



**City of Franklin
City of Franklin
October 4, 2023 1:00 PM City Hall**

A Copy of the "Open Meetings Act" is posted in the Council Room
This Agenda can be changed up to 24 hours prior to meeting time per open meeting law.

The Board may enter into closed session to discuss any matter on this agenda when it is determined by the council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting, or as otherwise allowed by law. A closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

It is the intention of the Board to take up the items on the agenda in sequential order. However, the Board reserve the right to take up matters in a different order to accommodate the schedules of the board members, persons having items on the agenda, and the public.

1. Call Meeting to Order Roll Call
2. Verification of Open Meetings Notice
3. **Discussion and Action Items**
 - 3.a. Discussion on revised Safety Policy adopted September 19, 2023
4. Adjourn



Safety Policy

Date: May – 2008
approve revision September 19, 2023

Safety Committee Representatives

City Council: Fred Beall and Kasey Loschen
City Employees: Barry Rubendall and Raquel Felzien

Original Version: 1998
Revision #1: May – 2008
Revision # 2: July - 20008
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16 18 20 25 26 27 29 30 32 34 35 39 41 43 45 47
Revision #4 **December 9, 2022**
Changes made on pages 3,12,19, 20, 21,30, 32,41

SAFETY POLICY

The basic objectives of the Safety Policy are to prevent accidents and injuries and to reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of city funds for medical care, compensation, and liability. It recognizes that to accomplish these tasks, a sound accident prevention safety program must be integrated into the day-to-day activity of each employee. Employees must think, talk, and work safely.

The objectives are to be accomplished by:

1. Providing a safe and healthful environment in which to work and to maintain this environment through periodic inspections, correction, and follow-up;
2. Keeping everyone aware of safety and health factors in their job and creating good safety attitudes among all by establishing and maintaining effective safety training programs;
3. Maintaining safety and health standards that safe-guard the health and welfare of everyone by safe work methods and training; and
4. Compliance with federal, state, and local laws regarding accident prevention and working conditions.

Management recognizes that more than safety is involved because the existence of accident hazards is evidence of a wasteful, inefficient operation. Accidents lead to complaints, dissatisfaction, interference with work plans, and loss of goodwill.

The success of our Accident Prevention Program depends on the sincere, constant, and cooperative effort of all employees and their active participation and support. If you see a hazard, report it immediately, the life you save may be your own.

Mayor

MEMO: TO ALL CITY EMPLOYEES

In order to ensure the safety and health of all our employees, protect the environment, better serve our customers, and comply with current governmental regulations, we are encouraged to hold monthly safety meetings.

Attendance at these meetings will be expected. You will need to let City Hall know if you are not going to be there. Illness or city emergency will be an accepted reason for not attending. An unexcused absence will be documented and placed in your personnel file. This documentation will be taken into consideration when wages are reviewed.

The Safety Committee will meet at least on an annual basis. Employee safety meetings will be held on the second Monday of the month, following our regular employee meeting.

If you have any questions, feel free to contact the Mayor or any City Council member.

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ACCIDENT PREVENTION PROGRAM

The City of Franklin adopts this program for all employees.

This plan shall be effective for all job locations within the City's working area and shall include workers of every class.

Accident prevention is a common goal for all employees. It is the employer's and employees' responsibility to use all available resources and techniques to prevent them. Some engineering controls may be necessary to make situations safe. Employees are encouraged to make safety suggestions and record them on the proper form for the Safety Committee and employer to analyze.

Building cages for isolation, guards, rails, replacing unsafe equipment, etc. are ways to control or eliminate hazards. When these things are not possible, each worksite needs to be evaluated for the need for administrative controls. Talk to employees. Develop proper operating procedures. Provide PPE's, guarding, respirators, and other features that are needed. Evaluate the need for lock out/tag out. Follow the procedures to eliminate the hazard.

Job safety analyses have been performed in conjunction with EMS Insurance Company. The results are published in the Utilities and Street Department Task Force manual. They should be reviewed annually by the Safety Committee and employees to verify that proper changes are being made to update safe work habits and procedures.

Methods for identifying, evaluating, and documenting safety and health hazards are:

1. Use your training to evaluate every situation. Identify potential hazards and remove yourself and others from harm. Do not take a routine situation for granted. When an employee finds a situation unsafe, the unsafe condition shall be mitigated before proceeding with the work. Employee shall contact their supervisor or a member of the Safety Committee if the unsafe condition can not be made safe. Often the general public will point out unsafe situations. Evaluate these situations like any other.
2. When an employee documents a safety suggestion, it will be reviewed by the Safety Committee. Any situation that can be readily corrected should be done by workers and supervisors as they occur. Situations not quickly taken care of shall be assessed by the Safety Committee and Employer.
3. Emergency response by city employees shall be to render first aid and CPR as needed. Call 911 for fire, EMS, and police services. All city employees shall be trained in first aid and CPR. Where first aid kits are supplied, employees shall be familiar with the location, the contents, and instructions provided with the kit. Contents of these kits shall be inspected to maintain adequate supplies for employee protection.

4. It is the policy of the City that the employer will provide orientation and training to new employees or employees new to the work area in a manner that is readily understood. Department training will be carried out by Department Heads.
5. Certain types of work performed by the city employees are potentially dangerous. It will be the employer's duty to provide training that will ensure proper knowledge and safety in those lines of work. Outside sources will be necessary to acquire information as well as in-house training. Job specific training will be needed for specific locations and duties also.
6. The City will provide periodic refresher training and dissemination of information on at least an annual basis for employees regarding the safety rules, policies, and procedures of the Injury Prevention Program.

Monthly safety meetings have been established to allow all employees to give and receive safety training and to submit or review safety suggestions. Any other job specific training needed may be presented as necessary

7. If work operations performed during the day are repetitive and similar, one job briefing conducted at the start of each day shall be acceptable. More extensive discussions shall be held if the work is complicated or dangerous. By virtue of a lack of training and experience a worker cannot be expected to recognize and avoid job hazards.

