial and Continual.

#### Initial Training

Initial training is defined as training rendered to employees when first assigned to a work area or job (Before work begins).

Orientation training may be part of the initial training program. Both types of training are required before employees are placed on-their- own. A training analysis should be made by the Supervisor before conducting training. This analysis should include what type job and performance level is required, who is being trained and skill level, how employees are to be trained, where the training is to take place, and who will actually render the training. He or she will also determine what types of equipment and materials are necessary for training. Safety must be integrated into the initial training.

#### Continual Training

Continual training is defined as training rendered to employees after their assignments into the work area or job. This can involve many features to include new procedures or methods of job performance for existing employees, refresher training, general safety, or any type of ongoing training programs for both employee and supervisor.

Employee safety training may, be considered part of continual training. Each department is required to hold at least one safety meeting monthly. These meetings should last at least 30 minutes and should be devoted to safety items. Weekly safety meetings 5- 10 minutes in duration are preferred which can be effective, to-the- point, and be directed to a particular safety subject.

#### Training Methods

* + 1. Two types of employee training methods are outlined for use. Job instructional training (JIT) is used most often for new and experienced workers and involves procedures for getting ready to train and a basic outline in how to train employees. An outline of job instructional training procedure is included in this manual. The second method of training is on-the-job training referred to as OTJ. This type of training is done once the employee is producing and can be done effectively. This training is rendered after the employee is placed on his/her own. Material covered in this area will vary depending on need. Supervisor should analyze the need and render training accordingly.

**SPECIAL NOTE** - Regardless of the method used, all employees are to be trained in: **Safe Procedures, Job Safety Rules, How to Effectively and Safely use Equipment, Hazard Awareness and Accident Prevention.**

* + 1. **Job Safety Analysis (JSA)** may be used as a tool for and integrated into any method of training. This program or procedure involves breaking the job down step by step, identifying hazards or potential accidents associated with each step of a job, and developing a solution for each hazard that will eliminate or control the exposure. JSA,s have many benefits to include instructing a new person on jobs and reviewing safety procedures for rendering continual training. Refer to safety procedure #2 for details on Job Safety Analysis.

#### Job Instruction Training (JIT) Outline

The following outline is to be used by supervisors in training their employees.

#### HOW TO GET READY TO TRAIN (INSTRUCT)

* + - * 1. **Have a Timetable**

-How much skill you expect the worker to have, by what date.

#### Break Down the Job

-List important steps, pick out the key points (safety is always a key point).

#### Have Everything Ready

-The right equipment, materials and supplies

#### Have the Workplace Properly Arranged

-Just as the trainee will be expected to keep it. Stress good housekeeping.

#### HOW TO TRAIN OR INSTRUCT

* + - * 1. **Prepare**

-Put trainee at ease.

-Define the job and find out what he or she already knows about it.

-Get the employee interested in learning the job.

-Place in correct position.

#### Present the Task

-Tell, show, and illustrate one IMPORTANT STEP at a time.

-Stress each KEY POINT \*.

#### Try Out Performance

Have the employee do the job-coach him or her.

Have the employee explain each key point to you during the process.

-Continue until you know the worker knows.

#### Follow-up

Let the employee work independently

Designate whom to go to for help.

Check frequently. Encourage questions.

-Taper off extra coaching and close follow-up.

#### SAFETY IS ALWAYS A KEY POINT

1. **MOTOR VEHICLE AND MOBILE EQUIPMENT SAFETY**
   1. **Vehicle Operation and Safety Rules**

City vehicles are easily identified as such, and present a high exposure in the City. All operators of City vehicles are expected to be courteous and considerate in their driving habits. The principals of defensive driving shall always apply to City employees. Any employee of the City of Senoia who drives or operates a City owned vehicle is expected to operate the vehicle in accordance with all laws of Georgia or other applicable states, maintain their vehicles, and use defensive driving practices at all times to prevent accidents.

The following safety rules are outlined which should be used by each driver of a the City of Senoia vehicle. NOTE -these are only guidelines - each department manager may add to the rules as needed, depending on the type of equipment operated.

* + 1. All employees shall be responsible for a safety check **EACH DAY** of any vehicle or mobile equipment he/she is assigned to drive. If repairs are needed, the proper form shall be filled out and submitted to the Department head and/or Fleet Maintenance.
    2. Safety checks on all vehicles shall include:

-Lights -Windshield Wipers

-Horns -Tires

-Directional signals -Seat Belts

Safety checks on heavier duty equipment shall include:

-Hydraulic systems

-Power steering and fluid reservoir

-Motor Oil

-Brakes and brake fluid

-Clutch travel

* + 1. All persons who drive or ride in City vehicles shall, in all cases, wear the installed seat belts. Seatbelts should also be worn when operating equipment where rollover protective structures are provided.
    2. Drivers of City vehicles must possess a valid Georgia driver’s license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve him/her from civil or criminal liability for the consequences of wantonly reckless driving. All City vehicle operators shall attend the Defensive Driving course or Emergency Vehicle Operations Training (EVOC) for Public Safety Employees.
    3. All slow-moving equipment (25 mph or less) operated in public right of ways shall be equipped with a triangular shaped reflecting sign and flashing light in accordance with the Georgia Motor Vehicle Code.
    4. Load Security - Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
    5. No more than three persons shall be permitted to ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person. Standing in the back of a moving vehicle is never allowed, and is considered a serious safety violation. It is the responsibility of the vehicle operator to ensure that the above safety rules are strictly enforced.
    6. Parking Vehicles:
       1. Except when working conditions require otherwise, parked or unattended vehicles must have motor stopped, emergency brakes set, be set in park and key removed from ignition.
       2. If on a downgrade, turn front wheels toward the curb. If on an upgrade, turn away from the curb. Set brakes and leave transmission in "**park**" before leaving driver's seat. Heavy duty vehicles shall have wheel chocked.
       3. Vehicles will not be parked on the wrong side of the street facing traffic except in case of emergency.
       4. Before leaving the curb, it is essential to see that no cars are approaching from either direction and signals are to be used.
    7. Backing - should be performed only as necessary. When backing up a vehicle, be sure that the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound horn while backing when necessary. If there is another employee he/she will get out and direct the backing.
    8. Turn on low beam headlights during dark periods of the day, such as during rain storms, and fog. Headlights should be "**on**" 1/2 hour before sunset until 1/2 hour after sunrise when driving at night. Parking lights designate a vehicle is parked. Never drive with only parking lights on.
    9. Filling Tanks:
       1. Shut off the motor of the equipment.
       2. Keep the hose nozzle against the edge of filler pipe.
       3. To avoid spilling gasoline, do not fill tank too fast or too full.
       4. Operator-exit vehicle until filling operation is completed.
    10. Driver Behavior At the Scene of Accident

In the event of an accident involving City-owned vehicles, the following procedures should be compiled with:

* + - 1. Render first aid.
      2. Notify the Law Enforcement or Emergency Services

having jurisdiction.

* + - 1. Notify Department Head, Safety Director.
      2. When the law enforcement agency having jurisdiction has finished investigation of the accident, vehicle is to be taken or towed to the City garage.
      3. City employees are prohibited from making statements concerning any accidents/incidents, especially any admission as to responsibility. Statements will be made only upon prior approval of the City Attorney.
    1. No time will an injured employee drive a City vehicle to a medical facility to receive treatment. It shall be the responsibility of the Supervisor to provide transportation for the injured employee.
    2. It shall be the responsibility of all City drivers to operate their vehicles so as to prevent accidents in spite of adverse conditions and the incorrect actions of others. Each driver shall be held responsible for applying the information, techniques, and standards acquired from the defensive driving courses.
    3. Drugs and alcoholic beverages - The presence of illegal drugs and/or alcohol in the bloodstream of any City owned vehicle or equipment operator is prohibited. This also applies to the presence of medications exceeding prescribed dosage levels. Post-accident drug and alcohol screening is mandatory for the operator of all vehicle and equipment collisions resulting in fatalities; injuries that require transport from the scene for medical care; and; damage to vehicles or property, unless it can clearly be determined that wildlife was the cause of the accident. A DOT 5 panel drug test is required for Commercial Vehicle Operators. If injuries prevent the possibility of obtaining immediate breath or urine samples, a blood sample should be obtained from the appropriate medical facility.
    4. Use signals properly - signal at least 100 feet in advance of any turns or changing lanes. Give dependable signals.
    5. Defensive driving course - all employees of City of Senoia who operate a City owned vehicle in performance of their regular duties shall satisfactorily complete a defensive driving course or Emergency Vehicle Operations Course (EVOC) within 6 months of employment. Existing employees are required to complete a defensive driving course every 3 years. Employees are expected to use defensive driving principles at all times while operating a City of Senoia owned vehicle. If an accident occurs involving a City owned vehicle on the road-way or in a private parking lot, the accident will be investigated by the

Georgia State Patrol or Coweta County Sheriff’s Office, or if outside the City, the agency having jurisdiction. Accidents that occur on City property will be investigated by the driver’s supervisor, Department Head and vehicle accident review committee. Corrective action will be taken as needed by the supervisor and/or committee.

* + 1. Specialized equipment - will be operated in accordance with departmental guidelines. Departments will furnish operators with rules of operation for special equipment. Special equipment includes:

Front End Loaders Backhoes

Dump Trucks Cranes

#### OTHER MOBILE EQUIPMENT

* 1. **DRIVER SELECTION**

Before employing a driver or placing an employee in a job requiring operation of a motor vehicle, the following will be required:

* + 1. Application for Employment

All information should be completed by prospective drivers.

* + 1. Reference Check

All reference checks should be thoroughly reviewed before employment. Past employers' remarks should be indicated in file (either in letter form from employer, documented on application blank itself, or telephone record check).

* + 1. Motor Vehicle Reports (MVR)

These reports are available from the Georgia Department of Public Safety. Motor Vehicle Reports (MVR) must be checked before placing a driver over-the-road.

City of Senoia will secure (order) an MVR on prospective drivers and review such reports when they arrive. Drivers with poor records should not be placed in a driving assignment. Violations noted should be discussed with existing drivers and corrective action taken to assure future losses will not occur because of poor driving practices.

Remember that these reports reflect a driver's attitude toward operating a motor vehicle.

Management will secure MVR's at least once a year on all drivers and take corrective action as needed to prevent accidents which may occur as a result of driver's poor driving practices. Refer to Safety Procedure #9 for obtaining and using MVR'S.

* + 1. Interview with Driver

After application, reference checks and MVR's are reviewed, prospective driver should be interviewed by the supervisor, manager, and/or department head.

* + 1. Road Test Requirement

Each driver will be required to satisfactorily complete an over-the-road test before employment or placing an employee in a position requiring him/her to operate a motor

vehicle. Drivers should be tested on the vehicles they will be operating. This includes any driver who drives a City vehicle. A defensive driving test should also be given.

* + 1. Written Test

Each driver should be required to complete a written test prior to employment (optional).

* + 1. Driver's License

Each driver should have a valid driver's license. A photocopy of the license should be obtained and placed in the driver's file.

* + 1. Driver Qualification Files

Information on each driver or employee who operates a City vehicle will be kept concerning driving performance. Information may be kept in driver files or personnel records after and during course of employment. Files should contain the following:

* + - 1. Employment application
      2. Interview results and notes
      3. Motor Vehicle Reports (MVR's)
      4. Copy of Road Test(s)
      5. Copy of written tests (optional)
      6. Fit for duty exam provided by Physician (optional)
      7. Photocopy of valid driver's license
      8. Vehicle Accident Reports (if any)
      9. Vehicle Accident Review Reports
      10. Disciplinary action notes for poor vehicle operation
      11. Vehicle accident review committee results
      12. Any driver training and/or annual evaluation reports
      13. Single licenses form noting compliance
      14. Inquiry into past employment (for last, 3 years, signed and completed)
      15. Driver's certification of violations form (annually)
      16. Annual Review of driving record
      17. Check sheet for driver forms

#### DRIVER TRAINING

* + 1. Initial Driver Training

Before drivers are placed on their own, they are to be trained in the following areas:

* + - 1. City Vehicle Operation
      2. Equipment familiarization
      3. Cargo Handling
      4. Emergency Procedures
      5. Accident Reporting
      6. Defensive Driving
      7. DOT regulations (as applicable)
      8. Preventable accidents
      9. Departmental Procedures

**NOTE:** An over-the-road test should be given to each driver in defensive driving techniques. Weaknesses should be identified and training given.

* + 1. Continual Driver Training

All drivers will receive training on a continual basis. The training will include, but not be limited to the following:

* + - 1. Defensive Driving
      2. Hazard recognition
      3. Preventable Accidents
      4. Monthly Safety Meetings
      5. Monthly Newsletters
      6. Individual Meetings
      7. New Equipment
      8. Applicable laws

**NOTE**: Each driver will be evaluated at least annually by the department Head or qualified employee. Defensive Driving is to be evaluated. Drivers seeing habits and responding habits will be evaluated using principles of DEPENDABLE -DEFENSIVE -DECISIVE driving. Appropriate training should be given to all drivers who show weaknesses in defensive driving.

Training can be in the form of special meetings, periodic safety meetings, or individual meetings. Training should be effective.

#### VEHICLE ACCIDENT INVESTIGATION

* + 1. Policy

Each vehicle accident will be thoroughly investigated no matter how minor. This investigation goes a step further than investigation for claims purposes. The supervisor will be held responsible to see that accidents are thoroughly investigated. Facts should be gathered by supervisors to determine the true cause of accidents. The following procedure will be taken by supervisors during vehicle accident investigation.

* + 1. Procedure

1. See that accident report is completed for claims purposes. A copy of the accident report should be retained for drivers' files and supervisor's information.
2. Determine the true causes of the accident by gathering facts concerning WHY the accident occurred. Get the facts by having the driver complete the front side of the Vehicle Accident Review form. An interview with the driver will be necessary in most cases. Refer to Safety Procedure #10 for Defensive Driving and Preventable Accident Guidelines to be used in investigation.
3. The supervisor should document the review on the reverse side of the Vehicle Accident Review form.
4. After the driver's supervisor makes his comments regarding the accident, the supervisor forwards the report to the Accident Review Committee for their decision.
5. The supervisor should follow-up on the accident review by seeing that corrective action is recommended by committee and/or taking corrective action himself.
6. Driver's file should contain the investigation report and corrective action taken.

#### VEHICLE ACCIDENT REVIEW COMMITTEE

* + 1. Purposes

The purpose of the Vehicle Accident Review Committee, which is a sub-committee of the City Safety Committee, will be to determine why vehicle accidents occur and whether accidents are preventable or non-preventable. The ultimate goal for the committee is to prevent losses by recommending corrective action for drivers to follow following the accident.

* + 1. Appointments

The Vehicle Accident Review Committee will consist of three members, and an alternate, from the City Safety Committee.

* + 1. Report Forms

A Vehicle Accident Form (Report) will be completed by the Committee. The driver will be notified in writing (letter or memo).

* + 1. Duties and Responsibilities

1. Review of all vehicle accidents. Determination should be made by the committee whether the accident is preventable or non-preventable, per the Guide for Determining Preventability of Motor Vehicle Accidents, which is based on rules by the National Safety Council, and which will be used by the Committee. Refer to Safety Procedures #l0 for Defensive Driving and Preventable Accident Guidelines to be used in reviewing accidents.
2. Driver notification of the committee's findings. This is normally done in writing.
3. Recommendation of corrective action to be taken. Type of corrective action taken depends on whether the accident is preventable or non-preventable, nature of the accident, number of accidents by driver, past performance of driver, and other factors important to management. Various types of corrective action include: Retraining of drivers, written reprimand, temporary layoffs, fines, or discharges. Refer to Safety Procedure #10 of the City of Senoia Guide for Vehicle Accident and offenses.
4. Follow-up on corrective action by management is necessary to make sure recommended action was taken. The intended purpose for follow-up is to make sure the type of accident does not reoccur with the driver or other drivers for the City.

#### VEHICLE MAINTENANCE

* + 1. Drivers will be required to inspect their vehicles daily or before operation. In the event of any mechanical failure, a report must be completed with all pertinent information. Written reports must be completed for vehicle repair.
    2. All vehicles will be inspected by Fleet Maintenance at regularly scheduled preventive maintenance service intervals according to each vehicle/equipment manufacturers recommendation. A qualified mechanic will thoroughly inspect and/or repair vehicles. All vehicles and equipment will be scheduled for this preventive maintenance service.

