

# **EMPLOYEE SAFETY MANUAL**

**Date Approved by Council: April 24, 2018**

**City of Baraboo**  
**Safety Policy Statement**

The City of Baraboo recognizes the risks inherent in providing necessary public services to the citizens of our community and 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 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 City government. Employees and supervisors must also be aware that safety will take precedence over expediency in performing daily work assignments. Management reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend or in any way contravene the provisions of any law, regulation, any of our labor agreements or any City rule, policy or procedure. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to the grievance procedure found in the City of Baraboo Employee Handbook and/or the Civil Service Rules and Regulations.

All employees share the responsibility of maintaining a safe and healthy working environment, and it is critical for labor and management, at all levels of our organization, to work cooperatively toward this goal. Therefore, the City and all employees agree to support this policy and work cooperatively toward its goal.

## TABLE OF CONTENTS

SECTION 1: Purpose and Scope.....	4
SECTION 2: General Responsibilities.....	4
SECTION 3: Safety Committee .....	4
SECTION 4: Hazard Identification, Prevention And Control Policy .....	5
SECTION 5: Injury/Illness Reporting Policy .....	5
SECTION 6: Light Duty/Return To Work.....	8
SECTION 7: Reporting Near-Misses Policy .....	10
SECTION 8: Emergency Action Guidelines Policy.....	10
SECTION 9: Training Policy .....	11
SECTION 10: General Safety Rules Policy.....	11
SECTION 11: Housekeeping Policy .....	13
SECTION 12: Tools And Equipment Policy .....	13
SECTION 13: Fleet Safety And Operation Policy .....	15
SECTION 14: Fire Safety/Flammable Liquids Policy .....	18
SECTION 15: Material Handling Policy .....	19
SECTION 16: Personal Protective Equipment Policy.....	20
SECTION 17: Construction Safety Policy .....	22
SECTION 18: Working In Confined Spaces Policy.....	23
SECTION 19: Ladders, Step Stools And Scaffolding Policy .....	25
SECTION 20: First Aid Policy.....	26
SECTION 21: Office Safety Policy .....	26
SECTION 22: Welding Policy.....	27
SECTION 23: Powered Industrial Trucks Policy .....	27
SECTION 24: Electrical Work Policy.....	28
SECTION 25: Aerial Bucket Use Policy.....	28
SECTION 26: Cranes And Hoists Policy.....	29
SECTION 27: Slings, Ropes And Chains Policy .....	29
SECTION 28: Fall Protection Policy.....	30
SECTION 29: Hazard Communication Policy .....	30
SECTION 30: Lockout/Tagout Policy.....	32
SECTION 31: Asbestos Policy.....	33
SECTION 32: Lead Policy .....	34
SECTION 33: Bloodborne Pathogens Policy .....	35
SECTION 34: Trenching/Excavation Policy .....	36
SECTION 35: Hearing Conservation.....	38
SECTION 36: Personal Protective Equipment (Ppe) Policy.....	39
SECTION 37: Respiratory Protection.....	41
SECTION 38: ERGONOMICS POLICY .....	42

## SECTION 1 PURPOSE & SCOPE

The purpose of this Safety Manual is to outline and establish those policies, programs and procedures necessary to comply with state regulations, to prevent accidents, to reduce the potential and severity of injury to City 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 City. 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 GENERAL RESPONSIBILITIES

- 2.01. Department Heads and Supervisors.** Department Heads and supervisors are responsible for the safety of employees under their direction, including the following:
- a. Ensuring compliance with the City'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, 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, acts and near-misses.
- 2.02. Employees.** Each City 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, acts and "near-misses" to their supervisor.

## SECTION 3 SAFETY COMMITTEE

- 3.01. Safety Committee.** Department Heads will serve at the Safety Committee. At least bi-annually, the Safety Committee will meet to cover safety related issues. The function of this Committee includes, but is not limited to, the following:
- a. To discuss top level policies concerning safety and health problems not solvable at lower levels and make recommendations for necessary policy changes for presentation to the Mayor and City Council as appropriate.
  - b. To review loss experienced by department, cost analysis figures (loss runs) and accident reports for all areas of exposure, including worker's compensation, fleet and general liability.
  - c. To evaluate the progress of the City's Safety Program and recommend changes 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 Mayor and Council up-to-date on the status of the City's Safety Program.

## SECTION 4 HAZARD IDENTIFICATION, PREVENTION AND CONTROL POLICY

- 4.01. Worksite Analysis.** Each Department Head is responsible for conducting a worksite analysis in their department. Worksite analysis is a combination of systematic actions that provide the information needed to recognize and understand the 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 and injury and illness trend analysis.
- 4.02. Hazard Identification.** Each Department Head is responsible for hazard identification within their department. 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 your operations and safety and health. 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. Employees should be involved whenever possible in the site and field inspections. Regular reports of positive and negative 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, so one or more mechanisms for employee hazard reporting should be in place at any given time. The Safety Committee is responsible for determining what mechanism will be used by the City and for implementing the mechanism (such as suggestion boxes or Safety Mail). Timely follow-up and reporting back to the employees as to corrective actions (if any) will be conducted by the Safety Committee
- 4.05. Injury and Illness Trend Analysis.** It is useful to review past injury and illness trends to predict and, therefore, prevent future occurrences. The Safety Committee shall designate one Department Head to keep track of past injuries and illness trends, such as date of injury, mechanism of injury, body part, root cause, etc. Common or obvious trends should be addressed with priority. Results of the analysis should be communicated with employees, managers and departmental safety committees for recommendations.
- 4.06. Hazard Prevention and Control.** Once the 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 Safety Committee 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 a must to control and prevent most major hazards. Therefore, an effective preventative maintenance program for facilities, boilers, vehicles, heavy equipment, etc. must be implemented and maintained by the Safety Committee.

## SECTION 5 INJURY/ILLNESS REPORTING POLICY

The following procedures for reporting injuries will be followed by all City of Baraboo employees, including employees in federally funded manpower 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 City Clerk.

- 5.01. Reporting an Occupational Injury or Illness.** Report all injuries to your supervisor no matter how insignificant they may seem. All injuries must be reported within 24-hours of occurrence or onset. For very minor injuries you may use

your department's "First Aid Log." For more serious injuries and for all injuries for which you seek medical treatment, complete a Report of Occupational Injury or Illness Form (available in Seamless Docs) and follow the appropriate procedures listed below. Injured employees must also notify the City Clerk of the injury, any medical treatment they have had or are going to have and their current work status within 24-hours of the event. If the injury happens on a weekend, holiday or any other time the City Clerk's office is closed, leave a message for the City Clerk.

- 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 Physicians relative to the injury must be turned into the City Clerk, including the Return-to-Work Form (available in Seamless Docs). All subsequent visits for follow-up treatment must comply with Section 5.03, below.
- 5.03. Non-Emergency Medical Treatment.** For non-emergency work related injuries, employees must do the following: Notify your supervisor immediately of the injury and the need for medical treatment. Complete a Report of Occupational Injury or Illness Form (available in Seamless Docs) and turn it into the City Clerk. Seek medical treatment from a local medical clinic, a local walk-in clinic, or your private physician. Regardless of provider, treatment for the injury must be provided on the day of occurrence. The provider must complete a full Return-to-Work Form (available in Seamless Docs) outlining the diagnosis, work limitations, duration of work limitations and any required follow-up. Turn this form into your supervisor immediately upon being discharged. For work-related injuries occurring outside of normal business hours (e.g., late at night, weekends, holidays, etc.), employees should see a local hospital emergency room or Urgent Care Facility 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. EMS then takes command of treatment and subsequent transportation of the injured employee. Employees are not to transport the injured employee him/herself. For other than serious injuries (e.g., small scrapes, bumps, bruises) see Section 5.03, above. The supervisor or designee shall arrange for transportation of the injured employee for medical treatment. This may include: taxicab service, calling a relative/designated emergency contact, or in limited cases, non-emergency paramedic service. If safe transportation cannot be procured, or if in doubt about the injury sustained, non-emergency/emergency (as appropriate), EMS is to be contacted for transportation. 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. Employee Injury Investigation.** Following an employee injury, a fact-finding investigation shall be conducted as to uncover the root cause of the incident. It is critical that fault and blame are not topics of discussion. Rather, an in-depth objective review and assessment of the unsafe acts, conditions or combination thereof, that resulted in the incident. The investigation may be brief and obvious or take an enormous amount of effort and cooperation from those involved. . The report's recommendations shall be communicated and implemented to the extent possible to avoid future occurrences. The following procedures shall be followed as soon as practical following an incident or report of injury or illness. Investigation steps can be added to the procedure; however, procedure steps outlined below shall not be removed or omitted and are considered a "minimum." The person(s) conducting the investigation shall ensure the investigation is "fact-finding" and not "fault-finding."
- a. Employee Injury/Illness Investigation Procedure:
1. An injury investigation report shall be generated using an Accident Report by Employee form (available in Seamless Docs) and Accident Report by Supervisor form (available in Seamless Docs).
  2. The employee's Supervisor or designee should question any witnesses to the incident documenting their responses using the Witness Statement Form (available in Seamless Docs). Be sure to consult with the police or legal counsel as to proper protocol prior to audio or video taping anyone or obtaining signed witness statements. Also, the Supervisor or designee should discuss the incident with the impacted employees and/or the relevant safety committee to help correct the factor(s) contributing to the cause of the injury or illness.

3. Supervisor or their designee may conduct a Job Hazard Analysis Form (JHA) (available in Seamless Docs) to assist in identifying the root causes and potential corrective measures required to prevent future occurrences. A formal JHA should be conducted in any of the following circumstances:
    - i. Resulting injury/illness from the incident was “severe” (e.g., repeated medical treatment and/or surgery).
    - ii. A significant portion of employees are exposed to the unsafe act or condition contributing to the cause of the incident or reported injury or illness.
    - iii. The incident and/or body part involved appear to occur frequently in comparison with other loss experience within the City.
    - iv. As otherwise required by supervisor and/or Department Head.
  4. Supervisor or their designee shall develop a corrective action plan and timeline for implementation and follow-up. Timeline shall not be longer than six months in duration without authorization from the Department Head. In addition, while corrective action is being taken additional temporary protections may need to be instituted to protect employees.
- b. Witness Interviewing: In general, experienced personnel should conduct interviews. If recorded, videotaped or signed witness statements are to be used, seek police or legal counsel prior to conducting the interview for proper protocol. In conducting interviews, the interviewer should:
1. Get preliminary statements as soon as possible from all witnesses using the Witness Statement Form (available in Seamless Docs).
  2. Arrange for a convenient time and place to talk to each witness.
  3. Explain the purpose of the investigation (injury/illness prevention) and put each witness at ease.
  4. Listen, let each witness speak freely and be courteous and considerate.
  5. Take notes without distracting the witness. Use a tape/video recorder only with consent of the witness.
  6. Allow the witness to make sketches and diagrams to help the witness – keep these sketches and diagrams with the investigation notes.
  7. Emphasize areas of direct observation. Label hearsay accordingly.
  8. Be sincere and do not argue with the witness.
  9. Record the exact words used by the witness to describe each observation. Do not “put words into a witness’ mouth.”
  10. Word each question carefully and be sure the witness understands.
  11. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).
  12. Supply each witness with a copy of their statements. Signed statements are desirable.
  13. After interviewing all witnesses, the interviewer should analyze each witness’ statement. They may wish to re-interview one or more witnesses to confirm or clarify key points. While there may be inconsistencies in witnesses’ statements, investigators should assemble the available testimony into a logical order. Analyze this information along with data from the scene.
- c. Conclusion of the Investigation: Provide the original copies of all forms, notes, recordings, etc., to the City Clerk. The City Clerk will inform the City Administrator and City Attorney that the investigation is complete. The City Administrator may meet with the Department Head to discuss the results of the investigation and any changes that may need to be made to a position.

