

RESOLUTION NO. 14-08

A RESOLUTION ADOPTING THE COAL CITY SAFETY MANUAL

WHEREAS, the Village of Coal City desires to foster an environment which prevents human suffering, increases efficiency of operations, and saves thousands of dollars for both employees and the general public of the Village; and

WHEREAS, an internal committee comprised of individuals across all facets of municipal operations created, discussed, and edited a draft version of the Coal City Safety Manual during regular Safety Committee Meetings with aid from the Village's Risk Control Consultant; and

WHEREAS, the Village finds it desirable to establish an employee safety policy in conformity with laws and regulations of both the state and federal government;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Coal City, Grundy and Will Counties, as follows:

SECTION 1. The corporate authorities hereby approve and adopt a Safety Manual substantially in the form attached hereto as Exhibit A.

SECTION 2. This Resolution shall be in full force after its passage and approval.

Passed this 27 day of May, 2014.

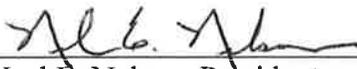
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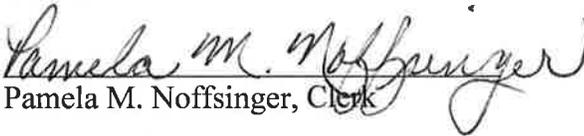
NAYS: 0

ABSENT: 0

ABSTAIN: 0

Approved this 27 day of May, 2014


Neal E. Nelson, President

Attest:

Pamela M. Noffsinger, Clerk

Attachment A



The Village of Coal City
Grundy County, Illinois

Village of Coal City

Safety Manual 2014

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I. Introduction

Purpose

A safety program is designed to accomplish one primary purpose: **To Prevent Accidents.** Preventing accidents results in saving lives, eliminating human suffering, increasing efficiency of operations, and saving thousands of dollars for both employees and the general public of our Municipality. A municipal safety program must provide not only for the safety of the Municipality employees, but also for the safety of the public in regards to operations of the various departments. To be successful, the safety program must have continuous active support of all employees, particularly of those in supervisory positions. It should be pointed out that there is nothing new about the common sense and good judgment outlined in this manual because they have been in effect all the time. This manual has been published to provide written policies and procedures for the guidance of our personnel.

Elements of an Effective Safety Program

An effective safety program includes, but is not limited to the following functions and responsibilities:

1. Assigning responsibilities to persons for safety activities.
2. Assigning personnel to jobs for which they are physically qualified to perform safely.
3. Making equipment, work areas, and working methods safe.
4. Searching out hazards and eliminating them immediately.
5. Establishing and maintaining employees' interest in safety.
6. Controlling work habits through adequate and effective supervision.
7. Providing proper protective equipment and making its use mandatory.
8. Educating and training employees as to the specific hazards of their jobs.
9. Investigating accidents to determine cause and taking necessary action to prevent reoccurrence.
10. Preparing and maintaining proper and complete accident records to permit evaluation of the safety program.
11. Adoption and enforcement of safety rules and safety practices.

Safety Policy Statement

It is the policy of Village of Coal City that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of upper management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our municipality and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to the Department Supervisor as soon as possible. The Village of Coal City is sincerely interested in your safety. It is your responsibility to follow the rules of safety as established for your protection and to use the protective devices. Personal protection, periodic safety inspections of buildings and grounds and areas of responsibility, including hazard awareness and risk management shall be fundamental in our daily operations. Safety training will be implemented on a continuous basis to improve performance of duties and to enhance all employee conditions. Supervisors and superiors at all levels will continually promote safety and situational awareness.

All employees of the Village of Coal City will be expected to take care of themselves and each other. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Administrator

Department Supervisor

Date

II. Accountability for Safety

Responsibilities for Safety Functions

1. Executive Management
 - a. Overall responsibility for safety.
 - b. Authorized expenditures for safety.
 - c. Approves safety polices as formulated by the Risk Management and/or Safety Officers.
 - d. Proactive involvement in the safety program as recommended by the Risk Manager and/or Safety Officers.

2. Safety Officer: The Village Administrator and Divisional Safety Officers shall have the responsibility for administering the safety program for all municipal divisions.
 - a. They shall work closely with heads of divisions, departments, and supervisors in formulating safety rules, policies, and procedures.
 - b. They shall assist departments in planning and conducting safety meetings and safety education courses.
 - c. They shall maintain the accident record system for the Municipality, receiving reports, and investigation reports as required.
 - d. They shall prepare and distribute reports to the heads of divisions/departments indicating effectiveness of the safety program.
 - e. They shall make or supervise periodical inspection of work areas for the purpose of discovering unsafe conditions or unsafe practices and shall report any noted incident to the head of the department or supervisor for corrective action.
 - f. They shall investigate or supervise the investigation of all accidents which result in lost time injuries.
 - g. They shall follow-up to ascertain that corrective action has been taken by department heads or supervisors to prevent reoccurrence of accidents.

3. Department Heads: The head of divisions shall have complete responsibility for the safety program within his/her division.
 - a. He shall assure that employees are properly instructed regarding safe working methods and that supervisors fulfill their assigned responsibilities in regards to safety instruction and supervision.
 - b. They shall assure that safety meetings are scheduled and held as outlined.
 - c. They shall assure that required reports pertaining to injuries, vehicle accidents, and investigations are promptly prepared and forwarded.

- d. They shall encourage the reporting by employees all unsafe acts, conditions, equipment, etc. and shall take necessary action to correct them.
 - e. They shall require all personnel to comply with safety rules, procedures, and policies, and shall take or recommend appropriate disciplinary action whenever deemed necessary.
 - f. They shall require their Department heads and Supervisors to determine causes of accidents involving personnel or equipment under their supervision and to recommend measures to prevent similar accidents.
4. Supervisors: These people are responsible to their division head for the safety program so far as it pertains to personnel and equipment under their supervision. They are the key personnel of the safety program because they are in the best position to observe the work of their employees. In Coal City, this is often the Sergeant in charge of a shift or the crew leader with in the Public Works department.
- a. They shall give job instruction to subordinates with special emphasis on the hazards of their work to be performed.
 - b. Supervisors shall constantly watch for and immediately correct unsafe conditions and unsafe working practices, reporting to the Department Head those incidents which are beyond the scope of their authority to correct.
 - c. The Supervisor shall promptly inform his supervisor of all accidents involving personnel or equipment under their supervision and shall take immediate steps to investigate each accident to determine its cause.
 - d. They shall assure that injured employees report to the Doctor whenever they deem that medical treatment is necessary and shall assure that a Report of Occupational Injury or illness form is completed.
 - e. They shall enforce safety rules, policies, and procedures and shall require the wearing of protective equipment when necessary.
 - f. They shall constantly talk safety to their personnel and demonstrate, by their actions, that they consider safety important.
 - g. They shall inform all their personnel as to the responsibilities of employees as outlined.

5. Employees: Each employee is responsible for their own safety, the safety of their fellow workers, and the safety of the general public with regards to their work.
 - a. An employee shall be required to follow safety work practices and to comply with applicable policies and procedures as a condition of employment.
 - b. An employee shall wear protective equipment such as goggles, hard hats, safety shoes, etc., whenever necessary.
 - c. An employee shall promptly inform their supervisor of any injury received while on the job, no matter how minor this injury is or whether or not medical treatment is required.
 - d. An employee shall promptly inform their supervisor of any noted items of unsafe equipment, unsafe acts, or hazardous conditions.
 - e. An employee shall obtain specific instruction from their supervisor in all cases where conditions are not completely understood.

Accident Reporting and Investigation Policy and Procedure

Procedure

1. At any accident involving bodily injury, the following steps will be taken:
 - a. Render first aid as needed. If in doubt about treatment, secure help from trained personnel.
 - b. If the seriousness of the injury warrants emergency treatment, contact emergency medical personnel.
 - c. Document the injury as soon as possible using the proper forms.
 - d. Secure the names and addresses of any witnesses at the scene.
2. At any accident involving property damage or bodily injury:
 - a. Take precautions to prevent further damage or bodily injury.
 - b. Immediately call for assistance if needed.
 - c. Document the damage as soon as possible using the proper form.
 - d. Notify Police Department in the event of security breach or vandalism.

Reporting

1. Any incident involving bodily injury, property damage, or breach of security will be reported on the "Employee's Statement On-the Job Incident Report"..
2. Any employee who has had an accident is required to inform his/her supervisor immediately, and is responsible for filling out the appropriate form(s).
3. The employee's supervisor is then required to review the facts of the accident, discuss it with the employee, complete the reporting forms, and forward all reporting documents to the Department Head within 24 hours.
4. Forms are to be forwarded to the Department Head who will retain a copy and forward the report to the Village Administrator within 24 hours.
5. The Village Administrator will retain all original reporting forms and determine which incidents will be submitted as claims.
6. The Executive Safety Committee will review all reported incidents at periodic meetings.

Investigating

1. The Village Administrator will determine the necessity for further investigation of any incidents.
2. All investigation will be done by the Village Administrator and employee's supervisor.
3. The Village Administrator will determine the necessity for investigation of "near misses" that aid in predicting safety concerns.
4. All investigation results will be reported to the Department Head and the Executive Safety Committee.

Completion of Accident Reports

Every loss constitutes proof that adequate prevention action was not taken. The purpose of the investigation is to discover the causative factors that brought the loss about so that proper action may be taken to prevent a recurrence.

This section deals with the proper completion of the supervisor's accident investigation report. It is vitally important that all reports be completed in their entirety, and according to the following guidelines. Sufficient efforts expended today on proper investigation and prompt remedial action will effectively control tomorrow's potential loss.

With these reasons in mind, all supervisors should be familiar with the following important factors regarding completion of the accident investigation report.

1. Identifying Information
 - a. Where did it happen? This should be as definitive and precise as possible because of the many potential uses of this information and the need for exactness. It is also vital to the Village of Coal City's understanding of all related accident facts.
 - b. When did it happen? Accidents are sometimes alleged to have occurred days or even weeks prior to the date on which they are reported. Dates, times and places have tremendous value in all legal actions and court decisions, and they are keys to the need for additional investigating procedures. These dates are also frequently checked against dates on the bottom of the form to determine the promptness with which investigations were conducted. Major deficiencies in this time interval would be just as obvious to authorities as they would to our own Municipality personnel evaluating the reports.
 - c. What are the damage costs? The first figure need not be exact, but it should be a fair estimate of total cost involved.

The estimated cost should be made by the supervisor; using the knowledge of others as necessary. This costing of a property damage accident helps the supervisor create cost awareness in his/her people of the value of loss control. Actual costs are not usually determined prior to the submission of the report form since the reporting standards usually require submission before the end of the work day during which the incident occurred.

- d. Who had the most control of what inflicted the injury, illness, or damage? The name of the person who has the most control of the object/equipment and/or substance most closely associated with the incident. This is not to be used for blame-fixing, but rather for important records and reference purposes. Likewise, it will be utilized to develop accident analysis and trending information. This person usually has special knowledge about the incident and is frequently a key witness (it could also be a person injured in the accident).
- e. Other incidents. This section would be used for near miss accidents, and could also be utilized when workers report conditions believed to be substandard which are already causing problems not sufficient to classify as injury/illness or damage.
- f. What made the contact? The identification of the object, equipment or substance that made the physical contact involved with the actual injury or damage. It might be a screwdriver that fell from a maintenance workers' hand from an overhead position. It could be a portable electric drill that cut a worker's hand, or the caustic sodium hydroxide that contacted a finger while being handled.

2. What Happened?

This is a very critical section to complete since it conveys to the reader the exact sequence that led to the loss or the circumstances involved with the incident being reported. This should be carefully written in step-by-step sequence, according to what happened, and it should include everything that contributed to the occurrence of the accident. While it must be complete, words should be selected judiciously, to be as concise and to the point as possible.

3. What Caused the Incident?

This section could very well be called the heart of the investigation report, since what is said here gives the reader an understanding of the immediate cause as well as the basic cause of the problem. It is this important section that will be analyzed carefully to determine whether the prevention or control action recommended is adequate. Its accuracy and completeness are critical. The investigator will find himself/herself reviewing all of the contributing causes and their basic causes as he/she checks to determine the thoroughness of his/her analysis.

4. Recurrence

What is the probability that this event could recur? Also, what is its potential severity of loss if it does?

This important evaluation helps determine the extent to which corrective action would be carried. The expenditure of time, energy, and resources for corrective action should be guided by this evaluation. When major costs are involved, he/she would undoubtedly seek advice promptly from upper management, but take whatever immediate action was possible until final approval of the action recommended on his/her Transitional plan was obtained.

5. What Actions can Prevent or Control the Recurrence of Similar Incidents:

This is really the whole purpose of the exercise involved with investigation. The actions reported in the section should eliminate or minimize the probability of all future losses (or potential losses) associated with the event.

