

# City of Torrington Employee Safety Handbook

## Introduction

The personal safety and well-being of each city employee and the prevention of occupational injuries and illnesses is of primary importance. To the greatest degree possible, the City seeks to provide a safe and hazard free work environment.

The purpose of this handbook is to provide employees with general rules for safe work procedures. It is recognized that publication of this handbook alone will not ensure a safe work environment. This will be accomplished only through the cooperative efforts of supervisors and employees, working together to continuously promote safety awareness and safe work practices.

This handbook is reviewed by the Employee Safety Committee. Due to the tremendous variety of operations performed by City employees within disparate work environments, the committee does not attempt to address every possible work situation that a City employee may encounter. The procedures outlined in this handbook are intended to cover work situations applicable to the majority of employees. Refer to the current OSHA Standards for any detailed information on safety standards and procedures.

Departments are encouraged to develop additional safety guidelines to address situations specific to their work environments. These procedures must meet or exceed procedures contained in this handbook. Additional procedures should be documented and communicated to employees to ensure understanding and compliance.

**- Revised 1-25-10-**

## Safety Rules and Procedures

It is the policy of the City of Torrington to provide and maintain safe and healthful working conditions and to follow operating practices that result in improved safety and healthful working conditions. Both company policies and regulatory safety standards shall be observed in all operations.

The mission statement of the City of Torrington Safety Committee is to promote an Environment of Safety by:

- Providing and promoting safety education and training
- Recognizing safe workers and working practices
- Coordinating Facility Safety Inspections on a regular basis
- Encouraging compliance with Federal, State and local safety regulations
- Communicating and recommending safety awareness issues

We hold every employee accountable for following all established safe work practices and procedures. No job shall be considered so urgent, no schedule shall be considered so rigid, that the time cannot be taken to perform the job in a safe manner. Working safely is a condition of employment. All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

Safety must be considered an integral part of every activity in each department and each division. Every contractor, manager and hourly employee must embrace the responsibility to achieve organizational goals and objectives in reducing accidents and providing for the safety of our fellow workers and us. The Safety Division shall provide accident and hazard analysis, evaluate the status of safety programs, provide quality training both job specific and City-wide, provide support to all departments for safety concerns and submit to the Safety Committee recommendations to improve operational and worker safety.

Safety rules contained within the booklet apply to all employees, regular, temporary, and contractors while on any City project or property.

## **Section 1**

### **Division Responsibility**

#### 1.01 Responsibilities of Health and Safety Officer

- A. Provides all levels of management, service and technical advice needed for effective administration of the health and safety program.
- B. Develops program and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations and sites.
- C. An annual safety training schedule will be established by the Health and Safety Director and the safety committee. This schedule will be distributed by February 15<sup>th</sup> Each year. Monthly training topics from this schedule will be distributed to the various departments from the Health and Safety directors' office. This will be in conjunction with your normal tailgate and weekly safety meetings.
- D. Assists management and supervisors in health and safety training of employees, provides quarterly safety and health meetings. Ensures that employees report of injury is filed with state within ten days of employees notification of injury.
- E. Conducts inspections of reported conditions of unhealthy or unsafe conditions or work practices. Prepares written reports of these inspections or reviews and action taken.
- F. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety. Will review for award of Safety Day.
- G. Maintains accident and incident investigation reports and procedures and system. Investigates reportable accidents and takes actions to eliminate accident causes. All incidents shall be reported even if it is for review or prevention only. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports include OSHA 200, and the Workers Compensation reports.
- H. Reports accidents that result in an occupational fatality or three or more hospitalized workers to WY Workers Safety, at 307-777-7786 within 8 hours of occurrence.
- I. Sees that all inoculations for Hepatitis B are implemented and updated.

#### 1.02 Responsibilities of Department Head or Designee

- A. Communicate safety procedures to employees, including any new and/or revised procedures.
- B. Ensure new employees receive proper training in safe work procedures as well as new job assignments.
- C. Communicate expectations regarding employee adherence to safe work procedures, and take appropriate disciplinary action on known incidents of negligence.
- D. Provide a role model to employees by personally adhering to safe work procedures.
- E. Investigate job related accidents, injuries, and illnesses, and work towards implementing procedures which may prevent future recurrence.
- F. File detailed accident reports with the Personnel Department in a timely manner.
- G. Accept and evaluate employee safety concerns and suggestions, and work to correct potentially hazardous situations.
- H. Provide the equipment necessary for employees to safely perform their job responsibilities.

#### 1.03 Responsibilities of Supervisor or Foreman

- A. Enforces health and safety regulations that apply to City operations within his/her areas of responsibility.
- B. Ensures that safety devices and proper individual protective equipment are used by persons within areas of responsibility.
- C. Instructs all people within area of responsibility in job health & safety requirements.
- D. Conducts frequent and regular safety and health inspections of his/her work area, and ensures that no unsafe condition exists.
- E. Conducts safety briefings with all workers under his/her supervision.
- F. Ensures that injuries are treated promptly and reported properly.
- G. Investigates all accidents/ incidents, obtains all pertinent data, completes and submits the appropriate reports and initiates/takes appropriate corrective action.

- H. Acts on reports of hazards or hazardous conditions reported to them by employees.

#### 1.04 Responsibilities of Employees

- A. Become familiar with and comply with Employee Safety Handbook guidelines including any additional guidelines developed for your specific work area and any new and/or revised guidelines communicated by official notices or postings.
- B. Assist in training new employees in safe work procedures.
- C. Report all job related injuries, accidents, or illnesses to supervisors immediately, or as soon as feasibly possible.
- D. Assist management in compiling the information needed to file complete and accurate accident reports.
- E. Report potentially hazardous work situations to supervisors, including suggestions for correcting the condition.
- F. Utilize and maintain the safety equipment that is provided, and immediately report any defective equipment to supervisors.
- G. Adhere to safe work procedures on the job.

#### 1.05 WORKER'S COMPENSATION CLAIMS MANAGEMENT

- A. The following actions will be taken/ followed on all accidents/ injuries being submitted as a Workers' Compensation claim.
- B. Injured employees must report all accident/ injuries to their supervisors immediately (within 72 hours), which in turn will notify other appropriate city officials. All accidents/ incidents will be investigated by the Safety Officer., supervisor, or the claims manager to determine the facts and take corrective action to prevent reoccurrence.
- C. Employees, within 10 days after notification to employer, must complete the Worker Info section only of the Workers' Safety and Compensation Report. This may be done by phone calling 307-777-7441 or 307-777-5476.
- D. The Supervisor and Safety Officer will complete the Employer's Info. Section of same report within 10 days of notification.
- E. The Safety Officer will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report with the state.
- F. The accident investigation must confirm the injury was job related for the resultant claim to be valid.
- G. Injured employees will be entered into modified job program, only if temporary light duty is available. It may be offered with the understanding that this is not a new job but strictly temporary. Upon maximum recovery injured person will return to their old job.

## **Section 2 Accident Procedures**

### 2.01 General Accident Reporting

- A. When an accident occurs on the work site, the first priority is to remove yourself (and/or others) from further danger.
- B. Report accidents immediately to your work site supervisor for investigation and documentation. When possible, report the accident prior to seeking medical attention; however, the seriousness of the accident will dictate whether this is feasible.
- C. Injuries which may initially appear to be minor can develop into a major health problem. For this reason, it is a good policy to report all accidents, no matter how small, to your supervisor.
- D. For most types of injuries, your supervisor will document the incident by completing an Accident Investigation Form.
  - 1. Since the information on the Accident Investigation Form is often used to complete appropriate insurance reports, it is extremely important that this form be complete and accurate. The injured employee(s) and any witnesses to the incident shall cooperate with the supervisor during the investigation process.
  - 2. Accident Investigation Forms must be completed by your supervisor and forwarded to the Personnel Office within 24 hours of an injury.
  - 3. Damage to City property must be reported to your supervisor. If your supervisor feels the damage was intentional the supervisor should report it to PD for investigation.
  - 4. All motor vehicle accidents must be reported to PD and your supervisor; this includes a crash with another motor vehicle or a fixed object.

# City of Torrington Incident Reporting Form

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Type of Incident (Check as appropriate)	Near Miss (NM)	Property Damage (PD)
<input type="checkbox"/> First Aid (FA)	<input type="checkbox"/> Fire (F)	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Occupational Illness (OI)	<input type="checkbox"/> Environmental Release (ER)	

Page 1 - Employee Section, Page 2 - Supervisor/Department Head, Page 3 - Safety Dir./Admin Section

**Injured Employee Data:**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Shift: \_\_\_\_\_ Overtime yes  no

Supervisor: \_\_\_\_\_

Witness Name (If available - complete form): \_\_\_\_\_

**Accident Data:**

Date Occurred: \_\_\_\_\_ Time: \_\_\_\_\_ AM | PM

Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_ AM | PM

To Whom was the injury reported to: \_\_\_\_\_

**Accident Type:**

Burn <input type="checkbox"/>	Hearing Loss <input type="checkbox"/>	Scratch/Abrasion <input type="checkbox"/>
Contusion <input type="checkbox"/>	Foreign Body <input type="checkbox"/>	Ergonomic Related Injury <input type="checkbox"/>
Laceration <input type="checkbox"/>	Fracture <input type="checkbox"/>	Strain Illness (over time) <input type="checkbox"/>
Sprain <input type="checkbox"/>	Strain Fracture <input type="checkbox"/>	Hearing Loss <input type="checkbox"/>
Dermatitis <input type="checkbox"/>	Other (swelling, bite, irritation, bruise, etc.) _____	

**Body Part:**

Hand <input type="checkbox"/>	Elbow <input type="checkbox"/>	Leg <input type="checkbox"/>	Hip <input type="checkbox"/>
Wrist <input type="checkbox"/>	Eye <input type="checkbox"/>	Head <input type="checkbox"/>	Foot <input type="checkbox"/>
Back <input type="checkbox"/>	Face <input type="checkbox"/>	Shoulder <input type="checkbox"/>	Right <input type="checkbox"/>
Arm <input type="checkbox"/>	Finger <input type="checkbox"/>	Knee <input type="checkbox"/>	Left <input type="checkbox"/>
Other _____			

**Additional Information:**

Was injured employee performing regular job at time of accident?      yes       no

If no, explain why: \_\_\_\_\_

Was Safety Rule or Practice violated?      yes       no

Type of machinery / equipment involved in Incident: \_\_\_\_\_

**What Happened:**

(Be as detailed as possible. Give specific times, exact locations, etc. Continue on separate sheet )

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UNDER CURRENT WORKER'S COMPENSATION LAW, THE EMPLOYER IS ENTITLED TO A SIGNED MEDICAL RELEASE**

Medical Release: Hereby authorize any person who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to disclose such information to my employer, my employer's managed care organization, or to my employer's designated representative.

