



CITY OF RACINE SAFETY MANUAL

For City of Racine Employees

Human Resources

262-636-9175 

human.resources@cityofracine.org 

City Hall - RM 204 

www.cityofracine.org/Human-Resources 

CITY OF RACINE SAFETY MANUAL

TABLE OF CONTENTS

INTRODUCTION.....	6
CHAPTER ONE GENERAL SAFETY RULES.....	7
SECTION 1.01 EMPLOYEE RESPONSIBILITY.....	7
SECTION 1.02 MANAGEMENT RESPONSIBILITY.....	7
SECTION 1.03 HORSEPLAY.....	7
SECTION 1.04 SMOKING.....	7
SECTION 1.05 POWER TOOLS AND EQUIPMENT.....	7
SECTION 1.06 REPORTING DAMAGE OR PROBLEMS WITH TOOLS AND EQUIPMENT.....	7
SECTION 1.07 WEARING APPAREL.....	8
SECTION 1.08 ALCOHOL BEVERAGES AND CONTROLLED SUBSTANCES.....	8
SECTION 1.09 REPORTING ACCIDENTS.....	8
SECTION 1.10 REPORTING INJURIES.....	8
SECTION 1.11 WORKING IN THE STREET.....	8
SECTION 1.12 VEHICLE AND EQUIPMENT OPERATION.....	8
SECTION 1.13 RADIO/STEREO HEADPHONES AND CELL PHONES.....	8
SECTION 1.14 CONFINED SPACE ENTRY.....	9
SECTION 1.15 LIGHTING.....	9
SECTION 1.16 PROTECTING THE PUBLIC.....	9
SECTION 1.17 FLOTATION DEVICES.....	9
SECTION 1.18 EXPOSURE TO HUMAN BLOOD AND BODY FLUIDS.....	9
SECTION 1.19 DISPUTE RESOLUTION.....	9
CHAPTER TWO HOUSEKEEPING.....	10
SECTION 2.01 WORK AREA.....	10
SECTION 2.02 FLOORS AND AISLES.....	10
SECTION 2.03 SPILLS/WET FLOORS.....	10
SECTION 2.04 RAG STORAGE.....	10
SECTION 2.05 COMPRESSED AIR.....	10
CHAPTER THREE TOOLS AND EQUIPMENT.....	11
SECTION 3.01 GENERAL RESPONSIBILITIES.....	11
SECTION 3.02 MAINTENANCE/REPAIR.....	11
SECTION 3.03 GRINDER OPERATION.....	11
SECTION 3.04 MOWING/TRIMMING.....	11
SECTION 3.05 TREE TRIMMING.....	11
SECTION 3.06 LOCK OUT AND TAGGING OF EQUIPMENT.....	12
SECTION 3.07 TRAINING.....	12
SECTION 3.08 INSPECTION OF VEHICLES, EQUIPMENT AND TOOLS.....	12
SECTION 3.09 GUARDS.....	12
SECTION 3.10 PESTICIDES/CHEMICALS.....	12
SECTION 3.11 GAS CYLINDER STORAGE.....	13
SECTION 3.12 PROPER GROUNDING.....	13
SECTION 3.13 EXTENSION CORDS AND TROUBLE LIGHTS.....	13
SECTION 3.14 WORKING IN WET AREAS.....	13
SECTION 3.15 OPERATING DRILLS AND DRILL PRESSES.....	13
CHAPTER FOUR VEHICLE OPERATION AND REPAIR.....	14

SECTION 4.01 GENERAL RESPONSIBILITY.....	14
SECTION 4.02 SEAT BELT/SHOULDER HARNESS USE.....	14
SECTION 4.03 EMERGENCY VEHICLE OPERATION.....	14
SECTION 4.04 USE OF MEDICATIONS.....	14
SECTION 4.05 DRIVER RESPONSIBILITY.....	14
SECTION 4.06 ACCIDENTS.....	15
SECTION 4.07 RIDING ON THE OUTSIDE OF VEHICLES.....	15
SECTION 4.08 INDOOR OPERATION.....	15
SECTION 4.09 PARKING.....	15
SECTION 4.10 BACKING VEHICLES AND EQUIPMENT.....	16
SECTION 4.11 VEHICLE STANDS.....	16
SECTION 4.12 USE OF PERSONAL VEHICLES.....	16
SECTION 4.13 MECHANICAL BREAKDOWN.....	16
SECTION 4.14 LOADING VEHICLES AND EQUIPMENT.....	16
CHAPTER FIVE FIRE SAFETY/FLAMMABLE LIQUIDS.....	18
SECTION 5.01 FIRE PLANS.....	18
SECTION 5.02 EXITS.....	18
SECTION 5.03 STORAGE OF FIRE EQUIPMENT.....	18
SECTION 5.04 DISCHARGED FIRE EXTINGUISHERS.....	18
SECTION 5.05 VEHICLE FIRE EXTINGUISHERS.....	18
SECTION 5.06 REPORTING EQUIPMENT PROBLEMS.....	18
SECTION 5.07 MONTHLY INSPECTION.....	18
SECTION 5.08 USE OF FIRE EXTINGUISHERS.....	18
SECTION 5.09 STORAGE OF FLAMMABLE LIQUIDS.....	19
SECTION 5.10 USE OF SAFETY CONTAINERS.....	19
SECTION 5.11 USE OF NONFLAMMABLE CLEANERS.....	19
SECTION 5.12 SMOKING.....	19
SECTION 5.13 USE OF ARTIFICIAL LIGHTS.....	19
SECTION 5.14 BURNING.....	19
CHAPTER SIX MATERIAL HANDLING.....	20
SECTION 6.01 LIFTING.....	20
SECTION 6.02 STACKING MATERIAL.....	20
SECTION 6.03 SUSPENDED LOADS.....	20
SECTION 6.04 RIDING ON A HOISTING DEVICE.....	20
SECTION 6.05 USE OF CHEMICALS, PESTICIDES, HERBICIDES AND FUNGICIDES.....	20
SECTION 6.06 HANDLING HAZARDOUS MATERIALS.....	21
CHAPTER SEVEN PERSONAL PROTECTIVE EQUIPMENT.....	22
SECTION 7.01 GENERAL REQUIREMENTS.....	22
SECTION 7.02 HARD HATS.....	22
SECTION 7.03 PROTECTIVE EYEWEAR.....	22
SECTION 7.04 HEARING PROTECTION.....	23
SECTION 7.05 HIGH VISIBILITY CLOTHING.....	23
SECTION 7.06 HAND PROTECTION.....	23
SECTION 7.07 SAFETY BELTS/HARNESSES.....	24
SECTION 7.08 WORK SHOES.....	24
SECTION 7.09 RESPIRATORY PROTECTION.....	24
SECTION 7.10 SPRAY PAINTING.....	24
SECTION 7.11 PROTECTIVE CLOTHING.....	24