- a. Are the recommended actions adequate? Have all the probable causes of future events been adequately covered by these actions?
- b. How effectively will the recommended actions control the future event? Will control be slight, low, moderate, or substantial? In other words, how carefully have all recommended actions been thought out? Are they practical, as well as effective, considering the circumstances?
- c. Intermediate action. What intermediate actions have been taken to reduce the probability of the loss occurring before more permanent action can be taken?
- d. How well was effective permanent control followed up? This section also provides a recordkeeping check system (and as a reminder for follow-up for the supervisor who keeps his/her file system in good order) and could be reviewed periodically by a number of people internally and externally.

General Safety Rules

The following guidelines are general in nature and should help you carry out your responsibilities safely. It is not a complete list and could be amended by need or suggestion as well as specific to your department.

1. Report and take care of injuries at once. Small cuts and scratches can become infected unless care was immediate.
2. Work at a safe, sane pace – when you hurry you often forget about safety.
3. Do not attempt to give first aid to an injured person unless you have been trained to do so. Do not move a seriously injured person unless absolutely necessary. Call 911 immediately.
4. Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction **before** operating any machine or equipment.
5. Do not conduct horseplay on the job. Your Workers' Compensation coverage benefits could be negated for horseplay related injuries.
6. The use or possession of intoxicating beverages or narcotics on the job is prohibited.
7. Correct all unsafe conditions or report them to your supervisor.
8. Keep work areas clean and orderly at all times. Good housekeeping can help prevent accidents.
9. Use the correct tools and equipment for the job.
10. Wear proper safety equipment such as eye and ear protection and hard hats as specified by policy.
11. Be considerate and concerned at all times for the safety of your fellow workers and the general public.
12. Obey safety rules and practices and take an active part in the safety of your co-workers. Remind your co-workers if they are working unsafely.

Enforcement of Standards

1. All safety and health standards will be strictly adhered to.
2. Any employee found to be in violation of a safety standard will be issued a reprimand, or disciplinary action may be taken based upon the severity of the violation. If a second offense should occur, progressive discipline may be taken as outlined in the Village of Coal City's personnel policies.
3. Department managers, supervisors, crew leaders, etc. are responsible for ensuring the Village of Coal City's compliance with all rules and regulations. An employee shall report any violation of a rule or regulation through the proper chain of command to their immediate supervisor.
4. Any employee who is disciplined has the right to a hearing through the Village of Coal City's established grievance procedure.

III. Safety Communication

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to teach the following list:

- a) The success of the injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Department Heads and supervisors.
- b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of the injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Safety Orientation of New Employees

The Supervisor will review safety rules and procedures with the new employee pointing out the possible hazards involved in doing the job. If possible, the new employee should be assigned to work with a safety-minded employee during the first few weeks or as required by your department. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and be reminded of safe practices. Any tendency to overlook safety procedures should bring a prompt and vigorous warning. The supervisor is responsible for the documentation of the employee's progress or need for re-training.



New Employee Safety Orientation Checklist

It is required that the supervisor thoroughly instruct each new employee in the safety requirements of the job. This checklist is provided for the accomplishment of that purpose. Check each of the items on this form at the time instruction is given and when completed, sign it and return it to the Personnel Department for placement in the employee's file.

Employee's Name: _____

Occupation: _____ Date Hired: _____

Topic	Topics Discussed by:	Date:	Employee Initials:
1. General Safety Overview	_____	_____	_____
2. Accident Prevention	_____	_____	_____
3. Safety Rules	_____	_____	_____
4. Hazard Communication	_____	_____	_____
5. Personal Protective Equipment	_____	_____	_____
6. Ergonomics/Lifting/Material Handling	_____	_____	_____
7. Housekeeping/Fire/Electrical	_____	_____	_____
8. Slip, Trip, Fall/Ladders	_____	_____	_____
9. Fleet Safety	_____	_____	_____
10. Emergency Procedures/Evacuation/First- Aid/Fire Extinguishers	_____	_____	_____
11. Hand and Power Tools	_____	_____	_____
12. Bloodborne Pathogens	_____	_____	_____

I have instructed the above new employee in the safety requirements checklist and feel he/she can be reasonably expected to perform his/her duties safely.

N/A – Not Applicable

Supervisor

Employee

Date

Date

Executive Safety Committee

1. Membership in the Executive Safety Committee shall consist of:
 - a. The term of office shall be two years, and the office holder may serve a maximum of two terms before being off the Committee for at least one year. However, the department representative may serve beyond two consecutive terms if the Department Head feels it is in the best interest of the department for the person to continue to serve on the Committee.
 - b. Police Chief
 - c. Village Administrator
 - d. Water and Sewer Operator
 - e. Police Department Union Representative
 - f. Public Works Safety Coordinator
 - h. Public Works Superintendent
2. The Chairman of the committee shall be elected by the members annually.
3. Meetings
 - a. Committee meetings shall be held on the fourth Thursday of the month.
 - b. Regular attendance will be insisted upon. If a member misses three consecutive meetings, his/her supervisor will be notified and a request made to replace that individual on the Committee. The elected member may select an appointee to attend a meeting in his/her place, with full voting privileges extended to the appointee, but the elected member must attend the majority of the meetings.
 - c. The secretary will send out notices of meetings to members one week before the scheduled meeting, along with an agenda, minutes of the last meeting, supporting material, as well as decisions of all appeals brought before the full committee to the employee and their Department Head.
 - d. The Committee members, representing their Departments, shall sponsor Quarterly Safety meetings for the Village of Coal City.

4. Duties and Responsibilities

- a. Develop and recommend employee safety and health programs that may include education, training, incentive programs, etc.
- b. Discuss, formulate, and recommend safety policies and procedures.
- c. Strive to have approved safety and health recommendations placed into practice.
- d. Conduct safety inspections. Note unsafe acts, conditions, and practices, and recommend solutions for those items noted.
- e. Review vehicle accident and injury summary reports, and offer suggestions and recommendations to prevent their recurrence.
- f. Encourage the participation of all Municipality employees by helping them to understand that safety is the responsibility of everyone, not just a few.

Department Safety Committees

1. Each Department will have a Joint Labor-Management Safety Committee. This Committee shall select its own representative, who may serve on the Municipality's Executive Safety Committee for a one year term and may be re-appointed for another one year term. However, the departmental representative to the Municipality's Executive Safety Committee may only serve for two consecutive terms, or may remain if the Department Heads feels this is in the best interests of the Department for this person to remain on the committee.
2. Meetings
 - a. Committee meetings will be held at least bi-monthly.
 - b. Regular attendance shall be insisted upon.
 - c. Written minutes of each meeting will be furnished to the Department Head within one week of the meeting date. A copy shall also be submitted to the Village Administrator.
 - d. All recommendations and suggestions from the committees shall receive careful and prompt consideration by the Department Head.
3. Duties and Responsibilities
 - a. Discuss and formulate safety policies and procedures, and their adoption with the Department Head.
 - b. Assist in presenting departmental safety education and training programs.
 - c. Conduct safety inspections in an effort to discover unsafe conditions and practices, and determine their remedies.
 - d. Provide an opportunity for free discussion of both accident problems and preventative measures.

Self-Inspection Program

A quarterly self-inspection program is developed to ensure that each department/division has an effective safety program. It is the responsibility of each Department Head or a designated representative to monitor the program for their department.

The self-inspection program is designed to identify unsafe conditions/procedures and take necessary steps to correct them to prevent injuries and damage. If properly done, the self-inspection program is the most effective tool in managing the safety program. It serves to the employees as an illustration of the Municipality's sincere attitude towards safety.

Written documentation of the inspection will be accomplished by the Department Heads or their designated representative. This documentation will be used to annotate any safety deficiencies. All noted deficiencies will be forwarded to the Village Administrator who will consolidate the information and submit it to the Executive Safety Committee for review.

Safety Meetings

Purpose of Safety Meetings

Safety meetings are an integral part of the safety program. Their function is to generate and maintain interest in accident prevention, to develop attitudes sympathetic to the safety program, and most important of all, to educate employees in every factor entering into safe performance of their duties.

Scheduling Safety Meetings

1. **Fifteen Minute Safety Meetings:** Each Monday morning, at the beginning of the workday, a fifteen (15) minute safety meeting will be held by supervisors of each section. The meeting agenda should include coverage of accidents that have occurred within the department with special emphasis on cause and procedures for prevention reoccurrence, what to do in case of accident, procedures for reporting accident and/or injuries, etc.
2. **Response and Review Meeting:** The next shift after an incident is reported a meeting will be held with special emphasis on condition and preventable measures.
3. **Quarterly Safety Meetings:** Each quarter, a general safety meeting will be held by all departments. Emphasis will be placed on injuries and vehicle accidents occurring within that quarter. A general discussion will be held as to methods of preventing injuries and vehicle accidents.

Attendance

Attendance at safety meetings will be mandatory for all employees unless they are specifically excused, on leave of absence, or performing duties that will not permit them to attend.

IV. Federal and State Compliance

ILLINOIS DEPARTMENT OF LABOR
OSHA FORM 300 REPORTING GUIDELINES

1. The OSHA Log 300 form must be maintained by all Illinois employers for a calendar year. Its use is enforced by the Illinois Department of Labor and is subject to citations and penalties.
2. It reflects all "on-the-job" injuries defined as recordable cases; injuries/illnesses resulting in an occupational death, or non-fatal occupational illnesses/injuries involving one or more of the following; loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment over and beyond first-aid.
3. The accident data must be logged on the form within six days of the employer's notification.
4. The form must be retained by the employer for five years.
5. A copy of the totals (left of the dotted line) must be posted from February 1 – March 1, for the preceding year.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the HR/Risk Management Analyst. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on the OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness Form 45. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 300. These records are maintained for five years from the date of preparation.

Sample Guidelines for Handling an Illinois Department of Labor Inspection

Under the recently enacted Illinois Health and Safety Act, the Illinois Department of Labor is charged with the enforcement of safety and health guidelines as outlined in OSHA Standards 29 CFR 1910 and 1926. Other adopted rules and reference standards may come into play in the future. Local units of government should be prepared for handling a safety inspection by an Illinois Department of Labor Inspector. What follows is a sample guideline for your review.

In most instances a Department of Labor Inspector will check in with Administration of the Municipality. However if the inspector shows up at an off-site facility, he/she should be directed to the Administration Office and the Safety Coordinator should be notified.

Safety Coordinator Duties

The Safety Coordinator should greet the Department of Labor Inspector and ask to know why the inspection is to take place. The Department of Labor is required to notify the Municipality as to whether or not this is a target inspection or the result of an employee complaint. If an employee complaint has been filed, the District should request to see a copy of the complaint. The Safety Coordinator should be prepared to show the Department of Labor Inspector the District's OSHA 300 Log. This log should be maintained with the OSHA Form 45's. Other reference materials that the Safety Coordinator should have available are the Illinois Department of Labor Safety Standards and Safety Committee minutes, self-inspection reports, and other related information. The Department of Labor Inspector should request to see the OSHA 200 Form and may ask to see where you keep your Department of Labor standards. The other information could be shown to the Department of Labor Inspector to show goodwill and to outline some of the safety activities being undertaken by the District. However, showing the Department of Labor Inspector anything above and beyond the OSHA 300 Log and Form 45's is purely optional.

If the inspection is a result of an employee complaint, the inspector should be taken directly to the area of the complaint. The inspector need not be directed towards other areas not specifically outlined in the complaint. If the Inspector is there for a general survey, the Safety Coordinator and department heads should be courteous and show the inspector around the facilities.

During the inspection, the Safety Coordinator or designated representative should take notes and record what the inspector reviews. It may be beneficial to take photographs of those areas that the inspector cites for standards violations. Any hazards which could be corrected immediately should be done so and the Department of Labor Inspector should be questioned throughout the inspection. When entering various areas, employee representatives should be summoned to assist the inspector and Safety Coordinator in conducting the inspection. If labor unions are involved in your Municipality, you may wish to request the union designate a representative, and an alternate.

At the closing conference, the inspector should review any violations. At this time, the Municipality will have the opportunity to present your side and pose any objections to the citations. In addition, the Safety Coordinator or other designated representatives will be able to discuss and negotiate an abatement period for any hazards noted.

In summary, the following steps should be reviewed with supervisors, department heads and other selected personnel.

1. Upon notification that the Department of Labor Inspector is onsite, the Inspector should be directed to the Administrative Offices.
2. The Safety Coordinator or designated safety representative should be summoned.
3. The OSHA 300 Log, Illinois Form 45's, and Department of Labor Standards should be made available.
4. The Coordinator, area employee representatives, and/or department heads should be involved in guiding the inspector through facilities.

5. If the inspector is there regarding an employee complaint, the inspector should be guided directly to the area of complaint.
6. During the inspection, notes should be taken as to the inspector's comments and samples and/or photographs taken to record conditions at the time of the survey.
7. Additional activities, self-inspections, and other safety activities that the Municipality is involved in could be shared with the inspector at the closing conference.
8. Provisions should be made for notification of other personnel if the Safety Coordinator or other designated safety representative is not available. Alternates for Safety Coordinators, department heads, or supervisors should be determined.