# Incident Reporting Form - Supervisor / Department Head

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Incident Investigator Interview With Employee Who Was Injured:

(Be as detailed as possible. Give specific times, exact locations, etc. Continue on separate sheet if needed)

Was required PPE used  Yes  No (If no, explain why)

Is current PPE adequate:  Yes  No (If no, explain why)

Photographs Attached:  Yes  No

When was employee last trained related to procedure or equipment related to this accident?

Name of physician / hospital treating injured employee:

Contact information of physician:

Investigators Determination of Root Cause (Finding / Observation - Use Check sheet Pg 3 as a Guide):

Investigators Determination of Countermeasure / Corrective Action (Use Check sheet Pg 3 as a Guide):

Date Assigned:

Responsible Person:

Completion Date:

Is Disciplinary Action Warranted? (Explain why or why not & specify actions taken):

Supervisor Signature:

Date:

*COMPLETE ALL THAT APPLY:*

**FIRE**

Extinguishing Method:

Have All Used Fire Extinguishers Been Recharged and / or Replaced?  Yes  No

Was The Safety Team Alerted?  Yes  No

Was the Fire Department Alerted?  Yes  No

Were Any Sprinkler Systems Activated?  Yes  No

If Yes, Have They Been Reset And Restored To Operating Condition?  Yes  No

**SPILL**

Haz-Mat Team Responders:

Material Spilled:

Size / Amount of Spill:

# Incident Reporting Form

Pg 3 of 3

Report Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lost Time Accident:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	OSHA Recordable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What Type of First Aid					
Disposition:	<input type="checkbox"/> Regular Work		<input type="checkbox"/> Refer to Outside Physician		<input type="checkbox"/> Restricted Work			
	<input type="checkbox"/> Sent Home		<input type="checkbox"/> Sent to Hospital		<input type="checkbox"/> Refer to Physical Therapist Screening			
	<input type="checkbox"/> Other:							
Review of Investigation:	<input type="checkbox"/> Complete:		<input type="checkbox"/> Send Back		<input type="checkbox"/> Safety / Admin.			
Root Cause Code:								
<input type="checkbox"/> Engineering {Process or Design} (E)			<input type="checkbox"/> Equipment {Faulty, Inadequate} (Q)			<input type="checkbox"/> Unsafe Behavior (U)		
<input type="checkbox"/> Housekeeping (H)			<input type="checkbox"/> Training (T)		<input type="checkbox"/> PPE (P)		<input type="checkbox"/> Other (O)	
Job Safety Analysis Updated:	<input type="checkbox"/> Yes		<input type="checkbox"/> No					
Review by Safety Director:					Date:			

## Root Cause / Corrective Action

Utilize this work sheet as a tool to determine Root Cause and Corrective Action

### Indirect Personal Causes

- Restricted Range or Body
- Movement at work station
- Poor judgement
- Influence of fatigue
- Influence of illness
- Influence of intoxicants
- Influence of OTC
- Medications
- Inadequate job training
- Inadequate transfer training
- Tried to gain or save time
- Unaware of safe method
- Inadequate discipline
- Vision / hearing problems
- Unaware of job hazards
- Employee placement

### Indirect Environmental Causes

- Worn out from normal use
- Abuse or misuse by others
- Clean-up failure
- Inadequate ventilation
- Congestion / lack of space
- Unsafe design
- Inadequate illumination
- Overall housekeeping
- Exposure to vibration
- Exposure to temperature extremes
- Engineering

### Direct Personal Cause

- Failure to wear PPE
- Operating or using equipment without authority
- Operating or working at an unsafe speed
- Removing or making safety devices inoperative
- Using defective tools or equipment (# \_\_\_\_\_)
- Using tools, equipment or methods unsafely
- Taking an unsafe position or posture
- Lifting, pushing, pulling or twisting incorrectly
- Servicing, moving energized or otherwise hazardous equipment
- Horseplay or distracting
- Other

### Direct Environmental Causes

- Lack of or inadequate guards or safety devices
- Inadequate communication
- Inadequate consideration of ergonomics
- Safety sign-off not complete
- Inadequate assessment of needs and risks
- Fire and explosion hazards
- Close clearance and congestion hazards
- Hazardous atmospheric conditions
- Defects in tools, equipment, etc.
- Inadequate illumination
- Intense noise
- Poor housekeeping
- Inadequate standards, specifications and / or design criteria
- Inadequate training - new employee to area
- Inadequate training - general
- Other

### Corrective Action Taken (Detail on front with Owner and completion date)

- |                                                                     |                                                |
|---------------------------------------------------------------------|------------------------------------------------|
| Re-instruction of those involved (T)                                | Enforcement of PPE (P)                         |
| Forwarded information to Safety committee for review (E)            | Employee training (T)                          |
| Discipline of those involved (U)                                    | Personal communication and follow up (T)       |
| Action to improve clean up (H)                                      | Preventative maintenance inspections (Q)       |
| Equipment repair or replacement (# _____)(Q)                        | Better emergency preparedness (T)              |
| Installation of guard or safety device (Q)                          | Review job procedure for hazard avoidance (T)  |
| Inform all other departments of problems and corrective actions (T) | Review workspace (E)                           |
| Specify correct equipment / tools / materials in job procedure (Q)  | Review company safety policy with employee (U) |
| Other:                                                              |                                                |

## 2.02 Vehicle Accidents

- A. The City Police Department shall be contacted immediately for all accidents involving City vehicles. An officer will complete a vehicle accident report and forward a copy to the Personnel Office for insurance purposes.
- B. Unless otherwise directed by the Police Department or in cases where physical injuries demand immediate medical attention, an employee must remain at the scene of an accident until Police arrive.
- C. If involved in a vehicle accident outside the City limits, report the incident to the proper policing authority in the jurisdiction where the accident occurred. Document the significant details of the incident, including names and addresses of individuals involved in the accident and investigation. Notify your supervisor as soon as possible.
- D. In the event the other individual leaves the scene of the accident prior to its investigation, make note of the license number of the vehicle, the description of the vehicle, and the description of the individual.

## 2.03 Accident/Incident Reviews

- A. Accidents must always be initially investigated and reviewed by your immediate supervisor. The Accident Investigation Form provides space for the supervisor to identify what can be done to prevent recurrence of an incident. This section shall be completed by the supervisor and followed up on by the City Personnel Department.
- B. If subsequent to investigating an accident, discipline is required, disciplinary action shall be taken in accordance with City of Torrington Employee Handbook.

## WITNESS STATEMENT FORM

### I. Incident Identification Information:

Name of employee involved in the incident: \_\_\_\_\_  
Shift of Occurrence (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) \_\_\_\_\_  
Department: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Date of Injury: \_\_\_\_\_

### II. Witness Statement:

Your name has been given as a witness to an incident alleged by the above individual. Through your cooperation, information can be obtained to complete the investigation of this incident. Therefore, it will be greatly appreciated if you will answer each of the following questions and promptly return your completed statement.

Your name: \_\_\_\_\_  
Your address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
Employer: \_\_\_\_\_

On \_\_\_\_\_, 20\_\_\_\_\_, at about \_\_\_\_\_ p.m./a.m., I was in or at (clearly state your own location)

**What Happened:** (Be as detailed as possible. Give specific times, exact location ect...)

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Other pertinent information and source:

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Signature

Date

**Section II - EQUIPMENT/PROPERTY**

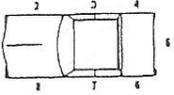
**A. COMPANY EQUIPMENT/PROPERTY DAMAGE**

*Please Complete Equipment/Vehicle Description . . .*

Equipment No. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ SN # \_\_\_\_\_

License No. \_\_\_\_\_ Location \_\_\_\_\_  
(Where Stored - if damaged)

Describe Equipment/Vehicle Damage \_\_\_\_\_  
 \_\_\_\_\_

Circle Damage Areas		9 Top	Damage Severity <input type="checkbox"/> Functional <input type="checkbox"/> Disabled
		10 Undercar	
		11 Load	
		12 Trailer	
Damage Scale <input type="checkbox"/> None <input type="checkbox"/> Moderate <input type="checkbox"/> Light <input type="checkbox"/> Heavy		Vehicle Disposition <input type="checkbox"/> Driven Away <input type="checkbox"/> Remained At Scene <input type="checkbox"/> Towed	Fire <input type="checkbox"/> No Fire <input type="checkbox"/> Fire Due To Crash <input type="checkbox"/> Other Fire

*Please Complete Property Information . . .*

Describe Property and the Property Damage  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. NON-COMPANY EQUIPMENT/PROPERTY DAMAGE**

*Please Supply the Information Regarding the Other Driver/Operator, and Owner of the Vehicle/Equipment and/or Property . . .*

Driver/Operator Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Driver's License No \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Was the Driver/Operator Injured?  Yes  No Describe Injury \_\_\_\_\_

Insurance Company or Agency Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Policy No. \_\_\_\_\_

**Section II - EQUIPMENT/PROPERTY cont'd . . .**

*Other Persons Involved in Accident/Incident . . .*

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Was This Person Injured?  Yes  No Describe Injury \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Was This Person Injured?  Yes  No Describe Injury \_\_\_\_\_

*Owner of Vehicle/Equipment or Property . . .*

Name \_\_\_\_\_ Address \_\_\_\_\_

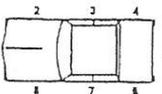
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

*Please Complete Equipment/Vehicle Description . . .*

Yr/Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ SN# \_\_\_\_\_ License Plate # \_\_\_\_\_  
State \_\_\_\_\_

Describe Vehicle/Equipment Damage

\_\_\_\_\_  
\_\_\_\_\_

Circle Damage Areas		9 Top 10 Undercar 11 Load 12 Trailer	<b>Damage Severity</b> <input type="checkbox"/> Operational <input type="checkbox"/> Disabled
<b>Damage Scale</b> <input type="checkbox"/> None <input type="checkbox"/> Moderate <input type="checkbox"/> Light <input type="checkbox"/> Heavy	<b>Vehicle Disposition</b> <input type="checkbox"/> Driven Away <input type="checkbox"/> Remained At Scene <input type="checkbox"/> Towed	<b>Fire</b> <input type="checkbox"/> No Fire <input type="checkbox"/> Fire Due To Crash <input type="checkbox"/> Other Fire	

*Please Complete Property Information . . .*

Utility Service Protection Authorization No. \_\_\_\_\_

Describe Property and the Property Damage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Section 3 Office Safety**

### 3.01 General Guidelines

- A. All file, desk, and table drawers must be kept closed when not in use. Do not overload top file cabinet drawers. Never open more than one drawer at a time, the cabinet could tip over.
- B. Do not use chairs, desks, tables or other office furniture as makeshift ladders.
- C. Care shall be exercised when using scissors, paper cutters, razor blades, and other equipment with sharp edges. Keep blades of paper cutters closed when not in use.
- D. Keep your hands clear of moving parts on office equipment.
- E. To prevent back problems, use proper ergonomics in your work station. Take periodic breaks to avoid eye strain when using computer terminals
- F. Get assistance before attempting to move heavy office furniture or equipment.