CHAPTER EIGHT CONSTRUCTION SAFETY.....	25
SECTION 8.01 DIGGER’S HOTLINE.....	25
SECTION 8.02 WORK ZONE PROTECTION.....	25
SECTION 8.03 TRENCHING.....	25
SECTION 8.04 SLIPPERY CONDITIONS.....	26
CHAPTER NINE WORKING IN CONFINED SPACES.....	27
SECTION 9.01 CONFINED SPACE ENTRY.....	27
SECTION 9.02 AIR TESTING.....	27
SECTION 9.03 ENTRY TEAM.....	27
SECTION 9.04 HARD HATS.....	27
SECTION 9.05 REMOVAL OF MANHOLE COVERS.....	27
SECTION 9.06 MAHOLE STEPS.....	27
SECTION 9.07 USE OF LADDERS.....	27
SECTION 9.08 LIFELINE AND SAFETY EQUIPMENT.....	27
SECTION 9.09 LOWERING OF EQUIPMENT.....	28
CHAPTER TEN LADDERS AND SCAFFOLDING.....	29
SECTION 10.01 USE AROUND ELECTRICAL CIRCUITS.....	29
SECTION 10.02 GENERAL PROVISIONS.....	29
SECTION 10.03 WEIGHT RATING.....	29
SECTION 10.04 SCAFFOLDING.....	29
SECTION 10.05 EQUIPMENT INSPECTION.....	29
SECTION 10.06 PLACEMENT AND SECURING OF LADDERS.....	29
CHAPTER ELEVEN FIRST AID.....	30
SECTION 11.01 FIRST AID SUPPLIES/REPORTING OF INJURIES.....	30
SECTION 11.02 REQUESTING MEDICAL ASSISTANCE.....	30
CHAPTER TWELVE OFFICE SAFETY.....	31
SECTION 12.01 CARE OF WORKSTATION.....	31
SECTION 12.02 FILE DRAWERS.....	31
SECTION 12.03 LADDERS.....	31
SECTION 12.04 CHAIRS.....	31
SECTION 12.05 DOORS AND BLIND CORNERS.....	31
SECTION 12.06 MESSAGE SPINDLES.....	31
SECTION 12.07 PAPER CUTTERS AND OFFICE HAZARDS.....	31
SECTION 12.08 OFFICE EQUIPMENT.....	31
SECTION 12.09 ELECTRICAL CORDS.....	31
SECTION 12.10 ELECTRICAL PLUGS.....	31
CHAPTER THIRTEEN WELDING.....	32
SECTION 13.01 GENERAL REQUIREMENTS.....	32
SECTION 13.02 PERSONAL PROTECTIVE EQUIPMENT.....	32
SECTION 13.03 FIRE PROTECTION.....	32
SECTION 13.04 SHIELDS.....	32
SECTION 13.05 VENTILATION.....	32
SECTION 13.06 WORK IN CONFINED SPACES.....	32
SECTION 13.07 APPROVED LIGHTERS.....	32
SECTION 13.08 FLASH BACK VALVES.....	32
SECTION 13.09 HOT WORK PERMIT.....	32
CHAPTER FOURTEEN POWERED INDUSTRIAL VEHICLES.....	33
SECTION 14.01 GENERAL REQUIREMENTS.....	33

SECTION 14.02 AUTHORIZED PERSONNEL.....	33
SECTION 14.03 WATCHING FOR HAZARDS.....	33
SECTION 14.04 UNATTENDED VEHICLE.....	33
SECTION 14.05 TRANSPORTATION.....	33
SECTION 14.06 ARM AND LEG PLACEMENT.....	33
SECTION 14.07 DIRECTION OF TRAVEL.....	33
SECTION 14.08 SEAT BELTS.....	33
CHAPTER FIFTEEN ELECTRICAL WORK.....	34
SECTION 15.01 ELECTRICAL WORK.....	34
SECTION 15.02 TRAINED EMPLOYEES.....	34
SECTION 15.03 LIVE LINES.....	34
SECTION 15.04 ENERGIZED EQUIPMENT.....	34
SECTION 15.05 LOCKOUT/TAGOUT.....	34
CHAPTER 16 AERIAL BUCKET USE (NON-FIRE APPARATUS).....	35
SECTION 16.01 CONDUCTING WORK.....	35
SECTION 16.02 AERIAL BUCKET OPERATOR.....	35
SECTION 16.03 BEFORE STARTING WORK.....	35
SECTION 16.04 MANEUVERING THE BUCKET.....	35
SECTION 16.05 EMPLOYEE POSITIONING.....	35
SECTION 16.06 ENTERING/LEAVING BUCKET.....	35
SECTION 16.07 AUTHORIZED AND TRAINED OPERATOR.....	35
SECTION 16.08 EMERGENCY FLASHING LIGHTS.....	35
SECTION 16.09 TRAVEL.....	35
SECTION 16.10 BOY HARNESS.....	35
CHAPTER SEVENTEEN CRANES AND HOISTS.....	36
SECTION 17.01 TRAINED EMPLOYEES.....	36
SECTION 17.02 NO RIDING ON EQUIPMENT.....	36
SECTION 17.03 LOAD LIMITS.....	36
SECTION 17.04 UNDER A LOAD.....	36
SECTION 17.05 NO UNATTENDED LOADS.....	36
SECTION 17.06 INSPECTION.....	36
SECTION 17.07 DESIGNATED OBSERVER.....	36
SECTION 17.08 TAG LINE.....	36
CHAPTER EIGHTEEN SLINGS, ROPES AND CHAINS.....	37
SECTION 18.01 LOAD LIMITS.....	37
SECTION 18.02 INSPECTION.....	37
SECTION 18.03 APPEARANCE OF ROPE.....	37
SECTION 18.04 UNRATED CHAINS.....	37
SECTION 18.05 REPAIR OF SLINGS AND CHAINS.....	37
SECTION 18.06 SUSPENDED LOADS.....	37
CHAPTER NINETEEN FALL PROTECTION.....	38
SECTION 19.01 FALL ARREST EQUIPMENT.....	38
SECTION 19.02 FALL PROTECTION SYSTEMS.....	38
SECTION 19.03 SURFACES.....	38
SECTION 19.04 BODY BELTS/HARNESSES.....	38
SECTION 19.05 LANYARDS, ROPES, AND LIFELINES.....	38
SECTION 19.06 LANYARD LENGTH.....	38
SECTION 19.07 TRAINING.....	38

INTRODUCTION

The City of Racine is committed to providing a safe and hazard-free work place for all employees. The City will provide safe working equipment, personal protective equipment if required, and in the event of injury, first aid treatment and medical treatment if required. At the same time, it is expected that employees shall, as a condition of continued employment, abide by these established standards.