Hazard Communication 1910.1200

Hazardous Substance Communication

The purpose of hazard substance communication is to establish procedures to comply with the OSHA Hazard Communication Standard. This is done by compiling a hazardous chemicals list, by using Safety Data Sheets (SDS), by ensuring that containers are labeled and by providing employees with training.

This program applies to all work operations where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The program will be reviewed and updated as necessary. The written program will be kept at the office with the SDS file and may be reviewed or copied by any employee.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazards associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

Supervisors Are Responsible For:

1. Ensuring all Hazardous Substance containers are labeled.
2. Requesting an SDS every time a Hazardous Substance is purchased.
3. Maintaining an SDS file for all such Hazardous Substances.
4. Training all new employees on the Right-to-Know and Hazardous Substances requirements.

List of Hazardous Chemicals

A list of all hazardous chemicals used in the facility will be kept and updated as necessary. The list of chemicals identifies all of the chemicals used in our work areas. A separate list is available for each location. Each list shall also identify the corresponding SDS for each chemical. A master list of these chemicals will be maintained by and is available from your supervisor or main office.

Safety Data Sheets (SDS)

SDS's provide the specific information concerning the chemicals you used. The department head will maintain a binder in his office with an SDS on every substance on the list of hazardous chemicals. The SDS will be a fully completed OSHA Form 174 or equivalent. The supervisor will ensure that each worksite maintains an SDS for hazardous materials at that location. SDS's will be made readily available during all shifts.

The purchasing department is responsible for acquiring and updating SDS's. Central purchasing will contact the vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. All new procurements for the municipality must include a demand for an SDS. A master list of SDS's is available from your supervisor or in the main office.

The department head will use central purchasing to order any hazardous substances whenever the potential exists that an SDS for the material would be required. Central purchasing will include a requirement on the purchase order that the manufacturer/supplier furnish an SDS with delivery of the material.

Labels and Other Forms of Warning

The department head will ensure that all hazardous chemicals at the locations are properly labeled and updated as necessary. Labels will list the chemical identity, appropriate hazardous warnings, and the name and address of the manufacturer, importer or other responsible party.

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information. Written materials (SDS) that correspond with labeled containers will be made readily available to you during your work shift.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled but their contents will be described in training sessions.

If an employee discovers an unlabeled container they suspect might contain a hazardous substance, they should immediately advise the supervisor. The supervisor shall review the container's label and the SDS for that substance. If appropriate, they shall prepare a hazardous substance label for that container.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the safety coordinator or department head. A program that uses both audio visual materials and classroom type training shall be prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be able to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

1. Summary of the standard and written program.
2. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals.
3. Physical hazards of chemicals (e.g., potential for fire, explosion, etc).
4. Health hazards, including signs and symptoms associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance, work practices or methods to assure proper use and handling of chemicals).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Instruction on how to read and interpret the information on both labels and MSDS's and how employees may obtain additional information.

The Department Head will review employee training programs and determine retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the work place. The municipal will provide training annually to ensure the effectiveness of the program. As part of the assessment of the training program, the safety coordinator will obtain input from employees regarding the training they have received, and their suggestions for improving it.

Contractor Employees

The appropriate Department Head will advise outside contractors in person of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of SDS's. Each contractor bringing in chemicals on site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

All employees, and their designated representatives, can obtain further information on this program, the hazard communication standard, applicable SDS's, and chemical information lists from their supervisor or main office.

Bloodborne Pathogens 1910.1030

Purpose

Our municipality is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and
- Procedures for evaluating circumstances surrounding an exposure incident.

Administrative Duties

The Safety Coordinator is responsible for the implementation of the ECP. The Safety Coordinator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures contact Safety Coordinator.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.

Each department will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The department will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Village Administrator will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

The Safety Coordinator or supervisor will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

Employee Exposure Determination

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Service Worker I, Service Worker II and Manager. Tasks include work in combination and sanitary sewer lines and cleaning of municipal facilities generally, and more specifically, certain Police Department facilities.

Part-time temporary and contract employees are covered by the standard. How the provisions of the standard will be met for these employees is described in this ECP, if applicable.

Methods of Implementation and Control

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting the Safety Coordinator. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Coordinator is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens.
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. The Safety Coordinator documents all devices considered.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- All bodily fluids of another shall be considered contaminated or potentially infectious material and protective procedures shall be followed when handling such material or assisting any individual.
- All employees are required to report any exposure incident as soon as feasible and no later than the end of the shift during which the exposure occurred.
- Any employee involved in emergency first aid procedures shall follow the guidelines for universal precautions and use all personal protective equipment as required.

This facility identifies the need for changes in engineering control and work practices through solicitation of input for managerial and non-managerial employees as well as evaluation of the need for new procedures or new products on an ongoing basis.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided by the Safety Coordinator or supervisor in the use of the appropriate PPE for the tasks or procedures employees will perform. The types of PPE available to employees are as follows: gloves, eye protection, respiratory protection, etc.

PPE is located if not directly assigned to an employee, additional personal protective equipment can be obtained from the supervisor.

All employees using PPE must observe the following precautions:

- All personal protective equipment used will be provided at no cost to the employee.
- Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.
- The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing,

skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

In work areas where there is reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets or counter tops or bench tops where blood or other potentially infectious materials are present.

The procedures for handling used PPE are as follows:

Employees whose clothing comes into contact with bodily fluids of an unknown nature as a result of work related activities shall be considered contaminated. This may include civilian clothing, uniforms or personal protective equipment.

- If a garment is penetrated by blood or other potentially infectious materials, the employee shall immediately or as soon as possible, and before reporting to another job assignment, report back to the facility and remove the garment and place it in a red biohazard bag for laundering by the employer.
- Soiled/contaminated laundry as described above shall be washed following normal laundry cycles and the clothing manufacturers guidelines for laundering.
- Personnel involved in the bagging, transport and laundering of contaminated clothing shall wear protective gloves.
- Boots and leather goods may be brush scrubbed with soap and hot water to remove contamination.
- Disposable personal protective equipment such as gloves, gowns and face shields or masks shall be placed in special waste containers marked BIOHAZARD.

Housekeeping

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels section), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling other regulated waste is:

- Used equipment from an emergency incident shall be bagged and transported to the designated cleaning area. Burn boxes designated for contaminated equipment must have the biohazard symbol.
- All infectious waste shall be placed in red infectious waste bags. These bags are to be taken to a local hospital for proper disposal.
- A specific area for cleaning contaminated equipment will be used.
- The area must only be used for cleaning contaminated equipment.
- This area shall not be used for the cleaning of SCBA face pieces.
- This area needs to be away from the station living quarters.
- The area must be conspicuously marked with limited access to prevent accidental exposures.
- Equipment will be disinfected following any contamination of the vehicle by a potentially infectious substance by using a diluted solution of VESEPHENE applied with either a spray bottle applicator or liquid applied by a sponge. Personnel will utilize personal protective equipment during the entire application and cleaning.
- Initial clean up of blood or other potentially infectious materials shall be followed with the use of an approved hospital disinfectant chemical germicide that is tuberculocidal or a solution of 5.5 percent sodium hypochlorite (household bleach) diluted 1:10 with water.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning.
- Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
- Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dust pan.

Laundry

The following laundering requirements must be met:

- Employees whose clothing comes into contact with bodily fluids of an unknown nature as a result of work related activities shall be considered contaminated. This may include civilian clothing, uniforms or personal protective equipment.
- If a garment is penetrated by blood or other potentially infectious materials, the employee shall immediately or as soon as possible, and before reporting to another job assignment, report back to the facility and remove the garment and place it in a red biohazard bag or shall wash the material appropriately.
- Soiled/contaminated laundry as described above shall be washed following normal laundry cycles and the clothing manufacturer's guidelines for laundering.
- Boots and leather goods may be brush scrubbed with soap and hot water to remove contamination.

Personnel involved in the bagging, transport and laundering of contaminated clothing shall wear protective gloves.

Disposable personal protective equipment such as gloves, gowns and face shields or masks shall be placed in special waste containers marked BIOHAZARD.

Labels

Supervisors will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify their supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

Hepatitis B Vaccination

The Safety Coordinator will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

- Documentation exists that the employee has previously received the series,
- Antibody testing reveals that the employee is immune, or
- Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the Human Resources Department. Vaccination will be provided by an approved health care provider. Following hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post-exposure Evaluation and Follow-Up

Should an exposure incident occur, contact the direct supervisor.

An immediately available confidential medical evaluation and follow-up will be conducted. Following the initial first aid (clean the wound, flush eyes or other mucous membranes, etc.), the following activities will be performed:

- Following an employee's report of an exposure incident, the employee may immediately have a medical evaluation and any follow-up evaluations recommended by the physician. All such reports shall be confidential.
- As required by OSHA regulation, medical records on all HBV and/or HIV, immune evaluations, and exposure records shall be maintained.
- Exposure records shall include documentation of route of exposure, circumstances of exposure, identification and documentation of source individual if feasible and medical monitoring of exposed employee.
- Human Resources shall keep and maintain all such records in a strictly confidential manner.
- The source individual's blood shall be tested for HBV and HIV as soon as feasible but only with the prior consent of the individual. If the source individual is already known to be infected with HBV or HIV, then testing is not necessary for the known infection.
- Results of the source individual's testing shall be made available to the exposed employee along with regulations concerning disclosure of the identity and infectious status of the source individual.

The exposed employee's blood shall be collected as soon as feasible and then tested after consent is obtained. The employee shall consent to an immediate baseline blood collection, but may refuse to permit HIV serologic testing. In such cases, the sample shall be preserved for at least 90 days to permit the employee to elect to have the baseline sample tested.

Administration of Post-Exposure Evaluation and Follow-Up

Human Resources ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

Human Resources ensures that the health care professional evaluating an employee after an exposure incident receives the following:

A copy of the OSHA regulation and all information regarding the employee's duties, exposure and prior employment medical information on HIV and HBV procedures and medical records.

Human Resources provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Safety Coordinator and/or supervisor will review the circumstances of all exposure incidents to determine if proper precautions were taken when completing the task or if revisions are needed in standard operating procedures. If it is determined that revisions need to be made, the Safety Coordinator will ensure that appropriate changes are made to this ECP.

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the Safety Coordinator, supervisor or other qualified instructor.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- Contents of the standard
- Epidemiology of bloodborne diseases
- This exposure control policy
- Types of controls available and use of protective equipment
- The Hepatitis B vaccination program
- Emergency procedures
- Post exposure procedures
- Contaminated materials, clothing control, and laundering disposal procedures.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by the appropriate department.

The training records include dates, attendees, program content and instructors.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Coordinator or supervisor.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The Human Resources Department is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Human Resources Department.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Human Resources Department.

Personal Protective Equipment (PPE) **1910.132**

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a good substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

When it is impractical or impossible to "engineer out" the source of the hazard, then it becomes necessary to place the "guard" on the worker. This is done by wearing approved personal protective apparel, such as hard hats, safety belts, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, respirators, etc. Supervisors shall ensure that all their employees are properly protected. Local dress codes may be established within a particular division or work area, and each employee is expected to know and follow these codes where applicable.

Once appropriate safety equipment has been issued to an employee, that employee is responsible for having the equipment on the job site at all times. Any person reporting to work without the required safety equipment will not be allowed on the job site until such equipment is obtained. The employee may be subject to disciplinary action.

Every possible effort will be made by management to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection.

This program addresses eye, face, head, foot, and hand protection. Separate programs exist for respiratory and hearing protection since the need for participation in these programs is established through industrial hygiene monitoring.

The Personal Protective Equipment Program includes:

- Responsibilities of supervisors, employees, and Safety Coordinator
- Hazard assessment and PPE selection
- Employee training
- Recordkeeping requirements

General Clothing Requirements

Employees are required to observe and comply with the following general clothing rules:

1. Short sleeve shirts or tee shirts should be worn for operating machinery. Rolled up sleeves are dangerous because they have flapping ends and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.
2. Pant legs should have the cuff sewn. Rolled up cuffs collect dirt and are likely to come down and cause you to fall.
3. Steel toe safety shoes should be worn in all jobs where there is a hazard from falling or rolling objects. Otherwise, wear sturdy, comfortable shoes in good repair. Excessively high heeled shoes may create a tripping hazard and soft-soled shoes, such as tennis

shoes, do not afford protection from puncture wounds when in the field. Their use is prohibited while on the job.

4. Work clothes should be washed frequently as a safe guard against skin infection and irritations.
5. When applicable, smocks, overalls, and aprons should be work wherever possible, to keep work clothes clean.
6. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing so you can peel it off for inside work and put it back on when you have to go outdoors.
7. Oil soaked clothes are a serious fire hazard. Keep clothes free from oil.
8. For Police Officer please refer to Police Policy and Procedures

Responsibilities

1. Supervisors

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- Seeking assistance from the Safety Coordinator to evaluate hazards.
- Notifying Safety Coordinator when new hazards are introduced or when Processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

2. Employees

The employee is responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Caring for, cleaning, and maintaining PPE as required.
- Informing the supervisor of the need to repair or replace PPE.