8. At various places in this manual the term "qualified employee" or "duly qualified employee" is used to describe a person who is authorized or directed to perform certain actions. For the purposes of this manual those terms shall mean an employee who has been trained in the job description and the training has been documented by his or her Department Head.
9. For the purposes of this manual the following terms shall mean:

PPE - Personal Protective Equipment
LEOP - Local Emergency Operations Plan
MSDS - Material Safety Data Sheet
CPR - Cardiopulmonary Resuscitation
EMS - Emergency Medical Services

CORRECTIVE MEASURES

The corrective measures listed below are meant to establish good safety habits on the job.

1. Reminders.
2. Oral warnings (reported to and documented by the Department Head).
3. Written warnings (kept in employee's personnel file).
4. Suspension (Council discretion).
5. Termination (Council discretion).

Depending on the seriousness of the infraction, corrective measures will be followed as listed above with the exception of the following:

1. An employee coming to work under the influence of intoxicating beverages and/or drugs will be subject to the conditions set forth in the Drug-Free Work Place policy.

It is the responsibility of the Department Head to keep an accurate record of any corrective measures concerning their employees and to place a written document in the employee's personnel file. Records of suspension and demotion will also be kept on file.

DRUG-FREE WORK PLACE POLICY

The City of Franklin hereby notifies its employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in the workplace on duty is strictly prohibited. Employees suspected of violating these provisions are subject to chemical testing to determine drug or alcohol content. Any employee found to be in violation of these provisions shall be discharged from employment with the City of Franklin.

An employee shall neither ingest nor possess any controlled substance except as prescribed by their physician; and upon reporting for duty an employee shall advise their supervisor of any drugs or medications being used which might affect their actions, reactions, or the performance of their duty.

The City of Franklin notifies its employees that all City buildings, equipment, and vehicles are considered to be smoke free and the smoking of tobacco products in such, by employees, is prohibited.

HAZARD COMMUNICATION PROGRAM

It will be the responsibility of the employer to identify the need for health procedures to its employees. The workers will evaluate information gathered through Material Safety Data Sheets (MSDS), manufacturer's recommendations, and labels before handling or applying chemicals.

Chemical exposure comes in the forms of inhalation, absorption, injection, or direct contact. It will be the responsibility of the employee to follow the proper procedures for the handling of these products. Prevention of exposure is the goal. If a worker has a question on handling procedures, STOP! Contact your supervisor before you proceed.

Every employee has the right to know about the hazards of the substances around them. Each workplace shall keep a written inventory of the chemicals used and stored there. MSDS shall be filed and readily available for review. MSDS will accompany every chemical transported or used at a remote jobsite. Chemical companies will usually supply MSDS with a shipment and always upon request. Keep your files updated. Although some chemicals are job specific, all employees need to be aware of the hazards.

Do not become part of the problem! Check for damaged containers, proper lids, and labels. Do not pour chemicals from a labeled container into any unlabeled container unless you are going to use it before your shift ends.

Report any spills to your supervisor. Do not attempt to control or clean up spills unless properly trained and have required protective equipment.

If you find chemicals that cannot be identified or are damaged, contact your supervisor. Dispose of the chemical properly.

If any exposure should occur, labels and MSDS will usually give first aid procedures. Call 911 or have someone call for you reporting an exposure. Determine your situation. Report the extent as much as possible allowing EMS to be prepared on arrival. Report to the local hospital immediately for proper treatment.

EXPOSURE CONTROL PROGRAM

Employees should avoid direct contact with blood, vaginal fluids, feces, and other body fluids. Employees shall assume that all patients are potentially infectious and shall use proper barrier precautions.

Employees shall treat all body fluids as infectious and all disposable or non-disposable equipment and supplies contaminated with body fluids as medical waste.

Employees shall utilize masks when the possibility of exposure to the patient's blood or body fluids, including respiratory discharges of sputum, exists. CPR should be performed using masks with one-way valves, bag valve masks, or demand valves.

Employees shall utilize gloves as follows:

1. Medical grade latex or vinyl gloves are worn for all patient care activities which involve the possibility of contamination of the hands with the patient's blood or body fluids. Gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. These gloves shall not be reused.
2. Mid or heavy weight rubber gloves will be worn for handling contaminated equipment, sewer work, spraying, etc. These gloves can be decontaminated for reuse. Check for proper integrity before putting it back into service.
3. Leather gloves may be worn over latex or rubber gloves to protect against cuts and abrasions. Care should be used when removing gloves to limit contamination.
CAUTION - leather cannot be decontaminated. Do not reuse.

All PPEs shall be removed before leaving the work area. Place equipment in proper containers for storage, washing, decontamination, or disposal.

Employees shall wash hands and any other exposed skin immediately after patient contact with soap and water. Flush mucous membranes with water as soon as possible when contact has been made with body fluids and infectious materials.

If an employee's clothing is contaminated, it should be removed immediately or as soon as possible and the employee shall shower, if necessary. Contaminated clothing shall be properly marked and stored for decontamination. Under no circumstances will contaminated clothing be taken home to be washed. This clothing shall be treated as any other contaminated material.

Report to the area physician as soon as possible or call 911.

Non-disposable equipment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials before returning to service.

Employees shall submit a written report of exposures from all potentially infectious materials.

File all written reports at City Hall.

CLEANING KEY

- 1 = Dispose
- 2 = Cleaning (detergent)
- 3 = Disinfection or bleach/water solution
- 4 = High level disinfectant (sterilization)
- 5 = Launder

| ARTICLE | CLEANING PROCEDURE |
|--------------------------------------|--------------------|
| Glasses and goggles | 2 |
| Gloves (latex, vinyl, etc.) | 2 |
| Gloves (protective, non- disposable) | 2 or 5 |
| Face masks | 1 or 4 |
| Flashlights, penlights | 1 or 4 |
| Pocket masks | 2 |
| Regulators, tanks | 2 |
| Uniforms, clothing | 5 |
| Vehicle interior and floors | 3 |

EMERGENCY PROCEDURES

In the event of any emergency, slow down and follow your training. Call 911 for emergency services. Make the scene safe for first aid. Contact your supervisor or other persons in charge.