These rules are intended to specify the general standards by which employees shall perform their jobs. The safety rules in this booklet do not cover all procedures or hazards of every job and additional rules may apply to the particular functions of individual departments, but they do apply to all employees. On all jobs these rules are to be read and adhered to at all times. Recommendations or suggestions regarding the addition or modification of these safety rules should be made to your supervisor.

It shall be the responsibility of Administrative Managers, Supervisors and other supervisory personnel for the application and enforcement of these rules. As used in these rules, shall and must are interpreted to mean "required," while should is interpreted to mean "recommended, but not required." Violations of these safety rules may result in disciplinary action ranging from oral reprimands to immediate discharge, depending upon the specific form of conduct and/or number of infractions. The reasonableness of these safety rules and the disciplinary action that would follow for failure to adhere to them is subject to the grievance procedure. Management reserves the right in its discretion to supplement, alter, modify, amend, or rescind these rules from time to time as necessary.

These rules are established by the City so that it can attain its objectives in an orderly and efficient manner to provide a safer work place, and are not intended to restrict the rights of employees, but rather to advise employees of required procedures and prohibited conduct. The ultimate success of this effort will depend upon the continued cooperation of employees and administration.

Section 1.01 EMPLOYEE RESPONSIBILITY

Each employee is responsible for performing his/her job with every possible regard for their own safety and for the rights and safety of other employees and the public, and for complying with all applicable federal, state and local safety standards that apply to the performance of the job. All employees, as a condition of employment, are required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. These rules shall be strictly enforced.

Section 1.02 MANAGEMENT RESPONSIBILITY

Each Administrative Manager and supervisor is responsible for the safety of work under his/her direction. This shall include, but not be limited to the following:

- a) Providing employees with a safe working environment.
- b) Ensuring compliance and enforcing all applicable federal regulations, state regulations, and local safety standards within the department in a consistent and fair manner.
- c) Ensuring that employees receive proper instructions and for the safe performance of their jobs. This includes safety orientation for new and transferred employees, and proper safety training as required by OSHA and/or the State of Wisconsin.
- d) Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

Section 1.03 HORSEPLAY

Horseplay, wrestling, practical jokes, throwing objects and similar activities are prohibited.

Section 1.04 SMOKING

Under City Ordinance, no person may smoke in any enclosed, indoor area located within any City building, or within such areas of the City owned Belle Urban System buildings, or in any public conveyance or City-owned motor vehicle, except for City buildings located at Johnson Park, Washington Park and Shoop Park, those portions of City buildings which are occupied pursuant to a lease agreement between a lessee and the City, or public conveyances which are being operated pursuant to a lease agreement between a lessee and the City, except as otherwise provided by law, 3 regulation or the lease agreement itself.

No person shall smoke when fueling equipment or near flammable materials.

Section 1.05 POWER TOOLS AND EQUIPMENT

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

Section 1.06 REPORTING DAMAGE OR PROBLEMS WITH TOOLS AND EQUIPMENT

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

Section 1.07 WEARING APPAREL

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

Section 1.08 ALCOHOL BEVERAGES AND CONTROLLED SUBSTANCES

As required by the Drug Free Workplace Act, Public Law 100-690, Title V, Subtitle D, and enforced by the City's Drug and Alcohol Free Workplace Policy, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, alcohol or drug paraphernalia is strictly prohibited in the workplace, nor shall any employee report for work under the influence of drugs, intoxicants, alcohol, narcotics or any other controlled substance(s). An employee's failure to abide by the terms of the City's Drug and Alcohol Free Workplace Policy shall result in disciplinary action up to and including discharge.

In addition to the above, employees in safety sensitive positions are subject to alcohol and controlled substances testing under the parameters of the Federal Omnibus Employee Testing Act of 1991. Violations in regard to this law shall also result in disciplinary action up to and including discharge.

Section 1.09 REPORTING ACCIDENTS

All accidents involving City equipment shall be reported immediately to your supervisor, who shall notify additional City departments, such as the City Attorney's Office, if necessary.

Section 1.10 REPORTING INJURIES

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

Section 1.11 WORKING IN THE STREET

When working in the street, always wear reflective clothing or high colored vests (29 CFR 1926.20 (a) (4), and use the warning lights mounted on vehicles or equipment. Barricades that are used at night must have an operable flashing or steady burn light that is turned on.

Section 1.12 VEHICLE AND EQUIPMENT OPERATION

All individuals (including Police and Fire) who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin operator's license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored.

Section 1.13 RADIO/STEREO HEADPHONES AND CELL PHONES

Radio/stereo headphones or earphones shall not be worn when operating any vehicle or equipment, or at any other time while working. This also includes the use of cellular phones. Radio/stereo headphones or earphones and cellular phones may only be used while on break.

Section 1.14 CONFINED SPACE ENTRY

All entry/work in confined spaces requires an entry permit and shall be performed in accordance with DOC/OSHA standards and the City's Confined Space Entry Program.

Section 1.15 LIGHTING

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

Section 1.16 PROTECTING THE PUBLIC

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

Section 1.17 FLOTATION DEVICES

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

Section 1.18 EXPOSURE TO HUMAN BLOOD AND BODY FLUIDS

Any employee exposed to human blood, body fluids or other potentially infectious materials must immediately report the incident to his or her supervisor. Employees whose duties involve exposure to human blood, body fluids or potentially infectious materials are required to use personal protective equipment as required by the City's Blood Borne Pathogen Policy, each affected department's individual policy, and DOC/OSHA regulations.

Section 1.19 DISPUTE RESOLUTION

In the event a dispute should arise concerning safety, the City shall be the final deciding authority.

Section 2.01 WORK AREA

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

Section 2.02 FLOORS AND AISLES

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

Section 2.03 SPILLS/WET FLOORS

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

Section 2.04 RAG STORAGE

Oily and greasy rags shall be stored in an approved covered self-closing metal container provided for that purpose. Good practice calls for this waste can, if it contains oily waste, to be emptied daily.

