TOWN OF SILVER CITY
BOX 1188, SILVER CITY, NEW MEXICO 88062 • (575) 538-3731 • FAX (575) 534-6377

TOWN OF SILVER CITY SAFETY MANUAL

2013

SAFETY POLICIES AND PROCEDURES

TOWN OF SILVER CITY

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SAFETY MANUAL

2013

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SECTION 1. SAFETY PLAN

OBJECTIVE: The development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work-related injuries by a measurable amount. Our goal will be a 100 percent reduction.

STATEMENT OF POLICY: It is the policy of the Town of Silver City (Town) to provide a healthy and safe place of employment for all employees; to abide by all regulations as they pertain to our Town, which is set forth in Federal, State and Local standards, statutes and OSHA Standard 29 CFR 1910, 29 CFR 1926, 49 CFR Part 325, Parts 350-399 and Department of Transportation Motor Vehicle Transportation requirements and to integrate good working safety habits into every aspect of our Town activity. The "Town" as used in this policy refers to the Town of Silver City and its departments. To support this policy, six basic principals are inherent:

1. A positive belief that all personal injuries can be prevented.

2. An acceptance on the part of management, department heads and supervisors of their responsibilities to prevent personal injuries, and an acceptance by the employees that they are ultimately responsible for their own safety.

3. A conviction that it is reasonably possible to safeguard all operating exposures, which may result in injuries.

4. Acceptance of the fact that the prevention of personal injuries is good business, both from the standpoint of efficiency and economy.

5. A recognition that it is necessary to train all employees including temporary personnel to work safely and to understand it is to their advantage as well as the Town's to work safely; further, that they have a definite responsibility to do so.

6. An understanding that all vendors or sub-contractors are contractually obliged to abide to this Safety Policy, and to adhere to the Town's Safety Program; further, that any references to the Town in this policy will be applicable in full to all sub-contractors as well.

SECTION 2. SAFETY RESPONSIBILITIES & DUTIES

MANAGEMENT

1. **RESPONSIBILITIES:** Safety begins with management commitment and participation. We will set goals, establish accountability and become involved. A poor safety record is a management problem. Management is required to abide by this policy as are all employees.

2. **DUTIES:**

1. Communicate safety commitment and policy.
2. Attend Town functions.
3. Review accident reports and safety activities.
4. Make needed appropriations.
5. Lead by example.
6. Provide resources, including adequate funding to support this program.

SAFETY COORDINATOR

1. **RESPONSIBILITIES:** The Town will be responsible for the overall safety program. Although the coordinator is assigned overall responsibility for the coordination of this program, the responsibility for a safe workplace rests with every employee, from the Manager to the newest hire.

2. **DUTIES:**

1. Coordinate training programs.
2. Arrange for training of employees and supervisors.
3. Prepare periodic reports for management.
4. Ensure that this safety policy is communicated to all employees of the Town.
5. Review all accident investigations.
6. Analyze reports to identify accident cause.

DEPARTMENT HEADS

1. **RESPONSIBILITIES:** Safety begins with the Department Heads' commitment and participation. They set the Department goals, establish accountability, and become involved. A poor safety record is a department management problem. Department Heads are required to abide by and enforce the safety policy and programs.

2. **DUTIES:**

1. Communicate safety commitment and safety policy and programs.
2. Attend safety functions.
3. Assure compliance with all government regulations and the Town's safety program.
4. Review department accident reports and safety activities.
5. Help develop and enforce the written safety programs.
6. Make needed appropriations.
7. Set a good example.

8. Provide resources, including funding and time to support the safety program.
9. Support the Safety Coordinator.
10. Conduct monthly inspections using the checklist provided in the attachments.
11. Provide first-aid kits, and inspect monthly.

SUPERVISORS

1. **RESPONSIBILITIES:** Supervisors have a direct responsibility for the safety of the working group. They will help build safety into the work process and be alert for safety and health problems.

2. **DUTIES:**

1. Attend safety functions.
2. Train new employees upon hire.
3. Train employees on job assignments and identified hazards.
4. Re-train present employees on an on-going basis.
5. Stop work if unsafe conditions exist or develop, document, and report immediately to department head and safety coordinator.
6. Make informal inspections daily. Document monthly inspection using a checklist.
7. Prepare accident reports.
8. Enforce safety rules.
9. Correct unsafe acts and conditions.
10. Make daily safety contacts.
11. Conduct weekly toolbox safety meeting/training sessions.
12. Conduct a hazard analysis of each new job, prior to commencement of work.
13. Report and investigate all accidents, and maintain confidentiality.
14. Attend all scheduled safety training sessions, applicable to their division.

EMPLOYEES

1. **RESPONSIBILITIES:** Workers must learn the hazards of their jobs and abide by safety policy, programs and rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to participate to the fullest extent in the safety program.

2. **DUTIES:**

1. Abide by safety rules.
2. Report hazardous conditions or concerns.
3. Do not work in unsafe conditions.
4. Communicate safety to fellow employees.
5. Report all injuries and accidents regardless of severity. Failure to report accidents

will result in disciplinary action.

6. Make suggestions to help improve safety.
7. Ensure personal protective equipment is maintained in good condition. If you need equipment or safety items, contact your supervisor.
8. Use and maintain personal protective equipment provided.
9. Attend applicable weekly tool-box safety meetings.
10. Attend safety training sessions, as scheduled.

Every employee can feel confident that identifying unsafe acts or conditions will not result in any type of reprisal to them.

IMPLEMENTATION: All Town employees, from top management to the newest hire are to be actively involved in the implementation of this program. Participation of all employees will be monitored by the Safety Coordinator to ensure that all involved are fully participating in the program and each employee is doing his or her part in the implementation of this program.

SECTION 3. ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

RESPONSIBILITY FOR DISCIPLINARY ACTION: Disciplinary action will be the direct responsibility of Management. All employees, including Department Heads and Supervisors, will be held equally accountable for compliance with safety policies and regulations.

If the employee was not at fault and exercised all available precautions to avoid the injury/accident, the injury/accident is classified as non-preventable.

If the employee was not at fault and a negligent act was a contributing factor, as in the following examples, the injury/accident is classified as preventable:

- Defective equipment was knowingly used
- Proper tools, personal protective equipment, or vehicles were not used
- Safety rules or safe work practices were ignored
- Assistance was not requested where warranted
- Proper safety devices were not in use
- Poor judgement was evident

DISCIPLINARY ACTION:

Non-preventable: No Action

Preventable:

First offense: Consultation with the department head and supervisor plus letter of reprimand from the department head with a copy to their personnel file.

Second offense: withing a three-year period or less: Reprimand and one-day suspension without pay.

Third offense: within a three-year period or less: Recommendation for dismissal.

VEHICLE ACCIDENT CLASSIFICATION:

All accidents will be classified by the department head and safety coordinator according to degree of negligence, and whether it was preventable or non-preventable accident, in accordance with the following guidelines:

Class I: An accident in the Classification I category is one where it is clear that the vehicle operator was not at fault. Example: an accident where the vehicle and equipment are parked at curb or in a position where it has a legal right to be.

Class II: An accident in the Classification II category is one where the driver cannot prove beyond a reasonable doubt the he did everything possible to prevent becoming involved in a situation which resulted in an accident. This includes all collisions where vehicle is in motion, and driver of vehicle or equipment failed to exercise preventive measure within his/her control.

Class III: An accident in the Classification III category is one where the driver of vehicle or equipment may be primary or wholly responsible. Examples: 1) Vehicle in front of Town vehicle changes lanes and the employee driver fails to increase the following distance; the vehicle in front stops suddenly and the Town vehicle strikes the rear of the vehicle in front or some other vehicle or object. 2) Backing accidents. 3) Driving too fast for conditions.

Class IV: An accident in the Classification IV category is one in which the driver appears to be at fault, that is, he committed some act which a normal, prudent person would not have committed, or omitted some safety precaution which a normal, prudent person would not have omitted. Examples: 1) Passing on hills, curves. 2) Going to sleep at the wheel. 3) Running off the roadway without provocation. 4) Tailgating traffic; violating any motor vehicle law except while responding as an authorized emergency vehicle. 5) Leaving an unattended vehicle without emergency brake and wheel chocks.

Class V: An accident in the Classification V is one in which the driver operates the vehicle under the influence of intoxicating liquor or drugs. Under the influence of alcohol for the purpose of this category means a BAC of .02% or higher. Under the influence of drugs may be determined by blood tests and/or urinalysis.

NOTE: The factors in Class I through Class V are not intended to be all inclusive or limited to those listed.

VEHICLE ACCIDENT CLASSIFICATION AND DISCIPLINARY ACTION:

Class I: No penalties/discipline

Class II: First offense: Letter of reprimand and consultation. Second offense within a three-year period or less: reprimand, 1 to 3 days suspension without pay, and attendance to a Defensive Driving Course.

Class III: 1 to 3 days suspension without pay and attendance to Defensive Driving Course. Second offense within a three-year period or less: recommendation for dismissal.

Class IV: 3 to 20 days suspension without pay and attendance to Defensive Driving Course. Second offense within a three-year period or less: recommendation for dismissal.

Class V: Recommendation for dismissal.

SERIOUS OFFENSES MAY RESULT IN IMMEDIATE TERMINATION.

NOTE: Severe violations such as, the use of drugs, violating someone's lockout/tagout etc., that could result in death or serious bodily injury to others, may result in immediate dismissal after review.

Depending on the degree of negligence or poor judgement, determined to have been shown by the employee, amount of property loss, or risk of injury to others, any of the steps on this section leading to dismissal may be by passed. In addition, employees involved in a Class III, IV or V accident may be required to reimburse the Town for all or part of the insurance deductible owed as a result of the accident. ALL DISCIPLINARY ACTION MUST BE APPROVED BY THE TOWN MANAGER. ANY NON-PROBATIONARY EMPLOYEE RECOMMENDED FOR SUSPENSION OR DISMISSAL WILL BE GIVEN THE OPTION OF A DISCIPLINARY HEARING. PER SECTION 10 OF THE "EMPLOYEES PERSONNEL MANUAL". Every effort should be made to take disciplinary action within five days of the accident, unless the recommended discipline will require a hearing.

SECTION 4. ACCIDENT REPORTING

All workplace accidents, regardless of how incidental, will be reported immediately by the employee to his immediate supervisor, department head or if not available, to the next in command. The Town's safety coordinator will be informed by the supervisor or department head.

1. The Town's appropriate department head will fully investigate all accidents and close calls on the day of the accident and fill out the appropriate accident report form on the day, and submit reports to the safety coordinator. The form will describe in writing the circumstances of the accident and the recommended corrective action to be taken. The form will be completed within three (3) working days of any incident and turned in to the safety coordinator or designee. Injuries will be reported immediately by the employee on the "Notice of Accident" form as required by the Town's Drug & Alcohol Policy, and

submitted, together with the Supervisor's Report, to the Safety Coordinator for proper documentation, per OSHA. Supervisors will report all accidents and near misses to the safety coordinator or department head as soon as possible.

2. In the event of a serious injury (see definition below), fatality, property damage accident, or any damaging fire. The Town Manager will be immediately notified regardless of the day or hour. *A serious injury is defined as any injury that requires medical treatment beyond First-Aid (as defined by OSHA in the standard 1904 "Recordkeeping Guidelines for Occupational Injuries and Illnesses.") Any trip to the hospital or doctor's office, or any single incident where three or more employees are injured or hospitalized.*

3. *All work-related fatalities and catastrophies will be reported by the safety coordinator, or designee, to the nearest OSHA office within 8 hours of occurrence and/or notification of the incident.*

4. The OSHA 300 log will be kept by the Human Resource Officer. The OSHA 300 log will be kept in accordance with 29 CFR 1904. It will be kept current within 7 calendar days. The annual summary, OSHA 300A, will be verified by a municipal official (e.g. the Mayor, Manager, or Town Clerk) who will certify that it is true, accurate, and complete before posting it at all departments for the required time period for all employees to see.

5. Town contractors will be required to report all accidents, close calls, injuries, and illnesses related to municipal projects to the safety coordinator as soon as possible.

6. All community service workers, temporary employees, and student interns will be treated as municipal employees for accident reporting.

7. Any accident involving injury to a person or damage to property, is subject to review. Those involved in the accident will be sent for a drug and alcohol test.

8. In the event of a "loss-time" injury:

    a. The injured employee's immediate supervisor and/or personnel officer shall stay in close contact with the injured employee or family.

    b. The personnel officer will follow the medical status of the injured employee via written communication and telecommunication with the healthcare provider regarding the ability to return to work and realistic restrictions.

    c. The review board will consist of the administrator or his/her designee, department head and personnel officer.

d. All employees will see the Town's workers compensation medical provider for minor injuries, and the appropriate provider facility for all major injuries or illnesses. The personnel officer and provider will work closely with the employee to facilitate a rapid return to duty.

9. Unreported accidents: Penalties - per the Drug and Alcohol Policy, failure to report an accident will be deemed as an attempt to circumvent the policy and dealt with the same as a refusal to test with the same consequence, which is recommendation for termination.

SECTION 5: MEDICAL

ON-SITE FIRST AID:

The Town will provide and maintain first-aid kits, commensurate with the number of employees on the job site or in the workplace.

Medical and non-medical emergency telephone numbers will be posted on the site, or in the workplace within view of telephones. OSHA requires that employers ensure that medical care or first-aid be rendered within 4-6 minutes from time of injury. Therefore, each department will ensure they have personnel currently certified in CPR/First-aid at all time.

SECTION 6. SAFETY REPORTING

The Town will complete a monthly safety report. The safety report will contain, but not necessarily be limited to the minutes of the monthly safety meetings, and the attendance roster.

Identified hazards will be reported to management by employees immediately. This should be reported verbally as well as in writing.

SECTION 7. SAFETY TRAINING/ MEETINGS

The Town will conduct safety training each month, and document all employees in attendance. The monthly safety meeting report will include a brief narrative of the topic(s) discussed.

Supervisors in applicable divisions will conduct weekly toolbox safety meetings and will document these brief training sessions as to attendance and topic of the discussion. Toolbox safety meetings are usually conducted by department or division, and are not an all Town group meeting.

As a minimum, employees will receive training in the following areas:

This Written Safety Program	All upon hire

Hazard Communication	All upon hire/Annually
General Safety Rules	All upon hire
Exposure Control	Where required
Lockout/Tagout	Where required
Emergency Action Plan	Annually
Bloodborne Pathogens	Annually
Winter Driving	Annually
Eye and Face Protection & PPE	Annually
Respiratory Protection Training	Annually
Coaching the Experienced Driver 4+2	All/Every 2 years
Other Specific Departmental Training	Annually or as required

Refresher training will be conducted when required, and/or when any new job assignment is assigned or when conditions change.

Training will be documented and the documentation retained by the safety coordinator.

SECTION 9. SAFETY COMMITTEE

The Safety Committee will be comprised of a representative from each of the three unions and three management-appointed employees. The members will nominate and vote on a chairman, vice-chairman and secretary. The Committee will be responsible for the following activities:

1. Reviewing accident investigations/reviews;

2. Reviewing jobsite hazard analysis;

3. Participation in employee/management safety discussions;

4. Reviewing inspection results;

5. Reviewing safety audits;

6. Reviewing safety related publications and communications;

7. Participating in training relative to the duties and responsibilities of the Safety Committee.

The Safety Committee will document each meeting, hold regular meetings at least once a month, and report findings and suggestions to upper management.

The efforts put forth by the Safety Committee will be reviewed annually by the Town Manager for their overall effectiveness, including cost effectiveness.

Formal Safety Committee meetings will be structured with the following:

1. A scheduled meeting time, date and place;

2. A general format or agenda;

3. Prompt starting and finishing times; and

4. Brief but complete minutes, with major contributors' comments.

Furthermore, the meeting shall include real content, such as: follow-up to previous meetings, suggestions and recommendations, identifying unsafe conditions and human error, report to close calls, discussion of critical safety issues that require action before the next meeting, and follow-up assignments. No issues, other than those related to safety and health concerns may be addressed at meetings

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SAFETY POLICIES AND PROCEDURES

ATTACHMENT A: EXPOSURE CONTROL PLAN - BLOODBORNE PATHOGENS

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EXPOSURE CONTROL PLAN

I. PURPOSE AND POLICY

The purpose of the Exposure Control Plan for this facility is to implement the requirements of OSHA Standard 29 CFR 1910.1030 Bloodborne Pathogens, and thereby reduce the risk of employee infection with bloodborne pathogens such as, but not limited to Hepatitis B Virus (HBV), and Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV), which results in the disease commonly knows as AIDS. This plan shall be reviewed and updated at least annually and as needed, to reflect any changes.

The policy of this facility is that employees shall adhere to universal precautions . Universal precautions is an approach to infection control. According to this concept, *all* human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

A copy of the exposure control plan will be kept in each department that has exposure to bloodborne pathogens and available to all employees at all times.

II. DEFINITIONS

Appropriate Personal Protective Equipment: Means that it does not permit blood or other potential infectious materials to pass through, to, or reach the employee's work clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Bloodborne Diseases and Pathogens: Diseases that are generally spread through blood to blood contact.

Contaminated: Means the presence or reasonable anticipated presence of blood or other potentially infectious material on an area or surface.

Decontamination: Means the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface of the item is rendered safe for handling, use or disposal.

Exposure Control Officer: Individual responsible for receiving reports of bloodborne pathogen exposure and ensuring follow-up and compliance.

Exposure Incident: Means a specific eye, mouth, other mucous membrane, non-intact skin, or other parenteral contact with blood or other potentially infectious materials that results from the

performance of an employee's duties.

Mode of Transmission: Needle sticks, splashes, wastewater, etc.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous, membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials (OPIM):

1. The following human body fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between fluids;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead);

3. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood or other tissues from experimental animal infected with HIV or HBV.

Parenteral: Means piercing mucus membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Regulated Waste: Means liquid or semi-liquid blood or other potentially infectious materials, contaminated items that could release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed, items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling, contaminated sharps, pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps: Any contaminated object that can penetrate the skin including but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Work Practice Controls: Means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping a needle by two-hand technique).

For definitions of other terms used in this exposure control plan, see OSHA Standards 29 CFR, 1910.1030(b), Definitions.

III. METHODS OF COMPLIANCE

A. GENERAL

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.

2. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious material.

3. Each department of the Town of Silver City is responsible for ensuring the employees, identified as having occupational exposure, are knowledgeable of this plan, are properly trained at the time of initial assignment, at least annually, in the proper methods of avoiding exposure and contamination from human blood and other potentially infectious materials.

B. ENGINEERING AND WORK PRACTICE CONTROLS

1. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. If hand-washing facilities are not immediately available, employees shall use antiseptic hand cleaner or toweletts and shall wash hands with soap and water as soon as feasible.

2. All personnel protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately labeled and designated area or container for storage, washing, decontamination or disposal.

3. All clothing which has come in contact with blood or other potentially infectious material shall be removed immediately or as soon as possible or feasible and employee will:

   a. Wash that body area with soap and water.

   b. Place contaminated clothing in the provided leak proof bag and handle according to procedures.

   c. Employees are not responsible for laundering personal protective equipment (PPE).

   d. Employees will handle contaminated clothing in the following manner: employees will launder their contaminated clothing using the provided washing facilities and following the procedures listed in 29 CFR 1910.1030.

4. Used needles shall not be shared, bent, broken, recapped or removed by hand.

Any exception must comply with 29 CFR 1910.1030 (d) (2) (vii).

5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood for occupational exposure.

6. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counters or bench tops or anywhere else where blood or other potentially infectious materials have a potential to be present.

7. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets.

8. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited. (In the event of a snake-bite, seek medical attention immediately. Snake-bite kits shall be used only if properly trained.)

9. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

    a. The container for storage, transport or shipping shall be closed and labeled or color-coded according to paragraph VII, A of this plan.

    b. If outside contamination of the primary container occurs, it shall be placed within a second container which prevents leakage during handling, processing, storage, transport or shipping. The second container shall be labeled or color-coded according to paragraph VII, A of this plan.

    c. If the specimen could puncture the primary container, it shall be placed in a puncture resistant second container meeting the characteristics of the above paragraph.

10. Equipment which may become contaminated with blood or other potentially infectious material shall be decontaminated as necessary unless decontamination is not feasible.

    a. Contaminated equipment shall be labeled according to requirements in paragraph VII, A of this plan and shall state which portions remain contaminated.

    b. It is the responsibility of the Town, via its designees, to notify all affected

employees, the servicing representative and/or manufacturer as appropriate prior to handling, servicing or shipping of contaminated equipment so that appropriate precautions can be taken.

C. Personal Protective Equipment

1. When there is occupational exposure, after engineering and work practice controls, then employees will be provided and shall use appropriate personal protective equipment such as: Gloves, aprons, lab coats, head and foot coverings, face shields, or masks and eye protection; and mouthpieces, resuscitation bags, pocket masks or other ventilation devices. The appropriate personal protective equipment shall be discussed with each employee and shall be required based upon the written job hazard assessment. The equipment shall be readily accessible.

2. Appropriate personal protective equipment in the appropriate sizes will be provided at the work site. If deemed appropriate, non-disposable multi-use equipment my be assigned to individual employees.

3. Cleaning, laundering or disposal of personal protective equipment will be provided by the employer without cost to employees.

4. When necessary, issued personal protective equipment will be repaired or replaced by the Town. Employees must notify their supervisor when the equipment needs repairing or replacing.

5. Gloves: Gloves shall be worn when it can reasonably be anticipated for the hands to have contact with blood, other potentially infectious materials, mucous membranes, non-intact skin and when touching or handling contaminated items or surfaces.

    a. Disposable (single use) gloves, such as surgical or examination gloves, shall be replaced as soon as possible when contaminated, torn, punctured or when their ability to function as a barrier is compromised. Disposable gloves shall not be washed or disinfected for re-use.

    b. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised, however they must be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deteriorization or when their ability to function as a barrier is compromised.

    c. Special Kevlar/leather gloves for body searches may be needed by law enforcement.

d. Gloves shall be worn when performing vascular access procedures except as specified in 1910.1030(d)(3)(ix)(D).

6. Masks and eye protection or chin length face shield shall be worn whenever splashed, spray, spatter, droplets or aerosols of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

7. Gown, aprons and other protective body clothing: appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degrees of exposure anticipated.

8. Surgical caps or hoods and/or shoe covers shall be worn in instances when gross contamination can be anticipated (i.e., homicide investigation scenes.)

D. Housekeeping

The worksite is to be maintained in clean and sanitary condition. Each department will determine and implement the appropriate written schedule for cleaning and method of decontamination based upon the location within this facility, type of surface to be cleaned, type of soil present, and tasks and procedures being performed in the area.

1. Cleaning and disinfection. All equipment and environmental working surfaces shall be properly cleaned and decontaminated after contact with blood or other potentially infectious materials.

   a. Works surfaces shall be decontaminated with 1 part bleach to 10 parts water solution or another approved antiviral disinfectant after completions of procedures; whenever surfaces may be overtly contaminated; immediately or as soon as feasible, after any spill of blood or other potentially infectious materials, at the end of the work shift if contaminated since the last cleaning and as scheduled.

   b. Protective coverings such as plastic wrap, aluminum foil or imperviously backed absorbent paper may be used to cover equipment and environmental surfaces.

      These coverings shall be removed and replaced at the end of the work shift or when they become overtly contaminated.

   c. All bins, cans or similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other

records relative to the employee's ability to receive vaccination.

(iii) A copy of all results of examinations, medical testing, treatments and follow-up procedures.

