

ATTACHMENT B

WORKPLACE SAFETY POLICIES AND WORKPLACE SAFETY POLICIES SPECIFIC TO DEPARTMENT OF PUBLIC WORKS EMPLOYEES

General Safety Rules

Introduction

The Village is committed to providing a safe and hazard-free workplace for all of its employees. The Village recognizes that safe work processes that promote a hazard-free work environment must be effectively communicated in order to optimize safety.

Objective

The main objective of the general safety rules is to prevent employee injuries and property damage. These rules are intended to specify the general standards by which Village employees should perform their jobs. However, these rules are not exhaustive, and in addition, individual department rules may apply. Village employees are expected to understand and abide by established safety standards that are applicable to the positions they hold. Recommendations or suggestions regarding the addition or modification of these safety rules should be made to your supervisor.

Scope

The general safety rules apply to any Village employee, volunteer, or worker under contract. Village employees are required to not only perform their tasks and duties in a safe manner, but, to be knowledgeable of all safety standards that may apply to their individual work. The ultimate success of maintaining a safe work environment will depend upon the continued cooperation of all employees in adhering to these rules and those additional standards that may be unique to their own jobs.

Employee Responsibility

Every employee is responsible for performing his or her job with every possible regard for his or her own safety, and for the rights and safety of others. Each employee is responsible for compliance with all applicable federal, state, and local safety standards. All employees, regardless of position, are, as a condition of employment, required to obey all safety rules and general safe work practices set forth in these rules. All safety rules shall be strictly enforced.

Management Responsibility

Each department manager is responsible for the safety of work under their direction. This should include, but not be limited to, the following:

- Providing employees with a safe working environment
- Ensuring compliance and enforcing all applicable federal regulations, state regulations and Village safety standards within their department in a consistent and timely manner

- Ensuring that employees receive proper instructions for the safe performance of their jobs including safety orientation for new employees.
- Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

General Safety Rules

HORSEPLAY – Horseplay of any kind is forbidden.

SMOKING – No person shall smoke in any Village-owned building or vehicle unless in an authorized designated area.

POWER TOOLS AND EQUIPMENT – All power tools and equipment shall be shut off when unattended or not in use.

WEARING APPAREL AND JEWELRY – Standards for wearing apparel and jewelry shall be consistent with Village polices and the requirements of the job.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES – No employee should report for work or perform work under the influence of alcohol or unauthorized controlled substances.

REPORTING ACCIDENTS AND INJURIES – All accidents involving Village equipment and all personal injuries, however small but within reason, should be immediately reported by the employee to their supervisor who in turn will notify the Village Administrator. In addition, within 24 hours (next work day for weekends and holidays) the appropriate accident and injury report form must be completed and forwarded to the Village Administrator or Clerk. This reporting requirement is needed to meet state and federal recording requirements and for the protection of the injured employee. Accidents not reported in a timely manner may not be compensable under the Workers Compensation Act.

VEHICLE AND EQUIPMENT OPERATION – All employees who operate vehicles or equipment on a public roadway must possess a valid driver's license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried at all times when working.

RADIO/STEREO HEADPHONES – No radio/stereo headphones or earphones may be worn when operating a vehicle or equipment.

PROTECTING THE PUBLIC – The public shall when at all possible be kept away from all work areas that could expose them to a hazard.

EXPOSURE TO HUMAN AND BODY FLUIDS – Any employee exposed to human blood, body fluids or other potentially infectious materials must immediately report the incident to their supervisor.

Employees whose duties involve exposure to human blood, body fluids or potentially infectious materials are required to use personal protective equipment provided by the Village.

HOUSEKEEPING – It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment, and materials to the proper storage location. All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object that would present a trip or fall hazard, such as electrical cords, boxes, etc. should be properly stored and secured. Marked walkways are provided in storage areas and should not be used for storage.

Any substance spilled or observed on the floor that would cause the floor to become slippery or to create a trip hazard should be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity “wet floor” signs should be placed to warn employees and the public.

No person may work on the surface of any structural member, floor, or other working platform which has become slippery from ice, snow, frost, paint or other cause, unless the surface is cleaned, sprinkled with sand or made non-slippery insofar as the nature of the work will permit.

Oily and greasy rags should be stored in an approved covered metal container provided for that purpose.