In the event of a tornado, the basement of City Hall has been designated as a shelter. Supervisors shall account for all employees upon arrival. Employees who work in public buildings shall notify the persons around them that an emergency situation is occurring, offer shelter, remove all persons from the area, and then take shelter.

In the event of fire, employees who work in public buildings should immediately remove all persons from the building. Check the situation carefully before you attempt to extinguish. Be safe! Get out! Call 911!

RESPONDING TO AN EMERGENCY

Responding to an emergency that has just occurred will involve many city personnel including police, fire, EMS, and public works. Some of these procedures are lengthy and detailed. Therefore, they can be found at these locations:

Fire – Fire Station
Police – Basement of City Hall
EMS – Fire Station
Public Works -In this manual

A Local Emergency Operations Plan (LEOP) has been established to provide guidelines for cooperative efforts between all local, state, and federal agencies. Although the LEOP is also lengthy, city employees should be familiar with their part before emergencies occur. Copies of the LEOP for Franklin County and the City of Franklin are on file at City Hall, City Shop and the Power Plant.

EMPLOYEE PROCEDURES FOR TERRORISTIC THREATS

1. Remove all persons from the scene, if possible, as soon as possible.
2. Call 911, preferably from a remote location. Use the cell phone or radio to Contact the Franklin County Sheriff's Office.
3. Give as much information as possible.
4. Instruct all persons to reassemble at the Franklin County Courthouse.
5. Account for all employees to the best of your ability.
6. Contact your supervisor.
7. Contact the City Attorney.
8. Document happenings during or as soon as possible after incident occurs.
9. File documentation at City Hall.

STREET DEPARTMENT LEOP

1. Coordinate work with Utility Department needs.
2. Access streets and alleys accordingly.
3. Provide operators, equipment, and manpower as needed.
4. Follow-up operations as directed by the Department Head.
5. Coordinate work with other local emergency agencies.

ELECTRICAL DEPARTMENT LEOP

1. Coordinate work with Utility Department needs.
2. Access streets and alleys accordingly.
3. Provide operators, equipment, and manpower as needed.
4. Follow-up operations as directed by the Department Head.
5. Coordinate work with other local emergency agencies

A Confined space

Has limited means of entry or exit

Is large enough for an employee to enter and perform assigned, work and

Is not designed for continuous occupancy by the employee

A permit required confined space is one that meets the definition of a confined space and has one or more of these characteristics.

Contains or has the potential to contain a hazardous atmosphere

Contains a material that has the potential for engulfing the entrant

Has internal configuration that might cause the entrant to be trapped or asphyxiated by
Inwardly converging walls or a floor that slopes downward and tapers to a smaller
Cross section, and or

Contains any recognized serious safety hazards

PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

All utility vaults and sewer manholes within the City's system will be considered permit-required confined spaces.

Before entry is made, a proper permit will be obtained from, and signed by, the City's authorized supervisor. It will be the responsibility of the supervisor and all authorized personnel that the safety procedures of this program are followed. The permit shall be properly prepared and posted at the job site. Names of entrants and attendants will be noted and no unauthorized persons will be allowed within the work zone.

Before entry proceeds, workers will acknowledge and activate lock out/tag out procedures involving any moving objects, valves, or electrical appliances and boxes that may be in the space or in the immediate area that will constitute any danger to workers.

As much as possible, complete safety of all workers is the goal of this program. Workers are to be instructed as follows:

1. Keep manhole lids in place when you are not working in a confined space.
2. Sewer manholes are subject to methane gas collections as well as other gasses not easily detected or identified. Oxygen deficient areas may also be present.

Utility vaults may be subject to gas accumulations from outside sources. Oxygen deficient areas may also be present.

3. When entering permit-required confined spaces, a proper work zone shall be established around the opening and equipment to cause a safe area for entrants and attendants. The work zone shall properly identify the area to motorists and pedestrians and comply with the Manual on Uniform Traffic Control Devices (MUTCD) regarding traffic control.
4. The confined space may be entered only after the atmosphere has been tested, vented properly, retested, and proven safe. Ventilation should be maintained for the duration of work.
5. Once safe access has been attained, the atmosphere shall be tested every 1-hour period.
6. Testing and ventilating equipment shall be provided by the employer and be used by the employees in every permit required entry.
7. Manhole and vault sizes do not always allow communication equipment to be used at all times. However, if conditions exist in which either attendants or Entrants feel hampered, operations shall stop until that equipment is obtained. Radios will be used when the entrant is out of sight of the attendant. Radios must be explosion proof. They are available at the City Shop.

8. When entering sewer manholes or handling the equipment for retrieval of objects, etc., rubber gloves or other chemical resistant hand protection shall be worn by all entrants. Rubber boots shall be worn as opposed to street shoes or leather boots. Access will not be allowed if water has accumulated. Hard hats shall be worn. Face shields or protective eye-wear shall be worn.
9. Any barriers or shields existing or needed within vaults or manholes shall be installed and maintained for protection of splash, electrical contact, or other existing conditions.
10. The tripod man lift will be used on all manholes over 5-feet deep. However, it will be on site for all vertical confined space entries. Any ladders that meet code specifications for location and do not inhibit worker safety may be used in addition to the lift.
11. The entry supervisor shall terminate entry and cancel the entry permit when the entry operations covered by the permit have been completed or a condition that is not allowed under the permit arises in or near the permit area.
12. The employer shall retain each canceled entry permit for at least 1 year to allow the review of the permit required confined space program. Any problems encountered during an entry operation shall be noted on the permit so that appropriate revisions to the permit-required confined space program can be made.
13. If the attendant is monitoring more than one space, communication equipment shall be made available and its use will be implemented. The attendant shall be able to communicate with entrants and with rescue services without being distracted from or removed from responsibilities.
14. City employees of Sewer, Electrical, Water, and Street Departments shall be cross-trained as entrants, attendants, entry supervisors, and air monitors. All Employees involved with confined space operations will be certified in CPR. A situations may occur at any time regardless of who is available on that day.

It is the intention of this program that employees of the city be trained not only in confined space entry, but also in self-rescue techniques.