(iv) A copy of the information provided to the healthcare professional.

c. Confidentiality

The employer shall ensure that the employee medical records required are:

(i) Kept confidential; and

(ii) Not disclosed or reported, without the employee's express written consent, to any person within or outside the workplace except as required by OSHA 1910.1020.

d. The employer shall maintain the records for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

V. VACCINATIONS

A. **Hepatitis B** vaccinations shall be made available to all employees in the Fire and Police Departments with occupational exposure at no cost to the employee, according to the requirements and procedures specified in 29 CFR 1910.1030 (f). Any employee refusing vaccination must sign a release, which will be kept in his/her medical record. If the employee later changes his/her mind and still has occupational exposure, the vaccination will be provided at no cost to the employee.

B. **Vaccination** will also be made available to the employee, if exposure incident occurs and the medical provider determines it is necessary, using current U S Public Health Service guidelines.

C. **Hepatitis A**. Note: the Town has agreed to make Hepatitis A vaccinations available to employees in the following Divisions: Water, Sewer, Wells, Wastewater Treatment Plant, Parks, Meters, and Sanitation. The same procedures and requirements, as those mentioned under "A. Hepatitis B" will be followed.

VI. POST EXPOSURE:

A. **Post exposure evaluation** and follow-up shall be made immediately available following the report of an exposure incident as defined in Section 11, and shall follow the procedures and requirements of 1910.1030 (f) (1) through (6).

1. Post exposure evaluation will be done by the appointed medical provider and the department head and safety coordinator will be notified immediately.

2. The safety coordinator will receive the medical providers written report and ensure the employee receives a copy of the report within 15 days.

3. The department head shall document the:

   a. Routes of exposure and circumstances of the exposure incident;

   b. Identification of source individual, if known.

4. Source individual's blood shall be tested as soon as consent can be obtained, and if consent is not given, then legal means must be pursued.

5. If the source individual status is known, then testing is not required.

6. The medical provider will provide post exposure prophylaxis treatment when medically indicated as recommended by the US Department of Health Services, when the employee chooses to do so and counseling will be provided by medical provider.

VII. COMMUNICATION OF HAZARDS TO EMPLOYEES

A. Labels and Signs

1. Warning signs shall be affixed to containers of regulated waste, containing blood or other potentially infectious material.

2. Labels shall be florescent orange or orange red with lettering or symbols in a contrasting color.

3. Labels shall be affixed as close as possible to the container by string, wire, adhesive, or other method to prevent their loss or unintentional removal.

4. Red bags or red containers may be substituted for labels.

5. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, shipping, transport, or disposal are exempt from the labeling requirement.

Labels required for contaminated equipment shall state which portion of the equipment is contaminated.

B. Employee Information and Training

1. All employees identified as having occupational exposure and potential occupational exposure will attend a training program.

2. Employees will be trained at the time of initial assignment to tasks where occupational exposure may occur and at least annually thereafter.

3. Additional training shall occur when changes such as modification of tasks or procedures or when new tasks or procedures may affect employees occupational exposure.

4. At a minimum, the training for employees with occupational exposure will include:

    a. The location of an accessible copy of OSHA's Bloodborne Pathogen Standard 1910.1030 and an explanation of its contents.

    b. A general explanation of the epiderniology (signs) and symptoms of bloodborne disease.

    c. An explanation of the modes of transmission of bloodborne disease (e.g. needle sticks, splashes, wastewater).

    d. An explanation of this Exposure Control Plan and the location where an easily accessible copy will be kept.

    e. An explanation of methods employees may use to recognize tasks that may involve occupational exposure.

    f. An explanation of engineering and work practice controls and their limitations that could reduce occupational exposure.

    g. Information on the selection, limitations, locations, decontamination and proper disposal of personal protective equipment.

    h. Information on Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, benefits of vaccination, and that vaccine will be administered without cost to the employee, as well as information regarding Hepatitis C and HIV and any other bloodborne pathogens.

    i. Information on appropriate actions and the person to contact in the event

of an emergency involving blood or other potentially infectious materials.

j. An explanation of proper procedure to follow if an exposure incident occurs, including reporting procedures and the medical follow-up that will be made available.

k. Information on post-exposure follow-up that the employer is required to provide.

l. An explanation of the labels and/or color coding system used by the Town of Silver City.

m. An opportunity for the employee to ask questions and to obtain answers during this training.

5. This record will be maintained a minimum of 3 years.

VIII. THE TOWN OF SILVER CITY INFECTION CONTROL DIRECTIVE

A. Methods of Compliance

1. All Fire, Police, Utilities Divisions, Meters, Parks and Sanitation Divisions personnel that have occupational exposure to bloodborne pathogens shall be trained at the time of initial assignment, and at least annually, in the proper methods of avoiding exposure and contamination from human blood and certain other body fluids.

2. The employees of the Fire, Police, Utilities Divisions, Meters, Parks and Sanitation Divisions will have required access to the full series HBV Vaccinations and must sign a release.

B. Engineering and Work Practice Controls

1. The department directors or designee shall implement and manage an Infection Control Program.

2. When there is occupational exposure, personnel will be provided and shall use appropriate personal protective equipment such as gloves, bunker coats, pants and boots, helmets with face shields, mouthpieces or other ventilation devices. The personal protective equipment shall be discussed with each employee.

3. All personal protective equipment shall be removed immediately upon leaving the work scene or as soon as possible. Each employee is responsible for properly

bagging all contaminated personal protective equipment and personal clothing for disposal or decontamination. Contaminated laundry will be taken directly to Fire Station for proper disposal or decontamination. The Emergency Response Chief will assign replacement personal protective equipment while contaminated equipment is being decontaminated.

4. Needles and any other contaminated sharps shall be discarded immediately into a sharps container provided at the Fire Station. Needles should not be bent, broken or recapped.

5. Broken glass and plexiglass which may be contaminated shall not be picked up directly the hands. A shovel shall be used to discard into a sharps container. Sharps containers shall be taken to Gila Regional Medical Center (GRMC) for proper disposal, as soon as possible after contaminated items have been placed into them. Another sharps container will be issued.

6. Personnel shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. If hand washing facilities are not immediately available, employees should use hand sanitizer provided in both Bulk Trauma Kits located on the Fire Department EMS units. They should then wash hands with soap and water as soon as feasible.

7. In the event of an exposure to blood or any other infectious materials, the employee will contact the department director or supervisor on duty. The employee, accompanied by the director or supervisor, will be seen by a health care professional at the designated medical clinic or the Emergency Room at GRMC, after hours. A report of the incident will be made by the supervisor or director and submitted to the personnel officer. All documents and reports related to the exposure shall be kept confidential in a locked file in accordance with 29 CFR 1910.1020. A follow up medical evaluation shall be provided for the employee within six months after the incident.

8. The department's equipment will be maintained in a clean and sanitary manner. If there is contamination of any equipment or unit, it will be washed with a mild detergent and a 10 part to 1 of bleach solution.

INFECTION CONTROL REPRESENTATIVES

DEPARTMENT	NAME	TITLE	DATE	TELEPHONE
Fire	Capt/Lt on Duty	Same		538-2591 388-3050 or ind cells
Police	Capt/Lt/Sgt on Duty	Same		538-3723 or ind cells
Public Works	Director/Supervisor	Same		388-4640 or ind cells
Utilities	Director/Supervisor	Same		534-6355 or ind cells
Others	Director/Supervisor	Same		Office # or ind cells

HUMAN RESOURCES:

NAME: Celia H. Dominguez — TITLE: Personnel Officer

NAME: Yolanda C. Holguin — TITLE: Asst to Executive Dept

IN THE EVENT YOU ARE EXPOSED TO

A BLOODBORNE PATHOGEN,

YOU MUST CONTACT ONE OF THE ABOVE

IMMEDIATELY!!!

(THIS LIST MUST BE POSTED IN PLAIN SIGHT)

IX. JOB CLASSIFICATION AND DESCRIPTION:

(THESE MUST BE WRITTEN SPECIFICALLY FOR EACH DEPARTMENT OF THE TOWN OF SILVER CITY; ANY ADDITIONAL JOBS WOULD NEED TO BE ENTERED WITH THEIR CLASSIFICATION AND DESCRIPTION)

A. JOB CLASSIFICATION AND DESCRIPTION:

Patrol Officer
Police Corporal
Police Sergeant
Police Lieutenant
Police Captain
Chief of Police

DESCRIPTION:

Investigates crimes, complaints, makes arrests, maintains order, obtains evidence, performs crowd control and traffic control, assists injured.

B. JOB CLASSIFICATION AND DESCRIPTION:

Firefighter/EMT-B & IV
Paramedic
Driver
2nd Fire Lieutenant
Fire Lieutenant
Fire Captain
Assistant Fire Chief
Fire Chief

DESCRIPTION:

Fire fighting, cleaning of premises after fire has been extinguished, assists injured, performs lifesaving operations.

C. JOB CLASSIFICATION AND DESCRIPTION

All Water Division field positions
All Waste Water Collection field positions
All Waste Water Treatment Plant positions
All Wells field positions

DESCRIPTION:

Would be considered to have "exposure" due to the fact that the water or waste water may, at times, not be cold enough to kill a virus, employee(s) may become injured around contamination.

D. JOB CLASSIFICATION AND DESCRIPTION

Sanitation Laborers
Sanitation Drivers

DESCRIPTION:

Handles large quantities of garbage by hand and truck.

E. JOB CLASSIFICATION AND DESCRIPTION

All Parks Division positions, to include all Swimming Pool positions

DESCRIPTION:

Maintains all parks and recreational facilities. Deals with public on community-wide sporting and holiday events.

F. JOB CLASSIFICATION AND DESCRIPTION

As to tasks or groups of closely related tasks and procedures in which occupational exposure could occur: All other employees

DESCRIPTION:

Would be considered to have "some exposure" due to the fact that the Town of Silver City is a public entity with public facilities, and may be applicable to work practice per department directors.

ATTACHMENT B: CRANE SAFETY

1. Do not operate a crane truck without prior instruction and unless you are certified.

2. Ensure stabilizers are in place prior to operating crane.

3. Never exceed rated loads, operating radii, boom angles, or boom lengths.

4. Follow the load-rating chart in the crane truck.

5. Inspect the crane trucks thoroughly before loading, checking all safety features, and indicators, and test the limit switches over unopened area with no load.

6. Make sure the warning signal and backup alarms are in working order.

7. Do not operate the crane if there is an obstruction of your view of the load or indicator.

8. Avoid sudden stops while rotating the crane.

9. Rotate slowly so that the load does not swing out beyond the radius at which it can be controlled.

10. Use tags or restraining lines when rotation is hazardous.

11. Do not operate a crane with any wheels off the ground.

12. Test the brakes each time a load approaching the rated load is handled. Do this by raising the load a few inches and applying the brakes.

13. Do not lower the load or boom below the point where less than two full wraps of rope remain on grooved drums, and three full wraps on ungrooved drums.

14. Do not lift a load with another crane unless a third person with appropriate knowledge and experience directs the operation.

15. Do not pass the bucket or boom over the operator's location.

16. Attach loads to the hook by slings or other safe means.

17. Make sure slings are free of kinks or twists.

18. Do not overload baskets, tubs, skips or other containers.

19. Do not wrap the hoist rope around the load.

20. Before lifting:

    Make sure the crane is properly leveled and blocked.

    Make sure the load is well secured and balanced.

    Make sure the hoist rope is not kinked.

    Make sure multiple part lines are not twisted around each other.

    Position the hook over the load, so the load will not swing when lifted.

21. Do not allow any sudden acceleration or deceleration of a moving load.

22. Avoid contact with obstructions.

23. When a load is held for a period of time, use the drum-holding mechanism as well as the brakes.

24. Do not leave a crane unattended with the load suspended

25. Do not lift load over the front of the truck.

26. Observe and follow hand signals.

27. Avoid passing loads over the heads of other workers.

28. Do not operate crane boom near high voltage lines. If it must be operated, make sure the operator is grounded, and do not allow slings or loads within 10 feet of exposed energized high voltage conductors or equipment.

29. Store tools, lunch box, clothing and loose materials so they will not interfere with crane controls.

30. Respond to signals only from the appointed signal person, but obey all stop signals.

31. Stop hoisting operating when you doubt the safety of the movement.

32. Sound a warning signal when approaching workers.

33. Before leaving a crane unattended:

Land the load, bucket or hook.

Disengage the clutch.

Set travel, saving, boom brakes and other locking devices.

Put controls in "off" position.

Stop the engine.

Secure the crane against accidental travel.

34. Make sure all controls are "off" before starting the engine, and that all personnel are in the clear.

35. If power fails during operation:

Set all brakes and locking devices.

Move all clutch or other power controls to the "off" position.

Land the load under brake control, if possible.

36. Test all controls at the start of each shift. If any controls do not operate properly, wait for repairs before starting operations.

37. Inspect the crane daily for:

Maladjustment interfering with proper operation of a functional mechanism.

Operation of all limits switches without a load on the hook.

Deterioration or leakage in lines, tanks, valves, pumps or parts of air or hydraulic systems.

Cracks or deformation in hooks.

Excessive wear, broken wires, stretch, linking or twisting or ropes and rope slings, including end connections.

TRAVEL

38. The boom must be carried in line with the direction of motion, and the superstructure

must be secured against rotation.

39. The empty hook or block must be lashed or restrained so it cannot move freely.

SLINGS

40. Do not use damaged or defective slings.

41. Do not shorten chain or wire rope slings with knots, bolts or makeshift devices.

42. Do not use kinked or knotted slings.

43. Do not load slings in excess of their rated capacity.

44. Balance loads to avoid slippage.

45. Protect slings from the sharp edges of loads.

46. Keep loads clear of obstructions.

47. Keep loads clear of employees.

48. Never place hands or fingers between the sling and its load while the sling is being tightened around the load.

49. Shock loading is prohibited.

50. Do not pull a sling from under a load when the load is resting on the sling and damage to the sling may result.

51. Follow safe working loads.

52. Inspect the sling and all fastenings and attachments each day for defects or damages.

53. Remove damaged or defective slings from service immediately.

ATTACHMENT C: CONFINED SPACE ENTRY PROGRAM

This section sets forth the minimum requirements for equipment, training and procedures for the safe entry, continues work in, and egress from confined spaces in connection with work done for or by the Town of Silver City. It is the responsibility of the division supervisor to ensure that these requirements are met for each entry. Additionally, any sub-contractor is required to have at each confined space entry point where contractor personnel are making a confined space entry, copies of the following: the site/space owner's entry permit, a copy of the Town's Confined Space Entry Program, copy of 29 CFR 1910.146 and written documentation of the confined space safety training of those individuals making the confined space entry, serving as the attendant, or as entry supervisor. The entry supervisor will be designated at each site by the Town or as the facility/site representative.

A. This program applies to all confined or enclosed spaces as described below, and shall be reviewed and evaluated and updated annually or sooner as needed, using cancelled permits and all accidents and near misses:

1. **Confined Space**

   a. An area large enough to bodily enter, and
   b. An area that has limited means of access and egress, and
   c. An area that is not designated for continuous occupancy.

   Confined or enclosed spaces include but are not necessarily limited to storage tanks, vessels, manholes, bins, boilers, ventilation or exhaust ducts, sewers, utility vaults, crawl spaces, sub-basements, tunnels, pipe and open top spaces more than four (4) feet in depth, such as pits, tubs, vaults vessels, and in some instances, excavations.

2. **Non Permit Required Confined Space**

   a. An area large enough and configured in such a way that it can be bodily entered.
   b. An area with limited means of access and egress.
   c. An area not designed for continuous occupancy.
   d. Does not contain, or has the potential to contain any hazard capable of causing death or serious harm, atmospheric or otherwise.
   e. Confined or enclosed spaces include but are not necessarily limited to storage tanks, vessels, manholes, bins, boilers, ventilation or exhaust ducts, sewers, utility vaults, crawl spaces, sub-basements, tunnels, pipe and open top spaces more than four (4) feet in depth, such as pits, tubs, vaults vessels, and in some instances, excavations.

3. **Permit Required Confined Space**: Means a confined space as defined in A.1,

and either contains or has the potential to contain any one or more of the following:

a. A hazardous atmosphere.
b. Material that has the potential to engulf an entrant.
c. Has an internal configuration that could trap or asphyxiate an entrant.
d. Contains any other recognized serious safety or health hazard.

4. **Evaluation and Classification of Spaces**

Spaces located on the facility or property will be initially identified and evaluated, and characterized by the representative for the Town. The Town will have the facility representative or the designee complete the initial confined space evaluation and any other pre-entry evaluations. All known information on any spaces will be given to the Town or it's subcontractors well in advance to any confined space entry. If required by the facility owner to use the facility's entry permits and will use the site-specific entry permits. Any entries into facility - owned confined spaces will be coordinated with the facility representative prior to entry. If the facility/space owner does not have their own permits then the Town and it's subcontractors will use the permit provided by the Town, and all entries will be coordinated with the Town.

B. Surface Precaution: Signs stating "Danger Confined Space Do Not Enter" and locked access or other means to include fencing to prevent unintended entry into the confined space shall be erected around the entrance to the confined space. In addition, barricading may be required in instances where the confined space is in or adjacent to a road or travel way . If so, then a vehicle or barricade shall be positioned to protect personnel from vehicular and pedestrian traffic.

C. Equipment: At a minimum, the Town shall provide the following equipment for use by their personnel whenever confined space entry is made. Contractors will be responsible to provide their own equipment.

1. Air monitoring/sampling meter - the meter, at a minimum shall meet the following criteria:

a. Shall be direct reading.
b. Shall read oxygen as percent by volume.
c. Shall be intrinsically safe for class 1, Division 1 atmosphere, per National Electric Code Standards.
d. Shall read combustibles at percent of the Lower Explosive Limit (LEL). Alarm set at 10 percent of (LEL).
e. Shall have both audible and visual alarms.

f. Shall be capable of continuous, automatic operations.
g. Shall have intrinsically safe, motorized pump for remote sampling.
h. Shall be intrinsically rated by a Nationally Recognized Testing Laboratory (NRTL).
i. Shall read toxic substances in units of measure (ie., ppm, ppb, mg/m) appropriate for the hazards or contaminants involved. The selection of the sensor shall be determined by the toxic substances suspected to be present in the space.
j. Shall be capable of field calibration.
k. Shall be used and maintained by trained personnel in accordance with the manufacturer's requirements.
l. Shall have written documented field calibration prior to each entry.
m. Shall have factory calibration records for the equipment readily available.
n. Shall be RFI hardened.
o. Should be easy to maintain and calibrate.

2. Fall arrest and retrieval equipment shall be used when making vertical entries 5 feet or deeper and any time when doing hot work, i.e., welding, soldering, or torching. The equipment as a minimum shall meet the following criteria.

a. Shall have a full body harness with retrieval line at attachment point, back centered, near shoulder-head level.
b. Shall have a mechanical retrieval system that shall be "man rated", designed for human lifting and lowering. This system shall not be vehicle mounted, shall be capable of handling a minimum 300 pound working load and shall have a "dead man" or "fall arrest" brake to prevent uncontrolled slippage while lowering/raising personnel.
c. Shall have a mechanical retrieval system that is attached to a fixed anchor point able to resist 5,000 lbs of force, (generally a tripod) outside of the confined space.
d. Retrieval tripods and winches or rope pulley systems should be NRTL approved.
e. Wristlets may be used in vertical entries.
f. Shall be used by trained personnel in accordance with manufacturer's guidance.

3. Ventilation Equipment: The equipment at a minimum shall meet the following criteria:

a. Shall be electric motor driven and the motor shall be explosion proof.
b. Shall be capable of delivering a minimum of four complete total volumes of air changes per hour.
c. Shall be heavy duty, industrial grade design of centrifugal (squirrel cage),

axial, or a venture type. Note: venturi type ventilators run by compressed air shall not introduce contaminants into the ventilation equipment.

e. Supply ventilation and exhaust ventilation may be needed depending on the nature of the atmospheric hazard. Supply ventilation will supply breathing air free of contaminants, and exhaust ventilation will be sufficient to remove the contamination.

f. Shall have sufficient ducting to allow lowering of the ducting to at least the bottom of the space while still allowing topside/outside positioning of the blower intake at least five (5) feet from the surface entrance.

g. Shall be used and maintained by trained personnel in accordance with the manufacturer's guidelines.

4. Red tape and signs for making a barricade around the confined space entry point.

5. The following will be used for entry team communications. This will either be verbal, or powered communications as dictated by the space hazards.

   A radio or phone will be used to contact the appointed rescue service as needed and operation of the radio or phone will be tested. Failure of communications or unavailability of rescue will be an unacceptable condition for entry. (Fire Department will be designated as the rescue service.)

6. If lighting is needed in the confined space, then explosion-proof lighting, which shall be in good condition and intrinsically safe for Class I Division atmospheres, will be used.

D. Training:

The Town or the space owner shall provide or be provided documented proof of formal confined space training prior to the commencement of confined space work for all Town employees and subcontractor personnel entering into confined spaces, or serving as a confined space attendant, entry supervisor or as an individual monitoring the atmosphere in the confined space. This training shall include all applicable regulatory requirements including but not necessarily limited to:

1. The hazards associated with confined space entry and work.

2. The hazards associated with hazardous atmospheres either present or potentially present in the confined space or introduced into the confined space during the course of entry.

3. The hazards associated with engulfment and entrapment.

4. The requirements of 29 CFR 1910.146 (Permit required confined space standard) and any other applicable standards. Also any facility or space owner requirements.

5. The operation, field calibration, and use of the air monitoring/sampling equipment used at the job site.

6. The proper personal protective equipment required for the space hazards per the space hazard assessment.

7. Emergency procedures and the operation and use of rescue and retrieval equipment.

8. How to purge, inert, flush, ventilate, and isolate the space and otherwise control any other recognized serious safety or health hazards.

9. The roles and responsibilities of the entry supervisor, attendant and entrant personnel.

    a. **Entry Supervisor** shall be trained and perform the duties listed as well as know the attendant and entrants duties and responsibilities. This position will be appointed by the department director.

        1. Know the hazards present including signs, symptoms, behavioral aspects, and consequences of exposure.

        2. Verify by checking that the permit is correctly filled out, all specified procedures and equipment is in place, all tests carried out prior to endorsing the permit and commencing the entry.

        3. Sign the permit authorizing entry and cancel the entry permit when the job is complete, or if a condition not allowed by the permit arises.

        4. Verify that rescue services and means for summoning them are available prior to entry.

        5. Ensure unauthorized individuals do not enter or remain in the space.

        6. Ensure entry conditions are maintained if relieving another entry supervisor.

b. **Attendant** shall be trained and perform the duties listed below as well as know the duties of the entrant.

1. Know the hazards present including signs, symptoms, behavioral aspects, and consequences of exposure.

2. Continuously maintain an accurate count and identification of the entrants in the space.

3. Remain outside the confined space at all times during the entry unless relieved by another attendant.

4. Maintain communications with entrants, as required to monitor entrant status and activities inside and outside the confined space to determine if it is safe for entrants to remain inside the space.

5. Orders an immediate evacuation of the space for the following conditions:

   a. A prohibited or unsafe condition, or behavioral effects of hazard exposure occur.
   b. A situation outside the space that may endanger the entrants develops.
   c. If the attendant cannot perform all his duties.

6. Summons emergency rescue when rescue is needed.

7. Start non-entry rescue.

c. **Authorized entrant** shall be trained and perform the duties listed:

1. Know the hazards present including signs, symptoms, behavioral aspects, and consequences of exposure.

2. Know how to use any required equipment and properly use that equipment.

3. Maintain communications with attendant as required to enable attendant to monitor status of entrants.

4. Alert the attendant if the entrant:

   a. Recognizes any warning signs or symptoms of exposure to

a hazard.

b. Detects a prohibited condition.

