



SAFETY MANUAL

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Oak Creek Safety Policy Statement

The City of Oak Creek recognizes the risks inherent in providing necessary public services to the citizens of our community. The City of Oak Creek is committed to dealing with these risks in a proactive manner in order to maintain a safe and healthy working environment for all employees.

The City of Oak Creek has established a Safety Program to assist departments with the development of policies, procedures and training related to occupational safety and risk management. Every reasonable effort will be taken to reduce the potential and severity of accidents or injuries related to employment.

Safety will be given a high priority by all departments in all activities and functions of Oak Creek Government. Employees and supervisors must also be aware that safety will take precedence over expediency in performing daily work assignments.

The City 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 any labor agreement or policy. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to standard grievance procedures.

All employees share the responsibility of maintaining a safe and healthy working environment. It is critical for all employees, at all levels of our organization, to work cooperatively toward this goal. Therefore, it is the responsibility of all City of Oak Creek employees to read, understand and support this policy and work cooperatively toward its goal of providing a safe and productive work environment.

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ATTACHMENTS

- #1 Employee Acknowledgement Certification
- #2 Motor Vehicle Use Policy
- #3 Employee Incident Report
- #4 Supervisor Review of Injury or Illness

**Additional informational summaries on various safety best practices
can be found on the City's intranet.**

SECTION 1: PURPOSE & SCOPE

The purpose of this Safety Manual is to outline and/or establish those policies, programs and procedures necessary to comply with federal, state and local regulations, to prevent accidents, to reduce the potential and severity of injury to Oak Creek employees and to provide a safe and healthy workplace. This manual and the procedures outlined herein apply to all departments, boards and commissions, and agencies of the City of Oak Creek. Failure to follow the procedures and policies contained herein may result in disciplinary action up to and including termination, with repeated violations, even if “minor”, resulting in greater levels of discipline as appropriate.

SECTION 2: RESPONSIBILITIES

2.01 Department Managers and Supervisors

Department managers and supervisors are responsible for the safety of employees under their direction including the following:

- a. Ensuring compliance with the City of Oak Creek’s Safety Programs.
- b. Ensuring that their employees receive proper safety instruction and training in the performance of their jobs which includes new-hire orientation or transferred employees.
- c. Developing budgets which support the safety effort.
- d. Conducting accident investigations, completing required reporting, and implementing necessary corrective actions.
- e. Inspecting the work premises and equipment therein for unsafe conditions.
- f. Ensuring compliance with applicable federal, state, and local laws.
- g. Responding to employee reports of unsafe conditions and acts.

2.02 Employees

Each employee is responsible for performing their job with regard for their own safety and the safety of other employees as well as the public. 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. All employees shall be expected to abide by those safety standards that apply to the performance of their job including the following:

- a. Reading and following established safety rules and procedures.
- b. Wearing required personal protective equipment.
- c. Immediately reporting all accidents and injuries.
- d. Reporting unsafe conditions and acts to their supervisor.

SECTION 3: SAFETY COMMITTEES

3.01 City Safety Committee

This committee is made up of department heads, supervisors, or their designee from the following operational departments: Fire, Streets, Recreation and Forestry, City Clerk's Office, Engineering, Police, and Water Utility. The committee meets at least bi-annually and is chaired by the City Administrator designee. The function of this committee includes, but is not limited to, the following:

- a. To discuss policies concerning safety and health and make recommendations for necessary policy changes for presentation to the City Administrator and governing body, as appropriate.
- b. To review loss experience by department, cost analysis figures (loss runs), and accident reports for all areas of exposure, including worker's compensation, fleet accidents, and general liability exposures.
- c. To evaluate the progress of the Oak Creek's Safety Program and make recommendations to the program to ensure that current needs are being met.
- d. To provide direction to other committees and departments as may be appropriate.
- e. To keep the City Administrator informed on the status of Oak Creek's Safety Program.

3.02 Departmental Safety Committees

Departmental Safety Committees may be organized within any City of Oak Creek Department. Each departmental committee shall be made up of a logical combination of management and line personnel. The committees shall meet regularly. Meetings shall have an agenda with notes that are prepared for the meeting. The tenure of members should be established to help ensure all interested employees have the opportunity to serve. The function of these committees is primarily for:

- a. Discussing safety and health issues unique to their department in an effort to recommend necessary changes or improvements.
- b. Reviewing accidents within their department in an effort to determine how to prevent similar reoccurrences.
- c. Evaluating the progress of various departmental safety and health programs.
- d. Presenting topics, questions and recommendations to senior leadership.
- e. Disseminating information concerning occupational safety and health to employees.
- f. Performing safety audits and facility inspections.
- g. Other safety and/or loss duties as needed.

The following departments shall have a safety committee: Fire, Police, Utility and Streets, Parks and Forestry.

SECTION 4: HAZARD IDENTIFICATION, PREVENTION AND CONTROL

4.01 Worksite Analysis

Worksite analysis is a combination of systematic actions that provide information needed to recognize and understand existing and potential hazards. While these actions may appear complicated, they likely consist of activities that already are being performed. These actions may include: hazard identification, regular safety and health inspections, employee reports of hazards, injury, and illness trend analysis.

4.02 Hazard Identification

To complete a hazard identification analysis, three components should be considered. First, an inventory of hazards is to be completed. This may best be performed by experts from outside the city who have a broad-based knowledge of our operations while applying concepts of safety and health management. The second component is to complete a change analysis each time there is a change of facilities, equipment, processes or materials. The intended change analysis should be conducted prior to new hazards being introduced. Finally, a routine job hazard analysis should be conducted. This analysis divides a job into tasks and steps and then analyzes the potential hazards associated with each step or task.

4.03 Regular Safety and Health Inspections

General site and field inspections should be performed regularly. Those completing the inspections should be familiar with established policies and be able to recognize new hazards. A City designated employee should be involved whenever possible while conducting the site and field inspections. Regular reports of findings are to be communicated to both employees and managers.