### 3.02 Extension Cords

- A. Use only UL listed extension cords of appropriate gauge for electrical load.
- B. Examine both the cord and connection carefully before use.
- C. Protect cords against contact with oil, hot surfaces, chemicals and other liquids.
- D. Replace any extension cord that is damaged. Extension cords shall not be used in place of permanent wiring.

### 3.03 Carpal Tunnel Syndrome

- A. Warning Signs:
  - 1. Tingling sensations or numbness in the shoulders, arms, wrists, hands, fingers, or back and legs
  - 2. Vise-like pressure on the wrists
  - 3. Sharp pain in the wrists, forearms, upper arms or hands
- B. Work with your immediate supervisor or the Personnel Department to determine a good ergonomic fit for you and your workstation.

### 3.04 Employee Conduct

- A. Each employee bears primary responsibility for ensuring their own personal safety. Employees are responsible for learning and obeying the safety rules and wearing all required personal protective equipment. Each employee shall carefully study all the Safety Rules and become familiar with the rules as they pertain to their job.
- B. Employees must notify their supervisor immediately of any unsafe conditions or acts. The Employer will take every means possible to reduce and/or eliminate the safety risk. Any unsafe conditions or acts shall be dealt with immediately.
- C. Employees are expected to report to work in healthy, alert physical condition. Employees who are intoxicated or drug impaired are potential hazards to themselves and co-workers.
- D. Practical jokes, rowdiness and horseplay are strictly forbidden. These actions can lead to a very serious accident and will not be tolerated.

### 3.05 Workplace Violence

No employee should feel threatened or that his/her personal safety is in danger because of the actions or speech of employees/civilians/contractors. In order to minimize the chance of workplace violence, the City of Torrington advocates that all employees promote positive behavior and lead by example, by treating everyone with the respect and dignity each person deserves. If workplace violence does happen the employee must immediately contact their supervisor. In cases of extreme emergency, contact with Law Enforcement can be accomplished via the "City Radio" or via a telephone call, 9-1-1 if necessary. If Law Enforcement intervention is not immediately required, the supervisor shall notify the Personnel Department immediately.

## **Section 4 Common Areas**

### 4.01 Building Entrances and Other Public Walkways

- A. All building entrances, pedestrian walkways inside buildings, restrooms, work areas, and storage areas shall be:
  - 1. Kept free from refuse, slippery and wet substances, portable equipment, tools, supplies, electric

- extension cords, and any other tripping hazard.
- 2. Provide adequate lighting. In areas without adequate lighting, use a flashlight or electrical "trouble" light. Never use matches or an open flame for lighting.
- 3. Maintained at a safe level of cleanliness. Immediately report dangerous conditions to building maintenance staff.
- B. Be alert to potentially slippery conditions at building entrances and stairways. Always use handrails on stairs.
- C. Use caution when pushing open a door to avoid injuring people opposite the door. Approach a door which opens towards you with caution.
- D. All tripping hazards shall be immediately removed and reported to your supervisor.
- E. Outdoor pedestrian walkways shall be kept clean and clear of obstructions and debris. Immediately report dangerous conditions to building maintenance staff.
- F. In inclement weather, footwear which provides good traction must be worn.
- G. Apply an absorbent material immediately to oil, grease and other flammable materials then, clean the floor as soon as possible.

#### 4.02 Waste Receptacles

- A. Proper waste receptacles shall be provided in all work areas, storage areas, and restrooms.
- B. All waste must be deposited in proper receptacles.
- C. All wiping rags, waste and oily material shall be deposited in a covered metal container.
- D. Waste receptacles shall be emptied daily and the contents disposed of safely.

#### 4.03 Marked Exits

- A. All exits shall be clearly marked and unobstructed at all times.
- B. No exit shall be locked, chained, or bolted so as to impede proper evacuation.
- C. Check exit lights to be sure they are maintained.

### **Section 5 Lifting and carrying**

- A. Do not attempt to carry a load that may jeopardize your health or safety. When possible, split it into two loads or receive assistance from a co-worker or use mechanical assistance.
- B. Do not carry objects that will obstruct your vision.
- C. Always apply proper lifting techniques, whether working alone, as a team, or with the aid of mechanical assistance.
  - 1. Keep your feet close to the load and parted for balance
  - 2. Keep your back straight
  - 3. Keep the load being lifted close to your body
  - 4. Lift the object with a secure grip
  - 5. Tuck your chin in
  - 6. Use your leg muscles to do the lifting; not your back

### **Section 6 Fire Prevention**

#### 6.01 General Guidelines

- A. Smoking is prohibited in areas where flammable or combustible liquids are used or stored.
- B. Fire exits shall be kept clear and shall not be locked from the inside so as not to impede proper evacuation.

#### 6.02 Fire Extinguishers

- A. Fire extinguishers will be prominently displayed, labeled for usage, and kept clear for easy access at all times.
- B. Know the locations of fire extinguishers and how to use them.
- C. After use of an extinguisher, report it immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
- D. NEVER return a partially used extinguisher to its storage place.
- E. All City vehicles shall be equipped with a fire extinguisher.
- F. All extinguishers, in both vehicles and buildings, shall be inspected annually by a qualified person. Fire Extinguishers shall be inspected annually to ensure extinguishers are present to determine if they have been used and to inspect gauges and tubing.
- G. Do not use water type extinguishers on electrical fires because of the danger of electrocution. They are

intended for use on Class A (paper, wood) fires only.

### 6.03 Storage of Flammable or Combustible Materials

- A. No storage of flammable or combustible materials will be allowed in furnace rooms, boiler rooms, or any other unauthorized areas.
- B. Drums of flammables must be grounded and a bond wire is to be used to electrically interconnect the drum and container used in dispensing liquid.
- C. Oily and greasy rags must be put in a metal container with a self closing lid.
- D. Gasoline must not be used for cleaning purposes.
- E. Cleaning solvents with flammable properties must be kept in approved safety containers, labeled and used in accordance with manufacturer's instructions.
- F. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.
- G. Above ground storage tanks will be separated from each other by minimum of three feet or 1/16 of the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways will be provided.
- H. No more than 25 gallons of Class AI and I20 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
- I. An emergency shut off switch located 15-75 feet from the pumps and a fire extinguisher will be provided at company fuel servicing areas.

## **Section 7 Vehicle Equipment Operation**

- A. All employees required to operate City owned road vehicles shall hold a valid Wyoming operator's license. When operating a vehicle, all laws of the State of Wyoming and the City of Torrington must be followed. In addition, department policies must also be followed.
- C. Prior to the initial operation of a vehicle by an employee, the operator shall be instructed regarding special equipment and its function on the vehicle. The operator shall also be instructed as to the safe operation of the vehicle.
- D. At a minimum, a check will be made of the following prior to the operation of a vehicle:
  - 1. Check exterior for damage and report damages to your supervisor
  - 2. Check tires for wear and inflation level
  - 3. Test all lights including turn signals, hazards, high and low beams, brakes, parking, and any special emergency lights or sirens.
  - 4. Test horn outside
  - 5. Insure windows are clean so as not to impair the operator's vision.
  - 6. Adjust driver's seat and all mirrors before moving the vehicle.

These are minimum checks that will be made. Several City departments have other preoperational checks which must be performed prior to operating a vehicle.

- E. Once vehicle operation begins and mechanical problems develop, they must be reported immediately to your supervisor for evaluation and possible repair. If the mechanical problems are of the nature which may cause injury to the operator or to others, an authorized person shall remove the vehicle from service.
- F. If a vehicle becomes disabled while in a traffic lane, warning lights shall be used. In addition, if the need is present, flares or similar traffic alerting devices shall be employed.
- G. When backing a vehicle, make sure the area is clear of pedestrians and property. When practical, or if department policy requires it, another person shall be used as a guide to assist in the safe backing of a vehicle. Guide must be in safe position.
- H. When parking a vehicle, use the emergency brake and block wheels if parked on a steep grade or hill turning wheels appropriately.
- I. If the vehicle is to be operated inside a building, proper ventilation must exist.
- J. Whenever a City vehicle is involved in an incident, police must be notified prior to leaving the incident site. For more information on incident procedures refer to SECTION 2.
- K. While refueling, engines shall be off, and there must be no smoking or open flames in the area. Do not overfill fuel tanks.
- L. Vehicles must be kept clean at all times with prime importance being windows and lights.
- M. Do not load a vehicle beyond its rated capacity and never load it in such a way as to obstruct the operator's vision.
- N. All employees shall have seat belts properly fastened whenever they are in a moving motor vehicle equipped with seat belts. (Employees who may fall under legal exceptions are exempt.)
- O. Operators Manual must be followed for specific pieces of equipment.

## Fork/Aerial Lifts

### 7.01 Forklifts

- A. Only authorized and trained employees will operate forklifts and other industrial trucks.
- B. Safe Speeds, load hauling, turning, and other safe driving practices will be followed at all times.
- C. Operators will ensure loads are stable and/or secure before moving.
- D. Employees will not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts will be removed from service for repair.