5. Exit the space quickly as possible when:

a. An order to evacuate or an alarm is given.
b. The entrant detects signs or symptoms of a hazard.
c. The entrant detects a prohibited condition.
d. Another entrant feels it is necessary to leave the space.

E. Evaluation of and Preparation for Confined Space Entry:

1. The Town of Silver City will evaluate all spaces for hazards prior to entry to confirm acceptable entry conditions exist.

The following is general guidance concerning confined space entry. Contractors shall check with the proper site representative concerning any specific requirements or unusual hazards in the confined spaces they will be entering before any entry is made. All entries into facility spaces will be coordinated with the site representative. If the confined space has not been initially evaluated, and characterized for any hazards by the facility or space owner then **no** entry will be made until this has been done and the results given to the Town.

The following list identifies some confined spaces that generally, require additional pre-operational review before the confined space entry permit is signed. Other known or suspected hazards may also require additional pre-operational review. The facility or space owner will be included and may be required to do any space evaluations prior to any entry.

a. Confined space entry into known high hazard spaces previously identified by the facility or space owner.

b. Activities such as welding, hot work, high voltage work, or high noise generation, or use of Or work near flammable, combustible or explosive material.

c. The use, generation or presence of toxic substances that the contractor is incapable of monitoring.

d. The use of respiratory protection equipment.

e. Engulfment hazards or hazardous energies that require isolation.

f. IDLH conditions.

NOTE: USE ATTACHED COPY OF APPENDIX A OF 1910.146 TO FACILITATE CONFINED SPACE EVALUATION.

2. The Town employees and any subcontractor employees shall not enter the confined space until the following conditions have been completed in the listed sequence; and the entry permit has been reviewed by the entry team and signed by the entry supervisor, and the facility representative if they are not the entry supervisor.

   a. The Town employees making the permit required entry will review and utilize the required confined space entry permit and accompanying company checklist. This permit is to be posted at the entry site during the entire duration of the entry, along with the confined space entry checklist. The finished or canceled permit will then be turned over to the Town to be filed for review and training, and a copy will be forwarded to the space owner. Non-permit required entry will require completion and review of the confined space entry checklist. The checklist will be posted at the entry point and turned in and handled the same as permits.

   b. The Town or the facility/space owner will be responsible for conducting a pre-entry safety briefing with the entry supervisor, attendants, entrants, and other working in the immediate area. The entry supervisor is assigned the task of ensuring that assessing potential hazards within the space , and completing the hazard assessment forms has been done by whoever is required to do so, i.e., the facility/space owner's representative. The entry supervisor will ensure that any other required permits and entry permit are completely filled out and authorized. This will be done by, consulting with the space owner; review of previous entries into the space, review of materials stored in the space and atmospheric testing for oxygen, LEL, and any toxic, and review of work procedures to be done in the space.

   c. The Town will ensure that hazardous energy sources within the confined space area are controlled using the written procedures. This information will also be posted with the entry permit.

   d. The space will have atmospheric testing done before and during entry. This will be to verify that conditions are acceptable for entry. This testing will be done without entry if possible, if not, entry to test the space will be done with the space being considered and IDLH space until proven otherwise. Testing will be done in accordance with 1910.146, Appendix B. The order of testing will be as follows. Oxygen content first.

Flammables/combustibles/explosives next, and then testing for any toxic substances last.

e. The atmosphere in the confined space is found to be safe by testing at ll levels in the space for oxygen deficiency/enrichment and the presence of flammable, combustible, explosive, or toxic gases or liquids for a **minimum of 3 to 5 minutes** at intervals of every four feet. The minimum oxygen content is 19.5% (percentage by volume) and the maximum allowable oxygen content is 23.5% (percentage by volume). The maximum allowable flammable explosive reading will be 5% of the LEL, even though the alarm is set at 10% of the LEL. If toxic material is suspected and sampled, the maximum allowable levels will be one-half of the current OSHA Permissible Exposure Level (PEL) or action level, whichever is lower. If there is no OSHA PEL, then the MSDS limits or NIOSH recommendations will be used. Testing for carbon monoxide and hydrogen sulfide will always be done. Prior to use in confined spaces, the testing equipment shall be field tested in fresh air in accordance with the manufacturer's instructions.

f. If initial tests indicate an Immediately Dangerous to Life and Health (IDLH) situation, entry procedures will be halted. This situation is unacceptable for entry. The Town and the facility representative will be contacted for what to do for further evaluation of the confined space.

g. The confined space shall be purged, inerted, flushed, ventilated for a minimum of 6 total volume exchanges, or as specified in the confined space entry permit when purging, inerted, flushed, ventilating is needed or required to control space hazards.

h. After purging, inerting flushing, or ventilating the atmosphere in the confined space will be retested exactly as described above (step 4), to ensure that conditions are acceptable for entry.

i. Ensure that the rescue team/service is available to respond if needed. Non-entry rescue will be done by the entry team with on-call emergency rescue service. The on-call service will be given, minimum 24 hour advance notice and asked to be part of the pre-entry briefing. If the conditions listed below are present, then on-site rescue services will be provided and the rescue service team will be part of the confined space entry team.

1. Entrants are required to wear Supplied Air Respirators.
2. An IDLH condition exists or has the potential to exist.
3. None-entry rescue equipment cannot be effectively used.

F. Work in Confined Spaces

1. Continuous air monitoring equipment is required in all cases and ventilation is required to be provided for almost all confined spaces. The ventilation to be provided by a power-driven blower, the output of which will be blown into the space so that any accumulating gases will be replaced by fresh air. The blower shall be located such that the exhaust fumes from vehicles or the equipment itself shall not be forced into the confined space. Sufficient ducting will be provided to prevent recalculating or short-circuiting. See previous section C. 3.

2. Retrieval equipment is required to be provided and used in almost all confined space entry. If vertical entry of 5 feet or greater, all entrants must have retrieved equipment on unless it is more hazardous to do so. See section C. 2. This retrieval equipment must meet all applicable fall protection requirements. If retrieval equipment is more hazardous then alternative rescue procedures must be provided. See section E. 2.i.

3. While individuals are in the confined space, an employee shall be a "designated attendant" at the entrance of the confined space. The duty of this individual is to observe and provide emergency assistance as required to other personnel working in the confined space. The "designated attendant" cannot leave the confined space area and their sole job is as "designated attendant", and he/she shall perform the duties as outlined in section D. 9.b unless relieved by another trained attendant.

4. The site entry supervisor shall be notified immediately, and personnel shall be prohibited from entry or re-entry into the confined space, when conditions are deemed unsafe for entry and all entrants are ordered out of the space.

5. The Town of Silver City personnel SHALL NOT attempt confined space rescue that requires entry into the confined space to retrieve personnel, unless properly trained and part of the Confined Space Rescue Team. Prior arrangements shall be made with properly trained site-specific rescue personnel, and in the event that a rescue is necessary, they shall be immediately notified. See section E.2.i.

   The site's rescue service shall be requested to attend a briefing on the spaces to be entered, and anticipated hazards associated with work to be conducted, prior to entry.

CONFINED SPACE ENTRY CHECKLIST

Checklist must be completed and posted as part of entry permit.

Yes	No	
		Is entry necessary?
		Are the instruments used in atmospheric testing properly calibrated?
		Was the atmospheric in the confined space tested?
		Was oxygen at least 19.5% - not more than 23.5%?
		If not the same reading as outside the space, why?
		Were toxic, flammable, or oxygen-displacing gases or vapors present? If so, list: _____ _____
		Will the atmosphere in the space be monitored while work is performed?
		Continuously?
		Periodically? Intervals? _____
		Has the space been ventilated before entry?
		Will ventilation be continues during work?
		Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?
		Has pertinent electrical or mechanical equipment, materials that can engulf, or any other hazardous energies been locked out or made inoperative? Include written lockout/tagout procedures with this checklist.
		Is Personnel Protective Equipment needed?
		If so, list what is required and the type needed: _____ _____
		Are respirators required? What type? _____
		Can you get through the opening with a respirator on?
		Have you had respiratory protection training?
		Have you been trained in First Aid/CPR?
		Have you been trained in confined space entry and do you know what hazards to look for?

		Will there be an attendant on the outside, in constant visual or auditory communication with the person/entrant outside?
		Will the attendant be able to see or hear the entrants inside at all times?
		Has the attendant person been trained in rescue procedures and have necessary rescue equipment available?
		Communication procedures and equipment for entry team. List: _____ _____
		Are safety lines required and available?
		Do you know who to notify and how in the event of an emergency? List: _____
		Has a confined space entry permit been prepared and reviewed?
		Does the permit have emergency phone numbers listed?
		Will any other permits be required for work to be done in the confined space? If so, list them: _____ _____
		Is an other equipment needed? If so, list it: _____ _____

Below are the anticipated space hazards for this entry:

_____
_____
_____
_____
_____
_____
_____
_____

CONFINED SPACE INFORMATION REQUEST

The following are items of information that needs to be supplied by the Town so that safety issues can be addressed.

Confined Space - Per 1910-146 ©) (8) (I)
Has the Town told the contractor that the workplace contains permit spaces and the entry is allowed only through compliance with a confined space permit program that meets the requirements of 1920.146.

- Will the Town allow the contractor to use their program or does the contractor use the Town's program

- Per 1910.146 ©) (8) (ii), the Town must inform the contractor of the elements and hazards that have been identified that make the spaces permit-required confined spaces

- Per 1910.146 ©) (8) (iii), the Town must inform the contractor of any precautions or procedures they have implemented to protect employees working in or near the permit spaces

- Per 1910.146©) (8) (iv), the contractor must coordinate with the Town for any entry operations

- Per 1910.146©) (9), the Town must debrief the contractor on the hazards confronted or created while working in the permit-required confined space

- Per 1910.146 ©) (9), how will the Town prevent unauthorized entry

- Per 1910.146 (d)

    1. How do you evaluate spaces for hazards; how have hazards been identified now and in the past

    2. How is the space to be isolated from hazards, i.e., what are the written step-by-step procedures to control space hazards like engulfment and hazardous energies - light radiation, steam, electric, chemical, pneumatic, hydraulic energies to name a few

    3. Has or/is purging, inerting, flushing or ventilating required of the spaces, and if so, what are the dimensions

    4. Has any special communications been require i.e., non-sparking, intrinsically safe

    5. What personal protective equipment has been required in the past

6. What type of lighting equipment has been required or used in the past

7. What special equipment has been needed in the past or is required now, i.e., respirators, chemical suits

8. Who has the Town designated to do their confined space rescue and when was the last time the team made an actual or practice entry rescue, per 1910.146 (k), or will the space owner provide rescue

- Will the contractor have to use their entry permit system or the Town's
- Who will be the entry supervisor for the permit-required confined spaces, the contractor or the Town

1910.147, Control of Hazardous Energies (Lockout/Tagout)

- Will contractor use their Control of Hazardous Energies program or the Town's
- Will the contractor be given a copy of the written step-by-step procedures for energy isolation on the Town's property and facilities
- Will the Town employees do lockout/tagout or will the contractor; if the contractor's employees does it, will they have control over the locks while they are working, per 1910.147 (f) (2) and (3)

Blind Penetration and Excavation

- Will a representative be on site when blind penetrations or excavating is being done for rapid response to emergencies

Chemical Usage and Storage

- Will the Town inform the contractor of what chemicals have been used, run through the worksite confined spaces or have/are stored in the work area/confined space
- Will copies of MSDS or NIOSH chemical guide information sheets be given to the contractor for those chemicals

ATTACHMENT D: COMPRESSED GAS SAFETY

ATTACHMENT D: COMPRESSED GAS SAFETY

1. Employee shall exercise care when handling all compressed gas cylinders. Cylinders shall not be dropped, laid on their sides or be exposed to temperature extremes.

2. Cylinders shall have valve protections caps in place at all times, except when in actual use or connected to a welding set.

3. Cylinders shall not be rolled or lifted by the valve or valve cap.

4. Cylinders shall be properly identified as to their contents.

5. Cylinders without fixed hand wheels shall have key, handles, or non-adjustable wrenches on the valve stems while the cylinders are in service.

6. All compressed gas cylinders, whether full or empty, shall be stored and transported in an upright position and be chained or secured, and never allowed in a confined space.

7. Oxygen cylinders shall be separated from fuel gas cylinders a minimum of 20 feet when being stored.

8. All cylinders shall not be placed within 5 feet of an electrical outlet or where they may become part of an electrical circuit.

9. Employees shall force connections that do not fit or tamper with any pressure relief devices.

10. Before any pressure regulator is removed from a cylinder, the valve shall be closed and all pressure shall be released from the regulator.

11. Any leaking cylinder WILL NOT BE USED! Cylinders found to be leaking shall be taken to a well-ventilated area away from any potential sources of ignition.

12. Matches or cigarette lighters shall NEVER be used to detect leaks.

13. Oil, grease or similar materials shall not be allowed to come into contact with any valve fitting, regulator or pressure gauge on oxygen cylinders.

14. Oxygen is not to be used as a substitute for compressed air.

15. Acetylene and other cylinders shall be properly secured in a vertical position, during transportation. Acetylene or other cylinders shall **NOT** be stored horizontally! Acetylene shall not be used at pressures greater than 15 psi.

ATTACHMENT E: ELECTRICAL SAFETY RULES

These procedures give general guidance and safety procedures for working on or near energized ("live") electric power lines, equipment or apparatus. Working near power presents hazards of fires, electric shock, burns, and death from electrocution or from suffocation due to paralysis caused by electric shock. DO NOT UNDERTAKE ANY TASK INVOLVING WORK ON OR NEAR ELECTRIC POWER LINES, GENERATORS OR OTHER ELECTRICAL EQUIPMENT IF YOU AR NOT TRAINED TO DO SO.

Electrical conductors are materials that have low impedance or low resistance to the flow of electricity. Generally, metals and metallic substances and fluids, including water, are excellent electrical conductors. Insulators are materials that have high impedance and do not conduct electricity. Generally, wood, rubber, glass and porcelain are insulators. Electricity flows through materials (including the air) and have different electrical values or "potentials". The human body is normally at the same electrical potential as the ground. This is called "ground potential". When electrical equipment is at "ground potential" it is usually safe for a person to touch the electrical equipment. Grounding of the electrical equipment brings the equipment to "ground potential" creating a complete circuit between the energized equipment and the earth, usually through highly conductive materials.

- Electricity is "ground seeking" and will take every route available to ground, not just through the most conductive material. Therefore, if electrical equipment is not already at ground potential ("grounded"), electricity will flow through any conductor (including Town employees) that come into close proximity or contact with the equipment.

- An electric current of 1/3 or 1 amp passing through a human body can kill in 1/3 of a second. To avoid injury or death from electric shock, you must never touch any electrical equipment until you have positively determined that the equipment has been isolated and grounded.

- Electrical equipment and lines will always be considered energized until they are positively known to be isolated and grounded.

- **If objects to be worked on are found to be energized, stop work immediately and notify your supervisor and the power company.**

- **When working in the vicinity of power lines, perform work in a manner that will prevent contact with power lines by your body, tools or equipment. Use particular caution when working near overhead power lines.**

- Observe the following rules for maintaining distance from your body, and tools, ladders, etc., when working near energized electrical lines and apparatus. THESE ARE MINIMUM DISTANCES - MAINTAIN GREATER DISTANCES WHENEVER PRACTICAL:

300 V and less	10 feet
300 V - 15 Kv	10 feet
15Kv - 140Kv	20 feet, or twice the length of the line's insulation

- **Do not use tools, ropes, lines, or measuring tapes made of metal or other materials that conduct electricity when working in the vicinity of energized electrical apparatus. If these items touch or come near energized apparatus, and electrical circuit through the worker's body may be created, resulting in serious burns or death by electrocution.**

- **Never use a metal ladder near power lines or equipment.**

- Always use GFCI protected outlets and cords.

- If telephone line or other communication equipment comes in contact with power lines:

  1. Immediately barricade the area

  2. Keep the public away from the area

  3. Notify your supervisor and the power company and the Town

QUALIFIED EMPLOYEES

This document is to establish and electrical safety program that enables qualified employees working for the Town to safely work around areas with de-energized or energized electrical systems being present. The document is to provide information and to assist in the decision-making process when the employee's work area or work assignment may have electrical systems present. The intent of the program is to provide information on how to limit the potential for an employee's exposure to electrical hazards.

The Town will use only qualified employees who have completed a recognized apprenticeship program of at least four years and have four years of applicable work experience. They may come from on-the-job training. Additionally, the qualified worker must be knowledgeable about the proper use of special precautionary techniques and PPE.

RESPONSIBILITIES

The Town shall ensure that their employees will be responsible for performing electrical work in a safe manner by assessing and controlling the hazards associated with performing the work and by adhering to safe work practices. The Town of Silver City will ensure their employees maintain their qualifications by:

- Attending training
- Participating in defining the scope of work, analyzing the hazards, recommending controls, reviewing their training and understanding the necessary permits
- Being aware of the electrical hazards around them and their co-workers
- Implementing the safe procedures involved in working on electrically energized systems or de-energized systems
- Using a stop work directive if an immediate hazard is observed
- stepping down from any work that the employee feels unsafe completing
- Participating in assessing the electrical safety hazards before they begin work
- Reporting incidences to their supervisors
- Reporting to a Medical Center immediately after any electrical injury or from any mild shock

REQUIREMENTS

The Town has established specific requirements that their employees must follow to complete their assignments in a safe manner. The assignment should be thoroughly defined and evaluated before performing or staring the work. If changes occurred beforehand, or changes occur during the performance of the work and the conditions are not assessed, the work will stop or not commence until the hazards are mitigated.

The Town will implement a hierarchy of control to mitigate the hazards. The hierarchy of controls will begin with de-energizing the system, using engineering controls, using administrative controls, and then PPE. The engineering controls could include barriers, shield or interlocks. The administrative controls could include the use of a safe plan, or a special electrical work permit. The PPE control could include safety glasses, protective glasses, protective footwear, or insulated tools.

Before employees of the Town begin working on a system powered by electricity, all employees must be in agreement that the task they are to perform is safe to perform before they commence

with the activity. This will be based on the recognition of the hazards being fully controlled and/or mitigated. One of the most significant issues to review is if the employee has the ability to perform the task. Their ability may be based on experience, education, or familiarity with the assignment. The Town shall allow only qualified employees to perform the work that they are currently trained for and understand the proper use of the appropriate PPE. This is extremely important when an employee of the Town is working on energized system. The Town will not allow unqualified, untrained, or unprotected workers to attempt electrical work.

The Town will require a two-person rule when working on or near hazardous energized equipment or systems. The two-person rule of the Town requires that each person be a qualified worker and trained in First Aid and CPR. This second person is identified as the safety watch. The safety watch will have no other duties than to observe the other worker, be in proximity of the work at a distance to greater than 50 feet, and understand the work being done. The safety watch must be knowledgeable about how to de-energize the piece of equipment and know the location of the shut-off controls or disconnects to do so. The safety watch shall remain in visual contact with the other employees while performing the work and be capable to disengage the co-worker in a case where the other worker becomes latched onto an energized system.

In the special case that both workers are working on an energized system, there will be a requirement for a third person, and this third person should serve as the safety watch.

FIRST AID SERVICES

The Town requires an employee who incurs a mild electrical shock to seek medical attention since body tissue may be damaged unbeknownst to the injured employee. Delayed swelling and irritation of internal tissues may be possible without the employee's knowledge. In fact, imperceptible heart arrhythmia may progress to a total fibrillation, hours later, after the shock was incurred. Therefore, whenever a mild shock is incurred, the employee will immediately seek medical attention. There must be someone trained and currently certified in CPR and First Aid any time energized electrical work is being done or work is being done near energized conductors.

PENETRATION

When an employee of the Town is to complete a penetration into a **wall, ceiling or floor,** certain conditions will be required of all of its employees. The controls include the review of all records including engineering plans and as-built drawings. They will walk down the work area and conduct visual inspections and also confirm the location of the utility location. The utilities shall be located by the utility locating provider prior to commencing with the work and the locations of the various types of utilities should be indicated by a unique symbol or color code marking for the different utilities. Every attempt should be made to have the systems de-energized unless the systems need to remain energized for compelling reasons. However, when completing penetrations, the Town's employees must wear appropriately classified and rated

dielectric gloves with approved leather-over-gloves, dielectric mats to stand upon, insulated tools, and nonconductive safety glasses.

If any unknown hazard is discovered or suspected, the Town will suspend work to avoid placing their employees' lives in danger. Work, in this case, will not recommence until effective controls are applied to eliminate the hazard.

The hazard evaluation must include the following steps (appropriate to the job) to determine the presence of energized electrical conductors or circuits:

- Review historical records, engineering plans, and as-built drawings
- Perform a walk-down of the job-site, which must include visually identifying electrical installation and their locations
- Confer with the facility or building manager
- Penetrations into walls, floors and ceilings require a branch circuit locate by the requestor
- Integrate and validate these sources of information and locate, mark, and de-energize electrical circuits and conductors as accurately as possible
- Engineering controls (e.g. relocations, different work methods) must be applied if the presence of allocation of electrical conductors and circuits cannot be accurately identified and de-energized
- Workers doing blind penetration work must wear appropriate voltage class di-electric gloves with approved protective outer leather gloves, and di-electric mat, along with nonconductive safety glasses
- The Town Supervisor/Foreman will verify that all of the above are completed

ELECTRICAL DISCONNECTS

Hazards exist in performing disconnects even after the main circuit interrupter has stopped the current. The surge that occurs across the opening blades of a disconnect, due to induced charge, sometimes produces enough voltage to spill over to the ground or to another phase producing a flash or explosion. The hazard is far greater when opening disconnects. This procedure even applies to 120V systems.

Do not attempt to open or close disconnects unless you are qualified and are authorized by the Town or the site representative to do so.

Only individuals who are qualified electricians with the physical strength to perform the tasks such as closing blades should attempt this procedure.

If you have to operate a power disconnect under load, or operate a disconnect that is not shielded by a metal cabinet, use the procedure outlined below, if the site does not have their own procedures.

Before working with disconnects, put on appropriate personal protective equipment. Fire resistant flash suits, hood and gloves must be worn by everyone within ten feet of the disconnect devices. This applies to all disconnecting devices operating at 480V and above and includes molded case breakers, air disconnects and knife switches, except for disconnecting devices classified as NEMA Class #7 or explosion proof by another approved association, e.g., U.L. Flash suits must be made of a fire resistant material such as Nomex. Gloves must be approved electrical insulating gloves, rated and tested for the maximum possible voltage.

ATTACHMENT F: TRENCHING AND EXCAVATION

GENERAL REQUIREMENTS:

- No Town employees may enter any excavation or trench without prior authorization from a Town Competent Person.

- A registered professional engineer shall design sloping or benching for excavation deeper than twenty (20) feet deep.

- During excavation work, a Competent Person shall be on the job-site at all times when personnel are working within or around the excavation of three (3) feet or greater, in order to monitor soil conditions and protection systems employed.

- The location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installation that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. This will be done by calling One Call and/or the Site Owner, and anyone else with easements in the area, not notified by One Call.

- Precautions shall be taken to protect employees working in excavation against water accumulation hazards.

- Excavated or other stockpiled materials or equipment that could pose a hazard by falling or rolling into excavations must be stored away from the edge of the excavation. Whenever possible, placing and keeping such materials or equipment at least five feet (5') from the edge of excavations is recommended (minimum of two feet (2') is required).