3. Safety Coordinator

The Safety Coordinator is responsible for the development, implementation and administration of the PPE Program. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Conducting periodic workplace reassessments as requested by supervisors and/or as determined by the Safety Coordinator.
- Maintaining records on hazard assessments.

- Providing training and technical assistance to supervisors on the proper use, care and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Program Components

1. Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. For each work site, a certificate must be completed which lists the findings of the inspection and the specific protective equipment needed. These duties will be distributed between the Safety Coordinator and supervisors.

The Safety Coordinator, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. Each survey will identify the workplace surveyed, the person conducting the survey, findings of potential hazards, and date of survey.

Once the hazards of a workplace have been identified, the Safety Coordinator will determine the suitability of the PPE presently available and as necessary select new or additional equipment which ensures a level of protection greater than the minimum required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

2. Protective Devices

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection. There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

3. Eye and Face Protection

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into the eyes on a windy day to steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc. made of glass or plastic to protect workers from these hazards. The loss of one or both eyes can have extremely serious consequences to an employee. Yet individuals often vigorously resist efforts of management to require this vital protection with no better excuse than the slight discomfort or false pride. This is probably one of the most important protective features of any safety program, yet one of the most difficult to enforce.

Face and eye protection shall be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. The municipality shall provide appropriate face and eye protection devices at no expense to the employee and shall make their use mandatory in specific tasks. This does not include any prescription eye glasses or contact lenses.

Safety glasses, goggles, and other eye protective equipment offer vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility. In the event that eye protective equipment provided by the municipality is lost or damaged, and it is clearly evident that such loss or damage occurred as a result of an employee's negligence, he shall be required to replace them at his own expense.

Safety glasses, safety goggles, and face shields of an approved type shall be worn by employees as follows:

- a. Safety goggles or safety glasses shall be worn when:
 - Using grinders, lathes, drills, saws, punches, chisels, compressed air jack hammers, brush chipper, moving machines, stump grinder or any power activated tools.
 - Welding or soldering.
 - Working under equipment from which foreign objects might fall.
 - Sandblasting, air cleaning or steam cleaning.
 - Working with chemicals or other hazardous substances.
 - Working in automotive and equipment maintenance areas.
 - Mowing grass or trimming trees.
 - Working under any other conditions which present potential eye injury.
- b. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids or gases.

- c. Spectacle type safety glasses shall be worn when performing electrical switching operations or activating high voltage circuits where arcs may occur.
- d. A face shield with the proper filter lens, or welders' lens, or welders' goggles, shall be worn in all welding and cutting operations.

In addition to the above situations, face and eye protection shall be worn in the following situations.

e. Electric Arc Welding

- Welders' helmet with proper filter lenses shall be worn.
- Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exist.
- Helpers and observers shall wear safety glasses, goggles, or hand shields with the proper filter lenses.

f. Gas Welding and Cutting

- Welders' goggles with the proper filter lenses shall be worn by the operator, helpers and observers in the area.
- Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposures to others exist.

4. Prescription Safety Eyewear

OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses (goggles, face shields) without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses must contact the Safety Coordinator to have their request for prescription safety glasses processed.

5. Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency.

6. Head Protection

Hard hats are provided to prevent head injuries caused by falling objects and bumps against objects when working in confined spaces. The proper protection is provided when the head harness is adjusted so that there is approximately 1 1/2 " clearance, plus or minus 1.8", between the skull and the inside of the hat when it is on. When the harness becomes worn to the extent it can no longer be adjusted to maintain that clearance, hard hats should be turned in for repair or replacement.

Hard hats that have been repaired, reconditioned, etc., shall be sterilized, and kept sterile until issued to an employee. The construction and shape of hard hats shall not be painted because it alters the dielectric properties of the hat. Metal hard hats are prohibited. A hard hat is a personal item and shall be for the individual and exclusive use of the person to whom it is issued.

Hard hats of the type approved and issued by the municipality shall be worn by employees or visitors in the following activities:

- a. While on job sites working below other employees. Examples: street light maintenance, tree trimming, traffic signal work, lift station maintenance, below ground on pipe or wire repair, or any other situations where a tool, part, earth or anything else might fall and cause injury.
- b. While working in areas where suspended pipes, lights, valves or other objects could cause injury.
- c. As directed.
- d. Wearing of hard hats is not limited to all of the above (A, B, & C), and may be required in other work conditions.

7. Foot Protection

Safety shoes shall be worn in the shops, warehouses, maintenance, cagewash, glassware, and other areas as determined by the Safety Coordinator. All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection – Protective Footwear."

Safety Shoes or boots are required to be worn in areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and for other activities where objects might fall on the feet. Safety shoes or boots with compression protection are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees causing a foot injury.

8. Leg Protection

All employees operating a chain saw must wear ballistic nylon leg protection. This leg protection shall cover the full length of the thigh to the top of the boot on each leg to protect against contact with a moving chain saw.

However, this does not apply when an employee is working as a climber if a greater hazard is posed by wearing leg protection in that particular situation, or when an employee is working from a vehicular mounted elevating and rotating work platform meeting the requirements of OSHA standard 29 CFR 1910.68.

9. Hand Protection

One of the most dangerous human ornamentations to wear in occupational or industrial work is a ring. They should be removed or not worn to work if there is the slightest chance of getting the ring caught in any hook, tool, or piece of machinery. Rings can cause serious loss of fingers or painful lacerations and frequently have to be cut off of fingers if bent in such a manner as to shut off circulation. Gloves should be worn when handling rough edges or abrasive material or when the work subjects hands to possible lacerations, puncture or burns. Other hand protection may be designated by authorized persons. Skin irritation should be prevented by washing with soap and water, not gasoline. Learn to recognize poison ivy and poison oak and avoid it. Rubberized gloves should be worn when handling irritating materials.

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Coordinator can assist in determining the specific type of glove material that should be worn for a particular chemical.

10. Hearing Protection

In a variety of activities conducted by municipal employees, there are machines, equipment or conditions that may produce sound levels in the frequencies which cause hearing loss. When employees are subjected to excessive sound levels, attempts should be made to use engineering controls. If the sound level cannot be reduced within the tolerable range, then personal protective equipment shall be provided and shall be worn by the employees so exposed.

Ear protection may consist of ear muffs, ear plugs, or some of the newer disposable materials. The type most acceptable to the employees shall be provided whenever possible, so long as it achieves sufficient reduction of noise exposure. Cotton or waste will not be used as ear plugs.

11. Cleaning Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

12. Training

Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be offered by the Safety Coordinator to both the employees and the supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

13. Recordkeeping

Written records shall be kept of the names and persons trained, the type of training provided, and the dates when training occurred.

**CONFINED SPACE OPERATIONS
1910.146**

I. **PURPOSE**

To establish requirements for protecting employees from the potential hazards associated with entering, working in and exiting confined spaces.

II. **OBJECTIVES**

- A. Prevent employee injury, illness, or death from confined space hazards through appropriate work procedures.
- B. Establish methods and procedures for controlling confined space activity while performing inspection, repair, maintenance, etc.
- C. Comply with applicable state and federal regulatory standards for confined space activities.

III. **SCOPE**

- A. This policy establishes safety requirements to be followed for work practices and procedures while entering, working in and exiting confined spaces.
- B. All divisions will comply with the substance along with the intent of this policy.

IV. **DEFINITIONS**

- A. **Alternate Entry Confined Space (Level 1)** - means a confined space that has the following characteristics:

Only hazards actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

- B. **Confined Space** - Any enclosed space that has the following characteristics:
 - 1. Is large enough and so configured that an employee can bodily enter and perform assigned work,
 - 2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, manholes, lift stations, vaults, and pits),
 - 3. Is not designed for continuous employee occupancy.
- C. **Hazardous Atmosphere** - An atmosphere which exposes employees to harm from one or more of the following conditions:

1. A flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL),
 2. An airborne combustible dust at a concentration that obscures vision at a distance of five feet or less,
 3. An atmospheric oxygen concentration below 19.5 percent or above 23.5 percent,
 4. An atmospheric concentration of any substance exceeding its permissible exposure limit or other governing criteria, and
 5. Any atmospheric condition recognized as immediately dangerous to life or health.
- D. **Attendant** - A trained individual, stationed outside the confined space area who monitors authorized entrants working in the confined space.
- E. **Authorized Entrant** - A trained individual who is authorized to enter a confined space area to perform work.
- F. **Entry Permit** - A written or printed document, which identifies the confined space where work is to be done and potential hazards that need to be evaluated and controlled before authorization is given for entry.
- G. **Entry Supervisor** - A trained employee who verifies that all requirements for confined space entry have been met.
- H. **Non-Permit Required Space (Level O)** - means a confined space that has the following characteristics:
- Does not contain atmospheric hazards.
Does not have potential to contain any hazard capable of causing death or serious harm.
- I. **Permit-Required Confined Space** - (permit space) means a confined space that has one or more of the following characteristics:
1. Contains or has a potential to contain a hazardous atmosphere,
 2. Contains a material that has the potential for engulfing an entrant,

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or
4. Contains any other recognized serious safety or health hazard.

V. **PROCEDURES**

The hazardous nature of confined space work requires that a division manager monitor/control such activity performed by employees.

A. **Written Program**

Each division with confined spaces and a need to enter them must establish a written program containing the following:

1. Identification of confined space(s).
2. Evaluation of potential hazards associated with specific confined spaces.
3. Control plans for addressing physical and atmospheric hazards prior to authorizing entry into the confined space.
4. Confirmation that potential confined space hazards have been addressed and procedures are in place to monitor conditions prior to entry.
5. Emergency response plan in the event of a mishap.

B. **Confined Space Survey**

Each division manager will conduct a survey of their work areas to locate and identify all spaces meeting the "Confined Space" definition stated in Section IV-A. Thereafter, each division manager will maintain a completed Confined Space Inventory Form and have it reviewed/updated annually.

C. **Hazard Identification/Evaluation**

Each division manager shall identify and evaluate the potential or known hazards that need to be controlled in each confined space. The evaluation must include any work activity that has the potential to increase existing hazards or generate additional ones. The following hazards must be considered:

1. Flammable or explosive hazards,
2. Oxygen deficiency or excess,
3. Toxic substances (contact or inhalation),
4. Physical hazards (hot surfaces, sharp edges, pinch points, etc.) which may result in traumatic injuries, and

5. Engulfment or entrapment conditions.

D. **Hazard Control**

The confined space program should include procedures and work practices that protect employees who enter and work in confined spaces. If it becomes necessary for a person to enter a confined space, safeguards must be provided that prevent an employee from entering until the identified potential hazards have been checked, found safe and proper precautions taken. To ensure that all areas of the confined space are safe, readings must be taken within various locations of the confined space using approved equipment and techniques. These readings are to be taken simultaneously or in the order shown below:

1. **Oxygen deficiency or excess**

- a. The atmosphere within the confined space should be tested with approved testing equipment to determine that the air is respirable and contains sufficient oxygen to support normal function. Employees shall not be permitted to work without approved respiratory equipment where the oxygen content of the air is less than 19.5% by volume. Positive pressure, self-contained breathing apparatus (SCBA) or a supplied air respirator (SAR) with a 10 - minute escape pack are to be considered as approved equipment.
- b. If the atmosphere is found to be non-respirable or does not contain sufficient oxygen to support life, the confined space is to be flushed with equipment of sufficient air ventilation. The intake of air for ventilators shall be so located as to prevent contamination of the air by the exhaust of the air compressor unit. The air supply shall also be free from harmful dusts, fumes, mists, vapors, gases or other hazardous substances. This air supply will be tested in the same manner and with the same equipment as used to test air within the confined space itself.
- c. Oxygen excess (23.5%) spaces shall not be entered until the source of the enrichment is determined and controlled and further tests reflect normal values.

2. **Flammable or explosive**

- a. The atmosphere within the confined space should be tested with approved testing equipment to determine the presence of combustible gases. Entry should not be permitted until the source of the combustible(s) has been isolated and the confined space flushed or purged to the extent that testing indicates less than 10% of the lower flammable limit is present and airborne combustible dust that meets or exceeds its LFL (approximated if vision is obscured at 5' or less).
- b. When work to be done within the confined space involves the use of flame, arc, spark or other sources of ignition, frequent testing or

continuous monitoring must be done to determine the concentration of combustible vapors as the work progresses.

If the concentration reaches or exceeds 10% of the lower flammable limit of the vapor present, all sources of ignition shall be extinguished and employees removed until the concentration is reduced below 10% of the lower flammable limit.