15. City employees have cell phones as well as hand held radios for use in summoning rescue services. Make the first call to the Franklin County Sheriff's Office. If in 3 attempts no contact has been made, change the radio frequency and call again. Franklin County 911, City and County Police, City Hall, Power Plant, and City vehicles all have communication ability on one or both frequencies.
16. Permits are required for entry. When the decision has been made that entry is necessary, it becomes the duty of the job supervisor to issue a permit, prepare it properly and brief all workers of the procedures to follow. It then becomes the

duty of all workers to assure the safety of each other at all times as well as getting the job done correctly. If at any time, one of these attendants or entrants sees an unsafe safe condition arising, work will stop. Remove all entrants. Assess the situation. When it is declared unsafe to resume the work, the permit will be canceled. A new permit will not be issued until all conditions are acceptable again.

17. To prevent confusion at an entry site with more than one employer and more than one entrant, the personnel will follow this permit program. Briefings and tailgate meetings identifying procedures and known hazards will create a safe environment. Communication systems must coordinate to allow work to proceed smoothly.
18. When an unsafe condition is identified by any worker involved, that worker will declare the area unsafe. All work must stop. Entrants must exit regardless of danger they cannot sense. Check the area and conditions. Monitor the atmosphere. Work may resume if conditions can be made safe. If the area is unsafe, follow your training and clear the area as necessary. Cancel the permit. Note all unsafe conditions and acts. File the permit for review.
19. Review entry operations when the employer has reason to believe the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized.
20. Review the permit space program using the canceled permits retained within 1 year after each entry. Revise the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards. If no entries are made within a 12-month period, no review is necessary.

EMPLOYEE WELLNESS PROGRAM

The City of Franklin offers the following as a part of an Employee Wellness Program.

By decree of the City Council, all city buildings and vehicles are declared “No Smoking” facilities.

First aid and CPR training will be provided to all employees of full time and regular part time status. This training will be mandatory for all employees.

The City of Franklin offers, at no cost to its employees, the following vaccinations

Hepatitis A
Hepatitis B
Tetanus
Influenza
Covid 19

The vaccination series is offered to all employees of full time and regular part time status. Employees are encouraged to receive this vaccination; however, if the employee declines receiving the vaccination a form will need to be signed by the employee stating they have elected not to receive the vaccination. This form will be kept in the employee’s personnel file at City Hall.

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood materials I may be at risk of acquiring Hepatitis A or Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated at no charge to myself. However, I declined the vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis A or Hepatitis B, serious diseases

NAME: _____

DATE: _____

SIGNATURE: _____

VACCINATION DECLINATION

I understand the risks involved with not having a vaccine or booster for Tetanus, Influenza, or Covid. I have been provided the opportunity, at no charge to myself, to receive this vaccination. However, I declined a vaccination at this time.

NAME: _____

DATE: _____

SIGNATURE: _____

ACCIDENT INVESTIGATION AND REPORTS

REPORTING PERSONAL INJURIES

When an accident and/or injury occurs at work, the Department Head is responsible for taking emergency action to have first aid administered, obtaining professional medical attention as soon as possible, and protecting other employees and equipment.

The Department Head must begin to investigate the circumstances of the accident.

1. Go to the scene of the accident at once, if feasible.
2. Talk with the employee involved when possible. Talk to witnesses. Collect as many facts as possible. Ask open ended questions.
3. Listen for clues in the conversations around you. Unsolicited comments often have merit.
4. Encourage people to give their ideas for preventing a similar accident.
5. Study possible causes - unsafe conditions, unsafe practices.
6. Confer with interested persons for possible solutions.
7. Write your accident report giving a complete, accurate account of accident - who, what, why, where, when, and how.
8. Follow-up to make sure conditions or practices are corrected. If conditions cannot be readily corrected, complete an employee suggestion sheet and file it for review at City Hall.

In order for the accident report to be effective it should contain as a minimum a detailed answer to the following questions:

1. What is the time and date of the accident and/or injury?
2. What department is reporting the accident and/or injury?
3. Who is involved in the accident?
4. What caused the accident?
5. Describe the accident.
6. What recommendations are made to prevent a like incident from occurring again?
7. Who are the witnesses?

NOTE: The information you gather during the investigation will be used in completing the claim for the insurance company and Workman's Compensation.

REPORTING MUNICIPAL VEHICLE ACCIDENTS

1. The driver shall report accurately and immediately every accident to a vehicle in their possession. Additional reports shall be made to the appropriate law enforcement officials.
2. The driver shall not discuss or argue the causes or results of an accident with other parties, but shall secure all pertinent facts and information. They shall answer questions when asked by proper authorities, but under no circumstances shall admit fault or negligence or sign any statement for anyone except proper representatives of the Municipality.
3. Should the driver demand immediate action, they shall be referred to the employee's Department Head.
4. The driver, when involved in an accident, shall stop and give his or her name and address, and the Municipality's name and address. They shall secure the names and addresses of others involved, and witnesses to the accident.
5. Follow standard emergency procedures for accidents involving injury.

GENERAL SAFETY PROCEDURES

OFFICE SAFETY

1. Employees shall report all accidents, regardless of severity, to the Department Head.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Caution shall be exercised when walking around blind corners.
4. Only one drawer of a file cabinet shall be pulled out at a time in order to avoid over-balancing, unless the cabinet is securely fastened to the wall or to other cabinets.
5. Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
6. Boxes, chairs, etc. shall not be used in place of ladders.
7. The floor shall be kept free of tripping hazards such as telephone cords, electric extension cords, paper cartons, pencils, etc.
8. Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on lower shelves.
9. Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.
10. Unsafe electrical cords, faulty electrical equipment, or any other unsafe condition shall be reported to the Department Head.
11. Broken glass and other sharp objects shall not be placed in waste paper containers.

WAREHOUSE SAFETY OPERATIONS

1. Warehouse materials shall be stored in a manner that will prevent shifting or falling.
2. Stored materials shall not be allowed to protrude in or obstruct aisles.
3. When stacking materials, consideration shall be given to the size of the material for stability of the stack.
4. Material shall not be stored too close to overhead or wall mounted appliances such as lights, heaters, electrical panels, and similar devices.