4.04 Employee Reports of Hazards

Employee involvement in the City's Safety Program is imperative. Employees are encouraged to provide suggestions to their immediate supervisor on how to safely and efficiently perform job tasks and duties. Timely follow-up by supervisors is expected.

4.05 Injury Trend Analysis

It is useful to review past workplace injury trends to predict and, therefore, prevent future occurrences. Commonly, trends such as date of injury, mechanism of injury, body part, root cause, etc. are reviewed. Common or obvious trends should be addressed with priority. Injury trends can be completed at the department/division level or can be completed City-wide. Results of the analysis will be communicated with employees, managers and departmental safety committees for recommendations.

4.06 Hazard Prevention and Control

Once major hazards have been identified, control and/or elimination of the hazards is required. Preference is given to elimination or substitution of the hazard whenever possible. However, given the nature of municipal functions, this is not always possible. Therefore, the City must look to controlling the hazards through effective engineering controls (e.g., ventilation), administrative controls (e.g., job rotation) and personal protective equipment controls (e.g., gloves and face

shield). Lastly, preventative maintenance is recognized as an important element to control and prevent most major hazards.

SECTION 5: INJURY/ILLNESS REPORTING

The following procedures for filing occupational injuries will be followed by all Oak Creek employees and volunteers, including employees in federally funded staffing programs, summer help, college students, seasonal help and part-time help. Questions concerning the procedures and forms contained within this section should be forwarded to the Deputy City Clerk at 414-768-6510.

5.01 Reporting an Occupational Injury or Illness

Report Filing: All injuries must be reported to the employee's supervisor no matter how insignificant the injury may seem. All injuries must be reported within **24-hours** of the occurrence or onset or the next business day. For each injury, an Oak Creek First Report of Injury or Illness Form (See Attachment 3) must be completed, following the appropriate procedures listed below. Failure to follow this reporting requirement shall result in appropriate discipline.

5.02 Emergency Medical Treatment

For "**serious**" or "**critical**" injuries requiring immediate emergency medical treatment, call **9-1-1**. All medical reports completed by the ER Physician relative to the injury must be turned in to the supervisor, including Return-to-Work Recommendations. All subsequent visits for follow-up treatment must comply with "**Non-Emergency Medical Treatment**" section below.

5.03 Non-Emergency Medical Treatment

For non-emergency work related injuries, employees must do the following: Notify the supervisor immediately of the injury and the need for medical treatment. Complete an Oak Creek Report of Occupational Injury or Illness Form and turn it in to the supervisor. Medical treatment should be sought at a City maintained health care clinic, a local Occupational Medicine Clinic, a local walk-in clinic, or the employee's private physician. Regardless of provider, treatment for the injury must be provided on the day of occurrence or as soon as practical. The provider must complete a full Return-to-Work Recommendations Form outlining the diagnosis, work limitations, duration of work limitations and any required follow-up. This form is to be turned in to the employee's supervisor immediately upon being discharged. *The employee will not be allowed to return to work without a release from the treating medical provider.* For work-related injuries occurring outside of normal business hours (e.g., late at night, weekends, holidays, etc.), employees should go to an Urgent Care Facility or local hospital emergency room for treatment. All subsequent visits for follow-up treatment must comply with this section.

5.04 Transporting an Injured Employee for Medical Treatment

If the injury is "**serious**" or "**critical**" in nature such that the employee cannot wait to be treated, call **9-1-1** immediately. Emergency Medical Services staff then takes command of treatment and subsequent transportation of the injured employee. Employees are not to transport other employees if a serious condition is suspected (e.g. chest pain). For all other

injuries (e.g., small scrapes, bumps, bruises) the employee should seek treatment as needed at the nearest City maintained on-site health clinic, walk-in clinic, hospital or emergency facility. If needed, the supervisor or designee shall arrange for transportation of the injured employee for medical treatment. For all follow-up medical treatment or medical treatment outside of normal business hours, the employee (or a friend/relative) will be responsible for transportation.

5.05 Injury Investigation

Following an injury, a supervisory assessment shall be conducted by the appropriate management personnel. It is critical that fault and blame are not topics of the assessment. Rather, an in-depth objective review and assessment of the unsafe acts, conditions or combination thereof, that resulted in the incident shall be performed. An injury assessment report shall be generated using a Supervisor Review of Injury or Illness Form (see Attachment 4). The report's recommendations shall be communicated and implemented to the extent possible seeking to avoid future occurrences. Employees may be disciplined for failure to comply with established City or safety work procedures, reporting requirements, or work rules.

SECTION 6: LIGHT DUTY/RETURN TO WORK – See the City Personnel Manual for information regarding Light Duty.

SECTION 7: EMERGENCY ACTION GUIDELINES

The following are guidelines that should be used in the event of an emergency. Refer to your facility Emergency Action Plan for specific procedures and refuge areas. Additionally, emergency procedures and places of refuge must be established for “on-road” personnel (Police, Fire, Utility, and Streets, Parks, and Forestry, etc.). Drills shall be conducted at least annually for all facilities.

7.01 Fire

These general procedures should be followed in the event of a **fire emergency**:

- a. Activate fire alarm (use of pull station, etc.).
- b. Immediately exit your work area using the assigned emergency exit route.
- c. Meet for head count at pre-determined rendezvous point(s).
- d. Re-enter only if/when authorized by Fire Department staff.

7.02 Severe Weather

These general procedures should be followed in the event of a **severe weather emergency**:

- a. Monitor weather radio for emergency broadcasts.
- b. If severe weather warning is issued covering your area, listen to recommended action from the National Weather Service.
- c. If recommended by the severe weather/tornado warning, seek shelter in lowest level of the building or other area with **no** windows that is centrally located within the building.