3. Toxic substances

When toxic materials are determined or suspected which could result in employee exposure when entering the confined space, the following should apply:

- a. The atmosphere within the confined space should be tested with approved testing equipment to determine the presence of toxic substances. Entry should not be permitted until the source of the combustible(s) has been isolated and the confined space flushed or purged to the extent that testing indicates less than the PEL is present. Hydrogen sulfide and carbon monoxide will be specifically tested for, along with any other potentially toxic substances within the space.
- b. If it is practical, the confined space should be emptied, flushed or otherwise purged of the hazardous substance until safe limits are reached. If it is not practical to empty the confined space, the employee shall be protected from exposure by the use of appropriate protective clothing and breathing apparatus.
- c. Welding, burning or heating in a confined space may generate toxic fumes and gases and may result in hazardous atmospheric conditions. All employees in such a confined space must be protected with adequate ventilation and/or air supplied personal protective equipment. A "Hot Work Permit" is also required to perform such work in the confined area.

Note: Air reading within the space must be taken at representative levels. Due to stratification of gases resulting from different vapor densities, readings are to be taken every 4' in vertical spaces and in advance of the entrants' direction of travel in continuous space systems.

4. Physical hazards

- a. Existing or potential work area hazards, such as slippery floors, unguarded openings, temperature, darkness, pinch points, sharp edges, compressed steam, gases and liquids, hot materials, etc. need to be controlled.
- b. Any equipment or machinery, which if accidentally activated may create a hazard in the confined space, must be locked and/or tagged out. Pipes or lines leading into the confined space, which

may accidentally discharge into the confined area must be blanked or disconnected. (Isolation of the spaces as much as is feasible). Purging, inverting, flushing, or ventilating must be completed as necessary to eliminate or control hazards.

5. Engulfment or Entrapment

A confined space where a finely divided solid substance or liquid is stored can surround and bury a person working in the area. Such materials stored in bins, hoppers, silos, etc., can asphyxiate the entrant as the engulfing material is inhaled, or through compression of the torso. A safety lifeline with full body harness and mechanical advantage retrieval device shall be used by employees whenever entering confined spaces where the potential for engulfment exists.

E. Duties of Confined Space Entry Personnel

Confined space activity requires the teamwork of trained individuals to ensure that the work required is done safely. Work in such areas should be considered hazardous and a buddy system, using an entrant and attendant is required whenever entry is made. In addition, management needs to periodically check on confined space work as it progresses to ensure that the safest possible conditions exist. The following assigned duties are necessary to ensure that confined space activity is controlled and done safely.

1. Duties of attendants. Each division manager shall ensure that each attendant:
 - a. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Is aware of possible behavioral effects of hazard exposure in authorized entrants.
 - c. Continuously maintains an accurate count of authorized entrants in the permit space.
 - d. Remains outside the permit space during entry operations until relieved by another attendant.
 - e. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
 - f. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - (i) If the attendant detects a prohibited condition,

- (ii) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant,
 - (iii) If the attendant detects a situation outside the space that could endanger the authorized entrants, or
 - (iv) If the attendant cannot effectively and safely perform all the duties required.
 - g. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards,
 - h. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - (i) Warn the unauthorized persons that they must stay away from the permit space,
 - (ii) Advise the unauthorized persons that they must exit immediately if they have entered the permit space, and
 - (iii) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
 - i. Performs non-entry rescues as specified by the employer's rescue procedure.
 - j. Performs no other duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
- 2. Duties of authorized entrants. Each division manager shall ensure that all authorized entrants:
 - a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Properly use equipment as required.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
 - d. Alert the attendant whenever:
 - (i) The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
 - (ii) The entrant detects a prohibited condition.
 - e. Exit from the permit space as quickly as possible whenever:

- (i) An order to evacuate is given by the attendant or the entry supervisor,
 - (ii) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
 - (iii) The entrant detects a prohibited condition, or
 - (iv) An evacuation alarm is activated.
- 3. Duties of entry supervisors. Each division manager shall ensure that each entry supervisor:
 - a. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
 - c. Terminates the entry and cancels the permit as required.
 - d. Verifies that rescue services are available and that the means for summoning them are operable.
 - e. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
 - f. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
- 4. Rescue and emergency services. The following requirements apply to divisions that have employees enter permit spaces to perform rescue services:
 - a. Each division manager will ensure that:
 - (i) Each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
 - (ii) Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the

rescue service shall also receive the training required of authorized entrants.

- (iii) Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
 - (iv) Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first-aid and in CPR shall be available.
- b. When a division (host employer) arranges to have persons other than the host division's employees perform permit space rescue, the division manager shall:
- (i) Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility.
 - (ii) Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practices for rescue operations.
- c. To facilitate non-entry rescue, retrieval systems or other methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:
- (i) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
 - (ii) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

- d. If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

F. **Management Circle**

Each division manager shall develop an entry permit system and controls all aspects of confined space activity. The permit must have sufficient information on the characteristics of the confined space and potential hazards to implement effective controls prior to entry.

- 1. Before entry is authorized, the employer shall document the completion of measures required by preparing an entry permit.
- 2. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- 3. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
- 4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- 5. The entry supervisor shall terminate entry and cancel the entry permit when:
 - a. The entry operations covered by the entry permit have been completed, or
 - b. A condition that is not allowed under the entry permit arises in or near the permit space.

Each division manager shall retain each canceled entry permit for at least 1 year to facilitate the review of the permit required confined space program. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

G. **Confined Space Entry Permit (Appendix C)**

The Confined Space Entry Permit Form shall contain all of the necessary information for managing safe entry into the confined space. The following minimum requirements apply:

- 1. The permit space to be entered.

2. The purpose of the entry.
3. The date and the authorized duration of the entry permit.
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space.
5. The personnel, by name, currently serving as attendants.
6. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry.
7. The hazards of the permit space to be entered.
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry.
9. The acceptable entry conditions.
10. The results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed.
11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services.
12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry.
13. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section.
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety.
15. Any additional permits, such as a hot work permit, that have been issued to authorize work in the permit space.
16. The confined space entry permit shall be displayed prominently at the job-site for visual inspection.

VI. **TRAINING**

Each division manager is required to train employees so that attendants, authorized entrants and the entry supervisor can work safely in and around the confined space and

assist in rescue operations. General training should be provided annually and specific procedures reviewed prior to authorizing confined space work.

- A. Each division manager shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
- B. Training shall be provided to each affected employee.
 - 1. Before the employee is first assigned duties under this section.
 - 2. Before there is a change in assigned duties.
 - 3. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
 - 4. Whenever the division manager has reason to believe either that there are deviations from the permit space entry procedures required or that there are inadequacies in the employee's knowledge or use of these procedures.
- C. The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.
- D. Each division manager shall certify that the training required has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

VII. **EQUIPMENT**

Each division manager must provide, maintain and ensure proper use of testing, monitoring, communication, personal protective and rescue equipment. See equipment examples below;

- A. **Testing and Monitoring Equipment**
 - 1. Oxygen deficiency
 - 2. Flammability/explosive limits
 - 3. Toxicity levels (carbon monoxide & hydrogen sulfide as a minimum)
- B. **Communication/Warning Systems**

A voice or alarm activated explosion-proof type system.
- C. **Personal Protective Equipment**
 - 1. Eye and face protection
 - 2. Head protection

3. Body protection
4. Hearing protection
5. Hand protection

D. **Respiratory Protection**

1. Respirators
2. Positive pressure
3. Supplied air respirators with a 10-minute escape pack

E. **Rescue Equipment**

1. Full Body or chest harness
2. Retrieval system with mechanical advantage system
3. Life lines
4. Winch with fall arrest capabilities
5. Ventilator

VIII. **CONTRACTORS' WORK**

- A. When the division manager arranges to have employees of another employer (contractor) perform work that involves permit space entry, the host employer shall:
1. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section.
 2. Apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
 3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
 4. Coordinate entry operations with the contractor, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
 5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

- B. In addition to complying with the permit space requirements that apply to all employers, each contractor who is retained to perform permit space entry operation shall:
1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
 2. Coordinate entry operations with the host employer, when both host employer personnel and contractor personnel will be working in or near permit spaces, as required.
 3. Inform the division manager of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

IX. **RECORDKEEPING**

Each division manager must ensure that records are maintained as follows:

- A. Equipment and Personnel Records
1. Documents for inspections, repairs, and calibration results of all monitoring equipment must be retained for at least five years.
 2. Medical evaluation and surveillance records must be retained for the worker's employment plus five years.
 3. Documents for inspections and maintenance of all retrieval systems, ropes, harnesses, and other entry equipment must be retained for at least five years.
- B. Training must contain the following:
1. Dates of training.
 2. Names and signatures of instructors.
 3. Locations of training.
 4. Objectives of training.
 5. Names and signatures of students.
 6. Additional miscellaneous comments section.
 7. Training reports and certificates must be available for inspections by employees and authorized representatives.

X. **POST & LABELING SPACES**

Each division manager must ensure that all confined spaces must be labeled and posted as follows:

- A. Must be in English and predominant language of non-English speaking workers.
- B. With the following signage: "Danger - Permit Required Confined Space, Do Not Enter".
- C. Emergency numbers are to be included.

TRENCHING AND EXCAVATION OPERATIONS 1926.650

Trenching and excavation work presents serious risks to all workers involved. The greatest risk, and one of primary concern, is that of cave-in. Furthermore, when cave-in accidents occur, they are much more likely to result in worker fatalities than other excavation-related accidents. Strict compliance with all sections of this policy will prevent or greatly reduce the risk of cave-ins as well as other excavation-related accidents.

Therefore, in an effort to safeguard personnel from injury or death while working in underground trenches and excavations, as well as limit municipal liability and maintain conformance with applicable State and Federal regulations, the Director of Public Works hereby authorized the establishment of this Trenching and Excavation Safety Policy that SHALL be followed by all Public Works Department personnel.

A. Policy

It shall be the policy of the Public Works Department that all employees assigned to the Department be required to comply with the requirements described in this policy both prior to, and during entry of an underground trench or excavation.

1. For the purpose of this policy, a trench shall be defined as any manmade cut, cavity, trench or depression in an earth surface, formed by earth removal which is greater than or equal to five (5) feet in depth (or with a potential for collapse), and the width is not greater than 15 feet (measured at the bottom).
2. It is the policy of the Public Works that the procedures outlined in this policy be adhered to at ALL times regardless of the urgency of the job to be performed. Employee safety must ALWAYS come first.
3. According to the United States Code of Federal Regulations Part 1926, soil conditions are classified as follows:

Type A: Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot (tsf) or greater (i.e., clay).

Type B: Cohesive soils with an unconfined compressive strength of greater than .05 tsf but less than 1.5 tsf (i.e., silty loam).

Type C: Cohesive soil with an unconfined compressive strength of .05 tsf or less (i.e., granular soils including gravel, sand and loamy sand).

Although each soil condition carries its own requirements for providing protective systems, it shall be the policy of the Public Works Department that the most conservative approach be taken. Type C is mostly common found soil condition in the Village of Coal City limits. Rather than use the mandatory manual and visual test to clarify soil, all soils shall be considered "**TYPE C**" soils and must be protected as such.

4. It is the objective of this policy to not only protect Municipal personnel from the dangers of entering a trench or excavation incorrectly, but also protect any other party who would enter a trench or excavation being performed by the Municipality. Therefore, this policy requires all Public Works Employees to notify any other party of the need for trench and excavation safety procedures upon witnessing such an entry into a trench or excavation being performed by the City.
5. In addition, it shall be the requirement of this policy that all municipal contracts have included as a standard condition, that all applicable State and Federal Regulations be followed by the successful contract awardee or subcontractor.

B. Requirements

It shall be the requirements of the Public Works Department that all employees assigned to the department comply with the requirements described in the procedure prior to and during entry of a trench or excavation.

General Requirements

1. All surface encumbrances are to be removed or supported as necessary, to safeguard employees.
2. All underground installations are to be located and safeguarded (protected, supported, or removed) as necessary, to safeguard employees.
3. A ladder must be located in all trenches 4 feet or deeper. The ladder must extend 3 feet above the top of the highest trench wall or the highest point of the protective device (whichever is greater). Ladders must be so located as to require no more than 25 feet of lateral travel.
4. When exposed to traffic, employees shall wear warning vests or other clothing marked for high visibility.
5. No one is permitted underneath loads handled by lifting or digging equipment.
6. Personnel are required to stand away from any vehicle being loaded or unloaded.
7. When mobile equipment is being operated adjacent to a trench and the operator does not have a clear view of the trench, use the following: barricades, stop logs, or hand signals from an observer.

8. If a hazardous atmosphere is suspected or exists within the trench, the atmosphere must be tested (for oxygen deficiency, flammability, and toxicity) prior to employees entering the trench. This is for all trenches greater than 4 feet. If a hazardous or deficient atmosphere exists, employees must be protected with appropriate respirators or ventilators must be used. If ventilators are used, continuous atmospheric monitoring is required.
9. Rescue equipment must be readily available (on-site) when a hazardous condition exists or may reasonably be expected to develop.
10. If water accumulation occurs in the trench, you must protect the trench from cave-in with special systems or remove the accumulated water with equipment monitored by the competent person.
11. If the work interrupts the natural drainage 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 excavation.
12. If the stability of adjacent structures is affected, systems such as bracing, shoring, or underpinning must be used on such structures. Sidewalks, pavements, curbs, and all appurtenant structures shall not be undermined unless a support system is used.
13. The spoil pile, other stationary equipment or materials must be at least 2 feet from the edge of the trench. Fencing or other means must be used to keep the spoil pile from rolling into the trench.
14. A Competent Person is to be designated for all trench and excavation operations. Daily inspections of the trench, adjacent areas, and protective systems are to be made by the Competent Person prior to the start of work, as needed throughout the shift, and after every rainstorm or as other hazards occur. These inspections are to be recorded on the trench inspection log.
15. All employees exposed to hazardous trench conditions are to be removed from these areas until precautions have been made and the area has been inspected by the Competent Person.