#### HAZARDOUS MATERIALS

* 1. **Background**

It is very important that each employee of the City of Senoia work under the safest and healthiest conditions at all times. The City Council ask that each employee comply with all safety and health guidelines as established throughout the City. It will be left up to all employees, as well as those of his or her coworkers, to follow the safest and healthiest guidelines as established.

The Hazardous Materials Program has been developed and will outline policies and procedures required for the City of Senoia to provide a healthy workplace for employees. All employees must understand what basic hazardous materials are involved in their jobs and work to prevent injuries which can result. Compliance with the hazardous materials portion of this safety manual is imperative.

#### Scope

Hazardous materials or chemicals apply to any material used at the City of Senoia which constitutes any type of health or physical hazard. City of Senoia's goals and objectives are to identify the hazardous chemicals used and train employees in proper use of such chemicals, and provide the safest environment possible.

#### Responsibilities

* + 1. Safety Director - The Safety Director will be responsible for maintaining and updating a written hazardous communication program.

The Safety Director will approve any hazardous materials used at City of Senoia before such materials are permitted. The Safety Director will secure appropriate Material Safety Data Sheets for hazardous chemicals, prepare a list of such chemicals or materials used in the materials, and see that proper labels are placed on containers as necessary.

A list of hazardous chemicals will be reviewed monthly and updated. Material Safety Data Sheets will be forwarded to the Safety Director from purchasing, supervisors and employees of the City. Training sessions will be necessary and coordinated by the Safety Director/Coordinator as needed through the City Safety Committee.

* + 1. Purchasing Department

The Purchasing Department will be required to state on the purchase order or requisition requirements that a Material Safety Data Sheet shall be provided on all hazardous

materials. Information should be forwarded to the City prior to receiving hazardous chemicals. Material Safety Data Sheets will be forwarded to the Safety Director after being received from purchasing.

* + 1. Supervisors

Each supervisor should be aware of hazardous chemicals used in his or her department. It will be necessary for all supervisors to notify the Safety Director of hazardous chemicals so Material Safety Data Sheets can be requested from the supplier.

* + 1. Employee

The employee is responsible for complying with proper safeguards when using hazardous chemicals and identifying them as such on a continuing basis. Employees are responsible for identifying problem areas and reporting these unsafe conditions to supervisors for correction.

#### DEFINING HAZARDOUS CHEMICALS

City of Senoia will use basic OSHA definitions for defining hazardous chemicals. These are divided into health hazards and physical hazards.

* + 1. Health Hazard - means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nepurotixins, neurotoxins, agents that act with the hematopietic system and agents which damage the lungs, skin, eyes or mucous membranes.
    2. Physical Hazard means a chemical for which there is scientifically, valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, or an organic peroxide, and oxidizer, pyrophoric, unstable or water- reactive.
    3. In order to further identify hazardous materials used by the City of Senoia, employees and supervisors should review a pamphlet entitled "Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment" (Latest edition). This particular publication is published annually and lists various substances which propose health hazards and in some cases physical hazards. The publication will be made available on a continuing basis from outside sources.
    4. City of Senoia will be required to maintain Material Safety Data Sheets on any chemical which proposes a health hazard or physical hazard. It will be necessary for supervisors to train employees in the use of such chemicals on a continuing basis.

#### LABELS AND OTHER WARNINGS

* + 1. Chemical manufacturers are required to label and/or tag hazardous chemicals used in the workplace. Labels must contain suitable information to identify the chemical, state hazard warnings, list the name and address of importer or responsible party and recommended personal protective equipment. Each employee and/or supervisor should read labels and obtain information. Information found on the label should be cross-referenced to the Material Safety Data Sheets. Material Safety Data Sheets provide additional information.

#### MATERIAL SAFETY DATA SHEETS

* + 1. City of Senoia will be required to maintain Material Safety Data Sheets for all hazardous chemicals used in each department, as applicable.
    2. **MSDS** Information required:
       1. Physical and chemical characteristics of the chemical- these are characteristics such as melting point, vapor pressure, specific gravity or density compared to water or air, evaporation rate compared to a stated reference material, color, viscosity, odor threshold, pH, molecular weight, etc.

b Description of applicable precautionary measures and control measures - these include, but are not limited to:

1. Hygienic practices
2. Personal Protective Equipment
3. Engineering controls
4. Work practices
5. Special protective measures and procedures during repair, maintenance and similar operations.
6. Describe suitable emergency and first aid procedures for accidents, over-exposures, spills, leaks, fire, etc.
7. Date of preparation or revision.
8. Identification of the name and address of the

company that prepared the Material Safety Data Sheet. Give the telephone number and name of a responsible person who can supply additional information, including appropriate emergency procedures.

* + 1. Material Safety Data Sheet Availability

Material Safety Data Sheets shall be readily available to employees when they are in the work areas. Data sheets may be kept in any form; however, supervisors should have available a copy of this hazardous material program as well as information on hazardous chemicals used in the work area.

#### EMPLOYEE TRAINING

* + 1. Employees will be provided with information on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazardous material is introduced in the work area. Specific training will include methods and observations used to detect the presence of hazardous chemicals as well as the physical and health hazards concerning same. Measures employees can take to protect themselves from hazards should be included in the training, such as proper eye protection, gloves, aprons, and so forth. Contractors working in the area should also be informed of the hazardous chemicals used in the work areas. Employees should be instructed where to find the Material Safety Data Sheets available in the work area and how to use same.
    2. Employee training records should be kept on a continuing basis to indicate that employees have been trained in how to use and identify hazardous chemicals. Records should be kept and maintained on a continuing basis.

#### HAZARDOUS CHEMICAL LIST

A hazardous chemical list should be maintained at all times by the Safety Director and in areas where hazardous chemicals exist. The list should be reviewed at least on a monthly basis by Safety Director and Supervisors. The chemicals listed on the list should coincide with labels found on the containers of hazardous chemicals and identity portion of the Material Safety Data Sheets.

#### GENERAL SAFETY PRECAUTIONS

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Whenever operating equipment where there is a possibility the health safety or welfare of the public is a risk, make sure of the following:

1. Work areas surveyed to insure that any debris or malfunctioning equipment will not injure anyone or damage property.
2. All warning devices are properly placed.
3. All guards are installed and are working properly.
4. All equipment is safe and/or secured before leaving the work area.

#### SAFETY PROCEDURE #1 SAFETY INSPECTIONS

**Purpose :** (1) To provide Guidelines for Supervisors Safety Committees, and others who inspect departmental work areas or other properties.

(2) To train supervisors in how to inspect during their daily activities.

#### SAFETY INSPECTIONS

* 1. The objective of any safety inspection is to identify and eliminate or control physical hazards and unsafe work practices by employees. Accidents can be controlled by good, thorough inspections by supervisors and/or safety committee personnel. Inspections reports generated by members of the departmental safety committee, supervisors, and/or employee safety committee should be forwarded to the committee chairpersons for appropriate action and records. Inspections are normally performed by supervisors on a daily basis in an effort to control daily activities. Formal inspections may be provided by department director, committee members, and others desiring to train supervisors in the inspecting role. Corrections of unsafe conditions and practices play the key role in preventing accidents.
  2. Safety inspections shall include daily work activities, equipment, and premises with attention directed to the following areas:
     1. Physical Hazards (unsafe conditions)
     2. Unsafe acts (practices)
     3. Equipment guarding
     4. Fire protection
     5. Fire prevention
     6. Electrical equipment (portable and stationary)
     7. Means of egress (exits)
     8. Motor Vehicles (over-the-road)
     9. Welding and cutting equipment
     10. Housekeeping
     11. Hazardous materials (chemicals)
     12. Mobile Equipment

Checklist are available in order to provide guidelines for supervisors and others to use during inspections. Remember that all conditions and practices should be observed and corrective measures taken and/or recommended. Don't be limited to what is stated on checklists.

* 1. Inspections are divided into three main types departmental conducted by the applicable Supervisor, general as performed by members of the Safety Committee, and special which require a certain amount of expertise.

#### Departmental Inspections

Departmental Inspections are normally performed by the supervisor on a continuing daily basis. Formal departmental inspections are required by Department Directors at least monthly. Unsafe acts and unsafe conditions should be observed and a written report forwarded to the Department Head and/or City Safety Committee.

#### General Inspections

General inspections are performed either by the Departmental Safety Committee or City Safety Committee on a periodic basis. During these inspections, various departments and/or areas should be thoroughly inspected, pointing out all unsafe conditions and unsafe practices observed which may cause an accident. Inspecting members may use inspection checklist if necessary. Inspections should follow these steps:

**STEP 1** Before starting the inspection, the inspectors should first contact the person in charge of the department or area and solicit his/her help. It is a good practice to have a supervisor accompany the inspector while covering his/her department.

**STEP 2** Inspect systematically and thoroughly each facet of the operation, emphasizing all causes of loss. Be specific in pointing out conditions.

**STEP 3** Take notes and make suggestions on how to correct conditions observed during the inspection or survey. A checklist can be used to take notes on. The checklist should remain in the inspector's file and copy given to supervisor.

The inspector should review the report and forward a copy of same with action taken to the City Safety Committee Chairman.

#### Special Inspections

Special inspections are necessary and required on equipment. These inspections are normally performed by maintenance employees and others who specialize in such equipment.

Examples of such equipment includes electrical, mechanical, air conditioning equipment, vehicles, heating equipment, boilers, and so forth. The Departmental Safety Committee and the City Safety Committee should make sure inspections are conducted on such equipment and monitor inspections on a periodic and continuing basis. Monitoring can be done during regular monthly inspections performed on equipment.

#### Fire Prevention

The following Safety Procedures shall be followed by each employee of the City of Senoia.

1. Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
3. Do not use water type extinguishers on electrical fire because of the danger of electrocution and damage to equipment. They are intended for use on class "A" fire only (flammables such as wood, paper, rags, etc.).
4. Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from shop building as soon as possible and, in no case, shall be left unattended in a building overnight.
5. Cleaning solvents that have flammable properties shall be kept in approved safety containers. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning floors or any parts of building.
6. Gasoline used in small quantities in shops for fueling engines being repaired, tested, adjusting, etc., shall be handled and dispersed in the smaller (one gallon) approved safety container. Containers must be labeled as to its contents.
7. The fueling of any type motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can be filled in order to guard against the build-up of static electrical charge.
8. Never overfill a tank but rather, under fill it to allow room for expansion of the liquid.
9. No artificial light, except UL approved flashlights will be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected or containing gas. Stay out of the area completely and call the Fire Department.
10. Dark places, basements, or cellars must not be entered without proper light. The use of matches is strictly forbidden.
11. The use of fuel oil, diesel oil, or gasoline for starting fires is prohibited.
12. Exits shall not be locked (chained or otherwise) from the inside.
13. All heavy equipment shall have a "dry chemical" fire extinguisher in the cab.
14. Inspectors of the County Fire Department shall be responsible for inspection of fire extinguishing equipment on an annual basis. Each department shall have a designated person to inspect fire extinguishers on a monthly basis. Discrepancies shall be reported to the Department Head who shall be responsible for obtaining a replacement unit.
15. It is necessary that shops and fixed activities that contain fire hazards have a fire plan to combat fire if it should occur.

The plan must include, but not be limited to the following: evacuation of affected personnel from areas involved in a fire; procedures for containing a fire in so far as it is safe to do so, and particularly, only to the extent it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there in the duties they are to perform in given fire situation; and adequate fire extinguishing equipment that is regularly inspected by a responsible authority.

The City Code Enforcement offers a source of knowledge and assistance to department and division supervisors for establishing emergency fire plans.

#### SAFETY PROCEDURE #2 JOB SAFETY ANALYSIS (JSA)

**Purpose :** (1) To provide supervisors with ample information to determine the benefit of Job Safety Analysis in accident prevention. (2) To provide supervisors guidelines for preparing JSA's. (3) To provide employees with a tool which may outline hazards concerning their jobs.

#### IMPORTANCE OF JOB SAFETY ANALYSIS

Job Safety Analysis can make a job as safe as humanly possible by finding hazards and eliminating or minimizing those hazards before the job is performed and before those hazards have a chance to become accidents. Safe job procedures are developed to train employees to work properly to prevent accidents which affect themselves and fellow employees. This is accomplished by avoiding physical and environmental hazards that cannot be eliminated.

The development and use of JSA's is of critical importance to the City with a commitment to reducing and preventing accidents and illnesses on the job.

#### USE OF JOB SAFETY ANALYSIS

* 1. Overall - The JSA not only helps supervisors and others become aware of hazards on the job, it has many other uses as well. A JSA may be used to determine specific training an employee has received, as a basis for inspection, and as part of continuing communication program on employee safety and health awareness.
  2. Employee Training - JSA is especially helpful as a training tool because the program provides an organized system for training both new and existing employees. The completed JSA sheet can be used in Job Instruction Training (JIT). Once a JSA is established, training new employees is a lot easier; the entire job procedure does not have to be redeveloped every time when an employee is to be trained or retrained. With the JSA as a guide, you do not have to worry about forgetting to explain some part of the procedure - maybe an important part - to the employee.

The JSA provides a basis for documentation of employee training. You can periodically conduct safety contacts with the worker, observe the worker, and use the JSA to show the employee how to do the job correctly. In the event of employee correction problems, the JSA shows what was used to train the employee.

* 1. Equipment Inspection - The JSA helps in equipment inspections because it provides a detailed breakdown of the job - step by step. City management, supervisors and inspectors can see how the equipment actually works in the performance of that job. This assist in inspecting the performance of the equipment itself.
  2. Accident Investigation - The JSA is important in accident investigation. The JSA may be used as a reference point in case an accident does occur. The actions of the employee are compared to the recommended job actions on the JSA to determine if the employee was performing his/her job properly according to the JSA. Other important factors to be considered in using the JSA for this purpose are whether the JSA itself was correct and whether any possible hazards were missed when originally developing the JSA which led to the accident in question.

#### HOW TO CONDUCT A JOB SAFETY ANALYSIS

* 1. **There are 3 basic steps in developing a JSA:**
     1. Break the job down into a sequence of steps. Each step describes the actions of the job as that job is performed. A step is anything that advances the work.
     2. Examine each step to find and identify hazards. This includes actions, conditions and possibilities, that could lead to an accident. Don't just look for obvious hazards. Look for all hazards. Look at the total environment. Some potential hazards are not obvious. Always consider the possibility of debris or other obstructions in aisles even if there is nothing there at the time the JSA is developed. Include both unsafe acts and conditions in this area.
     3. Recommend actions or procedures for each hazard. The JSA becomes a guideline for what actions are necessary to eliminate or minimize

the hazards that could lead to an accident or injury.

There are three basic actions which are usually taken first to correct a hazard:

* + - 1. Engineering the hazard out of the operation.
      2. Provide guards to protect the worker from the hazard.
      3. Provide personal protective equipment, i.e. eye or foot protection, aprons, face shields, welder's helmets.

#### Equally Important Are:

* + - 1. Job Instruction Training
      2. Good Housekeeping
      3. Good Ergonomics: The person should be positioned in relation to the machine or other elements in the environment to eliminate stress and strains.

#### Additional Actions May Include The Following:

* + - 1. Correct or prevent hazards from becoming injuries through employee training.
      2. Do the job in a different way.
      3. Reduce the frequency with which the job is done.
      4. Change the environment by removing hazardous materials or opening up the workplace.
      5. Eliminate the job (or step) completely.
      6. Having specialists perform that one operation or procedure.

#### JSA Reports

* + 1. A JSA Report form should be completed by the supervisor and reviewed by the department Director and Safety Committee. Additional corrections should be made and proofread before becoming policy (see copy of JSA form attached).
    2. A copy of the JSA should be kept on the job so it will be on hand for ready reference. They should also be maintained in the supervisor's office and may be posted on department bulletin boards. A master file should be kept

of all JSA's by the Human Resources Department.

#### ONGOING JSA ACTIVITIES

* 1. **Continuing Safety Interest**

It is important to remember that JSA is not a one time activity - it's a permanent working tool. That means it's a continuing activity or program. JSA's have to be kept current. Advantages include uncovering hazards, employee training, accident investigation, and recordkeeping. Update JSA's periodically.

#### Refresher Employee Safety Training

Review JSA's with employees from time to time. JSA's provide an excellent source of material for safety subjects.