**5.06 Non-Employee Injury Investigation.** If an employee witnesses or is informed of an injury to a non-employee occurring on property that is owned or maintained by the City, such as a trip and fall on a City sidewalk, the employee must follow these steps:

- a. Assess the situation. **If serious, life threatening, or injured person cannot self-transport or is not-ambulatory without assistance, call 911. Do not attempt to rescue parties that you are not trained or equipped for.**

1. If 911 was called, the Police Department will conduct an investigation into the circumstances of the incident.
2. If 911 was not called but if there is a visible injury, the situation appears serious and/or the person left before 911 could be called, contact the Baraboo Police Department to conduct an investigation into the circumstances of the incident.
3. If there are no visible injuries and the situation does not appear serious, inform your Supervisor or Department Head immediately and complete the City of Baraboo Non-Employee Incident Report (available in Seamless Docs) in addition to completing the following steps, as applicable:
  - b. The incident priority should follow that of ICS. For more information, contact your Supervisor or Department Head.
  - c. Make the injured person as comfortable as possible and provide applicable first aid; however, do not move injured person unless assistance is requested or the injured person initiates movement.
  - d. Never transport an injured person in a personal or City vehicle unless it is a part of the employee's job (e.g., the employee is a police officer or firefighter).
  - e. Do not prevent the injured person from leaving if he/she want to leave and is capable of leaving on his/her own volition.
  - f. Do not force the injured person to make any statements or provide any information if he/she does not want to provide the statement or information.
  - g. Obtain the injured person's name and contact information; listen to all statements from the injured person regarding the cause of the injury, prior medical conditions, medications used at the time of the incident; and take note of conditions of the accident scene (weather, lighting, caution signs, shoes worn by the injured person, etc.) and document everything on the Non-Employee Incident Report.
  - h. General post-accident procedures:
    1. Refrain from admitting responsibility/liability.
    2. Do not agree to pay expenses.
    3. Note all conditions and circumstances that did not seem normal, no matter how insignificant.
    4. Document everything.
    5. Submit all information to the City Clerk upon completion of the investigation, who will notify the City Administrator and City Attorney of the incident.

**5.07 Injury Investigation Employee Training.** Staff that is involved in investigating incidents or reported injuries/illnesses shall be trained. Training may include but is not limited to the contents of this policy, use of proper forms, goals of investigations, "true cost" of loss including direct and indirect costs, accepted investigation techniques, as well as practical exercises. Employees will minimally need "awareness" level training on the policy and forms while supervisors, managers, and those involved in conducting investigations may need more thorough training.

## SECTION 6 LIGHT DUTY/RETURN TO WORK

**Note: This policy is not applicable to employees who are temporarily disabled as a result of a non-work related injury/illness except as permitted by the Employee Handbook.**

**6.01 Purpose.** The purpose of this policy is to establish a uniform policy and procedure for the administration of a city-wide light duty assignment program for employees who are temporarily disabled from performing the duties of their regularly assigned positions due to a **work-related injury or illness**. This program is intended to provide temporary reassignment of an injured employee only until such time as:

- a. The employee is medically released to perform the full range of duties of his/her position;
- b. The light duty assignment is discontinued at the request of the attending physician;
- c. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
- d. The light duty assignment is discontinued at the option of City of Baraboo.



**6.02** Light Duty. “Light Duty” is a special, short term, temporary work assignment that is not an employee’s regular position. Light duty is reserved only for an employee who has temporary medical restrictions and who is recuperating from an injury occurring while the employee was performing services growing out of an event incidental to his/her employment and is covered by the Workers’ Compensation Act. Light duty is temporary, and all assignments will have an end date that can only be extended by written notice. In the event the employee is not able to return to his/her regular pre-injury position at the end of the light duty work, the light duty will not become a long term or permanent job.

Light Duty may be part-time, at a different rate of pay, different location, have different hours, and different duties than performed in the employee’s pre-injury position.

There is no guarantee of light duty work. The City of Baraboo may not be able to create a light duty position for all those with Workers’ Compensation injuries. The amount and type of light duty work will vary from time to time based on changing needs and City budget. Provision for light duty work is at the discretion of the City as it determines is in its best interest at the time.

**6.03** Notice. Written notices approved by the Department Head and the City Administrator will be given whenever a light duty work assignment is created. The notice will say that this is a temporary job and will state the end date. The City Administrator, or his/her designee, will be responsible for sending appropriate notices to employees placed on light duty assignments. An example of this notice is shown below.

Dear \_\_\_\_\_:

You are currently working under temporary restrictions during the Workers’ Compensation healing period. The Workers’ Compensation information indicates that your “healing plateau” should be reached in \_\_\_\_\_.

Your regular position of \_\_\_\_\_ has duties, among others, of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. These are some of the essential functions of your job that your doctor indicates you are not able to perform during this healing period.

If you have any questions regarding this letter, please contact the undersigned.

Very truly yours,

City Administrator

## SECTION 7 REPORTING NEAR-MISSES POLICY

**7.01 Near-Miss.** A near-miss is an unplanned event that, under slightly different circumstances, may have caused injury to a person, damage to property or an undesirable impact upon the environment. An effective method to reduce and control losses is to correct the unsafe act or condition before an actual loss occurs. Frequently near-misses (those occurrences that could have resulted in a loss but did not) play an important role in estimating future losses (see Accident Triangle below). Studies completed by the insurance industry have indicated that for every 300 near-misses that occur, 29 non-disabling injuries occur, followed by 1 fatality/serious injury. Therefore, it is the policy of this City of Baraboo to require all employees to report all near-misses to their supervisor to avoid future losses. Near-misses are to be reported on City of Baraboo Near-Miss Reporting Form (available in Seamless Docs).



## SECTION 8 EMERGENCY ACTION GUIDELINES POLICY

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, DPW, Parks, etc.). Drills shall be conducted at least annually for all facilities.

**8.01 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. Call 9-1-1
- d. Use the stairs to exit, do not use the ELEVATOR (if present).
- e. Meet for head count at pre-determined rendezvous point.

**8.02 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 or limited** 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.

**8.03 Bomb Threat.** Refer to Building Emergency Procedures

**8.04 Medical Emergency.** These general procedures should be followed in the event of a medical emergency:

- a. Call Emergency Medical Services (EMS) – **9-1-1** (after calling 9-1-1 and if trained and qualified in first aid/CPR go to step b, otherwise go to step c).
- b. If so trained and qualified, administer first aid/CPR and AED as required and wait until EMS arrives.
- c. Report situation to your Supervisor and stay with the afflicted person until help arrives.

**8.05 Workplace Violence/ALICE Response Protocol.** Refer to Building Emergency Procedures

**8.06 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 Police Department.
- e. If abandoned material is suspected to be chemical in nature, the Supervisor or his/her designee is to call the DNR 24-hour Spill Hotline (800-943-0003) to investigate.
- f. Follow DNR recommendations.

## **SECTION 9 TRAINING POLICY**

**9.01 All employees to be trained.** All employees shall be trained as to the contents of this manual as soon as practical after its adoption, to the extent relevant for said employee. The training shall 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.

**9.02 New hires.** All new hires will be trained as to the contents of this manual as soon as practical after hire. The training shall 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.

**9.03 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 the City of Baraboo's specific health and safety programs. 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 10 GENERAL SAFETY RULES POLICY**

**10.01 Horseplay.** Horseplay of any kind is prohibited. See the Employee Handbook for additional information.

**10.02 Smoking.** No person shall smoke or use tobacco in any City of Baraboo-owned building or vehicle. See the Employee Handbook for additional information.

- 10.03 Power tools and equipment.** All power tools and equipment shall be shut off when unattended or not in use.
- 10.04 Reporting damage or problems with tools or equipment.** Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is 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.
- 10.05 Apparel and jewelry.** Standards for wearing apparel and jewelry shall be consistent with City of Baraboo departmental safety work rules, policies and the requirements of the job. See the Employee Handbook for additional information.
- 10.06 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, Wis. Stats. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined or sent home without pay. See the Employee Handbook for additional information.
- 10.07 Working in the street.** When working in the street, always wear approved ANSI 107/207 (as appropriate) retro-reflective clothing as required by (SPS 332.21) and use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have an operable flashing or steady burn light which is turned on. 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.
- 10.08 Vehicle and equipment operation.** All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin 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 your 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 using 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.
- 10.09 Dispute resolution.** In the event a dispute should arise concerning safety, the City of Baraboo Administrator or his/her Designee shall be the final deciding authority.
- 10.10 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.
- 10.11 Protecting the public.** The public shall be kept away from all work areas that could reasonably expose them to a hazard.
- 10.12 Flotation devices.** Coast Guard approved flotation devices shall be worn at all times while working over water or operating any type of watercraft.
- 10.13 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 City of Baraboo - Exposure Control Plan and Department of Commerce regulations.
- 10.14 Hand washing & personal hygiene.** Hand washing is critical to rinse away dirt, oil and other contaminants from your hands to avoid ingestion and/or absorption through the skin. Employees are encouraged to thoroughly wash

fingers, hands and forearms prior to eating, drinking, smoking, visiting the restroom and going home for the day. As a general guideline, a minimum of 30 seconds must be used when washing to be effective.

- 10.15 Sun & Heat safety and protection.** When working outdoors, exposed skin must be protected. Be sure to cover exposed skin or wear at least a 30 SPF sun block on all exposed areas. Be sure to use sun block as directed. When extremely hot outside strenuous work should be conducted in the morning to the extent possible. Lastly, be sure to drink plenty of water prior to, during and after your shift. Dehydration often results because people tend to wait until they feel thirsty before drinking, but if you wait until you're thirsty . . . it's too late. By the time you feel thirsty; your body has already lost a great deal of fluids and may even be dehydrated. Dehydration is a serious problem for older adults. It can cause fatigue, headache, light-headedness, weakness and other symptoms and it may increase the risk of heat-related illnesses. There are three stages of heat-related illness: heat cramps, heat exhaustion and heat stroke. Heat cramps are the least serious of the three and usually occur during or after intense physical exercise. Drinking lots of water can usually prevent them. Heat exhaustion is the most common, and symptoms of include weak, rapid pulse; low blood pressure; headache; nausea; dizziness; "goose bumps" and weakness. If you have these symptoms, you should stop exercising or working, move to a cooler area and begin drinking fluids. Heat stroke is the most serious heat illness and requires immediate medical attention. It occurs when the body can no longer regulate its temperature causing it to rise rapidly. Heat stroke can be fatal or cause permanent disability and requires emergency help immediately. Symptoms include extremely high body temperature, skin that is hot, red and dry with no sweating, rapid and strong pulse, throbbing headache, dizziness, nausea, confusion and unconsciousness.

## **SECTION 11 HOUSEKEEPING POLICY**

- 11.01 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.
- 11.02 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.
- 11.03 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.
- 11.04 Rag storage.** Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose.
- 11.05 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 12 TOOLS AND EQUIPMENT POLICY**

- 12.01 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.

**12.02 Maintenance/repair.** When performing maintenance or repair functions, use only properly insulated tools, remove all jewelry and shut off the power, if possible, when working around energized electrical circuits or equipment. All work shall be performed consistent with the City of Baraboo's Lockout/Tagout Policy.