Compressed air should not be used for cleaning purposes except where reduced to less than 30 psi and then only with effective chip-guarding and personal protective equipment. Compressed air should not be used to clean oneself.

All compressed gas cylinders shall be secured around the body of the cylinder to prevent falling.

TOOLS AND EQUIPMENT – Employees should inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for its intended purpose.

When performing maintenance and repairs, use only properly insulated tools, remove all jewelry and shut off power, if possible, when working around energized electrical circuits or equipment. Do not operate, repair or test any machinery, apparatus, tools, or other equipment unless you have been properly trained and are authorized to do so. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, or tool should be operated or used with any safety equipment or device disabled or removed. Employees should visually check vehicles, equipment and tools prior to use. Employees will be held accountable for damage to tools, vehicles, and/or equipment that results from misuse, negligent operation, intentional damage, abuse, and/or failure to report equipment problems.

Never operate machinery or equipment when it is not adequately guarded or when guards are removed.

All electrical equipment must be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground. When using extension cords make sure they are U.L. approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights shall be equipped with globe guards and non-metallic sockets. Extension cords should not be used in place of permanent wiring.

When working with electrical tools avoid wet areas and contact with water pipes or grounded equipment.

When operating a grinder: No wheel should be operated without a guard. The tool rest should be adjusted to within 1/8 of an inch of the wheel, but no adjustment should be made while the wheel is in motion. Grinding on the flat side of the wheel is prohibited. Out of round wheels should be addressed before use. Approved eye protection should be worn. Grinder base should be anchored securely to the floor.

When mowing or trimming: Approved safety glasses must be worn. Inspect the area first and remove all debris. Cut with the discharge chute pointed down and in the opposite direction of buildings, vehicles and play areas. Always shut the engine off before attempting to clean the discharge chute or make any adjustments to the mower.

When trimming trees or using chain saws: Except in cases of emergency, aerial tree work should not be performed when trees are wet, during high winds, or when temperatures are below zero. Ropes of suitable strength should be used for lowering of limbs. Climbing ropes or safety line should not be used for lowering of limbs. Remove all tools and hangers from trees whenever you leave the job site. No person should be grounded with vehicle when working around wires. Never walk with saw blade in motion. Walk with guide bar pointing to rear. Maintenance and refueling should not be done when saw is running. Approved hard hats, eye, ear and foot protection should be worn. Spectators should be kept clear of the working area and all streets and sidewalks should be properly barricaded before work commences.

All pipes carrying steam or other hot materials within 7 feet of the floor or working platform, that are exposed to contact, shall be covered within insulating material, or guarded so that contact will not cause personal injury.

VEHICLE OPERATION AND REPAIR – All employees operating vehicles or equipment should be thoroughly familiar with and obey all state and local laws and regulations governing motor vehicle or equipment operation. Careless or negligent operation of vehicles or equipment is prohibited.

Each occupant of a motor vehicle is required to wear a seatbelt. Inoperative or missing safety belts should be immediately reported to your supervisor. The vehicle or equipment should not be operated until the repairs have been made.

Employees who operate authorized emergency vehicles are required to operate their vehicle with respect to state statutes and department policy.

Employees taking medication or with a medical condition which may adversely affect their ability to perform their job in a safe manner are required to immediately inform their supervisor. The Village has the right to require that the employee provide medical information that describes, to the Village's satisfaction, any limitations or side effects affecting employment.

The operator of a vehicle or equipment is responsible for: Keeping the windshield and windows as clean and clear as possible. Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers, and horn are in proper working order. Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris. Promptly reporting any problems that could affect the safe operation of any vehicle or equipment. Operating the vehicle or equipment safely and legally.

Whenever any vehicle or equipment is involved in an accident, it is the responsibility of the driver to: Request medical assistance if needed, call the Police and advise them that the accident involves a Village vehicle or equipment, provide all information requested by Police, report the accident to his/her supervisor at once. Provide other drivers with contact information. Fill out a written report.

NOTE: Employees should not discuss the accident with anyone other than a representative of the Village or the Police. Employees should not admit liability or indicate that the Village will take responsibility or will pay any bills. If a citizen wishes to file a claim against the Village, they should be referred to the Village Clerk's office.

Employees should not ride on the outside of any vehicle.