Protective Systems

There are three acceptable methods of providing protection in trench and excavation work. Those methods are Sloping, Shielding, and Shoring. The following requirements are to be followed regardless of which method is to be utilized.

- A. A Competent Person is to be designated for the operation and appropriate inspection forms obtained.

- B. One or more of the three protective systems is to be determined to be used on the trench site and all appropriate equipment is to be obtained.
 - 1. Sloping and Benching
 - a. SLOPING – The sloping of the sides of the trench or excavation must be inclined away from the trench or excavation at an angle of 1.5 feet wide for every 1 foot in depth.

 - b. BENCHING – The benching of the sides of the trench or excavation must be inclined away from the trench or excavation benched with 4 feet horizontal and 2.5 feet vertical steps to the surface of the excavation.

 - 2. Shielding
 - a. The shield must extend at least to the top of the trench. If the shield is located below the trench mouth, the trench section is to be sloped at the above noted angle.

 - b. Employees are not allowed in shields during installation, removal, or movement of the shields within the trench.

 - c. Employees and escape ladders are only allowed within the shielded area.

 - d. All shields are to be used according to manufacturer's instructions. If multiple shields are used, they are to be connected using appropriate locking devices.

 - e. Manufacturer's specifications and tabulated data are to be maintained on the job site for all shielding systems.

 - 3. Shoring
 - a. Manufacturer's specifications and tabulated data are to be maintained on the job site for all shoring systems (excluding timber systems).

- b. Shoring equipment is to be maintained and used according to manufacturer's specifications and tabulated data.
- c. If shoring equipment is damaged, it must be examined by the Competent Person to evaluate its use.
- d. Backfilling is to occur immediately following the removal of support systems.
- e. As shoring is installed, the trench or excavation must be shored from the top of the excavation to the bottom, and removed in reverse order.
- f. Shoring uprights must extend a minimum of 2" above the surface of the trench and must extend to the bottom of the trench.
- g. Unless stipulated by manufacturer's specifications and tabulated data, shoring uprights must not be farther apart than 4 feet.
- h. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must be installed no greater than 4 feet apart.
- i. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must be not greater than 2 feet from the top of the trench or excavation.
- j. Unless stipulated by manufacturer's specifications and tabulated data, cross- braces must not be greater than 2.5 feet from the bottom of the trench.
- k. When setting shores, no worker shall be lower than waist deep to the lowest cross brace.
- l. All shoring must be re-inspected for possible protective system failures or other hazardous conditions by the Competent Person each time the trench or excavation is left unattended (i.e., lunch, breaks or overnight).
- m. All timber shoring systems will be constructed in accordance with OSHA timber shoring tables.

Ladders and Scaffolds

Ladders: 1910.26, .27, .28

Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a non-conducting material.

Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases. Ladders must not be used as guys, braces, or skids.

The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps. Bracing on the back legs of stepladders must not be used for climbing. The proper angle (4:1) for a portable straight ladder can be obtained by placing the base of the ladder at a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladders resting point.

Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent side slip.

Scaffolds: 1926.450

All scaffolds, whether fabricated on site, purchased, or rented must conform with the specifications found in ANSI A10.8, Safety Requirements for Scaffolding. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base). The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks. No scaffold may be erected, moved, dismantled, or altered unless supervised by competent persons.

Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure. Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 ft. above the ground or floor. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard installed on all open sides and ends of the platform. Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least 6 times the rated load.

No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope. Treated fiber or approved synthetic ropes must be used for or near any work involving the use of corrosive substances. All scaffolds, bosun's chairs, and other work access platforms must conform with the requirements set forth in the Federal Occupational Safety and Health Regulations for Construction, 29 CFR 1926.451, except where the specifications in ANSI A10.8 are more rigorous.

Floors

Workroom floors must be clean and, as much as possible, in dry condition. Drainage mats, platforms, or false floors should be used where wet processes are performed. Floors must be free from protruding nails, splinters, holes, and loose boards or tiles. Permanent aisles or passageways must be marked. Floor holes must be protected by covers that leave no openings more than one inch wide. Floor openings into which persons can accidentally walk must be guarded by standard railings. Toe boards must be used wherever people can pass below or hazardous equipment or materials are below.

Fall Arrester Systems Required

When workers are required to work from surfaces that are in excess of 7 ½ ft above an adjacent safe work place and are unprotected by railings, the following procedures and guidelines must be applied. Before selecting personnel for work at elevated work stations, supervisors must consider the workers' physical condition, such as medical problems, fear of heights, and coordination. The Municipality Physician should be contracted for information in this regard.

Approved fall-arrester systems are required for all work at heights of 10 or more feet. A recommended fall-arrester system consists of a full body-harness, a lanyard consisting of ½ inch nylon rope or equivalent with a breaking strength of 5400 lbs and a maximum length to provide for a fall no greater than 6 feet, Sala-type fall-arrester block (optional), and an anchored hook-up location. Alternate equipment must be approved by the Department Safety Officer or Safety Representative.

Fall-arrester systems are recommended for light work at heights between 7 ½ and 10 feet. Fall-arrester systems are not required when work is being done while standing on a ladder. Ladders should be tied off.

Use of a controlled descent device is not necessary unless it is impossible to reach a stranded person by another means. The Department Safety Officer or Safety Representative will advise, on request, regarding usage and procedures. It is the responsibility of the supervisor to plan the intended work sufficiently to ensure that job planning and proper precautions have been taken. The Department Safety Officer or Safety Representative is available for consultation.

Personnel Platforms

Work may be performed from a crane-suspended platform where another procedure is not possible because of structure design or worksite conditions. Personnel platforms must be designed by a qualified engineer and reviewed by the Department Safety Officer or Safety Representative. The suspension system must minimize tipping. The platform must be designed with a minimum safety factor of 5 based on the ultimate strength of the members, and the design must conform to 29 CFR 1926.550(g).

Lockout/Tagout Procedures 1910.147

To provide protective procedures for workers servicing and/or maintaining machines, equipment or pressurized piping during which the unexpected energizing or start up of the machines, equipment or pressurized liquids or gases or stored energy could cause injury to workers.

Procedures

The Superintendent of Public Works shall determine and designate which employees are authorized to perform repair/maintenance of machines and equipment and shall provide training to designated repair/maintenance employees and to affected employees who normally operate or work around equipment or machinery that may be locked and/or tagged out.

- (a) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments or equipment or energy control procedures.
- (b) The Superintendent shall ensure that sufficient lockout and tagout devices are available for designated repair person's use.
 - Lockout is the preferred method of isolating machines or equipment from energy sources.
 - The Director shall have periodic inspections conducted at times when lockout/tagout procedures are required and prior to actual scheduled repairs/maintenance being performed for the purpose of reviewing the procedures being followed and assuring that authorized and affected employees know and understand the lockout/tagout procedures.
 - The Superintendent shall certify that these periodic inspections have been done, identifying the machine/equipment, the date, employees consulted, and the person conducting the inspection.
- (c) Authorized repair/maintenance employees shall follow the following procedures prior to shutting down and locking out machinery/equipment for repairs or maintenance.
 - Review the written procedure for the particular machine/equipment if documented and make a survey to locate and identify all isolating devices to be sure which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out.
 - Notify all affected employees that a lockout or tagout procedure is going to be utilized and the reasons.
 - Know the type and magnitude of energy the machine or equipment utilizes and their related hazards.
 - If the machine/equipment is operating, shut it down following normal stopping procedure.

- Operate the switch, valve or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Dissipate any "stored" energy (such as in springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure) by restraining methods, such as repositioning, blocking, bleeding down, etc.
 - Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).
 - Ensure that no personnel are exposed and then check to ensure energy sources are disconnected by operating the push button or other normal controls to make sure equipment will not operate.
 - Return operating control(s) to "neutral" or "off" position after the test.
 - The equipment is now locked out or tagged out and repairs/maintenance may begin.
- (d) To restore machines/equipment to normal operating conditions the authorized repair/maintenance person shall follow the following procedures:
- Check the area around the machine equipment to ensure that no one is exposed.
 - Ensure all tools and braces/blocks have been removed and guards have been reinstated.
 - Remove all lockout and/or tagout devices.
 - Operate the energy isolating devices to restore energy to the machine or equipment.
 - Test run machine or equipment.
- (e) If more than one individual is involved in the required lockout/tagout each shall place their own personal lockout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. As each person no longer needs to maintain his or her lockout protection, that person will remove their lock from the isolating device.

- (f) All equipment shall be locked out or tagged out to protect against accidental inadvertent operation when such operation could cause injury to repair/maintenance personnel.
- No person may remove any lockout or tagout device other than the person who installed it.
 - No person may attempt to operate any switch, valve, or other isolating device where it is locked or tagged out.

V. Fleet Safety

Operation of Vehicles or Equipment:

The operation of Village vehicles or any moveable Village equipment on the roadways and streets is indispensable in conducting Village business, and a loss of any vehicle due to accident and/or abuse will adversely affect the overall mission capability of the Village.

All drivers of Municipality vehicles and those using their personal vehicle in pursuit of Municipality Village shall comply with all applicable Federal, State, and Local laws. Any employee who operates a Village vehicle (or those who use their personal vehicle while conducting Village business) is required to report suspension or revocation of his driver's license to his supervisor. The supervisor is required to report this to the Personnel Division/Department Head and the Risk Manager/Safety Officer.

No employee shall be directed to operate a vehicle for which he does not have the appropriate classification of driver's license. This is a minimum requirement and in no way restricts departments from being more restrictive in their use in demands to operate heavy equipment and proper skills.

No person shall drive or be required or permitted to drive a Village owned vehicle while under the influence of any alcoholic beverage or narcotic drug. Employees who are taking prescription drugs which may cause drowsiness, affect the safety of the individual or others, shall discuss this condition with their supervisors before operating equipment or driving a vehicle while on duty with the Village. No person is permitted to smoke in a Village owned vehicle. Since all Village drivers are working for the public, they should remember that they are being observed by same and will be held accountable for their actions. All Village drivers should keep themselves abreast of any changes in State law and Village policies regarding driving, such as: use of seat belts is the law. Every Village employee should be aware of the Accident Review Committee and its functions.

Village vehicles are easily identified as such, and thus they constitute, whether we like it or not, a direct reflection upon the organization. In our relationship with other motorists and pedestrians while operating municipality vehicles, we control an important influence upon good or bad public relations with the municipality. By demonstrating courteous and considerate driving habits, and the safe operation of municipality vehicles, we can reflect well upon the municipality and build good public relations. Therefore, we should always make every effort to avoid incidents which may aggravate citizens, and to apply the principles of defensive driving to prevent accidents and avoid endangering citizens.

Safety Precautions for Village Vehicles

Employees are required to observe and comply with the following safety procedures whenever they are driving or operating municipality motor vehicles or mobile equipment.

1. Each employee shall be responsible for conducting a safety check each day for each motor vehicle or piece of mobile equipment they are assigned to drive or operate. These safety checks shall be performed before the motor vehicle or piece of mobile equipment is driven or operated.
2. Following the completion of the safety check, but before actually driving or operating the motor vehicle or piece of mobile equipment, each employee shall do the following as necessary:
 - a. Visually check for leaks and any body damage. If either leaks and/or new body damage are discovered, this fact shall immediately be reported to the immediate supervisor. In

the case of body damage which is later discovered by the municipality, but was not reported by any employee assigned to the motor vehicle or piece of mobile equipment, such damage shall be considered as having occurred during the assignment of the last employee assigned to and responsible for the operation of the vehicle or equipment.

- b. Clean windows, mirrors and lights.
 - c. Adjust the position of the seat, steering column and inside and outside rear view mirrors.
3. While actually driving or operating the motor vehicle or piece of mobile equipment, and especially immediately after starting it, each employee shall routinely check the operation of the vehicle or equipment, listening to and/or observing the following as well as those items previously listed:
- a. Engine operation
 - b. Transmission and clutch
 - c. Steering and brake performance
 - d. Hydraulic systems
 - e. Heater and/or air conditioner, and ventilation systems
 - f. Vehicle radio
 - g. Speedometer and/or engine hour meter

In the event any maintenance problem or potential maintenance problems are detected, the employee shall immediately or as soon as reasonably plausible, report these problems to the immediate supervisor.