**12.03 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.

**12.04 Mowing/trimming.**

- a. When mowing or trimming:
  1. ANSI Z87.1 approved safety glasses with side shields or impact goggles must be worn.
  2. Inspect area and remove all debris.
  3. Cut with discharge chute pointed down and in opposite direction of buildings, vehicles play areas and pedestrians.
  4. Always shut engine off before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
  5. Wear steel toe or composite safety shoes or toe guards.
  6. Wear long pants.
  7. Wear appropriate hearing protection.
  8. Do not use standard mowing equipment on steep slopes. Generally, special attention should be given to any slope greater than 15 degrees.
- b. Tree trimming: When trimming trees or using chain saws: (NOTE: All tree work shall be done in accordance with the provisions of ANSI 133.1.)
  1. Except in cases of emergency, aerial tree work shall not be performed when trees are wet or during high winds.
  2. Ropes of suitable strength shall be used for lowering of limbs.
  3. Climbing ropes or safety line shall not be used for lowering of limbs.
  4. Remove all tools, hangers and ropes from trees before you leave the job site.
  5. No person shall be grounded with vehicle when working around wires.
  6. Never walk with saw blade in motion.
  7. Walk with guide bar pointing to rear.
  8. Maintenance and refueling shall not be done when saw is running.
  9. Approved hard hats, eye, ear, foot protection and cut resistant chaps shall be worn.
  10. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

**12.05 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 the City of Baraboo's Lockout/Tagout Policy.

- 12.06 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.
- 12.07 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.
- 12.08 Guards.** Never operate machinery or equipment when it is not adequately guarded or when guards are removed.
- 12.09 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.
- 12.10 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.
- 12.11 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.
- 12.12 Operating drills and drill presses.**
- a. Avoid wearing loose gloves, clothing or jewelry.
  - b. Always wear ANSI approved eye protection.
  - c. Material shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

### **SECTION 13 FLEET SAFETY AND OPERATION POLICY**

- 13.01 General responsibilities.**
- a. All employees operating City of Baraboo vehicles or heavy construction equipment shall be thoroughly familiar with and obey all State and local laws and/or regulations governing motor vehicle or equipment operation. Careless or negligent operation of vehicles or heavy construction equipment is prohibited. Additional specific fleet safety requirements are outlined in the City of Baraboo's established Fleet Safety Program.
  - b. If a City of Baraboo employee is required to have and maintain a valid driver's license during their incumbency, it is the employee's responsibility to notify supervision or management immediately when their driver's license is restricted, suspended or revoked. Failure to do so may result in the imposition of disciplinary action up to and including discharge.
- 13.02 Seat belt/shoulder harness use.** Seat belts and shoulder harnesses shall be worn while operating or riding in City of Baraboo 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.
- 13.03 Emergency vehicle operation.** Employees who operate authorized emergency vehicles shall be required to operate their vehicle with respect to State Statute 346.03 and department policy.

**NOTE:** The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.

**13.04 Transportation of hazardous materials.**

- a. The hauling of hazardous materials in City of Baraboo owned vehicles is prohibited unless the vehicle is properly placarded, manifests are correctly completed and the driver has the proper CDL hazardous materials endorsement.
- b. Fuel cans shall be secured while transporting. Only DOT approved fuel containers are allowed.

**13.05 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 Baraboo has the right to require that the employee provide medical information that describes, to the City of Baraboo's satisfaction, any limitations or side effects affecting employment.

**13.06 Driver responsibility.** The driver/operator of a vehicle or heavy construction equipment is responsible for:

- a. Keeping the windshield and windows as clean and clear as possible.
- b. Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers and horn are in proper working order.
- c. For checking all fluid levels (oil, transmission, hydraulic, etc.) each time he/she operates a vehicle/equipment.
- d. Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
- e. Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.

**13.07 Reporting accidents.**

- a. Driver Responsibility. Whenever any vehicle or heavy construction equipment is involved in an accident, it shall be the responsibility of the driver to:
  1. Call for the assistance of the police and advise the police department that it involves City of Baraboo equipment.
  2. Request medical assistance, if necessary.
  3. Provide all information requested by police.
  4. Report the accident to their supervisor at once.
  5. Provide the other driver with his/her name and address.
  6. Fill out a written report.

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

b. Supervisor Responsibility

1. In case of a non-personal injury accident involving equipment, ensure that the appropriate accident report is forwarded to their Department Head within twenty-four (24) hours (next business day for weekends and holidays) of the accident.
2. In cases involving an accident with personal injuries, the City of Baraboo or his/her designee shall be telephoned immediately.
3. Personal injury accidents occurring outside normal office hours shall be reported by the Police Department. In addition, accident reports must be forwarded to the Safety Coordinator as described above.

**13.08 Riding on the outside of vehicles.** Employees shall not ride on the outside of any vehicle. The only exception to this rule are waste collectors when assigned to a two-person route with a rear loading truck which is equipped with approved steps and handles. In no instance shall the vehicle exceed 10 mph or the distance exceeds two



blocks between stops while someone is riding on the outside of the vehicle. In no instance shall an employee ride on the back of a vehicle while the vehicle is backing.

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

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

**13.11 Parking vehicles.** When parking conventionally equipped vehicles or equipment, the driver shall:

- Block rear wheels if grade is steep. Curb front wheels by turning them into the curb.
- Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
- Exercise care when leaving parking space to avoid accident with moving traffic.

NOTE: Parking citations are the responsibility of the assigned driver at the time of issue. If a parking citation is not paid within the designated ordinance period, or there are multiple unpaid parking citations while using City of Baraboo vehicle on City time, this activity may be considered an abuse of vehicle privileges.

**13.12 Backing vehicles and equipment.** When backing equipment:

- Park the vehicle to avoid backing whenever possible.
- Make sure no person, vehicle or fixed object is behind the vehicle.
- Have a spotter (if available) guide you, but remember the driver is fully responsible for backing motions.
- Do not back too close to the edge of a fill.
- Make sure backup signal, if required, is in working order.
- Use the Get-Out-And-Look (G.O.A.L) technique in which the driver physically walks around the vehicle to look for obstacles and/or backing hazards prior to maneuvering the vehicle.

**13.13 Vehicle jack stands.** Always use "rated" metal vehicle jack stands when you are working under a raised vehicle. Use appropriate safety blocks to secure the body of a vehicle in a raised position. Never exceed rated capacity of jack stands.

**13.14 Use of personal vehicles.** No personally owned vehicle may be used on City of Baraboo business without the prior approval of the department head. The operator of the vehicle must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City of Baraboo insurance coverage.

**13.15 Mechanical breakdowns.** When a breakdown occurs in a vehicle you are operating:

- If possible, move the equipment off the roadway.
- If it cannot be moved, make sure you turn on the 4-way vehicle flashers.
- Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.
- If the vehicle creates a hazard and cannot be moved, the police should be notified immediately.

**13.16 Cargo and Cargo Securement.** When carrying large cargo loads, the driver and/or crew are responsible to:

- Ensure that the cargo is loaded and secured so that the load does not shift, spill or endanger others. If there is any debris, a cover or tarp should be over the load to prevent debris from blowing off. Prohibit anyone from riding on a load.
- Do not allow cargo to project beyond the side of the vehicle body.
- Ensure that all loads projecting more than four feet beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object.

- d. Ensure that shovels and similar tools are placed and secured in or on the vehicle so that they do not project beyond the body and cannot fall off.
- e. Tiedowns must meet the following requirements:
  - i. Tiedowns must not contain knots and must be secured and attached securely as to not allow movement or shifting of the load.
  - ii. Tiedowns must be located inboard of the rub rails. When this is not possible, edge protection must be used.
  - iii. The aggregate working load limit of any securement system must be at least ½ times the weight of the article or group of articles being transported. The aggregate working load limit is the sum of the following: ½ of the working load limit of each associated connector or attachment mechanism used to secure a part of the article of cargo to the vehicle AND ½ of the working load limit for each end section of a tiedown that is attached to an anchor point.
  - iv. At least one tiedown is required for cargo 5-feet or less AND 1,100 pounds or less.
  - v. At least two tiedowns are required if the cargo is 5-feet or less but weighs more than 1,100 pounds OR is longer than 5-feet but less than or equal to 10-feet irrespective of weight.
  - vi. For cargo longer than 10-feet, one additional tiedown is required for every additional 10-feet of length or fraction thereof.
  - vii. Heavy vehicles, equipment and machinery will be secured using at least four tiedowns each with a working load limit of at least 5,000 pounds.
- f. The cargo must be secured in such a way as to not affect the vehicle's stability or maneuverability.

### **13.17 Salter/Sander Auger Safety.**

- a. Before the spreader is powered, keep personnel clear from the spreader and the surrounding area.
- b. Never attempt to operate the auger with the top cover in the rear open position or when auger is unguarded.
- c. Do not alter, disconnect, or bypass the safety interlock system (if equipped) on the spreader assembly.
- d. Never attempt to clear a material bridging problem, material jam or clean the spreader with the truck engine running and/or when the PTO switch to operate the spreader is in the ON position.
- e. Before opening a tailgate, cover, grate, guard, or plate on or near the spreader assembly first turn off all power to the spreader and turn the truck engine off keeping the ignition keys on your person (e.g., in your pocket). Be sure all guards are put back in place prior to operating the spreader.
- f. Use special care in clearing a jammed auger. Be sure all power is turned off and that they truck ignition keys are maintained on your person (e.g., in your pocket). Open the bottom cover door being careful of added material weight as it swings open. There may be some pressure remaining against a jammed auger which could result in a small amount of rotation when the jam is released, so always use a SHOVEL HANDLE or PRY BAR (keeping hands clear) to loosen any jammed material. When the jam is cleared close the bottom cover door completely. When personnel are clear, start the engine and power the auger briefly to be sure that material is flowing.
- g. Never enter or allow anyone to enter, into the dump body while the tailgate spreader is operating.
- h. Always turn off all power, remove engine ignition keys while keeping them on your person (e.g., in your pocket), and lower the dump body before attempting any service work inside the dump body.
- i. Operators/Drivers shall not perform servicing or maintenance.

NOTE: All formal servicing (greasing/adjusting), repairs, or maintenance SHALL be completed by a qualified mechanic using the Lockout/Tagout Procedure for Vehicles and Equipment. Operators, drivers, and mechanics shall review the specific equipment OPERATOR'S MANUAL(S) for additional requirements.

## **SECTION 14 FIRE SAFETY/FLAMMABLE LIQUIDS POLICY**

- 14.01 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 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.

- 14.02 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.
- 14.03 Storage of fire equipment.** Fire extinguisher/hoses shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
- 14.04 Discharged fire extinguishers.** Do not place a discharged extinguisher back on the bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.
- 14.05 Vehicle fire extinguishers.** Designated vehicles (including powered industrial trucks) and equipment shall be equipped with portable fire extinguishers.
- 14.06 Reporting equipment problems.** If you notice a fire extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once so that the proper maintenance and testing can be performed.
- 14.07 Monthly inspections.** The department head or his/her designee shall ensure that fire extinguishers are inspected monthly and documented. DOES THIS GET DONE???????
- 14.08 Use of fire extinguishers.** See Building Emergency Procedures
- 14.09 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.
- 14.10 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.
- 14.11 Use of non-flammable cleaners.** Never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.
- 14.12 Smoking/open flames.** Smoking and open flames are absolutely prohibited in areas where flammable liquids are present.
- 14.13 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.
- 14.14 Burning.** Burning shall be done in strict compliance with City ordinances. Caution must be observed. No flammable liquids shall be used to start a fire.

## SECTION 15 MATERIAL HANDLING POLICY

- 15.01 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.

**15.02 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.

**15.03 Suspended loads.** Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

**15.04 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.

**15.05 Use of chemicals, pesticides, herbicides and fungicides.** All chemicals must be used in strict compliance with manufacturer's instructions and applicable Federal, State and local laws, regulations and ordinances. Make sure you read and follow manufacturer's directions and Material Safety Data Sheets (MSDS). Wear protective clothing as recommended by the manufacturer and consistent with the City of Baraboo'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 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.

**15.06 Handling hazardous materials.**

- a. Incompatibility. Always read product labels and MSDS before mixing or combining hazardous materials.
- b. Labeling. All containers shall be labeled to identify the contents, hazards and manufacturer's name. The labels shall reflect the numeric rating of the hazard for flammability, health and reactivity.
- c. Dispensing. Certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the area is well ventilated and that you follow mixing instructions on the product label or MSDS. NOTE: Gasoline cans shall be removed from the vehicle and placed on the ground before filling.
- d. Moving and carrying chemicals. Always carry chemicals in approved containers.
- e. Storage. Always store chemicals according to instructions on product label or MSDS.
- f. Disposal. Always follow State and Federal procedures for disposal. Never pour hazardous chemicals or waste down sewers, drains or on the ground.
- g. Spills. All spills shall be cleaned up in accordance with department procedures for hazardous chemical leaks or spills.
- h. Changing tanks. When working with hazardous gases such as chlorine or ammonia, check MSDS for appropriate PPE.

