
Safety and Health Program

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Grafton Police Department, in accordance with the requirements of Wis. Stat. § 101.055 and Wis. Admin. Code § SPS 332.15.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Villagewide safety efforts. [See attachment: Safety Manual.pdf](#)

1033.2 POLICY

The Grafton Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain a Safety and Health Program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1033.3 SAFETY AND HEALTH PROGRAM

The Village of Grafton is responsible for developing a Safety and Health Program that shall include (Wis. Admin. Code § SPS 332.203):

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will:
 1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

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- (f) Establishing a process to ensure illnesses and injuries are reported as required under Wis. Stat. § 101.055 and Wis. Admin. Code § SPS 332.50.

1033.4 ASSISTANT CHIEF OF POLICE RESPONSIBILITIES

The responsibilities of the Assistant Chief of Police include, but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.
- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
 - 1. New member orientation that includes a discussion of safety and health policies and procedures.
 - 2. Regular member review of the Safety and Health Program.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
 - 1. Informing members of the safety and health program guidelines.
 - 2. Recognizing members who perform safe work practices.
 - 3. Ensuring that the member evaluation process includes member safety performance.
 - 4. Ensuring department compliance to meet standards regarding the following (Wis. Stat. § 101.055):
 - (a) Maintenance of records related to work-related injuries, illnesses and exposure to toxic/harmful substances.
 - (b) Prompt notification to employees of qualifying exposures.
 - (c) Notification to employees of their protections and rights regarding employee safety, including posting a summary of these protections and rights at the Department.
 - (d) Assistance is provided to inspectors of the Wisconsin Department of Safety and Professional Services and required information is provided to them.
 - (e) Notification is made to collective bargaining units of inspections by the Wisconsin Department of Safety and Professional Services.
 - (f) Protection is provided to employees exercising their rights related to reporting safety issues.
 - (g) Meet or exceed Public Employment Safety and Health requirements of Wis. Admin. Code § SPS 332.15 et seq. to include:

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1. Communicable diseases (Wis. Stat. § 101.055; Wis. Admin. Code § SPS 332.15).
 2. Respiratory protection (29 CFR 1910.134; Wis. Admin. Code § SPS 332.15).
 3. Emergency Action Plan (29 CFR 1910.38; Wis. Admin. Code § SPS 332.15).
- (e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.
- (h) Conducting and documenting a regular review of the health and safety plan.

1033.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with the Safety and Health Program guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Assistant Chief of Police.
- (e) Notifying the Assistant Chief of Police when:
 1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
 2. New, previously unidentified hazards are recognized.
 3. Occupational illnesses and injuries occur.
 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
 5. Workplace conditions warrant an inspection.

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1033.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Assistant Chief of Police via the chain of command.

The Assistant Chief of Police will take appropriate action to ensure the Safety and Health Program addresses potential hazards upon such notification.

1033.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Assistant Chief of Police shall ensure that the appropriate documentation is completed for each inspection.

1033.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1033.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.

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- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1033.9 TRAINING

The Assistant Chief of Police should provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1033.9.1 TRAINING TOPICS

The Assistant Chief of Police shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

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- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

1033.10 RECORDS

Records and training documentation relating to the Safety and Health program will be maintained in accordance with the established records retention schedule.

Attachments

Safety Manual.pdf

VILLAGE OF GRAFTON



GRAFTON
QUALITY LIFE. NATURALLY.

SAFETY MANUAL

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TO ALL EMPLOYEES

We are committed to providing a safe and hazard free work place for all employees. At the same time, it is expected that employees shall, as a condition of continued employment, abide by these established standards.

The rules are intended to specify the general standards by which employees shall perform their jobs. However, these rules are not exhaustive and additional rules may apply to the particular functions of individual departments. Violation of safety rules or standards will result in disciplinary action. Recommendations or suggestions regarding the addition or modification of these safety rules should be made to your supervisor.

As used in these rules, shall is interpreted to mean "required" while "should" is interpreted to mean "recommended, but not required".

Management reserves the right in its discretion to supplement, alter, modify, amend, or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend, or in any way contravene the provisions of our labor agreements or Work Rules. Any grievance arising out of the discharge, disciplinary action, and/or interpretation of these rules are subject to the grievance procedure.

These rules were developed to apply to employees at all levels of employment. The intent was to develop rules that fulfilled the desired goal of providing a safer work place. The ultimate success of this effort will depend upon the continued cooperation of employees and administration.

DATED THIS ____ DAY OF _____, 20 ____.

AN AFFIRMATIVE ACTION EMPLOYER

GENERAL SAFETY RULES

1.01 EMPLOYEE RESPONSIBILITY

All employees are responsible for performing their job with every possible regard for their own safety and for the rights and safety of others and for compliance with all applicable Federal, State, and Local safety standards that apply to the performance of their job. All employees, regardless of position, are, as a condition of employment, required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. These rules shall be strictly enforced.

1.02 MANAGEMENT RESPONSIBILITY

Each Department Head and Supervisor is responsible for the safety of employees under their direction. This shall include, but not be limited to the following:

- a) Providing employees with a safe working environment and equipment as necessary to perform the job safely.
- b) Ensuring compliance and enforcing all applicable Federal Regulations, State Regulations, and local safety standards within their department in a consistent and fair manner.
- c) Ensuring that employees receive proper instruction for the safe performance of their jobs. This includes safety orientation for new and transferred employees.
- d) Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.
- e) Investigate all accidents and initiate corrective action when necessary.