- 4. Drivers of commercial motor vehicles must possess a valid Illinois Commercial Driver's License (CDL), and must be thoroughly familiar with the state and local regulations governing motor vehicle operations.
- 5. All municipality motor vehicles and pieces of mobile equipment must be driven and operated in accordance with all applicable operating instructions, and without necessary abuse.
- 6. All employees driving municipal motor vehicles must obey all traffic laws at all times.
- 7. All slow moving or stationary equipment operated in public right-of-ways shall be equipped with triangular shaped reflecting signs, flashing amber lights or approved warning flags.
- 8. Never consume alcoholic beverages, unauthorized drugs, or strong medication before operating a motor vehicle. Remember that alcohol, drugs, illness or extreme fatigue may affect your ability to judge distances, speed and driving conditions.
- 9. All persons who drive or ride in municipality conventional motor vehicles or field vehicles with full metal cabs and/or roll over protective structures must wear seat belts. Each driver is responsible for determining and requiring that each passenger has their seat belt on, and supervisors are responsible for ensuring that all their employees are following this regulation.

10. Not more than three (3) persons shall be permitted to ride in the front of a driver's seat of any motor vehicle.

Load Security

1. Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
2. Drawers in moveable trucks shall always be secured before the truck is driven.
3. All tower equipment (aerial buckets, etc.) will be checked and secured prior to the movement of the vehicle.
4. Only materials and equipment necessary to carry on municipality work will be transported in or on municipality vehicles.

Parking Vehicles

1. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed, emergency brake set, be left in gear and have all doors and compartments locked.
2. If on a downgrade, turn front wheels toward curb. If on an upgrade, turn away from the curb. Set brakes, and leave transmission in "park" before leaving the driver's seat.
3. Vehicles shall not be parked on the wrong side of the street facing traffic, except in case of emergency or if work requires it.

General Driving Rules

1. Be licensed and pre-qualified operators of the vehicle to which you are assigned to drive.
2. Report to work fit to drive. Sick or fatigued drivers may be relieved from duty.
3. Complete a vehicle checklist before operating a vehicle.
4. Keep the vehicle clean inside and out. A vehicle is more visible to other drivers when clean. Keeping the vehicle clean on the inside contributes to safety, appearance and attitude. Remove dirt and film from headlights, taillights, running lights, windshield (inside and out), and from gauges.
5. Refrain from eating and drinking while driving. It is difficult to do two things at once especially since driving involves many functions.
6. Hands-free device shall be used for mobile communication in compliance with State Law.
7. Stay within posted speed limits and slow down when conditions are difficult (snow, fog, ice, rain, etc.).
8. Do not assume the right of way. Let the other drivers go first. Be courteous, yield or stop. It is better to be alive than right.
9. Keep from tailgating. Allow extra distance when conditions are poor.

10. Always signal turns in advance and avoid sudden stops or braking.
11. Avoid backing, but when necessary make sure the path is clear or use a spotter, if necessary.
12. Turn on your low beam headlights during dark periods of the day such as during rain, snow, or fog. It is recommended headlights be on one half hour before sunset and one half hour after sunrise. Parking lights designate a vehicle is parked. Do not drive with parking lights on.
13. Always wear your seat and shoulder belt.

Motor Vehicle Accidents

Any accidents involving Village vehicles (included private, rented, or leased vehicles used on official business) must be reported to the driver's supervisor. If the driver is unable to make a report, another employee who knows the details of the accident must make the report. It is Village of Coal City's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business.

It is important that such admissions, when appropriate, be reserved for the Village of Coal City and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to the Village Hall, or obtain the name and department of the investigating officer. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number.

The driver of any municipal vehicle involved in an accident must also complete a Motor Vehicle Accident Report and submit it to his/her supervisor within one work day of the accident. The supervisor should interview the driver and complete the supervisor's portion of the report. Within two work days of the accident, the completed form and vehicle must be taken to the Village garage so that damages may be estimated and repairs scheduled. The Village Administrator must be contacted so that the Village's insurance adjuster is notified. Forms for obtaining appropriate information about an accident are carried in the vehicle or may be obtained from Administration. The Village Administrator will receive copies of all accident reports and will prepare any required OSHA reports.

Warnings and Citations

The municipality considers the safety of its employees to be very important. Therefore, to prevent motor vehicle accidents, it is the policy of the municipal to enforce DRIVESAFE, its traffic safety program. The Departmental Head ultimately determines disciplinary action. The following are basic guidelines that may be used in final disciplinary determination:

1st Infraction: Written or verbal reprimand

2nd Infraction: Written reprimand and possibly attend at the remedial defensive driver course, on discretion of the supervisor

3rd Infraction: Written reprimand and mandatory attendance at the defensive driver course, on discretion of the supervisor.

4th Infraction: Depending on the severity of the incident up to and include dismissal.

These guidelines are based upon the number of incidents occurring over a one year period.

VI. Employee Safety & Health

Health Screening

Occupational Illness and Injury Control

In addition to the Loss Control methods cited in this manual, there are several types of policies and/or procedures that can be implemented to help reduce the possibility of occupational illnesses and injuries. These policies and procedures are discussed briefly in this section

Pre-Placement Physical Examination

The purpose of physical examinations is to determine whether or not the employee's physical fitness is consistent with the job's physical requirements.

The objective of pre-placement examinations are;

1. To measure the medical fitness of individuals.
2. To assist individuals in the maintenance or improvement of their health.
4. To establish and record the condition of the individual at the time of each examination.

These objectives hold benefits to the employees, employer, and the community. The emphasis of the objectives is toward proper job placement, not simply the exclusion of the physically imperfect individual from employment. In light of recent legal developments in the areas of discrimination in employment, the principal is important.

A subsequent physical examination should be required in the following instances:

1. An injured employee who has recently received medical attention should have medical approval before he/she returns to work.
2. An employee who has been absent from work for 30 or more days should have medical authorization before he/she returns to work.
3. Incumbents of critical occupations should be re-examined on a periodic schedule. The results and findings of the physical examinations either for pre-placement, annual or reevaluation should be treated as confidential. Information should not be provided to anyone outside the normal processing agencies involved in hiring or an individual without the individual's expressed written consent.

Physical Fitness

The physical fitness of employees is a prime requisite in preventing a significantly large number of personal injuries. All employees should be encouraged to seek regular physical activity.

First-Aid Treatment for Sick or Injured Employees

All injuries or illnesses will be reported. However, other than for very minor cuts or scratches, the supervisor should send the injured or ill employee(s) for first-aid or medical treatment.

If an employee has been injured on the job and requests to leave work to go home, the supervisor will inform the employee to go immediately to the hospital or physician's office to have the injury evaluated. If the doctor, who the employee has been sent to for treatment, feels that the employee is unable to return to his/her regular job but can perform some part(s) of the job without aggravating his/her injury, the supervisor will request permission from the Department Head to allow the employee to return to work.

The family of an employee who is severely ill or injured should be notified promptly by the employee's supervisor. The Risk Manager and Department Head should be notified immediately of all disabling and potentially disabling injuries.

Emergency Medical Treatment

In the event of a serious injury requiring immediate medical treatment, administer first-aid as necessary and call for an ambulance. The facility nearest the accident scene should be used. Also, the Municipality should maintain a current listing of local hospitals and medical centers that have 24-hour full emergency treatment facilities.

Intoxication of Employees

An employee reporting to work, and there is reasonable suspicion the employee is under the influence of alcohol or illegal substances, shall be subject to drug and alcohol testing and sent home. The employee could be considered for an infraction.

Employment during Absence from Duties

An employee who is absent from work because of illness or injury, whether the status of the absence is disability leave, accident compensation time, or leave-without-pay should not work outside his/her Municipality employment.

Environmental Hazards

It is important that each departments be able to recognize, understand, and work effectively and safely with hazardous materials. Occupational health hazards are preventable, but if they are not controlled, they may lead to conditions that cause legally compensated illnesses. Hazardous materials could impair the health of employees enough to make them lose time from work or to work at less than full efficiency. Illinois has enacted "Right-to-Know" legislation regarding employee hazard communication. The basic intent of these acts is to ensure that employees are made aware of the toxic substances in the workplace.

First Aid

Even though emphasis is placed on the prevention of accidents and injuries, accidents do occur. Prompt, knowledgeable and proper treatment of injuries can prevent minor injuries from being major ones and most importantly, can save lives.

The following first aid rules are established:

1. Each Department/Division Head or supervisor shall receive first-aid training and CPR instruction.
2. First-aid kits will be maintained in all municipal buildings and on Municipality vehicles where necessary.

3. Supervisors are required to check first-aid supplies on a periodic basis. Minimum amounts of each item must be maintained. Supervisors shall order supplies through regular purchasing channels.
4. Employees will notify their supervisors after each use of first-aid supplies.
5. Minor medical treatment for cuts, scratches, etc., may be given by the supervisor or a crew leader, if trained.
6. In many cases, an injured employee that needs professional medical attention can be transported to the hospital by the means of a Municipality vehicle. However, in some cases, it is important that the injured employee be transported by ambulance with a qualified medical attendant available. If there is any doubt in the mind of the supervisor or lead man in charge, Emergency 911 should be called (if using a Municipality extension, dial 7-911). The following conditions would definitely indicate ambulance service:
 - a. Employee unconscious or apparently in shock.
 - b. Any apparent fracture.
 - c. Any apparent serious back injury.
 - d. Any hemorrhaging.
 - e. Symptoms of internal injury.
7. All animal bites, because of the possibility of rabies, should receive prompt medical attention by a physician. Where practical, an attempt should be made to confine the animal.
8. All injuries, no matter how minor, are to be reported to the Risk Manager. Injury report forms shall be made available by the supervisor.

Transitional Duty Policy

Purpose

The purpose of establishing a transitional duty policy is to provide temporary duty/work for employees who are temporarily disabled and cannot be assigned to regular duty but maintain the ability to perform another form of productive work/duty. The duties to be performed by the employee on Transitional duty status will always be bona fide work that will be limited in duration and intended for employees who are expected to return to full duty in the near future, but no later than 3 months (with an option to extend the status upon review).

Eligibility

Eligible candidates for transitional duty must be currently employed by the municipality and be temporarily disabled. Temporary disability is defined as the lack of ability to perform all aspects of the essential functions of the employee's regular position for a period of time which is generally less than 3 months.

Transitional duty will be required for all employees who have been disabled as a result of a work related injury, provided there is a bona fide, productive work available and medical approval is obtained by the Municipality. In the case of a work related injury, the employee will keep in constant contact with his/her immediate supervisor in regard to his/her medical condition and the projected commencement date for the Transitional duty assignment. Should an employee who has been disabled as a result of a work related injury refuse a viable transitional duty assignment, workers compensation payments will then cease.

Physician's Role

An eligible employee must be released to return to transitional duty by his/her treating physician. The eligible employee must bring a letter to the Human Resources Department from his/her treating physician that details the following:

- The length of time that the employee is expected to remain on Transitional duty;
- The exact nature of the work (including duties/limitations) that the employee can and cannot perform;
- The date of the next scheduled re-examination to determine any change in the employee's physical status;
- A medical opinion as to whether the employee's current disability is permanent or temporary in nature.

The employee must provide the above mentioned information in writing prior to assignment to transitional duty and after each re-examination while on transitional duty status. The Municipality's physician may be consult in regard to an employee's placement on or removal from transitional duty status. The Municipality's physician will have the final advisory opinion on an employee's transitional duty status.

Types of Duty/Work

Projects or tasks assigned to an eligible employee for transitional duty must be legitimate, ongoing, and productive work which does not consist of "manufactured" or "busy" work. Any Transitional duties shall not be construed as creating a new or permanent position. Furthermore, these duties must be similar to those contained within each employee's current job description.

An eligible employee who is released by the Municipality's and/or their treating physician to return to transitional duty shall be directed by his/her immediate supervisor as to their job duties and responsibilities under this Transitional duty status. These transitional duties must be within any restrictions enumerated by the Municipality's and/or the treating physician.

Transitional duty can involve, but is not limited to, work assignments to areas other than the eligible employee's regular duty station, division or department. The eligible employee may be assigned to an entirely different division or department. The eligible employee may be assigned to an entirely different division within the department or another department. Coordination of placement of eligible employees into transitional duty will be through the employee's immediate supervisor in conjunction with the Department Director(s) and the Human Resources Director.

Use of transitional duty is designed to benefit the employees and the employer. Department Directors are encouraged to outline departmental procedures regarding transitional duty for present and future situations.

If no Transitional duties are available or, should any alternative duties become unavailable in the future, the eligible employee will be so informed and may be returned to disability leave status.

Availability, assignment and continuation of transitional duty will always be at the discretion of the employee's Department Director in conjunction with the Human Resources Director, in accordance with the guidelines set forth in this policy.

Scheduling

Eligible employees assigned to transitional duty will be scheduled through the immediate supervisor, in conjunction with the appropriate Department Director. Transitional duty assignments shall not be in derogation of any existing collective bargaining agreements. However, transitional duty schedules may vary from the employee's regular work schedule or hours. Transitional duty may be for part-time hours, in which case the employee will be paid on a part-time basis and, if applicable, Workers' Compensation wages will be applied to make up the difference in hours for a 40 hour work week.

