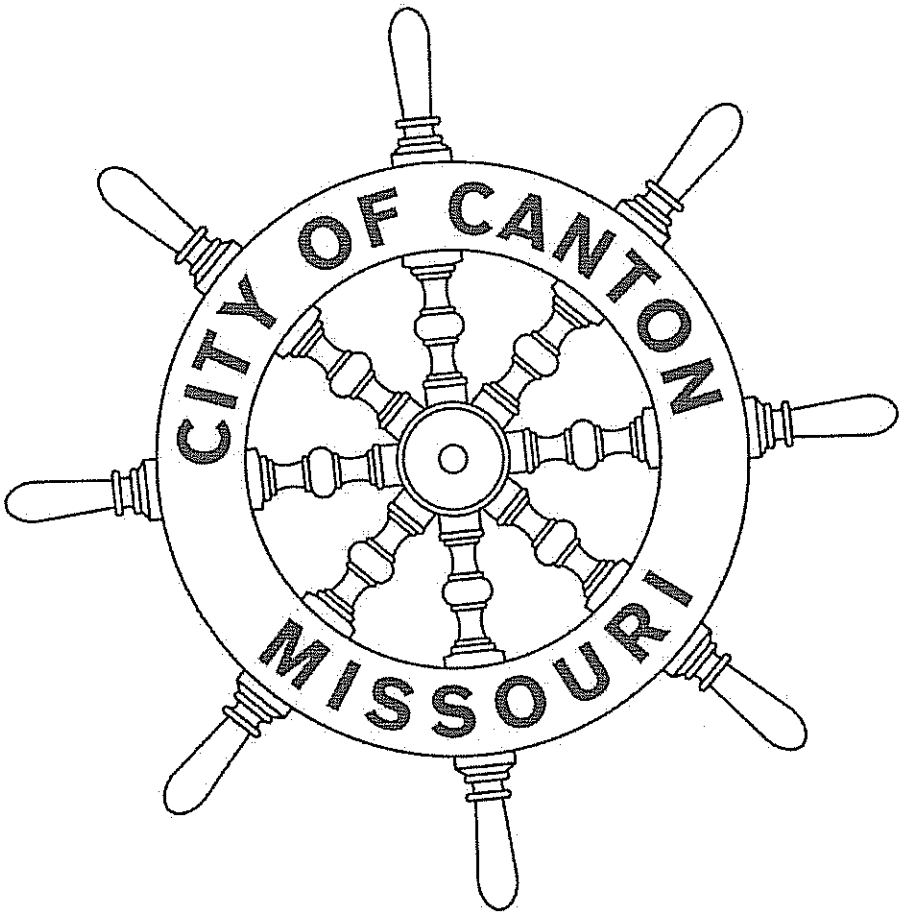

CITY OF CANTON

LOSS PREVENTION MANUAL

September 17, 2012

LOSS PREVENTION POLICY

It is the intent of the City of Canton to implement a comprehensive loss prevention program. The City's employees are its most important asset and their safety is our greatest responsibility. The health and safety of all is our utmost consideration. Employees at all levels are directed to make safety a matter of continuing concern. This program emphasizes that effective loss prevention is a key part of management responsibilities and can only be effective by fully utilizing the City's available resources and enlisting the support of all personnel.

Operational activities must be reviewed to minimize exposure to personal injury and property damage. Planned operations should be reviewed to include consideration of errors which may occur. Accidents are unplanned events. Proper planning and supervision can minimize the likelihood of accidents. Accidents are preventable. The key to loss prevention is to initiate the necessary pre-planning to minimize unsafe acts, contain risks, and control unsafe conditions.

Through emphasis on loss prevention techniques, refinement of work policies and procedures, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property. All employees are responsible for compliance with the City's Loss Prevention Program as outlined in the attached manual. Employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety will be included as part of the performance evaluation of each and every City employee.

The successful implementation of this program rests with each one of us. Let's rise to the occasion and make our Loss Prevention Program a complete success. Let's make it part of our daily lives as employees of the City. I look forward to working with you in this very important effort.

Jarrod Phillips, Mayor

City of Canton
Loss Prevention Manual

SECTION ONE

MANAGEMENT PARTICIPATION

IMPLEMENTATION OF PROGRAM

An effective safety program can only be achieved by management's commitment to its success. Individual responsibilities are outlined in Section Two. Each department needs to set forth its objectives in striving to reduce our losses due to preventable accidents. The extent of the frequency or severity of personal injury or property damage can be reduced through proper preventive measures. Effective accident prevention measures are those which have been formulated at each managerial level throughout the organization and thoroughly discussed with our employees. Through utilization of a safety committee we will have candid exchanges of ideas between supervisory personnel and employees. This will enhance identification of problem areas, and development of approaches to deal with those problems.

SAFETY COMMITTEE

The Safety Committee will serve as an advisory body to the City Mayor. It will be responsible for recommending policies and procedures affecting the administration of the loss prevention program. Membership will be comprised of the following:

1. Administration Member
2. Police Department Member
3. Public Works Department Member

Members appointed by Department Directors may be supervisory personnel.

The Safety Committee shall meet monthly, attendance is mandatory. Activities of the Committee shall include, but not be limited to the following:

1. Meeting minutes will be taken by a secretary chosen by the Committee. Minutes will be distributed to the City Mayor, each Department Director, and to Departmental Supervisors. Minute files will be maintained in the City Clerk's Office.

2. The Committee shall recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.

3. The Committee shall recommend program goals and objectives to ensure the success of this program.

4. Establish a safety guideline handbook including general rules and regulations.

5. Review data, records, and reports of safety matters. This will include review of claims filed during the preceding month and making recommendations as to how the accident could have been avoided.

6. Perform follow-up investigation of accidents and make safety inspections when appropriate. The committee will file a report to the City Mayor and Department Director(s) making recommendations as to accident prevention.

7. Develop a continuing program of safety and health.

8. Prepare an annual report to the City Council concerning the programs significant activities/accomplishments.

9. Review safety suggestions presented by employees.

10. Formulate recommendations for safety material, policy and procedure changes, and equipment needs that can enhance the loss prevention program.