1.03 HORSEPLAY

Horseplay, wrestling, practical jokes, and throwing objects are forbidden.

1.04 SMOKING

Smoke only in authorized area; failure to observe such rules could start fires and endanger your life and those of your co-workers. Shut off engines and do not smoke while fueling equipment.

1.05 POWER TOOLS AND EQUIPMENT

All power tools and equipment shall be shut off when unattended or not in use except for emergency generators and portable pumping equipment.

1.06 REPORTING DAMAGE OR PROBLEMS WITH TOOLS AND EQUIPMENT

Report to your supervisor immediately if tools, vehicles, equipment, or machinery you are required to operate are not working properly. Fill out report forms as required. Employees shall be responsible for damage to tools, equipment, vehicles, etc., that results from misuses, negligent operation, intentional damage, abuse, failing to report problems, etc.

1.07 WEARING APPAREL

Standards for wearing apparel shall be consistent with Village policies and the requirements of the job.

1.08 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

The drinking of alcoholic beverages of any kind or use of controlled substances during working hours is prohibited. No employee shall report for work or work under the influence of **alcohol** or **controlled substances** as defined by Chapter 161 of the Wisconsin Statutes. Personnel who operate a vehicle over 26,000 gross vehicle weight shall not consume alcohol within the previous 4 hour periods of work assignments. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined or sent home without pay. In the event the employee is not disciplined but by mutual consent is sent home without pay, such action shall not be subject to the grievance procedure nor shall it be used by either party in any disciplinary appeal or review procedure in the future. The employee may be required to submit to the appropriate testing process to determine the basis of impairment, if any.

1.09 REPORTING ACCIDENTS/INJURIES

All accidents involving Village equipment and all personal injuries to Village employees or the general public, however small, shall be reported immediately to your supervisor who shall notify the Officer of the Village Clerk. In addition, within 24 hours, the appropriate accident and injury report form must be completed and forwarded to the Village Clerk. This reporting requirement is done to meet State and Federal recording requirements, and for your protection. Accidents not reported within a specific period of time may not be compensable under the Worker's Compensation Act. Contact your supervisor if you are unsure of how to complete the required report or need a form. Your supervisor will complete the form if you are medically unable.

A vehicle accident in which injury is sustained by any involved employee and/or citizen which requires immediate medical attention by hospital personnel, the employee shall be required to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A directly involved employee in this scenario is the driver of the Village vehicle or driver of the employee's private vehicle while on Village business.

1.10 WORKING IN THE STREET

When working within 10 feet of a traveled roadway, always wear reflective clothing or high colored vests (29 CFR 1926.20 (a) (4)); use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have an operable flashing or steady burn light which is turned on.

1.11 VEHICLE AND EQUIPMENT OPERATION

All individuals who operate vehicles or equipment on a public roadway shall possess a valid **Wisconsin Operator's License**. A valid **Commercial Driver's License (CDL)** endorsement is required to operate any vehicle over 26,000 pounds gross vehicle weight. This license must be carried on your person at all times when working. Persons who possess a CDL must report all traffic citations. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their operating license is restored.

1.12 DISPUTE RESOLUTION

In the event a dispute should arise concerning safety, the Village Administrator or his Designee shall be the final deciding authority.

1.13 RADIO/STEREO HEADPHONES

No radio/stereo headphones or earphones shall be worn when operating any vehicle or equipment or at any other time while working.

1.14 CONFINED SPACE ENTRY

All entry/work in **confined spaces** requires an entry permit and shall be performed in accordance with DILHR rule 31 and the Confined Entry Procedure.

1.15 LIGHTING

Make certain you have adequate light to safely perform your job.

1.16 PROTECTING THE PUBLIC

The public shall be kept away from all work areas that could expose them to a hazard.

1.17 FLOTATION DEVICES

Coast Guard approved **flotation devices** shall be worn at all times while working over water or operating or riding in a boat or any type of watercraft.

1.18 EXPOSURE TO HUMAN BLOOD AND BODY FLUIDS

Any employees 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 as required by the Village's Infectious Disease Control and Exposure Control Plan and OSHA regulations.

1.19 RETURN-TO-WORK

The Village will do everything it can to return injured employees to work on light duty when such work is available. It is expected that the injured employee will follow the treating physician's recommendations and return-to-work (on light duty or regular duty) as quickly as possible after the employee's injury.

An employee brought back to work on light duty shall not be worked beyond the limits of the light duty slip until such time as the restrictions are modified or lifted by the treating physician.

HOUSEKEEPING

2.01 WORK AREA

It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment, and material to the proper storage location.

2.02 FLOORS & AISLES

All floors, aisles, and work and storage spaces shall be kept clean and orderly. Any object which would present a trip/fall hazard, such as electrical cords, boxes, etc. shall be properly stored, secured, etc. **Marked walkways** shall be provided in storage areas and shall not be used for storage.