5. Do not carry loads on hand trucks, carts, fork trucks or alone with load blocking a clear view of the pathway unless a signal person is used.

HOUSEKEEPING

1. Work locations, vehicles, and buildings (inside and out), shall be kept clean and orderly at all times.
2. Permanent floors, platforms, and sidewalks shall be kept free of dangerous projections or obstructions and shall be maintained free from oil, grease, or water. Where the type of operations produce slippery conditions mats, grates, cleats, or other methods shall be used to reduce the hazard of slipping.
3. Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free of obstructions, depressions, and debris.
4. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate trip/fall hazards.

TAKING CHANCES

1. Before commencing any work that may be hazardous, care should be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees shall understand the procedures to be followed.
2. Employees shall always place themselves in a safe and secure position.

EYE PROTECTION

1. Suitable eye protection such as goggles, face shields, or safety glasses with side shields, shall be worn when performing certain job assignments.
2. Jobs requiring eye protection shall include but not be limited to grinding, buffing, welding, chain sawing, tree trimming, operating a cutting torch, and brush clipping, flying particles caused by workers or natural causes.
3. Any time there is a possibility of electrical flash, safety glasses shall be worn. If a worker may be exposed to an electrical hazard, all protective headwear, including prescription eyewear, must have an appropriate non-conductive rating. The employer shall ensure employees are equipped with non-metallic prescriptive eyewear.

HEAD PROTECTION

1. Hard hats will be worn when falling objects, electrical contacts, or other hazards may cause head injury (i.e., tree trimming, construction sites as determined by the Safety Committee, electrical substations, overhead work, etc.).

HEARING PROTECTION

1. Hearing protection will be worn when there is any possibility of hearing damage occurring (i.e., jack hammers, tampers, equipment operation, etc.).

CLOTHING AND FOOTWEAR

1. All employees shall always wear clothing and shoes that are suitable for the particular type of work which they are doing. The employer shall ensure that each employee who is exposed to the hazards or flames or electric arcs does not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee.
1. Clothing made of non-melting, flame resistant and flame-retardant material is acceptable under all conditions. An electrical safety hat shall be worn when working on or near live parts where the possibility of an electric arc exists. Clothing made of acetate, polyester, nylon or rayon (either alone or in blends) may not be worn unless it has been adequately treated or is worn in such a manner as to eliminate the ignition and melting hazards.
2. When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles such as keys or watch chains, rings, or wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts. When working in the vicinity of moving equipment, employees should avoid pinching hazards, crush hazards, and avoid loose clothing which can catch on exposed hardware or extend into energized areas.
3. Each employee shall wear gloves suitable for the work. Rubber glove protectors shall not be used as work gloves. Metal articles such as rings, watches, bracelets, and other objects which could increase the opportunity for glove failure shall be removed prior to wearing rubber gloves.
4. Finger rings or unnecessary jewelry shall not be worn while climbing on or off structures or vehicles or while performing any task where the ring might be caught under or snagged by a projecting item. Ring bands, wrist watches with metal case and watch bands shall not be worn while working on or near energized equipment or lines. Medical alert bracelets may be worn with transparent bands that hold the bracelets snugly to the skin.

5. Due to the potential for heat-related illness when wearing protective clothing in ambient temperatures greater than 78F, employers shall provide employees additional awareness training regarding the recognition and prevention of signs and symptoms of heat-related illness.

SAFETY VESTS

1. Employees will wear reflective vests when exposed to state highway traffic.

FIRE PROTECTION

1. Extinguishers shall be located in each City building and vehicle. Except for inspection, repair, or actual fire fighting, do not remove this equipment.
2. Employees shall be familiar with both the location and use of fire protection equipment.
3. Employees shall know the classes of fire, their characteristics, and the extinguishing agent to be used.

GUARDS

1. No guarding shall be removed from any machine or equipment except to perform required maintenance.
2. Guards removed to perform maintenance shall be replaced immediately and the machine shall not be operated while the guards are removed.

WARNINGS

1. Persons in a dangerous situation shall be warned without being startled. Employees not required to be near dangerous places shall keep away from them.

WARNING DEVICES

1. Warning signs shall be heeded. Only those signs, standards, barricades, flags, and cones which conform to federal, state, or local codes shall be used.
2. Warning devices and equipment shall be removed as soon as the hazard is eliminated.
3. Warning devices and equipment not in use shall be stored in a manner that will not deceive traffic or pedestrian flow.

WORK ZONES

1. A proper work zone shall be constructed around any area that constitutes a hazard to traffic, pedestrians, or workmen at a job site.
2. The intention of a work zone is to allow safe traffic and pedestrian flow as well as provide persons with a safe place to work. Use the Manual On Uniform Traffic Control Devices for proper placement of barricades, cones, tapes, etc.

FLAGMAN

1. Flagmen or other appropriate traffic controls shall be used whenever there is any doubt that effective protection can be provided by signs, signals, and barricades.
2. Flagmen shall wear red or orange or yellow warning vests with reflective strips for night and day use.
3. Flagmen shall place themselves in a protected position to reduce possibility of injury from traffic.
4. Flagmen shall ensure they can fully observe the operation and shall guide vehicle traffic in such a manner as to minimize the possibility of accidents or injury.
5. When flagmen are positioned at both ends of a job site, reliable communications or prearranged signals shall be used to ensure proper traffic flow.
6. Flagmen shall face traffic when giving signals.
7. Flagmen shall give positive, direct signals which leave no doubt as to their meaning.

LADDERS

1. General. Do not use any ladder that has cracked, loose, or broken rungs, broken side rails, or broken braces. Do not substitute ladders with boxes, crates, chairs, etc. Only one person shall be on a ladder at a time. Be sure the ladder is approved for the job. Do not use a metal ladder for electrical work. Have someone hold the ladder when necessary.
2. Straight ladders. The feet of the ladders shall be in good condition and shall be equipped with safety shoes. Do not stand or work on the top two rungs of a ladder. Do not splice two ladders together. Be sure the feet are placed on a solid base.
3. Step ladders. Do not work off the top two steps of a step ladder. Step ladder legs shall be fully spread and locked into place.