- d. Seek shelter under tables, desks, or other structures that will provide protection and cover your head with your hands.

Note: Each department/facility may have specific severe weather protocols to follow.

7.03 Bomb Threat

These general procedures should be followed in the event of a **bomb threat**:

1. If you receive a bomb threat via the phone:
 - a. **DO NOT HANG UP THE PHONE**; the call will be disconnected after it is traced.
 - b. Listen to what is said, background noises, etc. **and take notes.**
 - c. Notify Supervisor immediately.
2. If you find a suspicious object or note:
 - a. Do not touch or move the object.
 - b. Notify Supervisor immediately.
3. If notified to check your area:
 - a. Search your workspace for any object that looks suspicious or any object that is not normally in your area.
 - b. Notify Supervisor immediately if anything suspicious is found.
4. You may be notified to evacuate in one of the following ways:
 - a. Through use of fire alarm.
 - b. Announcement by management.

7.04 Medical Emergency

These general procedures should be followed in the event of a **medical emergency**:

- a. Call Emergency Medical Services (EMS) – **9-1-1**.
- b. Administer first aid/CPR and AED as instructed under the guidance or as instructed by the dispatch center and continue until EMS arrives.
- c. Report situation to your Supervisor and stay with the afflicted person until help arrives.
- d. Supervisor is to report situation to the Clerk's Office.

7.05 Workplace Violence/Shelter-in-Place

These general procedures should be followed in the event of a **workplace violence emergency**:

No City of Oak Creek employee is expected to tolerate vulgar or physically intimidating behavior. If you feel a person has exceeded these bounds, these steps should be followed:

- a. Attempt to place physical barriers between yourself and the other person and seek assistance from a co-worker in the area.

- b. Ask the individual to leave the premises and immediately inform your Supervisor.
- c. If threat level warrants and if individual continues to refuse to leave, call **9-1-1** or initiate silent alarm, if available.
- d. Wait for police to arrive.
- e. If situation escalates or becomes physically combative, initiate a Shelter-in-Place.

Shelter-in Place

- a. Initiate a shelter-in-place announcement through the Public Announcement (P. A.) system (where available) and call **9-1-1**.
- b. Employees are to close and lock office doors and turn off the lights.
- c. Employees are to retreat to a secure area within their office and lock the doors.
- d. Employees are to stay quiet and out of sight until an all clear from police is given.

7.06 Abandoned Materials

Materials such as chemicals, pesticides, refuse, construction debris, etc. are occasionally deposited on city owned property. If city staff discovers such materials, the following procedure must be followed:

- a. **Do NOT go near, touch or otherwise disturb materials in chemical containers that are suspected to contain chemicals or look suspicious.**
- b. Call your supervisor immediately.
- c. Isolate the area using cones, caution tape, etc. and do not let anyone near the dumped materials.
- d. Supervisor is to notify the Fire Department (non-emergency number).
- e. If abandoned material is suspected to be chemical in nature, the Supervisor or his/her designee is to call Milwaukee County Emergency Management to investigate.
- f. Follow Milwaukee County's recommendations.

SECTION 8: TRAINING

8.01 All Employees

All employees are responsible for reading, understanding and familiarizing themselves with the contents of this manual as soon as practical after its adoption. Training provided by the City will be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signatures of attendees.

8.02 New Hires

All new hires will be instructed how to access this manual online as part of their employee orientation. Additional department training is encouraged and will be supported by the City's management. Employees have a responsibility to seek safety training as well as the City's responsibility to provide training.

8.03 Task and Equipment Specific Training

More elaborate and job specific training (in addition to this manual) may be required depending

on the job function. Additional training requirements are outlined in Oak Creek's specific health and safety programs (i.e. Bloodborne Pathogens, etc.). Also, departmental specific procedural and use training shall be conducted for employees to safely perform their job functions (e.g., operating and using equipment).

SECTION 9: GENERAL SAFETY RULES

9.01 Horseplay

Horseplay of any kind is prohibited.

9.02 Smoking

No person shall smoke in any city-owned building or vehicle (per Wisconsin Act 12).

9.03 Power tools and equipment

All power tools and equipment shall be shut off when unattended or not in use.

9.04 Reporting damage or problems with tools or equipment

Employees shall report to their supervisor immediately if tools, vehicles, equipment or machinery they are required to operate are not working properly. Employees shall be held accountable for damage to tools, equipment, vehicles, etc. that result from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.

9.05 Wearing apparel and jewelry

Standards for apparel and jewelry shall be consistent with the City personnel manual, departmental safety standards/policies and the requirements of the job in order to provide safe working conditions.

9.06 Alcoholic beverages and controlled substances

The drinking of alcoholic beverages of any kind 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 961 of the Wisconsin Statutes. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined and/or taken home without pay (see Drug Free Workplace Policy and Police, Fire and CDL drug/alcohol policies).

9.07 Working in the street

When working in the street, employees shall wear (as appropriate) approved American National Standards Institute (ANSI) 107/207 retro-reflective clothing as required by Wisconsin Department of Safety and Professional Services (SPS) 332.39 [1] and use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have appropriate retro-reflective properties. A minimum of ANSI Class 2 retro-reflective clothing is required. ANSI Class 3 retro-reflective apparel is recommended for nighttime work and work in high speed roadways.

9.08 Vehicle and equipment operation

All individuals who operate vehicles or equipment on a public roadway shall possess a valid operator'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 on the employee's person at all times when working. 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 operating any vehicle or equipment until such time as their license is restored. "Immediately" shall be interpreted to mean not later than the beginning of the next workday.

9.09 Dispute resolution

In the event a dispute should arise concerning safety, the Oak Creek City Administrator or his/her Designee shall be the final deciding authority.