- A stairway, ladder, or ramp shall be used as a means of access or egress in trench excavations that are four feet (4') or more in depth. The ladder/s, stairway/s or ramp shall be spaced so that no employee in the trench excavation is more than twenty-five feet (25') from a means of egress. When ladder/s are employed, the top of the ladder shall extend a minimum of three feet (3') above the ground and be properly secured.

- When excavations are exposed to vehicular traffic, each employee in the excavation shall wear a vest made with reflective material or high visibility material.

- Employees shall not be permitted to stand under loads handled by lifting or digging equipment. Employees must stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling material.

- In excavations where oxygen deficiency or gaseous conditions exist, or could reasonably be expected to exist, a confined space permit must be obtained. **Work in potentially oxygen deficient excavations must be approved in advance by the Department Head.**

- Where oxygen levels are below 19.5% or above 23.5%, the area must be continuously ventilated until the oxygen levels return to normal levels.

- Where a gas or flammable condition exists, the area shall be ventilated until the flammable gas concentration is below 10% of the lower flammable limits.

- **No employee may enter an oxygen deficient excavation or permitted confined space until the atmosphere has been tested and oxygen levels are determined to be between 19.5% and 23.5%.**

- Whenever oxygen deficiency or gaseous conditions exist or could reasonably exist, the area shall be monitored continuously to assure that employees are protected.

- Where the stability of adjoining buildings, walls, or other structures are endangered by excavation operations, support systems such as shoring, bracing or underpinning shall be provided to ensure the stability of such structures for the protection of employees. The support system will be designed by a registered professional engineer.

- Sidewalks, pavement, and appurtenant structure shall not be undermined unless a support system such as shoring is provided to protect employees from the possible collapse of such structures. This will be designed by a registered professional engineer.

Personal Protective Systems

- Employees in excavations shall be protected from cave-ins by an adequate protective system such as shoring or sloping, which shall be inspected by a Town Competent Person.

- The use of protective systems is required for all excavations, in excess of five feet (5'), except when the excavation is within stable rock.

- Trenches or excavations less than five feet (5') in depth may not require the use of protective systems, unless soil or other conditions indicate the potential of a cave-in. The Competent Person shall determine the need for use of protective systems when such conditions exist.

- Whenever support or shoring systems, shield systems, or other protective systems are

being used, a copy of the manufacturer's specifications shall be in written form and maintained at the job site.

1. COMPETENT PERSON/S

In order to be a Town Competent Person for excavation and trenching, the employee must complete specialized training in and be knowledgeable about soils analysis, the use of protective systems, including sloping, shoring and trenching and the requirements of 29 CFR, Pat 1926.650-652, Subpart P. Excavations. Responsibilities of the Competent Person include:

- Perform daily inspection of protection equipment, trench conditions, and adjacent areas.
- Inspections shall be made prior to the start of work and as needed throughout the shift.
- Inspections shall be made after every rainstorm or other hazard-increasing occurrence.
- Categorize soil conditions and conduct visual and manual tests as a preliminary effort.
- Determine the appropriate protection system to be used.
- Obtain appropriate permits and supply necessary notices when needed.
- Maintain on-site records in relation to all excavation and trenching activities.

2. JOB PLANNING

Before an excavation contractor arrives at a work site, obtain the following items:

- Permit for excavation/trenching activities
- Excavation and trenching plans
- Name/s of Competent Person/s if the Town employees will not be entering the excavation

3. EXCAVATION/TRENCHING PLAN

The excavation/trenching plan must provide an overall scope of the work and identify potential hazards and method/s for abatement. The plan must be prepared by the Competent Person, be reviewed with the Project Team before any work begins, and include:

The Excavation Checklist, which is an inspection report to be completed by the

Competent Person on a daily basis.

4. SUMMARY OF EXCAVATION AND TRENCHING HAZARDS

- Surface encumbrances are safe guarded
- Underground utilities
- Access and egress
- Vehicular traffic
- Falling loads
- Warning systems/mobile equipment
- Hazardous atmospheres. Less than 19.5% or greater than 23.5% oxygen
- Emergency rescue and escape
- Water accumulations
- Stability of adjacent structures
- Loose rock, and soil stockpiled within 2 feet of edge
- Inspections
- Fall protection

5. SOIL TYPES

The following general information describes soil types and testing methodologies used by a Competent Person:

a. Type A Soil

A cohesive soil with an unconfined, compressive strength of 1.5 tons per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are clay, silty clay, sandy clay, clay loam, and in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

- The soil is fissured; or
- The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
- The soil has been previously disturbed; or
- The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:IV) or greater; or
- The material is subject to other factors that would require it to be classified as a less stable material.

b. Type B Soil

- Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or
- Granular cohesion-less soil including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam, and, in some cases, silty clay loam and sandy clay loam.
- Previously disturbed soils, except those that would otherwise be classified as Type C soil.
- Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
- Dry rock that is not stable; or
- Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:IV), but only if the material would otherwise be classified as Type B.

c. Type C Soil

- Cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or
- Granular soils including gravel, sand, and loamy sand; or

- Submerged soil or soil from which water is freely seeping; or
- Submerged rock that is not stable; or
- Material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:IV) or steeper.

6. METHODS FOR DETERMINING SOIL TYPES

a. Manual Tests

An informal manual analysis of soil samples can be conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil.

- **Plasticity.** Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8 inch diameter. Cohesive material can be successfully rolled to threads without crumbling. For example, if at least a two-inch length of 1/8 inch thread can be held on to one end without tearing, the soil is cohesive.

- **Dry Strength.** If soil is dry and crumbles on its own or with moderate pressure into individual grains of fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps, which break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand or silt. If the dry soil breaks into clumps which do not break up into smaller clumps and which can only be further broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered unfissured.

- **Thumb Penetration.** The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. The thumb can readily indent Type A soils with an unconfined compressive strength of 1.5 tsf only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test shall be conducted on an undisturbed soil sample, such as a large clump of soil, as soon as practicable after excavation to minimize the effects of exposure.

b. Visual Tests

Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.

- Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil composed primarily of coarse-grained sand or gravel is granular material

- Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.

- Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-like openings such as tension cracks could indicate fissured material. If chunks of soil spill off a vertical side, the soil could be fissured. Small spills are evidence of moving ground and are indications of potentially hazardous situations.

- Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.

- Observe the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.

- Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.

- Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

ATTACHMENT G: EMERGENCY ACTION PLAN

An emergency action plan (EAP) is a written documentation, required by some OSHA standards. The purpose of the EAP is to facilitate and organize employer and employee actions during workplace emergencies.

The following procedures are to be followed for the following emergencies:

1. Medical and Fire Emergencies

2. Flood

3. Tornadoes

4. Earthquakes

5. Toxic Vapors

6. Explosion

7. Bomb Threat

8. Workplace Violence

    a. Call 911 or the local emergency number and be prepared to give your name, the Town, phone number, extensions and physical address.

    b. Notify the Department Head and Supervisor immediately.

        - The Supervisor or Department Head must quickly determine whether or not to relocate employees to another part of the building or if a complete evacuation is necessary. It also needs to be determined if the fire is to be attempted to be extinguished internally by Town-trained individuals, or left to the responsibility of the Fire Department.

        - If a fire-extinguisher trained employee can, through the use of available fire extinguishers, put the flames and fire out, this incident will not require emergency equipment and emergency response team help.

        - **UNDER NO CIRCUMSTANCES SHOULD ANY EMPLOYEE ATTEMPT TO PUT HIMSELF/HERSELF IN DANGER OF**

INJURY IN ATTEMPTING TO EXTINGUISH ANY FIRE.

- ANY LARGE OR DANGEROUS SITUATION NEEDS AN EMERGENCY RESPONSE AND HELP BY THE LOCAL FIRE AND EMERGENCY RESPONSE DEPARTMENTS.

- If evacuation is necessary:

  i. Use public address system (intercom or telephone) and issue a notice for evacuation. Speak clear, and calm, don't panic. If the building does not have an address system, designated personnel will contact specific departments of the evacuation.

  ii. If possible, each department and/or division supervisor should inspect their area to ensure all employees have been safely evacuated.

  iii. Shut, but do not lock doors, once rooms have been checked or cleared.

  iv. Arrange a "safe area" where employees must go once an evacuation has been issued.

  v. Supervisors of each department and/or division must initiate roll call of all individuals, once they have exited the building and arrived at the designated "safe area".

  vi. The department/division supervisors must then report back to the department director that all the employees in their divisions/ departments have been cleared and their injury status.

  vii. Designated co-workers will assist any handicapped personnel in the case of an emergency, and know of all the escape routes and "safe area".

c. Render First-aid until help arrives, if trained in CPR/First Aid. Only those individuals who have been trained in CPR/First Aid or Rescue will render aid to those who are injured, until the EMS or Emergency Personnel arrive.

d. Send a person to the main entrance to direct emergency vehicles and equipment to the location. Designated co-worker(s) will report to the main entrance (if it is clear from any emergency) and be prepared to inform the emergency response personnel of the following:

- Whether all occupants are completely vacated from the building(s).
- The location of combustible materials and hazardous chemicals.
- Location of existing protection systems, i.e., fire hydrants, hose connections, water tanks and automatic extinguishing systems.
- Type of emergency situation, i.e., fire, chemical explosion or exposure, workplace violence, etc.

All personnel will be aware of Fire Extinguisher locations, First-aid equipment locations and emergency phone numbers.

Each department should have the following plans already in place for any emergencies:

1. Designated Head Supervisor responsible for overseeing emergency evacuation plans
2. Designated Department/Division Supervisors.
3. Designated co-workers for aiding handicapped individuals, and the co-worker responsible for assisting Emergency Operators (Fire/Police).
4. Map routes and posted signs for any evacuation at various locations throughout the building.
5. Drills in place should be performed on a semi-annual basis, under realistic conditions, and evaluated thereafter.

All personnel will be aware of fire extinguisher locations, first- aid equipment locations and emergency phone numbers.

(Designation lists and map routes attached.)

ATTACHMENT H: FLEET SAFETY

Safety and accident prevention are considered to be of utmost importance to the management of this organization in all areas of operation including driving.

Our drivers are one of the most important assets we have and their safety is our greatest responsibility. It is our intent to incorporate adequate safety features into our procedures to prevent accidents and eliminate injuries to our employees as well as the general public.

It shall be the responsibility of every supervisor to carry on the operations under his/her authority to afford adequate protection for all employees under their supervision. The supervisor is the key employee in preserving personnel, property and the environment in which this organization works. He/she will see that unsafe acts and conditions are detected and corrected and reported to the department director so that precautions are taken to safeguard personnel and property.

Each individual driver is expected to cooperate and abide by the Town safety program to ensure his/her safety and the safety of his/her fellow drivers, as well as the property of the Town and others. All drivers are, therefore, expected to observe all safety rules and policies as well as instructions relative to effective and efficient performance. He/she shall report all unsafe acts/conditions to their supervisor.

Training is a function of all supervisors and it is their responsibility to ensure that each individual driver receives the necessary instruction required so that an employee can perform their job in the safest possible manner. It is also the job of the supervisor to see that the instruction is followed by safe work practices by all under their jurisdiction.

DRIVER RESPONSIBILITY AND FLEET SAFETY "BASICS"

1. Anyone who operates a licensed vehicle owned or controlled by the Town, or their own personal vehicle for Town business, must maintain a current driver's license as required by Federal and/or State regulations.

2. Transportation of non-employee passengers is prohibited. Use of Town vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the Town of Silver City.

3. All drivers are required to inspect their vehicles at the beginning of each workday. A vehicle checklist will be provided to al drivers. Vehicles must be kept clean.

4. Obey all traffic laws. All fines are the responsibility of the driver. You are required to report all citations to your supervisor in writing, immediately or within one working day.

Repeated violations are cause for disciplinary action, including suspension and/or dismissal.

5. Seat belts will be worn by all occupants, at all times.

6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked. If parked at an incline, heavy equipment's and/or loaded trucks' wheels must be to the curb and chocked.

7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether the employee is reporting to work under the influence or consuming these while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor upon reporting to work.

8. All incidents involving damage to Town property, property of others, personal injury of employee or to others, must be reported to the supervisor immediately. Employees involved in the accident will be taken for a drug and alcohol test. Failure to report any accident involving a Town vehicle is grounds for termination.

9. No radar detection equipment will be permitted in any Town vehicle.

10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your employer.

11. All drivers will use DEFENSIVE DRIVING TECHNIQUES while operating Town vehicles.

12. Any employee that is solely in charge of a Town vehicle is also responsible for all tools and equipment assigned to that vehicle.

13. All vehicles will be equipped with an appropriate fire extinguisher and a first-aid kit.

14. Employees who violate these safety rules will be subject to disciplinary action.

DRIVER SELECTION

All prospective employees whose job will involve driving a Town or their own vehicle on Town business will be required to list all previous jobs for a check of driving status on the application. An MVR (Motor Vehicle Report) will be obtained from the state to verify this information. Any misrepresentation shall be grounds for termination.

MVR's will be evaluated according to Town standards. This evaluation will be based on the following criteria:

1. No more than two DWI, DUI, DUID prior to 1999 plus one after 1999, or two after 1999 will be allowed.

2. No hit and run or manslaughter involving the use of a motor vehicle or any felony will be allowed.

DRIVER EVALUATION

All employees' records will be reviewed at time of hire and monthly thereafter, and evaluated according to the following operation standards. In the event of violations or accidents, which might make the driver uninsurable or place a risk on the Town, the driver is subject to termination, probation or relocation to another job within the Town, if available, that would not require the employee to drive a Town vehicle.

A driver on probation will remain on probation until the MVR is again within Town standards. This will occur when any violations are dropped off the MVR at the end of a year. A driver on probation will have their MVR checked monthly.

If a driver is removed from driving status because of failure to meet these Town standards, a non-driving position may be offered if one is available, or the driver may be terminated.

Any driver currently employed, whose driving record is below Town standards will be placed on probation or terminated immediately. The rules and procedures regarding the period of probation and removal of driving privilege will apply as outlined above.

OPERATION STANDARDS

Annual Review: All employees will be reviewed monthly and evaluated according these standards:

1. No more than 2 DWI, DUI, DUID prior to 1999 and one after 1999 will be allowed.

2. No hit and run or manslaughter involving the use of a motor vehicle or any felony will be allowed.

3. Certificates of insurance shall be maintained on all drivers who operate personal vehicles on company business having similar if not equal limits and coverage that the Town carries.

PERSONAL USE POLICY

All drivers of Town vehicles are not allowed personal use of their assigned vehicle. Law

enforcement employees are exempt from this policy. Use of the vehicle for personal business is strictly prohibited. Only assigned drivers are allowed use of the vehicle except in case of emergency when the Town vehicle is the only transportation available.

To assure that all employees who operate a personal vehicle on Town business, even incidental use, have adequate automobile liability insurance coverage and have a good driving record, employees should meet the following criteria:

1. All employees who will operate a personal vehicle on Town business (business errands, training, etc.) should have a Motor Vehicle Record Check (MVR) at the time of hire and monthly thereafter.

2. Employees who will operate their personal vehicle on Town business should provide proof of automobile liability insurance coverage of at least $100,000/$300,000 or single limit of $300,000.

PREVENTABLE ACCIDENTS

A driver must understand and practice defensive driving techniques at all times. The following are examples of the major causes of motor vehicle accidents, many of which can be prevented.

Intersections

It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the actions of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically determine an accident to be not "preventable". Intersection accidents are preventable even though the driver has not violated traffic regulations. Failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a driver crosses an intersection and the obvious actions of the "other driver" indicate possible involvement either by reason of excessive speed, crossing the lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be preventable.

Vehicle Ahead

Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of this type of collision. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

Vehicle Behind

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in their own following distance. Collisions involving the rear of the vehicle which are preceded by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when the driver fails to signal a turn at an intersection, should be charged preventable. Failure to signal intentions or to slow down gradually should also be considered preventable.

Passing

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

Being Passed

Sideswipes and cut-off's involving a driver being passed are preventable when the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.

Oncoming

It is extremely important to check the action of a driver involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles prior to and at the point of impact must be carefully verified. Even though an opposing vehicle enters a driver's traffic lane, it may be possible for the driver to avoid the collision by slowing down, stopping or moving to the right. Failing to signal the opposing driver by flashing the headlights or sounding the horn should also be taken into account.

Fixed Objects

Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over a traveled section of road, and similar situations are not, in themselves, valid reasons for excusing a driver from being involved. A driver must be constantly on the lookout for such conditions and make the necessary allowances.

Pedestrians

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle.

An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent accidents. Whether speed limits are posted or the area is placed with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Care should be given when approaching or passing riders of bicycles, motor scooters and similar equipment, for young and inexperienced people generally operate them. The driver who fails to reduce speed when this type of equipment is operated within sight distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precautions when unusual conditions call for voluntary reduction of speed.

Private Property

When a driver is expected to work or patrol at unusual locations, construction sites, etc., or on driveways not built to support the weight of the vehicle, it is the driver's responsibility to discuss the operation with the proper authorities and to obtain permission prior to entering the area.

Passenger Accidents

Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident does not involve a collision of the vehicle, it must be considered preventable when a driver stops, turns, or accelerates abruptly. Emergency action by the driver to avoid collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

Non-Collision

Many accidents, such as overturning, or running off the road, result from emergency action by the driver to preclude being involved in a collision. Examination of events prior to the incident may reveal speed too fast for conditions or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.

Miscellaneous

Projecting loads, loose objects falling form the vehicle, loose tarpaulins or chains, doors swinging open, etc., which result in damage to the vehicle, cargo or other property or injury to persons, are preventable when the driver's actions or failure to secure them are evidenced. Cargo damage, resulting from unsafe vehicle operation, is preventable by drivers.

Parking

Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitute evidence for judging an accident preventable. A properly parked vehicle should be locked, with the engine off, parking brake set, manual transmission in lowest gear, multi-speed axle in low range, and wheels blocked or turned toward the curb to prevent vehicle movement (a driver should not use the trailer hand valve or set the emergency braking control to hold a parked vehicle.)

Backing

Practically all backing accidents are preventable. A driver is not relieved of responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must verify all clearances.

CARE AND MAINTENANCE OF VEHICLES

The care and maintenance of each vehicle is the operator's responsibility. Daily checks of vital fluids such as oil, water, transmission, battery and fuel is expected and logged as necessary on post-trip inspection form. Lights, wipers, brakes, tires and other vital systems must also be inspected to ensure proper working order and such items reported if not properly working. If these vital systems are not in proper working order, the unit must be repaired before placing into operation. Any accident caused by a failure of said system, because of a failure to repair, will be cause for termination and possible criminal action.

Preventive maintenance must be performed as per manufacturer's recommendation regarding mileage and/or time. Logs shall be kept of those items in which preventive maintenance is performed and any notable changes in operation after change such as better or worse gas mileage.

When the need arises, maintenance should be documented and carried out as necessary. Typical "failed" parts could include light bulbs, window glass, hoses and belt(s). However, universal joints, bushings, etc., should be replaced when worn and not failed. Signs of wear are typically noticeable and should be repaired or replaced before major damage has occurred.

VEHICLE INSPECTIONS

All motor vehicles shall be inspected in accordance wit the laws of this State. They shall also be inspected a minimum of monthly by the department head or his designee.

Drivers should make a systematic check of their vehicle at the beginning of each working day. The recommended procedure to follow in inspecting the vehicle is as follows:

1. Note the general condition of the vehicle as you approach looking for water, oil or fuel leakage under the unit.

2. Check under the hood the oil, water, and brake fluid levels. Look for cracks in the fan belts and general engine condition.

3. Start the engine for warm-up and note any unusual or abnormal sounds. Next check the gauges, if any, for low or high readings.

4. Check emergency equipment, horns, wipers, flashers and other lights including high beams.

5. Check the tires, wheels and lug nuts, and don't operate until repaired or replaced.

Any vehicle placed out of service by the department head, designee, or shop, supervisor, after inspection, shall not be allowed to be operated until the defects have been repaired and vehicle re-inspected by the department head, designee or shop supervisor.

ACCIDENT REPORTING

IN THE EVENT YOU ARE INVOLVED IN AN ACCIDENT, YOU SHALL:

1. Stop at once and investigate.

2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.

3. Assist injured persons. Don't move them unless absolutely necessary. Summon an ambulance if needed.

4. Get help. Use nearby phone or send reliable passerby. Notify the office and police as instructed. Give location and nature of accident accurately.

5. Identify yourself and company and show your license and registration on request.

6. Be courteous. Make no statement about accident except to police or company and insurance company representative.

7. Fill out and check off all applicable information on form "BEFORE YOU LEAVE THE SCENE".

8. In case of serious injury, report to the designated clinic or hospital.

9. File an injury report with your supervisor as soon as you are able, within 24 hours, and submit to the supervisor or safety coordinator.

ATTACHMENT H: FLEET SAFETY
BACKING POLICY

The following is an addendum to the current "Backing Policy" under Attachment H: Fleet Safety of the Town of Silver City Safety Manual; Safety Policies and Procedures.

Employees who operate vehicles or equipment will use a coworker as a guide, whenever possible, prior to backing. If there are no other employees in the area, the driver/operator will do a "walk-around" of the vehicle/equipment prior to backing. Police Officers will be exempt from the requirements of this policy due to the nature of their job.

Approved by Safety Committee on 10/08/14

/s/ Timothy Heidrick, 10/08/2014
Safety Committee Chairperson

Approved by Town Manager

/s/ Alex C. Brown, 10/08/2014

ATTACHMENT I: FALL PROTECTION PROGRAM

INTRODUCTION

The Town's Fall Protection Program promotes employee safety during construction, maintenance and equipment installation work.

This program focuses on fall hazards, appropriate fall protection equipment, equipment limitations, proper use and wear of the equipment, and the dynamic forces that could apply to such equipment and personnel in the event of a fall.

A total fall arrest system must be used every time the employee is 6 feet or more above a lower working surface. All employees must be tied off at all times when climbing; there are no exceptions to this requirement.

If any equipment is subjected to a fall, it must be immediately replaced with new equipment and the old equipment will be returned in the most timely manner to local management for destruction.

Any employee who violates any portion of this policy will be subject to disciplinary action that will likely result in termination of employment.

Fall protection equipment will be supplied and must meet or exceed all requirements of ANZI Z359.1 and OSHA 1926 (Subpart M). All items of fall protection equipment must be properly labeled, stating compliance with this standard, date of manufacture and date of purchase.

1. FALL PROTECTION

- Employees who have attended the Town's training course in Fall Protections, and satisfactorily meet the Town's performance and safety standards, are permitted to climb. No other employees are authorized to climb towers or other structures for any purpose.

- Constant awareness of and respect for fall hazards while climbing, and compliance with all applicable safety rules are considered conditions of employment.

- Employees climbing a structure must wear the Town's prescribed positioning and fall arrest equipment. Employees must be tied off to the structure 100 percent of the time.

- Employees will not ascend or descend any structure or be elevated or lowered by way of a mechanically driven cable (i.e., "ride the ball").

2. BUDDY SYSTEM REQUIREMENTS:

- Before climbing, employees must use the buddy system to check and approve each other's Fall Protection Equipment, lanyards, safety climbs, rope grabs, and other safety equipment to make sure it works.

- Any equipment noticed as broken or worn during the buddy system check and check-off must be replaced before climbing.

3. THREE-POINT STANCE REQUIREMENTS:

- Every employee will maintain a three-point stance at all times when climbing.