#### JSA PRIORITIES

* 1. **Overall** - The long range objective for JSA's should be to develop them for all jobs. However, it is very important to set priorities for developing JSA's, especially when beginning a JSA program. The most important priorities are:
     1. Job Accident Frequency - those jobs that have involved several accidents, whether or not injury or occupational illness resulted. The more accidents, the greater the reason for a JSA.
     2. Job Injury & Occupational Illness Severity - those jobs that have involved disabling injuries or occupational illnesses (lost work or restricted work) over those with only minor injuries. If a number of serious injuries have occurred, there is probably a basic problem with the environment or how the job is being done.
     3. Potential Injury/Illness Severity - those with the potential for serious illness/injury or death - even if no such accidents have happened yet.
     4. New Jobs - these have no accident history and the potential for accidents and/or occupational illness may not be recognized. The JSA discovers potential hazards eliminates hazards, and establishes safe job procedures before any accident can occur.

#### SAFETY PROCEDURE #3

**BACK INJURY PREVENTION GUIDELINE AND PROGRAM**

**Purpose :** (1) To provide guidelines for supervisors to use in teaching employees proper lifting methods and controlling material handling losses to prevent back injury, additional information may be used such as ergonomic controls and visual aids.

#### BACKGROUND

* 1. Analysis of accident records of City employees reveals that over one-half of the injuries occur in the process of handling materials. The types of injuries that have been experienced are strains and sprains, crushing, fractures, lacerations, bruises and contusions. They involve pushing, lifting, reaching, carrying, lowering, twisting, turning and pulling. Statistics have proven that the same causes of strain and other similar injuries are responsible for other type injuries such as struck by object, slips and falls, cuts and falling object type accidents. As many as 50% of all accidents are material handling related.
  2. Everyone needs to be concerned about material handling injuries and back injuries because of personal suffering, loss of time on the job, high cost of medical treatment, and restriction of personal pleasures which all people enjoy. These injuries can be controlled and prevented by supervisors and employees. Guidelines are outlined on the following pages which are to be used in performing material handling tasks.

#### EVALUATION AND SELECTION

* 1. Evaluate the load to be handled. Determine the weight, size, destination, and work area. Ask yourself what means do I have for moving the material and equipment and am I capable of moving it myself or not?

**NOTE:** Recommended "Rule of Thumb" maximum weights for manual lifting are 50 pounds for males, and 30 pounds for females. These weights are only for normal, healthy, well-conditioned persons. Lifting, pulling & pushing tasks should be done using recommended and correct techniques. Remember theses are only guidelines and maximum weight limits may vary depending on the lifting job, physical conditioning, age and sex of worker.

* 1. Select the proper equipment to do the job, forklift, dollies, benches, stools, ladders, work platform heights, hoists, carts, casters and any other equipment should be selected to make your job easier.

#### RULES FOR "SAFE LIFTING" DO'S

* 1. **Be in good physical shape**. If not used to manual lifting and vigorous exercise, do not attempt to do difficult tasks. Maintain strong abdominal muscles, exercise as recommended (with physician consultation if necessary) or participate in a physical fitness program. Reports indicate that 80% of strains are caused by lack of exercise.
  2. **Think before acting**. Place material conveniently, have handling aids available, make sure sufficient space is cleared for action, wear gloves and safety shoes.
  3. **Test the weight before handling it.** If it appears to be too heavy, or bulky, get a mechanical lifting aid, or somebody else to help or both.
  4. **Get a good grip on the** load. Use the palms of the hands.
  5. **Get help with heavy loads**. If the load exceeds the recommended weight limits, ask for assistance from a fellow worker or mechanical aid. **Don't** lift heavy loads alone.
  6. **Minimize or lighten loads**. Sometimes it is possible to decrease loads such as taking out materials or carrying 1/2 the amount.
  7. **Get the load close to the body**. Pull the load in before lifting. This is one of the most important rules in lifting. Lift comfortably with or without back straight. Use the ideal lift (knees bent) or the alternate lift (knees slightly bent).
  8. **Place the feet close to the load**. Place feet far enough apart for stability, and have one foot ahead of the other; let them point in the direction of movement.
  9. **Use back muscles to fixate spine and lock in.** Lift load using your leg and hip muscles.
  10. **Lift qradually**. Minimize the effects of acceleration by lifting slowly, smoothly, and without jerking.
  11. Use good posture while standing, sitting, sleeping and walking.
  12. Use olympic model in lifting.
  13. Learn how to lift-bend-pull. Push correctly and use it.

#### DON'TS

1. Don't twist the back or bend sideways - turn the feet, not hips or shoulders.
2. Don't do awkward lifts.
3. Don't lift at arm's length.
4. Don't continue heaving when the load is too heavy.

#### GUIDELINES FOR LIFTING

* 1. Keep your feet parted - one alongside, one behind the object.
  2. Keep your back straight, but not necessarily vertical.
  3. Lift your head and use Olympic model.
  4. Grip the objects with the whole hand.
  5. Tuck your elbows and arms in.
  6. Keep your body weight directly over your feet.

#### SPECIAL APPLICATIONS

* 1. Discuss the handling of specific shapes (demonstrate special techniques for any work performed), all materials and equipment should be considered.
     1. Boxes or cartons
     2. Bags or sacks
     3. Barrels and drums
     4. Long objects (ladders, pipe, etc.)
     5. Flat material (paper, sheet metal plywood, etc.)
     6. Pallets
     7. Special equipment
     8. Trash bags & trash barrels
     9. Limbs and debris

#### Piling Materials

* + 1. Have a safe base. That means a solid, smooth, and level surface. If the floor or ground is not level, use dunning or bearing stops or timber to make sure the pile will not shift. Barrels and other materials that may roll or slide should be cocked at the base.
    2. Pile to a safe height. That means not so high the pile will be unsteady.
    3. Maintain aisle space for workers and fire equipment. Materials should not protrude beyond the face of the pile.

#### TEAM LIFTING AND CARRYING (Demonstrate if Applicable)

* 1. Load should be distributed equally.
  2. Coordinate your movements with those of the other employees so you both start and finish the action at the same time and move together.

#### EXERCISES

NOTE: There are many good back exercise programs, available from doctors, medical information sources, back schools, and exercise specialist. Find a program that is best suited for you and use it. As a word of caution, consult your doctor before beginning any exercise program. This is especially true for persons who have had prior back injuries. If you attempt exercises before contacting your doctor and get injured - stop exercising immediately.

#### HAND TRUCKS

* 1. Four-wheel hand trucks with swivel axles and tongue are to be pulled; all other trucks are to be pushed.
  2. Use the right type of hand truck for the material you are using. If there is a special truck, for example, a drum, it should be used.
  3. Watch where you are going when pushing or pulling a hand truck, and slow down at corners.
  4. Have clearance for your hands when moving through doorways or past other objects.
  5. Secure help in getting hand trucks up or down inclines to prevent them from getting away from you.
  6. When using trucks, stop at all blind intersections before passing the area.
  7. Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.
  8. Report hand trucks with broken wheels, splintered handles and other defects.
  9. When using hand trucks, be sure to watch the floor ahead to avoid

bumps, cracks, uneven surfaces, etc.

* 1. Pile loads evenly. An unbalanced load may shift causing the hand truck to overturn.

#### HOISTING EQUIPMENT

All hoists are to have a rated load capacity on the exterior of the hoist. Employees are not to exceed the specified limit.

#### SAFETY PROCEDURE #4 PROTECTIVE CLOTHING & EQUIPMENT

**Purpose :** To require the use of personal protective clothing and safety equipment in those areas of operations where such clothing and equipment is necessary to protect the employees from recognized hazards.

All employees working in areas or operations where the following personal protective clothing and safety equipment is required shall wear said equipment as long as the hazard is present or may be present.

#### WORKING CLOTHING

Appropriate clothing is provided or required when working for the City. Said clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards.

#### EXAMPLE OF PROHIBITED ATTIRE

Open shirts exposing employee to sunburn, poisonous plants, insects, and flying debris.

Loose shirt-tails/sleeves which can get caught in moving machinery or power tools.

Cutting off pant legs to make shorts, wearing shorts which expose the employee to poisonous plants, insects, and flying debris.

* 1. Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids.
  2. Appropriate gloves will be provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, sharp objects, etc.

#### PROTECTIVE FOOTWEAR

* 1. Shoes such as sneakers, sandals, canvas tops, are not acceptable in the work environment and are prohibited.
  2. Leather work shoes or boots with durable soles must be worn by all

field personnel. This includes but is not limited to such operations as street and road repair, refuse control, field engineers, parks maintenance inspectors, maintenance personnel, etc.

* 1. Each supervisor/foreman shall be responsible to see that proper footwear is being utilized by his/her employees.

#### SAFETY VESTS

* 1. All employees working on a roadway shall be provided with and must wear high-visibility safety apparel.
     1. Additional equipment such as high-visibility gloves, hard hat, caps, etc., will be worn if deemed appropriate.
     2. The roadway is defined as the area between the curbs or where the curbs would be if said area does not have curbs.
  2. All employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with high-visibility safety apparel.
  3. Each supervisor/foreman will be responsible for the distribution and proper usage of this equipment.
  4. Each employee provided with the above safety materials shall be responsible for its maintenance and proper use when in his/her care.
  5. If this equipment is lost or damaged through misuse or carelessness, the responsible employee may be charged for the replacement cost.

#### HEAD PROTECTION

All employees shall be provided with and required to wear an approved safety hat when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards.

All employees, upon being provided with head protection, shall be required to wear same when working in areas or operations where there is a possible danger of impact from falling or flying objects, striking fixed objects or from electrical contact.

Each supervisor/foreman shall be responsible for the distribution and proper usage of said equipment.

Each employee provided with a safety hat or cap shall be responsible for its maintenance and proper use.

#### HEAD PROTECTION MUST MEET ANSI STANDARDS Z89.1 AND Z89.2

The following type activities necessitate the wearing of hard hats:

1. Refuse collection and disposal personnel and others assigned to operate heavy equipment related to refuse collection and disposal.
2. All personnel engaged in tree trimming or cutting operations.
3. All personnel engaged in inspection or supervision of the above activities.
4. Permits and license personnel while conducting any inspections of construction sites or any other area which may subject an employee to head injuries.

Supervisors may designate additional areas where hard hat usage is required.

#### FACE AND EYE PROTECTION

All employees shall be provided with and required to wear proper eye/face protection when exposed to an operation or area where such hazards normally exist.

Each supervisor/foreman shall be responsible for the distribution and use of the proper eye/face protective devices by his/her employees.

Employees provided with eye protection are responsible for its maintenance and proper use.

a. If said equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged with the replacement cost.

Eye protectors that are worn by more than one employee must be maintained in a clean sanitary condition.

Some examples of when eye/face protection must be used:

1. Grinding, cutting, drilling, with power tools.
2. Powered chippers and tree trimmers
3. Sand blasting or air cleaning operations
4. Cutting or breaking glass
5. Tree trimming, brush chipping
6. Chipping, breaking concrete, chipping paint
7. While using pneumatic tools or power actuated tools.
8. Using metal cutting lathes, sharpeners, drill press, power back saws and other metal working tools.
9. During firearms training or practice.
10. When operating power lawn mowers, weed eaters, chainsaws.
11. Full plastic face shield must be worn when handling acids, caustics, and other harmful dusts, liquids.

All eye protection must meet the minimum specifications in accordance with the American National Standard for Occupational and Educational Eye and Face Protection Z87.l.

#### SAFETY PROCEDURE #5 POWER TOOLS

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation. Therefore, the following safety procedures shall be followed by all City employees.

#### ELECTRICAL EQUIPMENT

* 1. All electrical tools are to be grounded by connecting a three-wire cord with polarized, three-prong plug, to a properly grounded three hole receptacle, if possible.
  2. Each electrical tool or machine must be visually inspected, each time it is used, for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
  3. Where electrical equipment must be used in damp or wet locations, use low voltage equipment and always wear rubber boots and gloves.
  4. Never operate power tools without appropriate guards provided.

#### GRINDERS

* 1. Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each grinding wheel should be completed prior to installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)
  2. Grinding wheels must fit easily onto the spindle. Too loose or too tight is dangerous.
  3. When wheel is mounted, stand out of danger at one side while you allow it to develop full operating speed for at least one minute.
  4. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.
  5. Never store a grinding wheel on damp or cement surface, nor put oily rags on the wheel.
  6. Every grinding tool must be securely fastened to the shaft before commencing work.
  7. The work rest must be securely adjusted on all stationary grinders to about 1/8 inch of the wheel. Never attempt this adjustment while machine is in motion.
  8. Avoid using the side of an emery wheel for grinding unless it is especially designed for side grinding. Side grindings weaken the ordinary wheel and may cause it to burst.
  9. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.
  10. Grinder bearings must be kept properly oiled and adjusted. This will help to prevent hot bearings and spindles, which are sometimes responsible for melted bushings.
  11. Do not abuse the wheel by applying excess pressure.
  12. Be particularly careful when grinding narrow tools or other objects as they are apt to catch between the rest and the tool.
  13. The operator's eyes must be protected with goggles at all times when the machine is in use.

#### DRILL PRESSES

* 1. Adjust the table so you have plenty of room for the jig and keep your hands away from the revolving drill.
  2. Be sure that both the chuck and the drill are tight on the spindle and that any circular tables are tightened before beginning the drill.
  3. A sluggish drill is probably the result of incorrect grinding. Be sure the drills are sharpened properly for the particular materials, so that the cut may be the right size.
  4. Materials shall be clamped or otherwise fastened to the drill press bed, not held in the hand.
  5. Never run the drill faster than the rated speed as this may result in broken drills, damaged materials and serious injury.
  6. Never leave key in chuck after tightening the drill. If set screws protrude, report it to your supervisor for repair or replacement.
  7. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.
  8. Reduce pressure if there is any back lash in the spindle. Listen carefully for the distinctive noises made when the drill comes through work so that you can ease off the pressure.
  9. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.
  10. The wearing of gloves and loose clothing while operating drill press is prohibited.

#### COMPRESSED AIR

* 1. When using compressed air for cleaning purposes, personal protective equipment including eye protection must be worn.

B. Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.

1. Maintain your hold securely on any air powered tool to prevent it from flying around and striking you.
2. Be sure that the discharge end of air hoses are securely fastened prior to turning compressed air into the hose.
3. Compressed air hoses shall not be used for cleaning clothes and should not be discharged in the direction of employees.
4. There shall be no horseplay with compressed air hoses.
5. Only OSHA approved air nozzles shall be used.

#### WOODWORKING MACHINERY

* 1. Machine guards are to be permanently attached.
  2. If you are running short or narrow stock, protect your fingers by using a block.
  3. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight-edge.
  4. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.
  5. A rip saw should not be used for cross-cutting, nor shall a cross-cut saw be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a cross-cut saw.
  6. Learn to stand out of the line of a possible "kickback" and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.
  7. Never reach over any machine to get finished materials from the opposite side, to remove dust or wood particles from the saw table, or to oil the machine while it is in operation.
  8. In using a joiner, never allow either hand to pass over the knife. Use both hands -- one on each side of the material -- using particular care at the start and finish.

#### SAFETY PROCEDURE #6 WELDING OPERATIONS

1. **GAS WELDING AND CUTTING**
   1. Welders goggles with proper filter lens shall be worn.
   2. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.
   3. All gas welding equipment and connections should be kept free from grease and oil. (Oxygen will explode upon contact with grease and oil).
   4. Never roll acetylene or oxygen tanks on the floor. Use carriers provided for transportation of tanks.
   5. Securely fasten with a chain the acetylene and oxygen tanks in an upright position where there is no danger of their falling or being bumped.
   6. Use only standard given oxygen hose with right-hand couplings together with red acetylene hose with left-hand thread.
   7. Blow out the tank valve prior to attaching the regulator. Never use compressed air for blowing out equipment. Use oxygen to blow out oxygen hose and acetylene to blow out acetylene hose.
   8. When changing empty tanks for full ones:
      1. Shut off valve on empty tanks.
      2. Release thumb screws on regulators.
      3. Disconnect regulator, blow out tank valve and connect on full tank.
      4. Stand on opposite side of tank, point the acetylene valve outlet away from the oxygen tank and face away from the gauge while opening the tank valve.
      5. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess oxygen which only causes unnecessary sparks in operation.
   9. Be sure that the end of your torch is cleaned before attempting to light. Use only friction lighter.
   10. Do not put the materials in such a position as to permit sparks or the severed section of metal to fall on the gas supply hose or the feet of any employee.
   11. At the completion of the work, the welder should make a careful inspection of the job site to insure that hot articles have not been left smoldering which might later develop into a serious fire.
   12. Proper welding shield or goggles and gloves should be worn.