9.10 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. This includes, but is not limited to MP3 players, IPODS, Discmans or any other audio device designed to transmit sound to the ears. Appropriate hearing protection shall be available and used by employees to perform all job tasks.

9.11 Protecting the public

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

9.12 Flotation devices

U. S. Coast Guard approved flotation devices shall be worn at all times while working over water or operating any type of watercraft.

9.13 Exposure to human blood 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 as required by the Oak Creek Bloodborne Pathogens policy and Department of Commerce regulations.

9.14 Hand washing & personal hygiene

Hand washing is critical to minimizing the spread of germs, disease, and to wash away dirt, oil and other contaminants from your hands..

9.15 Sun safety and protection

It is the responsibility of each employee to consult their physician for questions regarding sun safety and the SPF coverage appropriate for their individual needs. Employees should be sure to drink plenty of water prior to, during and after their shift when working in the sun.

SECTION 10: HOUSEKEEPING

10.01 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.

10.02 Floors & aisles

All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object that 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.

10.03 Spills/wet floors

Any substance spilled or observed on the floor that 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.

10.04 Rag storage

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

10.05 Compressed air

Compressed air shall 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 shall never be used to clean oneself.

SECTION 11: TOOLS AND EQUIPMENT

11.01 General responsibilities

It is important to keep all tools and equipment in good working condition. Employees shall 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 that which it is intended. It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools to the proper storage location.

11.02 Maintenance/repair

When performing maintenance or repair functions, use only approved insulated tools and equipment. When working around energized electrical circuits or equipment, all work shall be performed consistent with the Oak Creek Lockout/Tagout policy.

11.03 Grinder operation

When operating a grinder:

- a) No wheel shall be operated without properly installed guards.
- b) The top (tongue) guard shall be adjusted to within 1/4 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) Face shield and safety glasses shall be worn.
- f) Any time the grinding wheel is removed or replaced, it must be ring tested prior to installation.
- g) Stand to the side when the grinder is turned on and grinding wheel is building RPMs.

11.04 Mowing/trimming

When mowing or trimming:

- a) ANSI Z87.1 approved safety glasses with side shields or impact goggles must be worn.
- b) Inspect area and remove all debris.
- c) Cut with discharge chute pointed down and in opposite direction of buildings, vehicles play areas and pedestrians.
- d) Always shut engine off before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
- e) Wear steel toe or composite safety shoes or toe guards.
- f) Wear long pants while string/power trimming; shorts are optional when operating riding mowers.
- g) Wear appropriate hearing protection.
- h) Do not use standard mowing equipment on steep slopes. Generally, special attention should be given to any slope greater than 15 degrees.
- i) Approved hearing protection must be worn.

Tree trimming:

When trimming trees or using chain saws: (**NOTE:** All tree work and/or use of chainsaws shall be done in accordance with the provisions of ANSI Z133.1. and/or the most recent safety requirements for arboricultural standards.)

- a) Except in cases of emergency, aerial tree work shall not be performed when trees are wet or during high winds.
- 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 be grounded with vehicle when working around 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.
- i) Approved hard hats, eye, ear, foot protection and cut resistant chaps 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.

11.05 Lockout and tagging of equipment

Stop and lockout machinery before attempting servicing, maintenance or placing any body part into the point of operation of any machine or piece of equipment. Never remove a danger sign, lock or tag unless you put it there originally to make repairs. 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 appropriate signs, locks and lockout devices. All work shall be performed in accordance with Oak Creek's Lockout/Tagout Policy.

11.06 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.

11.07 Inspection of vehicles, equipment and tools

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. Remember, until a problem is identified, it cannot be corrected. **NOTE:** Daily inspections of commercial vehicles are required by federal motor carrier laws. A daily inspection is required prior to use of a vehicle or piece of equipment. Employees shall not be allowed/required to use any vehicle or piece of equipment that is unsafe.

11.08 Guards

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

11.09 Gas cylinder storage

Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat source and from impact by vehicles or equipment. Oxygen cylinders in storage shall be separated a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.

11.10 Proper grounding

All electrical equipment must be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.

11.11 Extension cords and trouble lights

When using extension cords, make sure they are UL 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 shall not be used in place of permanent wiring.

11.12 Operating drills and drill presses

- a) Avoid wearing loose gloves, clothing or jewelry.
- b) Always wear ANSI approved eye and hearing protection..
- c) Material shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

SECTION 12: MOTOR VEHICLE USE, FLEET SAFETY AND OPERATION

12.01 General responsibilities

All employees and volunteers driving City-owned vehicles, those using their personal vehicles for City business, or operating heavy construction equipment must comply with the Motor Vehicle Use Policy, all applicable state and local laws, and department safety and work rules.

See City of Oak Creek Motor Vehicle Use Policy: Attachment #2

12.02 Seat belt/shoulder harness use

Seat belts and shoulder harnesses shall be worn while operating or riding in Oak Creek owned commercial and fleet vehicles, personal vehicles while on duty and when operating large turf and construction-type equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the supervisor. The vehicle or equipment shall not be operated until the repairs have been made.

12.03 Use of prescribed 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 City of Oak Creek has the right to require that the employee provide medical information that describes, to the city's satisfaction, any limitations or side effects affecting employment.

12.04 Driver responsibility

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

- a) Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
- b) Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.