## **SECTION 16 PERSONAL PROTECTIVE EQUIPMENT POLICY**

**16.01 PPE hazard assessment.** A hazard evaluation is required to assess if hazards are present or likely to be present which necessitate the use of PPE. The evaluation must be a written certification for each job, task or assignment that requires the use of PPE. The certification must include the person who completed the assessment, the date of completion and what PPE is required for each job, task or assignment for which PPE is required. Management and employees should work together when conducting the PPE hazard assessment for objectivity and completeness.

**16.02 Hard hats.** Hard hats meeting the requirements of ANSI Z89.1, or revisions to this standard, shall be worn by all personnel in the following activities at all times as indicated by the City of Baraboo's Personal Protective Equipment Policy:

- a. While on building construction sites/projects that present overhead hazards.
- b. When engaged in storm damage clean up when overhead hazards exist.
- c. When working in or under an aerial bucket.
- d. When working in trenches, excavations, manholes, or other confined spaces.
- e. When inspecting work projects/building projects.
- f. When working under moving machinery (cranes, hoists, etc.).
- g. When using a chipper or stumper.
- h. Whenever an overhead or other hazard exists that would expose the head to injury or when the supervisor determines a hazardous situation exists.

**16.03 Protective eyewear.** Safety glasses, face shields or goggles. Suitable eye and face protective equipment shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids or injurious radiation. All safety glasses, face shields and goggles shall comply with requirements of ANSI Z87.1. Examples include: (NOTE: This is not an all-inclusive list; it is merely intended to provide examples of some of the possible situations when eye protection is required.)

- a. Grinding, cutting, milling or drilling with power tools.
- b. Using impact wrenches and compressed air tools.
- c. Using punches, chisels, wedges, picks or other impact tools.
- d. Chipping, scraping or scaling paint, rust, carbon or other materials.
- e. When firing a handgun at the police range.
- f. Chipping, saw cutting or breaking concrete.
- g. Pipe cutting and threading.
- h. Using paint remover.
- i. Using power activated tools.
- j. Soldering.
- k. Cleaning dust or dirt from vehicles, machinery, etc.
- l. Sandblasting or air cleaning operations.
- m. Using metal cutting lathes, sharpeners, drill press, power hack saw and other metal working tools.
- n. Using woodworking equipment/tools.
- o. Tree removal or trimming, brush chipping or stump removal.
- p. Using brush cutters or chain saws.
- q. Steam cleaning.
- r. Washing vehicle parts with soaps or solvents.
- s. Working under vehicles.
- t. Using trimmers and edgers.
- u. When handling batteries, acids, caustics and other harmful dust, liquids or gases.
- v. When performing electrical switching operations or activating high voltage circuits where arcs may occur.
- w. A face shield with the proper filter lens or welder's lens or welder's goggles shall be worn in all welding and cutting operations or in any other circumstance that would expose the employee to a risk of eye injury.

**16.04 Hearing protection.** Appropriate hearing protection must be used whenever the noise level exceeds 90 (dBA) or when using the shooting range, jackhammers, saws or using any gasoline powered equipment. (See City of Baraboo Hearing Conservation Program for more information.)

**16.05 High visibility clothing.** When working in the roadway or right-of-way, all employees shall wear ANSI 107/207 Class 2 approved retro-reflective clothing (SPS 332.21).

- 16.06 Protective clothing.** Protective clothing shall be worn in compliance with the City of Baraboo's Personal Protective Equipment policy.
- 16.07 Hand protection.** Hand protection shall be worn in compliance with the City of Baraboo's Personal Protective Equipment policy. Appropriate gloves shall be worn whenever engaged in the following activities:
- a. Laboratory activities (as required or for handling chemicals, batteries, etc.).
  - b. Handling rough materials such as lumber, stone, brush, etc.
  - c. Solid waste collection.
  - d. Handling ropes or steel cable.
  - e. When handling cement, hot asphalt or oil for surfacing.
  - f. When in contact with human blood or body fluids.
  - g. Welding.
  - h. Material handling.
  - i. When coming into contact with sanitary sewage.
  - j. Mixing and/or spraying chemicals.
  - k. Cleaning/washing parts.
  - l. Cleaning public restrooms.
- 16.08 Work shoes.** Approved work shoes shall be interpreted to mean hard-soled, oxford or work-type shoes. Safety shoes must meet ASTM F 2412-05 and ASTM F 2413-05 (formerly ANSI Z41 performance standard). To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the department head shall be the final deciding authority. NOTE: All footwear shall comply with the City of Baraboo's Personal Protective Equipment policy.
- 16.09 Respiratory protection.** When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc. which are harmful to the human respiratory system or where there is insufficient oxygen to support human life, the employee shall wear suitable breathing apparatus. When canister-type respirators are used, care must be exercised to use the proper canister for the exposure. Personnel must be medically evaluated, properly fit tested annually and trained to use a respirator. (See the City of Baraboo Respiratory Protection Program for more information.)
- 16.10 Spray painting.** All spray painting operations shall be done in a properly designed and functioning spray booth or in a designated area that has proper ventilation. Selection shall be made based upon hazard faced and exposure duration. Always consult the material safety data sheet. There shall be **no smoking** while spray painting. No welding, heating units or electrical spark producing equipment shall be used within 20 feet of a spray painting operation.

## **SECTION 17 CONSTRUCTION SAFETY POLICY**

- 17.01 Digger's hotline.** Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" at **(800) 242-8511**. In situations where the work is being done on City of Baraboo property, also make sure where all private utilities are located.
- 17.02 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. Wear ANSI 107/207 approved retro-reflective clothing as required by COMM 32.39.
- d. All City of Baraboo vehicles should have the most recent version of the “*Work Zone Safety*” laminated handbook and most recent version of the “*Flagger’s Handbook*” (if conducting flagging operations) in each vehicle cab that is involved in work zones.
- e. 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. Remove or cover all signs or devices that are not needed. All work zone setups should be documented.

**17.03 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 OSHA 29 CFR 1926.650-652 and SPS 332.38. All trench excavation operations shall be conducted as prescribed in the City of Baraboo’s Excavation and Trenching Program.
- b. Excavations and trenches shall be inspected by a competent person after each rain storm or other hazard increasing occurrence and the protection against slides and cave-ins shall be increased if necessary.
- c. In case of oxygen deficiencies or other hazardous atmospheres, employees shall refer to the City of Baraboo’s Confined Space policy.
- d. At least two employees shall work on each trenching or excavation job. One employee shall be stationed above ground observing the worker below at all times.
- e. No materials, soil, debris, equipment, etc., shall be stored, moved or placed within two feet of a trench or excavation. (**NOTE:** Best practice is half of trench depth away from edge of opening.)
- f. All materials or tools shall be passed down by rope or pulley arrangement to the worker below. Tools and equipment should be lowered into a trench or excavation by means of a rope, bucket or basket. Do not drop them into the trench or excavation for the employee to catch. Attempting to carry tools in one hand while climbing down the ladder is unsafe.
- g. An adequate means of exit such as a ladder or steps, placed so as to require no more than 25 feet of lateral travel when exiting, shall be provided in each excavation and trench. Ladders must extend at least 36-inches above trench opening. Employees shall not exit without first looking for traffic above.
- h. Employees shall wear the protective clothing and equipment required by the City of Baraboo’s Personal Protective Equipment policy.

**17.04 Slippery conditions.** When weather or water main breaks cause slippery conditions, use sand or salt to improve traction in the work area.

**SECTION 18  
WORKING IN CONFINED SPACES POLICY**

**18.01 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, and this policy. 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.

**18.02. Classification of Confined Spaces.** City of Baraboo will classify all confined spaces entered and/or on premises. 29 CFR 1910.146 Appendix A can provide guidance as to classifying confined spaces. Generally, a space is considered a confined space if it meets the following definitions:

- a. Large enough and so configured that an employee can bodily enter,
- b. Limited or restricted means for entry or exit, and
- c. Not designed for continuous employee occupancy.

- 18.03. Removal of manhole covers.** Never use your fingers or hands to remove a manhole cover. Always use a tool or mechanical assist device such as a pick with the point bent in the form of a hook, industrial magnet or a special tool specifically designed for this purpose. Once the cover is removed, leave it flat on the ground and far enough away from the manhole to provide adequate room for a working area.
- 18.04 Manhole individual rungs.** If there are ladder rungs or steps installed in the side of the manhole, be very cautious when using them. Be alert for loose or corroded steps. Always test each step individually before placing your full weight on it.
- 18.05 Use of ladders.** It is much safer to use a ladder as a means of entering a manhole. Be certain, however, that the bottom feet are properly placed so that the ladder will not slip or twist when your weight is placed upon it and that extension ladders are locked in place before use.
- 18.06 Testing atmosphere.** Never enter a manhole or confined space without first testing the atmosphere for oxygen, carbon monoxide, hydrogen sulfide, and combustible/flammable vapors. Atmospheric testing must be repeated prior to and during entry operations. Provide for adequate ventilation to remove these gases to safe levels before entering a manhole. Smoking or open flames are prohibited. (Continuous monitoring of the atmosphere shall be maintained while in the confined space.)
- 18.07 Lifeline and safety equipment.** Before entering a manhole or confined space, put on an approved full body harness equipped with a lifeline and securely and appropriately attach lifeline to an appropriate retrieval system (e.g., tripod/mechanical winch system). Communication between the entrant and attendant shall be maintained on an ongoing basis at all times. Hard hats shall be worn at all times. Intrinsically safe equipment shall be used due to potential flammable atmosphere.
- 18.08 First Aid/CPR.** All individuals involved in confined space operations must be first aid and CPR trained and certified as required by COMM 32.38 (3).
- 18.09 Entry Rescue.** If permit-required confined spaces are entered, the City of Baraboo will designate an “Entry Rescue Service.” The entry rescue service will be appropriately trained and equipped to perform entry rescue into any permit-required confined space entered by City of Baraboo. Guidance for evaluating an entry rescue team can be found in 29 CFR 1910.146 Appendix F.
- 18.10 Permit System.** All permit-required confined spaces will be entered by permit only. Confined spaces need one of the following to be classified as Permit-Required:
- a. Hazardous atmosphere
  - b. Engulfment hazard
  - c. Configuration hazard
  - d. Other recognized hazard

**GENERAL HAZARDS**

O<sub>2</sub> Deficient Atmosphere  
 Toxic Atmosphere  
 Flammable Atmosphere

**SOURCE**

Rust, displacement, chemical reactions, operations  
 Product, decomposition, work being performed, transfer from adjacent areas  
 Flammable gases, dust: Avoid smoking, welding, improper lighting, sparking tools.

**SPECIFIC HAZARDS:**

Hydrogen Sulfide: Rotten egg odor at low concentration, possibly no detection at high concentrations  
 Carbon Monoxide: Odorless, colorless, by-product of combustion, collapse possible at high concentrations  
 O<sub>2</sub> Deficient Atmosphere: (<19.5%) (Over 23.5% is an Oxygen Enriched Environment – flammability concerns)



**Other Hazards to Consider:** Engulfment, temperature extremes, electricity, insufficient lighting, work being performed, adjacent hazards

#### **CONFINED SPACE ENTRY PROCEDURE – 8 STEP PROCESS**

<b><u>Event</u></b>	<b><u>Notes</u></b>
1. Complete Permit	Mandatory for all entries, must be filed, Entry Supervisor may terminate entry.
2. Isolate	All energy sources must be controlled.
3. Define Roles	Entry Supervisor should assign the entrant and attendant responsibilities.
4. Test Air	Top, bottom + 4' intervals, allow for monitor or tubing delay, record results periodically.
5. Monitor Air	Continuously monitor air throughout the entry, ALL ENTRANTS MUST EXIT UPON ALARM.
6. Harness	All entrants must wear harness to facilitate quick retrieval, verify harness is worn properly.
7. Retrieval System	Set up retrieval equipment, verify entrant is attached, attendant must know how to retrieve.
8. Test Ventilation	Set up ventilation equipment, test to be sure it is functioning properly.