Section 2.05 COMPRESSED AIR

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to blow dirt from hands, face or clothing.

Section 3.01 GENERAL RESPONSIBILITIES

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

Section 3.02 MAINTENANCE/REPAIR

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

Section 3.03 GRINDER OPERATION

When operating a grinder:

- a) No wheel shall be operated without properly installed guards.
- b) The top (tongue) guard should be adjusted to within 1/4 inch of the grinding wheel. The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- c) Grinding on the flat side of the wheel is prohibited.
- d) Out-of-round wheels shall be dressed before use.
- e) Approved eye protection shall be worn (i.e., face shield And safety glasses).
- f) Anytime the grinding wheel is removed or replaced, it Must be ring tested prior to installation.

Section 3.04 MOWING/TRIMMING

When mowing or trimming:

- a) ANSI approved safety glasses with side shields or impact goggles must be worn.
- b) Inspect area first and remove all debris.
- c) Cut with discharge chute pointed down and in opposite direction of buildings, vehicles and play areas.
- d) Always shut engine off before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
- e) Appropriate PPE shall be worn – refer to PPE hazard assessment.

Section 3.05 TREE TRIMMING

When trimming trees or using chain saws:

- a) Except in cases of emergency, aerial tree work shall not be performed when trees are wet, during high winds, or when temperatures are below zero.
- b) Ropes of suitable strength shall be used for lowering of limbs.

- c) Climbing ropes or safety line shall not be used for lowering of limbs.
- d) Remove all tools, hangers, and ropes from trees before you leave the job site.
- e) No person shall be grounded with vehicle when working around wires.
- f) Never walk with saw blade in motion.
- g) Walk with guide bar pointing to the rear.
- h) Maintenance and refueling shall not be done when saw is running.
- i) Approved hard hats, eye, and ear protection shall be worn.
- j) Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.
- k) All tree work shall be done in accordance with the provisions of ANSI 133.1.

Section 3.06 LOCK OUT AND TAGGING OF EQUIPMENT

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

Section 3.07 TRAINING

Do not operate, repair or test any machinery, apparatus, tools, or other equipment unless you have been properly trained and are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

Section 3.08 INSPECTION OF VEHICLES, EQUIPMENT AND TOOLS

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. Remember, until a problem is identified, it cannot be corrected. NOTE: Daily inspections of vehicles are required under the Commercial Motor Vehicle Act.

Section 3.09 GUARDS

Never operate machinery or equipment with guards removed. Keep guards over pump couplings and always stand clear so that clothing does not catch onto moving parts.

Section 3.10 PESTICIDES/CHEMICALS

When mixing, using, storing, or disposing of pesticides or other chemicals, read and follow manufacturer's directions and follow any state and federal requirements. Wear clothing and personal protective equipment recommended by the manufacturer or required by these rules or other management directives. If you are unsure of the proper procedure or have any questions, contact your supervisor.

Section 3.11 GAS CYLINDER STORAGE

Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times to a wall or stationary object. Compressed gas cylinders must be protected from the weather and from impact by vehicles or equipment. Oxygen cylinders in storage shall be separated a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. In general, all cylinder storage shall follow supplier/distributor recommendations and MSDS instructions. All gas lines between cylinders and points of use shall be adequately identified.

Section 3.12 PROPER GROUNDING

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

Section 3.13 EXTENSION CORDS AND TROUBLE LIGHTS

When using extension cords, make sure they are in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights shall be equipped with globe guards and non-metallic sockets. Extension cords shall not be used in place of permanent wiring.

Section 3.14 WORKING IN WET AREAS

When working with electrical tools avoid wet areas and contact with water pipes or grounded equipment. When electrical equipment is used in a wet location, wear rubber boots and rubber gloves.

Section 3.15 OPERATING DRILLS AND DRILL PRESSES

When operating drills and drill presses:

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

Section 4.01 GENERAL RESPONSIBILITY

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

Section 4.02 SEAT BELT/SHOULDER HARNESS USE

Each occupant of a motor vehicle shall wear a seat belt and shoulder harness as required by Wisconsin Statutes. Inoperative or missing seat belts/harnesses shall immediately be reported to the employee's supervisor. The vehicle or equipment shall not be operated until the repairs have been made.

Section 4.03 EMERGENCY VEHICLE OPERATION

Employees who operate authorized emergency vehicles shall be required to operate their vehicle in accordance with Wisconsin Statute Section 346.03 and department policy. The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his/her reckless disregard for the safety of others.

Section 4.04 USE OF MEDICATIONS

Employees taking medication or who have a medical condition that may adversely affect their ability to perform their job in a safe manner are required to inform their supervisor immediately. The City has the right to require that the employee provide medical information that describes, to the City's satisfaction, any limitations or side effects affecting employment; this is mandatory for those employees affected by the City's drug and alcohol policy for safety sensitive drivers. The City will endeavor to provide alternative work for those employees that comply with the above requirements and are temporarily unable to perform certain of their normal job activities. The City reserves the right to require an independent medical evaluation by a physician of its choosing and at its expense to obtain information regarding an employee's fitness for duty.

Section 4.05 DRIVER RESPONSIBILITY

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

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

Section 4.06 ACCIDENTS

1. Whenever any vehicle or equipment is involved in an accident, it shall be the responsibility of the driver to:
 - a) Not move the vehicle or equipment.
 - b) Call his/her supervisor about the accident and its location. The supervisor will then immediately notify the Police.
 - c) Wait at the scene until the Police Department investigates the accident and releases the employee(s).
 - d) Not make any statement other than describing exactly what happened to the investigating officer.
 - e) Fill out any and all accident reports as may be necessary.
 - f) Fill out a written report to be forwarded to the State Motor Vehicle Department, if required (i.e., \$200 damage or personal injury).

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

2. The supervisor/Department Head shall:

- a) In case of a non-personal injury accident involving equipment, ensure that the appropriate accident report is forwarded to the City Attorney's Office within twenty-four (24) hours (next business day for weekends and holidays) of the accident.
- b) In cases involving an accident with bodily injuries, accident reports and Worker's Compensation injury reports must be forwarded to the Human Resources Department.

Section 4.07 RIDING ON THE OUTSIDE OF VEHICLES

Employees shall not ride on the outside of any vehicle. The only exception to this rule is Truck Drivers in the Solid Waste Division of the Public Works Department when assigned to a two-person route with a rear loading truck that is equipped with approved steps and handles. In no instance shall the vehicle exceed 10 mph or the distance exceed one block between stops while someone is riding on the outside of the vehicle. In no instance shall an employee ride on the back of a vehicle while the vehicle is backing.