- An employee maintains a three-point stance during a climb by always having either two hands and one foot or one hand and two feet always in firm contact with and support from the tower or ladder being climbed. Three points of contact with the tower or ladder are required at all times.

FALL PROTECTION EQUIPMENT

Full Body Harness

A full body harnass must be used by each Town employee when climbing. No employees may use body belts alone while climbing. All full body harnesses will be capable of supporting 5,000 pounds and will have compatible D-rings for work positioning and both a front center D-ring and a dorsal (back) center D-ring for the fall arrest system. All straps and buckles are required to be connected, fitted and properly used when wearing the harness. Instructions for fit and adjustment:

1. Spread the harness out on a flat surface with the Dorsal D-ring down.

2. Undo the chest strap, let loops and waist belt.

3. Put the harness on with the upper straps over the shoulders, locate the sub–pelvic strap.

4. Be sure the Dorsal D-ring is located between the shoulder blades.

5. Adjust the sub-pelvic starp to fit snugly under the buttocks by adjusting the front adjuster buckles. (This is most easily done by sliding the strap keepers well back from the buckles).

6. Pass the leg straps (from behind), between the legs, around the front of the groin and

through the harness adjuster buckles (quick connects) located on the front of the hips and adjust to a snug fit. Do not over tighten. Repeat on other leg.

7. Thread the chest strap through the friction buckle and adjust to a snug fit. Do not over tighten. The chest strap or center D-ring shall be positioned over the sternum and held in place by the strap keepers.

8. Tighten the waist belt to a snug fit. Do not over tighten. Slide all the buckle keepers near the edge of the buckles to minimize creeping. Strap end keepers shall be pushed as close to end of the strap as possible.

Magic marker, paint and other marking devices can deteriorate the webbing and will not be used on the harness. Additionally, harnesses that have excess amounts of paint or other chemicals on the fabric must be replaced.

Shock Absorbing Lanyards and Connectors

Shock absorbing lanyards are provided to each employee and must be used by employees as an integral part of the fall protection system. The shock-absorbing lanyard (energy absorber) is a component whose primary function is to dissipate energy and limit deceleration forces, which the system imposes on the body during fall arrest. Different styles and lengths are available for various applications but at no time will any person be subjected to a free fall in excess of 6 feet or a shock load in excess of 1800 pounds. Shock absorbing lanyards will be connected at the back center D-ring with the fabric pack towards the body. Knots are not allowed to be tied in these lanyards as they may reduce the strength of the lanyard by as much as 50 percent. All lanyards will be equipped with self-closing, self-locking snap hooks for attachment to harness and with the various self-closing, self-locking at opposite ends for attachment to additional safety devices. Removal of self-closing and/or self-locking devices is strictly prohibited. Any lanyard found to be defective upon inspection should be replaced immediately.

Rope Grabs and Lifelines

Rope grabs are provided to each employee and are to be used with complimentary, approved lifelines. Their use is dictated when you cannot connect your shock-absorbing lanyard to a point directly above. The vertical lifeline system is used with compatible hardware, i.e., rope grabs, and energy absorbing lanyards and full body harnesses. The vertical lifeline system is designed to allow the worker to move in a vertical and slight horizontally work area with a minimum fall potential. The user can work in intervals without detaching from the lifeline. When rope grabs and lifelines are used, they must be compatible with the snap hooks and lanyards. Rope grabs will be capable of supporting 5000 pounds and will be matched with the proper strength and diameter of lifeline. Rope grabs must always be positioned properly (upright) on the rope to ensure prior operation in the event of a fall. Check your rope grab before each use and especially after extended periods of storage to ensure that operation is not impaired due to

corrosion. Lifelines will be capable of supporting 5000 pounds and will have no knots tied anywhere on the line. A small counterweight may be fabricated and tied to the line (with an attaching cord) to keep it taunt. Lifelines will not be hooked back to themselves. Anchorage straps or other certified anchorage devices are the only authorized means to anchor a lifeline.

Self-Retracting Lifelines (SRL's)

Self-retracting lifelines are provided as part of crew fall protection. Their use is dictated by the specific job requests. SRL's allow an individual to move up and down from a central point. SRL's will be capable of supporting 5000 pounds and have an internal deceleration device built in that limits shock exposures to pounds or less (½ of the OSHA reg for full-body harnesses). Careful evaluation of the job site is required to ensure an employee using a cable type SRL is not exposed to an electrical energy hazard. The nylon web SRL must be serviced at least once a year. If an SRL is shock loaded, it must be removed from the service and be returned to the supervisor for inspection immediately. The retractable lifeline of lanyard should be positioned directly above the worker in an upright manner. To support the unit, an anchor tie-off adapter and/or steel auto-locking carabiner can be used to connect directly to the anchorage above. Retraction of the lifeline back into the housing shall be controlled to ensure proper winding onto the drum. Releasing the line from a long-distance can render the unit inoperable for future use. When in use, the lifeline shall be protected against any sharp edges. The lifeline, which transmits a portion of the impact force to an edge, could cause the lifeline to fail at a lower breaking point than anticipated. This can also occur if the unit is employed in the horizontal plane, and the worker falls over a sharp edge, possibly severing the line.

Anchorage Points

Anchorage points must be capable of supporting 5000 pounds/person, before connecting fall protection devices to any anchorage point.

General

At no time will two employees be connected to any of these fall protection devices or equipment at the same time. All employees must have separate fall arrest systems, and if more than one system is connected to the same anchorage point, that point must be capable of supporting a multiple of each person (i.e., 1 person = 5000 pounds; 2 persons = 10,000 pounds, etc.). If a professional engineer certifies both the system and installation of an anchorage point, that point must be capable of supporting 3600 pounds (or multiples thereof).

TRAINING

All employees who will climb must complete a fall protection training program. This training will address:

1. ANZI Z359. Standards

2. OSHA Reg 1926-500- .503 (Construction)

3. OSHA Reg 1910.66 (Fixed Facilities)

4. Proper Harness Donning

5. Use of Fisk Descent Controller

6. Care and Use of Fall Arrest Equipment

7. Proper Tie off to Anchorage

8. Suggested Anchorage Points

9. Limitations of Fall Arrest Equipment

10. Components of a Personal Fall Arrest System

Each employee shall obtain a "User Instruction Manual" from the manufacturer for each piece of Fall Arrest Equipment. Each employee must read each section of the manual and understand the instructions.

DUTY TO HAVE FALL PROTECTION

Supervisors and Foremen are required to assess the workplace to determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Once it has been determined that the surface is safe for employees to work on, an appropriate fall protection system must be implemented.

For example: If an employee is exposed to falling 6 feet (1.8 meters) or more from an unprotected side or edge, the employer must select either a guardrail system, safety net system, or personal fall arrest system to protect the worker. Similar requirements are prescribed for other fall hazards as follows.

CONTROLLED ACCESS ZONES

A controlled access zone is a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems - guardrails, personal arrest or safety net - to protect the employee working in the zone.

Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed. Where there are no guardrails, masons are the only workers allowed in controlled access zones.

Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, supporting stanchions, and each must be:

- Flagged or otherwise clearly marked at not more than 6-foot (1.8 meters) intervals with high-visibility material;

- Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1meter) from the walking/working surface and the highest point is not more than 45 inches (1.3 meters) when overhand bricklaying operations are being performed - from the walking/working surface;

- Strong enough to sustain stress of not less than 200 pounds (0.88 kilonewtons). Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.

- Control lines also must be connected on each side to a guardrail system or wall.

When control lines are used, they shall be erected not less than 6 feet (1.8 meters) nor more than 25 feet (7.6 meters) from the unprotected or leading edge, except when precast concrete members are being erected. In the latter case, the control line is to be erected not less than 6 feet (1.8 meters) nor more than 60 feet (18 meters) or half the length of the member being erected, whichever is less, from the leading edge.

Controlled access zones when used to determine access to areas where overhand bricklaying and related work are taking place are to be defined by a control line erected not less than 10 feet (3 meters) nor more than 15 feet (4.6 meters) from the working edge. Additional control lines must be erected at each end to enclose the controlled access zone. Only employees engaged in overhead bricklaying or related work are permitted in the controlled access zone.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged as necessary to enclose all points of access, material handling areas, and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhand bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.

Excavations

Each employee at the edge of an excavation 6 feet (1.8 meters) deep or deeper must be protected from falling by guardrail systems, fences, barricades or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

Hoist Areas

Each employee in a hoist area must be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

Holes

Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are move than 6 feet (1.8 meters) above lower levels.

Leading Edges

Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels must be protected by guardrail systems, safety net systems, or personal fall arrest systems. If it can be demonstrated that it is not feasible or that it creates a greater hazard to implement these systems, an alternative fall protection plan must be established.

Roofing

Low-slope Roofs

Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

Steep Roofs

Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower level shall be protected by guardrail system with toeboards, safety net systems. Or

personal fall arrest system.

Wall Openings

Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meters) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system or personal fall arest system.

FALL PROTECTION SYSTEMS CRITERIA AND PRACTICES

Guardrail Systems

If the employer chooses to use guardrail systems to protect workers from falls, the systems must meet the following criteria. Toprails and midrails or guardrail system must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts or lacerations. If wire rope is used for toprails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as toprails or midrails. Manila or plastic, or synthetic rope used for toprails or midrails must be inspected as frequently as necessary to ensure strength and stability.

The top edge height of toprails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When workers are using stilts, the top edge height of top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

Screens, midrails, mesh, intermediate vertical members, or equivalent intermediate structure members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When midrails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

Other structural members, such as additional midrails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working

level.

Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the midrail or other member.

Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

The ends of top rails and midrails must not overhang terminal posts, except where such overhang does not constitute a protection hazard.

When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not in place.

At holes, guardrail systems must be set up on all protected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides and edges.

If guardrail systems are used around holes that are used as access points (such as ladderways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

If guardrails are used at unprotected sides or edges of ramps and runaways, they must be erected on each unprotected side or edge.

Personal Fall Arrest Systems

These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

- No body belt use permitted, except as positioning device;
- Limit maximum arresting force on an employee to 1800 pounds (8 kilonewtons) when used with a body harness;
- Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;
- Bring an employee to a complete stop and limit maximum deceleration distance an

employee travels to 3.5 feet (1.07 meters; and

- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

The use of a body belt for fall arrest is prohibited.

Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. D-rings and snaphooks must have minimum tensile strength of 5000 pounds (22.2 kilnewtons). D-rings and snaphooks shall be proof-tested to a minimum tensile load of 3600 pounds (16 kilonewtons) without cracking, breaking or suffering permanent deformation.

Snaphooks shall be sized to the compatible with the member to whom they will be connected, or shall be of a locking configuration.

Unless the snaphook is a locking type and designed for the following connections, they shall not be engaged (a) directly to webbing, rope or wire rope; (b) to each other; © to a D-ring to which another snaphook or other connector is attached; (d) to a horizontal lifeline; or (e) to any object incompatible in shape or dimension relative to the snaphook, thereby causing the connected object to depress the snaphook keeper and release intentionally.

A hook is compatible when the diameter of the D-ring which the snaphook is attached is greater than the inside length of the snaphook when measured from the bottom (hinges end) of the snaphook keeper to the inside curve of the top of the snaphook. Thus, no matter how the D-ring is positioned or moved (rolls) with the snaphook attached, the D-ring cannot touch the outside of the keeper, thus depressing it open. The use of non-locking snaphooks is prohibited.

On suspended scaffolds or similar work platform with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against being cut or abraded.

Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet (0.61 meters) or less shall be capable of sustaining a minimum tensile load of 3000 pounds (13.3 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.

Ropes and straps (webbing) used in lanyards, lifelines, and strength body harnesses shall be made of synthetic fibers.

Anchorages shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it. Anchorages used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5000 pounds (22.2 kilonewtons) per person attached.

Lanyards and vertical lifelines must have a minimum breaking strength of 5000 pounds (22.2 kilonewtons).

Positioning Device Systems

These body belts or body harness systems are to be set up so that a worker can free fall no farther than 2 feet (0.6 meters). They shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3000 pounds (13.3 kilonewtons), whichever is greater. Requirements for snaphooks, D-rings, and other connectors used with positioning device systems must meet the same criteria as those for personal fall arrest systems.

Warning Line Systems

Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

- Flagged at not more than 6-foot (1.8 meters) intervals with high visibility material;
- Rigged and supported so that the lowest point (including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking/working surface.
- Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge.
- The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kilonewtons) and after being attached to the stanchions, must support without breaking, the load applied to the stanchions as prescribed above.
- Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

Warning lines shall be erected around all sides of roof work areas. When mechanical equipment

is being used, the warning line shall be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operations.

When mechanical equipment is not being used, the warning line must be erected not less than 6 feet (1.8 meters) from the roof edge.

Covers

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color-coded or bear the makings "HOLE" or "COVER".

Protection from Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment, except masonry and mortar, shall be stored within 4 feet (1.2 meters) of working edges. Excess mortar, broken or scattered masonry units, and all other materials and debris shall be kept clear of the working area by removal at regular intervals.

During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

Canopies

When used as protection from falling objects, canopies must be strong enough to prevent collapse and to prevent penetration by any objects that may fall onto them.

Toeboards

When toeboards are used as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons working below. Toeboards shall be capable of withstanding a force of at least 50 pounds (222 newtons) applied in any downward or outward direction at any point along the toeboard. Toeboards shall be a minimum of 3.5 inches (9 centimeters) tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches (0.6 centimeters) clearance above the walking/working surface, and be solid or have openings no larger than 1 inch (2.5 centimeters) in size.

Where tools, equipment, or materials are piled higher than the top of a toeboard, paneling or screening must be erected from the walking/working surface to toeboard to the top of a guardrail system's top rail or midrail, for distance sufficient to protect employees below.

ATTACHMENT J: HAZARD COMMUNICATION PROGRAM

Purpose: The purpose of this program is to insure that the hazards of all chemicals produced or brought on to the Town property are evaluated and that information on their hazards is transmitted to employees and outside contractors. This transmittal of information shall be accomplished by means of comprehensive hazard communication programs, which include container labeling, material safety data sheets, and training of employees and outside contractors.

Scope: The scope of this program shall include all chemicals present in the workplace that employees are or could be exposed too. Chemicals shall include: any element, chemical compound or mixture of elements and/or compounds. The scope of this program shall include information concerning the labeling, material safety data sheets, and the training program as they apply to chemicals that employees may be exposed under normal conditions of use or in a foreseeable emergency.

Hazard Determination: Chemicals brought to the Town shall depend upon the chemical manufacturer for hazard evaluation of all products imported into the facility. This hazard determination, contained on the material safety data sheet supplied by the manufacturer, and the precautions listed shall be followed by all employees.

Chemicals manufactured at the Town: The Department Director or designee shall take responsibility for all chemicals manufactured at our facility including those that may be by-products produced at our facility. We will evaluate hazards, label, produce material safety data sheets, and train employees on determinations and precautions. Before remodeling, rebuilding, or demolition of any part of our facilities is allowed; management shall provide training to employees of any potential chemical hazards of such work (i.e., releasing of asbestos in demolition or renovation; breaking cement creates silica dust).

LABELING PROGRAM

Each container of chemicals entering or leaving the workplace shall be labeled as per pertinent federal regulations. Labeling shall include the following: manufacturer, phone number, address, chemical identification, appropriate hazard warnings (including target organ). For metals, the required label may be transmitted at the time of the initial shipment and need not be included with subsequent shipments unless the information on the label changes. This exemption is for the metal only and does not apply to the hazardous chemicals used in conduction with, or known to present with, the metal and to which employees handling the metal may be exposed (for example, cutting fluids or lubricants).

In-plant Labeling Program: The Department Director or designee have been designated as the responsible person for ensuring that all in-plant containers are labeled. Should any containers be found without a label, this person shall be responsible to replace the label. All incoming

shipments of chemicals shall be inspected for labeling before accepting the shipment.

Labeling for Chemicals Being Shipped: The Department Director or designee have been designated as the responsible person for ensuring that all chemicals being shipped are properly labeled. The departments shall use their appropriate labels for all chemicals being shipped out.

The Department Director or designee shall review labeling procedures on a regular basis. Should this review show deficiencies in the labeling program, the deficiencies shall be brought to the attention of management. Management will determine how to update the labeling program to correct any and all deficiencies.

MATERIAL SAFETY DATA SHEETS

Obtaining MSDS's: The Department Director or designee is the responsible person to obtain all MSDS's from suppliers and contractors. This will be done by comparing the department's chemical inventory list to the MSDS's on hand. Once obtained, they shall be cataloged as per below procedures and checked annually as to their being the most current up-to-date MSDS. Should any chemicals be found at the facility without an MSDS, the designated person will contact the supplier or manufacturer immediately. The missing MSDS's will be faxed or be provided as quickly as possible. The Department Director or designee shall be responsible to meet with all outside contractors before work begins to exchange MSDS's and chemical list, and then on a regular basis to stay current as to all chemicals located or being used at the facility.

Maintenance of MSDS's : The Department Director or designee is designated as the responsible person to maintain all MSDS's received. MSDS's shall be maintained in each department and reviewed annually to ensure the most current MSDS's are on hand.

The master copy of all MSDS's shall be maintained in each department. The Police and Fire Departments will have a complete master copy of all departments MSDS's. The MSDS's in these notebooks shall be kept in alphabetical order and cross-referenced to the departments in which they are stored and used. The index will provide a completde listing of chemicals at the facility and their location within the facility. The cross-index listing of all chemicals shall be up-dated whenever and MSDS is added or deleted from the facility.

Each department shall be provided with an MSDS notebook containing the chemical inventory list, and all MSDS's of chemicals stored and used in the area. These notebooks shall keep the MSDS's in alphabetical order by product name and crossed referenced with the chemical name for ease of use by all employees and outside contractor employees. The MSDS notebook will be readily available to all employees.

These departments' MSDS notebooks shall be updated whenever there is an addition or deletion of any chemical in the department.

MSDS's shall be in English and when necessary and at least annually provided in other languages to meet the needs of current employees. They shall be filed in alphabetical order matching the name shown on the container label. Names other than listed on the label shall not be used.

MSDS's shall contain at a minimum the following:

1. The contents chemical and common names;
2. The permissible exposure limit and threshold limit valve if applicable;
3. Physical and chemical characteristics;
4. Health hazards, including signs and symptoms of exposure;
5. Primary route(s) of entry to the human body;
6. Precautions for safe handling and use;
7. Procedures for clean-up of spills, leaks, and releases;
8. Emergency and first-aid procedures;
9. Date of preparation and dates of updates;
10. Name, address, and telephone number of manufacturer;
11. Personal protective equipment necessary for safe handling and use.

Coordination of MSDS's with Outside Contractors: The Department Director or designee is the responsible person to coordinate the exchange of MSDS's with outside contractors. This information shall then be cataloged and updated to all applicable MSDS notebooks. The exchange of information required to protect both outside contractor employees as well as Town employees is as follows: copies of MSDS's exchanged, quantity of each chemical at the site, and the location of each chemical at the site.

Labeled and unlabeled Pipes: The piping systems in use in each department have been identified by the Department Director or designee, and this information has been provided to all employees during their education sessions. All pipelines in this area which contain hazardous chemicals are identified in Appendix 1. The normal work practices performed in this area should preclude any hazard to our employees.

Only those employees who have received proper and complete training for emergency

response shall perform any duties during an incidental leak, spill or release situation.

There are certain non-routine tasks performed in conduction with these piping systems which could create a hazard for those employees performing those tasks. These are listed by department in Appendix 1. Employees who would perform these tasks have been informed of the hazards associated with these tasks at their training sessions. They have also been informed of the personal protective equipment required when performing these tasks. "Reminders" will also be provided to these employees engaged in these non-routine tasks prior to the actual performance of these tasks.

RESPONSIBILITY PROFILES

There are three (3) major categories of responsibility that are essential to the effective implementation of this program. They are

- The "Right-to-know" coordinator
- Hazard Communications Training instructors
- All Town employees

The following sections define the roles played by each of these groups in carrying out the program.

The "Right-to-Know" Coordinator

The Department Director or designee is the "Right-to-Know" coordinator. They will be responsible for overall management and support of the Town's hazard communication program. Activities which are delegated to the Right-to-Know coordinator include, but are not limited to:

- Overall responsibility for implementing the hazard communication program for the entire department
- Develop and administer any additional policies and procedures needed to support the effective implementation of this program
- Revise and update this program as necessary, at least annually
- Collect and maintain a suitable reference file on the federal hazard communication regulations and chemical safety information
- Act as liaison during OSHA inspections

- Maintain master inventory list(s) of hazardous chemicals, MSDS file and the written communication program

- Maintain work area inventory list(s) of hazardous chemicals

- Conduct yearly audits to maintain an up-to-date hazardous chemical inventory

- Delegate responsibility to appropriate personnel for support of the hazard communication program. Such activities will include:

    - Designation of an alternate "right-to-now" coordinator

    - Designation of hazard communication trailers

    - Designation of personnel to develop MSDS's for hazardous materials produced (or are by-products) at this facility

    - Designation of personnel responsible for conducting periodic audits to update hazardous chemical inventory and to assure general compliance with the program

Department Directors or designee will be responsible for the on-site management of the hazard communication program. Activities which they will be held responsible for include:

- See that all employees in their work area have received training in the hazard communication program before beginning work in their area

- See that all employees in their work area properly use personal protective equipment

- Maintain a supply of personal protective equipment (i.e., gloves, face shields, respirators, etc.), as necessary.

- Maintain an inventory list of hazardous substance in their work area in conduction with this program. This list will be updated by doing an annual inventory

- Informing all affected employees of any and all new chemicals brought into the work area

- Ensure all containers, including transfer containers, are appropriately labeled

- Consult with right-to-know coordinator regarding any questions concerning the hazard communication program and any new hazardous chemicals in the work area.

HAZARD COMMUNICATION TRAINING INSTRUCTOR

The hazard communication trainer will be responsible for the education and training of all personnel who are exposed to or handles hazardous substances. Activities falling under the direction of the trainer include:

- Maintaining an up-to-date list of all personnel employed or contracted with the Town (working in conjunction with the Personnel Office).
- Developing suitable training programs utilizing the methods identified in this program. Scheduling periodic training seminars for affected employees.
- Maintaining appropriate training documentation such as sign-in sheets, manuals, quizzes, etc.
- Periodically reviewing the training programs with the right-to-know coordinators and designee to include appropriate new information.

EMPLOYEES

As with all of the Town's activities, the employees have the most important role in the hazard communication program, for the ultimate execution of program rests in their hands. In this role, employees must:

- Know which chemicals in their work area are hazardous, and the hazards of those chemicals.
- Attend and attentively gather information from the hazard communication training sessions conducted by the hazard communication trainer.
- Become familiar with information of the MSDS's for the hazardous chemicals in their department.
- Observe all the handling precautions noted on the MSDS's and as discussed in the training sessions.
- Inform department directors or designee:
    - Before performing a non-routine task in which hazardous chemicals are involved;
    - When encountering hazardous materials in the work area which are either not labeled properly, not identified in the inventory listing, or do not have an MSDS

in the right-to-know compliance manual.

Hazardous Chemical Lists

A hazardous chemical list has been compiled for our operations from inspection/inventories conducted annually. Additional inspection/inventories are and will be conducted periodically to assure the accuracy of this list. In general, we will rely on the MSDS's information provided by the manufacturer or supplier to determine if a specific chemical or product is to be included in the "hazardous chemical list". In situations where products are unique mixtures where no data is available, the hazard determination procedure outlined in the "Hazard Determination" section of this plan will be used as a method of evaluation.