11. The Committee will make decisions with respect to the Safety Incentive Program.

SECTION TWO

LOSS PREVENTION RESPONSIBILITIES

Each employee is responsible for implementing the provisions of this program. The responsibilities below listed are the minimum and shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

CITY MAYOR

The City Mayor has overall responsibility for the Loss Prevention Program and its administration. Specific responsibilities include:

1. Establishing the City's Loss Prevention Program.

2. Developing in each Department Director a strong commitment to the safety program and its success.

3. Attend Safety Committee Meetings on a regular basis.

4. Review serious accidents to ensure that their causes are being investigated and that proper corrective action is taken to prevent a reoccurrence.

5. Review the necessary Loss Prevention Program to appraise its effectiveness.

RISK MANAGEMENT COORDINATOR

The Risk Management Coordinator is responsible for directing this program. Duties include:

1. Serve as Chairman of the Safety Committee. Present recommendations where necessary to the City Mayor. Appoint inspection panels for quarterly facilities inspections.

2. Administer the City's Loss Prevention Program.

3. Consult directly with management personnel and employees on loss prevention matters.

4. Perform investigations to ensure that unsafe conditions or practices are identified and corrected.

5. Keep the Department Heads informed about the status of matters affecting the loss prevention program.

6. Inspect facilitates for hazardous conditions, practices, and overall program compliance.

7. Maintain an effective safety awareness program for City employees.

8. Coordinate compliance with federal, state, and local safety laws.

DEPARTMENT DIRECTORS

Each Department Director is responsible for maintaining a safe and healthful working environment. The Director is responsible for providing the work environment, work procedures, and service to the highest extent possible for the safety of City employees, and the general public. Each department director will:

1. Develop and support a safety program that will reduce and control accidents.

2. Appoint a Departmental representative to the Safety Committee.

3. Develop safety rules and regulations pertinent to governing the conduct of departmental activities and programs.

4. Establish and maintain a system of safety analysis and perform regular inspections.

5. Provide training and continuing safety instruction to all Departmental employees. Hold each supervisor accountable for explanation of preventable injuries, collisions, and liability incurred by departmental employees.

6. Take corrective action on unsafe conditions.

SUPERVISORY PERSONNEL

Supervisory personnel have responsibility for employee safety. This includes personnel, equipment, work area, and methods. Supervisors are responsible for the following:

1. Enforcing safety procedures that apply to their work.

2. Providing adequate training to employees under their direction.

3. Accountable for preventable injuries, collisions, and liabilities caused by his/her employees.

4. To enforce management policies.

5. Provide safety instruction to focus attention upon potential hazards, changes in work conditions or procedures.

6. Ensure that all employees are instructed in the use and need for protective equipment.

7. Continually evaluate work conditions and procedures to correct unsafe conditions and practices.

8. Investigate accidents and make certain that corrective actions are taken.

9. Ensure that safety equipment and protective devises are available for each job, are used, and properly maintained.

10. Report accidents/injuries to the Risk Management Coordinator as soon as practicable after the accident.

EMPLOYEES

Employees are required, as a condition of employment, to work safely to prevent injuries to themselves, their fellow workers, and to the public. Each employee will:

1. Promptly report to their supervisor unsafe actions, practices or conditions.

2. Cooperate with and assist in the investigation of accidents, to identify correctable causes, and to prevent their reoccurrence.

3. Promptly report to their supervisor all accidents and injuries.

4. Observe proper safety practices at all times.

5. Maintain clean, orderly work areas and equipment.

6. Not engage in horseplay.

7. Observe safety rules and adhere to published work instructions.

8. Wear protective equipment when working in hazardous operation areas.

9. Arrive at work suitably attired for their job.

SECTION THREE

LOSS PREVENTION METHODS

Each of the following loss prevention methods are an important part of the overall program.

INSPECTIONS

Inspections shall be conducted at least quarterly, by a three-member panel from the Safety Committee and the Department Director. The panel will be appointed at each quarterly meeting of the Safety Committee by the Risk Management Coordinator. The panel will issue a written report on their findings and recommendations at the next Safety Committee Meeting.

Informal inspections should be made regularly by each Department Director, this is to ensure that hazards are kept at a minimum and that safe work practices are enforced. Emphasis should be placed on the condition of facilities, equipment, and machinery as well as implementation of the overall program such as:

1. Good housekeeping.

2. Utilization of prescribed protective equipment.

3. Compliance with Departmental work rules.

4. Vehicle/equipment condition.

5. Proper storage of flammable liquids and maintenance of fire fighting equipment.

6. Proper guarding of open pits, ditches, tanks, etc.

7. Proper maintenance of equipment and tools.

8. Compliance with the safety program.

JOB SAFETY ANALYSIS FOR HAZARDOUS WORK

To eliminate accidents in high hazard areas, each supervisor must make workers aware of the hazards that exist and ensure an understanding of the method of performing each job safely. It is essential that published work rules be used to identify hazards. The procedures for developing these published work rules through job safety analysis (JSA) are as follows:

1. The job is broken down into steps.

2. Each step is analyzed for hazards that could cause an accident. The purpose is to identify the inherent hazards so that each step of the job can be performed safely.

3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them can be developed.

4. Using the information gathered from the first three steps. Work rules are implemented which address the specific problems/hazards. This becomes an aid to assist the supervisor in instructing employees in the safest method of performing their jobs.

JOB SAFETY TRAINING

Supervisors are responsible for training newly hired, newly assigned, or reassigned employees in job safety procedures. Employees must be properly trained. The supervisor should:

1. Preparation

   A. Put the employee at ease.

   B. Define the job.

   C. Create employee interest.

   D. Instruct the employee in the correct performance of the job.

2. Presentation

   A. Illustrate one important step at a time.

   B. Stress key points.

   C. Communicate clearly, completely, and patiently.

3. Performance

   A. Instruct while the job is being completed by the employee.

   B. Have the employee explain key points as the job is repeated.

C. Make sure the employee understands.

D. Work with the employee until you are satisfied that he/she is able to complete the tasks safely.

4. Follow-Up

A. Assign the employee to the task.

B. Designate to whom the employee goes for help.

C. Check frequently; encourage questions.

D. Taper off extra coaching and close follow-up.

ACCIDENT INVESTIGATION

Investigation of any accident is the key in controlling losses. Thorough investigation, recording, and corrective follow-up of each accident is absolutely necessary if anything is to be learned from the experience.