### **SECTION 19**

#### **LADDERS, STEP STOOLS AND SCAFFOLDING POLICY**

- 19.01 Use around electrical circuits.** Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.
- 19.02 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.
- 19.03 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.
- 19.04 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.
- 19.05 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.
- 19.06 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 20 FIRST AID POLICY**

**20.01 First aid supplies/reporting of injuries.** The City of Baraboo 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 21 OFFICE SAFETY POLICY**

**21.01 Housekeeping.** It is each employee's responsibility to keep their workstation 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.

**21.02 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 or multiple, free-standing cabinets should be bolted together.

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

**21.04 Chairs.** Employees should not recline in office chairs that are not intended for that purpose. Only 5-caster chairs should be used when possible.

**21.05 Ergonomics.** A "one size fits all" policy is not sound practice when setting up 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. Check with your supervisor for more information.

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

**21.07 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. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.

**21.08 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.

**21.09 Electrical plugs.** When removing an electrical plug from a receptacle, pull by the plug not the wire.

- 21.10 Portable Heaters.** Portable heaters shall be UL listed, properly grounded and have tip-over protection. Care must be given to ensure they are turned off and unplugged at the end of each work day.
- 21.11 Candles.** Burning candles or using hot plates is prohibited.

## **SECTION 22 WELDING POLICY**

- 22.01 General requirements.** All welding, cutting and brazing shall be performed in a manner consistent with COMM and OSHA 29CFR 1910.251-.255 regulations.
- 22.02 Personal protective equipment.** You must wear required welders safety equipment suitable for the materials being used. This includes, but is not limited to, flame resistant clothing, respirators, face shield and goggles.
- 22.03 Fire protection.** All work shall be performed in compliance with National Fire Protection Association (NFPA) Standard 51B. You are required to inspect the welding area before and after completion of work for fire or other hazards. You must have immediate access to an approved type of portable fire extinguisher.
- 22.04 Shields.** You are required to surround your work with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.
- 22.05 Ventilation.** Adequate general or local ventilation must be maintained.
- 22.06 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 City of Baraboo's Confined Space Entry Program.
- 22.07 Approved lighters.** You must use an approved type of lighter to light the blowpipe.
- 22.08 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.
- 22.09 Hot work permit.** When welding in a confined space or near hazardous chemicals, complete a Hot Work Permit.
- 22.10 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 23 POWERED INDUSTRIAL TRUCKS POLICY**

- 23.01 Authorized personnel.** 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.
- 23.02 Watching for hazards.** Operators must look in the direction of travel and be alert for potential hazards. Operate with forks as close to the surface as possible (4-6 inches when inside a building).
- 23.03 Unattended vehicle.** A vehicle is considered unattended when the operator is 25 feet or more from the vehicle or the vehicle is out of operator's view. When the truck is unattended the controls must be neutralized, power shut off, brakes set and forks grounded. Block wheels if parked on an incline.
- 23.04 Passengers.** Only the operator may ride on the lift truck unless a seat and handholds are provided for a passenger.

- 23.05 **Arm and leg placement.** Never place arms or legs between the uprights of the mast or outside the running lines of the truck.
- 23.06 **Direction of travel.** On grades in excess of 10 percent, lift trucks are to be driven downgrade with the load following and upgrade with the load ahead.
- 23.07 **Seat belts.** When provided, seat belts shall be worn at all times.

## **SECTION 24 ELECTRICAL WORK POLICY**

- 24.01 **Electrical work.** All electrical work shall be in compliance with the most recent edition of the National Electric Code (NEC) and COMM 16.
- 24.02 **Trained employees.** Only trained, qualified employees shall do electrical work.
- 24.03 **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. 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.**
- 24.04 **Energized equipment.** Energized equipment or wires shall never be left unguarded.
- 24.05 **Lockout/Tagout.** All employees must follow the City of Baraboo Lockout/Tagout policy.

## **SECTION 25 AERIAL BUCKET USE POLICY**

- 25.01 **Conducting work.** All work shall be conducted as if the truck, boom and aerial bucket were not electrically insulated.
- 25.02 **Aerial bucket operator.** Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment.
- 25.03 **Before starting work.** Before starting work the operator shall ensure that all ground level and bucket controls are in proper working order.
- 25.04 **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.
- 25.05 **Employee positioning.** Work shall only be done while standing on the floor of the bucket.
- 25.06 **Entering/leaving bucket.** Employees shall not enter or leave the bucket by walking the boom.
- 25.07 **Authorized and trained operator.** Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.
- 25.08 **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.
- 25.09 **Travel.** No employee shall be transported any distance while in the bucket.

- 25.10 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 26 CRANES AND HOISTS POLICY**

- 26.01 Trained employees.** Only trained, designated employees shall operate cranes and hoists.
- 26.02 No riding on equipment.** No person shall be permitted to ride the hook, sling or load of any equipment.
- 26.03 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.
- 26.04 Under a load.** No one shall be under a suspended load or inside the angle of a winch line.
- 26.05 No unattended loads.** Suspended loads shall not be left unattended without permission of the supervisor.
- 26.06 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.
- 26.07 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.
- 26.08 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 27 SLINGS, ROPES AND CHAINS POLICY**

- 27.01 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.
- 27.02 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.

NOTE: 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.

- 27.03 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.
- 27.04 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.
- 27.05 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.
- 27.06 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.
- 27.07 Suspended loads.** Do not place any part of your body under a suspended load.
- 27.08 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 28 FALL PROTECTION POLICY**

- 28.01 Fall arrest equipment.**
- a. 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.
  - b. 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.
- 28.02 Fall protection systems.** Fall protection systems (railings) shall be used whenever there is potential to fall four feet or more.
- 28.03 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.
- 28.04 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.
- 28.05 Training.** Employees required to wear fall protection equipment shall be trained on the safe and proper use of the equipment prior to use.

## **SECTION 29 HAZARD COMMUNICATION POLICY**

- 29.01 Hazard communication standard.** Employees will be informed of the contents of the Hazard Communication Standard. This includes the hazardous properties of chemicals with which they work, safe handling procedures and methods to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks as they come in contact with them.
- 29.02 Employee responsibilities.** All employees are responsible for:

- a. Following directions in the use and handling of all chemicals as prescribed on the material safety data sheets (MSDS) and instructed by the supervisor.
- b. Becoming familiar with the information on the MSDS.
- c. Notifying their supervisor of any condition which may have an adverse impact on employee safety/health.

**29.03 Hazard analysis.** Each chemical in the workplace shall be evaluated for hazardous properties. Hazardous properties include toxicity, corrosiveness, irritation effects, sensitization potential, flammability, instability, oxidizing effects and reactivity. Resources to be used in the hazard review include vendor MSDS's and other internal and literature sources.

**29.04 Material safety data sheets (MSDS).** An MSDS is a technical report that explains how to use, handle and store chemicals safely. A binder with an MSDS for every substance on the list of hazardous chemicals will be kept. Each department should maintain an MSDS for each hazardous material in their particular area(s). MSDS's will be made readily available to all employees during their shifts. A master list of all MSDS's should be available.

**29.05 List of hazardous chemicals.** A master inventory of hazardous substances will be compiled by the City of Baraboo. The master inventory list will readily available and accessible for review. A list identifying the chemicals used in each of the departments must be kept and made available in each department. The master list of hazardous substances will be updated as needed.

**29.06 Labeling.** Labels are required to quickly inform people of what they need to know in order to properly protect themselves. Labeling procedures and policies are as follows:

- a. Person(s) responsible for inbound shipments will evaluate labels on incoming containers. Each label will be checked for:
  - 1. Identity of substance.
  - 2. Appropriate hazard warning.
  - 3. Name and address of the manufacturer.
- b. If the label is not appropriate, the supervisor in the receiving department will notify the manufacturer or distributor.
- c. If the label is not received within 30 days of the initial notification, the supervisor in the receiving department will send a second request to the manufacturer or distributor.
- d. If an appropriate label is not received after the second 30 days, the department head will direct the appropriate supervisor to obtain and place on the container an appropriate label that has not yet been received from the manufacturer.
- e. The supervisor responsible for shipments is responsible for updating labels when new information is received.
- f. Labels will be removed if they are incorrect and when the container is empty if it will be used for other materials. All supervisors are responsible for seeing that all containers used in their departments are labeled properly and remain legible.
- g. Piping systems shall:
  - 1. Be labeled at access points and every ten feet where the piping is eight feet or closer to employee contact.
  - 2. Be labeled as follows:

<u>Substance</u>	<u>Color</u>
Materials Hazardous to Life and Property	Yellow
Fire Protective Materials	Red
Low Hazard Liquids	Green
Low Hazard Gases	Blue

- 3. Include the materials contained in the piping and the direction the material is flowing.

**29.07 Employee training.** All affected employees will be trained and informed at the time of initial assignment on the Hazard Communication Standard and whenever a new hazard is introduced into the work place. Department heads and supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

### **SECTION 3 LOCKOUT/TAGOUT POLICY**

**30.01 Policy.** All equipment must be de-energized and isolated from potentially hazardous energy sources and locked and/or tagged out before employees perform any servicing or maintenance where the release of stored energy could cause injury.

**30.02 Application.** This program applies to the control of energy during servicing and/or normal maintenance of machines and equipment if:

- a. An employee is required to remove or bypass a guard or other safety device.
- b. An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is being performed at or upon the point of operation or when an associated danger zone exists during a machine operating cycle.

**30.03 Employee classifications.**

- a. **Authorized Employees** have the authority and responsibility to perform lockout operations.
- b. **Affected Employees** are required to follow Lockout/Tagout procedures but do not perform lockout operations.
- c. **Other Employees** work in an area where energy control procedures may be utilized.

**30.04 Energy control procedures.** Procedures will be developed and documented when employees are engaged in activities that potentially could be hazardous due to exposure from an energy source. Energy control procedures shall clearly and specifically outline the purpose, rules and techniques to be utilized for the control of hazardous energy. These procedures must include the following:

- a. A specific statement of the intended use of the procedures.
- b. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- c. Specific procedural steps for the placement, removal and transfer of lockout or tagout devices and the responsibility for them.
- d. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices and other energy control measures.

**30.05 Lockout procedures.**

- a. The authorized employee shall notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- b. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of each energy source and shall know the methods to control the energy.
- c. When the electrical disconnect is attached (or adjacent) to the equipment, the motor stop button shall be depressed and the disconnect handle placed in the "OFF" position. The disconnect handle should be operated while standing to one side of the disconnect rather than in front of the switch. This is a safety precaution in case the parts in the switch explode. The authorized employee should attach his/her lock to the handle of the disconnect and remove the key.
- d. If a switch or disconnect cannot be locked out for any reason, an electrician must remove the fuses before any work is started.



- e. Stored or residual energy, such as that in capacitors, springs, rotating flywheels and hydraulic systems, and in air/gas, steam or water pressure lines, must be dissipated or restrained by methods such as grounding, repositioning, blocking or venting. If there is a possibility of accumulation of stored energy, isolation must be verified continuously until servicing or maintenance is completed.
- f. Equipment using hydraulic pressure shall be locked out by placing the hydraulic pump motor electrical disconnect switch in the "OFF" position, applying a lock to the disconnect and bleeding off residual pressure in the piping system if the energy could potentially endanger personnel.
- g. The authorized employee shall ensure that the equipment is completely disconnected from all energy source(s) by operating the push button or other normal operating controls or by otherwise testing to make certain the machine/equipment will not operate.
- h. Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment.
- i. The machine is now locked out and service or repairs can safely begin.
- j. If there are any doubts about the above procedure, the authorized employee shall contact his/her supervisor before proceeding.