2.03 SPILLS/WET FLOORS

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

2.04 RAG STORAGE

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

2.05 COMPRESSED AIR

Never use compressed air to clean (29 CFR 1910.242 (b)).

TOOLS AND EQUIPMENT

3.01 GENERAL RESPONSIBILITIES

It is important to keep all tools and equipment in good working condition. Employees shall daily inspect all tools and equipment assigned to them. Always use the right tool for the job and use each tool only for that which it is intended.

3.02 MAINTENANCE/REPAIR

When performing maintenance or repair functions, use only properly insulated electrical tools, remove all jewelry and shut off the power when working around electrical circuits or equipment.

3.03 GRINDER OPERATION

When operating a grinder:

- a) No wheel shall be operated without properly installed guards.
- b) The top (tongue) guard should be adjusted to within 1/4 of an inch of the grinding wheel. The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- c) Grinding on the flat side of the wheel is prohibited.
- d) Out-of-round wheels shall be dressed before use.
- e) Approved eye protection shall be worn.

3.04 MOWING/TRIMMING

When mowing or trimming:

- a) Approved safety glasses with side shields must be worn.
- b) Inspect area first and remove all debris.
- c) Cut with discharge chute pointed down and in opposite direction of buildings, vehicles, and play areas.
- d) Always shut engine off and allow engine to cool before attempting to refuel the engine, clean the discharge chute, or make any adjustments to the mower.
- e) Wear steel toe safety shoes or toe guards.

3.05 TREE TRIMMING

When trimming trees or using chain saws: (NOTE: All tree work shall be done in accordance with the provisions of ANSI 133.1.)

- a) Except in cases of emergency, aerial tree work shall not be performed when trees are wet, during high winds, or when temperatures are below zero.
- b) Ropes of suitable strength shall be used for lowering of limbs.
- c) Climbing ropes or safety line shall not be used for lowering of limbs.
- d) Remove all tools, hangers, and ropes from trees before you leave the job site.
- e) No person shall trim trees if the potential exist of coming into contact with electrical wires.
- f) Never walk with saw blade in motion.
- g) Walk with guide bar pointing to rear.
- h) Maintenance and refueling shall not be done when saw is running or until cooled.
- i) Approved hard hats, eye, ear, and foot protection shall be worn.
- j) Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

3.06 LOCK OUT AND TAGGING OF EQUIPMENT

Stop and lock out machinery before attempting maintenance. Never remove a danger sign, lock, or tag unless you put it there originally to make repairs or are instructed to remove it. Always check to see if everyone is in a safe position before removing the lockout device, tag and moving, re-energizing, or restarting the equipment. Use OSHA/DILHR approved signs, locks, and lockout devices.

3.07 TRAINING

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. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

3.08 INSPECTION OF VEHICLES, EQUIPMENT, AND TOOLS

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure, or equipment. No vehicles, equipment, tool, etc. shall be operated or used with any safety equipment including guards or other devices disabled or removed. (Remember, until a problem is identified, it cannot be corrected.)

3.09 PESTICIDES/CHEMICALS

When mixing, using, storing, or disposing of **pesticides or other chemicals**, an employee must be certified in pesticide use. The certified employee must read and follow manufacturers' directions and any state or federal requirements. Wear clothing and personal protective equipment recommended by the manufacturer or required by these rules or other management directives. If you are unsure of the proper procedure or have any questions, contact your supervisor.

3.10 GAS CYLINDER STORAGE

Oxygen, air, or any other compressed gas cylinders must be placed in racks or must be secured at all times. Compressed gas cylinders must be protected from the weather and from impact by vehicles or equipment.

VEHICLE OPERATION AND REPAIR

4.01 GENERAL RESPONSIBILITY

All employees operating vehicles or equipment shall be thoroughly familiar with and **obey all State and local laws** and/or regulations governing motor vehicle or equipment operation. Employees are responsible for careless or negligent operation of vehicles or equipment.

4.02 SEAT BELT/SHOULDER HARNESS USE

Each occupant of a motor vehicle shall wear seat belts and shoulder harnesses as required by Wisconsin statutes. Personnel on yard waste, leaf, brush collection, water line maintenance, and sewer line maintenance routes which require more than 10 stops per mile involving an exit from the vehicle are not required to wear restraints. (However, restraints are required to and from work area.) Inoperative or missing seat belts/harnesses shall immediately be reported to the department head. The vehicle or equipment shall not be operated until the repairs have been made.

4.03 EMERGENCY VEHICLE OPERATION

Employees who operate authorized emergency vehicles shall be required to operate their vehicle with respect to State Statute 346.03 and department policy.

4.04 USE OF MEDICATIONS

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. If the employee consents, the Village will request the required information on behalf of the employee. The Village will consider provisions of alternate work for those employees that comply with the above requirements and are temporarily unable to perform certain of their normal job activities. The Village reserves the right to require an independent medical evaluation by a physician of its own choosing and at its expense to obtain information regarding the employee's fitness for duty.

4.05 DRIVER RESPONSIBILITY

The driver/operator of a vehicle or equipment is responsible for:

- a) Keeping the windshield and windows as clean and clear as possible.
- b) Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers, and horn are in proper working order.