### 7.02 Aerial Lifts

- A. Only trained employees will operate aerial lifts (cherry pickers, extensible and articulating boom platforms).
- B. A harness will be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- C. Employees will stand firmly on the basket floor, and not sit/stand/climb on the edge of the basket. Planks, ladders, or other devices will not be used for additional elevation.
- D. Aerial lift trucks will not be moved with workers in an elevated basket.
- E. Lift controls will be tested each day prior to use.

### 7.03 Cranes/Hoists

- A. All cranes/hoists will be inspected prior to each use/during use to make sure it is in safe operating condition.
- B. A monthly inspection of hooks, running ropes, and hoist chains will be made and a certification record to include date, inspector signature, and hook/rope/chain identifier will be maintained.
- C. Inspections of frequent (daily-monthly) and periodic (1-12 months) intervals, depending on severity of use, will be made of all cranes. See 1910.170 (j) for inspection requirements.
- D. The rated load of the crane/hoist will be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating will be marked on the unit or its load block.
- E. Loads will never be swung over the heads of workers in the area.
- F. Tag lines must be used to control loads and keep workers away.
- G. Loads, booms, and rigging will be kept at least 10 feet of energized electrical lines rated 50 KV or lower unless the lines are de-energized. For lines rated greater than 50KV follow Wyoming Worker's Safety Health and Safety Rules and Regulations, 1910.180(j)
- H. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. will not be used.
- I. All slings will be inspected each day before use. Damaged or defective slings will be immediately removed from service. In addition, alloy chain slings will be receive a thorough inspection periodically (at least annually).
- J. Alloy steel chain slings, metal mesh slings, and synthetic web slings will have permanently affixed identification, markings, or coding to show rated capacities.

## **Section 8 Personal Protective Equipment & Clothing**

The City Torrington will provide personal protective equipment (PPE) to employees. When equipment is issued, it must be maintained in a sanitary and reliable condition to protect employees from workplace hazards. Supervisors will maintain a record of PPE and training provided to employees.

Defective or damaged personal protective equipment shall not be used. Each department supervisor will inspect PPE at regular intervals (at least quarterly) to ensure that employees are cleaning and maintaining their equipment. Employees are responsible for inspecting their PPE at the start of each work shift.

It is also important to dispose of contaminated PPE which cannot be decontaminated. Equipment is to be disposed of in a manner that protects others from exposure to hazards. Employees are to notify their supervisor in the event PPE is lost or damaged/contaminated so that replacements can be obtained.

PPE Devices must meet these minimum requirements:

- Provide adequate protection against the particular hazard(s) for which they are designed;
- Be reasonably comfortable when utilized per their design;

- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable;
- Be capable of being disinfected;
- Be easily cleaned;
- Be kept in good repair; and
- Be distinctly marked to identify the manufacturer.

### **Protective Footwear**

All steel and composite toe safety footwear needs to meet or exceed ANSI Z41 PT99 and/or ASTM F2413-05 Protective Footwear Standards for Impact & Compression. Supervisors have the option to require employees working on certain jobs to wear safety toe boots as compared to safety toe shoes. Safety shoes must be sturdy and have an impact-resistant toe. Safety footwear is classified according to its ability to meet minimum requirements for both compression and impact tests. Soles of shoes must have proper gripping ability to avoid slipping. Safety-toed footwear or sturdy leather footwear shall be worn where it is determined by the supervisor that conditions exist in which there is a significant probability of injury to unprotected feet. City departments may provide funding assistance in cases where safety shoe/boot protection is required for job safety (please contact your supervisor for more information).

### **Protective Eyewear**

Safety glasses, whether City issued or prescription, must comply with ANSI Z87.1-1989 if purchased after July 5, 1994 and ANSI Z87.1-1968 if purchased prior to July 5, 1994. These dates and standards apply to all eye and face protection. When purchasing prescription safety glasses, inform the retailer of these requirements. City departments may provide funding assistance to those employees requiring safety prescription eye wear (please refer to your labor agreement).

Side shields must be worn when working with **any** machine or related hazard. When at risk, bystanders who may become injured must also wear protective eyewear with side shields.

Employees whose vision requires the use of prescription lenses must wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear. These persons are required to wear face shields, goggles or spectacles of one of the following types:

- Spectacles with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles without disturbing the adjustment of spectacles; or
- Goggles that incorporate corrective lenses mounted behind the protective lens;
- Employees who wear contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.

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Eye protector lenses must always be kept clean. Continuous vision through dirty lenses can cause eyestrain – often an excuse for not using eye protection. Daily inspection and cleaning of protective lenses is important. Protective lenses should also be properly stored when not in use to avoid scratching or other damage.

Eye and face protection shall be consistently used so that it provides both adequate ventilation and protects the wearer from splash entry. Those areas include:

- Tinted and shaded lenses are not filter lenses unless they are marked or identified as such. These must be approved and certified before use on the job by the supervisor.
- Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows optimum task performance.
- Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these hazards.

- Caution should be used in the use of metal frame protective devices in electrical hazard areas.
- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleaning may be necessary.
- Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Protective devices do not provide unlimited protection.
- Face shields must be used so they are worn over primary eye protection (spectacles or goggles). For severe exposure (i.e., grinding) both a face shield and safety glasses should be utilized.

### **Respiratory Protection**

Any Employee working in an area that requires a respirator shall be fit tested and trained for the required respirator. In addition, the individual must have a current pulmonary function test indicating that he/she can wear a respirator. Other requirements outlined in OSHA and ANSI standards may affect the proper fit of the respirator, and the change-out schedules for respirators and/or cartridges.

### **Head Protection**

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

If unusual conditions occur (such as higher or lower extreme temperatures than described in the standards), or if there are any signs of abuse or mutilation of the hard hats or any component, the margin of safety may be reduced. If damage is suspected, hard hats should be replaced or tested in accordance with procedures contained in ANSI Z89.1-1986.

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

### **Hearing Protection**

Exposure to high noise levels can cause hearing loss or impairments. Ear muffs or ear plugs shall be worn when operating machinery or equipment exceeding a level of 85 decibels. Ear protection is always available to an employee upon request, regardless of the decibel level. Disposable earplugs are to be used one time and then thrown away. The non-disposable type should be cleaned after each use for proper protection. No radio/stereo headphones or earphones shall be worn when operating city equipment or any other time while working. Cotton is not recognized as ear protection and will not be permitted in lieu of approved ear muffs or ear plugs.

### **Protective Clothing**

For the protection of the employee, the following minimum apparel is required of all employees engaged in manual labor work:

- A long or short sleeved shirt will be worn.
- Long-legged trousers. During warm weather, and with supervisor's **prior** approval, employees may wear shorts which extend to within four (4) inches above the top of the knee.
- Rubber boots will be worn when working with caustic chemicals, acids, and other harmful dusts, liquids or gases.
- When working in or near the street, all employees shall wear a high visibility vest or other approved attire.
- Employees will wear gloves when working on sanitary sewers, handling rough materials, ropes or steel cable, during solid waste and recyclable collection, handling hot bituminous materials or caustic chemicals. Protective gloves shall be worn when giving First Aid to injured persons to avoid contact

with bodily fluids. (See Section 15.01) Rubber gloves shall be worn when working with caustic chemicals, acids, and other harmful liquids, dusts or gases.

- Employees will wear chaps, hard hat, eye and hearing protection and safety toed shoes/boots when using a chain saw.

A number of factors need to be taken into consideration when selecting a glove for a particular application. The following are of primary importance:

- The toxic properties of the chemicals. In particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects should be known;
- The work activities being undertaken. These must be studied and account taken of the degree of dexterity required, the duration, frequency and degree of chemical exposure and the physical stresses which will be applied;
- Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological agents, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not be best suited to all work situations.
- Read instructions and warnings on chemical container labels as well as MSDSs **before** working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.
- The performance characteristics of the gloves should be assessed using standard test procedures. Characteristics to be considered include chemical, puncture, tear and abrasion resistance.
- During the hazard assessment, the employee's work activities should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.
- Request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated before making your final selection. Work with your supervisor to locate the correct choice for the job to be performed.

### **Torso Protection**

Many hazards pose a threat to the torso: heat, splashes from hot metals and liquids, impacts, cuts, acids and radiation. A variety of protective clothing is available, and your supervisor will review various options with you based on work-related exposures.

## **Section 9 Motorized and Electrical Equipment & Guarding**

### 9.01 General Guidelines

- A. Operate all equipment in accordance with manufacturer's specifications, and other applicable safety rules.
- B. Do not leave equipment unattended while in operation.
- C. Always shut equipment off when not in use.
- D. Do not alter or remove machine safety guards except for repair purposes.
- E. Immediately report known equipment safety problems or concerns to your supervisor for evaluation and repair or replacement.
- F. When finished using equipment, ensure it is properly secured, cleaned, and stored in its designated area.

### 9.02 Guidelines for Motorized Equipment

- A. Before operating any city vehicle/equipment, unit shall be inspected utilizing the pre/post trip inspection form. Inspection form must be kept in the unit while it is being used. Upon returning unit to its parking stall, unit shall be rechecked and an inspection form shall be filled out. Any repairs/damage must be documented on this form. Turn pre/post inspection form in to appropriate area.
- B. Shut gasoline operated equipment off while refueling.
- C. All individuals who operate equipment must have a valid operator's Drivers must obey all State and local laws and/or regulations governing motor vehicle operation. Each occupant of a motor vehicle is responsible

- to wear seat belts and shoulder harnesses if so equipped.
- D. Operator is responsible for keeping windshield, windows, interior, and exterior clean and free of any type of debris, etc.
- E. Do not ride on the outside of any equipment except in the case of waste collection or with supervisor's permission.
- F. Whenever any City equipment is involved in an accident, it is the responsibility of the driver to:
  - Notify your supervisor
  - Call for assistance from the Police Department
  - Provide all information requested by the Police Department
  - Fill out a written report
  - Do not admit liability or indicate that the City shall take responsibility for the accident.
- G. When backing equipment, make sure no person or objects are behind vehicle. If available, get a spotter to help guide you.