**30.06 Restoring equipment to service.** When work is completed and the equipment is ready to return to operational condition, the authorized person shall:

- a. Visually inspect the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- b. Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
- c. Verify that the controls are in neutral.
- d. Remove the lockout device(s) and re-energize the machine or equipment.
- e. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.
- f. All other employees whose work operations are or may be in an area where energy control procedures are utilized, will be instructed about the lockout/tagout procedure and instructed not to attempt to restart or re-energize machines or equipment that are locked out.
- g. When employees are assigned to work on equipment that could endanger personnel if activated, the supervisor assigning employees to this work is responsible for providing employees with specific equipment and instructions to comply with the lockout procedure.
- h. Authorized and affected employees will be retrained whenever there is a change in their job assignments that could affect their lockout responsibilities, a change in the machines that presents a hazard or when there is a change in energy control procedures.
- i. Additional retraining will be conducted whenever the periodic inspection reveals that there are deviations from or inadequacies in the employee's knowledge or use of energy control procedures.

## SECTION 31 ASBESTOS POLICY

**31.01 Policy.** Employees are **not** allowed to perform asbestos-related work. All removal or disturbance of asbestos-containing materials (ACM) shall be performed under controlled conditions by asbestos abatement workers appropriately trained and currently licensed by the Wisconsin Department of Health and Family Services (DHFS). NEVER drill, hammer, cut, saw, break, damage, move, or disturb any asbestos-containing materials or suspected materials to help prevent it from becoming airborne.

**31.02 Asbestos identification.** Asbestos is identified by tags, stickers, pipe labels, signs or other high visibility means. Labels or signs should contain the following information:

DANGER  
CONTAINS ASBESTOS FIBERS

AVOID CREATING DUST  
CANCER AND LUNG DISEASE HAZARD

- 31.04 Asbestos disturbing activities.** Examples of activities that may result in the disturbance of suspect asbestos-containing materials may include:
- a. Removing or repairing floor tile;
  - b. Removing or repairing ceiling tile;
  - c. Removing pipe insulation or pipe joint compound to access pipes;
  - d. Knocking holes in plaster ceilings or walls; and/or
  - e. Removing carpet which has floor tile underneath it.
- 31.05 Operations and maintenance.** Employees shall not remove or disturb any suspected asbestos-containing materials until the materials have been sampled by a licensed asbestos inspector and it has been determined that it does not contain asbestos. NOTE: Employees shall not collect or handle samples of suspect asbestos-containing materials.
- 31.06 Common locations of ACM and PACM damage and deterioration.** Pipe Insulation, Boiler Breech/Boiler Lagging, Boiler Door, Fire Proofing, Acoustical Ceiling Tile, Brake Pads & Linings, Floor Tile, Mastics & Glues, Roofing, Electrical Insulation, Putties, Caulks, Cements, Joint Compound, Siding (transite).

**SECTION 32  
LEAD POLICY**

- 32.01 Certified employees.** Supervisors shall ensure that all lead disturbing activities involving facilities or equipment used by children under six years old or target housing is performed by certified employees. All work is to be done using methods that maintain employee or occupant exposures below established permissible exposure limits (50 µg/dl).
- 32.02 Lead identification.** The following warning signs shall be posted in each work area where an employee's exposure to lead is above the PEL.

WARNING  
LEAD WORK AREA  
POISON  
NO SMOKING OR EATING

These signs shall be illuminated and cleaned as necessary so that the legend is readily visible. Signs that contradict or detract from the meaning of the sign are prohibited.

- 32.03 Lead disturbing activities.** Examples of activities that may result in the disturbance of suspected lead-containing materials may include sanding, drilling, welding, demolition, window replacement, pipe cutting.
- 32.04 Lead abatement projects.** All lead abatement projects shall be performed under controlled conditions by a certified lead abatement contractor.
- 32.05 Training.** All employees exposed to lead above the action level (30mg/m<sup>3</sup>) or who may suffer skin or eye irritation from lead compounds will be trained initially (within 180 days) and annually in the following areas:
- a. The content of the 1910.1025 standard and its appendices
  - b. Specific hazards related to their work environment – including locations and potential sources of lead exposures in the buildings/facilities
  - c. The purpose, proper selection, fitting, use and limitations of respirators
  - d. The purpose and description of the medical surveillance program

- e. The engineering controls and work practices associated with employee's job assignment
- f. Contents of compliance plans in effect
- g. Instructions to employees that chelating agents should not be routinely used to remove lead from their bodies
- h. Protective measures which can be taken
- i. Potential health effects associated with lead exposure
- j. Their rights under the standard

**32.06 Emergency release or disturbance.** The Department Head shall be notified of activities that may result in the disturbance of lead containing materials. Emergencies include situations where a rapid response is necessary to mitigate damage or prevent further damage to the building or its occupants in which lead or suspected lead containing material may become airborne. Examples may include:

- a. Sanding lead based paint or material;
- b. Demolition of areas containing or suspected to contain lead;
- c. Cutting lead-containing pipe;
- d. Discovery of lead during renovation.

**32.07 Lead in the workplace.** Employees performing the following job functions should attempt to minimize exposure to lead in their daily activities: Plumbers/water utilities, painters, bridge maintenance workers, custodial/maintenance workers, welders, mechanics and mechanics helpers, carpenters, firing range clean-up or maintenance. Lead can be found in many areas of municipal work places. Common sources of lead exposure include, but are not limited to:

- a. Fumes containing lead are released during welding if metal coatings are made with lead
- b. Pipes, fixtures, solder and water tanks
- c. Vehicle parts such as batteries and radiators
- d. Ammunition/gun ranges
- e. Painted surfaces prior to 1978

**32.08 Hygiene.** Eating, drinking, smoking or chewing tobacco is prohibited in work areas where there is lead exposure or a potential for lead exposure. If an employee is exposed above the PEL, the employee will be provided a place to shower and change clothing.

**32.09 Medical surveillance and removal.** Employees who are exposed at the action level (30 µg/dl) must receive blood tests, a medical exam and consultation. If the employee's blood level reaches 40 µg/dl they will be tested every two months. If the employee's blood lead level is at or above 50 µg/dl, they will be tested again within two weeks. Any affected employee will be removed from exposure to lead if their blood lead level is still at or above 50 µg/dl on the second test or if it is necessary for other medical reasons.

**32.10 Housekeeping.** Vacuum cleaners must have HEPA filters (high-efficiency particulate). Wet mopping and other cleaning methods that keep dust from getting into the air should be used. Dry sweeping or shoveling should be avoided.

## **SECTION 33 BLOODBORNE PATHOGENS POLICY**

**33.01 Policy.** Employees are to treat all bodily fluids as if they are infected (Universal Precautions) and must use appropriate methods and personal protective equipment to limit exposure to bloodborne pathogens.

**33.02 Potentially infected bodily fluids.** These include human blood (most likely), semen, peritoneal fluid, vaginal secretions, amniotic fluid, cerebrospinal fluid, synovial fluid, pleural fluid or any body fluid that is visibly contaminated with blood, saliva, urine, feces, vomit, etc.

- 33.03 Routes of entry.** Open sores, cuts, abrasions, dermatitis, acne, severe sunburn or blisters, mucous membranes of the eyes, nose and mouth.
- 33.04 Methods of transmission.** Transferring infectious material into your blood accidentally with a sharp object or indirectly through touching contaminated material and then transferring it to your mucous membranes.
- 33.05 Universal precautions.** Because all materials are potentially infectious, treat them as infected and use proper clean up procedures.
- 33.06 Transmittable Pathogens**
- a) Hepatitis B  
Impact: Liver – may lead to chronic infection.  
Symptoms: Flu-like (fatigue, stomach pain, nausea) may develop jaundice, can take up to nine months to become noticed.  
Durability: May survive up to 7-14 days outside the body.  
Vaccination: Offered at no cost to employees with *routine exposure*, employee may decline series, employee may choose to receive vaccination at a later date at no cost.  
Vaccination effectiveness: 85-97%, Titer test must be taken 1-2 months after series to confirm effectiveness.  
HBIG vaccination effectiveness: 75% if taken within 72 hours.  
Composition: Vaccination is made from yeast cultures.
  - b) Hepatitis C  
Impact: Liver – may lead to chronic infection, cirrhosis or cancer.  
Symptoms: Same as Hepatitis B.  
Durability: May survive 16 hours to four days outside of the body.
  - c) HIV/AIDS  
Impact: Immune System – reduces T-helper cells to point where immune systems is ineffective (AIDS)  
Symptoms: Fever, headache, sore muscles and joints, stomach ache, swollen lymph glands, flu-like, may take 10 years or longer for signs to appear.  
Durability: Likely to survive 1-2 hours outside of the body.
- 33.07 Clean up.** Wear proper PPE, use 10:1 water to bleach solution or EPA-registered tuberculocidal disinfectant, allow disinfectant to contact material for a minimum of 10 minutes.
- 33.08 Disposal.** Regulated infectious waste (drrippable, pourable, squeezable, and flakeable) must be contained in a biohazard bag (red or orange) and disposed of at an approved facility.
- 33.09 Exposure incident.** If you are involved in an exposure incident: wash area thoroughly, flush mucous membranes for 15 minutes, and report exposure to supervisor immediately.

## SECTION 34 TRENCHING/EXCAVATION POLICY

- 34.01 Policy.** Employees are required to be trained in trenching and excavation before working in them. Federal and state laws are to be followed as well as City of Baraboo policies to help reduce exposures and limit potential for injury while trenching or excavating.
- 34.02 Responsibilities.** Every trenching/excavation site shall have a competent person present. A *Competent Person* is defined as one who is capable of identifying existing and predictable hazards in the surroundings or working

conditions that are unsanitary, hazardous or dangerous to employees, and who has *authorization* to take prompt corrective measures to eliminate them. The *Competent Person* shall be responsible for:

- a. Applying the proper training and equipment to safely work in trenches and excavations.
- b. Ensuring that all hazards have been identified.
- c. Complying with safe practices established in the adopted trenching and excavation safety policy.
- d. Taking prompt corrective measures to eliminate any hazardous or dangerous conditions.
- e. Completing the Trenching - Competent Person Checklist Form (available on Seamless Docs).

**34.03 Safe operational practices.** *All employees must comply with the following safe practices prior to and during entry of a trench or excavation.*

- a. A designated *competent person* shall conduct trench, protective system and adjacent area inspections:
  1. Daily and prior to the start of work and as needed throughout the shift.
  2. As dictated by the work being done in the trench.
  3. After every rainstorm.
  4. After other events that could increase hazards; snowstorm, windstorm, thaw, earthquake, dramatic weather, etc.
  5. When fissures, cracks, sloughing, undercutting, water seepage, bulging at the bottom or similar conditions occur.
  6. When there is a change in the size, location or placement of the spoil pile.
  7. When there is any indication of change or movement in adjacent structures.
- b. Employees exposed to hazardous trench or excavation conditions are to be removed from these areas until precautions have been made and the area has been inspected by the competent person.
- c. A Trenching – Competent Person Checklist Form shall be filled out for each inspection by a competent person for all excavations five feet or greater in depth.
- d. Underground utilities must be located and marked before excavations begin. Utility installations must be protected, supported or removed to protect employees.
- e. Trenches **four feet or more in depth** shall have a means of egress (i.e., ladder, ramp).
- f. A ladder must be appropriately secured and extend a **minimum of three feet above** the top of the protective system or top grade of trench.
- g. Ladders or other means of egress must be so located so that an employee does not have to travel more than **25 feet laterally** to the nearest means of egress.
- h. Employees exposed to vehicular traffic on highways, roads, streets or their easements shall be provided and required to wear reflective vests or other suitable garments that meet the current ANSI/ISEA 107-2004 standard.
- i. Warning lights and 4-way flashers on all vehicles and heavy equipment shall be used to enhance visibility.
- j. Employees are not allowed to work under raised loads.
- k. The following steps must be taken to prevent vehicles from accidentally falling into an open trench or excavation: use of barricades where practical, use of stop logs, where practical, or have another employee use hand signals.
- l. Employees may not work in a trench or excavation **over four feet in depth** without another employee at the top of the trench or excavation. The top person must be someone other than the equipment operator when the person in the trench is not in the operator's constant view.
- m. Trench or excavation openings must be adequately barricaded by using, at a minimum, fencing and/or flashing barricades on all sides when work is not in progress. Public thoroughfares, common paths or sidewalks shall be barricaded a **minimum of 10 feet** from the excavation site. Any trench or excavation **greater than four feet deep** that is to be left unattended for greater than 24 hours, or is subject to water retention, must be fenced to a height of at least four feet using appropriate fencing materials.
- n. Employees working on trench or excavation job sites must wear ANSI approved hard hats and safety glasses.
- o. Employees shall not be permitted to enter or work in a trench or excavation **greater than four feet in depth** if a hazardous or toxic atmosphere is suspected or exists.