1. Injuries must be investigated by the supervisor of the injured person as soon as possible after it has occurred. The investigation shall be in report form (Supervisor's Investigation Report) as seen in the exhibits. The following procedures must be followed as closely as possible:

A. Check the scene, and reconstruct as much as possible without repeating the accident.

B. Collect evidence. If any injury or near miss occurs, it is essential to determine what happened and why.

C. It is important to interview witnesses at the scene as soon as possible thereafter.

D. If the injury is minor, interview the victim. The interview should be made as soon as practical. If the injury is serious, select the right time.

E. Weigh the evidence and determine remedies to eliminate reoccurrence.

SAFETY DISCIPLINE

When violations of policies occur, corrective action must be immediate and positive. Disciplinary action will be considered when any person causes an injury or destroys or damages equipment either by willfully violating safe work rules or by disregarding regulations or by demonstration of an attitude of indifference or defiance. Department Directors will have latitude in determining the extent of disciplinary action to be taken.

The correction of improper performance requires more attention than the correction of mechanical and machine hazards.

The correction of improper or unsafe actions requires instruction, a demonstration of how to do the job, and follow-up to see that the instructions are followed.

SUPERVISOR'S INVESTIGATION REPORT

To assist our loss control efforts, please identify the factors causing the loss and state the remedy proposed or taken to prevent future occurrences.

		Location Code:
Member:		**Department:**
Location of Accident:		**Date & Time of Accident:**
Name of Injured Worker:	**Injured Worker's Department:**	**Injured Worker's Job Title:**
Description of Injury:		
Description of Accident:		
Unsafe Condition Causing or Contributing to the Accident (Poor lighting, oily surface, guards missing or not functioning, etc.):		
Unsafe Act or Work Procedure (Guard removed, adjusting moving machine, a specific item of substandard performance or procedure, etc.):		
Remedy (What action has been taken or is proposed to prevent same or similar event):		
Supervisor:	**Reviewed & Approved by:**	**Date of Report:**

(Use reverse side for diagram or additional detail)

MIRMA
3002 Falling Leaf Court, Columbia, MO 65201 ▲ Tel 877-562-1125 ▲ Fax 877-562-1127
newclaim@mirma.org

SECTION FOUR

OCCUPATIONAL ILLNESS AND INJURY CONTROL

In addition to methods cited previously, there are several steps which can be taken to reduce the possibility of occupational illness and injuries.

PHYSICAL FITNESS

The fitness of each employee is the key in preventing personal injuries. Employees are encouraged to maintain good health and exercise habits.

FIRST-AID TREATMENT FOR SICK OR INJURED EMPLOYEES

1. Injuries, regardless of how minor, must be reported to the supervisor. The supervisor must see that the injured employee seeks first aid or medical treatment.

2. The family of an employee who is seriously ill or injured must be promptly notified by the supervisor or his/her representative.

3. The Department Director, Risk Management Coordinator, and City Manager shall be notified by the supervisor or his/her representative.

EMERGENCY MEDICAL TREATMENT

In the event that a serious injury occurs which requires medical treatment, call 911 and administer first-aid as necessary.
In the event of an emergency medical situation, treatment should be obtained at the nearest medical clinic of the employee's choice.

INTERACTION OF MEDICINE

An employee taking medication which causes dizziness, blackouts, drowsiness, double visions, impaired judgement, or other similar reactions shall not be allowed to work until treatment is completed, and the effects have dissipated.

INTOXICATION OF EMPLOYEES

An employee reporting to work who is obviously under the influence of alcohol or drugs shall be suspended immediately pending a thorough investigation. Upon evaluation of the facts and confirmation of a violation of work rules, the employee will be dealt with in accordance with the City's personnel regulations.

SECTION FIVE

PERSONAL PROTECTIVE EQUIPMENT

I. Policy Statement

A. The City of Canton considers the safety and health of its employees to be of the utmost importance.

B. All employees working on or visiting areas where hazardous activities are occurring (i.e., construction, operations, and maintenance) will be provided with and required to wear or use personal protective equipment as directed by this policy.

II. Purpose

A. To require the use of personal protective equipment where there is reasonable probability an injury or illness can be prevented by such equipment. All employees working in or entering a hazardous environment will wear the required personal protective equipment. Failure to comply with all aspects of this policy is grounds for disciplinary action. This policy applies to operations, processes or work which involve(s) a hazardous environment.

III. Definitions

A. Anchorage – A secure point of attachment for lifelines, lanyards or deceleration devices, and which is independent of the means of supporting or suspending the employee.

B. ANSI - American National Standards Institute

C. Body harness – A design of straps which may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

D. Buckle – Any device for holding the body belt or body harness closed around the employee's body.

E. Competent person – A person who is capable of identifying hazardous or dangerous conditions in the personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

F. Connector – a device which is used to couple (connect) parts of the system together. It may be an independent component of the system (such as a carabineer), or an integral component of part of the system (such as a buckle or D-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

G. DBA - A unit for expressing the relative intensity of sound.

H. Dielectric Strength - a nonconductor of direct electric current.

I. Eye and Face Protection - protective devices intended to shield the wearer's eyes and face from a variety of hazards, shall meet the requirements and specifications established in the American National Standard Institute's Practice for Occupational and Educational Eye and Face Protection Z 87.1 - 2003.

J. Face shield - A protective device commonly intended to shield the wearer's face, or portions thereof, in addition to the eyes, from certain hazards.

K. Goggle - A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards.

L. Hand and Body Protection - Protective gloves or clothing worn by an individual to reduce the risk of contamination or electric shock.

M. Hard Hats – hard hats for protecting heads from impact and penetration, from falling and flying objects, shall meet the requirements and specifications established in the American National Standard Institute's Safety Requirements for Industrial Head Protection, Z89.1 - 2003.

N. Hearing Protection - A protection device designed to reduce the effects of noise exposure.

O. Lanyard – A flexible line of rope, wire rope or strap which is used to secure the body belt or body harness to deceleration device, lifeline or anchorage.