12.05 Reporting accidents

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

Employee Responsibility

- a) Contact Police Department, follow the direction of Police Department staff.
- b) Request medical assistance, if necessary.
- c) Notify supervisor

Supervisor Responsibilities

- a) Contact Police Department if medical attention is needed, or if damage exceeds \$1000.00.
- b) If property damage under \$1000.00:
 - 1) Take photos
 - 2) Complete detailed written report of incident
 - a) Obtain statements from parties involved
 - b) Obtain witness statements
 - 3) If a tow is involved, contact the Deputy Clerk immediately (and/or City Administrator and/or Police Department)
- c)
 - 1) If a privately-owned building is involved, contact the Police Department and Deputy Clerk
 - 2) If a city-owned building is involved, contact the Deputy Clerk

Supervisor Responsibility to Report

- a) In case of a non-personal injury accident involving equipment, ensure that the appropriate accident report is forwarded to the Deputy Clerk's Office within twenty-four (24) hours (next business day for weekends and holidays) of the accident.
- b) In cases involving an accident with personal injuries, the Deputy Clerk or his/her designee shall be telephoned immediately.
- c) Personal injury accidents shall be reported to the Police Department. In addition, accident reports must be forwarded to the Deputy Clerk's Office as described above.

12.06 Use of Oak Creek owned vehicles and equipment for personal use

Oak Creek employees shall not use any Oak Creek owned or leased vehicle or equipment for personal use without the verbal or written permission of the Oak Creek City Administrator. Misuse may result in disciplinary action up to and including termination.

12.07 Parking vehicles

When parking conventionally equipped vehicles or equipment, the driver shall abide by the law.

12.08 Backing vehicles and equipment

Whenever possible avoid backing a vehicle or piece of equipment. However, when a backing maneuver is necessary the employee must: 1) use a spotter to guide them, or 2) use the get-out-and-look (G.O.A.L) technique and physically walk around the vehicle or equipment to look for obstacles and/or backing hazards prior to maneuvering the vehicle. Drivers are always accountable for backing maneuvers.

SECTION 13: FIRE SAFETY/FLAMMABLE LIQUIDS

13.01 Emergency fire/evacuation 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 and visitors 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; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

13.02 Emergency 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.

13.03 Storage of fire equipment

Fire extinguisher/hoses shall be prominently displayed, labeled for usage and kept clear for easy access at all times.

13.04 Discharged fire extinguishers

Discharged fire extinguishers shall not be returned to their storage site. Discharged extinguishers shall be tagged and reported to the supervisor at once so that they can be recharged or replaced.

13.05 Vehicle fire extinguishers

Designated vehicles (including powered industrial trucks) and equipment shall be equipped with portable fire extinguishers.

13.06 Reporting equipment problems

If an employee notices a fire extinguisher with a low pressure gauge reading or an expired inspection tag, they shall notify their supervisor at once so that the proper maintenance and testing can be performed.

13.07 Monthly inspections

The department manager or his/her designee shall ensure that fire extinguishers are inspected monthly and documented on extinguisher tags.

13.08 Use of fire extinguishers

In case of fire, be sure to activate the alarm, get others out and call the fire department before attempting to extinguish the fire. Employees shall not use a portable fire extinguisher unless properly trained.

13.09 Storage of flammable liquids

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

13.10 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 labeled.

13.11 Use of non-flammable cleaners

Gasoline or other solvents shall not be used to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

13.12 Smoking

Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.

13.13 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 your supervisor and the fire department; they will check the atmosphere.

13.14 Burning

Burning shall be done in strict compliance with local ordinances. Caution must be observed.

SECTION 14: MATERIAL HANDLING

14.01 Lifting

When lifting:

- a) Lift heavy objects with legs, not with the back. Bend your knees and pivot your feet keeping your back straight when changing direction.
- 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.

14.02 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.

14.03 Suspended loads

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

14.04 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.

14.05 Use of chemicals, pesticides, herbicides and fungicides

NOTE: All chemicals must be used in strict compliance with manufacturer's instructions and applicable Federal, State and local laws, regulations and ordinances. Read and follow manufacturer's directions and Safety Data Sheets (SDS). Wear protective clothing as recommended by the manufacturer and consistent with the Oak Creek's PPE assessment, which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection and a respirator.

- a) Mix only what you need. Excess chemicals must be disposed of or marked and stored as recommended by the manufacturer.
- b) Notify your supervisor at once of any spillage of chemicals.
- c) Dispose of containers in accordance with State and Federal regulations.

SECTION 15: PERSONAL PROTECTIVE EQUIPMENT

Employees are required to use personal protective equipment (PPE) whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation, or physical contact. Employees must maintain their PPE according to manufacturer requirements. Additional specific PPE requirements are outlined in Oak Creek's PPE policy.

SECTION 16: CONSTRUCTION SAFETY

16.01 Digger's hotline

Employees are required to contact their supervisor prior to any excavating, installing a sign or post or auguring a hole and must follow all established practices within the department. The location of underground wires and utilities shall be determined by calling "Digger's Hotline" at **(800) 242-8511**. In situations where the work is being done on Oak Creek property, the location of all private utilities shall be located (i.e. cable, water).

16.02 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) and Wisconsin supplement.
- b) If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately.
- c) ANSI 107/207 approved retro-reflective clothing shall be worn as required by SPS 332.39.
- d) The cab of each vehicle that is involved in work zones shall contain the most recent version of the “*Work Zone Safety*” laminated handbook and most recent version of the “*Flagger’s Handbook*” (if conducting flagging operations).

Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked, the supervisor shall be the deciding authority. All signs or devices that are not needed shall be removed or covered. All work zone setups shall be documented.

16.03 Trenching & excavations

- a) Excavations and trenches of up to five (5) feet in depth in hard or compact soil shall be adequately sloped. Those in excess of five (5) feet in depth or those in unstable or soft material where employees will be working or in all excavations in which employees are exposed to danger from unstable ground, shall have the sides supported by a protective system per Occupational Safety and Health Administration (OSHA) 29 CFR 1926.650-652 and SPS 332.38. All trench excavation operations shall be conducted as prescribed in the Oak Creek’s Excavation and Trenching Program. For additional information, refer to the Oak Creek Water and Sewer Utility Excavation Program.

16.04 Slippery conditions

When weather or water main breaks cause slippery conditions, sand or salt shall be used to improve traction in the work area.