- c) For checking all fuel and oil levels each time he/she operates a vehicle/equipment.
- d) Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers, or any type of debris, etc.
- e) Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment.
- f) Storing tools and equipment in vehicles so as not to interfere with vision or proper vehicle operation. Materials placed in truck beds and trailers shall be secured to prevent excessive movement in sudden stops and accidents.
- g) Visually checking tires for adequate tread and inflation.

4.06 ACCIDENTS

Whenever any vehicle or equipment is involved in an accident, it shall be the **responsibility of the driver** to:

- I. Call for the assistance of the Police and advise the Police Department that it involves Village equipment.
 - a) Request medical assistance, if necessary.
 - b) Provide all information requested by the Police.
 - c) Report the accident to their supervisor at once and fill out the appropriate form.
 - d) Provide the other driver with his/her name and address.
 - e) Fill out a written report to be forwarded to the State Motor Vehicle Department, if required.

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

- II. The supervisor/Department Head shall:
 - a) In case of a non-personal injury accident, involving equipment, ensure that the appropriate accident report is forwarded to the Office of the Village Clerk within twenty-four (24) hours of the accident.
 - b) In cases involving an accident, with personal injuries of employees and/or non-employees, the Village Clerk shall be telephoned immediately.

- c) Personal injury accidents occurring outside normal office hours shall be reported to the designated adjusting firm by the Police Department. In addition, accident reports must be forwarded as soon as possible to the Village Clerk's Office as described above.

4.07 RIDING ON THE OUTSIDE OF VEHICLES

Employees shall not ride on the outside or cargo bed of any vehicle.

4.08 INDOOR OPERATION

No gasoline or diesel motors shall be operated, except to start or move the vehicles, in the shop or other enclosed place unless the exhaust is connected to the proper outlet or there is proper ventilation.

4.09 PARKING

When parking conventionally equipped (manual) vehicles or equipment, the driver shall:

- a) Set parking or hand brake (if so equipped).
- b) Put equipment in low gear, park, or reverse gear when necessary.
- c) Remove ignition key. Do not leave any vehicle unattended with the motor running or with the keys in the ignition. The only exception to this rule are those 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.
- d) Block rear wheels if grade is steep. Curb front wheels by turning them into the curb.
- e) Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
- f) Exercise care when leaving parking space to avoid accident with moving traffic.

4.10 BACKING VEHICLES AND EQUIPMENT - Avoiding Backing Whenever Possible

When backing equipment:

- a) Make sure no person, vehicle, or fixed object is behind the vehicle.
- b) Have a helper (if available) guide you, but remember the driver is fully responsible for backing motions.
- c) Do not back too close to the edge of a fill.

- d) Make sure backup signal, if required, is in working order. Tampering with or disabling audible backup alarm is prohibited.

4.11 VEHICLE STANDS

Always use approved metal vehicle stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position.

4.12 USE OF PERSONAL VEHICLES

Personnel who are requested to use a personal vehicle for Village purposes must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorist. This requirement shall not be waived. The insurance on the vehicle shall be primary to any Village insurance coverage.

4.13 MECHANICAL BREAKDOWN

When a breakdown occurs in a vehicle you are operating:

- a) If possible, move the equipment off the roadway.
- b) If it cannot be moved, make sure you turn on the vehicle flashers.
- c) Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.
- d) If the vehicle creates a hazard and cannot be moved, the Police should be notified.

4.14 LOADING VEHICLES AND EQUIPMENT

When loading vehicles, the driver and/or crew are responsible for:

- a) Ensure 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 over the load to prevent debris from blowing off. Prohibit anyone from riding on a load.
- b) Prevent cargo from projecting beyond the side of the vehicle body.
- c) Ensure that all loads projecting more than four feet 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.
- d) 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.

4.15 SAFE DRIVING RECORD

Employees who regularly drive Village vehicles are required to have a safe driving record in order to promote safety as part of their job.

All employees who drive a Village vehicle, operate mobile equipment, or receive a Village travel allowance or mileage reimbursement must notify their supervisor immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the Village Administrator. Payment for any citations received while driving a Village vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a Village vehicle or personal vehicle.

The Village will use the following criteria in evaluating safe driving records.

The Village will assign the following POINTS per ticketed offense to the employee as identified by the Department of Transportation's Motor Vehicle Record system:

Accident/Offense

I. Any preventable accident resulting in physical damage, and/or property damage, and/or personal injury.

POINTS - 20

II. Any moving traffic violation conviction/citation NOT identified below.

POINTS - 20

III. Driving while intoxicated.

POINTS - 60

IV. Conviction of the following major offenses:

POINTS - 80

a) Homicide resulting from the operation of any car involving conduct of unreasonable risk or high degree of negligence.

b) Any felony in which a car is used.

c) Failure to stop when involved in an accident resulting in death of, or personal injury to another or serious property damage.

Points assigned for a single accident or offense clear after 3 years. If multiple convictions occur, the driver shall be assigned the points associated with the most severe accident or offense.

APPLICANT: The Village will not hire an employee who has a higher point accumulation than 59 points.

EXISTING EMPLOYEES: Accumulation of 80 or more points for the assigned driver at any time beginning with the first accident or offense results in a loss of

authorization to drive any vehicle during working hours until the point score clears to less than 80 points.