P. PPE - Personal Protective Equipment

Q. Personal fall arrest system – A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

Q. Protective Footwear - A protective shoe or boot worn by an individual to reduce the risk of impact, contamination or electric shock. Footwear shall meet the requirements and specifications established in the American National Standard Institute's guidelines (ANSI Z41 - 1991).

R. Respiratory Protection - A protective device that is issued to reduce individual exposure to occupational disease caused by breathing air contaminants (e.g. harmful dusts, fogs, fumes, mists, gases, smokes, particles, sprays, and vapors). Respirators shall meet the requirements and specifications established in the American National Standard Institute's guidelines (29 CFR 1910.134).

S. Safety Restraint Device - A safety device (seat belts, shoulder harnesses, etc.) used to restrain an individual in a moving vehicle to reduce the severity of injury.

T. Safety Vests/Shirts - A vest or shirt worn by an individual working in areas where it is determined necessary that they be clearly visible.

U. Spectacle - A protective device to shield the wearer's eyes from a variety of hazards, depending on spectacle type.

V. Tie-off – The act of an employee wearing personal fall protection equipment connecting directly or indirectly to an anchorage. It also means the condition of an employee being connected to an anchorage.

IV. Responsibilities

A. Department/Division heads and supervisors are responsible for administration of this policy as it pertains to employees and work areas under their jurisdiction. Employees are responsible for observing safe operating procedures pertinent to their duties and for being familiar and complying with this policy.

B. Department/Division heads shall identify the work areas and hazardous environments and formulate written policies for same.

V. Hard Hats

A. Hard hats shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:

1. Within a posted hard hat area;

2. On any job where an employee may be struck by falling or flying objects or menaced by bumps, such as, but no limited to:

a) Traffic sign maintenance and installations;
b) Street lighting maintenance and installation;
c) Heavy equipment activities;
d) Shovel gang operations;
e) All demolition activities;
f) All construction and excavation activities including road work;
g) Tree trimming or removal activities;
h) Below lift or scaffold activities;
i) Storage, stockpile, or inventory storage activities where posted.
j) Where the danger from electrical hazards exist

B. Hard hats must, at a minimum, meet current OSHA Class G level, which protects against impact hazards and provides limited voltage protection (up to 2,200 volts).

C. Bump style caps are not allowed.

D. Hard hats are to be inspected, maintained, and worn in accordance with the manufacture's recommendations.

E. Hard hats that sustain a heavy impact are to be taken out of service.

VI. Eye and Face Protection

A. Proper eye protection may include, but not limited to, the following: safety glasses, with or without safety side shields, splash goggles, face shields, welding helmet, and welding goggles

B. Appropriate eye and face protection shall be worn by all employees who are required to work, including but not limited to, any of the following circumstances or conditions:

1. All operations where hardened metal tools are struck together.
2. Where equipment or material is struck by a hand tool.
3. Where the cutting action of a tool causes particles to fly.
4. By other employees who may be exposed to flying particles.
5. Mowing operation and chain saw use.
6. Where woodworking or cutting tools are used head-high or overhead with the chance of particles falling or flying into the eyes.
7. When cutting wire and cable, striking wrenches, using hand drills, chipping concrete, removing nails from scrap lumber, shoveling material head high, or using wrenches or hammers overhead, and on other jobs where particles of debris or materials may fall.
8. Where exposed to splashes or corrosive chemicals or fine dust or mist.
9. Where the face is exposed to radiant heat.
10. For operations such as oxyacetylene welding, cutting, lead burning, and brazing.
11. For any operation involving sawing or buffing metal, sanding, grinding, handling chemicals, or other hazards.
12. Operation of powered landscape maintenance equipment (e.g., weedeater, trimmers, chippers, blowers, mowers, edgers, chain saws).
13. All types of pneumatic tools (e.g., pressurized mechanical power washers).

C. Selection - refer to selection chart and protective devices.
D. Safety glasses are not required in transit between jobs.

VI. Hearing Protection

A. All City employees will be provided with and required to wear an approved hearing protection device when exposed to noise which exceeds those levels and exposure limits as established by the Occupational Safety & Health Administration. Such protective devices shall have an Environmental

Protection Agency Noise Reduction Rating (NRR) so as to provide adequate protection. The following listing is representative (not all inclusive) of the activities possibly requiring the use of hearing protectors:

1. Operations using landscape maintenance equipment
2. Operations at utility facilities
3. Operations in construction areas
4. Operations of heavy equipment
5. Operations in machine shops
6. Operations involving equipment used in street repair

B. Supervisors are responsible for the distribution of hearing protectors and will share the responsibility for proper use.

C. Hearing protective equipment (of a non-disposable nature) will be replaced only upon receipt of the original equipment, showing why it is no longer useful, or upon reasonable explanation as to why the equipment is missing or was destroyed beyond recovery. Should the equipment be damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost of the equipment.

D. The following table summarizes current permissible noise exposure limits:

Duration per day, hours	Sound Level DBA
8	90
6	92
3	97
2	97
1 1/2	100
1	105
1/2	110
1/4 or less	115

E. The use of headset radios and music players by employees will not satisfactorily diminish ambient noise and may themselves create hazards and are, therefore, prohibited.

VII. Safety Vests/Shirt

A. To comply with the ANSI Class 2 Minimum Standards, employees working on, or near, a roadway shall be provided with apparel designed to warn motorists of their presence (orange/ safety vest or shirts).

1. Additional equipment such as safety green gloves, cap, etc. may be provided if deemed appropriate.

2. The roadway is defined as the area between the curb and where curbs would be if said area does not have curbs.

   a. Employees working in any other area where it is determined necessary that they be clearly visible shall also be provided with safety apparel.

   b. Employees upon being provided with appropriate safety apparel shall wear same when working in any of the areas outlined above.

   c. Each supervisor is responsible for the distribution and proper use of this equipment.

   d. Each employee provided with safety apparel is responsible for its maintenance and proper use when in their care.

e. If this equipment is damaged or lost through misuse or carelessness, the responsible employee may be charged the replacement cost.

VIII. Hand - Body Protection

A. Employees working in areas or operations where the following personal protective equipment is required shall wear the equipment as long as the hazard is or may be present.

1. Work clothing - Appropriate clothing is provided or required when working for the City. The clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards. Long sleeve shirts may be required on certain operations.