SECTION 17: WORKING IN CONFINED SPACES

17.01 Confined space entry

Any employee required to enter a manhole or other confined space shall be properly trained, thoroughly familiar with and obey provisions of OSHA 29 CFR 1910.146, SPS 332.28, 332.29 (Wisconsin Department of Safety and Professional Services), and the appropriate departmental Confined Space Entry Program (Utility/Fire). A confined space is one that is so enclosed that dangerous air contamination therein cannot be prevented by natural ventilation through openings in the enclosure. Examples would be closed storage tanks, storage bins, duct work, sewers, tunnels, vaults, manholes, valve chambers and even open pits. For additional information, refer to the appropriate department’s Confined Space Entry Policy.

SECTION 18: LADDERS, STEP STOOLS AND SCAFFOLDING

Refer also to the City of Oak Creek's Fall Protection Policy.

18.01 Use around electrical circuits

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

18.02 General provisions

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

18.03 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.

18.04 Scaffolding

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

18.05 Equipment inspection

Always check ladders, step stools and scaffolding thoroughly before use. Check for broken or loose rungs, side rails or braces. Never use makeshift ladders or scaffolding.

18.06 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. Ladders should extend three feet past the support point. 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.

SECTION 19: FIRST AID

19.01 First aid supplies/reporting of injuries

The City of Oak Creek 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. As first aid supplies are used, replacements should be requested. The department head or his/her designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site as required by ANSI Z308.1.

SECTION 20: OFFICE SAFETY

20.01 Housekeeping

It is each employee's responsibility to keep their workstation and work area 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. Worksites should be kept free of materials and conditions that may cause injury.

20.02 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. File cabinets must be secured to a wall; multiple, free-standing cabinets should be bolted together.

20.03 Ladders

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

20.04 Chairs

Employees should not recline in office chairs that are not intended for that purpose. Only 5-caster chairs should be used.

20.05 Ergonomics

A "one size fits all" policy is not sound practice when establishing an office workstation. Be sure to keep all frequently used items within arm's reach. Also, set up the workstation to avoid reaching overhead repeatedly to retrieve items. Computer monitors are generally kept at an arm's length distance away, keeping the head and neck in a neutral posture. Keyboards and mouse units should be height adjustable. Chairs should be comfortable and adjusted for proper posture. Lastly, a headset or modified handset is advisable for heavy phone usage. Refer to Oak Creek's Ergonomics Policy for more information.

20.06 Doors and blind corners

Be cautious when approaching a door that can be pushed toward you. Use caution when pushing a door open and slow down when approaching a blind corner.

20.07 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 awareness guards.

20.08 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 not be used and reported immediately to your supervisor. Extension cords shall not be used in place of permanent wiring.

20.09 Electrical plugs

When removing an electrical plug from a receptacle, pull by the plug not the wire.

20.10 Portable Heaters

Use of a portable heater must be approved by the department manager or supervisor. Portable heaters shall be UL listed, properly grounded, and have tip-over protection. Do not store anything within three feet of the unit and keep stacks of paper, wood or other combustibles such as drapes or clothing away from the unit. Care must be given to ensure that heaters are turned off and unplugged at the end of each work day.

20.11 Candles

Burning candles or using hot plates is prohibited.

SECTION 21: WELDING

21.01 General requirements

All welding, cutting and brazing shall be performed in a manner consistent with SPS and OSHA 29CFR 1910.251-.255 regulations.

21.02 Personal protective equipment

Welder's safety equipment suitable for the materials being used is required. This includes, but is not limited to, flame resistant clothing, respirators, face shield and goggles.

21.03 Fire protection

All work shall be performed in compliance with National Fire Protection Association (NFPA) Standard 51B. The welding area is to be inspected before and after completion of work for fire or other hazards. Immediate access to an approved type of portable fire extinguisher is required.

21.04 Shields

The work area must be surrounded with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.

21.05 Ventilation

Adequate general or local ventilation must be maintained.

21.06 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 approved air-line respirators or hose masks. All work in confined spaces shall be performed in compliance with the Oak Creek Water and Sewer Utility Confined Space Entry Program.

21.07 Approved lighters

Only approved type of lighter may be used to light the blowpipe.

21.08 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.

21.09 Hot work permit

When welding in a confined space or near hazardous chemicals, a Hot Work Permit must be completed.

21.10 Equipment storage

Compressed gas cylinders used for welding must be sufficiently bled of any pressure to the regulator and/or lines and must be completely turned off when not in use.

SECTION 22: POWERED INDUSTRIAL TRUCKS

Only authorized, trained and certified personnel shall operate powered industrial trucks or vehicles with fork attachments used to carry, lift, load or stack. Re-certification shall be conducted at least every three years. Refer to Oak Creek's Forklift Policy for details.

SECTION 23: ELECTRICAL WORK

23.01 Electrical work

All electrical work shall be in compliance with the most recent edition of the National Electric Code (NEC) and SPS 316.

23.02 Trained employees

Only employees with skills and knowledge related to the construction and operation of electrical equipment and installations and who have received safety training to recognize and avoid the hazards involved shall do electrical work.

23.03 Working "live"

Electrical equipment and lines shall always be considered to be "live" unless they are positively known to be de-energized and are grounded or are verified as "not live" with testing equipment. Working on live equipment shall be limited to the extent possible. **When live work must be conducted, as in the case of troubleshooting, NFPA 70E protocol/procedures and associated PPE shall be worn.**

23.04 Energized equipment

Energized equipment or wires shall never be left unguarded.

23.05 Lockout/Tagout

All employees must follow the Oak Creek Lockout/Tagout Policy.

SECTION 24: AERIAL BUCKET USE

24.01 Conducting work

All work shall be conducted as if the truck, boom and aerial bucket were not electrically insulated.

24.02 Aerial bucket operator

Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment.