The following classes of materials are, however, excluded from the hazard determination requirements contained with this program, as provided by OSHA[ref. 29 CFR 1910.1200(b)(6)] and, therefore, have not been included on the hazardous chemical list:

- Any federally regulated hazardous waste
- Tobacco or tobacco products
- Wood or wood products (unless the downstream use creates a potential for hazardous exposure; i.e., cutting, sawing, grinding, etc.) particles
- Food, drugs or cosmetics intended for personal consumption/application by employees while in the workplace
- Any drug, as the term is defined in the federal food, drug, and cosmetic act, when it is in solid, final form for direct administration to the patient (i.e., tablets or pills).

The hazardous chemicals list is for operations located in your specific department. Recognizing that a significant "employee right" under the standard is to receive a copy of this list, the department director or designee has been assigned the responsibility of making sure that all employees requesting copies of the list, receive them within five (5) working days of the date the list is requested. To make sure that employees have "department access" to this list, copies of the hazardous chemicals list are also kept at appropriate locations throughout the department areas, along with copies of MSDS's for chemicals used in the surrounding department areas.

Hazardous Substance Lists and Material Safety Data Sheets (MSDS) for Each Department

The MSDS's in this section are broken down by each department (or locations) where they are used or stored within the facility.

HAZARD COMMUNICATION EDUCATION AND TRAINING

Pursuant to the hazard communication program, an employee education and training program has been instituted at our facility regarding the handling and related dangers of exposure to chemicals in the workplace. All personnel who are exposed to chemical hazards in their job assignments will be trained at the time of their initial assignment, and whenever circumstances in the workplace change involving the addition of a new hazard, or new hazardous chemical. All new employees will be trained by the department director or designee as part of our "new employee orientation program" so that they are adequately prepared to deal with the chemicals they will be using and are exposed to in their new jobs. Additionally, this education and training program will be given to all employees at least annually, by the hazard communication-training instructor, to keep their knowledge in these areas current. Should an employee transfer to a new job position, there will be additional training provided to prepare that employee for the potential chemical exposures related to the new position.

The topics in the education program include, but not limited to, all of the following subjects:

- The 29 CFR 1910.1200 hazard communication standard
- All employee rights under the standard
- All employee responsibilities under the standard
- The location and contents of the hazard communication program and "right-to-know compliance manual"
- The work area hazardous substance list
- The work area MSDS notebook
- Physical and health hazards associated with the types of hazardous chemicals identified on the list
- Methods and observations, which can be used by employees to detect the presence of hazardous chemicals in the work area
- Engineering controls that have been instituted to reduce the potential exposure of hazardous substances to the employees
- Recommended work practices for the employees to follow to protect themselves from exposure
- Appropriate personal protective equipment to be used to protect the employees from

potential exposures

- Location and availability of personal protective equipment
- Proper use, care and maintenance of personal protective equipment that employees are expected to utilize
- To read and interpret information contained on the MSDS's
- How to read and interpret container-labeling information
- Emergency procedures and first aid procedures required during an incident involving a hazardous substance
- A review of the terminology used in the hazard communication program, including that which is found on MSDS' and labeling
- A review of any and all hazardous substances brought on the property by contractor and sub-contractors
- A review of the hazards of non-routine tasks.

Our education and training presentations make use of several training techniques including, but not limited to, those listed below:

- Classroom type atmosphere with personal instruction. A competent instructor for the topic being presented provides this training.
- Videotape programs are used as training aid not as a training program and consists of no more than one-third of the training provided for this program.
- Employee handouts/training manuals will be used to supplement this training program and employees are expected to take notes
- Supervisors are expected to implement review sessions with employees periodically to assess the retention of the material presented
- A competency quiz is taken by all employees following the presentation of materials to assess the adequacy of the training program, and the understanding of the employees

These activities are being conducted/overseen by our hazard communication trainer.

Training documentation will be kept on file.

EACH DEPARTMENT IS REQUIRED TO INCLUDE A HAZARD LIST WITH THE SPECIFICS FOR EACH AREA (SEE EXAMPLE BELOW):

HAZARD COMMUNICATION PROGRAM (HCP)

Department Directive: Post after completed

Department: All Town Departments

Program Administrator: Department Head

Points of Contact: Department Head

Emergency Contact: 911

Emergency Procedures:

Chemical Index:

MSDS Location:

Master List:

HCP Documentation Location:

**** Complete one form for each department/location.**

ATTACHMENT K: HAND AND POWER TOOL SAFETY

General Tool Safety

1. You must wear safety glasses, goggles, or a face shield at all time when operating power tools, to protect against flying debris that can result in eye injuries or blindness.

2. Never use a tool, machine, or device that you do not know how to use.

3. Use only tools that are provided by or specifically approved by the Town.

4. All tools must be kept in good repair and working order.

5. Examine tools before and after use and return them to their designated place when finished.

6. If a tool is defective, clearly tag it as defective and remove it from the work are or job site.

7. Do not attempt to repair any tool, machine, or device unless you are qualified to do so.

8. Use tools only for their intended purpose and use the correct tool for the job to be performed.

9. Do not use an axe as a hammer or sledge; exception: fire ax by Fire Department personnel.

10. Cracked handles on tools must be replaced. Do not tape or try to secure broken handles with wire.

11. Never drop or throw tools. Use handlines.

12. Never point tools at people.

13. Never leave tools unattended or unsecured on elevated places such as pole steps, ladder platforms, and ladder seats where they can fall. Use a tool bucket, tool belt, or other effective means to protect tools from falling when they are not in actual use.

14. Cutting tool, such as saws, chisels, and drill bits must be kept properly sharpened and must be guarded or sheathed when not in use.

15. Sharp edge tools must be guarded when they are carried on vehicles.

16. Do not carry sharp or pointed tools in pockets.

17. Do not carry or place sharp or pointed tools where they might stab or otherwise injure the person carrying them or others in the area.

18. Do not carry tools over your stomach or the middle of your back when working in an elevated position, to avoid injury to internal organs and spine in case of a fall.

ELECTRICAL POWER TOOLS

1. Before using any power tool, set yourself in a solid and balanced position and arrange attachments and accessories in a safe place within easy reach. Never overreach. When necessary, turn off the tool and move or rearrange the work.

2. Keep cords out of the way of vehicular and pedestrian traffic.

3. Check the cords on power tools before using them. Worn, cracked, or frayed cords must be replaced before using.

4. All metal and non-double insulated tools must have a three-wire, three-prong plug to provide adequate grounding to protect against electric shock. Double insulated tools do not need a grounding wire.

5. The plastic housing of double insulated power tools provides one of the levels of the "double" insulation. Do not use a double insulated tool if the housing is cracked or broken.

6. Never attempt to bypass or tamper with grounding devices, insulation, or guards on electrical tools and equipment.

7. Never hoist or carry a power tool by its cord.

8. Never change parts or service a power tool when it is plugged in.

9. If a power tool develops a defect during use, stop using it immediately, until it is properly repaired.

10. Never alter the on-off controls on any tool to keep it in the "on" position.

11. Extension cords must be of the same or heavier gauge or capacity than the tool.

12. When power for electrical power tools is supplied from a portable generator or a truck-mounted generator, metal parts must be properly grounded.

13. Extension cords will be plugged into GFCI's.

14. All tools and equipment used in wet locations will be protected by a GFCI.

COMPRESSORS

1. The force generated by compressors can inject chemicals and particles into and through clothing and skin, which can result in disfigurement, the loss of fingers, hands, feet and even death.

2. You must never point a compressor hose in the direction of or at another person.

3. Use extreme caution not to place any part of your own body in front of a compressor hose. This includes compressed air.

4. Never use compressed air to clean off clothing or hair.

5. When using a portable compressor on wheels that is not attached to another equipment, make sure the wheels are positively locked, blocked, or otherwise secured to prevent the compressor from rolling.

6. Drain compressed air tanks of liquid as recommended by the manufacturer's specifications.

7. Pop compressors safety valves regularly.

NAILERS AND STAPLERS

1. Use extreme caution when operating power nailers, power staplers, and other tools that shoot projectiles.

2. All switches and controls must be in the "off" position and the tool shall be disconnected from the power source when you are loading the tool or when the tool is not being used.

3. Do not load until immediately before using.

4. If a nailer or stapler misfires, hold the tool in operating position for at least 30 seconds before trying to operate it again. After firing it a second time, wait another 30 seconds, holding it in the operating position, before removing the load.

5. Do not use power nailers or staplers to drive fasteners into very hard or brittle surfaces, such as cast iron, glazed tile, still, glass block, rock, face brick,or hollow brick.

6. Do not drive fasteners into materials such as brick or concrete closer than 3 inches to an unsupported edge or corner.

7. Unspent loads must be removed from the tool upon completion of the immediate task.

8. Never store a loaded tool and never leave loaded tools unattended.

WORKING NEAR POWER LINES & ELECTRICAL CIRCUITS

1. When working on or near power lines or electrical circuits or equipment, never use hammers with metal handles, screw drivers with a metal shaft that continues through the handle, metal measuring tapes, or ladders, probes or other items made of metal or other material that conducts electricity.

2. Arrange and position power tools and extension cords so that they will not come in contact with energized power lines or other conductors.

3. To protect against electric shock, in areas where it is not know where power lines and circuits are located, wear insulated gloves when you are operating power tools unless they are specifically intended for use in such an environment.

DUST OR EXPLOSIVE VAPORS

1. Ordinary electric tools create sparks that may ignite flammable or explosive vapors, gases, or dust. If flammable or explosive conditions exist, do not use electric power tools unless they are specifically intended for use in such an environment.

CHAIN SAWS

1. Before using a chain saw, carefully inspect the work area and the items to be cut. Remove obstructions that could become tangled in the saw, become projectiles, or create other hazards.

2. When operating a chain saw, never wear loose or torn clothing or any other articles that could get caught in the saw. Keep long hair tied back and out of the way. Wear eye protection and a face guard. Wear chain saw chaps and gloves.

3. Wear protective gloves, safety goggles, and hearing protection while operating a chain saw.

4. Do not use a power saw if the chain is loose or any teeth are broken or missing from the chains.

5. When you are starting a gas power chain saw, you must place the saw on or against a solid support and you must be standing in a solid and secure position.

6. After starting the saw, check the running condition before cutting and before raising the saw to an elevated position.

7. You must grip the saw firmly with both hands during the entire cutting operation. Do not attempt to use a chain saw above shoulder level.

8. Always turn off the saw (and if it is electrically powered, disconnect it):

   - When it is unattended;
   - When you are changing work positions or moving the saw;
   - Before working on the saw or touching the chain or cutting bar;
   - Gas powered saws must be turned off before refueling. If there are any gas spills on the saw, wipe it off before starting the saw.

GAS-POWERED TOOLS

1. To avoid explosions, smoking or open flames are not permitted in the area when gas-powered tools are being fueled.

2. Carbon monoxide from gas-powered engines can kill you in a matter of minutes. To protect against carbon monoxide poisoning, never operate a gas-powered tool in an enclosed area.

3. Never use gasoline for cleaning floors, tools, clothes, or hands.

4. Always store gasoline in an approved, closed safety container.

5. Pouring gasoline from one container to another may generate a charge of static electricity, which could ignite the gasoline. To avoid this, maintain metal-to-metal contact when pouring.

6. If gasoline spills near an electrical switch, make sure the spill is cleaned up and all vapors have completely evaporated before turning on the switch, to avoid igniting vapors by electrical sparks

SOLDERING

1. Always wear a face shield and safety goggles and proper hand and arm protection when handling molten materials.

2. When working in or near a manhole, secure soldering pots, furnaces and other equipment to avoid tipping or falling into the manhole.

3. When soldering in an area of pedestrian or vehicular traffic, take care to keep traffic away from hot materials.

4. Before using, always heat catch-pans, ladles, and other receptacles to remove moisture and bring them near to the temperature of the solder.

5. Take care in handling and passing solder pots so that no water comes in contact with the heated contents or container.

6. Always warn employees below before you lower soldering materials or equipment. Do not pass the materials or equipment until the employee/s below indicates that he or she is ready to receive them.

7. Remove pots containing hot material from confined spaces as soon as the task requiring them is finished.

8. Never pass hot lead or solder with a ladle in the pot. Remove the ladle and pass it separately.

9. Always take care to place hot ladles, soldering irons, or solder where they will not bump anyone.

10. Never test the temperature of a soldering iron by holding it next to a person's skin.

11. Do not flick solder from the soldering iron.

12. For a spark/flame permit, see Section T, Fire Protection/Prevention.

POWDER-ACTUATED TOOLS

1. Except for tools designed to attach objects to soft construction materials like wood or plaster, all powder-actuated tools must meet the design requirements of ANSI AIO.3-1977, Safety Requirements for Powder-Actuated Fastening Systems; and

2. Only employees with a valid operator's card for the tool being used, or employees being

trained who are under supervision, are permitted to operate powder-actuated tools.

3. A valid operator's card may be issued by the tool manufacturer or by a trainer who is acceptable to OSHA.

4. Do not attempt to service or repair a powder-actuated tool unless you have been trained to do so by a qualified trainer.

5. Powder-actuated tools must be kept in a locked container when not in use.

6. The outside of the container must be labeled: "POWDER-ACTUATED TOOL".

7. Inside the container, there must be a notice stating: "WARNING–POWDER-ACTUATED TOOL TO BE USED ONLY BY A QUALIFIED OPERATOR AND TO BE KEPT UNDER LOCK AND KEY WHEN NOT IN USE."

8. The container must also be supplied with:

   - Operator's instructions and service manual
   - Power load and fastener chart
   - Tool inspection and service record
   - Service tools and accessories

9. Use only approved pole tool assemblies

10. Inspect and service the tool as recommended by the manufacturer and keep a written record in the tool case with the tool.

11. Do not use powder-actuated tools near explosive or flammable gasses or liquids.

12. Never leave a loaded tool unattended.

13. Do not try to drive fasteners into very hard or brittle materials such as cast iron, glass blocks, natural rock, hollow tile, or most brick.

14. The tool operator and assistants must wear personal protective equipment including hard hats, eye or face protection, safety shoes, and hearing protection when a powder-actuated tool is in use.

15. Before using the tool, test it in accordance with the manufacturer's recommendation to make sure the tool is operating properly.

16. If a tool is not in proper working order, immediately tag it "DEFECTIVE" and do not

use the tool until it has been repaired.

17. Use only fasteners and power loads recommended by the manufacturer for the tool.

18. Do not load the tool until immediately before the intended firing time.

19. If work is interrupted, unload the tool immediately.

20. Never point the tool at a person, even if it is not loaded.

21. Always hold the tool perpendicular to the work surface, except for specific applications recommended by the manufacturer.

22. Do not drive fasteners closer than ½ inch (13 mm) from the edge of steel except as recommended by the tool manufacturer.

23. Do not drive fasteners closer than 3 inches (76 mm) from the edge of unsupported masonry except as recommended by the manufacturer.

24. Do not drive fasteners into concrete unless the concrete is at least 3 times as thick as the fastener shank penetration.

25. Do not drive fasteners into spalled areas.

26. Do not drive fasteners through existing holes unless a positive guide means, as recommended by the manufacturer, is used to assure positive alignment.

27. In the event of a misfire, hold the tool firmly against the work surface for 30 seconds, and then proceed as recommended in the manufacturer's instructions.

28. Keep different types and levels of power loads in separate compartments or containers.

NOTE: Post a sign at least 8 x 10 inches with type at least 1 inch high within 50 feet of the area where the tool is being used, which states, "CAUTION POWDER-ACTUATED TOOL IN USE."

ATTACHMENT L: JOB HAZARD ANALYSIS (JHA)

The purpose of the JHA program is to identify hazards that could cause injury or illness to employees or the environment. This is accomplished by doing a step-by-step review of the job, work activity or process.

Step 1

Identify logical hazards of the work or the site.

Step 2

Define the hazards and the magnitude of danger to employees, equipment, facilities and the environment.

Step 3

Develop controls or procedures to use to protect employees, equipment, facilities or the environment.

Step 4

Ensure that the employees are informed of the hazards and the controls that will be used to protect them, the equipment facilities of environment.

Step 5

Review for any necessary permits and training requirements.

Priorities for performing hazard analysis

Jobs with the highest accident or injury rate;
Jobs where close calls have occurred;
New jobs and jobs where changes have been made; and
All other jobs in the workplace should be anlyzed.

Involving the employees

Discuss the procedure/s with the employees and explain its purpose;
Review job steps with the employees;
Discuss potential hazards and possible solutions or prevention;
Talk with other workers who have performed the job before.

Conduct the job hazard analysis

Look at general work conditions and develop a checklist:

- Trip hazards on the floor
- Adequate lighting
- Electrical hazards
- All tools and equipment in good working order
- Excessive noise
- Accessible fire protection
- Emergency exits clear and marked
- Trucks and motorized vehicles properly equipped
- Employees operating vehicles properly trained
- Employees wearing proper PPE
- Adequate ventilation
- Air quality monitoring done or needed
- Confined space
- Permits (dig-permits, confined space, etc.
- Other concerns

Stop common shortcuts that could cause injury or problems

Not keeping work areas clean
Bypassing guards or safety devices when doing service
Not following written company safety procedures
Not using proper personal protective equipment

Break the job down into steps

List each step of the job in the order of occurrence
Record enough information to describe each job action
Go over the job steps with the employees

Identify hazards that exist or might occur

Are machines guarded properly
Are lockout/tagout procedures used during maintenance
Is the employee wearing clothing or jewelry that could get caught in machinery
Are there sharp objects that could cause injury
Is the work flow properly organized
Can the worker get caught in or between machine parts
Is the worker in the proper placement/position
Is the worker performing repetitive tasks
Can the worker be injured from lifting, pushing, or pulling heavy objects
Are environmental hazards present
Other concerns

Use the Job Hazard Analysis (JHA) form to recommend safe procedures and to determine which type of hazard prevention and control system is best for the risks you face today

Can the hazards be eliminated
Can safety equipment reduce hazards

If safer job steps can be used:

- Describe the method, listing exactly what the worker needs to know to perform the job (be specific)
- Set up training using the JHA form as a guide

If no procedure can be developed, check into physical changes
If hazards still exist, reduce the frequency of performing the job
Go over the recommendations with employees and get their ideas
Provide proper training for employees to know how to avoid potential job-specific hazards

Review the Job Hazard Analysis periodically

Revise and update as needed
Review any jobs where an accident occurs
Maintain records of employees training with yearly review
Retrain employees when the JHA is revised, or as needed

All JHA's and amendments to JHA's will be approved by the department heads and/or site supervisor before work begins. See "Safety Responsibilities-Supervisors Section". The JHA will be reviewed by all involved parties and signed by their supervisors to indicate that they agree and concur with the JHA.

ATTACHMENT M: EQUIPMENT LOCKOUT/TAGOUT PROGRAM

The requirements of this program shall apply to all activities such as construction, installation, set-ups, adjustments, inspections, modifications and maintenance of systems or equipment.

This program does not apply to the following:

- Equipment's power supply that can be controlled by a single plug and the plug can be under the exclusive control of the person conducting work on the equipment;
- Energized electrical work with conductors covered by a special electrical work permit;
- Projects under the exclusive control of the public works;
- Normal production operations that includes servicing and maintaining equipment if guards have not been removed or replaced, or a person is not required to place any body part within the systems when processing is occurring or into a danger zone.
- On systems where it can be demonstrated that continuity of services is essential, shutting the system down is impractical, or documented procedures are being followed.

AUTHORIZED PERSON

An authorized person is an employee who has completed lockout/tagout training, and is authorized to lock and tag equipment as a representative of the Town.

GENERAL ASSUMPTIONS OF THE LOCKOUT/TAGOUT PROGRAM

- The use of a lock to control an energized source is required. Tag control will not be used unless there is not a way to use locks and all conditions of 1910.147(c)(2) & (c)(7)(ii) are met, i.e., that tagout is only allowed once and then the equipment is modified to accept lockout. If not capable of lockout then tagout must provide the same level of protection as lockout and that everyone knows not to remove tags and that tags are visual indicator but do not prevent anyone from removing the tag and restoring energy.
- No person shall remove another persons LO/TO unless the Alternate Removal of a Lock or Tag Procedure is followed (see below).
- No LO/TO will be applied for another person.
- No one will work on a LO/TO piece of equipment unless they have applied their own LO/TO and are authorized to do the work.

- Locks and tags will remain for the duration of the work.
- Multilock "HASPS" may be used with additional authorized person's locks and tags, if the other individuals are notified.
- For equipment that will not accomodate "HASPS", a lock box will be employed for use.
- If a lock is purchased with more than one key, the other keys should be destroyed.
- A designated department lock color will be determined for all the Town's locks.

ALTERNATE REMOVAL OF A LOCK AND TAG PROCEDURE

- Confirm that the authorized person who applied the lock and tag is unavailable, and document this.
- Provide the equivalent level of safety by inspecting the work area or process with a member of management, before removing the lock and tag.
- Make a reasonable effort to inform the original authorized person that the lock and tag was removed, and document.
- Ensure that the authorized person informs the employee who originally placed their lock and tag that the lock and tag were removed and document how and when this was done.
- Document the alternate removal of the lock and tag by inspecting the work area or process with a member of management.
- Follow the steps of "Returning a System to Service."

RETURNING A SYSTEM TO SERVICE

- The Town employees will check the immediate area around the isolated piece of equipment or isolation point for safe conditions.
- The Town employees will check that equipment that is around personnel is placed in a neutral condition.
- For facility equipment, the Town will notify the facility owner or designee and obtain authorization to return the equipment back to service.
- For programmatic equipment, the Town will notify the appropriate researcher or leader and obtain authorization to return the equipment back to service.

- After notification and authorization have been granted, the Town employees will:

    1. Notify potentially impacted personnel of the re-energizing of the system or equipment.

    2. Gain authorization to re-energize (by signature if at all possible).

    3. Remove locks and tags.

    4. Re-energize and retest systems and ensure the equipment or system is safe to operate.

    5. Return the equipment or system back to neutral state of operation if different from the test condition.

SIMPLE LOCKOUT/TAGOUT VERSUS A WRITTEN SPECIFIC CONTROL PROCEDURE

The Town's simple lockout and tagout control of energy source is applicable when there is one energy source, one disconnection means of that energy source, and means to disconnect is readily identifiable. A written procedure shall be developed and implemented by the Town to control the energized sources when there is one energy source and two or more disconnecting means, two or more energy sources with no readily identifiable disconnecting means; a disconnection means of a lockout/tagout tag with safety significant system; or shift personnel changes.

SIMPLE LOCKOUT PROCEDURES

The Town's simple lockout and tagout procedures requires the following steps be followed:

- Evaluate possible energy sources on or near the equipment.
- Complete the information on the lockout/tagout permit.
- Follow normal shutdown of equipment.
- Isolate equipment.
- Use the Town's authorized locks or tags to secure isolated equipment.
- Relieve any stored energy from the equipment.
- Verify systems are de-energized.

- Attempt to restart the equipment in its de-energized state.
- Test for zero voltage.
- Return controls to neutral or off position.
- Proceed with work.

SIMPLE TAGOUT PROCEDURES

The Town's simple tagout procedure require the following steps to be followed:

- If a lock cannot be applied then a tag will be used when written documentation is provides as to why locks cannot be used.
- Use an approved tag and means of attachment.
- Document that all conditions of 1910.147 (c)(7)(ii) have been met as have been mentioned in the authorized employee paragraph.
- Follow the simple lockout procedure using a tag in place of a lock.