HAND AND POWER TOOLS

1. All tools shall be of an approved type and maintained in good condition. A Department Head has the authority and responsibility to condemn unserviceable tools.
2. Always use the proper tool for the job.
3. Electric tools and cords must be supplied with a grounded plug and connected to a 3-prong outlet.
4. All electrical tools will be equipped with ground fault interrupters when used in manholes, sewer lines, or standing water.
5. The frame of all electrical generators will be grounded including portable generators.
6. Electrical tools will be unplugged before making adjustments or repairs.

PNEUMATIC TOOLS

1. Pneumatic tools and compressed air tools should be used with caution.
2. Secure the tools to the hose by some positive means.
3. Shut off air supply and bleed system before breaking connections.

COMPRESSED GASSES

1. Care shall be used in handling all compressed gas cylinders.
2. Cylinders shall have the valve cap in place unless the cylinder is in use or connected to a welding set.
3. Do not lift by the valve.
4. Contents shall be properly identified.
5. Cylinders shall be stored and transported in an upright position and secured to prevent upset.
6. Do not use cylinder within 5 feet of an electrical outlet or any situation that could cause the cylinder to come into electrical contact.
7. Do not tamper with relief valves.

8. Do not force connections.
9. Bleed pressure before breaking connections.
10. Do not use a leaking cylinder. Remove it from any building and ignition source.
11. Do not allow oil, grease, or similar materials to come into contact with any valve, fitting, regulator, or gauge.

CUTTING AND WELDING

1. Welding and cutting shall be performed only by experienced and properly trained persons.
2. When welding and cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material.
3. Keep suitable fire extinguishers at all locations where welding and cutting equipment is being used.
4. A friction lighter or stationary pilot shall be used to light a torch.
5. Matches or butane lighters shall not be carried by welders or helpers during operations.
6. A fire watch shall be maintained when welding or cutting near combustible materials.
7. Be sure floors are swept clean of combustible material.
8. Use approved flow check valves on gas welding rigs.
9. Do not repair welding hoses or cables with tape.
10. Machinery, tanks, equipment, shafts, or pipes that could contain flammable materials shall be thoroughly cleaned prior to application of heat. Conditions shall include ventilation of gasses, dusty atmosphere, etc.
11. Maintain adequate ventilation during the welding process.

ELECTRIC WELDING

1. Properly ground the machine.
2. Use instructions supplied with the machine or recommended by the manufacturer.

3. Wear appropriate PPE associated with welding and cutting: welding face shields including clear protection while chipping and grinding and leather hand protection. Helpers shall wear appropriate PPE.
4. Protective measures shall be used whenever other persons could be exposed to the arc.
5. Remove electrode rod from welder lead when not in use.

HAULING POLES OR LADDERS

1. Poles, ladders, pipe, etc. shall not be wider than the truck width.
2. Materials shall be fastened securely.
3. Any material extending more than 4 feet beyond the truck or trailer shall have warning devices attached. Red flags for day, and red lights for night.
4. When hauling long loads into a heavy traffic or congested area, an escort vehicle displaying warnings should be used.

INDUSTRIAL TRUCKS AND FORKLIFTS

1. Industrial trucks shall be operated only by persons who are trained in their use.
2. Equipment shall be operated at a safe speed for existing conditions.
3. Before moving the equipment, check for persons in your pathway, and look for proper clearances in all directions.
4. On inclines, all types of loaded trucks shall be driven with the load on the upgrade side of the drive whether ascending or descending.
5. Lift bars on fork or lift trucks which are moveable or replaceable shall be firmly locked in place by a proper securing pin.
6. Use only manufacturer approved attachments.
7. Unless a proper seat is provided, no riders shall be allowed other than the operator except during operator training.
8. When an industrial truck is unattended, lower the load to the ground and shut off power.

9. Slow moving vehicle signs or warning beacons must be on vehicles if used on public streets.

CRANES, DERRICKS, AND HOISTING EQUIPMENT

1. Only authorized, trained persons shall be permitted to operate any lifting equipment.
2. No persons shall be permitted to ride the hook of any lifting equipment.
3. Loading shall not exceed manufacturer's load limits.
4. Manufacturer's recommended procedures for maintenance and operation shall be followed.
5. Be sure to check lifting equipment for weak cables, cracks, frays, leaks, etc.
6. Adjust slings and bindings after every load.
7. All slings and other fittings shall be of sufficient strength, proper type, and safe for their intended use.
8. Signals to the operator shall be given by one specified person. The operator shall obey a stop signal given at any time, by anyone.
9. Lifting equipment used near energized lines shall be properly grounded, insulated, isolated, or considered energized.
10. No one shall be under suspended loads or inside the angle of the winch line.
11. No one shall stand or work near a cable, chain, or rope under tension unless the nature of their work requires it.
12. Winch cables, ropes, or wire cables shall not be guided by hand when standing within reach of a drum.
13. Operators shall not leave their controls while a load is suspended.

AERIAL LIFTS

1. Only authorized and qualified persons shall operate this equipment.
2. Manufacturer's recommendations for maintenance and operation shall be followed.
3. Manufacturer's load limits for boom and basket shall not be exceeded. Shock loading (sudden stops and starts) shall be avoided.