### 9.03 Guidelines for Electrical Equipment

- A. Visually inspect all electrical equipment before using, making sure that electrical cords are not worn or damaged. Inspect plugs to see that they are not damaged.
- B. Extension cords are to be inspected for wear or damage before they are used. Make sure you have the correct gauge cord for equipment being used. Extension cards are not to be used as permanent wiring.
- C. Trouble lights shall have bulb guards.
- D. All electrical equipment must be properly grounded to avoid electrical shock. Portable generators must be equipped with ground fault circuit interrupters (GFCI).
- E. Avoid placing electrical cords in walkways in order to prevent tripping. If this needs to be done on a temporary basis, the cords must be clearly marked and secured.
- F. When working with electrical equipment in wet or damp areas, equipment must be ground fault circuit interrupter (GFCI) protected.

### 9.04 Guidelines for Chain Saws

- A. Read and understand the contents of the owner's manual and safety manual before starting and operating any chain saw. Improper use or maintenance could result in injury or possible death.
- B. Wear proper clothing. Ear protection, eye protection, chaps, hard hat and safety toed shoes must be worn.
- C. Do not operate a chain saw when you are fatigued.
- D. When cutting trees, do not begin until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- E. Use caution when handling fuel. Move the chain saw at least 10 feet from the fueling point before starting the engine.
- F. Keep all parts of your body away from the saw chain when the engine is running.
- G. Before you start the engine, engage brake and make sure the saw chain is not in contact with anything.
- H. Carry the chain saw with the engine stopped the guide bar and saw chain to the rear, and the muffler away from your body.
- I. Do not operate a chain saw that is damaged or improperly adjusted. Be sure the chain stops moving when the throttle control is released.
- J. Shut off the engine before setting the chain saw down.
- K. Keep handles dry, clean, and free of oil or fuel mixture.
- L. Do not operate a chain saw in a tree unless you have been trained to do so.
- M. Operate a chain saw only in well ventilated areas.
- N. Make sure chain saws are cleaned thoroughly and lubricated before storing.

### 9.05 Guidelines for Mowers

- A. Improper use or maintenance of a mower can result in injury. Read and understand the contents of the operator's manual before using a mower.
- B. Keep all shields and safety devices in place. If a shield, safety device, or decal is defective or damaged, report it to your supervisor for evaluation and possible repair or replacement. Tighten any loose nuts, bolts and screws to insure machine is safe to operate.
- C. Do not run a mower in a confined area without adequate ventilation. Exhaust fumes can be deadly.
- D. Maximum recommended seating capacity for riding mowers is one person. Never carry passengers.
- E. Remove all debris or other objects that might be picked up and thrown by mower blades.
- F. Watch for holes or other hidden hazards.
- G. Reduce speed when making sharp turns and when turning on a hillside.

- H. Never raise the cutting unit of a mower while the blades are rotating.
- I. To reduce fire hazard, keep the engine free from excessive grease, grass, leaves and accumulation of dirt.
- J. Never leave a mower running while unattended.
- K. Always disengage the power take-off gear before dismounting a riding mower.
- L. Always utilize appropriate personal protective equipment (eye and ear protection).

### 9.06 Guarding

- A. Flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- B. Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses etc., will not be removed when operating. Guards conveyors, drill presses, etc. will not be removed when operating. Guards removed for servicing or other work on machine or equipment will be immediately replaced upon completion of the work.
- C. Wood working equipment such as power saws, radial arm saws or table saws, non portable abrasive grinders, will not be operated unless all required guards are in place. Featherboards and pushboards will be used when necessary.

## **Section 10 Hand Tools**

### 10.01 General Guidelines

- A. Always select the appropriate tool for the job; never use makeshift tools.
- B. Check the condition of tools frequently. Report defective tools to your supervisor for evaluation and possible repair or replacement.
- C. Check clearances and sharpness of tools before leaving the shop.
- D. Protect hands by wearing gloves when appropriate.
- E. Carry sharp or pointed tools in covers, or be sure they are pointed away from the body.
- F. Wear eye protection when using impact tools.
- G. Do not lay tools on top of step ladders or other places from which they could fall on someone.
- H. Use tools that are the right size and type for the job.
- I. Use tools made of non-sparking material in hazardous atmospheres.
- J. Use tools with insulated handles for electrical work.
- K. Never use the blunt edge or end of a hand tool to perform the function of a hammer.
- L. Never push metal or wood chisels toward any part of the body.
- M. Keep tools clean and free of oil or grease to prevent slipping.
- N. Never use a pipe or other extension on the handle of a tool to get more leverage.
- O. Make sure that the handle of a tool is smooth, free from splinters and that it fits tightly in the head.
- P. Never throw or toss a tool towards another person. Pass it over with the handle forward.
- Q. After using tools, return them to their proper place.

### 10.02 Picks, Axes, and Shovels

- A. Avoid striking toward or close to the feet with a pick, shovel, or ax.
- B. When using a pick, ax, or shovel, make sure there is plenty of clearance between the user and others to avoid striking them with the tool or material.

## **Section 11 Welding/Torching**

- A. You must wear approved safety equipment while welding/torching. This includes but is not limited to flame resistant clothing, face shield, and gloves.
- B. Inspect welding/torching area before and after completion of work for fire or other hazards.
- C. Inspect equipment prior to using. Defective equipment shall not be used and must be reported immediately to your supervisor.
- D. You must use adequate ventilation while welding or torching.
- E. You must use an approved type of lighter to light gases.
- F. You are required to surround your work with suitable shields while arc welding when persons in surrounding area could be affected.
- G. You must have immediate access to an approved portable fire extinguisher.
- H. All torches in use shall be equipped with check valves and flash back arrestors.
- I. Cylinders shall always be in an upright position, secured from falling and away from electrical wires. Cylinders not in use must be stored away from the welding area and other combustible processes. Empty

- cylinders shall be stored separately and labeled "empty". Cylinders shall be protected from damage by moving equipment. All cylinders not in use shall have the valves closed.
- J. Cylinder hoses and electrical wires shall be stored when not in use.
  - K. Hot material must be marked "HOT" while cooling off. Used welding rods shall be stored in a non-flammable container for disposal.

## **Section 12 Spray Painting**

- A. Before spray painting read and understand all caution, danger and warning labels along with the directions for use.
- B. All spray painting must be done in properly ventilated areas.
- C. Quantities of flammable and combustible liquids in excess of one day's supply shall be stored in an appropriate area.
- D. Spray painting areas must not be allowed to accumulate waste materials.
- E. There must be no open flame or spark producing equipment in spraying areas.
- F. Must wear all proper PPE

## **Section 13 Roadway and Construction Site, Manhole and Catch Basin Safety**

### Section 13:01 Roadway and Construction Site Safety

- A. All work zones in the roadway, on the right-of-way, in designated parking areas, or on a sidewalk must have proper warning signs and be barricaded or safety coned. Barricades must be reflective and have operating warning lights if left out during darkness. Work zones shall not be left unmarked.
- B. High visibility safety vests shall be worn when working on or near any street or in a construction zone.
- C. No construction is to begin until Diggers Hotline has been called and the area has been marked.
- D. Caution shall be used when working under any overhead wires. Examine the area before proceeding with work. If wires cannot be seen from operators position reposition equipment or have a person watch and notify you immediately if you are too close to wires.
- E. Be aware of people in the area when using equipment.
- F. All personnel shall stay clear of equipment when in use.
- G. Always use warning lights mounted on the vehicles or equipment.
- H. Flag persons are required when vehicles cannot pass safely. Notify your supervisor when flag persons are needed.

NOTE: See Section 8 for protective wearing apparel and Section 16 for confined space entry.

### Section 13:02 Construction Manhole and Catch Basin Safety

- A. When entering manholes or catch basins follow the procedures outlined in Section 16.
- B. Use proper tools for opening manhole or catch basin covers. Never use your fingers.
- C. Make sure entry ladders are secure prior to using them.
- D. All tools and equipment shall be lowered into the space not carried down.

## **Section 14 Ladders, Scaffolding and Fall Protection**

- A. All ladders must be inspected before use for warping, cracks, loose rungs, splinters and general condition.
- B. Ladders shall be stored on supporting racks, or in a specially designated area.
- C. Defective ladders or scaffolding must not be used. Always report defective equipment to your supervisor.
- D. Only one person may occupy a ladder at a time. (Fire service ladders are exempt from this rule.)
- E. Never use metal ladders near electrical power lines.
- F. Scaffolds must not be loaded in excess of the work load for which they are designed.
- G. Guardrails and toe boards must be used on all open ended scaffolding and sides of platform more than 6 feet above ground.
- H. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the height of the ladder (observe 4 to 1 ratio when using ladders). Secure ladders in place. On slippery surfaces, tie off at the base of ladder to a substantial support.
- I. Avoid setting ladders within the arc of a swinging door or near blind corners.
- J. Do not paint ladders or scaffold planking since defects may be concealed by the use of paint.
- K. Always face ladders when ascending or descending.
- L. Ladders used against poles or trees should have the top rung removed and replaced with a strip of chain

- which will conform to the shape of the object it leans against.
- M. Scaffold planking should be a minimum of two inches thick by ten inches wide. The minimum length should be eight feet and the maximum fifteen feet with at least an eight inch overhang.
- N. Do not jump on or off a scaffold.

Fall Protection Plan- Working at Height

- A. Anyone working at an elevation of six feet or more shall be protected. Handrails are the preferred method of protection, but when not available, personal fall protection is required. In addition, when working from the bucket of a boom truck, fall protection is required.
- B. Only full body harnesses with shock absorbing lanyards and a back centered D ring shall be acceptable as fall protection. Belts and side D rings are only to be used for work positioning or restraint.
- C. When working overhead in an area where someone may walk below, the area shall be flagged off or coned to barricade the area. Tools shall be raised and lowered with a hand line attached.
- D. All portable ladders will be inspected prior to each use. All defective ladders shall be tagged and removed from service.
- E. All ladders must be used as intended. Do not use a folding ladder as an extension ladder. Ensure that all ladder treads are free of liquids, greases or other substances that could cause you to slip while ascending or descending. All ladders must have non-skid shoes.
- F. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
- G. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- H. The top of a stepladder will not be used as a step.
- I. Only one person will be on a ladder at a time.