No gasoline or diesel motor shall be operated, except to start or move the vehicle in an enclosed space, unless the exhaust is connected to the proper outlet or there is proper ventilation.

When parking conventionally equipped vehicles or equipment, the driver should: set parking or hand brake (if so equipped). Put equipment in low gear or park when necessary. Remove ignition key if possible. Do not leave any vehicle unattended with the motor running or with keys in the ignition. The only exception to this rule is vehicles that must, for mechanical reasons, remain running. In this instance, the vehicle may be left unattended if the doors are locked and the windows closed. Block rear wheels if the grade is steep. Curb front wheels by turning them into the curb. Ensure traffic signs and signals are visible to other motorists and are not obstructed by the vehicle. Exercise care when leaving a parking space to avoid an accident with moving traffic.

When backing equipment, employees should make sure no person, vehicle or fixed object is behind the vehicle. Employees should ask for assistance to guide backing operation. The backup signal must be employed if the equipment is so equipped.

No personally owned vehicle may be used on Village business without prior approval of the Village Administrator. In such cases, the operator of the vehicle must provide proof of liability insurance to the Village by means of a copy of the insurance declaration page. This requirement should not be waived.

When a breakdown occurs in a vehicle: If possible, the employee should contact his/her supervisor and as soon as possible make arrangements with the supervisor to have the vehicle or equipment moved off the roadway. The employee should make sure to turn on the vehicle flashers. If the vehicle creates a hazard and cannot be moved, the Police should be notified immediately.

When loading vehicles, the driver and those assisting are responsible for: Ensuring that the cargo is loaded and secured so that the load does not shift, spill or endanger others. If there is any debris, a cover or tarp should be placed over the load to prevent debris from blowing off. Prohibit anyone from riding on a load. Not allowing a cargo to project beyond the side of the vehicle body, ensuring that all loads projecting more than 4' beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object. Ensure that shovels and similar tools are placed in or on the vehicle so that they do not project beyond the body and cannot fall off.

FIRE/SAFETY FLAMMABLE LIQUIDS – Each facility must have and post a fire/emergency evacuation plan. The plan must include: Adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency. Rapid reporting to the Fire Department. Evacuation of affected personnel from areas involved in a fire. Procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain safe exit for personnel so engaged. Instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations. Adequate fire extinguishing equipment that is annually inspected by a responsible party.

Exits should not be locked (chained or otherwise) so as to impede proper evacuation. Exits should be marked/illuminated in accordance with applicable state statutes and local ordinances.

Fire extinguishers/hoses should be prominently displayed, labeled for usage and kept clear for easy access at all times. Employees should not place a discharged extinguisher back on its bracket. Employees are required to provide notice of an extinguisher with low pressure gauge reading or an expired inspection tag when aware of such a situation.

In case of a fire, employees should sound the fire alarm (if applicable), assist others, and call the Fire Department before attempting to extinguish the fire.

The following information will help you understand the use of fire extinguishers.

Type of Fire Hazard	Type of Extinguishing Agent
Class A – Ordinary Combustibles (paper, wood, grass, cloth, trash, etc.)	Water or foam
Class B – Flammable Liquids (Oil, paint, thinner, solvents, grease, gasoline, etc.)	Dry chemical or foam
Class C – Electrical Equipment (wiring, power tools, office equipment, etc.)	Carbon dioxide or dry chemical
Class ABC – Multi-purpose (ordinary combustibles, flammable liquids & electrical)	Multi-purpose extinguisher labeled ABC puts out most common fires.
Class D – Combustible Metals (fires in metals & metal dusts such as magnesium, titanium, zirconium, lithium, potassium, and sodium)	Special liquid or dry powder agent

Use a fire extinguisher only on the type of fire for which it is recommended.

Flammable liquids should be stored in accordance with the Flammable Liquids Code (NFPA 30 and 30A) and the directives of the local fire department. No storage of flammable or combustible materials should be allowed in furnace or boiler rooms.

Gasoline and other flammable liquids should be kept in approved safety containers, stored in a flammable liquid storage cabinet, and be properly labeled. Employees should not use gasoline or solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

Smoking or open flames are prohibited in areas where flammable liquids are present. No artificial lights, except UL approved electric flashlights should be used near escaping gasoline or other flammable vapors. Employees unsure about the safety of the atmosphere, must stay out of the area and notify a supervisor to ensure the atmosphere is checked.