4. Aerial lifts shall not be field modified unless recommended by the manufacturer. The insulating portion shall not be modified in any manner that might reduce its insulating value.
5. Prior to its use, the equipment shall be given a warm up period. The hydraulic system and the live controls shall be checked and tested daily before use to determine their working conditions. Malfunctions or unsafe operational conditions shall be reported.
Unsafe equipment shall not be used.
6. Articulating boom and extensible boom platforms, primarily used as personnel carriers, shall have both upper and lower controls.
7. Lower controls shall not be operated unless permission has been obtained from the person in the lift, except in an emergency.
8. The truck shall not be moved unless the boom is lowered.
9. Employees shall not ride in the bucket while the truck is traveling, with the exception of short moves at the same location if the basket is cradled for each move and the employee faces the direction of travel.
10. When someone is in the bucket, the brakes shall be set, and wheel chocks or outriggers shall be used to provide protection. Adjust outriggers so the truck is sitting approximately level.
11. When outriggers are used, they should be set on solid ground or pads.
12. When working from an aerial lift, a body harness shall be worn and a lanyard attached to the boom.
13. Safety rules governing the use of hot-line tools, rubber goods, personal protective equipment, and general safe practices shall also apply to work done from aerial baskets.
14. When a boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.
15. The operator shall always face the direction in which the basket is moving and they shall see that the path of the boom or bucket is clear when it is being moved.
16. Employees shall not stand or sit on top of or on the edge of the bucket or on ladders placed in the bucket.

17. When two linemen are working in the bucket, care shall be taken to avoid one man contacting poles, cross arms, or other grounded or live equipment while the second lineman is on equipment at a different potential.
18. In no case shall more than one energized conductor or phase be worked on at one time.
19. When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.
20. When work is being performed from a bucket there will be one person on the ground capable of operating the lower controls, at all times.

ELECTRICAL DISTRIBUTION

1. Only qualified employees shall work on or near energized lines or equipment.
2. When two or more employees are working on the same energized section, they shall work on only one potential conductor at a time.
3. Employees shall report any condition which may be hazardous or likely to interrupt service to their Department Head.
4. Any employee working alone shall get assistance if he is not satisfied that he can complete the job safely. Employees shall not work voltages over 600 alone.
5. Employees shall wear the proper PPEs at all times ((i.e., rubber gloves and rubber sleeves (leather covers are not to be used as work gloves), and appropriate classification hard hat)).
6. PPEs shall be inspected before each use.
7. When working on energized lines or equipment, other energized conductors within reach shall be covered with rubber protective equipment.
8. Rubber blankets, gags, hoods, etc. shall be visually inspected before each use.
9. When work is performed in the vicinity of exposed energized parts of equipment or lines, employees shall remove all exposed conductive articles.
10. All underground cables and apparatus energized at voltages greater than 600 volts shall be de-energized before work is done on the conductor or before the cables are cut into or spliced.

11. All employees working on or in the vicinity of lines or equipment exposed to voltages higher than those guarded against by the safety protective equipment provided shall assure themselves that the equipment or lines on which they are working are free from dangerous leakage or induction, or have been effectively grounded.

GROUNDING

1. All previously energized conductors shall be considered energized until tested and properly grounded.
2. Voltage Testing: De-energized conductors and equipment, which are to be grounded, shall first be tested for the presence of voltage.

DE-ENERGIZED LINES

1. Primary conductors shall be treated as energized until they are proven to be dead and grounded.
2. New construction may be worked as de-energized if the hazard of induced voltage or contact with energized lines is absent.
3. Before making an opening in or removing a part of the sheath or sleeve of a cable, the line shall be grounded at the first possible grounding point on each side of the work location.

TRANSFORMERS

1. The primary leads of a transformer shall be considered energized until the primary lead is disconnected and the secondary leads are disconnected or grounded.

CAPACITORS

1. Before capacitors are treated as de-energized, they shall be allowed five minutes to drain and then be shunted to ground.

EXCAVATING

1. Before excavation begins, call Diggers Hotline to locate all possible utilities.
2. The exact locations shall be done by careful probing and hand digging. Proper support shall be given to existing utilities when they are uncovered.
3. Trees, poles, or similar obstacles should be removed or soundly secured before digging begins.
4. Inspection should be done by a competent person after every rainstorm, before reentry into trenches by workers.
5. Excavated or stored material shall not be placed within four feet of the edge of the hole.
6. Diversion ditches, dikes, or other means should be used to prevent water from entering an excavation and to provide drainage away from the work area. All precautions should be taken to keep water out of the hole.
7. a. Water is to be removed from the excavation (as much as possible) before work begins.
 1. A backup pump will be on hand to ensure expedient water removal.
 2. No employee will enter the excavation until the entrapment hazard has been removed.
- b. When conditions exist in which the water cannot be completely removed and a flow of water continues into the excavation:
 1. Entrapment hazards removed and diverted as much as possible before entry.
 2. Backup pump will be used in conjunction with normal pump operations until water flow has been stopped and the danger of entrapment has been abated.
 3. An employee will remain on the surface to operate pumps and evaluate excavation conditions while workers are employed in the excavation.
8. a. In those locations where oxygen deficiency or gaseous conditions are possible, air in the hole must be tested.
- b. When gasses are present, adequate ventilation shall be provided and sources of ignition shall be removed.
- c. Attended rescue equipment such as breathing apparatus, harness, and lines shall be readily available where adverse atmospheric conditions may exist or develop.

BASIC SHORING REQUIREMENTS

1. Banks more than four feet high shall be shored, benched, or sloped flatter than the angle of repose.
2. Wood materials used for shoring or bracing must be sound and free from large, loose knots and shall be designed and installed to be effective to the bottom of the excavation.
3. Additional precautions by way of shoring or bracing shall be taken to prevent cave-ins from railroad or highway traffic, operation of machinery, or any other source that may cause soil vibration.
4. Means of egress from trench excavations such as a stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are more than four feet in depth. The means of egress shall be located so an employee does not have to travel laterally more than 25 feet. When a ladder is used it must extend three feet above the top of the trench. The ladder must be placed within the protection system.
5. The walls of the trench may be benched to reduce the overall slope of the walls and to provide earthen steps to climb out of the excavation. Bench height shall be no more than 2 feet high and bench width shall be no less than 2 feet wide.
6. It should be noted that no matter how short the period of work, every effort possible shall be made for the safety of the workers and public.

VEHICLE OPERATION

1. Only authorized persons who possess a valid operator's license or permit shall operate a municipality owned vehicle or personally owned vehicle on municipal business.
2. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
3. The driver shall operate at speeds no greater than that permitted by law. Existing conditions will be given consideration in the safe speed of vehicle operation.
4. The use of seat belts is required by law.