**Section 15  
First Aid**

15.01 Body Substance Isolation

Any City employee, who renders first aid, and especially those who are trained in the administration of Cardiopulmonary Resuscitation (CPR), shall use universal precautions in accordance with the City Infection Control program. Also known as body substance isolation (BSI), universal precautions assumes that all human body substances are potentially infectious. The transmission of blood borne and airborne pathogens such as Human Immunodeficiency Virus (HIV), Hepatitis (HBV), Tuberculosis and many other infectious diseases can be effectively prevented by following some simple safety procedures:

- 1) Each department shall ensure that appropriate personal protective equipment (PPE) is readily available and accessible to the persons providing first aid, whether to a fellow employee or to a member of the public. PPE includes latex exam gloves, pocket or bag valve mask resuscitators with one-way valves, face shields (or masks and goggles), gowns and possibly even HEPA respirators, all of which are to be properly disposed of after use. Training in the use of PPE shall be provided.
- 2) Employees shall always use the appropriate PPE when providing first aid or administering CPR. Always be aware of the dangers of spontaneous contamination from splashes, sprays and splatters of body substances including vomit and urine and protect yourself in an appropriate manner.
- 3) Employees who may be called upon to provide first aid or administer CPR shall be trained in the proper procedure and PPE. Periodic refresher training should be provided.

15.02 First Aid Kits

All City vehicles and workplaces shall be provided with first aid kits, including personal protective equipment. Kits should be designed around the specific needs of each department and should have an attached list of contents. Know the location of the first aid kit and be familiar with its contents, the PPE and their use. Each department shall have a procedure for the periodic inventory and re-supply of first aid kits and PPE. Tell your supervisor if contents are missing or depleted.

15.03 Serious Injury or Medical Emergency

- 1) In the event of a serious injury or life threatening medical emergency, call 911 to dispatch an ambulance and other emergency responders. When in doubt, make the call!
- 2) If the person is unconscious, qualified personnel should immediately assess the person's A B C's:

Airway .....- keep it open so the person can breathe.  
Breathing .....- assess respiration, if absent, begin rescue breathing using

..... proper PPE.  
Circulation .....- check for a pulse, if absent, begin CPR.  
.....- control serious bleeding by the application of direct pressure.

- 3) Do not move an injured person unless it is absolutely necessary to remove him or her from the imminent danger of further injury or death. Moving an injured person without the proper equipment and training could result in further injury.
- 4) Keep the injured party as warm and comfortable as possible.

#### 15.04 Other Employee Injury or Illness

- 1) Always report an injury to your supervisor, no matter how insignificant it may seem to you at the time.
- 2) All injuries, even the small ones, should be treated and protected to prevent infection or other complications.
- 3) If an injury or illness appears to require medical attention but is not potentially life threatening or does not require ambulance transport, the ill or injured employee may be taken to the appropriate medical facility (clinic, urgent care or emergency room) by other available means. The method of transport may be determined by the employee's supervisor or other responsible party.

## **Section 16 Confined Entry Procedures**

### 16.00 Introduction

This is a guide for employees who work in confined spaces. **It is not a complete interpretation of any state or federal standards or a manual for a confined space entry program.** For compliance, obtain and review the OSHA Standard 29 CFR 1910.146 and the additions contained in COMM 32.

Asphyxiation and exposure to toxic atmospheres are the leading causes of death in confined spaces. Many fatalities in confined spaces were would-be rescuers.

Employees enter confined spaces to do routine inspections, maintenance, or non-routine tasks such as welding, painting, or cleaning. They may be seriously injured or die as a result of accidents or exposures that occur in confined spaces because:

1. They do not recognize a confined space.
2. They trust their senses while deadly atmospheres may not be detectable.
3. They do not understand the dangers in the confined space.
4. They do not remain alert after entering a confined space. Hazards may develop after entry.
5. Untrained people try to rescue victims and succumb to the same causes.

### 16.01 Definition of Confined Spaces

A. 29 CFR 1910.146 defines confined spaces as any space which has one or more of the following characteristics:

The size and shape allows a person to enter the space and perform assigned work.  
The space is not designed for continuous employee occupancy.  
The space has limited or restricted means for entry or exit.

Examples include, but are not limited to, storage tanks, process vessels, pits, silos, vats, degreasers, reaction vessels, boilers, ventilation and exhaust ducts, manholes, sewers, tunnels, vaults, and pipelines.

In addition, **Permit Required Confined Spaces** contain one or more of the following hazards:

Contains or has potential to contain a hazardous atmosphere including:

A flammable gas, vapor, or mist greater than 10% of the Lower Flammable limit  
Airborne dust levels may be greater than or equal to the lower flammable limit  
Oxygen concentration may be less than 19.5% or greater than 23%

Carbon monoxide concentration may be greater than 50 ppm  
Contains a material that presents a potential engulfment hazard

Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, sloping floor, etc.

**When a confined space can be classified as permit required, an OSHA compliant program is needed.** Consult other applicable COMM or OSHA standards concerning personal protective equipment, lock-out/tag-out procedures, electrical safety, ventilation, and hazard communication, etc.

#### 16.02 General Procedural Requirements of OSHA 29 CFR 1910.146 Permits Required Confined Spaces

**Determine if permit required confined spaces exist.** Department heads or their subordinates shall identify confined spaces and determine if these spaces are permit required.

**Inform employees.** Post warning signs. Employees must be informed of permit required confined spaces in the work environment.

**Decide if entry shall occur.** If a department decides employees will not enter, prevent entry, post the space, and inform employees. ***If employees will enter, a permit required confined space entry program must be used.*** If only outside contractors enter, inform the contractors of the permit required confined space and allow entry only via permit required entry procedures.

**Re-evaluation of confined spaces.** When changes occur which increase hazards to entrants, re-evaluate and reclassify the space as necessary.

**Reclassification.** Permit required confined spaces can be reclassified as no permit spaces if there is no atmospheric or potential atmospheric hazard present and all other hazards in the space are eliminated.

#### 16.03 Permit Required Confined Space Program

A permit required confined space program is a departments program for controlling employee entry into permit spaces, controlling hazards, and protecting employees from those hazards. See your supervisor for your departments specific confined space entry procedure. Under no condition will unauthorized personnel or untrained personnel enter a confined space to rescue entrants or any other purpose.

#### 16.04 Confined Space Permit

The entry supervisor shall prepare an entry permit to document that appropriate measures are being taken to ensure safe entry into permit required confined spaces.

#### 16.05 Training

All personnel must have a thorough understanding and knowledge of the duties as listed in 29 CFR 1910.146. Personnel must also have the job skills necessary to work safely in and around confined spaces. Training must be conducted prior to entry. Training must be documented with names and dates.

#### 16.06 Final Comment

Confined space entry operations must follow the protocol as detailed on OSHA 29 CFR 1910.146.

Even when following proper protocol, there is a risk of injury or even death when employees work in confined spaces. The best and safest method for conducting work in confined spaces is to perform the work from outside of the confined space without entering the space. Eliminating entry into confined spaces will reduce the hazards associated with entry and will reduce the necessary compliance steps associated with the standard.

## City of Torrington Confined Space Entry Permit

16.07

**Permit date:**    /    /        **Work shift:** 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>         **Expires:**    /    /

Time started: \_\_\_\_\_ Time Permit Expires: \_\_\_\_\_

Permit space to be entered (name and location): \_\_\_\_\_

Purpose of entry: \_\_\_\_\_

### Names of trained, authorized individuals

- Entry supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_
- Entry attendant: \_\_\_\_\_
- Authorized entrants: \_\_\_\_\_
- Authorized entrants: \_\_\_\_\_

### Emergency contact information

Emergency responder: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact person: \_\_\_\_\_ Time: \_\_\_\_\_

### Pre-entry requirements

Requirements	Yes	No	N/A	Requirements	Yes	No	N/A
Lockout - tagout/de-energize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot work permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipes(s) broken or capped or blanked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fall arrest harness/lifeline/tripod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purge or flush or drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation (natural or mechanical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hardhat</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Gloves</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety glasses</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-sparking tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Respirator, type</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Other PPE:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor employees involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Other PPE:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Space-monitoring results		Test 1	Test 2	Test 3	Test 4
<b>Monitor at least every four hours</b>	<b>Permissible entry levels</b>	Time: _____ Initial: _____	Time: _____ Initial: _____	Time: _____ Initial: _____	Time: _____ Initial: _____
Percent oxygen	19.5% to 23.5%				
Combustible gas	Less than 10% LEL				
Other toxic gas					
Other toxic gas					
<b>Gas Tester Name</b>	<b>Instrument Used</b>	<b>Model / Type</b>	<b>Serial Number</b>		

Possible atmospheric hazards	Yes	No	N/A
Lack of oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible vapors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible dusts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic gases/vapors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possible non-atmospheric hazards			
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature extreme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engulfment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entrapment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other non-atmospheric hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Pre-entry checklist

Entry is not permitted until these items are completed.

OK	Needs action	
<input type="checkbox"/>	<input type="checkbox"/>	Before entering the permit space, the supervisor or designee must notify the rescue team. IDLH conditions require at least one rescue team member located outside the space.
<input type="checkbox"/>	<input type="checkbox"/>	A minimum of two employees must be assigned to work involving permit space entry. One employee must remain outside the permit space at all times.
<input type="checkbox"/>	<input type="checkbox"/>	The surrounding area must be surveyed to show that it is free of hazards such as drifting vapors from tanks, piping, sewers, or vehicle exhaust.
<input type="checkbox"/>	<input type="checkbox"/>	Those responsible for operation of the gas monitor have been trained.
<input type="checkbox"/>	<input type="checkbox"/>	Gas monitor calibration tests and functional test (fresh air calibration) have been performed this shift on the gas monitor.
<input type="checkbox"/>	<input type="checkbox"/>	The atmosphere will be continuously monitored while the space is occupied, if required by entry procedure.

## This permit has been terminated for the following reason:

Work completed       Canceled      Time: \_\_\_\_\_      Note: \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Time: \_\_\_\_\_ Date: / /

## **Section 17 Use of Respirators**

29 CFR 1910.134 requires each City department which utilizes respiratory protection equipment to have a written program covering the selection, use, and care of respirators. Some of the basics of a respiratory protection program are provided in this section of the manual. For more specific information regarding your department's program and forms utilized in monitoring the program, see your supervisor.