Burning should be done in strict compliance with local ordinances. Caution must be observed. No flammable liquids should be used to start a fire.

MATERIAL HANDLING – When lifting, employees should: Lift heavy objects with legs. Bend knees, keep back straight. Maintain proper balance keeping the back as straight as possible. Keep elbows close to body. If the object is too heavy to handle safely alone, get help. If the load obscures the field of vision,

check the area to ensure that the path is clear.

When piling materials, employees should make sure the base is firm and level. Each layer must be cross tied. Piles shall be kept level and not stacked too high (use shoulder height as a guideline). Aisles should be clear and with adequate space to work in them.

Employees should never work under a suspended load or leave equipment unattended with a suspended load. Employees should not ride on a cable, sling, chain or other hoisting device, or on material being moved by means of a crane.

LADDERS, STEP STOOLS AND SCAFFOLDING - Employees should not use a metal ladder when working around electrical circuits, wires or when changing light bulbs. Employees should not stand on or above the second step from the top of a stepladder or the third rung from the top of a straight ladder. Ladders should not be painted. Ladders should have approved non-skid feet.

Employees should check the weight rating of the ladder to ensure the ladder can safely carry the weight plus the load being carried. No more than one person should be on a ladder at a time.

Scaffolding over 10 feet high should have toe boards, mid-rails and handrails.

Employees shall check all ladders, step stools and scaffolding thoroughly before use, as a rung, foot or guardrail could be broken or loose. Employees should not use makeshift ladders or scaffolding.

When using ladders, employees should set them on a firm dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about $\frac{1}{4}$ the distance to the support point of the ladder. When possible, ladders should be secured in place with ropes, hooks, spikes or other anti-slip devices. Employees should be careful to avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners, or where it could be in the path of vehicles or equipment. Employees should use signs or barricades to alert others.

FIRST AID – The Village provides first aid supplies for the temporary treatment of minor injuries such as cuts and scratches. All employees should know the location of such supplies in their work areas. All injuries however small should be treated to prevent infection. Report all injuries to your supervisor no matter how insignificant it may seem to you at the time. As first aid supplies are used, replacements should be requested. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site.

In case of serious injury, employees should: Dial 911 immediately. Do not move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury. Keep the injured party warm and comfortable. Provide temporary first aid if you are qualified to do so. Keep onlookers away from the injured party.

WELDING – When welding, the following procedures should be followed: You must wear approved safety equipment. This includes flame resistant clothing, respirators, aprons, face shield, gloves, etc. You are required to inspect welding area before and after completion of work for fire and other hazards. You must use an approved type of lighter to light the blowpipe. You are required to surround your work with suitable shields while arc welding when persons in surrounding areas could be affected. You must have immediate access to an approved type of portable fire extinguisher when welding. All acetylene tanks should be equipped with flash back valves; acetylene tanks should not be used if the pressure exceeds 15 PSI.

OFFICE SAFETY – It is each employee’s responsibility to keep his/her work station neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, or wobbly legs. Employees should report any loose or rough floor-covering.

All file, desk or table drawers should be kept closed when not in use. Employees should not overload top file cabinet drawers. Employees should not use chairs, desks, tables, or other office furniture in place of a ladder or step-stool. Employees should not recline in office chairs that are not intended for purpose.

Employees should be cautious when approaching a door that can be pushed toward them and when pushing a door open. Employees should moderate speed when approaching a blind corner.

Care should be exercised when using paper cutters. Paper cutters should be equipped with guards. Employees should use a sponge or other wetting device for sealing envelopes.

Employees should ensure equipment is grounded and that the power cord is in good condition. If a machine gives off a shock or starts smoking, it should be unplugged and the incident should be reported to the supervisor. Where appropriate, all equipment should be turned off while unattended or not in use.

Electrical cords should be placed so as to avoid creating a tripping hazard. If a cord must cross a pedestrian walkway it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords should not be used. Employees should report deficiencies, if noticed, immediately to the supervisor. Extension cords should not be used in place of permanent wiring. Employees should not remove electrical plugs by pulling on the wire.

(as of 12/13)