Section 4.08 INDOOR OPERATION

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

Section 4.09 PARKING

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

- a) Set the parking or hand brake, if so equipped.
- b) Put equipment in low gear or park.
- c) Remove ignition key, if possible. Do not leave any vehicle unattended with the motor running or with the key in the ignition. The only exception to this rule is those vehicles that must, for mechanical

reasons, remain running. In this instance, the vehicle may be left unattended if the doors are locked and the windows closed.

d) Block rear wheels if grade is steep. Curb front wheels by turning them into or away from the curb, as appropriate.

e) Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.

f) Exercise care when leaving parking space to avoid accident with moving traffic.

Section 4.10 BACKING VEHICLES AND EQUIPMENT

When backing equipment:

a) Make sure no person, vehicle or fixed object is behind the vehicle.

b) Have a helper, if available, guide you, but remember the driver is fully responsible for backing motions.

c) Do not back too close to the edge of a hill. d) Make sure backup signal, if required, is in working order.

Section 4.11 VEHICLE STANDS

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

Section 4.12 USE OF PERSONAL VEHICLES

No personally owned vehicle may be used on City business without the prior approval of the Department Head. The operator of the vehicle must provide proof of liability insurance with limits of not less than \$100,000.00 per person, \$300,000.00 per occurrence, and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City insurance coverage.

Section 4.13 MECHANICAL BREAKDOWN

When a breakdown occurs in a vehicle you are operating:

a) If possible, move the equipment off the roadway.

b) If it cannot be moved, you must turn on the vehicle flashers.

c) Contact your supervisor or the dispatcher as soon as possible so that the vehicle can be moved and repaired.

d) If the vehicle creates a hazard and cannot be moved, notify your supervisor to immediately request Police assistance.

Section 4.14 LOADING VEHICLES AND EQUIPMENT

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

a) Ensure that the cargo is loaded and secured so that the load does not shift, spill or endanger others. If there is any debris, a cover or tarp should be over the load to prevent debris from blowing off. Prohibit anyone from riding on a load.

- b) Not allow cargo to project beyond the side of the vehicle body.
- c) Ensure that all loads projecting more than four feet beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object.
- d) Ensure that shovels and similar tools are placed in or on the vehicle so that they do not project beyond the body and cannot fall off.

Section 5.01 FIRE PLANS

Each facility must have and post a fire/emergency evacuation plan. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the Fire Department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and, adequate fire extinguishing equipment that is annually inspected by a responsible authority.

Section 5.02 EXITS

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

Section 5.03 STORAGE OF FIRE EQUIPMENT

Fire equipment shall be securely mounted or shelved and prominently displayed, labeled for usage, and kept clear for easy access at all times.

Section 5.04 DISCHARGED FIRE EXTINGUISHERS

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

Section 5.05 VEHICLE FIRE EXTINGUISHERS

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

Section 5.06 REPORTING EQUIPMENT PROBLEMS

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

Section 5.07 MONTHLY INSPECTION

The Department Head or his/her designee shall ensure that fire extinguishers are checked monthly.

Section 5.08 USE OF FIRE EXTINGUISHERS

In case of fire, be sure you sound the alarm, get others out and call the Fire Department before attempting to extinguish the fire. The following list of types of extinguishers will help you understand the use of fire extinguishers and the type to use on different fires:

1. CLASS A - ORDINARY COMBUSTIBLES: The extinguishing agent is water, and is best for fire hazards such as paper, wood, grass, cloth, trash, and other ordinary combustibles.
2. CLASS B - FLAMMABLE LIQUIDS: The extinguishing agent can be either dry chemicals, carbon dioxide or halogenated agents to smother oil, paint, thinner, solvents, grease, gasoline, etc. fires with foam.

3. CLASS C - ENERGIZED ELECTRICAL EQUIPMENT: The extinguishing agent can be either dry chemicals, carbon dioxide or halogenated agents to smother fires with foam in electrical boxes, transformers, panels, etc. Always attempt to remove the electrical power before extinguishing. Never use water on these types of fires.

4. CLASS D - COMBUSTIBLE METALS: The extinguishing agent is either a special liquid or dry powder agent used on fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium and sodium.

5. CLASS ABC - MULTI-PURPOSE: A multi-purpose unit labeled ABC puts out the most common fires, such as flammable liquids, ordinary combustibles, and electrical.

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

Section 5.09 STORAGE OF FLAMMABLE LIQUIDS

Flammable liquids shall be stored in accordance with the Flammable Liquids Code of the State of Wisconsin (Chapter 8 of the Administrative Code) and the directives of the Fire Department. Storage of flammable or combustible materials shall not be allowed in furnace, boiler rooms or below grade.

Section 5.10 USE OF SAFETY CONTAINERS

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

Section 5.11 USE OF NONFLAMMABLE CLEANERS

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

Section 5.12 SMOKING

Smoking is prohibited in most City buildings or vehicles (See 1.04), and especially in areas where flammable liquids are present.

Section 5.13 USE OF ARTIFICIAL LIGHTS

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

Section 5.14 BURNING

No open burning is permitted per City ordinances, with the exception of training fires and other fires permitted by the Fire Chief.

Section 6.01 LIFTING

When lifting heavy objects:

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

Section 6.02 STACKING MATERIAL

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

Section 6.03 SUSPENDED LOADS

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

Section 6.04 RIDING ON A HOISTING DEVICE

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

Section 6.05 USE OF CHEMICALS, PESTICIDES, HERBICIDES AND FUNGICIDES

When using any of the above:

- a) All chemicals, pesticides, etc., must be used in strict compliance with manufacturers instructions and applicable federal, state, and local laws, regulations and ordinances, including the City's Right-to-Know Policy.
- b) Make sure you read and follow manufacturer's directions and Material Safety Data Sheets (MSDS).
- c) Wear protective clothing as recommended by the manufacturer, which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection, or a respirator.
- d) Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
- e) Notify your supervisor at once of any spillage of chemicals.
- f) Follow manufacturer's recommendations when disposing of containers in accordance with state and federal regulations. Some containers must be burned or buried depending on toxicity.

Section 6.06 HANDLING HAZARDOUS MATERIALS

- a) Incompatibility - Always read product labels and material safety data sheets (MSDS) before mixing or combining hazardous materials.