### 17.01 Employer Responsibility

- A. Respirators will be provided by the employer when such equipment is necessary to protect the safety and health of the employee for entry into a hazardous atmosphere.
- B. Respirators will be suitable for the purpose intended
- C. The department will be responsible for the establishment and maintenance of a respiratory protection program.

### 17.02 Employee Responsibility

- A. The employee shall use the provided respiratory protection in accordance with instructions and training received.
- B. The employee shall report any malfunction of respirators to his/her supervisor.
- C. It is the responsibility of the employee to keep respirators in good operating condition.

### 17.03 Training

- A. Supervisors and respirator wearers shall receive appropriate training by a qualified person prior to the use of respirators. Training shall cover:
  - 1. The reasons for respiratory protection
  - 2. The nature, extent, and effects of respiratory hazards to which the employee may be exposed
  - 3. Why a particular respirator is selected for a specific respiratory hazard
  - 4. Operation, capabilities, and limitations of respirators
  - 5. Inspection, checking the fit of, and wearing the respirator
  - 6. Maintenance and proper storage of respirators
  - 7. Recognizing and coping with emergency situations
  - 8. Regulations concerning respirator use
- B. Records must be kept of the names of persons trained, dates when training occurred, and refresher training courses.

### 17.04 Selection of Respirators

The selection of a proper respirator will be determined by the following:

- A. Nature of the respiratory hazard
  - B. The capabilities and limitations of respirators
  - C. Warning properties of the contaminant
  - D. Physical and chemical properties of the contaminant
- Only respirators having NIOSH/MSHA approval for the specific hazard(s) shall be selected.

### 17.05 Respirator Seal Test

- A. The wearer of a respirator shall check the seal of the face piece prior to each entry into a hazardous atmosphere to ensure proper protection.
- B. Respirators shall not be worn when conditions prevent a proper seal to the wearer, such as temple bars of glasses, facial hair, scars, facial deformities or any other material that may pass between the sealing surface of the respirator and the face of the wearer.

### 17.06 Respirator Fit Test

- A. A respirator fit test shall be used to determine the ability of each individual respirator wearer to obtain a satisfactory fit. Employees using tight-fitting respirators must be fit tested prior to initial use or if a different face piece is used.
- B. Records of respirator fit tests shall be kept for each respirator wearer. Records will include:

1. Name of person tested
2. Name of test operator
3. Date of test
4. Type of test - Qualitative or Quantitative
5. Method of testing
6. Type of respirator used in test
7. Results of test

#### 17.07 Monitoring Respiratory Hazard

Before entry into a confined space, concentrations of any known or suspected oxygen deficiency, flammable atmosphere, or toxic contaminants must be measured and recorded as follows:

- A. Identification of contaminant
- B. Nature of hazard
- C. Concentration
- D. Effects of contaminants on body, eye irritation, skin absorption, adverse effects
- E. While in hazardous atmosphere, continuously monitor the level of contaminants and oxygen

#### 17.08 Inspection of Respirators

- A. Each person, immediately prior to using a respirator, shall inspect the respirator to ensure that it is in good operating condition. Incomplete or damaged respirators must not be used.
- B. Respirators used for emergency purposes will be thoroughly inspected at least once a month and after each use. Records will be kept of inspection dates and maintenance of respirators.
- C. Respirators must be tagged to indicate date when last serviced.

#### 17.09 Cleaning and Disinfecting

Respirators will be cleaned and disinfected after each use in the following manner:

- A. Remove the regulator or filters from the face piece
- B. Wash the face piece with mild detergent and warm water
- C. Disinfect the face piece by one of the following methods:
  1. Sponge it with a 70% solution of ethyl, methyl, or isopropyl alcohol
  2. Submerge it in a hypochlorite solution made with two tablespoons of chlorine bleach in one gallon of water (Not recommended for units with Nomex components.)
  3. Use a proprietary cleaning solution recommended by the manufacturer
- D. Rinse in cool water and allow to completely air dry
- E. Reattach breathing regulator or filters. Replace filters as per manufacturer recommendations
- F. Damp sponge dirt accumulations from the rest of the apparatus with a warm soap or detergent solution and thoroughly rinse in clean water
- G. Refill air cylinder if applicable
- H. Allow to air dry before storage

#### 17.10 Storage

- A. Respirators shall be stored in a manner that shall protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
- B. Storage compartments should be in a convenient location and clearly marked.

### **Section 18 Hazard Communication Program**

In order to ensure that the hazards of all chemicals used within our facilities are evaluated and information concerning their hazards is transmitted to all affected employees, each department shall have a written Hazard Communication Plan as specified in 29 CFR 1910.1200. This procedure is intended to address: evaluating potential hazards of chemicals, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

Each department will appoint a Safety Coordinator who will be responsible for coordination of this program and have authority to make necessary decisions to assure success of this program. The Safety Coordinator(s) will develop written instructions covering each of the basic elements and is authorized to amend these instructions. The City has expressly authorized the Safety Coordinator(s) to halt any operation of the City where there is danger of serious personal injury.

### 18.01 Written Program

Departmental written Hazard Communication Programs will be communicated to all affected personnel. It is designed to establish clear goals and objectives of maintaining optimum workplace safety and health.

The Department Safety Coordinator(s) shall:

- A. Annually review and revise the individual department's Hazard Communication Program.
- B. Generate a list of the hazardous chemicals known to be present in each department using an identity that is referenced from the appropriate material safety data sheet. This list will be available to all employees.

### 18.02 Employee Training

Each department will provide all employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, annually, and whenever a new chemical is introduced into their work area that could present a potential hazard.

- A. Physical hazards of chemicals (e.g. potential for fire, explosion, etc.)
- B. Health hazards, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure
- C. Procedures to protect against hazards
- D. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks
- E. Where the departments MSDS's are located
- F. Employee hazard communication training shall be conducted annually by department. This training will be conducted by an approved instructor.
- G. All training will be documented using a standard attendance roster.

### 18.03 Container Labeling Program

City policy is that all containers of chemicals must have a label by following this procedure:

- A. Unmarked Containers. No unmarked container containing chemicals may be used in conjunction with any duties or operations, unless the container is a portable container in the control of a specific person for their immediate use. For purposes of these procedures, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle are not considered to be containers.
- B. Container Labeling. Each department will maintain and provide a container labeling kit to any employee requesting its use. Employees shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced. Containers containing hazardous chemicals will be properly disposed of and the labels defaced after use.

### 18.04 Material Safety Data Sheet Program

Each department will maintain copies of any material safety data sheets that are received with incoming shipments of the sealed containers of hazardous chemicals.

Supervisors will ensure that the material safety data sheets are readily accessible during each work shift.

- A. Employees must be familiar with the various sections of the MSDS.

### 18.05 Non-City Employee Contractors

A principal City escort or contact will advise visitors, contract employees and contractor personnel of any chemical hazards that may be encountered in the normal course of their work on the premises.

## **Section 19 Lockout/Tag Out**

A lockout is a method of keeping equipment from being set in motion and endangering workers while being maintained. In lockouts:

- A disconnect switch, circuit breaker, valve or other energy isolating mechanism is put in the safe or off position
- A device is often placed over the energy isolating mechanism to hold it in the safe position
- A lock is attached so that the equipment cannot be energized

Lockout/tag out is necessary whenever you are performing service or maintenance around any machine where you could be injured by:

- Unexpected start-up of the equipment
- Release of stored energy

OSHA regulation 29 CFR 1910.147 requires all employers to use lockout, tag out. Tag out is used when lockout cannot be used. It is your responsibility to follow the system in your department.

Each department will evaluate their department for specific lockout/tag out procedures and all affected employees must be properly trained.

Each department will reevaluate and have refresher courses for all affected employees each year.

# City of Torrington Lockout/ Tag out Basic Procedure

19.01

<b>Energy Sources:(Circle One)</b>	Electrical	Mechanical	Gas	Pneumatic (Air)	Hydraulic (oil)	Gravity	Steam	Wind	Rotating	
<b>Equipment Description/Common Name:</b>										
<b>Manufacture :</b>			<b>Location of Equipment:</b>							
<b>Equipment-Specific LOTO Developed/revised By:</b>					<b>Rev. Date:</b>					
Yes	No	Procedural Steps (If there are any questions concerning this procedure see your Senior Technician or the EHS Representative). Complete all steps and power sources that apply.								
<input type="checkbox"/>	<input type="checkbox"/>	1. NOTIFICATION OF AFFECTED EMPLOYEES: Affected employees who use or work near the equipment have been notified that it is being shut down. In addition to this lockout procedure, the Authorized Employee must be aware of any additional safety requirements when dealing with this type of equipment. If there are any questions see your Senior Technician or EHS Representative before proceeding.								
<input type="checkbox"/>	<input type="checkbox"/>	2. ALL SOURCES OF ENERGY HAVE BEEN IDENTIFIED above*, . SOURCES OF STORED ENERGY (including their location) are: _____								
<input type="checkbox"/>	<input type="checkbox"/>	3. DEACTIVATION OF ENERGY SOURCES & APPLICATION OF ENERGY CONTROL DEVICES: The equipment is deactivated by switching "off" the power switch located at _____								
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL POWER (at _____ V) to the equipment is controlled at _____ using the following energy control devices _____								
<input type="checkbox"/>	<input type="checkbox"/>	PNEUMATIC/HYDRAULIC/STEAM POWER to the equipment is controlled at _____ using the following energy control devices _____								
<input type="checkbox"/>	<input type="checkbox"/>	GRAVITATIONAL ENERGY/COOLING WATER/GAS is controlled by _____ using the following energy control devices _____								
<input type="checkbox"/>	<input type="checkbox"/>	4. VERIFICATION OF LOCKOUT/TAG OUT: Energy isolation is verified by attempting to activate _____								
<input type="checkbox"/>	<input type="checkbox"/>	TRY-OUT step performed by: _____ (Initial)								
<input type="checkbox"/>	<input type="checkbox"/>	5. SIGN-OFF: If you have completed all of the previous steps(energy isolation is verified), and checked Yes for each box, please sign your name, fill in the information below, and then proceed with the work: I verify that the above steps have been completed and that I am authorized and trained to perform Lockout Tag-out procedures.								
		_____ <i>Signature</i>	_____ <i>Department</i>					_____ <i>Date</i>		
<input type="checkbox"/>	<input type="checkbox"/>	6. RE-ENERGIZATION OF EQUIPMENT: Once work is complete: all equipment parts are replaced; all personnel and tools are cleared; Inspection of work area complete.								
<input type="checkbox"/>	<input type="checkbox"/>	Each person involved in the work removes their own locks and tags and the last person assures all other personnel are clear and removes the energy control devices.								
<input type="checkbox"/>	<input type="checkbox"/>	Energy is reconnected to the machine/system by _____								
<input type="checkbox"/>	<input type="checkbox"/>	Control devices are removed from _____								
<input type="checkbox"/>	<input type="checkbox"/>	Affected Employees are notified that the equipment is ready for use.								