- p. Atmospheric testing must be conducted prior to and during entry if the trench or excavation is **greater than four feet deep**.
- q. If water accumulation occurs in the trench, employees must protect the trench from cave-in with special systems or remove the accumulated water with equipment monitored by the competent person.
- r. If the nature of work interrupts the natural drainage flow of surface water, a measure must be used to prevent surface water from entering the excavation and to provide drainage to an area adjacent to the trench and excavation.
- s. Sidewalks, pavement sections and curb lines shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse.
- t. Spoil piles, equipment or other materials shall be **no closer than two feet** from the surface edge of the trench which is measured from the nearest base of the spoil or equipment to the cut. NOTE: Where more surface space is possible, the distance should be increased to half of the trench's depth from the cut edge.
- u. Spoil piles, equipment or other materials should be placed so that they cannot run, slide or fall back into the trench.
- v. Spoil piles, equipment or other materials should be placed so that it channels water away from the trench or excavation opening.

**34.04 Protective system requirements.** All trenches and excavations greater than five feet in depth, or those less than five feet if the soil is unstable, shall be properly protected using a recognized sloping, shielding and shoring method. Any trench or excavation that is 20' deep or greater must have a protective system that has been designed by a registered professional engineer.

## SECTION 35 HEARING CONSERVATION

**35.01 Policy.** Employees are to use hearing protection whenever exposed to 85 dBA or more or as required by City of Baraboo policy. See the Employee Handbook for additional information.

**35.02 Noise monitoring.** Noise exposure measurements will be conducted and documented when exposures are expected to be between 80 dBA and 130 dBA.

**35.03 Audiometric testing.**

- a. Audiometric testing will be performed at no cost on all employees whose exposures equal or exceed an 8-hr TWA of 85 decibels.
- b. Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist or other physician.
- c. A baseline audiogram will be conducted to establish a baseline which subsequent audiograms can be compared.
- d. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise.
- e. Audiograms will be conducted at least annually.

**35.04 Audiometric evaluation.**

- a. Employee's annual audiogram will be compared to their baseline audiogram to determine if a Standard Threshold Shift (STS) occurred.
- b. A STS is defined as a change in hearing threshold relative to the baseline of an average of 10dBA or more at 2000, 3000, and 4000 Hz.
- c. In determining if an STS has occurred, an allowance can be made for the contribution of aging (presbycusis).
- d. If an audiogram shows an employee has an STS, the person will be retested within 30 days to determine if the shift is persistent.

- e. The following steps will be taken if a comparison of the baseline audiogram indicates a persistent standard threshold shift.
  1. Employees not using hearing protection will be trained, fitted and required to use hearing protectors per City of Baraboo policy.
  2. Employees already using hearing protectors will be retrained, refitted and required to use hearing protectors.
  3. Written notification of the permanent STS will be given to the employee within 21 days with a copy to the supervisor.
  4. The employee will be counseled on the need to use hearing protection and provided further clinical evaluation if necessary.

**35.05 Protection equipment.** Required for any employee who is subjected to sound levels equal to or exceeding an 8-hr TWA of 90 decibels; any employee who has experienced a persistent STS and who is exposed to 8-hr TWA of 85 decibels or greater; any employee who has not had an initial baseline audiogram and who is exposed to 8-hr TWA of 85 decibels or greater; as required by City of Baraboo policy.

- a. Employees will be allowed to select hearing protection from a variety of suitable hearing protectors at no cost to them.
- b. Employees will be held accountable for properly using and maintaining the equipment furnished.
- c. If the 8-hr TWA is over 90 dBA, the protection must reduce the exposure to at least an 8-hr TWA of 90 dBA or below.
- d. If protection is being worn because the employee has an STS, then it must reduce the exposure to an 8-hr TWA of 85dBA or below.
- e. If employee noise exposures increase then hearing protection must increase to a point of being effective.
- f. It is the responsibility of the supervisor to ensure that hearing protectors are worn by all employees as required to do so.

## SECTION 36 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

**36.01 Policy.** Employees are required to use PPE as determined by the hazard assessments and maintain PPE according to manufacturer requirements.

**36.02 Eye and face protection.**

- a. Each affected employee shall use appropriate eye or face protection (such as safety glasses, face shields or goggles) when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation.
- b. Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (clip-on side shields) meeting pertinent requirements set by the American National Standards Institute (ANSI) are acceptable.
- c. Each affected employee who wears prescription lenses while engaged in operations shall incorporate the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
- d. All eye and face personal protective equipment shall be distinctly marked to facilitate identification of the manufacturer.
- e. Protective eyewear and face protection shall be periodically cleaned according to the manufacturer's instructions. If none are available, clean with mild soap and a warm water solution by soaking the device in the soap solution for 10 minutes. Rinse thoroughly and allow to dry.
- f. Face shields are not to be considered eye protection and shall be worn only in conjunction with safety glasses or goggles.
- g. Contact lenses offer no protection against eye hazards and are not to be considered personal protective equipment. Employees with contact lenses shall wear proper eye or face protection as described above.

- h. Contact lenses should not be worn in areas where exposure to chemicals, vapors, splashes, radiant or intense heat or molten metals or in an atmosphere which contains a large concentration of particulate matter.

**36.03 Head protection.**

- a. There are two types of hard hats:
  - 1. Type 1: helmets intended to reduce the force of impact resulting from a blow only to the top of the head.
  - 2. Type 2: helmets intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head.
- b. Both of these types of hard hats are classified into three groups:
  - 1. Class G (General): intended to reduce the danger of contact exposure to low voltage conductors. Test samples are proof-tested at 2200 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
  - 2. Class E (Electrical): intended to reduce the danger of exposure to high voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
  - 3. Class C (Conductive): not intended to provide protection against contact with electrical conductors.
- c. Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.
  - 1. Protective helmets designed to reduce electrical shock hazard shall be worn by each affected employee when near exposed electrical conductors which could contact the head.
  - 2. Only hard hats approved by the American National Standards Institute (ANSI) shall be used. Protective headgear purchased after July 5, 1994, shall comply with ANSI Z89.1-1997 standards or be equally effective.

**36.04 Foot protection.** Foot protection provides protection in areas where there is a danger of foot injuries due to: hot, corrosive or poisonous substances; falling or rolling objects; objects piercing the sole; and where an employee’s feet are exposed to electrical hazards. Always replace safety shoes if the steel or composite toe is exposed.

**36.05 Hand protection.** Employees are required to use appropriate hand protection when employees’ hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

- a. Selection of hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, the degree of dexterity required, duration of use and the hazards and potential hazards identified.
- b. The manufacturer of the gloves should provide documentation of the performance characteristics before a glove is purchased.
- c. The types of gloves used may include, but are not limited to cotton, latex, rubber, leather, etc.

**36.06 Hearing protection.** Whenever sound levels in the work area are excessive and engineering controls cannot reduce the level, hearing protection shall be worn. The following chart should be used to determine the need for hearing protection and permissible exposure limits:

Duration per day, hours	Sound level (dBA)
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105



## SECTION 37 RESPIRATORY PROTECTION

### **37.01 Respirator fit testing.**

- a. Before an employee is required to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must be fit tested with the same make, model, style and size of respirator that will be used and at least annually thereafter.
- b. Additional fit tests will be conducted whenever the employee reports, or the supervisor or program administrator makes visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery or an obvious change in body weight.
- c. If after passing a QLFT or QNFT, the employee gives notification that the fit of the respirator is unacceptable; the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.

### **37.02. Respirator operation and use.** The Operations and Use Manuals for each type of respirator will be made available to all qualified users. For continued protection of respirator users, the following general use rules apply:

- a. Users shall not remove respirators while in a hazardous environment.
- b. Respirators are to be stored in sealed containers out of harmful atmospheres.
- c. Store respirators away from heat and moisture.
- d. Store respirators such that the sealing area does not become distorted or warped.
- e. Store respirators such that the face piece is protected.

### **37.03 Face piece seal protection.** Employees with tight-fitting face pieces are not permitted to wear them if:

- a. Facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or
- b. Any condition that interferes with the face-to-face piece seal or valve function exists.
- c. Corrective glasses, goggles or other personal protective equipment interferes with the seal of the face piece to the face of the user.

### **37.04 Continuing Effectiveness of Respirators.** Employees should leave work area to:

- a. Wash face and respirator face pieces as necessary to prevent eye or skin irritation associated with respirator use.
- b. Be safe if a vapor or gas breakthrough is detected, changes in breathing resistance or leakage of the face piece occurs.
- c. Replace the respirator or the filter, cartridge or canister elements.

### **37.05 Cleaning and disinfecting.** The respirators shall be cleaned and disinfected when:

- a. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as needed to maintain a sanitary condition.
- b. Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals.
- c. Respirators maintained for emergency use shall be cleaned and disinfected after each use.
- d. Respirators used in fit testing and training shall be cleaned and disinfected after each use.
- e. Cleaning and storage of respirators assigned to specific employees is the responsibility of the employee.

### **37.06 Respirator inspection.** All respirators/SCBAs will be inspected after each use and at least monthly. Should any defects be noted, the respirator/SCBA will be taken to the program administrator. Damaged respirators will be either repaired or taken out of service and replaced.

- a. Respirators shall be inspected as follows:
  1. All respirators used in routine situations shall be inspected before each use and during cleaning.

2. All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations and shall be checked for proper function before and after each use.
3. Emergency escape-only respirators shall be inspected before being carried into the workplace for use.
- b. Respirator inspections include the following:
  1. A check of respirator function, tightness of connections and the condition of the various parts including, but not limited to, the face piece, head straps, valves, connecting tube and cartridges, canisters or filters.
  2. A check of elastomeric parts for pliability and signs of deterioration.
  3. SCBAs shall be inspected monthly. Air and oxygen cylinders shall be maintained in a fully charged state and be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The regulator and warning devices shall function properly.
- c. For Emergency Use Respirators, the additional requirements apply:
  1. Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action and a serial number or other means of identifying the inspected respirator.
  2. Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator or is included in inspection reports stored as paper or electronic files. This information remains until replaced by a subsequent certification.

**37.07 Respirator storage.** Respirators are to be stored as follows:

- a. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- b. Emergency Respirators shall be:
  1. Kept accessible to the work area;
  2. Stored in compartments or in covers that are clearly marked as containing emergency respirators; and
- c. Stored in accordance with any applicable manufacturer's instructions.

## **SECTION 38 ERGONOMICS POLICY**

**38.01 Policy.** The information in this policy is intended to give employees a basic knowledge of ergonomic principles for workstations and to provide a safe and healthy workplace free from recognized hazards or harmful conditions. Employees are expected to utilize ergonomics within reason; reasonable effort should be made to lessen the risk of injury from equipment, tools or job tasks. If you are unsure if you are using ergonomic principles contact your supervisor.