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

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

Moving and carrying chemicals - Always carry chemicals in approved containers.

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

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

Spills – All spills shall be cleaned up in accordance with department procedures for hazardous chemical leaks or spills.

Changing Tanks – When working with hazardous gases such as Chlorine or ammonia, use two people to change of fill Tanks.

Section 7.01 GENERAL REQUIREMENTS

To ensure the safe performance of routine and hazardous operations, all work shall be done in accordance with DOC/OSHA standards and the City's Personal Protective Equipment Program.

Section 7.02 HARD HATS

Hard hats meeting the requirements of ANSI Z 89.1-1981, or revisions to this standard, shall be worn in the following activities at all times:

- a) Public Works personnel whenever an overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction.
- b) Engineering personnel while on construction sites/projects that present overhead hazards.
- c) Parks Department personnel engaged in project construction, tree trimming activities, when using a chipper or stump, or whenever an overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction.
- d) Water and Wastewater utility personnel and office personnel when an overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction. This includes working in or at trenches, excavations, or manholes.
- e) All electricians for construction, maintenance or repair of street lighting, traffic signal facilities or when using the aerial lift.
- f) All personnel inspecting work projects/building projects including, but not limited to, the Building Department, Health Department, Water Department, and Public Works.
- g) Whenever an overhead or other hazard exists that would expose the head to injury, or upon a supervisor's direction.
- h) When working under moving machinery such as cranes, hoists, etc.

Section 7.03 PROTECTIVE EYEWEAR

Suitable eye and face protective equipment, such as safety glasses, face shields or goggles, shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids or injurious radiation. All safety glasses, face shields and goggles shall comply with the requirements of ANSI Z 87.1-1989, or revisions to this standard. Examples of some possible situations where eye protection is required:

- a) Grinding, cutting, milling, or drilling with power tools.
- b) Using impact wrenches and compressed air tools.
- c) Using punches, chisels, wedges, picks or other impact tools.
- d) Chipping, scraping or scaling paint, rust, carbon or other materials.
- e) When firing a handgun in training.

- f) Chipping, saw cutting or breaking concrete.
- g) Pipe cutting and threading.
- h) Using paint remover.
- i) Using power activated tools.
- j) Soldering.
- k) Cleaning dust or dirt from vehicles, machinery, etc.
- l) Sandblasting or air cleaning operations.
- m) Using metal cutting lathes, shapers, drill presses, power hack saws, and other metal working tools.
- n) Using woodworking equipment/tools.
- o) Tree removal or trimming, brush chipping or stump removal.
- p) Using brush cutters or chain saws.
- q) Steam cleaning.
- r) Washing vehicle parts with soaps or solvents.
- s) Working under vehicles.
- t) Using all types of lawn mowers, trimmers, and edgers.
- u) A full plastic face shield shall be worn when handling batteries, acids, caustics, and other harmful dust, liquids or gases.
- v) When performing electrical switching operations or activating high voltage circuits where arcs may occur.
- w) A face shield with the proper filter lens or welder's lens or welder's goggles shall be worn in all welding and cutting operations, or in any other circumstance that would expose the employee to a risk of eye injury.

Section 7.04 HEARING PROTECTION

Hearing protection, such as ear muffs or ear plugs, which meets or exceeds the requirements of ANSI S, or revisions to this standard, must be used whenever the noise level exceeds 90 DBA (or when using the shooting range or using air hammers or jackhammers, chainsaws, chippers, etc.), as required by DOC/OSHA and the City's Hearing Protection Policy.

Section 7.05 HIGH VISIBILITY CLOTHING

When working in the roadway or right-of-way all employees are required to wear a high visibility vest or other approved clothing (COMM 32.39(1)).

Section 7.06 HAND PROTECTION

Appropriate gloves shall be worn in compliance with the City's Personal Protective Equipment policy whenever engaged in the following activities:

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

Section 7.07 SAFETY BELTS/HARNESSES

Safety belts/harnesses with Life Lines shall be used by employees when working at heights of 6 feet or greater, or in the aerial bucket, performing tree work, climbing water towers, on scaffolding, or as required in the City's Confined Space Entry Policy, and in other situations as required. This equipment shall meet appropriate standards and shall be inspected prior to each use.

Section 7.08 WORK SHOES

Approved work shoes shall be interpreted to mean either hard-soled, oxford, steel-toed or work type shoes. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard-sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. Supervision is the final deciding authority in determining which shoe type is required for work. NOTE: All footwear shall comply with DOC/OSHA standards and the City's Personal Protective Equipment policy.

Section 7.09 RESPIRATORY PROTECTION

When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc., which are harmful to the human respiratory system, or where there is insufficient oxygen to support human life, the employee shall wear suitable breathing apparatus. When canister type respirators are used, care must be exercised to use the proper canister for exposure. Personnel must be properly fitted and trained to use a respirator and must meet medical standards, in accordance with DOC/OSHA standards and the City's Personal Protective Equipment Policy (see 29 CFR 1910.134).

Section 7.10 SPRAY PAINTING

All spray painting operations shall be done in the spray booth or with proper equipment and ventilation. Respirators for organic vapors and inorganic dust are to be used by the painter (See 7.08, Respiratory Protection). No welding, heating units or electrical spark producing equipment shall be used within 20 feet of spray painting, nor is smoking allowed while painting.

Section 7.11 PROTECTIVE CLOTHING

Protective clothing shall be worn in compliance with the City's Personal Protective Equipment policy.

Section 8.01 DIGGER'S HOTLINE

Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" at 800-242-8511. In situations where the work is being done on City property, also make sure all private utilities are located.