In the event of a suspension, revocation, or cancellation of an operator's license, the employee's right to drive during working hours is withdrawn until the operator's license is reinstated.

FIRE SAFETY/FLAMMABLE LIQUIDS

5.01 FIRE PLANS

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; instruction of personnel who regularly work there concerning the location and proper use of fire extinguisher and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

5.02 EXITS

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

5.03 STORAGE OF FIRE EQUIPMENT

Fire equipment shall be prominently displayed and labeled for usage and kept clear for easy access at all times.

5.04 DISCHARGED FIRE EXTINGUISHER

Do not place a discharged extinguisher back on bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.

5.05 VEHICLE FIRE EXTINGUISHER

Vehicles and equipment as designated by the Department Head shall be equipped with a fire extinguisher.

5.06 REPORTING EQUIPMENT PROBLEMS

If you notice an extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once.

5.07 MONTHLY INSPECTION

The Department Head or his/her designee shall ensure that fire extinguishers are checked monthly and thoroughly inspected on an annual basis.

5.08 USE OF FIRE EXTINGUISHER

The chart on Page 19 will help you understand the use of a fire extinguisher. In case of fire, be sure you sound the alarm, get others out, and call the Fire Department before attempting to extinguish the fire.

Type of Fire Hazard

CLASS A: Ordinary Combustibles
paper, wood, grass, cloth, trash, etc.

CLASS B: Flammable Liquids
paint, thinner, solvents, grease, gasoline,
etc.

CLASS C: Energized Electrical Equipment
electrical boxes, panels, transformers, etc.
NEVER USE WATER on this kind of fire

CLASS ABC: Multi-Purpose
ordinary combustibles, flammable liquids,
and electrical

CLASS D: Combustible Metals
fires in metals and metal dusts such as
magnesium, titanium, zirconium, lithium,
potassium, and sodium

Type of Extinguishing Agent

Water

Dry chemicals, carbon dioxide, or
halogenated oil agents to smother the fire with
foam.

Dry chemicals, carbon dioxide, or
halogenated agents, to smother the fire with
foam.

A multi-purpose unit labeled ABC puts out the
most common fires.

Special liquid or dry powder agent

**USE A FIRE EXTINGUISHER ONLY ON THE TYPE OF FIRE
FOR WHICH IT IS RECOMMENDED**

5.09 STORAGE OF FLAMMABLE LIQUIDS

Flammable liquids shall be stored in accordance with the Flammable Liquid Code of the State of Wisconsin (Chapter 8 of the Administrative Code) and the directives of the Fire Department. All applicable chemicals must be registered with the Fire Department and the Office of Emergency Government. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

5.10 USE OF SAFETY CONTAINERS

Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet, and be properly marked.

5.11 USE OF NON-FLAMMABLE CLEANERS

Never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

5.12 SMOKING

Smoking or open flames are absolutely prohibited in areas where flammable liquids or potentially explosive atmosphere is present.

5.13 USE OF ARTIFICIAL LIGHTS

No artificial lights, except UL approved electric flashlights shall be used near escaping gasoline or other flammable vapors (**NOTE:** entry to a confined space must be done in compliance with the confined space entry procedures.) If you are unsure about the safety of the atmosphere, stay out of the area and call the Fire Department or Water and Wastewater Department; they will check the atmosphere.

MATERIAL HANDLING

6.01 LIFTING

When lifting heavy objects:

- a) Lift heavy objects with legs, not with the back. Bend your knees.
- b) Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
- c) If the object is too heavy to handle safely alone, get help.
- d) If the load obscures your vision check the area to ensure that your intended path is free of obstructions.

6.02 STACKING MATERIAL

When piling materials make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear and with adequate space to work in them.

6.03 SUSPENDED LOADS

Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

6.04 RIDING ON A HOISTING DEVICE

Employees shall never ride on a cable, sling, chain, or other hoisting device, or on material being moved by means of a crane.

6.05 USE OF CHEMICALS, PESTICIDES, HERBICIDES, AND FUNGICIDES

NOTE: All chemicals must be used in strict compliance with manufacturers instructions and applicable Federal, State, and Local laws, regulations, and ordinances.

- a) Make sure you read and follow manufacturers directions.
- b) Wear protective clothing as recommended by the manufacturer which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection, and a respirator.
- c) Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
- d) Notify your supervisor at once of any spillage of chemicals.

- e) Follow manufacturers recommendations when disposing of containers. Some containers must be burned or buried depending on toxicity.

6.06 HANDLING HAZARDOUS MATERIALS

- a) Under the provision of the Employee Right-to-Know Law, you may request information on toxic substances and infectious agents that may be present in your work place. Material Safety Data Sheets (MSDS) which contain identity of any toxic substances, description of the hazardous effects, handling precautions, and procedures for emergency treatment in the event of over exposure should be available within your department.

- b) **Incompatibility**

Always read product labels and MSDS before mixing or combining hazardous materials.

- c) **Labeling**

All containers should be labeled to identify the substances they contain. The labels shall reflect the numeric rating of the hazard for flammability, health, and reactivity.

- d) **Mixing**

Certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the area is well ventilated and that you follow mixing instructions on the product label or material safety data sheet (MSDS).

- e) **Moving and carrying chemicals**

Always store chemicals in approved containers.