2. Special clothing - Special clothing may be required to protect an employee from impacts and dust, fire and heat, vapors, moisture and corrosive liquids, as well as, temperature changes.

3. Gloves - Appropriate gloves are provided and their use required when an employee is working in an area where he/she is exposed to injury to the hands or fingers from material, machinery, heat, chemicals, electrical, contact, sharp objects, etc.

4. Each department or division is responsible for identifying those areas, operations, in which such equipment is necessary, including the type of equipment required.

IX. Protective Footwear

A. To establish minimum foot protection requirements for those employees involved in job activities where such protection is normally required.

1. Shoes such as sneakers, sandals, canvas tops, are not acceptable in the work environment and are prohibited.

2. Leather work shoes or boots with durable soles must be worn by all field personnel.

a. This includes but is not limited to such occupations as street repair, park maintenance, firefighters, police officers, mechanics, utility service workers, maintenance personnel, building inspectors, etc.

b. Employees involved in working with or near electric utility lines or equipment shall have the appropriately designated footwear.

3. Each supervisor is responsible to ensure that proper footwear is being utilized by employees.

X. Respiratory Protection

A. Respirators that are applicable and suitable for the purpose intended will be supplied to all employees when such equipment is necessary for their protection.

1. Respirators will be selected on the basis of hazards to which the worker is exposed. All existing inhalation hazards at various locations will be identified and personnel will be trained in the proper use of the equipment assigned to those particular hazards to which they are exposed.

    a. Proper selection of respirators shall be made according to the guidance of 29 CFR 1910.134.

2. Training will include the following:

    a. Identification of the proper devices for the hazard involved.
    b. Determining the proper fit.
    c. Cleaning and care of the respirator(s).
    d. Identifying worn and deteriorating parts, and replacement of same.

3. A respirator should be assigned to individual employees for their exclusive use, in order to prevent the spread of any communicable diseases.

4. Respirators will be cleaned and disinfected after use each day.

5. Clean respirators should be stored in a convenient sanitary place. Most respirators will be purchased with a re-usable plastic bag for this purpose.

6. Regularly inspect respirators for defects and deterioration of parts each time it is cleaned. If a defect is found, contact your supervisor (a substitute will be issued until yours can be repaired or replaced).

7. Inspections will be made of all respiring devices to check for proper use, cleanliness, and proper maintenance. Inspection reports will be kept on file in the respective department.

8. An initial physical will be performed to determine if an employee is able to perform his duties while using a respirator. A periodic physical examination will be performed to determine if any inhalation problems have occurred during their use.

XI. Vehicle Safety Restraint Devices

A. All City vehicles and equipment designed to require or permit the installation of safety restraints (seat belts, shoulder harnesses, etc.) shall be so equipped.

B. All drivers and occupants of City vehicles equipped with safety restraint devices are required to utilize them.

C. All drivers of City vehicles equipped with safety restraint devices must require all passengers to utilize said equipment prior to the operation of the vehicle.

D. The drivers of City vehicles shall not remove, defeat or deactivate any safety restraint device, and shall advise their immediate supervisor whenever said device is not functioning properly.

The following may be considered exceptions of the above policies.

1. When it becomes necessary due to an emergency to carry more passengers than the vehicle has safety restraints.
2. Specific operations may be excluded from these regulations with written approval from the Department Director and City Mayor.
3. Riding on non-passenger areas is prohibited.

XII Fall Protection

A. These are guidelines to protect all City of Canton engaged in outdoor or indoor work activities that expose them to potential falls from elevations.

1. Examples of Approved Fall Protection Systems:
   a. Personal fall arrest system that includes full body harness, lanyard, connectors and anchor point
   b. Guardrail system
   c. Safety net
   d. Safety monitoring system

2. Fall protection is required wherever the potential to fall 6 feet or more exits. The City of Canton has identified the following places concerning fall protection:
   a. All tasks requiring use of an articulating lift or bucket truck.
   b. All tasks requiring standing on the platform of the ladder truck.
   c. Lift stations.
   d. Water storage tanks and/or towers.
   e. All tasks requiring the employee to stand on flat or sloped roof location when within 6 feet of the roof edge or during roof repair and maintenance.
   f. All open excavations or pits.
   g. All mezzanine and balcony edges.
   h. All tasks requiring employees to lean outside the vertical rails of ladders.
   i. Fall protection is not needed if an employee or employees are on a low slope roof for inspection/observation only.

3. Maintenance and Storage of Equipment
   a. Never store the personal fall arrest equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements.
   b. Hang equipment in a cool, dry location in a manner that retains its shape.
   c. Always follow manufacture recommendations for cleaning and inspecting.

d. Never use the equipment for anything other than personal fall arrest.
e. Once exposed to a fall, remove equipment from service.

4. Training

a. Each employee who may be exposed to fall hazards will be trained to recognize the hazards and the procedures to follow and minimize the hazards. The training will include: fall hazards in the work area; correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems used; use and operation of the fall protection systems used; role of employees in fall protection plans; what rescue procedures to follow in case of a fall.

5. Rescue Procedures

a. In the unlikely event that a fall arrest occurs on-site, personnel with the use of an articulating man lift or ladders where feasible, will rescue all employees. Alternate rescue would be through local emergency services.

SECTION SIX

EMERGENCY PREPAREDNESS

An emergency action plan will be maintained in the workplace. It will describe what the employee life safety hazards are and what actions the employer and the employees must take in a life or injury threatening emergency. The City will maintain such a plan and implement a training program to facilitate its implementation.

These plans should include:

1. Escape procedures and assignments.
2. Rescue and fire aid duties.
3. Fire fighting procedures and assignments.
4. Means of reporting and receiving mutual aid from other municipal or utility employees and the establishment of acceptable backup methods.
5. Establishing a means of alarm or warning.
6. Establishing/maintaining a list of persons who may be contacted for further information or explanation of duties.
7. List of procedures to be taken to notify the proper authorities.

SECTION SEVEN

LIABILITY CONTROL

City resources can be severely depleted by liability lawsuits. It is necessary that the City protect itself from property risks, fidelity risks, contractual liabilities, and tort liabilities.