#### ELECTRIC ARC WELDING

* 1. When electrical arc welding is being performed, the employee must wear welding helmet with proper filter.
  2. Portable welding screens must be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.
  3. Helpers and observers shall wear safety glasses, goggles or hand- held shields with proper filter lenses, when required.
  4. Whenever possible, welding operations should be carried on inside a regular welding booth. If work must be performed outside a booth, the arc shall be effectively screened to prevent injury to eyes and others.
  5. Before entering an area where welding is being performed, the employee should give the operator effective warning, such as shouting.
  6. Like the welding operator, the person entering the welding area is also required to wear appropriate eye protection equipment.
  7. Deposit short ends of welding rods in the containers provided for that purpose to prevent burning holes in your shoes, or starting fires.
  8. When not in use, place the electric holder where it cannot cause an arc.

#### HANDLING GAS CYLINDERS

* 1. The protective cap over the valve should be kept on when the cylinder is not in use.
  2. Never wear gloves or let grease or oil be on your hands.
  3. Lifting cylinders is always a job for two men. If available, move cylinders with a cylinder dolley.
  4. Keep cylinder on end, strap or chain them securely so that they cannot fall.
  5. Store cylinders away from salt, acids, or other corrosive substances.

#### SAFETY PROCEDURE #7

**TREE TRIMMING AND CHAIN SAW SAFETY**

1. **TREE TRIMMING**
   1. No employee shall be assigned to work in a tree. All chainsaw work must be performed from ground level, except when working from an aerial type truck/bucket truck. All safety guidelines for aerial equipment operation must be followed.
   2. Before starting any tree operations time shall be taken to check the trees in the surrounding area for any dangerous conditions.
   3. Except in cases of emergency, tree work should be avoided when trees are wet, during high winds or during extreme low temperatures.
2. Tree trimmers are to ask for assistance only from employees on the crew, never from bystanders.
3. The supervisor is responsible for:
   1. Instructions to his/her employees
   2. Enforcement of all safety rules
   3. Suitable clothing to be worn for the job to be completed.
4. Special precaution should be taken when working around live wires.
5. All wires broken during tree work shall be reported to the proper utility company.
6. Fallen wires shall be guarded until servicemen arrive.
7. In case of contact with live wires, do not touch the victim. He/she must be separated from the wire by use of nonconductive materials. **Call 911 immediately**.

#### CHAIN SAW OPERATIONS

* 1. Always stand at the end of the saw when cutting. Never at the side.

1. Avoid using the tip of the saw for cutting.
2. Never replace chain in guide rail groove while motor is running.
3. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer and easier cutting.
4. Personal Protective equipment including chaps, eye/face protection are mandatory when using chain saws.
5. Never refuel chain saws while they are running.

#### SAFETY PROCEDURE #8 LAWN MOWER OPERATIONS

1. Power mowers shall never be left unattended with motors running.
2. Areas to be mowed must be inspected for foreign objects. Wires, stones, bottlecaps, sticks, etc. should be removed before mowing.
3. Bystanders should be warned by the operator of the danger or flying objects. Extreme precautions must be taken when there are children in the immediate area.
4. Operator must keep hands and feet away from the undercarriage of the mower.
5. All mowers must be equipped with approved hand and feet guards when in use.
6. During maintenance repairs, the spark plug wire must be disconnected from the spark plug.
7. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc. from the top of the mower; place the mower in a dry location under cover.
8. Never refuel a power mower while it is running.

#### SAFETY PROCEDURE #9 MOTOR VEHICLE REPORTS

**Purpose :** (1) To provide information on the purpose and use of Motor Vehicle Reports, (2) How to obtain MVR's and (3) Outline policies on how to process MVR's. (4) Establish policies on good and poor driving records.

#### MOTOR VEHICLE RECORDS - A MANAGEMENT TOOL

Motor Vehicle Records provide valuable data for management. Motor Vehicle Reports (MVR's) list drivers' moving violations and accident involvement. Basically MVR's can help management in two ways. First, driver selection methods can be improved by securing MVR's on prospective drivers (or employees) who plan to drive. Secondly, drivers can be better supervised by management securing an MVR periodically and reviewing them for violations. MVR's provide an inexpensive tool for selecting and supervising drivers. Accidents (and other losses) can be prevented through effective use of MVRs.

#### HOW TO OBTAIN MOTOR VEHICLE REPORTS

Motor Vehicle Reports may be ordered from: State of Georgia

Department of Public Safety

Driver Services Section c/o MVR Unit

P. O. Box 1456

Atlanta, Georgia 30371-2303

Phone (404) 624-7400

**Send:** (1) DPS 18 Form with Authority check. (2)Consent Form (for check via GCIC Terminal)

#### WHAT TO LOOK FOR

A number of factors should be considered in evaluating MVRs. Frequency and severity are of concern.

* + 1. **Frequency** - is basically the number of violations that a driver may have over any period of time. In Georgia drivers' licenses may be suspended if enough points are accumulated within a 24 month period. Points are accumulated for reckless driving, unlawful passing school bus, improper passing on a hill or curve, speeding or disobedience of any traffic control device or traffic officer. Anytime a driver has more than 2 - 3 violations over a 36 month period, he has shown a disrespectful attitude toward the law. His habitual actions reflect a poor driving attitude and will

eventually cause him to have an accident if corrective action is not taken. Violations which appear on personal time are just as important as those which occur on City time, because they reflect poor driving habits and a bad attitude toward the law.

* + 1. **Severity** - is basically concerned with the more serious or major violations. Major violations include driving while intoxicated(DUI), reckless driving where bodily injury or property damage results, hit and run, negligent homicide, theft, and assault with a motor vehicle are examples of severe violations.

Regardless of the number and type of violations outlined, management should take prudent action and take necessary action to eliminate future violations.

* + 1. **Moving Violations** are the most common type of violations. These include speeding, violation of traffic signals, illegal turn or maneuver, and improper passing are examples of moving violations.
    2. **Major Violations** - Examples include driving while intoxicated (DUI), reckless driving, hit and run, negligent homicide, etc.
    3. **Statutory Violations** - reflect moral hazards and the general licensing or registration offenses. These include operating an unregistered vehicle, false registration, driving while license is under suspension.
    4. **Capital Violations** - reflect moral hazards and/or felonies. Murder or assault with a vehicle, theft, and related offenses.

#### HOW TO USE MOTOR VEHICLE REPORTS(MVRs)

* + 1. Management should secure motor vehicle reports initially on all new drivers or employees who plan to drive a City vehicle. An evaluation procedure should be established for evaluating violations on MVRs. Positive measures need to be emphasized to assure that violations will not be tolerated in the future.
    2. Management needs to secure MVRs on drivers (or employees who drive) at least annually. An evaluation procedure should be established for evaluating violations listed. Positive measures need to be established to assure that violations will not be tolerated in the future.
    3. The Policies (policy) should be outlined for actions by management following violations. Consideration needs to be given to the

following:

* + - 1. Prospective drivers whose records show a capital or major violation or shows three or more moving violations within a three year period shall not be employed, unless approved by the City manager or elected official.
      2. A driver whose record shows capital or major violation, or show three or more moving violations in a three-year period, shall be placed on a two year probation.
      3. Counseling drivers and possible reprimanding drivers who have more than one violation per year. Drivers will be counseled by the Safety Director.

#### All Traffic Violations, other than parking, must be reported to Department Head within 30 days of violation. The Department Head is then responsible for providing this information to the Safety Director.

* + 1. **GUIDELINES FOR EVALUATING MOTOR VEHICLE REPORTS**
       1. A driver is considered "**questionable**" if involved in:

#### CRITERIA (A) One (1) of the following occurrences

**during the previous three year period.**

* + - * 1. Reckless or negligent driving.
        2. Driving while impaired or under the influence of alcohol or drugs.
        3. Homicide by vehicle, negligent homicide, or involuntary manslaughter.
        4. Fleeing or attempting to elude police officers.
        5. Driving without a license or while license is suspended or revoked.
        6. Hit and run or failure to stop after an accident.
        7. Evading responsibility after an accident.
        8. Major speeding (20 or more **MPH** over limits).

#### CRITERIA (B) Two (2) or more of the following

**occurrences during the previous three year period.**

1. Speeding (less than 20 **MPH** over limit).
2. Speed greater than reasonable or prudent or too fast for conditions.
3. Failure to yield.
4. Failure to obey traffic sign or signal.
5. Improper backing, turning or passing.
6. Following too closely.
7. Careless operation of vehicle.
8. Any other moving violation.
9. "At Fault" accident.

#### CRITERIA (C) Three (3) of the following

**occurrences during the previous three year period.**

1. Defective equipment.
2. Oversize or overweight load.
3. Operating without required equipment or warnings.
4. Other equipment violations.
5. Not "At Fault" accident.
   * + 1. A driver is considered unacceptable when **two or more "questionable" criteria apply or if any of the "questionable" criteria are exceeded.**
       2. The total driving record, both business and personal use, of each driver is to be considered in evaluating any risk. Any driver who has violations or accidents on personal business will carry these poor driving habits over into business use.

#### SAFETY PROCEDURE #10 MOTOR VEHICLE SAFETY

**DEFENSIVE DRIVING & PREVENTABLE ACCIDENT GUIDELINES**

**Purpose :** To outline information regarding defensive driving and preventable motor vehicle accidents. Definitions of defensive driving and preventable accidents are included. Guidelines and examples of both preventable and non-preventable accidents (collisions) are also included along with information on how to prevent same for each accident type.

Information in this guideline may be used by drivers for reference, supervisors for training and investigation purposes, and vehicle accident review committees in determining preventability of accidents.

#### DEFENSIVE DRIVING

Defensive driving requires drivers to first obey all traffic rules and regulations then go a step further than what is required by law to prevent vehicle accidents.

Defensive Driving is defined as driving to prevent accidents (collisions) in spite of adverse driving conditions and incorrect actions of others, or driving to save lives, money, and time in spite of the conditions around you and actions of others.

The Defensive Driving Code is often defined as a code in which the driver committed no errors himself, and so controls his vehicle as to make due allowance for conditions of road, weather and traffic, and to assure that mistakes or other drivers did not involve him in an accident.

#### PREVENTABLE ACCIDENTS

A preventable accident (collision) is any accident or collision in which the driver failed to do everything reasonable to prevent it.

The preventable accident (collision) concept utilizes defensive driving principles which requires drivers to sometimes go a step further than which is required by law to prevent accidents. The term "**preventable**" should not be confused by the term "**chargeable**", as used by law enforcement agencies in charging drivers after an accident.

#### PREVENTABLE & NON-PREVENTABLE ACCIDENT EXAMPLES (BY TYPE)

* 1. **STRUCK IN REAR BY OTHER VEHICLE Non-preventable If:**
     1. Driver's vehicle was legally and properly parked.
     2. Driver was proceeding in his own lane of traffic at a safe and lawful speed.
     3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person legitimately controlling traffic.
     4. Driver was in proper lane waiting to make turn.

#### STRUCK WHILE PARKED Non-preventable If:

* + 1. Driver was properly parked in a location where parking was permitted.
    2. Vehicle was protected by emergency warning devices as required by federal and state regulations or if driver was in process of setting out or retrieving signals. These provisions shall apply to the use of turn signals as emergency warning lights under federal regulations.

#### ACCIDENTS AT INTERSECTION Preventable If:

* + 1. Driver failed to control speed so that he could stop within available sight distance.
    2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
    3. Driver pulled out from side street in the face of oncoming traffic.
    4. Driver collided with person, vehicle or object while making right or left turn.
    5. Driver collided with vehicle making turn in front of him.

#### STRIKING OTHER VEHICLE IN REAR Preventable If:

* + 1. Driver failed to maintain safe following distance and have his/her vehicle under control.
    2. Driver failed to keep alert to traffic conditions and not slow down.
    3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped, or slowing down for any reason.
    4. Driver misjudged rate of overtaking.
    5. Driver came too close before pulling out to pass.
    6. Driver failed to wait for car ahead to move into the clear before starting up.
    7. Driver failed to leave sufficient room for passing vehicle to get safely back in the line.

#### SIDESWIPE AND HEAD-ON COLLISIONS Preventable If:

* + 1. Driver was not entirely in his/her proper lane of travel.
    2. Driver did not pull to his/her right and slow down and stop for vehicle encroaching on his/her lane of travel when such action could have been taken without additional danger.

#### STRUCK IN REAR BY OTHER VEHICLE Preventable If:

* + 1. Driver was passing slower traffic near an intersection and had to make sudden stop.
    2. Driver made sudden stop to park, load, or unload.
    3. Vehicle was improperly parked.
    4. Driver rolled back into vehicle behind while starting on grade.

#### SQUEEZE PLAYS AND SHUTOUTS

**Preventable If:**

Driver failed to yield right of way when necessary to avoid an accident.

#### BACKING ACCIDENTS Preventable If:

* + 1. Driver backed when backing could have been avoided by better planning of his route.
    2. Driver backed into traffic stream when such backing could have been avoided.
    3. Driver failed to get out of cab and check proposed path of backward travel.
    4. Driver depended solely on mirrors when it was practicable to look back
    5. Driver failed to get out of cab periodically and recheck conditions when backing a long distance.
    6. Driver failed to sound horn while backing.
    7. Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
    8. Driver relied solely on a guide to help him/her back.
    9. Driver backed from blind side when he/she could have made a sight side approach.

#### ACCIDENTS INVOLVING RAIL-OPERATED VEHICLES Preventable If:

* + 1. Driver attempted to cross tracks directly ahead of train or street car.
    2. Driver ran into side of train or streetcar.
    3. Driver stopped or parked on or too close to tracks.

#### ACCIDENTS WHILE PASSING Preventable If:

* + 1. Driver passed where view of road was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
    2. Driver attempted to pass in the face of closely approaching traffic.
    3. Driver failed to warn the driver of vehicle being passed.
    4. Driver failed to signal change of lanes.
    5. Driver pulled out in front of other traffic overtaking from rear.
    6. Driver cut-in short returning to right lane.

#### ACCIDENTS WHILE BEING PASSED Preventable If:

Driver failed to stay in his/her own lane and hold speed or reduce it to permit safe passing.

#### ACCIDENTS WHILE ENTERING TRAFFIC STREAM Preventable If:

* + 1. Driver failed to signal when pulling out from curb.
    2. Driver failed to check traffic before pulling out from curb.
    3. Driver failed to look back to check traffic if he/she was in a position where mirrors did not show traffic conditions.
    4. Driver attempted to pull out in a manner which forced other vehicle(s) to change speed or direction.
    5. Driver failed to make full stop before entering from side street, alley or driveway.
    6. Driver failed to make full stop before crossing sidewalk.
    7. Driver failed to yield right of way to approaching traffic.

#### PEDESTRIAN ACCIDENTS Preventable If:

* + 1. Driver did not reduce speed in area of heavy pedestrian traffic.
    2. Driver was not prepared to stop.
    3. Driver failed to yield right of way to pedestrian.

#### MECHANICAL DEFECTS ACCIDENT Preventable If:

* + 1. Defect was of a type which driver should have detected in making pre-trip or en-route inspection of inspection of vehicle.
    2. Defect was of a type which driver should have detected during normal operation of the vehicle.

#### ALL TYPES OF ACCIDENTS Preventable If:

* + 1. Driver was not operating at a speed consistent with the existing conditions of road, weather, and traffic.
    2. Driver failed to control speed so that he/she could stop within assured clear distance.
    3. Driver misjudged available clearance.
    4. Driver failed to yield right of way to avoid accident.

This guide, while it is designed to assist in determining the preventability of accidents, cannot list every type of accident. If an accident does not fit into a specific category, use the same concepts in arriving at a decision.