- f) **Storage**

Always store chemicals according to instructions on product label or material safety data sheets (MSDS).

- g) **Disposal**

Always follow approved procedures for disposal. Never pour hazardous chemicals or waste down sewers or drains or on the ground.

PERSONAL PROTECTIVE EQUIPMENT

7.01 HARD HATS

Hard hats meeting the requirements of ANSI Z 289.1 - 1981, or revisions to this standard, shall be worn in the following activities at all times:

- a) Public Works personnel when 7.01 (f) below applies.
- b) Engineering personnel while on construction sites/projects.
- c) Water and wastewater utility personnel and office personnel when 7.01 (f) below applies.
- d) All electricians for construction, maintenance, or repair of street lighting, traffic signal facilities or when using the aerial lift.
- e) All personnel inspecting work projects/building projects, to include Inspection Department, Water Department, and Public Works when appropriate site sign posting dictates.
- f) Or whenever a overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction.

7.02 PROTECTIVE EYEWEAR

Safety glasses, face shields, or goggles. Suitable eye and face protective equipment shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids, or injurious radiation. (All safety glasses, face shields, and goggles shall comply with requirements of ANSI Z 87.1 - 1989, or revisions to this standard.)

Examples Include: (NOTE: This is not an all inclusive list. It is merely intended to provide examples of some of the possible situations when eye protection is required.)

- a) Grinding, cutting, milling, or drilling with power tools.
- b) Using impact wrenches and compressed air tools.
- c) Using punches, chisels, wedges, picks, or other impact tools.
- d) Chipping, scrapping, or scaling paint, rust, carbon, or other materials.
- e) When firing a handgun at the Police range.
- f) Chipping, saw cutting, or breaking concrete.
- g) Pipe cutting and threading.

- h) Using paint remover.
- i) Using power activated tools.
- j) Soldering.
- k) Sandblasting or air cleaning operations.
- l) Using metal cutting lathes, shapers, drill press, power hack saw, and other metal working tools.
- m) Using woodworking equipment/tools.
- n) Tree removal or trimming, brush chipping, or stump removal.
- o) Using brush cutters or chain saws.
- p) Steam cleaning.
- q) Washing vehicle parts with soaps or solvents.
- r) Working under vehicles.
- s) Using all types of lawn mowers, trimmers, and edgers.
- t) A full plastic face shield shall be worn when handling batteries, acids, caustics, and other harmful dust , liquids, or gases.
- u) When performing electrical switching operations or activating high voltage circuits where arcs may occur.
- v) A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations, or in any other circumstances that would expose the employee to a risk of eye injury.

7.03 HEARING PROTECTION

Ear muffs or ear plugs - Hearing protection which meets or exceeds the requirements of ANSI S 3.19 - 1974, or revisions to this standard, must be used whenever the noise level exceed 90 (DBA) or when using the shooting range or using air hammers or jackhammers, chainsaws, chippers, etc.

7.04 PROTECTIVE CLOTHING

When working in the roadway or right-of-way all employees shall wear a **high visibility vest** or other approved clothing (29 CFR 1926.201 (a) (4)).

7.05 HAND PROTECTION

Appropriate gloves shall be worn whenever engaged in the following activities:

- a) Laboratory activities (as required or for handling chemicals, batteries, etc.)
- b) Handling rough materials such as lumber, stone, brush, etc.
- c) Solid waste collection.
- d) Handling ropes or steel cable.
- e) When handling cement, hot asphalt, or oil for surfacing.
- f) Approved rubber gloves shall be included in all first aid kits and shall be used when in contact with human blood or body fluids.
- g) Welding.
- h) Materials handling.

7.06 SAFETY BELTS/HARNESSES

Safety belts/harnesses with Life Lines shall be used by employees working in the aerial bucket, performing tree work, or as required in the Confined Entry Procedures and in other situations as required. This equipment shall meet appropriate standards and shall be inspected prior to each use.

7.07 WORK SHOES

Approved work shoes shall be interpreted to mean hard-soled, oxford, or work type shoes. All Public Works employees and Water and Wastewater personnel are required to wear steel toed work shoes. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard-sole is interpreted to mean a sole that is made from hard leather, composite, or other man-made materials that are resistance to puncture or absorption of oil and other substances. In case of dispute, the Department Head shall be the final deciding authority.

7.08 RESPIRATORY PROTECTION

When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc. which are harmful to the human respiratory system, or where there is insufficient oxygen to support human life, the employee shall wear suitable breathing apparatus. When canister type respirators are used care must be exercised to use the proper canister for the exposure. Personnel must be properly fitted (which places certain restrictions on facial hair) and trained to use a respirator (29 CFR 1928.58) and must meet medical standards. (See 29 CFR 1910.134 (b) (10).)

7.09 SPRAY PAINTING

All spray painting operations shall be done in the spray booth or with proper equipment and ventilation. Respirators for organic vapors and inorganic dust are to be used by painter (see 7.08 Respiratory Protection). No smoking while spray painting. No welding, heating units, or electrical spark producing equipment should be used within 20 feet of spray painting.