PARKING

1. When parking on a roadway, park on the right-hand side in the direction of traffic flow.
2. Park off the traveled road surface as much as possible.
3. Use appropriate warning lights, beacons, flashers, etc.
4. Use appropriate barricading and channeling devices according to the Manual on Uniform Traffic Control Devices.
5. Vehicles left overnight must be equipped with proper flares or reflective triangles.

INSPECTION AND MAINTENANCE OF EQUIPMENT

1. Drivers and operators shall perform a walk-around inspection on any vehicle or heavy equipment before operations begin. Include such items as brakes, tires, glass, wipers, lights, backing alarms, etc.
2. Do not operate the engine of a vehicle inside a garage facility without opening overhead garage doors or utilizing proper exhaust gas ventilation equipment.
3. In cases where there is a question about the condition of the equipment, a competent person should be consulted and necessary repairs completed promptly.
4. Proper maintenance of fiberglass components is essential for the components to maintain their dielectric properties and appearance. The exterior surface of fiberglass components, including upper control tubes, lower boom inserts, etc, should be cleaned and inspected to manufacturer's recommendations. This fiberglass maintenance should be performed as indicated in the manufacturer's operation and maintenance manual.
5. Repairs to fuel and maintenance systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
6. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
7. All parts of any industrial truck requiring replacement shall be replaced by only parts equivalent as to safety as to those used in the original design.
8. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall not be returned to service until the cause for overheating has been eliminated.

9. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point {below 100 degrees F} shall not be used. High flash point solvents {at or above 100 degrees F} may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent used.
10. Equipment parked outside as a normal practice will have the keys removed. The keys will be hung in a designated area of the shop.
11. When the keys are not readily available in the designated area the equipment will be considered out of service until the mechanic designates it as operable again.
12. Equipment that is not to be put back into service for any reason will be equipped with a tag out device stating that purpose.

GENERAL SHOP OPERATIONS

1. Stationary jack stands or supports must be used when working under vehicles or equipment.
2. Vehicle lift devices are to be operated by authorized personnel only.
3. Dump boxes, booms, and other lifting or loading units shall be securely blocked during servicing.
4. Wheels shall be chocked as appropriate on vehicles and equipment during servicing.

BATTERIES

1. Batteries in storage must be maintained in a well-ventilated area.
2. Battery charging and jump starting shall be done in accordance with industry practice by connecting and disconnecting the positive and negative terminals in a manner that will prevent sparking.

EQUIPMENT FLUIDS

1. All fluids shall be contained in the proper container when draining systems.

HYDRAULIC SYSTEMS

1. Checking for hydraulic leaks requires the proper tools and procedures. No employee shall use their hands to check for a hydraulic leak.

HAZARDOUS MATERIALS

1. Employees shall be knowledgeable in the use and handling of all chemicals including oils, greases, solvents, aerosol products, paints, and any other product of this nature prior to using the product.
2. Chemicals as mentioned above shall be disposed of using proper methods and in accordance with current regulations.
3. Proper labels shall be attached to all chemical containers and shall be legible at all times.

POWERED TRIMMING EQUIPMENT

POWER MOWERS

1. Be sure all guards are in place before starting.
2. Shut off the mower and disengage before making adjustments.
3. Remove foreign objects from the area to be mowed.
4. Avoid placing the body in front of the discharge opening.
5. Wear appropriate PPE.

USE OF POWERED EQUIPMENT

1. Employees operating powered trimming equipment shall wear suitable eye and face protection.
2. Chainsaw operators shall inspect the saw before each use to assure that all handles and guards are in place and tight. That all controls function properly and that the muffler is operational.
3. Chainsaw operators shall follow manufacturer's instructions on operation and maintenance.
4. Power saws weighing more than 15 pounds that are used in trees shall be supported by a separate line, unless the work is performed from an aerial lift or no supporting limbs are available.

5. When starting a chainsaw, it shall be placed on or against a solid support and the area cleared of all co-workers.
6. The saw bumper shall be against a tree or limb before starting a cut.
7. Chainsaw operators shall, when necessary, clear the immediate area around their work to make certain that brush will not interfere with either the chainsaw or operator.
8. The chainsaw engine or motor shall be stopped for the following:
 - a. When working on any part of the chain or cutting bar.
 - b. When the saw is being moved from one location to another, including being carried up into the tree.
 - c. While the unit is unattended.
9. A gasoline driven chainsaw engine shall be stopped when being refueled. If gas is spilled on the chainsaw during refueling, it shall be wiped off before the engine is started. Chainsaws shall not be started within 10 feet of a fueling area.
10. A gasoline driven chainsaw shall not be used at a distance that would require the operator to relinquish a safe grip on the saw.
11. Employees shall not approach a chainsaw operator within the reach of the saw while the saw is in operation.

USE OF HERBICIDES AND OTHER CHEMICALS

1. Before using any herbicide or other chemical, employees shall read the label carefully and follow the directions and precautions listed.
2. Employees shall avoid skin contact with, or breathing mist of, spray material.
3. When working with toxic materials, proper respirator protection must be used.
4. Spray equipment shall be cleansed daily when using oil solutions.
5. Spraying shall not be done when wind exceeds 15 mph unless specifically authorized by the supervisor.
6. Brush shall not be sprayed at a distance greater than 15 feet from a power spray nozzle.
7. Herbicides and other chemicals shall never be left where they would create a hazard to persons or property.
8. Empty containers shall be disposed of in a safe manner. They shall never be thrown into ponds, lakes, or streams.
9. Where applicable, all employees who apply pesticides or herbicides shall be licensed or work under the direct supervision of a licensed operator.
10. Spray wastes shall be disposed of in a safe manner and in accordance with federal, state, and local regulations.

Safety Policy Receipt

I, _____ acknowledge receipt of a copy of the City of Franklin safety policy. I understand it is my duty to read, study, and abide by these safety guidelines and work procedures as they apply to the duties I shall perform for the City of Franklin.

I further understand that failure to abide by these rules and procedures may result in disciplinary action.

Employee Signature

Date