Section 8.02 WORK ZONE PROTECTION

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

Section 8.03 TRENCHING

Shoring and trenching shall be done in accordance with DOC/OSHA rules and the City's Shoring and Trenching Policy:

- a) Excavations and trenches of up to five (5) feet in depth in hard or compact soil shall be adequately sloped. Those in excess of five (5) feet in depth or those in unstable or soft material where employees will be working or in all excavations in which employees are exposed to danger from unstable ground shall have the sides supported by adequate sheeting, shoring, or bracing per Wisconsin Administrative Code (29 CFR 1926.650-652, COMM 32.38).
- b) Excavations and trenches shall be inspected by a competent person after each rain storm or other hazard-increasing occurrence and the protection against slides and cave-ins shall be increased if necessary.
- c) In case of oxygen deficiencies or gaseous conditions, employees shall refer to the Confined Space Policy.
- d) At least two men shall work on each trenching or excavation job. One man shall be stationed above ground observing the worker below at all times.
- e) No materials, soils, debris, equipment, etc., shall be stored, moved, or placed within two (2) feet of a trench or excavation.
- f) All materials or tools shall be passed down by rope or pulley arrangement to the worker below. Tools and equipment should be lowered into a manhole or excavation by means of a rope, bucket or basket. Do not drop them into the manhole or excavation for the employee to catch. Attempting to carry tools in one hand while climbing down the ladder is unsafe.
- g) An adequate means of exit such as a ladder or steps - placed so as to require no more than 25 feet of lateral travel when exiting - shall be provided in each excavation and trench. Employees shall not exit without first looking for traffic above.

h) Employees shall wear the protective clothing and equipment deemed necessary by the Wisconsin Department of Commerce, their supervisor, and the City's policy on Personal Protective Equipment.

Section 8.04 SLIPPERY CONDITIONS

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

Section 9.01 CONFINED SPACE ENTRY

All work in confined spaces shall be completed in compliance with the City's Confined Space Entry procedure. Any employee required to enter a manhole or other confined space shall be properly certified, thoroughly familiar with and obey provisions of DOC/OSHA standards (29 CFR 1910.146 & COMM 32.28 & 32.29) and the City's Confined Space Entry Program. A confined space is one that is so enclosed that dangerous air contamination therein cannot be prevented by natural ventilation through openings in the enclosure. Examples would be closed storage tanks, storage bins, ductwork, sewers, tunnels, vaults, manholes, valve chambers and even open pits where heavier than air gases may accumulate.

Section 9.02 AIR TESTING

Never enter a manhole or other confined space without first testing the atmosphere for the presence of flammable gases and vapors, toxic vapors and gases, and oxygen deficiency according to the procedures described in the City's Confined Space Entry Program. Provide for adequate ventilation to remove these gases before entering a manhole. Smoking or open flames are prohibited. Continuous monitoring of the atmosphere shall be maintained while in the confined space.

Section 9.03 ENTRY TEAM

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

Section 9.04 HARD HATS

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

Section 9.05 REMOVAL OF MANHOLE COVERS

Never use your fingers or hands to remove a manhole cover. Always use a tool such as a pick with the point bent in the form of a hook or a special tool specifically designed for this purpose. Once the cover is removed, leave it flat on the ground and far enough away from the manhole to provide adequate room for a working area.

Section 9.06 MANHOLE STEPS

If there are ladder rungs or steps installed in the side of the manhole, be very cautious when using them. Be alert for loose or corroded steps. Always test each step individually before placing your full weight on it.

Section 9.07 USE OF LADDERS

It is much safer to use a ladder as a means of entering a manhole. Be certain, however, that the bottom feet are properly placed so that the ladder will not slip or twist when your weight is placed upon it and that extension ladders are locked in place before use.

Section 9.08 LIFELINE AND SAFETY EQUIPMENT

Before entering a manhole or confined space, put on an approved safety harness equipped with a lifeline tended by another employee at the point of entry. Communication between the entrant and attendant shall be maintained on an ongoing basis at all times. There shall always be at least one more person within hailing

distance of the work area. Hard hats shall be worn and adequate respiratory equipment shall always be available. Inherently safe equipment shall be used due to potential flammable atmosphere.

Section 9.09 LOWERING OF EQUIPMENT

Tools and equipment shall be lowered into a manhole by means of a bucket or basket. Do not drop them into the manhole for the man to catch. Attempting to carry tools in one hand while climbing down the ladder is unsafe. Hazardous location type flashlights and spark resistant tools shall be used due to possible flammable atmosphere.

Section 10.01 USE AROUND ELECTRICAL CIRCUITS

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

Section 10.02 GENERAL PROVISIONS

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

Section 10.03 WEIGHT RATING

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

Section 10.04 SCAFFOLDING

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

Section 10.05 EQUIPMENT INSPECTION

Always check ladders and scaffolding thoroughly before using them. Do not use ladders or scaffolding with a rung, foot or guard rail that could be broken or loose. Use only OSHA approved equipment. Never use chairs, boxes or other substitutes for ladders or scaffolding.

Section 10.06 PLACEMENT AND SECURING OF LADDERS

When using ladders, set them on a firm dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the distance to the support point of the ladder. When possible, secure ladders in place with ropes, hooks, spikes or other anti-slip devices. Always be careful of the placement of any ladder. Avoid placing ladders within the arc of a swinging door, near blind corners or where they could be in the path of vehicles or equipment. Use signs or barricades to alert others.

Section 11.01 FIRST AID SUPPLIES/REPORTING OF INJURIES

The City provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor no matter how insignificant it may seem to you at the time. As first aid supplies are used, replacements should be requested. The Department Head or designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. The Red Cross recommends the following items be included in basic first aid kits:

- a) Appropriate gloves(Nitrile)
- b) 1 Roll 1/2" adhesive tape
- c) 3 triangular bandages
- d) 10 Q-Tips
- e) 25 1" bandages
- f) 1 small bar of soap or hand soap
- g) 5 4"x4" gauze pads 1 small hand towel
- h) 5 2"x2" gauze pads
- i) 4 large safety pins
- j) 1 1" roller bandage Scissors & tweezers
- k) 1 2" roller bandage Emergency phone numbers
- l) Other items (medication, etc.) can be included only with the prior approval of the Department Head.

Section 11.02 REQUESTING MEDICAL ASSISTANCE

In case of serious injury:

- a) Dial 911 and request a rescue squad immediately.
- b) Keep the injured party warm and as comfortable as possible.
- c) Never move an injured person unless it is absolutely necessary. Moving an injured person could result in further injury.
- d) Temporary first aid should be administered only by qualified personnel. Unqualified personnel may cause more harm than good.
- e) Keep onlookers away from the injured.
- f) In the case of serious injury, if it is necessary to transport the victim, it shall be done by rescue squad personnel.

Section 12.01 CARE OF WORK STATION

It is each employee's responsibility to keep his or her work station neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.

Section 12.02 FILE DRAWERS

All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers. File cabinets must be secured to a wall or multiple free standing cabinets should be bolted together.

Section 12.03 LADDERS

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

Section 12.04 CHAIRS

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

Section 12.05 DOORS AND BLIND CORNERS

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

Section 12.06 MESSAGE SPINDLES

Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover or the point should be bent at a horizontal angle.