CONSTRUCTION SAFETY

8.01 DIGGER'S HOTLINE

Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" (259-1181), the Grafton Water and Wastewater Utility (375-5330, and Crown Cable (375-4404). Neither the Village nor the Union shall abuse this section or utilize it to harass the other party.

8.02 WORK ZONE PROTECTION

- a) All work zones in the roadway, on the right-of-way, in designated parking areas, or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- b) If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor or the Director of Public Works immediately. In no instance shall a work zone be left unmarked where it creates a hazard for the public.
- c) Should there be a dispute as to whether or not a job site in the street, parkway, or sidewalk is adequately marked, the Director of Public Works shall be the deciding authority.

8.03 TRENCHING

Shoring shall be used in accordance with the DILHR/OSHA rules.

WORKING IN CONFINED SPACES

9.01 CONFINED SPACE ENTRY

Any employee required to enter a manhole or other confined space shall be properly certified, thoroughly familiar with and obey provisions of **DILHR Rule 31** and the Village's Confined Entry Procedure. All work in confined spaces shall be completed in compliance with the Village Confined Space Entry Procedure.

9.02 AIR TESTING

Never enter a manhole or other confined space without first testing the atmosphere for the presence of toxic and explosive gases and oxygen deficiency according to the procedures described in the Village's Confined Entry Procedure.

9.03 ENTRY TEAM

No one shall enter a manhole alone. There shall always be an **entry team** as defined in the Village's Confined Entry Procedure. An **entry permit** shall be obtained prior to entry.

9.04 HARD HATS

Approved hard hats must be worn when entering or working in a manhole.

LADDERS AND SCAFFOLDING

10.01 USE AROUND ELECTRICAL CIRCUITS

Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.

10.02 GENERAL PROVISIONS

Never stand on or above the second step from the top or a step ladder or the third rung from the top of a straight ladder. Ladders shall not be painted. Ladders shall have approved non-skid feet.

10.03 WEIGHT RATING

Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II (commercial grade) ladders are recommended rather than household Type II ladders. No more than one person shall be on a ladder at a time.

10.04 SCAFFOLDING

Scaffolding four feet to ten feet high, have a minimum horizontal dimension in either direction of less than 45 inches and scaffolding over ten feet high should have toe boards, midrails, and handrails.

10.05 EQUIPMENT INSPECTION

Always check ladders and scaffolding thoroughly before using it. A rung, foot, or guard rail could be broken or loose. Use only OSHA approved equipment. Never use makeshift ladders or scaffolding.

10.06 PLACEMENT AND SECURING OF LADDERS

When using ladders 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 1/4 the distance to the support point of the ladder. When possible, secure ladders in place with ropes, hooks, spikes, or other anti-slip devices. Always be careful of the placement of the ladder. 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. Use signs or barricades to alert others.

FIRST AID

11.01 FIRST AID SUPPLIES/REPORTING OF INJURIES

The Village provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall 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. The Department Head or his designee shall ensure that all first aid kits are inspected and restocked on a monthly basis.

11.02 REQUESTING MEDICAL ASSISTANCE

In case of serious injury:

- a) Request a rescue squad immediately.
- b) Except in situations involving heat stroke, keep the injured party warm and as comfortable as possible.
- c) Never move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury.
- d) Temporary first aid should be administered only by trained personnel. Unqualified personnel may cause more harm than good.
- e) Keep onlookers away from the injured.
- f) If, in the case of serious injury, it is necessary to transport the victim, it shall be done by rescue squad personnel.

OFFICE SAFETY

12.01 GENERAL HOUSEKEEPING OF WORK AREAS

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, wobbly legs, etc. Report any loose or rough floor covering.

All floors, aisles, work areas and storage spaces shall be kept clean and orderly. Any object which would present a trip/fall hazard, such as electrical cords, boxes, etc. shall be properly stored, or secured.

12.02 FILE DRAWERS

All file, desk, or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers. If file cabinets are not standing on a flat hard surface, they should be secured to a wall or bolted together to avoid tipping.

12.03 LADDERS

Never use chairs, desks, tables, or other office furniture in place of a ladder or step stool.

12.04 CHAIRS

Employees should not recline in office chairs that are not intended for that purpose.

Bending from a seated position and coming back up places tremendous strain on the back. The chair could be unstable and slip out from under you. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.

12.05 DOORS AND BLIND CORNERS

Be cautious when approaching a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.

12.06 MESSAGE SPINDLES

Message spindles are a frequent source of puncture wounds to hands and other parts of the body and, as a result, are prohibited for general office use. If it is necessary to utilize a message spindle, the tip of the spindle must be covered with a protective plastic cap or the point filed down.

12.07 PAPER CUTTERS AND OFFICE HAZARDS

Care should be exercised when using and storing scissors, paper cutters, razor blades, etc. Keep the blades of paper cutters closed when not in use. Also make sure paper cutters are equipped with guards. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.

12.08 OFFICE EQUIPMENT

Keep your hands clear of electric typewriter carriages while they are in motion. Do not use office equipment for any purpose other than that intended by the manufacturer. Never attempt to repair a piece of equipment without proper training. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it, and report it. Where appropriate, all equipment shall be turned off while unattended or not in use. Disconnect all electrical sources before cleaning, adjusting, or applying solutions to a machine.

Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.