COMPONENTS OF THE SIMPLE WRITTEN WORK PROCEDUE FOR LOCKOUT/TAGOUT

The components of the Town's lockout/tagout procedure include:

- Describing the equipment and its location.
- Listing sources of energy and the location points for the energy sources.
- Defining if a group lock "HASP" will be needed and who will be the primary lead.
- Defining if the Town's shift personnel are involved and who will be primary lead giving the authorization.
- Defining if the Town's shift personnel are involved and who are their counterparts on the other shifts.
- Listing the authorized Town employees.
- Describint the specific steps to shut down the equipment, the methods of isolating the

equipment, the methods to verify the isolation step of the equipment, and the methods for testing the isolation.

- When locks cannot be used, then written documentation as to why will be provided and all conditions of the 1910.147 (c)(7) (ii) and (c)(2) will be met.

- When a tag is applied, ensuring it is placed in a clearly visible location.

- When a tag is applied but cannot actually secure the energy-isolating device, ensuring the tag is placed as close to the device as possible.

TRAINING

The Town's employees shall have to complete classroom lockout/tagout training before the Town can designate the employee as an authorized person. The Town's authorized person will need retraining once every two years.

The affected Town employees shall be instructed about the purpose of the lockout/tagout procedures and the prohibited action or restarting or re-energizing equipment that has been locked or tagged out. The training will be provided to the affected employees by the Town and/or their designee.

RECORDS

The Town will complete and archive the following documents:

- The completed lockout/tagout tag for the lockout/tagout operator. Use the tag as a record of the lock and tag's application.

- The specific written procedure for the application of a tag and lock.

- The specific written documentation of the "Alternate Removal of a Lock or Tag".

ATTACHMENT N: LADDER SAFETY

1. Visually inspect ladders before using. Do not use a ladder if:

   - Hardware and fittings are not clean, intact and operational.
   - Ropes or cable on extension ladders do not move freely and are worn or frayed.
   - Locks on extension ladders, brakes on rolling ladders, and spreaders in stepladders do not operate securely.
   - Rungs are worn, damaged or dented or contaminated with oil or grease.
   - Rungs are not securely attached to side rail.
   - Side rails are shaky, warped or decayed.

2. Surfaces of rungs and steps must be corrugated, serrated, or similarly textured or must be coated with skid-resistant material to provide traction. Do not use a ladder if the rungs on the steps are worn smooth, cracked, or contaminated with grease, oil, or other slippery material.

3. Do not use a ladder if rungs or steps or side rails used for gripping are splintered, or have sharp edges, burrs, or dangerous projections.

4. Never use metal ladders near electrical lines or equipment.

5. Do not paint wooden or fiberglass ladders. Only a clear, non-conductive finish should be used. Paint will cover defects that may develop in the ladder.

6. Portable ladders must be firmly positioned with all feet securely in place.

7. Ladders must be equipped with non-slip bases.

STRAIGHT LADDERS

1. Straight ladders must be held, tied, or otherwise made secure. Ladders over 16 feet must be tied in place.

2. Both side rails of a straight ladder must be supported at the top.

3. Straight ladders shall be placed at a 4 to 1 pitch; for every 4 feet of height, the ladder should be 1 foot from the base.

4. When working on a straight ladder, stand at least 4 rungs from the top of the ladder.

5. Use a ladder of sufficient length for the job. A ladder shall extend 3 feet above the level of the top point of support.

STEP LADDERS

1. Never use a self-supporting stepladder as a straight ladder.

2. The top two rungs of a stepladder must not be used to support a person.

EXTENSION LADDERS

1. When extending or lowering an extension ladder, always keep hands on the side rails and never on the rungs, to avoid crushing hands or fingers between the sections of the ladder as they move up and down.

2. Use only the manufacturer's fittings to extend a ladder. Never extend ladders by tying ladders together with rope or by other makeshift arrangements. If a ladder is not long enough for the job, suspend work until a ladder of the proper length is obtained, or another appropriate method of climbing is provided.

3. Once an extension ladder is extended, make sure it is securely locked before using.

4. The overlap of two-section extension ladders must be at least as follows:

36' ladder	3' overlap
36-48' ladder	4' overlap
48-60' ladder	5' overlap

5. Ladders placed in traffic areas such as doorways, passageways, or driveways must be protected by barricades, or an employee must be posted at the base of the ladder.

6. Do not place ladders on top of boxes, vehicles, or other objects to increase height.

7. Do not use ladders horizontally for walkways, gangplanks, scaffolding, or other such uses.

8. Ladders must not be used by more than one individual at a time, unless designed for that purpose.

CLIMBING

1. Ladders must be positioned so there is adequate clearance for the user. For ladders that are fixed at a 90 degree angle, clearance on the climbing side of the ladder must be no less than 30 inches from the rung to the nearest fixed object. Clearance behind the ladder must be not less than 7 inches from the nearest fixed object to allow for a good foothold.

2. Step-across distance from a ladder to adjacent equipment or a structure must not be more than 12 inches. If the distance is more than 12 inches, a landing platform must be present.

3. Ladders must always be positioned so that the user faces the ladder when going up or going down.

4. Do not carry items when going up or down the ladder. Both hands must be free for climbing.

5. When not in use, the handline must be tied out of the way of traffic or pulled aloft.

6. When on a ladder, do not lean so that your outside shoulder is more than 12 inches from the side of the ladder. Shifting weight in this way can cause a ladder to slip.

MOVING LADDERS

1. When moving a ladder, always carry it in a horizontal position. Never move a ladder in a vertical position if you are in the vicinity of power lines or apparatus.

2. Never move a ladder when a person or any equipment or materials are on the ladder.

3. When carrying a ladder on a vehicle, make sure it is secured in a horizontal position and adequately supported to prevent sagging and stress.

4. Extension ladders must not be carried while extended. Stepladders shall not be moved while the legs are spread.

WORKING ON LADDERS

1. Use a handline to raise and lower materials, tools, and equipment when working on a ladder. The handline must not be connected to the ladder.

2. Do not allow handlines, wires, cords, etc., to hang down where they may be struck by passing vehicles or pedestrians.

3. Wooden ladders shall not be longitudinally (up and down the length of the ladder) reinforced with metal. The metal will make the wooden ladder a conductor of electricity, which could result in injury or death from electric shock.

4. Rolling ladders must be properly secured before using, to prevent movement.

5. Ladders used to climb up and down from scaffolding must be properly secured and positioned so that the ladder does not disturb the stability of the scaffold.

6. Ladders that are placed against aerial stands, trees, poles, etc., must first be securely tied to the supporting item, then the climber must be secured by a safety strap to the ladder. This will help prevent falls if the climber slips or loses balance, if the ladder is bumped or something else goes wrong.

7. While on a ladder, never wear tools over your abdomen or the middle of your back.

8. Do not place tools or materials on the steps of a ladder. This is unsafe to the person on the ladder and for people below the ladder.

9. Never "walk" a ladder. Get off the ladder and move it.

10. Use extreme caution when moving a ladder in the area of energized power lines or apparatus to avoid contact with energized equipment.

STORING LADDERS

When a ladder is not in active use, it must be removed and stored in a horizontal position. Never store ladder in a vertical position.

FIXED LADDERS

1. Cages must be provided on fixed ladders of more than 20 feet unless fall arrest devices are used.

2. Fixed ladders used to ascend to heights exceeding 20 feet must be provided with landing platform for each 30 feet of height.

3. If work is to be performed from platforms accessed by fixed ladders, the platforms must have gates or barriers to prevent falls down the ladder cage.

4. Paint or treat metal ladders and appurtenances to resist corrosion and rusting when the location demands.

5. Maintain all ladders in a safe condition.

ATTACHMENT O: PERSONAL PROTECTIVE EQUIPMENT (PPE)

GENERAL

Protective equipment including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields, and barrier devices will be provided, used, and maintained in clean and serviceable condition. The equipment will be used whenever it is necessary to protect personnel from hazards of processes or the environment, chemical hazards, radiological or mechanical hazards that are capable of causing injury, illness, or impairment of any part of the body through absorption, inhalation, injection, or physical contact.

Department heads shall ensure that PPE identified on the department's JHA is available, serviceable and used when needed and required.

Employee-owned PPE must meet the same requirements as department PPE, and is subject to inspection just the same as if it were the Town-owned PPE. Damaged or defective PPE will not be used.

TRAINING

All personnel required to use protective equipment must be trained and be able to demonstrate understanding of the training and the ability to use the equipment before being exposed to the hazards requiring the protective equipment.

1. Training must cover at a minimum, the following:

    a. When is PPE necessary;

    b. What type of PPE is necessary;

    c. How to properly don, doff, adjust, and wear the PPE;

    d. The limitations of the PPE;

    e. How to inspect the PPE;

    f. The proper care, maintenance, useful life, and disposal of the PPE.

2. Personnel will be retrained when there is reason to believe that the employee has failed to retain an understanding of the training or the ability to properly use the PPE.

    a. Retraining will be done when there are changes in the workplace, the hazards

present in the workplace, or the type of PPE that renders previous training obsolete.

b. Department heads will verify that all exposed employees have been trained with written documentation that contains the name of the person trained, the date of that training, what was covered and the instructor.

c. A copy of the training documentation will be forwarded to the safety coordinator.

EYE AND FACE PROTECTION

Always use the correct eye and face protection if you work with or near:

1. Molten metals

2. Liquid chemicals

3. Hazardous gases

4. Flying particles

5. Injurious radiant energy

6. Power tools or equipment

SAFETY EYEWEAR:

Safety glasses are the basic form of eye protection.

1. Coverage from the front and sides is required anytime there is a hazard from flying objects.

2. Types of eye and face protection include:

   a. Safety glasses

   b. Goggles

   c. Face shields

   d. Welding helmets

   e. Full hoods

3. Safety glasses or goggles shall be worn under face shields and welding helmets for added protection.

4. Tinted or shaded lenses may be needed when working in a bright environment.

5. Tinted or phototropic lenses can limit vision when moving from a bright area to a dim area.

6. Specially numbered filtering lens are necessary to protect you eyes from welding or any other radiant energy. Check to see which lenses will best protect your eyes.

7. Manufacturer identification must be listed on the eye protection equipment.

8. They must meet ANZI Z.87.1-1968 requirements, and provide adequate protection against the particular hazard the employee is exposed to.

PRESCRIPTION LENSES:

If you wear contact lenses, you may face additional hazards such as:

1. Dust caught underneath the lenses that may cause painful abrasions.

2. Some chemicals can react with your contact lenses causing permanent injury.

3. Keep in mind that contact lenses are not considered protective devices. If eye hazards are present, you must wear eye protection in addition to or instead of contact lenses.

If you wear prescription glasses, you must wear one of the following:

a. Goggles or their protective devices designed to fit over your glasses.

b. Protective eyewear groung specifically to your prescription.

HEAD PROTECTION

Head protection is required if you work where there is risk of injury from falling objects, flying/swinging objects, or if you work near exposed electrical conductors which could contact the head.

Hard Hats

Hard hats are designed to protect you from impact and penetration caused by objects hitting

your head, and from limited electrical shock or burns.

1. The shell of the hard hat is designed to absorb some of the impact.

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

3. Hard hats are tested to withstand the impact of an eight-pound weight dropped five feet; that is about the same as a two-pound hammer dropped 20 feet and landing on your head.

4. Hard hats must also meet other requirements including weight, flammability and electrical insulation.

5. Never drill holes in a hard hat for ventilation.

6. Must meet ANSI requirements.

Classes of hard hats:

Class G: Made from insulating material to protect you from falling objects and electric shock from voltages up to 2,200 volts.

Class E: Made from insulating material to protect you from falling objects and electric shock from voltages up to 20,000 volts.

Class C: Designed to protect you from falling objects, but are not designed for use around live electrical wires or corrosive substances.

HAND PROTECTION

Fingers, hands and arms are injured more often than any other parts of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extreme.

Gloves

Gloves are the most common protectors for the hands.

1. When working with chemicals, gloves must be taped at the top or folded with a cuff to keep liquids from running inside your glove or onto your arm.

2. Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be needed. Always check the chemical's MSDS for the proper type of glove to use with that chemical.

3. Leather or cotton knitted gloves are appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.

4. ***Do not*** wear metal-reinforced gloves when working with electrical equipment.

5. It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine.

6. Your supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected, make sure they fit properly.

FOOT PROTECTION

Foot injuries are most likely to occur when:

1. Heavy or sharp objects fall on your foot;

2. Something rolls over your foot;

3. An object pierces the sole of your shoe.

Some safety shoes and boots are made with a steel or hardened plastic-reinforced box toe to protect your foot from being crushed or pierced. Many safety shoes/boots now offer puncture-resistant soles.

If you work around exposed electrical wires/conductors, you will need to wear metal-free, non-conductive shoes or boots.

Rubber or synthetic footwear may be needed when working around chemicals. The proper type will depend on the hazards you are exposed to, and will be identified on the JHA.

All safety footwear will meet the appropriate ANZI Z-41 requirements.

HEARING PROTECTION

Hearing loss is a common workplace injury, all too often ignored because it usually happens gradually over a period of time.

Workers may suffer permanent hearing loss because loud noises can be damaging without causing pain. Hearing protection worn incorrectly can be almost as damaging as wearing no hearing protection at all.

You need to protect your ears when:

1. The sounds in your work are are irritating;

2. There are signs indicating hearing protection is required;

3. Sound levels reach 85 decibels or higher for an 8-hour time period;

4. There are short bursts of sound that can cause hearing damage, e.g., 140 decibels.

Earplugs

Earplugs offer the most protection. Foam earplugs that fit snugly are the most effective.

To insert properly:

1. Roll the plug into a small diameter;

2. Place it well into the ear canal;

3. You may find it helpful to pull your ear back and up as you insert the plug;

4. After you have inserted it, hold the plug in your ear for a few seconds to ensure a good fit.

Earmuffs

Earmuffs may also be used to protect your hearing. Earmuffs fit over the outside of the ear. Although they look like they would provide better protection than earplugs, the effectiveness of earmuffs is limited by the seal they form around the ear. The cups on th earmuffs should be made of sponge to give a good seal.

Facial hair can decrease your protection by breaking the seal.

Wearing earrings and eyeglasses with earmuffs can pose similar problem.

INSPECTION

1. Earmuffs with cracked, cut or missing gaskets reduce your protection;

2. Dirty or scratched eyewear could limit your vision;

3. Periodically, check the suspension of your hard hat. Look for loose or torn cradle straps, loose rivets, broken sewing lines or other defects;

4. Replace your hard hat at least every five years, or after a major impact;

5. PPE must fit properly to protect you. If you are not wearing the right size shoe, you may be in more danger from tripping than you would from any other hazard.

LIMITATIONS OF PPE

You must know the limitations of your PPE. PPE will not protect you from everything. You must determine the limitations of your equipment. For example, your gloves may protect you from the chemicals you work with, but may dissolve if they come into contact with chemicals used in the shop next door.

PPE MAINTENANCE

1. PPE must be properly maintained, sanitized and stored in accordance with manufacturer specifications.

PROHIBITIONS ON USE OF RESPIRATORY PROTECTION PPE

Employees may not utilize half face, full face or supplied air respirators without proper training as is required per the Respiratory Protection Program.

ATTACHMENT P: PROPER LIFTING TECHNIQUES

1. Lift with your legs, instead of your back.

2. Plan ahead.

3. If something looks awkward, it probably is.

BEFORE LIFTING:

- Test the weight before you lift.
- Back injuries have occurred when and employee jerks suddenly; to avoid injury, be properly equipped:
  - Do you need gloves?
  - Are your feet protected?
- Can you slide or push the object and eliminate the lift?
- Do you know where you are going with the item?
- Is there a clear path so you don't trip or fall?
- Prepare to lift without twisting or bending.
- Do not reach to lift an item when you are sitting.
- Do not reach!

WHEN LIFTING:

- Use the large leg muscle, not your small back muscles.
- Hold your abdominal muscles in tightly while lifting.
- Maintain the natural curves of your back; chest and chin up, bending your legs, and rear-end out.
- Lift smoothly, no jerking motion.
- Keep the item close to your body.

- Always use proper lifting equipment provided, or another person to "TEAM LIFT" with you.

TYPES OF LIFTS:

- Squat lift
- Tripod lift
- Diagonal lift
- Power lift
- Team lift

ATTACHMENT Q: RESPIRATORY PROTECTION PROGRAM

I. PURPOSE

The purpose of this program is to protect the health of all employees by preventing their exposure to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by application of engineering controls, such as enclosure o the operation, ventilation, or substitutions of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment.

II. RESPONSIBILITIES

A. Management will determine which areas require the mandatory use of respiratory equipment. Management will then be responsible for providing respiratory equipment which is compatible with the specific needs of each area.

B. The employees are responsible for maintaining an awareness of the respiratory protection requirements for their work area. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

III. ADMINISTRATION

A. The overall program administration is the responsibility of the department directors of the affected departments, in conjunction with the safety coordinator who will be the respiratory program administrator. The administrator will ensure compliance with the respiratory program and ensure that records are kept on the following:

1. Medical evaluations

2. Fit testing, to include identification of employees tested, type of fit test, date of test, and specific make, model, style, and size of respirators tested, and results of fit tests.

B. The supervisor of each area is responsible for ensuring that all personnel under his/her control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Also, each supervisor is responsible for ensuring that his/her subordinates comply with all applicable facets of the respiratory program.

C. Technical support, including air sampling and laboratory analysis, is the responsibility of the department director or his designee.

1. A job hazard assessment to include a review of all MSDS's will be used to help determine what respiratory hazards exist.

2. If toxic air contaminants are suspected or if levels/concentrations are unknown, then air sampling and monitor will be done by certified industrial hygienist on a schedule basis. The minium to be at least once prior to work and once during work and anytime work conditions change. When an employer cannot identify or reasonably estimate the employees' exposure then the atmosphere will be considered to be unsafe until proven otherwise.

3. The results will then be used to help the program administrator to select, and ensure that the proper respirator and/or filters are used to protect the exposed employees.

D. Monitoring the health of employees via a comprehensive medical and health program is the responsibility of the department directors in conjunction with the respiratory program administrator.

1. To meet this requirement, all employees having direct contact with toxic air contaminants in their assigned duties that require a respirator to be able to work will have an initial respirator medical exam in accordance with CFR 1910.134.

2. The required medical exam will be done for employees by a designated local medical provider.

3. The medical records will be maintained in accordance with 29 CFR 1910.1020.

4. Additional medical evaluation may be required if:

a. Employee reports or shows medical signs and symptoms that are related to ability to use a respirator.

b. Health care provider, supervisor or administrator informs an employer that an employee needs to be reevaluated.

c. Information from the respiratory protection program including observations made during fit-testing and program evaluation indicate an employee needs reevaluation.

d. A change occurs in workplace conditions, i.e., physical work

effort, protective clothing, temperature, that may result in a substantial increase in the physiological burden placed on the employee.

E. Safety coordinator is responsible for coordinating respiratory protection plan.

F. The Town will maintain surveillance via spot checks of employees who are working in areas where respiratory protective equipment is required and will evaluate the continued effectiveness of the program, by checking for individual compliance and by quizzing and checking for mask to face seal; appropriate respirator for the hazard present is in use, and proper respirator maintenance.

ATTACHED IS THE BASIC RESPIRATORY PROTECTION PROGRAM WHICH WILL BE FOLLOWED WHEN SUCH EQUIPMENT IS NECESSARY TO PROTECT THE HEALTH OF EMPLOYEES.

IV. BASIC RESPIRATORY PROTECTION PROGRAM

A. Respirator Selection and Use: Respirators shall be selected according to the air sampling results and air contaminants to which the employee is exposed or potentially exposed to and information obtained per paragraph C.

B. Respirator Availability: The department director will make a respirator available immediately to each employee whom is placed as a new hire or as a transferee in any job which requires respiratory protection. The supervisor will make replacement respirators, filters, and cartridges available as needed and will replace worn respirator parts with parts designed for the respirator. Filters and cartridges of the same brand as the respirator will be used.

C. Employee Training and Fit Testing:

1. The administrator of his designee will brief each employee, upon assignment to a respirator area. He will review the "Respirator Issuance and Training Card" for his/her job. Also, the administrator or designee will fully instruct employees and ensure they can demonstrate knowledge of the following:

a. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protection one gets with the respirator.

b. The limitations and capabilities of the respirator.

c. How to inspect, put on and remove, and use the respirator.

d. Proper maintenance and storage of respirators.

e. How to recognize end of service life indicators (ESLI) for respirator and filters, cartridges, and canisters.

f. How to recognize medical signs and symptoms that may limit or prevent effective use of a respirator.

g. Training is to be done initially and then annually and whenever; 1) there are changes in the workplace; 2) changes in type of respirator used; 3) there is a reason to believe the employee does not have requisite understanding or skill; or 4) any other situation that arises in which retraining appears necessary to ensure safe respirator use.

2. The administrator or his designee will also instruct employees in the proper fitting of their respirators. This instruction shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer shall have a respirator of the correct size properly fitted. The following procedure will be used to check negative pressure user seal:

   a. Close off the inlet opening of the fitters with bands or with a thin latex glove.

   b. Inhale so that the face piece collapses slightly and hold the breath for ten seconds.

   c. If the face piece remains in the collapsed condition and no inward leakage air is detected, the mask to face seal is considered satisfactory. Wear it in normal air for a long familiarity period, 5 minutes at least, and pass the appropriate fit test in accordance with 29 CFR 1910.134.

3. Employees shall not wear facial hair or anything else that would come between their face and the respirator seal.

4. Employees will inform the administrator or designee if there have been any changes in their physical condition that could affect respirator fit, i.e., facial scarring, dental changes, surgery, changes in body weight, or anything else. Employees will also inform the administrator or his designee if after passing a qualitative fit test that the fit of the respirator is unacceptable.

5. Additional fit test shall be conducted whenever the employee report or the employer, supervisor or administrator observed changes in the employee's

physical condition or anything else that could affect respirator fit.

6. Employees will leave the respirator-use area for any of the following:

   a. They detect gas or vapor breakthrough

   b. Changes in breathing resistance

   c. Leakage of the face piece

   d. To replace their respirator or the filter cartridge or canister elements

   e. To wash face and/or the respirator face piece as necessary to prevent eye or skin irritation

   f. Ensure decontamination has been done before removing respirator, if decontamination is required.

D. Respirator Inspection and Maintenance Care:

1. The wearer of a respirator will inspect it daily before and after use on those days it is used. The wearer will field test the fit and seal before each use.

2. Each employee will periodically spot check respirators for fit, usage and condition.

3. Each employee is responsible for cleaning daily. The respirators shall be cleaned and disinfected at the following intervals:

   a. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition

   b. Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals, i.e., after each use

   c. Respirators used for fit testing and training shall be cleaned and disinfected after each use

   d. Respirator maintained for emergency use shall be cleaned and disinfected after each use

4. The following procedures will be used to clean and disinfect respirators:

a. Remove filters, cartridges, or canisters. Disassemble face piece by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

b. Wash components in warm (43 degree C; 110 degree F maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate removal of dirt.

c. Rinse components thoroughly in clean, warm (43 degrees C; 110 degrees F maximum), preferably running water. Drain.

d. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

   1. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 degrees C; 110 degrees F; or

   2. Aqueios solution of iodine (50 ppm of iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodine/100 cc of 45% alcohol) to one liter of water at 43 degrees C; 110 degrees F; or

   3. Other commercially available cleaners of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

e. Rinse components thoroughly in clean, warm (43 degrees C; 110 degrees F maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents of disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

f. Components should be hand-dried with a clean lint-free cloth or air-dried.

g. Reassemble face piece, replacing filters, cartridges, and canisters where necessary.

h. Test the respirator to ensure that all components work properly.