Property risks may be assessed by a written survey identifying exposures and the steps taken to minimize losses. (The City has resources available to conduct such surveys in the form of loss prevention experts and safety engineers made available through MIRMA).

Fidelity risks are the loss or destruction of money or securities due to theft, fire, dishonesty, or improper appropriation or use of public funds. The prudent use of audits and financial reviews will reveal when these risks are present.

Tort liabilities often result from alleged actions, errors, or omissions. Review by the City Attorney should be done if an Elected Official, Department Director, or Supervisor is not certain of the consequences of an anticipated action.

SECTION EIGHT

FLEET SAFETY

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid Missouri Driver's License of the proper class.

2. At the supervisor's discretion, be capable of passing an eye exam to determine depth perception, visual acuity, vertical and lateral balance, field of vision, and color recognition.

3. Successfully passes a road test administered by a supervisor.

DRIVER TRAINING

All City drivers will be trained on safe driving habits through an available certified training driving course. The course will be given to each driver at least once every three years. The training will include:

1. Defensive driving skills.

2. Split-second decision making.

3. Backing-up rules.

4. Safe distances.

5. Intersection driving.

6. Poor condition driving on snow, rain, ice, etc.

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made on noted defects.

VEHICLE INSPECTION CHECKLIST

DATE: _____

DRIVER'S NAME: _____

VEHICLE OWNER'S NAME: _____

VEHICLE YEAR AND MAKE: _____

LICENSE #: _____

THE FOLLOWING SHOULD BE CHECKED FOR GOOD OPERATING CONDITION PRIOR TO DRIVING THE VEHICLE:

BOTH TAILLIGHTS	☐ YES	☐ NO
WINDSHIELD AND WIPERS	☐ YES	☐ NO
HORN	☐ YES	☐ NO
TURN SIGNALS	☐ YES	☐ NO
BACK-UP LIGHTS	☐ YES	☐ NO
BOTH HEADLIGHTS (HIGH AND LOW BEAMS)	☐ YES	☐ NO
TIRES	☐ YES	☐ NO
BRAKE LIGHTS	☐ YES	☐ NO
SAFETY BELT	☐ YES	☐ NO
BRAKES (PEDAL PRESSURE)	☐ YES	☐ NO

I HAVE CONDUCTED THE INSPECTION ON ABOVE DATE AND FOUND ALL ITEMS LISTED TO BE IN PROPER WORKING CONDITION.

SIGNATURE _____

PRINTED NAME _____

Note: This checklist is not intended to identify all potential hazards of the vehicle or is it to replace an extensive mechanical inspection that should be done.

Reviewed January, 2011

NEW DRIVER ORIENTATION CHECKLIST

EMPLOYEE: _____ DEPARTMENT: _____

SUPERVISOR: _____ DATE: _____

TYPE OF VEHICLE/EQUIPMENT:

A. _____ UTILITY TRUCK (PICK-UP)
B. _____ DUMP TRUCK
C. _____ POLICE VEHICLE
D. _____ FIRE TRUCK
E. _____ TRACTOR (LIST MODEL OF EACH) _____
F. _____ BACKHOE (LIST MODEL OF EACH) _____
G. _____ FRONT END LOADER
H. _____ OTHER

ITEM CHECKED	TYPE OF VEHICLE/EQUIPMENT	A	B	C	D	E	F	G	H
1. LIGHTING SWITCH FOR HEADLIGHTS, TAILLIGHTS, ETC.									
2. TURN INDICATOR SWITCH									
3. EMERGENCY FLASHER SWITCH									
4. STROBE LIGHT SWITCH									
5. HORN BUTTON									
6. WIPER/WASHER SWITCH									
7. FIRE EXTINGUISHER LOCATION									
VEHICLE OPERATING PROCEDURES									
1. INSTRUCTION IN THE USE OF SAFETY BELTS									
2. IDENTIFICATION/USE OF HAND CONTROLS									
3. LOCATION AND USE OF EMERGENCY BRAKE									
4. IDENTIFICATION OF TRANSMISSION TYPE A/T-M									
5. INSTRUCTION IN THE USE & ADJUSTMENT OF WINDOWS									
6. IGNITION LOCATION AND STARTING PROCEDURES									
7. SUPERVISED ROAD TEST									
AUXILLARY OPERATING PROCEDURES									
1. PROCEDURSE FOR ENGAGING ANCILIARY CONTROLS									
2. IDENTIFICATION AND USE OF ANCILIARY CONTROLS									
3. SUPERVISED OPERATING TEST									

EMPLOYEE ROAD TEST (CHECK RIDE)

EMPLOYEE:						DEPT.:
CHECKED BY:						DATE:
1 – Excellent	2 – Good	3 – Satisfactory		4 – Fair		5 - Unsatisfactory
DRIVING SKILLS CHECKLIST	SKILL LEVEL					CHECK RIDE COMMENTS
	1	2	3	4	5	
Visual Inspection						
Fastens Seat Belts						
Instrument check						
Adjusts Mirrors						
Alertness						
Proper Signaling						
Proper Speed						
Proper Use of Mirrors						
Maintains Safe Distances						
Defensive Driving						

Reviewed with Employee: Date _____

Signed: Employee _____

Reviewed By _____

Notes:

Recommendations and Ways to Improve:

ckride

Inventory Truck #5 2004 F-350

All tools to be marked with red tape

Week of: _____

Mileage: _____

Name of person completing weekly vehicle check: _____

	Motor Oil		Tire Pressure
	Hydraulic Fluid		Greased bed
	Power Steering Fluid		Interior cleaned
	Brake Fluid		Exterior Cleaned
	Clutch Fluid		All lights operational
	All mirrors clean and in operating condition		

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

	Description	Qty	Need
	Channel Locks	1	
	Tape Measure	1	
	Medium weight hammer (claw or ball)	1	
	Small sledge hammer	1	
	Standard screw drivers (sm, med, large)	3	
	Phillips screw drivers (sm, med, large)	3	
	Adjustable wrenches (sm & large)	2	
	Hydrant Wrench	1	
	Pipe Wrenches (small & medium)	2	
	Mirror	1	
	Meter lid wrench	1	
	Socket set	1	
	Flashlight	1	