24.03 Before starting work

Before starting work the operator shall ensure that all ground level and bucket controls are in proper working order.

24.04 Maneuvering the bucket

When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.

24.05 Employee positioning

Work shall only be done while standing on the floor of the bucket.

24.06 Entering/leaving bucket

Employees shall not enter or leave the bucket by walking the boom.

24.07 Authorized and trained operator

Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.

24.08 Work zone protection

The vehicle's warning lights shall be used at all times while work is being done on road right-of-way. A work zone that meets the MUTCD guidelines must be established when working in roadways and their right-of-ways.

24.09 Travel

No employee shall be transported more than 100 feet while in the bucket. The bucket must be in a stowed position and the driver may not travel more than five miles per hour. Employee must be in a personal fall protection system that restrains the employee in the bucket.

24.10 Body harness

Employees in the bucket shall wear a full body harness at all times that is tied off to a lanyard that is connected to an anchor point.

SECTION 25: CRANES AND HOISTS

25.01 Trained employees

Only trained, designated employees shall operate cranes and hoists.

25.02 No riding on equipment

No person shall be permitted to ride the hook, sling or load of any equipment.

25.03 Hoist and rail load limits

Hoist load limits, as specified by the manufacturer, shall be clearly marked and shall not be exceeded under any circumstances. Hoist rail load rating shall be conspicuously marked.

25.04 Under a load

No one shall be under a suspended load or inside the angle of a winch line.

25.05 No unattended loads

Suspended loads shall not be left unattended without permission of the supervisor.

25.06 Inspection

A thorough, monthly, written inspection report shall be completed on each crane and hoist. In addition, prior to each use, all control mechanisms, safety devices, attachments and brake systems shall be checked. Each crane shall be professionally inspected annually.

25.07 Designated observer

An employee shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

25.08 Tag line

When guiding a suspended load into position, a non-conductive rope or tag line shall be used to permit maintenance of a safe distance from the drop zone. Also, a tag line can assist in case a suspended load should fall or contact an electrical power source.

SECTION 26: SLINGS, ROPES AND CHAINS

26.01 Load limits

Load limits as specified by the manufacturer shall not be exceeded under any circumstance. In addition, load limits as specified in 29 CFR 1910.184 shall not be exceeded. Each sling will have a permanently attached, durable tag stating the size, grade, rated capacity and reach.

26.02 Wire Rope Slings

Wire rope slings shall be immediately removed from service if any of the following conditions are present:

- a) Ten randomly distributed broken wires in one rope lay or five broken wires in one strand in one rope lay.
- b) Wear or scraping of one-third the original diameter of outside individual wires.

- c) Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure.
- d) Evidence of heat damage.
- e) End attachments that are cracked, deformed or worn.
- f) Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
- g) Corrosion of the rope or end attachments.

When working with wire rope and applying U-clips, remember to “Never Saddle a Dead Horse”. This means the U-bolt goes around the “dead-end” of the wire rope while the saddle of the U-clip goes around the live end. Torque to manufacturer’s recommendations.

26.03 Inspection

Each day before use, all slings, lifting apparatus and equipment shall be inspected for damage or defects. Damaged equipment shall immediately be removed from service. Hooks shall be in good working condition with positive means of closure unless designed otherwise from the manufacturer.

26.04 Appearance of rope

The outward appearance of rope shall not be accepted as proof of its condition. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.

26.05 Unrated chains

Unrated chains shall not be used for hoisting or lifting anything overhead. Only Grade 8 rated chain or better shall be used for lifting. Unrated chains shall be removed from service.

26.06 Repair of slings and chains

Only the manufacturer shall repair and proof-test slings and chains. Welding or any other modification of chain, wire rope or hooks is prohibited. Makeshift links or fasteners formed from bolts or rods, or other such attachments, shall not be used.

26.07 Suspended loads

Do not place any part of your body under a suspended load.

26.08 Storage

All slings shall be stored in a clean, dry area to prevent corrosion. Additionally, slings must never be stored on the floor or in any other area where physical damage is possible.

SECTION 27: FALL PROTECTION

For details, refer to Oak Creek’s Fall Protection Policy.

27.01 Fall arrest equipment

I. General

When exposure to an elevated fall hazard cannot be prevented through engineering controls, personal fall arrest equipment shall be used to control the fall. Refer to the Oak Creek Fall Protection Policy for details.

II. Use

Personal fall arrest equipment shall be rigged such that an employee can neither free fall six feet, nor contact any lower level. Fall arrest systems are to be installed and used in accordance with OSHA 29 CFR 1926.502 and manufacturer's recommendations.

27.02 Fall protection systems

Fall protection systems (railings) shall be used whenever there is potential to fall four feet or more.

27.03 Surfaces

All surfaces shall be free of debris, holes, loose boards, protruding fasteners and liquids and shall allow for free movement of traffic and pedestrians, as is practical and reasonable.

27.04 Lanyards, ropes, positioning device systems and lifelines

All lanyards, ropes, positioning device systems and lifelines shall be inspected in accordance with the manufacturer's recommendations prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

27.05 Training

Employees required to wear fall protection equipment shall be trained on the safe and proper use of the equipment prior to use.



**CITY OF OAK CREEK
SAFETY MANUAL
EMPLOYEE ACKNOWLEDGEMENT CERTIFICATION
(Return to Supervisor)**

I, _____ hereby certify that I have been provided with a copy or have access to the City's Safety Manual and that it is my responsibility to thoroughly read and understand the contents of Manual, its rules, restrictions and provisions. I further understand that failure to comply with the rules, restrictions and provisions contained herein may result in disciplinary action up to and including termination and potential serious injury to myself, co-workers and the public.

Employee Signature

Date

Questions for Supervisor:

Questions addressed from above? If so, sign below.

Supervisor Signature

Date

City of Oak Creek
Motor Vehicle Use Policy

- I. Purpose: This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment.