Administrative Review

An employee assigned to transitional duty will be subject to an Administrative Review at the end of every 30 calendar days. Included in this meeting will be the employee, the immediate supervisor, the Department Director or his/her designee, the Human Resources Director and the appropriate collective bargaining unit representative, if requested by the employee. This review will consist of an evaluation of the employee's physical status to determine the employee's ability to perform the transitional duty and of the availability of legitimate work. If it is determined that the transitional duty assignment is not meeting the restrictions detailed by the Municipality's physician or the employee's treating physician or the needs of the Municipality, the transitional duty assignment will be terminated and the employee returned to disability status.

Ergonomics and Office Safety Program

Policy

The purpose of this program is to inform interested persons, including employees, that the municipality is committed to improving our employees' comfort and well being by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations. Our Safety Coordinator manages all safety and health programs for Municipality. They review the Ergonomics Program and provide guidance, as needed.

Municipality has implemented this ergonomics program at all our sites to address the problem of Musculoskeletal Disorders (MSDs). MSDs have become an issue of increasing concern because they continue to rise in occurrence. Under this program, a team of our employees will evaluate jobs which they have identified as having "problem areas" and develop and implement solutions to reduce job-related worker injury and illness.

Our goal through this Ergonomics Program is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating the risk factors which cause them. This program ensures that all affected employees are aware of job-related risk factors and provides information and solutions to elevate them. Municipality promotes continuous improvement for efficiency, comfort, and well being of all employees through a team effort of management and employee involvement.

If, after reading this program, you find that improvements can be made, please contact the Safety Coordinator. We encourage all suggestions because we are committed to the success of our Ergonomics Program. We strive for clear understanding, safe and efficient work practices, and involvement in the program from every level of the organization.

Injury/Medical Management

Our healthcare provider has been chosen to provide medical treatment for our employees with injuries or illnesses relating to ergonomic factors. They are familiar with our specific workplace job procedures and the job risk factors.

We encourage all employees to immediately report any symptoms of discomfort that may be associated with their job duties. In most cases, employees are to report to their immediate supervisor. Those supervisors are responsible to recommend transitional work or medical evaluation for injured or ill employees.

Supervisors record and file written reports from the first observation of illness or injury through all subsequent follow-up activities. They are also responsible to forward information about the worker injury or illness for recording on the OSHA 300 Injury and Illness Form. The supervisor may recommend that the job receive an evaluation from the Ergonomics Team.

Every work procedure that causes a worker injury or illness will be investigated and reported. This documentation provides vital information for the identification of job related risk factors so that the problems can be corrected before other injuries occur.

After an injured employee has been treated by the health care provider, the following procedures are used to monitor the recovery process and their return to work. Status reports from the treating physician(s) should detail limitations employees may face, or if they are eligible to return to full duty.

After verification of an employee's job-related injury or illness, our safety manager and the Ergonomics Team will review this plan and re-evaluate the work station to determine if additional practices, procedures, or redesign of the station could be implemented to prevent similar injuries.

Identifying Problem Jobs

There are several methods used to identify problem jobs which are most likely to result in ergonomic disorders. In addition, jobs are evaluated for the following risk factors.

- Rate and number of repetitions: performance of the same motion or motion patterns every few seconds for more than two hours at a time.
- Postures and limb positions: fixed or awkward work postures such as overhead work, twisted or bent back, bent wrist, stooping, or squatting, for more than a total of two hours.
- Vibration: use of vibrating or impact tools or equipment for more than a total of two hours.
- Loads/lifted: lifting, lowering, or carrying of anything weighing more than 25 pounds (11.34 kg) more than once during the work shift.
- Loads/static: holding a fixed or awkward position with arms or neck for more than ten seconds.
- Muscle forces: continually pulling or pushing objects.
- Work pace: piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four hour limit).

Solutions

When a job, process, or equipment has been evaluated, the team completes a risk factor checklist. Through this checklist, problems are identified for correction and supervisors and employees in the affected areas are notified. The Ergonomics Team, in conjunction with those affected employees, will develop possible solutions, choose the most appropriate, implement the changes, and follow up to determine the effectiveness.

For each problem job which has been changed, we maintain a file of the improvements and changes completed. The file contains documentation of the ergonomic-related illnesses or injuries, the actual changes made, and any similar incidents which occurred after the changes were implemented.

Employee Training

The management staff receives copies of this written ergonomics program and the company's policy statement regarding ergonomics in our workplace. We train each employee who works at a job with exposure to specific risk factors and each employee in a job where a work-related musculoskeletal disorder has been recorded.

These are the ergonomic elements we teach to all employees:

- How to recognize workplace risk factors associated with work-related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
- The signs and symptoms of work related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures and the person to whom the employee is to report workplace risk factors and work-related musculoskeletal disorders.
- The process our organization is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods which apply to the job.

Each employee involved in job analysis will be trained in job analysis methods, especially as they relate to identifying workplace risk factors, and evaluation and implementation of control measures. This company will not implement any policy or practice which discourages reporting or which results in discrimination or reprisal against any employee who makes a report.

Enforcement

Constant awareness of and respect for ergonomic hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Office Safety

Office work is more dangerous than is commonly supposed, and many accidents occur during the performance of ordinary office routines. Therefore, it is important that certain safety rules be observed in offices, just as they are in other work areas.

Office Safety Rules and Regulations

1. Keep your desk and work areas clean and orderly.
2. Report loose or rough floor covering to your supervisor.
3. All file, desk, and table drawers shall be kept closed when not in use. Never open more than one file drawer at a time.
4. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
5. Tilted chairs can be hazardous when improperly used and therefore, care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down.
6. Never use chairs, desks, or other furniture as a make shift ladder. Use a stepladder.
7. Keep the blades of paper cutters closed when not in use.
8. Be sure equipment is grounded and that the cords are in good condition. If a machine gives you a shock or starts smoking, unplug it and report it immediately. Extension cords should be of proper size for their use.

VII. Employee Acknowledgement Form

ACKNOWLEDGEMENT OF RECEIPT

I, _____ have read and fully understand the
(Print Name) _____ Village of Coal City's Administrative Safety Manual. I understand that failure
to observe the rules of the Safety Manual can result in possible disciplinary action or termination.

(Print Name)

(Signature)

(Date)

VIII. Appendix

A – Incident Reporting Forms

B- Hepatitis B Vaccine Declination

C – Hazard Assessment Certification Form

D – Transitional Duty Form

E – Confined Space Entry Permit

**EMPLOYEE'S STATEMENT
(FORM A)
ON-THE-JOB INCIDENT**

Please complete and return to your **supervisor**. It is very important that this report be completed in full and returned as soon as possible after an injury.

PLEASE PRINT

Date of Report _____ Date of Incident: _____ Time of Incident: _____ A.M./P.M. _____

Name of Employee: _____ S.S. # _____

Home Address: _____

Marital Status: Single _____ Married _____ Date of Birth: _____

Job Title: _____ Dept. Normally Assigned: _____

Address Where Incident Occurred: _____

Did an Injury Occur?(If Yes answer next two questions) YES NO

Nature of Injury: _____

Part of Body Affected (be specific): _____

What Task Were You Performing When Incident Occurred? _____

How Did Incident Occur? _____

Witness(s) to the Incident: _____

Employee's Signature _____ Date: _____

Reviewed by Supervisor: _____ Date: _____

**ACCIDENT/INJURY INVESTIGATION WITNESS STATEMENT
(FORM B)**

PLEASE PRINT - Each question must be answered

Injured Worker _____ Date of Injury _____

Department _____

Name of Witness _____ Department _____

Were you in the area where the accident happened? YES NO NOT APPLICABLE

Where exactly did the accident happen? _____

Did you see the accident happen? YES NO NOT APPLICABLE

What exactly did you see? _____

Was it obvious that the employee was hurt? YES NO NOT APPLICABLE

What part of body was injured (be specific) _____

Was the employee using a tool or piece of machinery when injured? YES NO NOT APPLICABLE

If yes, please describe: _____

Have you ever heard an employee complain of similar injury or illness? YES NO NOT APPLICABLE

Have you ever heard employee talk about on-the-job injury before? YES NO NOT APPLICABLE

Did the employee violate a known safety rule? YES NO NOT APPLICABLE

**SUPERVISOR'S INVESTIGATION REPORT
FOR EMPLOYEE ACCIDENT AND INJURY
(FORM C)**

PLEASE PRINT

Employee Name _____ Position _____ Date _____

Supervisor's Name _____ Department _____

Employee's Current Address _____

Marital Status _____ Employee Date of Birth _____ S.S. # _____

Location of Accident _____

Date of Occurrence _____ Time _____ A.M./P.M. Time Reported _____ A.M./P.M.

Describe the accident in detail and include the injury or illness that was sustained by the employee (exactly what part of the body has been affected) – be specific. Also, identify the job task that the employee was performing.

Witness(s) to the accident _____

Was any medical treatment given? YES NO If yes, where and when? _____

List the act or condition which caused or contributed to this accident? If so, please explain:

List the preventative measure as your follow-up _____

In your capacity as supervisor, after thoroughly reviewing this accident, do you believe that the accident was preventable? YES NO

Hepatitis B Vaccine Declination (Mandatory)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name: _____

Signed: _____ *(employee signature)*

Date: _____

APPENDIX C

Hazard Assessment Certification Form

Date:	Location:
Assessment Conducted By:	
Specific Tasks Performed at this Location:	

Hazard Assessment and Selection of Personal Protective Equipment

I. Overhead Hazards

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level

Hazards Identified:

Head Protection

Hard Hat:	Yes	No
If yes, type:		
<ul style="list-style-type: none">• Type A (impact and penetration resistance, plus low-voltage electrical insulation)• Type B (impact and penetration resistance, plus high-voltage electrical insulation)• Type C (Impact and penetration resistance)		

II. Eye and Face Hazards

Hazards to consider include:

- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation
- Bioaerosols
- Projectiles

Hazards Identified:

Eye Protection

Safety glasses or goggles	Yes	No
Face shield	Yes	No

III. Hand Hazards

Hazards to consider include:

- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents
- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Hazards Identified:

Hand Protection

Gloves	Yes	No
<ul style="list-style-type: none"> • Chemical resistant • Temperature resistant • Abrasion resistant • Other (Explain) 		

IV. Foot Hazards

Hazards to consider include:

- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Exposed electrical wires
- Unusually slippery conditions

- Wet conditions
- Construction/demolition

Hazards Identified:

Foot Protection

Safety Shoes	Yes	No
Types:		
<ul style="list-style-type: none"> • Toe protection • Metatarsal protection • Puncture resistant • Electrical insulation • Other (Explain) 		

V. Other Identified Safety and/or Health Hazards:

Hazard	Recommended Protection

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on _____.

(Signature)

- WORK RELATED
- NON-WORK RELATED

TRANSITIONAL DUTY GUIDELINES FORM

Please check the appropriate area that best suits the type of work the employee can perform according to his/her injury:

Employee Name: _____ Division: _____
 Social Security Number: _____ Date of Injury: _____
 Description of Injury/Illness: _____

..... **The following must be completed by Physician**

1. _____ Fit for Duty, no restrictions, effective date: _____
2. _____ Restriction until: _____ (date)
 Details of Restriction: _____

Considering these restrictions, can the employee be assigned to one of these forms of Transitional Duty:

- a. _____ Medium Work: May require occasional lifting up to 50 lbs., carrying loads up to 20 lbs., frequent tasks involving standing, walking, sitting.
- b. _____ Light Work: May require lifting up to 20lbs., some walking, standing, and/or pushing or pulling. Majority of work is sedentary.
- c. _____ Semi-Sedentary Work: May require lifting light items up to 10 lbs., sitting, minimal walking, answering phones.
- d. _____ Sedentary Work: Sitting, answering phones, computer work.
- e. _____ Cannot be assigned transitional duty at this time for a duration of _____ days.

3. Date of next evaluation: _____
4. Projected date Employee could be returned to Full Duty: _____

 Attending Physician

 Date

 Address

 Phone Number

- WORK RELATED
- NON-WORK RELATED

CONFIRMATION OF TRANSITIONAL DUTY/RETURN-TO-WORK STATUS

Instructions for use: This form is to be submitted to the Human Resources Department confirming the commencement of a Transitional Duty/Return-to-Work assignment and again at the resumption of regular duty, or an alternate regular assignment.

Date: _____

Employee Name: _____ Department: _____

Date of Injury/Temporary Disability: _____ Position: _____

Supervisor's Name: _____ Phone: _____

Alternate Duty/Return-to-Work Begins on (start date): _____

Next Medical Evaluation Date: _____

Employee Resumed Regular Day/Alternate Regular Assignment on (start date): _____

Were you able to accommodate the job modifications as described by the Yes No physician?

If the job modifications were altered from the physician's recommendations, please describe below:

Employee's Signature

Department Head/Supervisor Signature