Inventory Truck #16 2004 Chevy 2500HD
All tools to be marked with Green tape

Week of: _____

Mileage: _____

Name of person completing weekly vehicle check: _____

	Description		Qty	Need
	Motor Oil		Tire Pressure	
	Power Steering Fluid		Interior cleaned	
	Brake Fluid		Exterior Cleaned	
	Clutch Fluid		All lights operational	
	All mirrors clean and in operating condition			

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

	Channel Locks	1	
	Tape Measure	1	
	Medium weight hammer (claw or ball)	1	
	Small sledge hammer	1	
	Standard screw drivers (sm, med, large)	3	
	Phillips screw drivers (sm, med, large)	3	
	Adjustable wrenches (sm & large)	2	
	Sewer Bars	2	
	Hydrant Wrench	1	
	Pipe Wrenches (small & medium)	2	
	Meter lid wrench	1	
	Round nose shovel	1	
	Square nose shovel	1	
	Socket set	1	
	Flashlight	1	
	Pump	1	
	Meter shut off tool	1	
	Spade	1	
	_____		

Inventory Truck #17 2004 Ford E-350
All tools to be marked with Yellow tape

Week of: _____

Mileage: _____

Name of person completing weekly vehicle check: _____

	Description		Qty	Need
	Motor Oil		Tire Pressure	
	Power Steering Fluid		Interior cleaned	
	Brake Fluid		Exterior Cleaned	
	Storage Area Organized and Clean		All lights operational	

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

_____

_____

	Channel Locks	1	
	Tape Measure	1	
	Medium weight hammer (claw or ball)	1	
	Small sledge hammer	1	
	Standard screw drivers (sm, med, large)	3	
	Phillips screw drivers (sm, med, large)	3	
	Adjustable wrenches (sm & large)	2	
	Sewer Bars	2	
	Hydrant Wrench	1	
	Pipe Wrenches (small & medium)	2	
	Mirror	1	
	Razor knife	1	
	Meter lid wrench	1	
	Round nose shovel	1	
	Square nose shovel	1	
	Spade	1	
	Pick	1	
	Socket set	1	
	Flashlight	1	
	Pump	2	
	Meter shut off tool	1	
	Probe Rod	2	
	Valve Wrench	1	
	Locators (pipe and metal)	2	
	Safety Ladders	2	

Inventory Truck #18 2007 F-350

All tools to be marked with Blue tape

Week of: _____

Mileage: _____

Name of person completing weekly vehicle check: _____

☐	Motor Oil	☐	Tire Pressure
☐	Hydraulic Fluid	☐	Greased bed
☐	Power Steering Fluid	☐	Interior cleaned
☐	Brake Fluid	☐	Exterior Cleaned
☐	Clutch Fluid	☐	All lights operational
☐	All mirrors clean and in operating condition	☐	

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

	Description	Qty	Need
☐	Channel Locks	1	☐
☐	Tape Measure	1	☐
☐	Medium weight hammer (claw or ball)	1	☐
☐	Small sledge hammer	1	☐
☐	Standard screw drivers (sm, med, large)	3	☐
☐	Phillips screw drivers (sm, med, large)	3	☐
☐	Adjustable wrenches (sm & large)	2	☐
☐	Hydrant Wrench	1	☐
☐	Pipe Wrenches (small & medium)	2	☐
☐	Mirror	1	☐
☐	Meter lid wrench	1	☐
☐	Socket set	1	☐
☐	Flashlight	1	☐

Inventory Truck #19 2008 F-550

All tools to be marked with White tape

Week of: _____

Mileage: _____

Name of person completing weekly vehicle check: _____

	Motor Oil		Tire Pressure
	Hydraulic Fluid		Greased bed
	Power Steering Fluid		Interior cleaned
	Brake Fluid		Exterior Cleaned
	Clutch Fluid		All lights operational
	All mirrors clean and in operating condition		

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

	Description	Qty	Need
	Channel Locks	1	
	Tape Measure	1	
	Medium weight hammer (claw or ball)	1	
	Small sledge hammer	1	
	Standard screw drivers (sm, med, large)	3	
	Phillips screw drivers (sm, med, large)	3	
	Adjustable wrenches (sm & large)	2	
	Hydrant Wrench	1	
	Pipe Wrenches (small & medium)	2	
	Mirror	1	
	Meter lid wrench	1	
	Socket set	1	
	Flashlight	1	

Backhoe

Week of: ______________________________

Hours: __________________________

Name of person completing weekly Equipment check: ______________________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

Week of: ______________________________

Hours: __________________________

Name of person completing weekly Equipment check: ______________________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

Week of: ______________________________

Hours: __________________________

Name of person completing weekly Equipment check: ______________________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

John Deere Tractor

Week of: ______________________

Hours: ______________________

Name of person completing weekly Equipment check: ______________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

Week of: ______________________

Hours: ______________________

Name of person completing weekly Equipment check: ______________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

Week of: ______________________

Hours: ______________________

Name of person completing weekly Equipment check: ______________________

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease	☐	Hydraulic Fluid

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): ___________

____

____

____

Polaris Ranger

Week of: _____

Hours: _____

Name of person completing weekly Equipment check:

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease		

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

_____

_____

_____

Week of: _____

Hours: _____

Name of person completing weekly Equipment check:

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease		

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

_____

_____

_____

Week of: _____

Hours: _____

Name of person completing weekly Equipment check:

☐	Motor Oil	☐	Interior Cleaned
☐	Tire Pressure	☐	Exterior Cleaned
☐	Brake Fluid	☐	All lights operational
☐	Grease		

List all dents, major scratches, tears or chips (exterior, interior, glass, tires): _____

_____

_____

_____

SECTION NINE

TEMPORARY TRANSITIONAL DUTY

Introduction

Temporary Transitional Duty Programs have proven to be cost-effective and to contribute to the timely recovery of an employee who has been injured but still possesses the ability to work in a limited capacity. Because the City wishes to remain at the forefront of occupational health and safety, it has adopted a Temporary Transitional Duty Program for its employees.

Purpose

This policy establishes the authority for temporary transitional duty assignments and procedures for granting temporary transitional duty to eligible employees.