12.09 ELECTRICAL CORDS

Electrical cords shall be placed to avoid creating a trip 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 shall immediately be reported to your supervisor.

12.10 ELECTRICAL PLUGS AND OUTLETS

Electrical cords shall be placed to avoid creating a trip 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 shall immediately be reported to your supervisor. Electrical cords should never be placed on radiators, steam pipes, walls, and/or windows.

Extension cords should only be used in situations where fixed wiring is not feasible. If it is necessary to use an extension cord, never run it across walkways or aisles due to the potential tripping hazard. If a cord must cross a walkway, in a temporary situation, it must be taped down or placed in a floor cord cover.

To prevent fire hazards the overloading of electrical outlets should be avoided.

12.11 CARRYING MATERIALS

Use caution when carrying materials. Avoid carrying anything that obscures your vision. If it is necessary to carry a load that obscures your vision, check the area in front of you to ensure that your intended path is free of obstructions.

When carrying materials, use these guidelines for proper lifting to avoid injury:

1. Take a balanced stance, feet placed shoulder-width apart. When lifting something from the floor, squat close to the load.
2. Keep your back in its neutral or straight position. Tuck in your chin so your head and neck continue the straight back line.
3. Grip the object with your whole hand, rather than only with your fingers. Draw the object close to you, holding your elbows close to your body to keep the load and your body weight centered.
4. Lift by straightening your legs. Let your leg muscles, not your back muscles, do the work. Tighten your stomach muscles to help support your back. Maintain your neutral back position as you lift.
5. Never twist when lifting. When you must turn with a load, turn your whole body, feet first.

When lifting heavy objects:

1. Lift heavy objects with legs, not with the back. Bend your knees.
2. Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
3. If the object is too heavy to handle safely alone, get help.

12.12 STORAGE OF MATERIALS

Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they can cause landslide problems. When stacking and/or storing boxes and cartons they should all be of uniform size in any pile or stack. Always stack material in such a way that it will not fall over.

Store heavy objects on lower shelves. When possible, try to store materials on shelves or inside cabinets, files, and lockers instead of on the floor.

Aisles, corners, and passageways must remain unobstructed. There should be no stacking of materials in these areas.

Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them.

Fire equipment, extinguishers, fire door exits, and electrical panels should remain unobstructed by any stored materials.

12.13 OFFICE FIRE PREVENTION

Learn the location of fire escape routes and how to activate the fire alarm. Become familiar with stairway exits - elevators may not function during a fire, or may expose passengers to heat, gas and smoke.

Heat-producing equipment - copiers, work processors, and coffee makers - are often overlooked as a potential fire hazard. Keep them away from anything that might burn. Electrical appliances can be fire hazards. Be sure to turn off all equipment at the end of the day. Whenever possible, use grounded equipment and/or appliances plugged into grounded outlets (three prong plug).

WELDING

13.01 GENERAL REQUIREMENTS

All welding, cutting, and brazing shall be performed in a manner consistent with DILHR and OSHA regulations (29 CFR 1910.251 - .255). When welding, cutting, or brazing the following procedures shall be followed:

13.02 PERSONNEL PROTECTIVE EQUIPMENT

You must wear approved welders safety equipment suitable for the materials being used. This includes flame resistant clothing, respirators, aprons, face shields, goggles, gloves, etc.

13.03 FIRE PROTECTION

All work shall be performed in compliance with National Fire Protection Association (NFPA) standard 51B (1962). You are required to inspect welding area before and after completion of work for fire or other hazards. You must have an immediate access to an approved type of portable fire extinguisher.

13.04 SHIELDS

You are required to surround your work with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.

13.05 VENTILATION

Adequate general or local ventilation must be maintained.

13.06 WORK IN CONFINED SPACES

Welding, cutting, or brazing in confined spaces requires air replacement with respirable air to replace withdrawn air or the use of NIOSH-MSHA approved air-line respirators or hose masks. All work in confined spaces shall be performed in compliance with the Village's Confined Space Entry Procedures.

13.07 APPROVED LIGHTERS

You must use an approved type of lighter to light the blowpipe.

13.08 FLASH BACK VALVES

All acetylene tanks shall be equipped with flash back valves, and acetylene tanks shall not be used if the pressure exceeds 15 pounds.

LIFT TRUCKS

14.01 AUTHORIZED PERSONNEL

Only authorized, trained, and certified personnel shall operate lift trucks.

14.02 WATCHING FOR HAZARDS

Operators must look in the direction of travel and be alert for potential hazards. Operate with forks close to the floor.

14.03 UNATTENDED VEHICLE

When the truck is unattended the controls must be neutralized, power shut off, brakes set, and forks grounded. Block wheels if parked on an incline.

14.04 TRANSPORTATION

Only the operator may ride on the lift truck, unless a seat and handholds are provided for a passenger.

14.05 ARM AND LEG PLACEMENT

Never place arms or legs between uprights of the mast or outside the running lines of the truck.

14.06 DIRECTION OF TRAVEL

On grades in excess of 10 percent, lift trucks are to be drive downgrade with the load following and upgrade with the load ahead.

Detach and return this page to the Department Supervisor after you have read and understand this manual.

I acknowledge receipt of the Safety Rules on the date indicated below.

Signed _____

Date _____