- II. Policy: All employees and volunteers driving City-owned vehicles and those using their personal vehicles for City business, must comply with all applicable state and local laws, as well as City and department safety and work rules.
 - a. Use of Personal Vehicles on City Business
 - i. Use of personal vehicles requires prior approval of the department head.
 - ii. Employees must maintain an approved and valid driver's license at all times, as well as a satisfactory driving record.
 - iii. Proof of insurance:
 - 1. Minimum acceptable liability insurance limits can be found in the Ordinance Establishing Automobile Liability Insurance Policy Limits. Alternatively, employees can provide an umbrella policy with coverage limits equal to or greater than the stated amounts.
 - 2. Acceptable proof of insurance must be provided to the Human Resources office on or before January 31st of each year or within 10 days of any request. Employees must continue to provide the HR department with a new insurance certificate each time their auto policy is renewed.
 - 3. In the event an employee has an accident in a personal vehicle on City time or in the course of City business, the employee's insurance is primary.
 - 4. It is the employee's responsibility to inform their insurance carrier of the circumstances under which the vehicle is operated.
 - iv. Any employee, officer or elected official that receives a car allowance shall use his or her personal vehicle exclusively for City business and shall not use City owned vehicles for City business unless authorized by the City Administrator, or designee.
 - v. The right to operate a motor vehicle on City business may be withdrawn at the discretion of the City.
 - vi. Employees required to provide their own vehicle will be reimbursed on a per mile basis per the IRS rate. All maintenance, operating, insurance and other expenses of the employee's vehicle are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation.
 - vii. It is the employee's responsibility to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
 - viii. Failure to comply with City policy, loss of driving privileges, or

fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on City business. Loss of driving privileges will be reviewed on a case-by-case basis. The City will, on a periodic basis, review the driving record of all employees that are required to drive in the course of their employment.

b. Use of City-Owned Vehicles

- i. The operation of a City-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the City. In order to operate a City vehicle of any type, an employee must comply with the following:
 1. Maintain an approved and valid driver's license at all times as well as any endorsement or certification that may be required. The license must be carried at all times.
 2. Immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
 3. Maintain a satisfactory driving record.
 4. Drivers shall familiarize themselves with operations and use of the City vehicles and shall review the safety checklist for operation of the vehicle.
 5. The windows and interior of all vehicles shall be kept clean at all times. The driver of the vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each day.
 6. Supervisors may inspect vehicles on a random basis.
 7. City employees are not authorized to allow non-employees to ride in or on any City vehicle without approval of the Department Head.
 8. Drivers shall report to their supervisor in writing if vehicles are damaged or not working properly. Drivers shall be responsible for any damage to vehicles that result from misuse, negligent operation, intentional damage, or failing to report problems with the vehicle.
 9. Consumption of alcoholic beverages or controlled substances prior to or during the operation of a City vehicle is prohibited.
 10. Backing of vehicles which do not have a clear rear view will be done with the assistance of a guide, if available. If a second person is in the vehicle, he/she will get out and guide the vehicle back using appropriate hand and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area before backing.
 11. While working on or near public roadways, employees shall use the warning lights mounted on vehicles.

12. No radio headphone or stereo headphone or earphones shall be used when operating any vehicle, including MP3 players, iPods, Discmans or other similar audio devices.
 13. Seat belts and shoulder harnesses shall be worn while operating or riding in a City vehicle or personal vehicle while in the course of employment or volunteer duties. Inoperative or missing seat belts and shoulder harnesses shall immediately be reported to the supervisor and the vehicle shall not be operated until repairs are made.
 14. When possible, city vehicles should be fueled at the Streets Department fueling station rather than at a public gas station.
- c. Pre-Employment Driving Standards
- i. In order to meet the minimum requirements for employment with the City for a position which requires the operation of a motor vehicle, the applicant must be evaluated through the Driver Record matrix developed by the Safety Committee and must meet the requirements as set forth in the Driver Record Matrix.
- d. Vehicle/Equipment Operator's Orientation Checklist
- i. Supervisors are responsible for training new and existing employees regarding the proper use, maintenance and operation of City vehicles and equipment. No employee should be instructed to operate a vehicle which he/she has not been adequately trained to operate.
 - ii. Employees shall receive instructions on the following items during the employee orientation:
 1. Proper use of the vehicle or equipment (i.e. windows, turn signals, wipers, headlights, safety equipment, controls, attachments).
 2. Procedures for operating the vehicle or equipment on the roadway (i.e. operating characteristics, blind spots, maintenance requirements, braking, etc.).
 3. Backing procedures.
 4. City policy regarding the prohibition regarding non-employee passengers,
 5. Employee shall receive a demonstration of vehicle/equipment operation.
 6. Vehicle parking protocol.
 7. Approved uses of City vehicles.
 8. Procedures to be followed when involved in a vehicle accident.
 9. Procedures to be followed to report equipment defects.
 10. Procedures to be followed in the event of vehicle/equipment breakdown.
 11. Proper care and responsibility for vehicle and equipment maintenance.
 - iii. Road Test: Following the orientation the supervisor may conduct a road

test for the purpose of verifying the employee's ability to operate the vehicle/equipment in a safe and proper manner. This test may include a review of the employee's ability to operate the vehicle and all controls, levers, transmissions, power takeoff units, etc.

- e. Vehicle and Equipment Care and Maintenance Responsibilities
 - i. The Department Head must ensure that all City owned vehicles assigned to the department are in proper working condition at all times.
 - ii. Supervisors are accountable for the City Owned vehicles/equipment assigned, which includes instructing employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on a daily basis and that inspection forms are completed and turned in.
 - iii. Employees are responsible for the daily inspection of the vehicles and equipment they use. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instructions on proper procedure from a supervisor.
 - iv. Careless or negligent operation of vehicles is prohibited.