Section 12.07 PAPER CUTTERS AND OFFICE HAZARDS

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

Section 12.08 OFFICE EQUIPMENT

Keep your hands clear of electric typewriter carriages while they are in motion. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it. Where appropriate, all equipment shall be turned off while unattended or not in use.

Section 12.09 ELECTRICAL CORDS

Electrical cords shall be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway it shall be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall immediately be reported to your supervisor.

Section 12.10 ELECTRICAL PLUGS

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

Section 13.01 GENERAL REQUIREMENTS

All welding, cutting and brazing shall be performed in a manner consistent with DOC/OSHA regulations.

Section 13.02 PERSONAL PROTECTIVE EQUIPMENT

Those welding must wear approved welder's safety equipment suitable for the materials being used. This includes flame resistant clothing, respirators, aprons, face shield, goggles, gloves, etc.

Section 13.03 FIRE PROTECTION

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

Section 13.04 SHIELDS

Employees are required to surround their work with approved shields when persons in surrounding areas could be affected, and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation, because adequate general or local ventilation must be maintained.

Section 13.05 VENTILATION

Adequate general or local ventilation must be maintained.

Section 13.06 WORK IN CONFINED SPACES

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

Section 13.07 APPROVED LIGHTERS

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

Section 13.08 FLASH BACK VALVES

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

Section 13.09 HOT WORK PERMIT

Before welding in a confined space or near hazardous chemicals, complete a Hot Work Permit.

Section 14.01 GENERAL REQUIREMENTS

The operation of powered industrial vehicles shall be performed in a manner consistent with OSHA regulations, as endorsed by the State of Wisconsin, and with procedures as outlined in the City's Forklift Training Program.

Section 14.02 AUTHORIZED PERSONNEL

Only authorized, trained, and certified personnel shall operate powered industrial trucks or vehicles with fork attachments used to carry, lift, load or stack.

Section 14.03 WATCHING FOR HAZARDS

Operators must look in the direction of travel and be alert for potential hazards. Operate with forks as close to the surface as possible -- 4-6 inches when inside a building.

Section 14.04 UNATTENDED VEHICLE

A vehicle is considered unattended when the operator is 25 feet or more from the vehicle, or when the vehicle is out of the operator's view. When any vehicle is unattended, controls must be neutralized, power shut off, brakes set and forks grounded. Block wheels if parked on an incline.

Section 14.05 TRANSPORTATION

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

Section 14.06 ARM AND LEG PLACEMENT

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

Section 14.07 DIRECTION OF TRAVEL

On grades in excess of 10 percent, forklifts are to be driven downgrade with load following and upgrade with the load ahead. 14.08 SEAT BELTS When provided, seat belts shall be worn at all times.

Section 15.01 ELECTRICAL WORK

All electrical work shall be in compliance with the most recent edition of the National Electric Code & Wisconsin Administrative Code (COMM 16).

Section 15.02 TRAINED EMPLOYEES

Only trained, qualified employees shall do electrical work.

Section 15.03 LIVE LINES

Electrical equipment and lines shall always be considered to be "live" unless they are positively known to be de-energized and are grounded.

Section 15.04 ENERGIZED EQUIPMENT

Energized equipment or wires shall never be left unguarded.

Section 15.05 LOCKOUT/TAGOUT

All employees must follow the City's Lockout/Tagout policy.

Section 16.01 CONDUCTING WORK

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

Section 16.02 AERIAL BUCKET OPERATOR

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

Section 16.03 BEFORE STARTING WORK

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

Section 16.04 MANEUVERING THE BUCKET

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

Section 16.05 EMPLOYEE POSITIONING

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

Section 16.06 ENTERING/LEAVING BUCKET

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

Section 16.07 AUTHORIZED AND TRAINED OPERATOR

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

Section 16.08 EMERGENCY FLASHING LIGHTS

The emergency flashing light on the truck shall be used at all times while work is being done on street right-of-way. When work being done in the street right-of-way will exceed 1 hour, the work zone will be protected following MUTCD guidelines.

Section 16.09 TRAVEL

No employee shall be transported any distance while in the bucket.

Section 16.10 BODY HARNESS

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

Section 17.01 TRAINED EMPLOYEES

Only trained, designated employees shall operate cranes and hoists.

Section 17.02 NO RIDING ON EQUIPMENT

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

Section 17.03 LOAD LIMITS

Load limits as specified by the manufacturer shall be clearly marked and shall not be exceeded under any circumstances.

Section 17.04 UNDER A LOAD

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

Section 17.05 NO UNATTENDED LOADS

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

Section 17.06 INSPECTION

A thorough, monthly, written inspection shall be completed on each crane and hoist and a written report of the inspection shall be made. In addition, prior to each use all control mechanisms, safety devices, attachments, and brake systems shall be checked. 1

Section 7.07 DESIGNATED OBSERVER

An employee shall be designated to observe clearance of the equipment and shall give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means. 17.08 TAG LINE When guiding a suspended load into position, a non-conductive rope or tag line shall be used to permit maintenance of a safe distance from the drop zone, in case a suspended load should fall or contact with an electrical power source should occur.

Section 18.01 LOAD LIMITS

Load limits as specified by the manufacturer shall not be exceeded under any circumstance.

Section 18.02 INSPECTION

Each day before use, all equipment shall be inspected for damage or defects. Damaged equipment shall be removed from service immediately.

Section 18.03 APPEARANCE OF ROPE

The outward appearance of rope shall be inspected for damage or defects. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.

Section 18.04 UNRATED CHAINS

Unrated chains shall not be used for any purpose.

Section 18.05 REPAIR OF SLINGS AND CHAINS

Only the manufacturer shall repair and proof-test slings and chains.

Section 18.06 SUSPENDED LOADS

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

Section 19.01 FALL ARREST EQUIPMENT

- a) General – When exposure to an elevated fall hazard cannot be prevented through engineering controls, personal fall arrest equipment shall be used to control the fall.
- b) Use – Personal fall arrest equipment shall be used whenever a free fall hazard exceeds 6 feet and shall be installed and used in accordance with manufacturer directions and recommendations.

Section 19.02 FALL PROTECTION SYSTEMS

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

Section 19.03 SURFACES

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

Section 19.04 BODY BELTS/HARNESSES

All body belts and harnesses shall be inspected prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

Section 19.05 LANYARDS, ROPES AND LIFELINES

All lanyards, ropes and lifelines shall be inspected prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

Section 19.06 LANYARD LENGTH

Lanyards shall not exceed 6 feet in length.

Section 19.07 TRAINING

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