5. All respirators used in routine situations shall be inspected before each use and during cleaning for the following:

   a. Check respirator function

   b. Tightness of connections

   c. Condition of various parts, including but not limited to the face piece, head straps, valves connecting tube, and cartridges, canisters, or filters.

   d. Check elastomeric parts for pliability and signs of deterioration

   e. Self contained breathing apparatus shall be inspected monthly and before and after each use. Air cylinders shall be maintained in fully charged state, and recharged when pressure falls to 90% of recommended pressure level.

   f. All respirators shall be stored in containers at the jobsite that protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. They shall be stored in a way to prevent deformation of the face piece and exhalation valve.

Procedures for Fit Testing

The following fit test procedures will be done by qualified sources, using test guidelines per Appendix C of OSHA Standard 29 CFR 1910.134.

Procedures for Field Check area as follows:

1. The administrator or designee will also instruct employees in the proper fitting of their respirators. This instructions shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer shall have a respirator of the correct size properly fitted, test its face piece to face seal. Using the following negative pressure user seal check procedure to check that the respirator is on correctly:

   a. Close of the inlet opening of the filters with hands or with a thin latex or nitrile glove.

   b. Inhale so that face piece collapses slightly and hold the breath for ten seconds.

   c. If the face piece remains in the collapsed condition and no inward leakage

air is detected, the mask to face seal is considered satisfactory.

d. Wear it in normal air for a familiarity period, 5 minutes at least.

e. Employees shall not wear facial hair or anything else that would come between their face and the respirator seal.

f. Employees will inform the administrator or designee if there have been changes in their physical condition that could effect respirator fit, i.e., facial scarring, dental changes, surgery, changes in body weight, or anything else.

g. Employees will also inform the administrator or designee if after passing a qualitative fit test that the fit of a respirator is unacceptable.

h. Additional fit tests shall be conducted whenever the employee reports or the employer, supervisor or administrator observe changes in the employees physical condition or anything else that could effect respirator fit.

F. Program evaluation to be conducted on semi-annual basis by the program administrator or designee.

FIT TESTING PROCEDURES

Prior to doing fit testing, employees to be fit tested must have on hand documentation of passing a respiratory physical provided by a licensed provider.

Materials necessary to properly conduct quantitative fit testing are as follows:

A. Complete fit testing kit, including hood, Saccharin Solution Aerosol, Bitrex (TM) Solution Aerosol, and nebulizer assembly.

B. Employees must have, on hand, the respirator that will be used on the job.

C. Employees that have any hair growth between the skin and the face piece sealing surface of the respirators shall not be tested (stubble, beard, goatee, long mustache, or sideburns).

D. Describe to the employees to be tested the process that will be followed during the fit test.

E. Using the Saccharine Solution Aerosol, perform a taste threshold screening prior to employees donning respirators.

1. Instruct employees (one at a time) to put the hood (test enclosure) over their heads (without respirators).

2. Instruct the employee to breath through his/her slightly open mouth with tongue extended. Instruct the employee to report when he/she detects a sweet taste.

3. Using 1 ml of Saccharine (or Bitrex TM) Sensitivity Solution in the nebulizer, insert the nebulizer into the hole in the front of the hood.

   a. Ten squeezes are repeated rapidly, and then employee is asked if the saccharine can be tasted. If the employee reports tasking the sweet taste during the ten squeezes, the screening test is completed.

   b. If the response from the first 10 squeezes is negative, repeat.

   c. If the response from the second 10 squeezes is negative, repeat again.

   d. If the response from the third 10 squeezes is negative, thoroughly rinse the nebulizer in water, shake dry, and repeat the previous steps with the Bitrex (TM) Sensitivity Solution. Note the number of squeezes that were required to elicit a response from the employee, i.e., 10, 20, or 30.

4. The solution that solicited the response is the solution to be used in the fit test.

   a. Employees shall put the respirators on, and conduct positive and negative seal checks. The testor shall assist the employees doing seal checks.

   b. Employees must wear the respirators for at least five (5) minutes prior to being tested.

   c. Using the previously determined test solution (Saccharine, or Bitrex {TM}), begin the fit test.

THE FOLLOWING STEPS MUST BE PERFORMED IN ORDER FOR THE FIT TEST TO BE VALID!

A. The test subject may not eat, drink (except plain water), smoke, or chew gum for 15 minutes before the test.

B. The test subject shall don the hood (enclosure) while wearing the respirator that has

passed the seal checks, and will be used for work purposes.

C. Insert the nebulizer into the hole in the front of the enclosure and spray and initial concentration of the fit test solution into the enclosure using the same amount of squeezes determined in previous steps (10, 20, or 30).

D. While the test subject is performing the following exercises, replenish the aerosol concentration every 30 seconds, by using one half the number of squeezes used initially (5, 10 or 15).

1. Normal Breathing. In a normal standing position, without talking, the subject shall breath normally.

2. Deep Breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

3. Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.

4. Moving head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).

5. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the rainbow passage.

   Rainbow Passage:

   When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at the end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

   a. Grimace. The test subject shall grimace by smiling or frowning.

   b. Jogging in Place. The test subject shall job in place.

   c. Normal Breathing. Same as exercise # 1 (above).

E. Each exercise shall be performed for one minute except for the grimace exercise, which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercise begins. Any adjustment voids the test, and the test must be repeated.

F. If at any time during the test, the test subject tells the tester that he/she can detect the test substance, the test is a fail and must be conducted again with another respirator.

After the fit tests are complete on all test subjects, thoroughly rinse both nebulizers in clean water to prevent clogging.

ATTACHMENT R: SCAFFOLDING

Procedures for providing and laying out scaffolding.

1. Survey of job site for hazards:

   a. Uneven terrain

   b. Wet or muddy ground

2. Determine height of scaffold to be erected.

3. Determine how corners on scaffolding will be made.

4. Inspect all components before using and reject all damaged parts. DO NOT use parts that do not match.

ASSEMBLY

1. Set base plates/mud sills. Mud sills must be a minimum of 2" X 10" X 10", or equivalent. DO NOT use cinder blocks, 2X4's, buckets, rocks or bricks.

   You can use scaffold planking; planking should not overlap the frame.

   Remember: The weight of scaffolds, men and equipment will be resting on mud sills/base plates.

2. Install base plates (rigid or adjustable) on scaffold legs.

   a. Make sure that they are secured properly.

   b. Make sure that they are the proper plates that fit the legs.

3. Start base run at high ground and make sure that it is plump and level.

4. All base frames must be braced:

   a. Inside or out;

   b. Bracing must be secured properly.

5. Tie scaffolding to building (minimum #2 wire):

a. Each 30' horizontally maximum;

b. Each 20' vertically maximum.

6. Planking material:

a. Scaffold grade lumber only and must be stamped "scaffold grade".

b. Lumber or metal planking must be in good condition. No cracks in lumber or broken weld or rivets on metal planking.

c. Assign designated person to inspect regularly.

7. Planks must extend over and supports a minimum of 6 inches and a maximum of 12 inches. Metal plank hook must fit over scaffold support securely by at least 3/4 around.

8. Planks overlap each other over center support by a minimum of 12 inches.

9. Cleats are recommended to tie planks together underneath.

10. Work deck must be fully planked, if not guardrails will be effective.

FALL PROTECTION REQUIREMENTS

1. All open ends and sides of working platforms more then 10 feet above ground or floor, must be provided with:

a. Top rail 42 inches high made of 2" x 4" lumber or equivalent strength, must be able to withstand 200 pounds pressure and be secured properly.

b. Mid-rails must be 21 inches high of 1" x 6" lumber or equivalent to withstand 150 pounds of pressure.

c. Toe boards a minimum of 3 ½ inches high along top edge of working platform.

d. Vertical support posts, not more than eight (8) feet apart and secured properly.

WORKING ON SCAFFOLDING

1. Means of egress provided to gain access to work platform:

a. use of ladders;

b. Use of scaffold frame, if rungs are provided;

c. DO NOT use cross bracing for climbing.

2. Overhead protection is required when:

a. Working on scaffolding and overhead hazards are present;

b. Working underneath scaffolding activity;

c. When assembling or dismantling scaffolding;

d. When other personnel walk underneath scaffolding.

3. Slippery conditions or trip hazards must be eliminated on work platforms, such as:

a. Ice or mud;

b. Scrap lumber, sheetrock, electrical cords, etc.;

c. Housekeeping must be maintained on work platform and under scaffolding to help prevent tripping and falls at all times.

4. REMEMBER: DO NOT work on scaffolding during high winds; 25 miles per hour according to ANSI Regulations and 40 miles per hour according to OSHA Regulations.

5. During assembly or when working on scaffolding beware of overhead electrical hazards, keep all metal scaffold a minimum of 10 feet away from high tension electrical wires.

ADDITIONAL SAFETY CHECK LIST REQUIREMENTS

1. On scaffolding that is less than 10 feet high. Fall protection must be provided if hazards such as exposed rebar or fall hazards are great due to different floor heights.

2. If working on rolling scaffolding that is less than 45 inches wide;

3. Never ride a moving scaffold;

4. Always wear a safety belt, such as a safety lanyard attached to the building or solid support (NOT ATTACHED TO THE SCAFFOLD).

5. Never reach over guardrails, work only within the platform area;

6. Never overload scaffolding;

7. Lock and/or block wheels on rolling scaffold;

8. Provide a wire mesh screen or equivalent protection on work platform between top rail and toe board to protect other workers who walk under scaffolding going into or out of building.

Note: Only a Qualified/Competent person is allowed to erect or dismantle a scaffold.

ATTACHMENT S: WELDING AND CUTTING SAFETY

GAS

1. All welding and cutting operations shall be performed by trained personnel.

2. Suitable fire extinguishing equipment shall be readily available whenever welding or cutting operations are taking place.

3. Matches or cigarette lighters are not to be carried by welders or their helpers when engaged in welding or cutting operations.

4. Where combustible materials are present, such as paper, wood shavings, etc., the floor shall be swept clean for a radius of at least 35 feet before welding or cutting operations begin.

5. Proper eye, face, and hand protection shall be worn at all times.

6. Welding hoses, cables and other related equipment shall be placed free of aisle ways, ladders and stairwells.

7. Approved back-flow protectors shall be used on all oxygen and acetylene welding sets.

8. Welding hoses shall NOT be repaired with tape.

9. Only friction lighters will be used to light welding torches.

10. All rules and instructions supplied by the manufacturer are to be followed at all times.

11. A fire watch of at least 30 minutes shall be done for all hot-work, thus all hot-work will stop 1 hour before the end of the day or shift.

12. A hot-work permit must be completed prior to the start of any hot work. This will come from either the site owner or supervisor.

13. Any hot work being done in confined spaces will require a special permit, before being allowed.

ARC

1. All cables will have intact insulation at all times.

2. All personnel will be protected from arc radiation.

3. All fire prevention/protection requirements for gas welding and hot work will be met.

CONFINED SPACE ENTRY CHECKLIST

Checklist must be completed and posted as part of entry permit.

YES	NO	
_____		Is entry necessary?
_____		Are the instruments used in atmospheric testing properly calibrated?
_____		Was the atmospheric in the confined space tested?
_____		Was oxygen at least 19.5% - not more than 23.5%?
_____		If not the same reading as outside the space, why?
_____		Were toxic, flammable, or oxygen-displacing gases or vapors present? If so - list _____ _____ _____ _____
_____		Will the atmosphere in the space be monitored while work is performed?
_____		Continuously?
_____		Periodically? Intervals? _____
_____		Has the space been ventilated before entry?
_____		Will ventilation be continued during work?
_____		Is the air intake for the ventilation system located in an area that is free of combustible dusts and vapors and toxic substances?
_____		If atmosphere was found unacceptable and then ventilated, was it re-tested before entry?
_____		Has pertinent electrical or mechanical equipment, materials that can engulf, or any other hazardous energies been locked out or made inoperative? Include written Lockout/Tagout procedures with this checklist.
_____		Is Personal Protective Equipment needed?

If so, list what is required and the type needed:

_____

_____

_____ Are respirators required? What type? _____

_____ Can you get through the opening with a respirator on?

_____ Have you had respiratory protection training?

_____ Have you been trained in First Aid / CPR?

_____ Have you been trained in confined space entry and do you know what hazards to look for?

_____ Will there be an attendant on the outside, in constant visual or auditory communication with the person/entrant inside?

_____ Will the attendant be able to see or hear the entrants inside at all times?

_____ Has the attendant person been trained in rescue procedures and have the necessary rescue equipment available?

_____ Communication procedures and equipment for entry team.
List: _____

_____

_____ Are safety lines required and available?

_____ Do you know who to notify and how in the event of an emergency?
LIST:_____

_____ Has a confined space entry permit been prepared and reviewed?

_____ Does the permit have emergency phone numbers listed?

_____ Will any other permits be required for work to be done in the confined space?
If so, list them: _____

_____

_____

_____ Is any other equipment needed?
If so, list it: _____

_____

Below are the anticipated space hazards for this entry:

_____

_____

_____

_____

_____

_____

_____

(f) Entry permit.

The entry permit that documents compliance with this section and authorizes entry to a permit space shall identify:

(f)(1) The permit space to be entered;

(f)(2) The purpose of the entry;

(f)(3) The date and the authorized duration of the entry permit;

(f)(4) The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
NOTE: This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

(f)(5) The personnel, by name, currently serving as attendants;

(f)(6) The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;

(f)(7) The hazards of the permit space to be entered;

(f)(8) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
NOTE: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.

(f)(9) The acceptable entry conditions;

(f)(10) The results of initial and periodic tests performed under paragraph (d)(5) of this section, accompanied by the names or initials of the testers and by an indication of when the tests were performed;

(f)(11) The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;

(f)(12) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;

(f)(13) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;

(f)(14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and (15) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

(g) Training.

(g)(1) The employer shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.

(g)(2) Training shall be provided to each affected employee:

(g)(2)(i) Before the employee is first assigned duties under this section;

(g)(2)(ii) Before there is a change in assigned duties;

(g)(2)(iii) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;

(g)(2)(iv) Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures required by paragraph (d)(3) of this section or that there are inadequacies in the employee's knowledge or use of these procedures.

EXCAVATION CHECKLIST

(To be completed by a Competent Person)

Site Location:		
Date:	Time:	Competent Person:
Soil Type: (See Attached Form):		
Soil Classification:	Excavation Depth:	Excavation Width:
Type Of Protective System Used:		

Indicate for each item: YES - NO - or N/A for not applicable

1. General Inspection of Jobsite:	
A. Excavations, adjacent areas, and protective systems inspected by a competent person daily before the start of work.	
B. Competent person has the authority to remove employees from the excavation immediately.	
C. Surface encumbrances removed or supported.	
D. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.	
E. Hard hats worn by all employees.	
F. Spoils, materials, and equipment set back at least two feet from the edge of the excavation.	
G. Barriers provided at all remotely located excavations, wells, pits, shafts, etc.	
H. Walkways and bridges over excavations four feet or more in depth are equipped with standard guardrails and toeboards.	
I. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic.	
J. Employees required to stand away from vehicles being loaded or unloaded.	
K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.	
L. Employees prohibited from going under suspended loads.	
M. Employees prohibited from working on the faces of slopes or benched excavations above other employees.	
2. Utilities:	
A. Utility companies contacted and/or utilities located.	
B. Exact location of utilities marked.	
C. Underground installations protected, supported, or removed when excavation is open.	
3. Means of Access and Egress:	
A. Lateral travel to means of egress no greater than 25 feet in excavations four feet or more in depth.	

B. Ladders used in excavations secured and extended three feet above the edge of the trench.	
C. Structural ramps used by employees designed by a competent person.	
D. Structural ramps used for equipment designed by a registered professional engineer (RPE).	
E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surface.	
F. Employees protected from cave-ins when entering or exiting the excavation.	
4. Wet Conditions:	
A. Precautions take to protect employees from the accumulation of water.	
B. Water removal equipment monitored by a competent person.	
C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.	
D. Inspections made after every rainstorm or other hazard-increasing occurrence.	
5. Hazardous Atmosphere:	
A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard.	
B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19.5% oxygen and/or to other hazardous atmospheres.	
C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas.	
D. Testing conducted often to ensure that the atmosphere remains safe.	
E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist.	
F. Employees trained to use personal protective and other rescue equipment.	
G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavations.	
6. Support Systems:	
A. Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads.	
B. Materials and equipment used for protective systems inspected and in good condition.	
C. Materials and equipment not in good condition have been removed from service.	
D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back into service.	
E. Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or threat of being struck by materials or equipment.	
F. Members of support system securely fastened to prevent failure.	
G. Support systems provided in ensure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc.	
H. Excavations below the level of the base or footing supported, approved by an RPE.	
I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.	

J. Backfilling progresses with removal of support system.	
K. Excavation of material to a level no greater than two feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.	
L. Shield system placed to prevent lateral movement.	
M. Employees are prohibited from remaining in shield system during vertical movement.	
Corrective Action	

DAILY TRENCHING LOG

Date:	Signature:
Weather:	Project:

Was One Call System contacted: Yes _____ No _____
Protective system: Trench shield (box) _____ Wood shoring _____ Sloping _____ Other _____
Purpose of trenching: Drainage _____ Water _____ Gas _____ Sewer _____ Other _____
Were visual soil tests made: Yes _____ No _____ If yes, what type?
Were manual soil tests made: Yes _____ No _____ If yes, what type?
Type of soil: Stable Rock _____ Type A _____ Type B _____ Type C _____
Surface encumbrances: Yes _____ No _____ If yes, what type?
Water conditions: Wet _____ Dry _____ Submerged _____
Hazardous atmosphere exists: Yes _____ No _____ ***(If yes, follow confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))***
Is trenching or excavation exposed to public vehicular traffic (exhaust emission): Yes _____ No _____ ***(If yes, refer to confined space entry procedures; complete Confined Space Entry Permit; monitor for toxic gas(es))***
Measurements of trench: Depth _____ Length _____ Width _____
Is ladder within 25 feet of all workers: Yes _____ No _____
Is excavated material stored two feet or more from edge of excavation: Yes _____ No _____
Are employees exposed to public vehicular traffic: Yes _____ No _____ ***(If yes, warning vests required)***
Are other utilities protected: Yes _____ No _____ ***(Water, sewer, gas or other structures)***
Are sewer or natural gas lines exposed: Yes _____ No _____ ***(If yes, refer to confined space entry procedures policy; complete Confined Space Entry Permit; monitor for toxic gas(es))***
Periodic inspection: Yes _____ No _____
Did employees receive training in excavating: Yes _____ No _____

ACCIDENT CHECKLIST

Be Prepared

Always keep the following items in your vehicle so they are readily accessible:

- Driver's license
- Vehicle registration
- Insurance documentation
- A flashlight
- A disposable camera or camera phone
- A mobile/cell phone
- First-aid kit, water, flare, flat fix-it kit, etc.
- Notepad and pen

Accident Response: On the Scene

Accident scenes can be very shocking, especially right after the impact occurs. Try to remain calm and do the following:

- Stop your vehicle. If you drive away, you could be charged with a "hit and run" charge.

- If you are blocking traffic in a dangerous place, pull off to the side of the road or into a well lit parking lot.

- Contact the authorities. Try to assess the scene if anyone else is hurt. Otherwise, wait for the ambulance and /or police.

- Contact your supervisor.

- Turn off your engine and wait for assistance.

- Be courteous to all parties.

- If you suspect the other driver may be drunk, do not confront him/her. Tell the police and let them handle the situation.

- Make sure you are as calm as possible before making any statements or talking to the police.

- Take photos before you leave the scene.

- Avoid making statements about responsibility to the other driver, witnesses, police or anyone else. Do not state that you are at fault, even if you think you may have caused the accident.

- Acquire a copy of the police report.

After the Accident

Here are some tips for dealing with the aftermath of an accident.

- Do not drive your car if it is unsafe. If you can safely drive your vehicle, take it to the City Shop once released by the police officer on scene.
- Make arrangements to be taken in for a drug and alcohol test.
- If you are injured, report it to your supervisor and request to taken in for medical attention.
- Complete the "Notice of Injury" at your earliest convenience, and submit it to your supervisor.

WELDING/CUTTING/BRAZING CHECKLIST

1) Obey all signs posted in the welding area.

2) Do not leave oily rages, paper or other combustible materials in the welding, cutting or brazing area.

3) Use the red hose for gas fuel and the green hose for oxygen.

4) Do not use worn or cracked hoses.

5) Do not use oil, grease or other lubricants on the regulator.

6) "Blow out" hoses before attaching the torch.

7) "Blow out" the cylinder valve before attaching or reattaching a hose to the cylinder.

8) Do not use a cigarette lighter to ignite torches; use friction lighters only.

9) When welding, wear welding gloves, a long sleeve shirt,

10) Do not change electrodes using your bare hands; use dry welder's gloves

11) "Bleed" oxygen and fuel lines at the end of the work shift.

12) Use the welding card that has a safety chain or cable when transporting cylinders used for welding.

GRU HOT WORK PERMIT

Permits issued to contractors are to be completed by Fire Safety Office personnel only.

ISSUE DATE: ____/____/_____ TIME: [ ]

EXPIRATION DATE: ____/____/_____ TIME: [ ]

LOCATION OF WORK	Building:		REQUIRED	INITIALS
	Room #:			
WORK TO BE DONE		CHECK :		
	Welding			
	Torch			
	Cutting, Burning			
	Open Flame			
	Internal Combustion Equipment Type:			
	Other Type:			
UNIVERSAL REQUIREMENTS	ALL-PURPOSE (ABC) FIRE EXTINGUISHER AT SITE		X	
	FIRE WATCH ASSIGNMENT NAME:		X	
	AREA CLEARED OF FLAMMABLES & COMBUSTIBLES DAILY.		X	
	AREA SECURED - ROPED OFF OR BARRICADED		X	
	WALL PENETRATIONS PROTECTED		X	
	DRAINS/FLOOR OPENINGS/GRATES PROTECTED		X	
	DUST ACCUMULATION REMOVED		X	
	FIRE ALARM COMPONENTS DEACTIVATED LIST: Smoke and/or Heat Detectors Deactivated		X	
ADDITIONAL PRECAUTIONARY REQUIREMENTS	PROTECTIVE SHIELDING			
	GASTECH METER TEST	RESULTS: %		
	SPECIAL PRECAUTIONS LIST: Fire Watch		✓	
AUTHORIZATION TO PROCEED	(Print) REQUESTED BY:	PHONE:		
	(Print) COMPANY:	PHONE:		
	SIGNATURE:			
	ISSUED BY (EH&S):	PHONE:	721-2663	

IN THE EVENT OF FIRE / EMERGENCY CALL 721-2911.

THIS PERMIT MUST BE AVAILABLE ON THE JOB/WORK SITE AT ALL TIMES!

JOB HAZARD ANALYSIS FORM

Job#	Date:	Page ___ of ___
Company:	Department:	Section:
Reviewed by:	Title:	Superintendent:
Required/Recommended PPE:		

SEQUENCE OF JOB	POTENTIAL HAZARD(S)	RECOMMENDED ACTION, PROCEDURE, TRAINING, PERMITS & EQUIPMENT
SAFETY REPRESENTATIVE SIGNATURE:		

Sequence of job: Identify principal steps and sequence of work activities.

Potential Hazards: Analyze each step to identify hazards that potentially impact the worker.

Recommendations: Determine specific controls for each hazard to include the action, and procedures along with any permits required, training and personal protective equipment (PPE) that employees need.