#### GUIDE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** | |  | | **Employee ID #** | |  | |  |
| **Unit/Equipment #** | |  | | **VIN** |  | | |  |
| **Date/Time of Accident** | |  | |  | | | |  |
|  | | | | | | | |  |
| **Contributing Factor (Choose One)** | | | **Points** |  | **Accident Score** | | **Points** |  |
|  | Reckless Driving | | 15 | **Chargeable Points** | | | 0 |  |
|  | Negligence | | 10 |  | | | |  |
|  | Failure to Yield | | 5 |  | **Previous Driving Record** | | **Points** |  |
|  | Too Fast for Conditions/Speeding | | 5 |  | 2nd At Fault Accident in past 24 Months | | 5 |  |
|  | Poor Judgment | | 5 |  | 3rd At Fault Accident in past 24 Months | | 10 |  |
|  | Traffic Signal Violation | | 4 | **Previous Driving Record Sub-Total** | | |  |  |
|  | Failure to Maintain Lane/Left Roadway | | 4 |  | | |  |  |
|  | Following Too Closely | | 4 |  | | |  |  |
|  | Struck Fixed Object | | 4 |  | | | |  |
|  | Improper Lane Change | | 4 | **Total Chargeable Points** | | | 0 |  |
|  | Improper Backing | | 3 |  | | | |  |
|  | Ran Over Obstacle/Damage | | 3 | **Disciplinary Action Recommendations** | | | |  |
| **Contributing Factor Sub-Total** | | |  |  |  |  |  |  |
|  |  |  |  |  | Documented Verbal Counseling | | 4 |  |
|  | **Injuries (All Parties)** | |  |  | Written Reprimand |  | 5-6 |  |
|  | No Injuries | | 0 |  | 1-Day Suspension |  | 7-8 |  |
|  | Injuries No Hospitalization | | 3 |  | 2-Day Suspension |  | 9-10 |  |
|  | Injuries Hospitalization | | 6 |  | 3-Day Suspension |  | 11-12 |  |
| **Injuries Sub-Total** | | |  |  | 4-Day Suspension |  | 13-14 |  |
|  |  |  |  |  | 5-Day Suspension |  | 15-16 |  |
|  | **Property Damage - 1 Point/$500.00** | |  |  | Termination Recommended | | >17 |  |
|  | $0.01 - $500.00 | | 1 |  |  |  |  |  |
|  | $501.00 - $1000.00 | | 2 | **Additional Requirements** | | |  |  |
|  | $1,001.00 - $1,500.00 | | 3 |  | Loss of Take Home Vehicle - 3 Days | | 7-10 |  |
|  | $1,501.00 - $2,000.00 | | 4 |  | Loss of Take Home Vehicle - Week | | 11-12 |  |
|  | $2,001.00 - $2,500.00 | | 5 |  | Loss of Take Home Vehicle 6 Months | | 13-14 |  |
|  | $2,501.00 - $3,000.00 | | 6 |  | Loss of Take Home Vehicle | | 15-16 |  |
|  | $3,000.00 - $3,500.00 | | 7 |  |  |  |  |  |
|  | $3,501.00 - $4,000.00 | | 8 |  |  |  |  |  |
|  | $4,001.00 - $4,500.00 | | 9 |  |  |  |  |  |
|  | $4,501.00 - $5,000.00 | | 10 |  |  |  |  |  |
|  | Other | |  |  |  |  |  |  |
| **Property Damage Sub-Total** | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**══════════════════════════════════════════════════ AT THE ACCIDENT REVIEW COMMITTEES DISCRETION ADDITIONAL DISCIPLINARY ACTION MAY BE RECOMMENDED IN ADDITION TO PRESENT RECOMMENDED ACTION DEPENDENT ON CIRCUMSTANCES SURROUNDING THE INCIDENT.**

**──────────────────────────────────────────────────**

**\*** All suspensions are without pay and are effective within 30 days of approval by the Department Head.

To insure equitable treatment of employees, Committee Members should consider that employee's work schedule.

COMMITTEES RECOMMENDATIONS:

#### SAFETY PROCEDURE #11 DEFECTIVE TOOL TAG PROCEDURE

**PURPOSE :** This procedure outlines the use of defective tool tags and how to correct conditions involving unsafe equipment.

#### DEFECTIVE TAGS

A defective tag is a temporary tag to be affixed to a piece of equipment which is found defective and/or otherwise unsafe. The purpose of these tags is to warn other employees of the dangers so the equipment will not be used. There are two types of defective tags which can be used to mark equipment - **DANGER** and **CAUTION.**

**DANGER TAGS** indicate immediate and grave danger, a hazard capable of producing irreversible damage or injury and prohibitions against harmful activity. These tags will have the word "**DANGER**" in white with a red oval outline in white on a black rectangular background in the upper panel, and a lower panel for additional sign wording or symbols in black or red on a white background.

**CAUTION TAGS** are used to call attention to a potential danger or hazard, or a hazard capable of resulting in severe, but not irreversible injury or damage. In some instances, the hazards may be those associated with **DANGER** tags but are of significantly less magnitude. These signs shall have the word "**CAUTION**" in yellow on a black background in the upper panel, and a lower panel for additional sign wording in black on a yellow background.

#### TAGGING

Authorized supervisors and/or members of the safety committee shall be authorized to tag defective equipment. The individual attaching the tag shall sign, date, and define the defect on the tag.

Tagged equipment shall not be used.

#### REPAIRS

After tagging the equipment, the maintenance department should be notified by supervisors or other authorized persons to correct the defective equipment. Only authorized employees should repair defective equipment. Before repairing, all repairmen must insure all power sources have been de-energized and locked out if necessary. After repairs are made tags should be removed and both tag and equipment should be returned (or placed in service) to the respective department.

#### SAFETY PROCEDURE #12 HEAVY EQUIPMENT OPERATIONS

1. **STANDARD RULES FOR ALL HEAVY EQUIPMENT**
   1. All operators should be trained and qualified by a supervisor before running any equipment. The operator's manual should be read and a field operations test given.
   2. Before starting equipment, insure the immediate area is clear of all personnel. The few seconds it takes to walk around your machine could prevent an injury or death.
   3. If a **"DO NOT OPERATE"** tag is on the steering wheel or starter switch of equipment, **DO NOT MOVE ANY CONTROLS** or **TRY TO START IT**; a mechanic may be working underneath the machine. Consult your supervisor.
   4. Know your job site/work area. Locate hazards and obstructions. Check the conditions of the soil or material being moved. Know where underground utilities are before work begins.
   5. Conduct a safety check of your machine before starting up. Check water, oil, tires, under carriage components, tracks, etc. Check for live leaks or damaged hydraulic hoses. Safety checks should be documented daily.
   6. When mounting and dismounting machines, use all steps and grab rails. Never mount or dismount a moving machine. **Do not** jump off machines.
   7. Adjust mirrors and clean windows and headlights for the best visibility possible. Defrost all windows and mirrors on frosty or icy days.
   8. Fasten and properly adjust your seat belt before starting the engine of a wheeled vehicle. (Seat belts are required in all heavy equipment with a **ROPS-Roll Over Protective Structure**.)
   9. Before moving the machine, test all controls for proper functioning:
      * Service and parking brakes
      * Steering
      * Back-up alarm
      * Check gauges for proper readings
      * Control lever, decelerator, accelerator
      * Attachment controls.
   10. If your machine malfunctions, shut it down immediately and inform your supervisor. Never operate an unsafe machine.
   11. Never leave your unattended vehicle while the engine is running.
   12. When parking, park on level ground, apply the parking brakes, lower all attachments to the ground, and shut off the engine. If parking on a slope, do all the above and chock the wheels. Also, on a slope, park at right angles to any slope.
   13. Never move a load over the heads of others or truck cabs.
   14. No riders allowed in equipment cabs. (Mechanics or supervisors may have to ride for brief periods to identify malfunctions in equipment or during employee training; this is the only time two persons may ride in the cab).
   15. Operate equipment at a safe rate of speed. Know your stopping distance at any given speed. Drive defensively.
   16. Shut off engines before refueling equipment.
   17. Safety glasses should be worn when operating open-cab equipment, (cabs with no windshield or side glass).
   18. Pull cables should be of sufficient strength when used. All personnel/people should be more than 100 feet from pulling activities.
   19. Equipment should not be parked near the edge of steep banks or in low excavation areas, to prevent rollovers or flooding of equipment.
   20. Operator compartments should be kept free of trash, cans, bottles, etc. to prevent accidents. Also, excessive dirt, mud or ice should be removed immediately.
   21. Check overhead clearances, if necessary request a signal person for guidance.
   22. Check the operator's manual for proper cold weather starting.

#### DOZER OPERATIONS

* 1. **Do not** operate dozers if lightning is in the area. The machine is grounded and can attract lightning.
  2. Always check the area before changing directions, especially backing.
  3. Carry the blade or bucket low for maximum visibility and stability while traveling.
  4. Travel slowly over rough or slippery ground and on inclines.
  5. **Do not** undercut high banks or stockpiles, the whole mass may become unstable and cave-in.
  6. **Do not** operate too close to overhangs or drop-offs. Watch for falling rocks and slides.
  7. Only use properly guarded dozers for felling trees. Debris and limbs may enter the cab, especially on dead trees.
  8. Avoid side slope travel when possible. Drive up and down the slope. The danger of tipping over is always present.
  9. Select the appropriate gear speed before starting downhill, to prevent engine over speeding.
  10. Cross a gully or ditch at an angle with reduced machine speed.

#### FRONT END LOADER OPERATIONS

* 1. **Never** use a bucket or blade for a work platform or personnel carrier.
  2. Always look around before you back up, hook up, or swing any attachment. Be sure everyone is in the clear.
  3. **Never** move loads over the heads of other persons.
  4. **Never** let anyone in or near the pivot area of a articulate machine.
  5. **Do not** operate front end loaders in the vicinity of lightning storms. Part of the machine is grounded and can attract lightning. Stay clear of the machine until the storm passes.
  6. Carry bucket or blades low for maximum stability and visibility while traveling.
  7. Operate at a speed slow enough so you may have complete control of the machine at all times.
  8. Travel slowly over rough or slippery ground and on hillsides.
  9. Give the right of way to loaded machines on haul roads and in pit areas. Maintain a safe operating distance from other machines and vehicles. Pass cautiously when necessary.
  10. **Never** speed and **never** coast. Keep in gear at all times.
  11. **Do not** use the machine as a ram.
  12. When undercutting high banks or stockpiles, the whole mass can become unstable and cave in. It is suggested additional personnel be in the area when dangerous or hazardous conditions exist.
  13. Avoid operating your machine too close to an overhang or to a deep ditch. Watch for trenches, cliffs, fallen rocks, and sliding or materials. Use caution when pushing over any tree, especially those with a dead top. Before felling trees, insure the cab is properly equipped with guards.
  14. Check overhead clearances and be aware of all power lines or cables in the work area. Use a flagman if necessary for guidance.
  15. Avoid side slope travel whenever possible. Drive up and down the slope. The danger of tipping over is always present!
  16. Should the machine start slipping sideways on a grade - during freezing or rainy weather this danger is increased - turn it in the direction of the side slope.
  17. When loading on a grade, push or drift material downhill whenever possible, then gradually load the bucket. A full bucket is easier to control.
  18. Avoid going over obstacles, such as rocks, logs, curbs, ditches, ridges, and railroad tracks, whenever possible. When obstructions must be crossed, do so with extreme care, and at an angle if possible. Always reduce speed, down shift.
  19. **Never** transport a load with the bucket fully raised. When transporting carry low and travel at proper speed. Handle only those loads which are properly arranged. **Do not** overload your bucket.
  20. **Do not** start, stop or turn quickly when transporting a load. Sudden moves will cause tipping of the machine.

#### MOTOR GRADER OPERATIONS

* 1. Obey all traffic regulations.
  2. Keep blade high and inside wheels when loading.
  3. When traffic piles up behind you, pull to side of road to allow vehicles to pass safely.
  4. When turning, use hand signals or turn signals, if so equipped.
  5. Operate controls from the operators station or compartment only. Never from the ground.
  6. Get help, if necessary, for jobs such as adjusting links.
  7. Use proper hitch equipment when towing. **Never** tow motor graders at high speeds.
  8. Be sure the blade and ripper/scarified teeth cannot catch at railroad crossings, bridges, manholes, etc.
  9. Keep away from outer edge when working on side hill roads, extend blade to move material near the edge.
  10. Use extreme care to avoid blade down pressure and obstacles when working on hills, banks, or slopes. This can tip you over.
  11. Extend blade down slope to give more stability when working on side slopes.
  12. When rear wheels can be offset, refer to the operator's instruction manual for proper procedure. Also refer to manual for positioning mold - board off set position.
  13. When ditching or grading with overhanging rocks, ledges, or trees, place grader or blade in offset position to keep operator away.
  14. In snow removal, be alert for obstructions covered by the snow.
  15. Make sure the grader is equipped with the proper light and marking for snow plowing.
  16. Always use safety chains to tie up the snow wing when transporting or parking the grader with the wing raised. It is recommended all attachments that can be lowered, be lowered, but if necessary to be kept raised, they should be blocked or chained appropriately.
  17. When loading, clearance flags, lights, and warning devices such as "**Slow Moving Vehicle**" signs may be required.
  18. Be sure the engine is stopped before cleaning, servicing, lubricating, checking belt tension, adjusting brake or clutch, removing housing covers, working on hydraulic systems, making repairs - except for those adjustments which require a running engine. In this case, have brakes set, transmission in neutral or park, wheels blocked and two men working, one at the controls and one at the engine.

#### BACKHOE OPERATION

* 1. Check the area for the location of underground cables, gas lines, and water mains.
  2. Know the clearances and the work area. Check clearance of overhead power and telephone lines. **Never** approach overhead or underground wires with any part of the machine, unless proper safety precautions have been taken.
  3. Remove or secure any loose items such as tools, chains or lunch buckets in the operator's compartment. Loose items could jam a control or cause you to trip.
  4. Avoid crossing exposed railroad tracks, ditches, ridges, or curves if possible. If crossing cannot be avoided, reduce speed and cross at an angle.
  5. If operating a loader/back hoe combination, know the pinch points and rap points. If shields are not available for these points, awareness on your part can prevent accidents. **Do not** allow personnel in the pinch point and swing area.
  6. Always carry the bucket low for maximum visibility and stability. Be sure your vision is not obscured when traveling or working.
  7. Extreme caution is required when back filling as the weight of the fill material, plus the weight of the loader/backhoe could cause new construction to collapse.
  8. **Never** operate the loader/backhoe too close to an overhang or a deep ditch. The edges could collapse or a slide could occur causing severe or fatal injury and damage to an expensive piece of equipment.
  9. On loader/backhoes, lower stabilize so that rear wheels are just off the ground and machine is level. Loader bucket should be lowered to the ground. Clear everyone from the swing area.
  10. **Never** under dig the backhoe stabilizers, a cave-in may be the result.
  11. **Never** swing over the truck cab.
  12. When operating the backhoe on a slope, swing to the uphill side if possible. If downhill dumping is necessary, swing only as far as required to dump the bucket. Use extreme caution.
  13. Always drop spoils a sufficient distance from trench to prevent cave-in.
  14. Before leaving the backhoe seat, be sure your backhoe is locked in its transport position, or bucket is lowered to the ground.
  15. When trenching in sandy, muddy or unstable soil, use a platform under the rear wheels and stabilizers to lessen the possibility of a cave-in.
  16. When using the backhoe to lift and place objects, such as sewer pipe, do so over the bank end of the unit - **never** to the side. Excessive weight to the side could tip the machine.
  17. Overloading is dangerous. Make certain you are within the safe load and work radius limitations of your machine and are on solid, level ground before lifting any loads.
  18. When lifting, be sure the load is properly balanced. If possible, use a tag line and move slowly so the load does not sway or swing around. **Never** leave a load hanging. Place it down as soon as possible. If you must leave your machine, lower the load. **Please do not** allow anyone to walk under a lifted load!
  19. Always use hand signals, or turn signal when turning. Use extreme caution at intersections and obey all traffic regulations.
  20. When loading the loader/backhoe be sure the proper clearance flag, lights, and warning signs, such as **Slow Moving Vehicle** emblem are used. Follow state and local regulations.

#### ROLLER COMPACTOR OPERATIONS

* 1. **Never** attempt to start the engine except on the operator's station. **Never** attempt to operate the controls except from the operator's station.
  2. Always use seat belts if your machine is equipped with a **ROPS - Roll/Over Protective Structure.**
  3. When working on slopes, avoid side hill travel whenever possible. Operate up and down the slope. Remember, the danger of sliding and/or tipping on steep slopes is always present - regardless of how heavy or "stable" your machines may appear to be.
  4. Always be sure manually operated gear type transmissions are fully engaged before starting onto a grade. **Do not** attempt to change the gear selection while traveling on a grade.
  5. When traveling on a public road, obey all traffic regulations and be sure the proper clearance flags, lights, and warning signs, such as the "**Slow Moving Vehicle**" emblem are used.
  6. **Never** turn corners at excessive high speeds.
  7. Always look in all directions before reversing your direction of travel.
  8. Use extra caution when working in close quarters or when traveling through congested areas. Courtesy pays off.
  9. Know the location of all ground personnel. **Do not** allow them to get close to your machine.
  10. Park machines in non-operating, non-thoroughfare areas, or as instructed by your supervisor. Insure that the rollers are blocked in both directions.
  11. Loading and unloading machines always involves potential hazards. **Never** use ramps that are cracked, damaged or otherwise of questionable character. Always use ramps of adequate strength, width and that provide a safe loading slope. Be sure the ramps are securely positioned and fastened, and that the two sides are at the same level as one another. Ramp surfaces must provide adequate traction. Be sure the surface is clean and free of grease, oil, ice and any loose material. Insure that the

hauling vehicle is blocked to prevent movement during loading and unloading of the machine.