**38.02 Responsibilities.**

- a. Employee Responsibilities:
  1. Attending all training involved with the ergonomics program.
  2. Notify supervisors of potential problems that may relate to ergonomics.
  3. Assisting with ergonomic evaluations as needed.
  4. Apply ergonomic principles in their work environment.
- b. Department Heads are responsible for the following:
  1. Allocating time for implementation of the program.
  2. Assisting with ergonomic evaluations as needed.
- c. The City Administrator or his/her designee is responsible for the following:
  1. Writing the program, annually updating the program and making changes as needed.
  2. Communicating the program to the Department Heads, Supervisors and Employees.
  3. Performing ergonomic evaluations as needed.
  4. Researching new developments in the field of ergonomics as they may apply to employees.

### **38.03 Workstations.**

- a. NON-OFFICE WORKSTATIONS. When working in non-office work environments the following twelve ergonomic principles apply:
  1. Reduce excessive force
  2. Work in good postures
  3. Reduce excessive repetitions
  4. Keep everything in easy reach
  5. Work at proper heights
  6. Minimize direct pressure points
  7. Provide clearance and access
  8. Provide mobility and change
  9. Maintain a comfortable environment
  10. Designs for clarity and understanding
  11. Designs for expectations
  12. Improve work organization
  
- b. WORKSTATIONS (see example below).
  1. Monitor Location
    - i. About arm length away
    - ii. Top of monitor at about eye level
    - iii. Tilted slightly downward to reduce glare
    - iv. Directly in front of you to keep head/neck straight
    - v. Same principles apply for a document holder
  2. Keyboard/Mouse Use.
    - i. Keeps wrists in neutral position
    - ii. Keeps elbows at about 90 degrees
    - iii. Keep keyboard at appropriate angle (neutral position)
    - iv. Keep mouse by keyboard if possible
    - v. Do not rest wrists on sharp table edges (contact stress)
  3. Proper Chair Use.
    - i. Know how to adjust your chair!
    - ii. Feet firmly on floor or foot rest (90 degrees at the knees)
    - iii. Use lumbar support and avoid leaning forward
    - iv. Set arm rests for 90 degree angle at the elbows
    - v. Use proper seat pan length (avoid leg contact stress)
    - vi. All chairs should have at least five casters
    - vii. Remember - most people sit too high at the workstation
  
- c. OTHER.
  1. Identify high use items and move them into your optimum work zones
  2. Take micro-breaks (frequent 5 second breaks during peak use)
  3. Pay attention to symptoms to catch potential problems early

### **38.04 Recognition of problems.**

- a. The form Symptoms Survey (available in Seamless Docs), will be available for employees to make requests for ergonomic evaluations of workstations, equipment or other work areas or to simply notify management of a potential problem.
- b. Accident/Injury records will be reviewed periodically to note any trends in incidents or to note any possible cumulative trauma or musculoskeletal related injury.
- c. Employees are encouraged to discuss with their supervisor or Department Head problems noted or situations that have the potential to create a problem in the future.

### **38.05 Training.**

- a. At least once a year, Ergonomics will be the topic of an employee meeting. This is done to promote awareness of ergonomics and to educate employees in the science of ergonomics. Training shall include awareness of musculoskeletal disorders – what they are, how they are developed and this risk factors for musculoskeletal disorders. See the document on Risk Factors (available in Seamless Docs).
- b. If ergonomic-related problems are documented, training will be given to educate employees on items such as proper lifting techniques and proper safety equipment designed to reduce the risk of musculoskeletal problems.

### **38.06 Purchases.**

- a. Purchases of equipment, tools and vehicles shall be made with consideration given to worker comfort, adaptability and other ergonomic issues.
- b. When considering a capital expenditure, the Department Head, DPW and the Safety Director shall all be consulted. Different options and enhancements shall be reviewed before final decisions are made with review consideration being given to the conditions stated on the Risk Factors for Musculoskeletal Disorders (available in Seamless Docs). Worker input shall also be considered when making a capital expenditure. The workers shall be interviewed and asked for their concerns on the item being considered for purchase. After all feasible options have been decided, the Finance Committee shall make the final approval of the expenditure.
- c. Tools and equipment not requiring capital expenditure approval shall be made with consideration being given toward the purchase of a tool/equipment that would lessen the risk of injury to employees. The Guidelines for Tool selection shall be considered (available in Seamless Docs) when deciding which tool to purchase. Vendors shall be solicited to supply ideally at least 3 options to choose from when contemplating a purchase. If possible, the worker shall be present to provide input at this time.

### **38.07 Evaluation.** Upon request from employees, in response to a recurring injury or problem or at the discretion the Department Head/Supervisor, ergonomic evaluations will be performed on workstations, job tasks or work areas. Evaluations will entail the following:

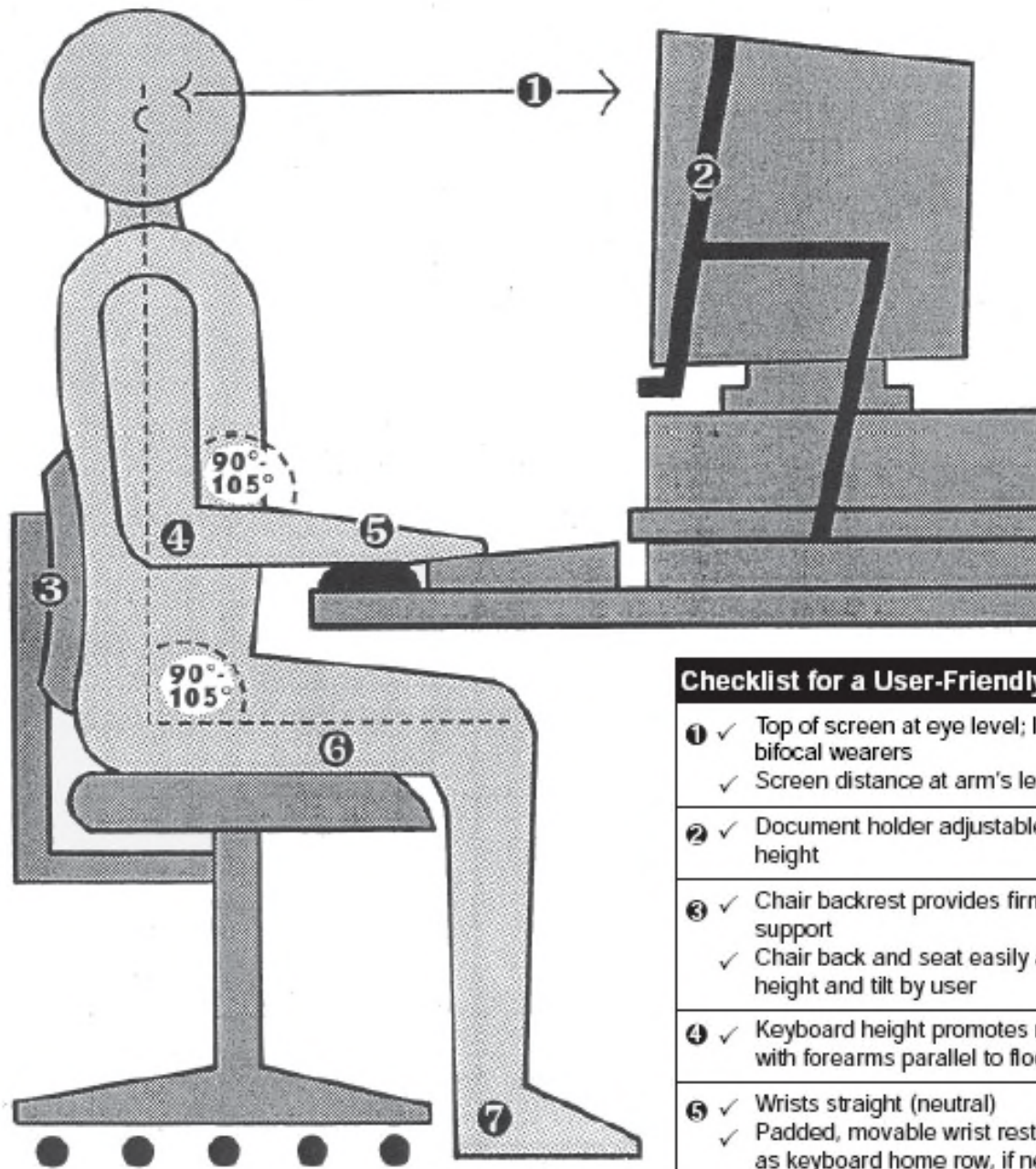
- a. Observation of the job task or workstation.
- b. Verbal interview with the employee currently assigned to the work task or workstation in question. This communication is designed to determine if the employee has experienced problems, how exactly they perform the job task or how they operate a particular machine or piece of equipment and the duration of the job task throughout the day or week.
- c. Completion of any or all of the following checklists as they pertain to the evaluation in question (available in Seamless Docs).
  - **GENERAL ERGONOMIC RISK ANALYSIS CHECKLIST**
  - **HAZARD IDENTIFICATION CHECKLIST**
  - **WORKSTATION CHECKLIST**
  - **TASK ANALYSIS CHECKLIST**
  - **HAND TOOL ANALYSIS CHECKLIST**
  - **MATERIALS HANDLING CHECKLIST**
  - **COMPUTER WORKSTATION CHECKLIST**
- d. Evaluating the checklist(s) to determine the need for further investigation and evaluation of workstation or work areas. If further investigation is indicated, then any one of the following will be done: measuring the workstation in relation to the individual to determine if a proper fit has been achieved, performing a time-study, utilizing the NIOSH lifting guidelines or evaluation of tools and equipment to determine improper handholds or excessive vibration. Other investigation may be necessary on a case-by-case basis.
- e. Based on the results in Step 4, recommendations will be made to the Department Head. The Department Head shall then implement the necessary changes, if not a capital improvement. Capital improvements shall require a written proposal and approval of the Finance Committee.

**38.08 Follow-up.** After implementing changes in work areas or workstations, the Department Head/Supervisor will follow up on any changes to determine if the changes have improved the condition. Follow up shall include a verbal interview with person(s) performing the work task, remeasuring of the workstation, an observation of work being performed and/or filling out of one or more of the Ergonomic Evaluation Checklists found in Seamless Docs. If it is determined that the changes made have not improved the work situation, then further evaluations shall be performed following the same process and/or obtaining outside professional assistance (i.e. physical therapist).

**38.09 Definitions:**

- a. **Ergonomics** is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful fits assure high productivity, avoidance of illness and injury risks and increased satisfaction among the workforce.
- b. **Work-Related Musculoskeletal Disorder, or WRMD**, which describes the following:
  1. Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage or spinal discs.
  2. Disorders that are not typically the result of any instantaneous or acute event (such as a slip, trip or fall) but reflect a more gradual or chronic development (acute events such as slips and trips are very common causes of musculoskeletal problems such as low back pain).
  3. Disorders diagnosed by a medical history, physical examination or other medical tests that can range in severity from mild and intermittent to debilitating and chronic.
  4. Disorders with several distinct features (such as carpal tunnel syndrome) as well as disorders defined primarily by the location of the pain (i.e. low back pain).
- c. **NIOSH** – National Institute of Occupational Safety and Health

**If you wish to have your work area reviewed, please contact your supervisor!**



### Checklist for a User-Friendly Workstation

- |   |  |
|---|--|
| 1 | ✓ Top of screen at eye level; lower for bifocal wearers<br>✓ Screen distance at arm's length (15-32)                     |
| 2 | ✓ Document holder adjustable to screen height  |
| 3 | ✓ Chair backrest provides firm lower back support<br>✓ Chair back and seat easily adjustable for height and tilt by user |
| 4 | ✓ Keyboard height promotes relaxed arms with forearms parallel to floor  |
| 5 | ✓ Wrists straight (neutral)<br>✓ Padded, movable wrist rest, same height as keyboard home row, if needed                 |
| 6 | ✓ Thighs parallel to floor<br>✓ Ample legroom under work surface   |
| 7 | ✓ Feet rest firmly on floor or footrest  |

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