## **Section 20 Asbestos Procedures**

The City of Torrington prior to any bidding as it relates to repairs/renovations to any city building, will review Records to determine if there is any documented presence of Asbestos-Containing Materials (ACM) or Presumed Asbestos-Containing Material (PACM) located in the area of repair/renovation.

If the repair area/renovation has ACM or PACM present, the City of Torrington, prior to any work beginning, will encapsulate the material or have the materials removed by a certified asbestos removal company.

The City of Torrington will provide all supervisors with the information and training necessary to fulfill their obligations as it relates to OSHA Construction Asbestos Standards.

Anytime abatement is being performed in a city building, all affected employees shall be notified of the work. Prior to commencement of asbestos abatement project, documentation of an exposure assessment will be provided, in accordance to OSHA Construction Asbestos Standards.

## **Section 21 Excavation, Trenching and Shoring**

City of Torrington Digging and Excavation Procedure:

The following information is required by 29 CFR, Part 1926. This procedure is to provide accountability, applicability and procedures for digging and excavating operations.

### **SCOPE:**

This procedure applies to all Excavations.

### **POLICY:**

Utility Locates must be called in prior to digging or excavating. A competent person must be on-site prior to and during all excavations: "a competent person means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions, which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them," will be on the work site during all excavation.

### **Any excavation forty-eight inches (48") or greater must:**

- Be provided with an adequate exit (steps, ladder or ramp) every twenty-five feet (25') if employees are expected to enter and,
- Be tested for hazardous gases or oxygen deficiency if such conditions are likely to exist (excavation near gas mains, laboratory buildings, underground storage tanks, marshes, creeks or sewers).

Inspections of soils and other conditions should be conducted as follows:

- At the start of each shift
- After rainstorms
- After other significant events (snowstorms, thaws, earthquakes, weather changes, etc.)
- When cracks, undercutting, water seepage, bulging, or other conditions occur
- When the spoil pile has moved or increased in size
- When nearby structures have moved or changed

### **Any excavation greater than five feet (5') must:**

- Meet the conditions outlined above.

- Have an adequate means of protection (shoring or sloping) and be inspected prior to and during the work shift by a “competent person.”
- The “competent person” must be on site at all times that employees are in the excavation and shall have the authority to stop work if hazardous conditions are detected. The “competent person” shall not be the equipment operator.
- Only persons receiving special training to the satisfaction of the Department Head or Foremen may be qualified as “competent persons.”
- Employees shall not work under loads being handled by digging or lifting equipment.
- If employees may enter the excavation, both the removed soil and other work materials should be stored a minimum of two feet (2') from the edge.
- Personal protective equipment, such as safety vests, safety shoes, hardhat and safety glasses must be worn as appropriate for the work area.
- All soil in the City of Torrington is defined as Type C. **Type C soil** is the least stable. Type C soil usually consists of gravel; loamy sand; soft clay; submerged soil; or dense, heavy unstable rock and soil from which water is seeping.
- During the excavation process the entire work area will be barricaded to prevent unauthorized entry. At night, reflective barricades will be required.
- During backfill operations compaction will occur in six-inch (6') lifts.
- All City of Torrington equipment operator(s) will be certified through training and on-the-job observation. This training will be available through each Department.
- Water must not be allowed to accumulate in an excavation when occupied.
- Excavation near structures should not remove support from that structure.
- City of Torrington personnel should not perform an excavation over fifteen feet (15') deep unless the entire project is approved and supervised by a Certified Engineer.
- City of Torrington employees shall not work in excavations dug by outside contractors, except when the site has been inspected by a City of Torrington “competent person.”
- Heavy equipment shall under no circumstances be used to transfer persons other than the operator.

**PROCEDURE:**

The Department Head or his designee must authorize all digging and excavating.

## **Safety Committee By-Laws**

### **1) Purpose of this Document**

a) The purpose of this document is to describe the procedures for establishing and maintaining an effective safety committee.

### **2) Goal of the Safety Committee**

b) The goal of the safety committee is to help the City of Torrington eliminate workplace injuries and illnesses by involving employees and managers in the safety program. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them.

### **3) Functions**

a) The safety committee has four major functions:

- i) Involve employees in achieving a safe, healthful work place.
- ii) Promptly review all safety-related incidents, injuries, accidents, illness, and deaths. Make suggestions to management for prevention of these accidents.
- iii) Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling hazards.
- iv) Annually evaluate the City of Torrington's workplace safety and health programs for effectiveness, and make suggestions to management for improvements.

### **2) Committee Members**

a) The safety committee will be comprised of employee volunteers and management representatives. The number of supervisor's representatives on the committee cannot exceed the amount of employee representatives. An employee will represent each of the following areas of the City of Torrington.

b) Ambulance/Fire Department/Police Department/Airport 1 representative  
Parks Department/Cemetery Department/Golf Department/Museum  
1 representative

Metering Department/Purchasing Department/Maintenance/City Hall/  
Engineering Department/City Court 2 representatives  
Electric Department 1 representative  
Water Department 1 representative  
Streets and Sanitation Department 2 representatives

Maximum of eight serving on committee at one time. Chairman oversees the composition of the committee. Must be a minimum of 3 Department Managers.

C Each employee will serve on the committee for a term of approximately two years revolving. Chairperson will serve a third, revolving from vice-chair.

### **5) Chairperson and Vice-Chairperson**

a) The Safety Team will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent supervisors.

#### **i) Terms of service**

(1) Chair and vice-chair will each serve a one-year term in that position.

#### **a) Duties of chairperson**

i) The duties of the chair:

- (1) Schedule regular monthly safety committee meetings.
- (2) Develop written agendas for meetings.
- (3) Conduct the meeting.
- (4) Coordinate and approve committee recommendations to management.
- (5) Supervise the preparation of meeting minutes.

#### **(a) Duties of vice-chairperson**

- i) In the absence of the chair, assume the duties of the chair.
- ii) Perform other duties as directed by chair.

### **2) Election of chair and vice-chair**

a) The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term. There will be a January 1<sup>st</sup> rotation date with a December 1<sup>st</sup> election and December 15<sup>th</sup> notification to new members.

### **3) Safety Committee Secretary**

a) The director of the Safety Committee will designate one employee to be the safety committee secretary. This person will be in charge of taking the minutes of each meeting. This person will also perform other duties as designated by the Director of the Safety Committee.

### **2) Training**

a) New representatives will receive training in safety committee functions, hazard identification, and accident investigation procedures. The Safety Committee Director will provide this training. Safety Committee members will be required to have a minimum of 10-hour OSHA training.

b) Attendance and alternates

(i) Each representative will attend regularly scheduled safety-committee meetings and participate in quarterly workplace inspections. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for the meeting.

c) Agenda

(ii) The safety committee meeting agenda will also include the following when applicable:

- (1) A review of new safety and health concerns
- (2) A status report of employee safety and health concerns under review
- (3) An analysis and evaluation of all workplace incidents and accidents occurring since the last committee meeting.
- (4) A review of any open safety action items.
- (5) The agenda will be distributed to the committee prior to the meeting for comments and suggestions.

d) Minutes

- (i) Minutes will be recorded at each committee meeting and will be e-mailed to all Department Heads,
- ii) The meeting minutes will be posted in a public place for employee review.
- iii) The committee will submit a copy of the minutes to the management, who will retain a copy for at least three years.
- iv) All reports, evaluations, and recommendations of the committee will be included in the minutes.
- v) The minutes will identify representatives who attended monthly meeting, and representatives who were absent.

### **3) Employee Involvement**

a) The safety committee will encourage employees to identify workplace-health-and safety hazards. Concerns raised by employees will be presented to the committee in writing, and it will be reviewed at the next regularly scheduled monthly meeting.

### **4) Safety Concerns and Action Items**

a) The safety committee will maintain a log of all employee concerns and open action items, including the date received, recommendations to management, and the date the concern was resolved.

### **5) Response**

a) The safety committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Management will respond in writing to written recommendations according to the following schedule:

- (i) Recommendations to correct hazards/behaviors that could cause serious physical harm or a fatality: Immediately, or as soon as possible, but not more than one day after receipt of a written recommendation.
- (ii) Recommendations to correct hazards/behaviors that could cause minor injury or illness: Within 14 days of receipt of a written recommendation.
- (iii) Recommendations to improve programs, plans, policies and other elements of the safety and health program: Within 21 days of receipt of a written recommendation.

**6) Safety Incident Analysis**

a) The safety committee will analyze new incident and accident reports to make sure root cause analysis and safety management system evaluation has been conducted. When necessary, the Team will provide written recommendations to management to improve incident/accident reporting.

**7) Workplace Inspections**

b) The safety committee and safety officer will coordinate quarterly work-place inspections of all company facilities. The results of these inspections will be made available to employees and presented to management for correction.

**8) Written reports**

a) The Safety Committee Directors office will be the location for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards. As prescribed above, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

**Evaluation**

a) The safety committee will evaluate the company’s workplace-safety-and health program annually and provide a written evaluation of the program to management. The committee will also evaluate its own activities each annually and use the evaluation to develop an action plan for improvement.

Prepared by:\_\_\_\_\_ Date:\_\_\_\_\_

Approved by:\_\_\_\_\_ Date:\_\_\_\_\_

**Section 23  
Acknowledgement of Receipt**

**City of Torrington  
Safety Handbook 2009  
Acknowledgement of Receipt**

I acknowledge that I have received the City of Torrington Safety Handbook on this date. I understand that it is my responsibility to read and comply with all the safety rules described herein and the compliance with these procedures is a condition of employment

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_