#### BUSHHOG/ROTARY MOWERS OPERATIONS

* 1. **Never** leave mower unattended while in operation.
  2. Bystanders should be warned by the operator of the danger of flying objects. Extreme precaution must be taken when there are children in the immediate area.
  3. Operator must keep hands and feet away from the under carriage of the mower.
  4. Areas to be mowed should be inspected for foreign objects, wire, rocks, stumps, culverts and etc. All mowers should use safety chains to help prevent or reduce any unseen objects from being projected from the mower.
  5. **Do not** operate to close to overhang or drop-offs. The danger of tipping over is always present.
  6. When mowing on slopes use proper equipment, Boom Mowers, etc..
  7. Select the proper speed, operate at a speed slow enough so you have complete control of tractor and mower at all times.
  8. **Never** dismount tractor while mower blade is still in motion.
  9. Inspect equipment before operation, for loose bolts, broken parts, etc.
  10. Make sure universal joints are in good condition and greased daily.
  11. Make sure power take off safety covers are in place, (there is always danger of clothing being caught in power take off).
  12. **Never** use PTO shaft as a step for dismounting or mounting tractor.
  13. Operators are required to wear seatbelts where rollover protective structures are provided.
  14. When changing mower blades, **Do Not** rely on tractor hydraulic lift, always shore, brace, or otherwise support mower by means of sufficient strength to protect employees.
  15. When traveling on a public road, obey all traffic regulations and be sure warning signs and lights are used.

#### Paving Machine Operations

* 1. Pre-Operation check-out procedure:

1. Read all instructions in the manual, the machine operator's manual, the engine manual and optional equipment manuals for your machine before attempting to operate or service the paver/finisher. The paver/finisher should be operated only by an operating engineer or other qualified person.
2. Know your machine's capabilities and limitations, such as speed ranges, braking, steering, etc.
3. If any safety related defects are discovered, shut the machine down and correct the defect.
   1. Be sure all shields and guards are in place and in good condition.
   2. Always mount and dismount the paver/finisher from the rear, using walkways, steps and handrails provided.
   3. **Do not** permit anyone to climb or stand on the paver/finisher except on the steps and walkways provided.
   4. Only required personnel at their proper work stations are to be on the paver/finisher. The operator should be seated at the control station whenever the machine is in operation. The screed man should stand only on the designated platform area of the screed.
   5. Be certain that both the transmission shift lever and direction-speed control lever are in their neutral positions before starting engine.
   6. Make sure everyone is clear of the paver/finisher before starting, so that no one will be struck or caught by moving parts.
   7. Keep all persons clear of augers, hopper wings, conveyors side arms, power widening screed ends and truck hitch when operating a paver/finisher.
   8. Check all functions of the paver/finisher for proper operation. **DO**

**NOT** attempt to use a malfunctioning machine.

* 1. Shift to **"Pave"** or **"Intermediate"** range before entering grades in excess of 6%, uphill or downhill.
  2. BRAKES:

1. Stop the paver and apply the hand brake/parking brake before shifting the transmission on a grade.
2. Use the direction-speed control lever to reduce travel speed before applying brakes.
3. Apply foot brakes evenly to avoid drawing paver to one side.
   1. While the paver/finisher is running **DO NOT**:
4. Attempt to attach or remove any part of assembly.
5. Attempt to clean, lubricate or service.
   1. Before leaving the operator's seat, be sure that all control switches are in the **"OFF"** or **"NEUTRAL"** position, hand brake/parking brake is applied, hopper sides are lowered, screed is lowered (or secured in the raised position) and the engine is off.
   2. **DO NOT** use the wash-down system when screed heaters are in use.
   3. Refuel the paver/finisher only when the engine is off. **DO NOT** permit sparks, open flames, or smoking within 50 feet of paver when refueling. **DO NOT** refuel the paver when screed heaters are operating.
   4. Keep operator's platform clean. **DO NOT** use it as a place to carry loose tools, lunch boxes, etc.
   5. When working in the vicinity of the machine, stand in full view of the operator; but **never** on or in front of the machine when the machine is operating. Stay clear of hopper, side arms and screed when machine is operating. **DO NOT** walk in front of the hopper or extended screed, or stand at the end of the screed if it is equipped with hydraulic widening option. **NEVER** get between the truck and paver/finisher.
   6. If necessary to remove spillage from the roadway, have the operator stop the machine first. Working close to a moving machine is dangerous.
   7. **DO NOT** attempt to adjust augers, conveyors or drive chains while

machine is operating. Operator should be advised when adjustments are being made.

* 1. **DO NOT** attempt service or repairs you don't understand or cannot perform competently.
  2. **Never** adjust steering guide while the paver/finisher is moving, or when a truck is near the hopper.
  3. General safety for Wedge-Lock Screeds and Extensions:

1. Stay clear of augers and ends of screed when machine is operating.
2. **DO NOT** pave at extended screed and auger widths without first installing auger guards.
3. **Never** attempt to attach or remove any part or assembly on the screed or screed extensions while the paver is running.
4. **Never** clean, lubricate or service the screed when the paver is running.
5. When assembling or disassembling screed extensions, edger plates, auger extensions and auger guards, always support or block up all assemblies. Always support screed before working or measuring beneath it. Screed or attachments could fall resulting in crushing injuries.
6. All vibrator covers must be installed before operating vibrators.
7. **DO NOT** extend or retract extendible sections until all personnel are clear.
   1. Park the machine in a location where it is not likely to cause an accident while unattended.

#### SAFETY PROCEDURE #13

**SOIL EXCAVATION AND TRENCHING SAFETY**

**Purpose :** (1) To provide general information on protection of employees during soil excavation and trenching.

(2) To outline requirements for trenching, shoring, and bracing during operations.

#### GENERAL PROTECTION REQUIREMENTS

The basic standard issued by the Occupational Safety and Health Administration (OSHA), Subpart P-Excavations, Trenching, and Shoring should be used as a guideline for excavation and trenching. Other standards can also be used to include the Corps of Engineers Safety Requirements and Associated General Contractors of America. Brief requirements are outlined in this Safety Procedure.

* 1. Prior to opening an excavation or trench, effort shall be made to locate underground installations such as sewer, telephone, water, fuel, electric lines, and natural gas lines. Locations of these underground utilities should be identified and safeguards taken accordingly.
  2. Walkways and runways should be provided for excavated areas. These walkways or runways should be provided in accordance with recognized safety standards. Planks on walkways shall be uniform thickness and provided with beveled cleats to prevent tripping.
  3. Employees shall wear adequate personal protective equipment for protection of head, eyes, hands, feet, and other parts of the body as exposed while excavating or trenching.
  4. Employees exposed to vehicular traffic shall be provided and wear warning vests marked with or made of reflectorized or high visibility material.
  5. No person shall be permitted under loads handled by power shovels, derricks, or hoists. To avoid any spillage employees shall be required to stand away from any vehicle being loaded or unloaded.
  6. Daily inspections of excavations and trenching shall be made by a Supervisor. If there is evidence of possible cave- in or slides, all work shall cease until necessary precautions can be taken to provide safeguards for employees.

#### DEFINITIONS USED IN THIS PROCEDURE AND OSHA GUIDELINES

* 1. **Angle of Repose** - The greatest angle above the horizontal plane at which a material will lie without sliding.
  2. **Bank** - A mass of soil rising above a digging level.
  3. **Braces (trench)** - The horizontal members of the shoring system whose ends bear against the uprights or stringers.
  4. **Excavation** - Any manmade cavity or depression in the earth's surface, including its sides, walls or faces, formed by earth removal and producing unsupported earth conditions by reasons of the excavation. If installed forms or similar structures reduce the depth to width relationship, and excavation may become a trench.
  5. **Slope** - The angle with the horizontal at which a particular earth material will stand indefinitely without movement.
  6. **Trench** - A narrow excavation made below the surface of the ground. In general, the depth is greater than the width, but width of a trench is not greater than 15 feet.
  7. **Trench Jack** - Screw of hydraulic type jacks used as cross bracing in a trench shoring system.
  8. **Trench Shield** - A shoring system composed of steel plates and bracing, welded or bolted together which support the walls of a trench from the ground level to the trench bottom and which can be moved along as work progresses.
  9. **Unstable Soil** - Earth material, other than running, that because of its nature or the influence of related conditions, cannot be depended upon to remain in place without extra support, such as would be furnished by a system of shoring.

#### SPECIFIC EXCAVATION AND TRENCHING REQUIREMENTS

* 1. **Excavation:**
     1. Trees, boulders, and other surface materials located that

create hazards to employees involved in excavation work shall be removed or made safe before excavating is begun.

* + 1. The walls and faces of all excavations shall be guarded by a shoring system, sloping of the ground, or some other equivalent means.
    2. Excavations shall be inspected by a competent person such as a supervisor after every rainstorm or other hazard- increasing occurrence, and the protection against slides and cave-ins shall be increased and/or provided if necessary.
    3. The correct angle of repose of soil shall be provided after careful evaluation. Consideration will be given to depth of cut, vibration, water content of material, anticipated changes, to weather changes, adjacent and imposing structures, stored material, and traffic as part of the evaluation.
    4. Excavated material should be effectively stored and retained at least 2 feet or more from the edge of all excavations.

#### Trenching

* + 1. Banks of 5 feet or more high shall be shored, laid back to a stable slope, or some other equivalent means of production shall be provided when employees may be exposed to moving ground or cave-ins. Trenches less than 5 feet in depth shall also be effectively protected when examination of the ground indicates hazardous ground movement may be expected. See table P-1 for approximate angle of repose for sloping sides of excavations and trenches.
    2. Sides of trenches in unstable or soft material, four feet or more in depth, shall be shored, sheeted, braced, sloped, or otherwise supported by means of sufficient strength to protect employees working within them.
    3. Sides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is more than 5 feet in depth and 8 feet or more in length. In lieu of shoring, the sides of the trench above the five foot level may be sloped to preclude collapse, but shall not be steeper than 1 foot rise to each 1/2 foot horizontal.
    4. Materials used for sheeting and sheet piling, bracing, shoring, and underpinning, shall be in serviceable condition and timbers used shall be of sound and free from large or loose knots, and shall be designed and installed as to be

effective to the bottom of the excavation. See Table P-2.

* + 1. Additional precautions by way of shoring and bracing shall be provided to prevent slides or cave-ins when excavations or trenches are made in locations adjacent to back filling excavations or when excavations are subject to vibrations from railroad or highway traffic, operation of machinery, or any other source.
    2. When employees are required to be in trenches 5 feet deep or more, adequate means of exit, such as a ladder or steps shall be provided and located so as to require no more than 25 feet of lateral travel.
    3. Portable trench boxes or sliding trench shields may be used for protection of personnel in lieu of a shoring system or sloping. Where trench boxes or shields are used they shall be designed, constructed, and maintained in a manner which will provide protection equal to or greater than sheeting or shoring required for the trench.
    4. Backfilling and removal of trench supports shall progress together from the bottom of the trench. Jacks or braces shall be released slowly and, in unstable soil, ropes shall be used to pull out the jacks or braces from above, after employees have cleared the trench.

#### CITY OF SENOIA

**Supervisor's Daily Excavation/Trenching Checklist**

For Trenching 5’ or Greater Hard Soils and 4’ or Greater in Soft Soils PROJECT NAME: DATE:

LOCATION: TIME OF DAY: \_ AM PM WEATHER:

Is Engineering report being used? Y N

Has all open trench been inspected? Y N

Has soil been classified (Types A, B or C)? Y N

Is sloping of trench walls being used? Y N

Are slopes at proper angles (1.5 to 1, etc.)? Y N

Is trench box in use (rated capacity psf)? Y N

Is shoring in use (aluminum or wood )? Y N

Have utility companies been notified? Y N

Are ladders or ramps in use? Y N

#### If any of the above answers are "NO", OSHA Standards must be used as a minimum and complied with in full (unless a 1.5 to 1 slope is used on trench walls) in all cases.

Spoil piles located too close to trench? Y N

Surcharge loads too close to trench? Y N

Are there tension cracks along trench? Y N

Are there shrinkage cracks in trench walls? Y N

Has water accumulated in trench? Y N

Has any soil sloughed or caved since yesterday? Y N

Is backfilling of trench being delayed? Y N

Is soil layered? Y N

Are other construction activities near trench? Y N

Is there vehicular traffic near trench? Y N

Are there trees, boulders, signs, etc. in area? Y N

Are subsurface conditions different than were anticipated? Y N

Are other utility lines near trench? Y N

Any leakage detected in aluminum shoring? Y N

Do wood shores need to be tightened? Y N

#### If any of the above answers is "YES" there is a changed condition which affects the soil classification and thereby affects employee safety. All work must cease until corrective action is taken and soil is reclassified.

**CORRECTIVE ACTION TAKEN:** **DIARY:**

**SIGNED: Contractor**

**Project Inspector** **Safety Coordinator**

**SAFETY PROCEDURE #14**

**ROAD MAINTENANCE/REPAIR PROCEDURES**

**Purpose :** These procedures are designed to provide safe, effective work areas for road/street repair and to warn, protect, control and expedite vehicular and pedestrian traffic flow.

#### GENERAL

Road and street repair activities can make employees highly vulnerable to injury/accidents and the City susceptible to liability claims. Hazards such as open trenches, spoil piles, equipment and structures in or on normal traffic routes can result in sever injuries and/or property damage. All road/lane closure and repair actions are to be preplanned and coordinated with appropriate agencies. To assure driver/pedestrian understanding, only standardized control devices (signs, lights, barricades, and delineators) should be used.

#### OPERATING PRACTICES

* 1. **Authorization**
     1. No work will be performed in any public right-of-way without authorization and the use of traffic control devices.
     2. Public right-of-way repair/maintenance requires preplanning, permits, coordination with affected agencies, safeguards for worker/general public and inspection/patrol of the site.

#### Scheduling

* + 1. Except in emergency situations maintenance on arterial streets will be scheduled to minimize traffic interference, during the normal "rush hours".

#### Clearances

* + 1. Temporary traffic lanes will be a minimum of 10 feet wide; will be positioned two feet from the curb or road edge; and be at least five feet from open excavations, whenever possible.
    2. Construction equipment not engaged in work or other official vehicles will not be parked where they restrict or obstruct traffic flow.

#### Control Devices

* + 1. Traffic warning and control device requirements will be preplanned, standardized, and uniformly placed.
    2. When conditions dictate the use of flagmen, they shall be equipped with and wear appropriate vests in daylight (with reflectorized tape applied for night use). Additionally, appropriate paddles, flags, or flashlights are to be used.
    3. Vehicles and equipment operating in or near the job site will have operative warning lights with slow moving/caution placards appropriately attached.

#### Overnight Control

* + 1. When extensive work requires overnight delineation of the job site, barricades with appropriate warning/regulatory signs and lights will be installed. The work detail supervisor or designated chief is responsible to insure their adequacy of type, positioning, and operation prior to leaving the job site.
    2. Appropriate law enforcement agency coordination should be made to insure their awareness and enhance protection from theft and vandalism.

#### SAFETY PROCEDURE #15

**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

City of Senoia recognizes that employees of this organization may encounter routine or non-routine exposure to bloodborne pathogens including hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). This written exposure control program has been developed by City of Senoia to eliminate or minimize employee exposure to blood or other potentially infectious materials and is intended to comply with the requirements of OSHA standard 29 CFR 1910.1030, Bloodborne Pathogens.

The Safety Director has been designated as the exposure control program coordinator and will be responsible for enforcement, review (annually or more frequently when determined necessary) and maintenance of the program.

#### IMPORTANT DEFINITIONS

* 1. **Blood:** Human blood, human blood components, and products made from human blood.
  2. **Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
  3. **Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
  4. **Contaminated Laundry**: Laundry which has been soiled with blood or other potentially infectious materials on an item or surface.
  5. **Contaminated Sharps:** Any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
  6. **Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious articles and the surface or item is rendered safe for handling, use of disposal.
  7. **Engineering Controls:** Controls (e.g. sharps disposable containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
  8. **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
  9. **Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's job duties.
  10. **Other Potentially Infectious Materials:** (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, 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; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissue from experimental animals infected with HIV or HBV.
  11. **Parenteral:** Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
  12. **Personal Protective Equipment:** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
  13. **Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
  14. **Universal Precautions:** An approach to infection control. According to the concept of Universal Precautions, all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
  15. **Work Practice Controls:** Controls that reduce the likelihood of

exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).

#### EXPOSURE DETERMINATION

The following exposure determination has been made without regard to the use of personal protective equipment:

* 1. The following are job classifications in which all employees have occupational exposure to blood or other potentially infectious materials:
     1. Law Enforcement Personnel
     2. Public works
  2. The following are job classifications in which some employees have occupational exposure to blood or other potentially infectious materials:
     1. Building Maintenance

Tasks or procedure or groups of closely related tasks and procedures in which occupational exposure occurs that are performed by employees in this job classification:

Housekeeping, emptying trash. Responsible for cleaning the City health department, nurses office in law enforcement department.

#### SCHEDULE AND METHOD OF IMPLEMENTATION METHODS OF COMPLIANCE:

* 1. **Universal Precautions:**

Universal precautions shall be observed at City of Senoia to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Supervisors of employees working in job classifications who encounter occupational exposure to blood or other potentially infectious materials (listed in the Exposure Determination Section) are responsible for ensuring that employees observe universal precautions at all times.

#### Engineering and Work Practice Controls:

Engineering and work practice controls shall be utilized at City of Senoia as a primary method for eliminating or controlling exposure to blood or other potentially infectious materials. The safety committee is responsible for examining and maintaining or replacing all engineering controls on a regular basis. The following engineering controls will be used and enforced by the department supervisors:

* + 1. Antiseptic hand cleanser is kept in each emergency services vehicle and law enforcement vehicle so that employees may wash hands as soon as possible after an exposure.
    2. Containers that are puncture resistant, labeled, leak proof on sides and bottom, and color coded in accordance with the standard are kept in each emergency services vehicle.
    3. Needleless IV systems, self-sheathing needles, and pre- filled syringes will be used by emergency medical services personnel when available.
    4. Pouches will be provided to Emergency Medical Services Personnel to hold gloves.
    5. Disposable bag valve masks will be provided in all Emergency Medical Services Units.
    6. Disposable pocket mask with a one way valve will be issued to Emergency Medical Services vehicles.

The following work practice controls will be utilized at City of Senoia and enforced by department supervisors:

1. Employees **MUST** wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
2. Employees **MUST** wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment.
3. Employees are required to wash their hands with soap and running water as soon as feasible after using an appropriate antiseptic. Hand cleaners or towels are acceptable only where hand washing facilities are not feasible.
4. Contaminated needles and other sharps shall not be bent, recapped, or removed unless no alternative is feasible or such action is required by a specific medical procedure. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique. **SHEARING OR BREAKING OF CONTAMINATED NEEDLES IS PROHIBITED**.
5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonably likelihood of occupational exposure. This includes ambulance patient compartment and prisoner compartment of patrol vehicles.
6. Food or drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present. This includes ambulance patient compartment and prisoner compartment of patrol vehicles.
7. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
8. Mouth pipetting/suctioning of blood or other possibly infectious materials is **PROHIBITED**.
9. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
10. Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and decontaminated as necessary. If decontamination is not feasible, a readily observable label in accordance with 29 CFR 1910.1030 must be attached to the equipment stating which portions remain contaminated. The department head involved is responsible for informing affected employees, the servicing representative, and/or the manufacturer prior to handling, servicing, or shipping so that appropriate precautions may be taken.

#### Personal Protective Equipment:

Where occupational exposure remains after institution of engineering and work practice controls, appropriate personal protective equipment will be used. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to reach employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use. Personal protective equipment is provided by City of Senoia, at no cost to the employee. Department Heads will be responsible for ensuring that employees wear appropriate personal protective equipment. The following are considered appropriate personal protective equipment:

#### Gloves

Medical Exam gloves are to be used for standard exams, airway related problems, and any patient contact.

#### Masks, Eye Protection, And Face Shields

These items should be used when there is reasonable likelihood that bodily secretions may be splashed into the face and eyes. This would include patients with multiple trauma injuries, situations where there is profuse bleeding, and decontamination of equipment.

#### Gowns, Aprons, And Other Protective Body Clothing

These should be used when there is a known diagnosis of an infectious disease such as HIV, meningitis, and any other hi-risk type situations.

#### The following also applies to personal protective equipment:

1. Personal protective equipment MUST be cleaned, laundered, repaired, and/or replaced as needed to maintain its effectiveness.
2. If a garment is penetrated by blood or other potentially infectious material, this garment MUST be removed immediately or as soon as feasible.
3. All personal protective equipment MUST be removed prior to leaving the work area.
4. When personal protective equipment is removed, it MUST be placed in an appropriately designated container for storage, washing, and decontamination, or disposal. (Red Bags)

#### Housekeeping:

In keeping with the concept of Universal Precautions, City of Senoia will ensure that the worksite and emergency response and law enforcement vehicles are maintained in a clean and sanitary condition. The following is a written schedule for housekeeping:

1. **Equipment:** All equipment and environmental work surfaces shall be cleaned and decontaminated with an appropriate disinfectant after contact with blood or other potentially infectious materials by the emergency response team, law enforcement personnel, coroners' office personnel, housekeeping personnel or nurse in the law enforcement office.
2. **Work Surfaces**: Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures or as soon as feasible when surfaces are obviously contaminated, after any spill of blood or other potentially infectious material, and at the end of the work shift. Disinfectants which can be used are EPA germicidal agents, bleach solutions, etc.
3. **Protective Coverings**: Protective coverings such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment or environmental surfaces shall be removed and replaced as soon as feasible when they become obviously contaminated and at the end of the work shift by the person designated in each department.
4. **Trash Cans**: All bins, pails, cans, and similar receptacles which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials will be inspected, cleaned, and decontaminated daily by the person designated in each department or as soon as feasible upon visible contamination.
5. **Sharps**: Contaminated sharps shall be discarded

immediately or as soon as feasible in approved containers. **CAUTION**: Broken glassware which may be contaminated shall not be picked up directly with the hands. It must be cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps. (Furthermore, any mechanical device which is contaminated must be de-contaminated following use or as soon as feasible).

1. **Sharps Containers**: Sharps containers will be inspected weekly by each department to ensure that they are not allowed to become overfilled. Sharps containers must be closable, puncture resistant, leak proof on sides and bottom, and labeled or color- coded in accordance with paragraph (g)(1)(i) of the standard. Sharps containers will be located as close as feasible to the immediate area where sharps are used. Additionally, jump kits used by emergency medical services personnel must be equipped with approved sharps containers.
2. **Laundry**: Contaminated laundry must be bagged or containerized at the location where it was used in an approved bag or container (see labeling requirements). Contaminated laundry must not be sorted or rinsed in the location of use. The laundry site has been notified of the potential for contamination by blood borne pathogens and of the need to use universal precautions.

#### HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION/FOLLOW-UP

* 1. The Hepatitis B vaccine and vaccination series shall be made available to all employees with occupational exposure (see exposure determination) at no cost to the employee. All employees who may be working in areas with occupational exposure are allowed the chance to begin the Hepatitis B vaccination after the employee has received the training required (see Training) and before the start of assignment. Employees who decline the Hepatitis B vaccination will be required to sign the Hepatitis B declination statement. If an employee initially declines the Hepatitis B vaccine but later decides to accept, City of Senoia will make available the Hepatitis B vaccine at that time, assuming the employee still has occupational exposure. Any time an exposure incident occurs, employees must contact their immediate supervisor to ensure the proper evaluation and follow-up. The medical evaluation and follow-up will include the following elements:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless infeasible or prohibited by state or local law. If consent is obtained (where required), the source individual's blood shall be tested and the results documented. If the source individual is known to be infected with HIV or HBV, this shall be documented without a repeat test.
3. Results of the source individual's testing shall be made available to the exposed employee , along with applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
4. The exposed employee's blood shall be tested as soon as feasible after consent is obtained.
5. If the employee consents to baseline blood collection such testing shall be done as soon as feasible.
6. When medically indicated, post-exposure prophylaxis will be provided, as recommended by the U. S. Public Health Department.
7. Counseling will be made available to the employee upon request.
8. Evaluation of reported illnesses.
   1. Within 15 days of completion, a copy of the evaluating healthcare professional's written opinion shall be obtained by the health department and provided to the employee. This written opinion will be limited to the following information:

1. A copy of 29 CFR 1910.1030

* 1. A description of the exposed employee's duties as they relate to the exposure incident.
  2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
  3. Results of the source individual's blood testing, if available.
  4. All medical records relevant to the appropriate treatment of the employee including vaccination status.

#### LABELING

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

#### BIOHAZARD

These signs shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in contrasting color. Alternately, red bags or containers may be substituted for labels. The Safety Committee is responsible for review of compliance with labeling requirements.

#### TRAINING

All employees with occupational exposure will be expected to participate in a training session that will be provided at the time of initial assignment to tasks where occupational exposure takes place, every year thereafter, and whenever changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's exposure.

The Human Resources Department will be responsible for coordinating training sessions, which will consist of the following:

* 1. An explanation of the blood borne pathogens standard (29 CFR 1910.1030) and the fact that a copy of the text of this standard will be accessible at all times.
  2. A general explanation of the epidemiology and symptoms of blood borne diseases.
  3. An explanation of the modes of transmission of blood borne pathogens.
  4. An explanation of City of Senoia's exposure control plan and the means by which employees can obtain a copy of the written plan.
  5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  6. An explanation of the use of limitations of methods that will prevent or reduce exposure including engineering controls, work practice, and personal protective equipment.
  7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
  8. An explanation of the basis for selection of personal protective

equipment.

* 1. Information on the hepatitis B vaccine and a statement that the vaccine will be offered free of charge.
  2. Information on appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
  3. 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.
  4. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
  5. An explanation of the signs and labels and/or color coding that is used in the facility.
  6. An opportunity for interactive questions and answers with the person conducting the training session.

The training coordinator will keep a record on file concerning all training sessions. A sample copy of the training record is included in the Appendix.

#### RECORDKEEPING

The City of Senoia Human Resources Department is responsible for maintaining records regarding the exposure control plan at City of Senoia, and for ensuring that all medical records are kept confidential. The following records will be kept on file:

* 1. A file for each employee with occupational exposure to blood or other potentially infectious materials including the name and social security number of the employee, a copy of the employee's hepatitis-B vaccination status, any medical records relative to the employee's ability to receive vaccination.
  2. The employer's copy of the healthcare professional's written opinion regarding post-exposure evaluation and follow-up.
  3. A copy of the information provided to the healthcare professional regarding post-exposure evaluation and follow-up.

The above records will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the blood borne pathogens standard or by law. Additionally, these records will be maintained for at least the duration of employment plus thirty (30)

years.

#### EVALUATION OF EXPOSURE INCIDENTS

Due to the potentially severe consequences resulting in exposure incidents, the circumstances regarding these incidents will be investigated with the upmost priority. Employee's **MUST** notify their supervisor immediately following an exposure. The supervisor will be responsible for conducting an investigation into the circumstances of exposure incidents immediately following each incident. An example of the exposure incident investigation form is appended.

#### HEPATITIS B VACCINE DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to have occupational exposure to blood or other potentially infectious materials and if I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

#### Signature

**Date**

**EXPOSURE CONTROL TRAINING RECORD**

Date(s) of Training: Trainers:

Name: Qualifications:

Summary of Training:

1. An explanation of the standard (29 CFR 1910.1030).
2. A general explanation of the epidemiology and symptoms of blood borne pathogens.
3. An explanation of the modes of transmission of blood borne pathogens.
4. An explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including engineering controls, work practice, and personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on hepatitis B vaccine and a statement that the vaccine will be offered free of charge.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. 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.
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
13. An explanation of the sign and labels and/or color coding that is used in the facility.
14. An opportunity for interactive questions and answers with the person conducting the training session.

Person(s) Trained:

Name: Job Title:

1.

2.

3.

4.

5.

6.

7.

#### EXPOSURE INCIDENT REPORT

Date of Occurrence: Time: Report Date:

Department: Exact Location:

Report Prepared By: Title:

#### \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Employee Name: Title: Department: How Long on Job?: Task in Progress:

Route(s) of Exposure: Source of Exposure:

Date Blood Collected (If Consented):

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*** Source Individual Name (If Known): Source Individual Status (If Known): Lost Time?: Date Expected Back: Date of Last Injury:

Employee Most Directly Involved:

Title: Department:

#### \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Step-by-step description of exposure incident:

#### Causes:

**Diagram of Scene At Time of Exposure:**

**Effects on Other Program Activities: Circle Completed**

|  |  |  |
| --- | --- | --- |
| 1. | Task procedure needs review/revision/ writing | Y or N |
| 2. | Rules need revision/additions | Y or N |
| 3. | Employee training program needs revision | Y or N |
| 4. | Group meeting needed | Y or N |
| 5. | Individual employee contacts needed | Y or N |
| 6. | Task observation required | Y or N |
| 7. | Area inspection schedule needs revision | Y or N |
| 8. | Written exposure control plan revision/ | Y or N |
| 9. | Personal Protective Equipment review/ | Y or N |
| 10. | Sharps handling/storage review/revision | Y or N |
| 11. | Post-exposure prophylaxis required | Y or N |
| 12. | Counseling accepted | Y or N |
| 13. | Other: | Y or N |

Worker's Compensation tracking: Amount reserved Insurance Case Number:

Date employee informed of status: By Whom?

Employee returned to work (Date): Transfer: Department Transferred To: (If Applicable)

Termination Date: Date of death:

Total days lost: Total comp paid:

#### \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Corrective Actions: Scheduled: Completed:**

#### Signatures:

**Investigator Date Reviewed By** **Reviewer's Comments:**

Safety Form - 1

## Job Breakdown for Instructing

#### Part ……………………………………….. Operation………………………….………















IMPORTANT STEPS IN THE OPERATION

Step: A logical segment of the operation when something happens to ADVANCE the work

**(What you do)**

KEY POINTS

Key Point: Anything in a step that might: Make the job – not break it

Prevent accidents Make the work easier to do,

Ie. “knack,” “trick,” special timing,

Bit of special information

**(How you do it)**

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Safety Form - 2

## Training Time Table

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Safety Form - 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB SAFETY ANALYSIS**  ***INSTRUCTIONS ON REVERSE SIDE*** | JOB TITIE OR OPERATION  (and number if applicable): | PAGE OF JSA NO. | | DATE: NEW  REVISED |
| EMPLOYEE/OPERATOR | SUPERVISOR: | | ANALYSIS BY: |
| COMPANY/ORGANIZATION: | PLANT/LOCATION: | DEPARTMENT: | | REVIEWED BY: |
| REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: | | | | APPROVED BY: |
| SEQUENCE OF BASIC JOB STEPS | POTENTIAL HAZARDS UNSAFE ACTS OR CONDITIONS | | RECOMMENDED ACTION OR PROCEDURE | |
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Safety Form - 4

**CITY OF SENOIA**

**Supervisor’s Daily Excavation Checklist**

PROJECT NAME: DATE: LOCATION:

|  |  |  |
| --- | --- | --- |
| TIME OF DAY: AM PM WEATHER: |  | |
| Is engineering report being used? | Y | N |
| Has all open trenches been inspected? | Y | N |
| Has soil been classified (Type A, B or C)? | Y | N |
| Is sloping of trench walls being used? | Y | N |
| Are slopes at proper angles ( 1.5 to 1, etc.)? | Y | N |
| Is trench box in use (rate capacity psf)? | Y | N |
| Is shoring in use (aluminum or wood )? | Y | N |
| Have utility companies been notified?  Are ladders or ramps in use? | Y  Y | N  N |

**If any of the above answers are “NO” OSHA Standards must be used as a minimum and complied with in full (unless a 1.5 to 1 slope is used on trench walls) in all cases.**

|  |  |  |
| --- | --- | --- |
| Spoil piles located too close to trench? | Y | N |
| Surcharge loads too close to trench. | Y | N |
| Are tension cracks along trench? | Y | N |
| Are there shrinkage cracks in trench walls? | Y | N |
| Has water accumulated in trench? | Y | N |
| Has any soil sloughed or caved since yesterday? | Y | N |
| Is backfilling of trench being delayed? | Y | N |
| Is soil layered? | Y | N |
| Are other construction activities near trench? | Y | N |
| Is there vehicular traffic near trench? | Y | N |
| Are there trees, boulders, signs, etc. in area? | Y | N |
| Is there vehicular traffic near trench? | Y | N |
| Are there trees, boulders, signs, etc. in area? | Y | N |
| Are subsurface conditions different than were anticipated? | Y | N |
| Are other utility lines near trench? | Y | N |
| Any leakage detected in aluminum shoring?  Do wood shores need to be tightened? | Y  Y | N  N |

**If any of the above answers are “YES” there is a changed condition which affects the soil classification and thereby affects employee safety. All work must cease until corrective action is taken and soil is reclassified.**

CORRECTIVE ACTION TAKEN: DIARY:

**SIGNED: Contractor: Project Inspector: Safety Coordinator:**

Safety Form - 5

CITY OF SENOIA

*HAZARD REPORT*

To:

Date:

Description of Hazard: Location:

If Vehicle - Vehicle #:

#### SUPERVISOR TO COMPLETE THE FOLLOWING:

Method of Correction: Action Taken:

Signed: Date: Department Head: Date:

Supervisor Department Head Safety Office

Safety Form-6

CITY OF SENOIA DRIVER EVALUATION FORM

**DEPARTMENT: NAME:**

**DATE:**

**INSTRUCTIONS:**

* 1. This is a primary step but not the only (driving test, medical, prior employment check, etc.) in the initial evaluation of a prospective driver employee.
  2. Use point evaluations on all driver applicants.
  3. If prospective driver has a driver evaluation score in excess of 6, serious consideration should be given to his qualifications prior to hiring.
  4. Points assignable:
     1. WORK HISTORY POINTS

(Jobs Started Within Last 5 Years)

None 0

1 – 2 1

More than 2 2

Any employment period of less than 1 year duration during the last 5 years will be assessed an additional 1 point.

* + 1. NUMBER OF ACCIDENTS

(Within Last 3 Years)

|  |  |  |
| --- | --- | --- |
|  | None | 0 |
| 1 | 1 |
| 2 | 2 |
| 3 | 5 |
| C. | MAJOR MOVING VIOLATION  (Within Last 3 Years)  Hit and Run; Leaving the scene of an accident | 6 each |
|  | Driving under the influence of alcohol or drugs Any felony, homicide or manslaughter involving  the use of motor vehicle | 6 each  6 each |
|  | Racing or excessive speeds \*20mph over limits) Reckless, negligent or careless driving  License suspension or revocation Speeding | 4 each  4 each  3 each  2 each |
| D. | OTHER MOVING VIOLATIONS  (Within Last 3 Years)  None | 0 |
|  | 1 or 2 | 1 |
|  | 3 and over 1 each |  |
| **GRADING:** |  | **POINTS** |
|  | Best Average Questionable  Approval of City manager/  Or Elected Official  No Hire | 0 – 2  3 – 4  4 – 5  6 – 9  10 or Over |

Safety Form-7

**CITY OF SENOIA**

**VEHICLE ACCIDENT REVIEW**

**TO BE COMPLETED BY DRIVER INVOLVED IN ACCIDENT**

|  |  |  |
| --- | --- | --- |
| 1. | Name | 2. Case # |
| 3. | Department | Vehicle # |

1. Date, Time, & Location of Accident
2. Description of Accident
3. What was the primary cause of the accident?
4. What could you have reasonable done to prevent this accident?
5. What else could be done to prevent similar accidents in the future?

Date: Signed

#### ACCIDENT REVIEW – BY DRIVER’S SUPERVISOR

I have reviewed this accident with the driver involved and have the following comments:

Date: Name: Position:

Preventable Accident Worksheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** |  | **Employee ID #** | |  |
| **Unit/Equipment #** |  | **VIN** |  | |
| **Date/Time of Accident** |  |  | | |

**Contributing Factor (Choose One)**

Reckless Driving Negligence Failure to Yield

**Points**

15

0

**Accident Score**

**Chargeable Points**

**Points**

10

5 **Previous Driving Record Points**

Too Fast for Conditions/Speeding 5 2nd At Fault Accident in past 24 Months 5

Poor Judgment

5 3rd At Fault Accident in past 24 Months 10

Traffic Signal Violation 4

Failure to Maintain Lane/Left Roadway 4

**Previous Driving Record Sub-Total**

Following Too Closely 4

Struck Fixed Object 4

0

**Total Chargeable Points**

Improper Lane Change 4

Improper Backing 3

Ran Over Obstacle/Damage 3

**Contributing Factor Sub-Total**

**Injuries (All Parties)**

**Disciplinary Action Recommendations**

Documented Verbal Counseling 4

Written Reprimand 5-6

No Injuries

Injuries No Hospitalization Injuries Hospitalization

**Injuries Sub-Total**

**Property Damage - 1 Point/$500.00**

$0.01 - $500.00

$501.00 - $1000.00

$1,001.00 - $1,500.00

$1,501.00 - $2,000.00

$2,001.00 - $2,500.00

$2,501.00 - $3,000.00

$3,000.00 - $3,500.00

$3,501.00 - $4,000.00

$4,001.00 - $4,500.00

$4,501.00 - $5,000.00

Other

0 1-Day Suspension 7-8

3 2-Day Suspension 9-10

6 3-Day Suspension 11-12

1. Day Suspension 13-14
2. Day Suspension 15-16

Termination Recommended >17

1

1. **Additional Requirements**
2. Loss of Take Home Vehicle - 3 Days 7-10
3. Loss of Take Home Vehicle - Week 11-12
4. Loss of Take Home Vehicle 6 Months 13-14
5. Loss of Take Home Vehicle 15-16

7

8

9

10

**Property Damage Sub-Total**

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Safety Form - 9

## DEPARTMENTAL ACTION

***VEHICLE ACCIDENT***

Department: Vehicle Accident of: / /

(month) (day) (year)

Case No.: Vehicle No.:

Employee:

Action taken by Department Head:

Department Head Date

Cc: Employee

Human Resources Director Safety Director

City Manager

Safety Form - 10

### CITY OF SENOIA ACCIDENT REVIEW COMMITTEE

MEMORANDUM

DATE: TO: FROM:

RE: VEHICLE ACCIDENT

The Accident Review Committee, at their meeting, reviewed the accident of in which your employee

was involved.

The findings of this Committee are:

The findings of the Accident Review Committee are to be regarded as a Personnel Proceeding only.

Cc: Employee

Human Resources Director Safety Director

City Manager

Safety Form - 11

# CITY OF SENOIA

## Automobile Condition Report

Vehicle No. Mileage Reading

Make Date of Last Service

Model Next Service Date

Year

The condition of this vehicle, its components and accessories, is satisfactory except as noted below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| X = | D | EFECTIVE | | |  |  |  |  |  |  |
| Pre |  | After |  | Item Checked |  | Pre |  | After |  | Item Checked |
| Trip |  | Trip |  |  |  | Trip |  | Trip |  |  |

Brakes Body

Steering Interior

Tires Engine

Lights Transmission System

Glass Suspension System

Defroster Electrical System

Windshield Wipers Cooling System

Rear View Mirror Exhaust system

Speedometer Emergency Equipment

Horn Seat Belts

**Explanation of Defects, Deficiencies or Damage**

Operator Location Date Reviewed by Title Date

REPORT ALL DEFECTS PROMPTLY

Safety Form - 12

# CITY OF SENOIA

## Driver’s Truck Condition Report

Truck No. End Mileage

Tractor No. Start Mileage

Trailer No. Total

**Suggested procedure;** 1. Check under the hood 2. Start engine 3. Proceed with the in-cab check 4. Walk around and examine the vehicle 5. Look under for leaks 6. Test brakes, steering, and transmission before leaving 7. Recheck the equipment en route 8. Submit this report at the end of each day.

X = DEFECTIVE

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pre |  | After |  | Item Checked |  | Pre |  | After |  | Item Checked |
| Trip |  | Trip |  |  |  | Trip |  | Trip |  |  |

**ENGINE EXTERIOR**

Cooling system Lights, flashers, signals

Exhaust system Reflectors

Oil, water, windshield solvent Tires, wheels, lugs, studs, drums

Leaks-water, oil, fuel, grease Chassis – frame, tanks, battery

Belts-Fan, alternator, box etc.

compressor, etc. Suspension

**IN CAB** Fifth wheel & components

Cab condition – locks, latches Brake hoses & connections

doors, mounting, etc. Electrical line, plug, receptacle

Mirrors, windshield, windows Exhaust system

Horn, wipers and washers Rear-end protection

Defroster, heater Cargo area condition-floor,

Low air warning devices walls, roof, doors

Instruments and gauges Landing gear

Emergency equipment-fire Kingpin upper plate

etc.

Extinguisher, triangles, fuses

Seat belts – sleeper restraint Steering

Brakes-service, parking Clutch

Drive train

Reporting

Driver Date

Reviewing

Driver

**Explanation of Defects, Deficiencies or**

**Damage**

Date

Maintenance:

All repairs made

Circle marked items above NOT needing repairs

REPORT ALL DEFECTS PROMPTLY

Certified by Location Date

Safety Form - 13

### CITY OF SENOIA ACCIDENT REVIEW COMMITTEE

MEMORANDUM

DATE:

TO:

FROM:

#### RE: WORKER’S COMP. ACCIDENT

The City of Senoia Safety Committee, at their meeting, reviewed the accident of in which your employee was involved.

#### The findings of this Committee are:

To accept the Supervisor’s Report and the recommendations contained therein.

The findings of the City of Senoia Safety Committee are to be regarded as a **Personnel Proceeding** only.

Cc: Employee

Human Resources Director Safety Director

City Manager

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **City of Senoia Supervisor's Investigation Report** | | | | |
| Name: | Department: | | Job: | How long? |
| Date of Injury: | Time: | Address  Injury occured: | | |
|  | | | |  |
| What Happened? | | | | Describe what took place or what caused you to make this investigation. |
|  | | | |
|  | | | |
|  | | | | |
|  | | | | |
|  | | | |  |
| Why Did It Happen? | | | | Get all the facts by studying the job and situation involved.  Question - What Where, When, Who, and How. |
|  | | | |
|  | | | |
|  | | | |
|  | | | | |
|  | | | | |
| What Should Be Done? | | | Determine which of the 12 items under EMP require additional attention. | |
|  | | | Equipment Material People | |
|  | | | Select Select Select  Arrange Place Place  Use Handle Train  Maintain Process Lead | |
|  | | |
|  | | | | |
|  | | | |  |
| What Have You Done Thus Far? | | | | Take or recommend action depending upon your authority. Follow- up -- was action effective? |
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| How Will This Improve Operations? | | | | **Objective -** Eliminate job hindrances. |
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|  | | | | |
| Investigated by: | Reviewed by: | | Date: | |
| Revised 3/06 | | | | |

**WC-1 EMPLOYER’S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE**

# GEORGIA STATE BOARD OF WORKERS' COMPENSATION

**EMPLOYER’S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE**

**NOTE: FAILURE TO SUBMIT THIS REPORT TO INSURER IMMEDIATELY MAY RESULT IN PENALTY. MUST BE TYPED OR PRINTED IN BLACK INK.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board Claim No. | Employee Last Name | Employee First Name | M.I. | Social Security Number | Date of Injury |

**A. IDENTIFYING INFORMATION**

**EMPLOYEE**

Birthdate

Phone Number

Employee E-mail

Address

City

State

Zip Code

**EMPLOYER**

Name

NAICS Code

Nature of Business (Trade, Transport, Mfg.,etc.)

**Government**

Address

Phone Number

Employer FEIN

City

State

Zip Code

Employer E-mail

**INSURER / SELF-INSURER**

Name

Insurer/Self-Insurer FEIN

Insurer/ Self-Insurer File #

**CLAIMS OFFICE**

Name

Claims Office FEIN #

Claims Office Phone

Claims Office E-mail

SBWC ID# (five digit no.)

Address

City

State

Zip Code

**EMPLOYMENT/WAGE**

Date Hired by Employer

Job Classified Code No.

Number of Days Worked Per Week

Insurer Type Code

I – Insurer S-Self-insurer Group Fund

List Normally Scheduled Days Off

**INJURY/ILLNESS**

**& MEDICAL**

City of Injury

Date Employer had knowledge of Injury

Enter First Date Employee Failed to Work a Full Day

Did Employee Receive Full Pay on Date of Injury?

Yes No

Did Injury/Illness Occur on Employer’s premises?

Yes No

Type of Injury/Illness

Body Part Affected

How Injury or Illness / Abnormal Health Condition Occurred

Treating Physician (Name and Address)

Initial Treatment Given: None

Minor: By Employer Minor: Clinical/Hospital Emergency Room Hospitalized > 24hrs

Hospital / Treating Facility (Name and Address)

If Returned to Work, Give Date:

Returned at what wage per Week

If Fatal, Enter Complete Date of Death

Male

Female

Wage rate at time of

Injury or Disease:

per Hour

per Day per Week

per Month

Time of Injury

am

pm

|  |  |  |
| --- | --- | --- |
| Report Prepared By (Print or Type) | Telephone Number | Date of Report |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. INCOME BENEFITS Form WC-6 must be filed if weekly benefit is less than maximum** | | | | |
| Previously Medical Only | | | Average Weekly Wage: $ Weekly benefit: $ | Date of disability: |
| Yes |  | No |
| Date of first Payment: Compensation paid: $ or Date salary paid: Penalty paid: $ BENEFITS ARE PAYABLE FROM FOR:  Temporary total disability Temporary partial disability Permanent partial disability of % to for weeks.  UNTIL WHEN THE EMPLOYEE ACTUALLY RETURNED TO WORK WITHOUT RESTRICTIONS. ALL OTHER SUSPENSIONS REQUIRE THE FILING OF FORM WC-2 WITH THE STATE BOARD OF WORKERS’ COMPENSATION AND THE EMPLOYEE. | | | | |

**C. NOTICE TO CONTROVERT PAYMENT OF COMPENSATION**

Benefits will not be paid because:

**D. MEDICAL ONLY INJURY No disability paid or controverted**

(Insurer / Self-Insurer: Type or Print Name of Person Filling Form)

Signature

Date

Phone and Ext.

E-mail

**WC-1 EMPLOYER’S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE**

# GEORGIA STATE BOARD OF WORKERS' COMPENSATION

**WC-1 EMPLOYER’S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE**

# GEORGIA STATE BOARD OF WORKERS' COMPENSATION

**NOTICE TO EMPLOYER**

1. Provide prompt medical attention; allow the employee to select a physician from your posted panel, and explain the panel to the employee.
2. Complete Section A of this form immediately upon your knowledge of an injury and send the WC-1 to your insurance company or self-insurer claims office. **FAILURE TO DO SO MAY RESULT IN A PENALTY**.

Do not send this form to the State Board of Workers' Compensation.

1. If you need additional help, call your insurance company or self-insurer claims office.
2. Report serious injuries immediately by telephone to your insurer's claims department, then file this form with your insurance company or self-insurer claims office.

**NOTICE TO INSURER / SELF-INSURER**

1. Complete Section B, C, or D.

This form must be filed with the State Board of Workers’ Compensation. A copy of both sides of this form must be sent to the claimant(s) and all counsel of record. Form W-6 must be filed if weekly benefits are less than the maximum.

**NOTICE TO EMPLOYEE**

1. This form is provided for your information only.

If Section B is completed, you will receive income benefits on a weekly basis and the employer will pay medical expenses from approved doctors. If you do not receive payment of benefits, or medical bills are not paid, call your employer or your employer's insurance company or self-insurer claims office.

If Section C is completed, your claim of injury has been denied by the employer/insurer. If you disagree with this denial, you must file a form WC-14, Notice of Claim, within one year of the accident with the **State Board of Workers' Compensation, 270 Peachtree Street N.W., Atlanta, Georgia 30303-1299.**

For Information or Assistance, contact:

STATE BOARD OF WORKERS' COMPENSATION

Toll Free Telephone: 1-800-533-0682 In Atlanta: (404) 656-3818

[http://www.sbwc.georgia.gov](http://www.sbwc.georgia.gov/)