Policy

Frequently employees who, because of injury, illness or disability, are temporarily unable to perform their regular assignments are capable of performing alternative assignments. Temporary transitional duty can provide employees with an opportunity to remain productive and return to work before they have reached maximum medical improvement. It also provides a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the City of Canton that eligible personnel are given a reasonable opportunity to work in temporary transitional duty assignments if available.

Definitions

Eligible Personnel: For purposes of this policy, any employee suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing temporary alternative assignments.

Maximum Medical Improvement: The point when recovering from injury, illness, or disability, at which an employee has reached maximum medical improvement.

Procedures

A. General Provisions

1. Temporary transitional duty positions are limited in number and variety.

Therefore,

a. personnel injured or otherwise disabled in the course and scope of employment shall be given preference in initial assignment to transitional duty; and
b. assignments may be changed at any time if deemed in the best interest of the City while keeping within the medical restrictions; and
c. eligibility to participate in the program will cease when the employee has reached maximum medical improvement.

2. The Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other Federal and State law remain applicable to employees accepting transitional duty assignments.

3. No specific positions within the City shall be established for use as a temporary transitional duty assignment, nor shall any existing positions be designated or utilized exclusively for personnel on temporary transitional duty.

4. Transitional duty assignments are strictly temporary and typically do not exceed 90 days in duration. After 90 days, personnel on temporary transitional duty who are not capable of returning to their original duty assignment shall:

   a. present a request for an extension of temporary transitional duty (not to exceed an additional 90 days), with supporting documentation, to the Risk Management Coordinator, or
   b. pursue other options as provided by employment provision of this City or Federal or State law.

5. All City personnel on temporary transitional duty are prohibited from engaging in outside employment, in which they may reasonably be expected to perform functions for which they have been determined physically or mentally unable to perform on behalf of this City and that forms the basis for their temporary transitional duty assignment.

6. Transitional duty assignments shall not be established for disciplinary purposes.

7. Employees may not refuse temporary transitional duty assignments that are supported by and consistent with the recommendations of a City selected physician. The City may interpret failure to accept and perform transitional duty work as a resignation.

8. When an employee has reached maximum medical improvement as determined by a City selected physician, and assessment by the City Manager will be made regarding the employee's ability to perform regular job duties of a different job with or without a reasonable accommodation.

B. Temporary Transitional Duty Assignments

1. Temporary transitional duty assignments may be drawn from a range of areas that include but are not limited to the following:

   a. administrative projects (e.g. report review, special projects)
   b. clerical functions (e.g. filing)
   c. desk assignments (e.g. booking officer, bookkeeping)
   d. communications (e.g. complaint taker)
   e. inspections (e.g. sidewalks, street signs, buildings, equipment)
   f. updating (e.g. MSDS at various locations)
   g. painting (e.g. fire hydrants, park benches & equipment)
   h. community relations (e.g. police community awareness visits)

2. Department Heads shall notify the Risk Management Coordinator or designee of any work that may be used for temporary transitional duty.

3. In addition to consideration included in A-1 of this policy, decisions on temporary transitional duty assignments shall be made based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of transitional duty assignments; and the physical limitations imposed on the employee by the City selected physician.

4. Every effort shall be made to assign employees to positions consistent with their position and pay classification. However, where appropriate, personnel may be assigned to positions within other departments and positions designated for personnel of lower position or pay classification. Employees thus assigned shall:

   a. retain the privileges of their rank but shall answer to the supervisor of the department to which they are assigned with regard to work responsibilities and performance; and
   b. retain the pay grade and related benefits of the position held prior to their assignment to temporary transitional duty as controlled by the employment provisions of the City of Canton.
   c. for work related accidents, if the employee is not retained at the same the pay grade of the position held prior to their assignment to transitional duty, workers' compensation temporary partial disability benefits may be available.

C. For work related accidents in which the employee is not immediately released to return to normal duty the following shall apply:

1. Immediately following treatment the employee should report to his/her supervisor their condition and return to work status.

2. At the earliest possible opportunity, the Risk Management Coordinator will discuss the case with the physician concerning the course and scope of the treatment and the ability of the employee to perform transitional duty. The Risk Management Coordinator will then discuss with the supervisor, the employee's transitional duty assignment.

3. Within the first three days following an accident the supervisor shall contact the employee and inquire as to the employee's ability to return to work.

4. If the employee has not returned to work after three days then the Risk Management Coordinator shall call the doctor and the employee to check the employee's transitional duty status.

5. If the employee is not able to return to work after three days then the employee shall call the Risk Management Coordinator to discuss the employee's transitional duty status and present the work status report provided by the treating physician, immediately following each doctor's appointment.

6. If it is determined that the employee may be medically able to perform transitional duty, the essential functions of the transitional duty shall be identified by the supervisor and reviewed with the employee.

D. Request for and Assignment to Temporary Transitional Duty for non-work conditions

1. Requests for temporary transitional duty assignments are usually completed by the employee. However, the supervisor may complete the request as described in (D-3). Requests must be accompanied by a statement of medical certification to support the requested reassignment, which must be signed by the treating physician. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restriction and an acknowledgement by the health-care provider of familiarity with the transitional duty assignment and the fact that the employee can physically perform the duties involved.

2. The request for temporary transitional duty and the physician's statement shall be forwarded to the City, who shall make a recommendation regarding the assignment to the City Manager or his designee.

    a. This City may require the employee to submit to an independent medical examination by a physician of the City's choosing, other that the City's Workers' Compensation physician. In the event the opinion of the City selected physician differs from that of the foregoing health provider, the employee may request a third opinion at the employer's expense.

b. The employee and representatives of the City shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

3. An employee who has not requested temporary transitional duty may be recommended for such assignment by submission of a request from the employee's immediate supervisor. Such a request must be accompanied by an evaluation of the employee conducted by a competent medical authority expressing the need for temporary transitional duty or by a request/order for a medical of psychological fitness-for-duty examination.

a. Notice shall be provided to the employee of the proposed temporary transitional duty assignment together with justification for the recommendation.

SECTION TEN

SAFETY INCENTIVE PROGRAM

I. PURPOSE:

The purpose of this program is to promote safety awareness.

II. RULES/DEFINITIONS:

An employee is required to report all injuries to his/her supervisor, no matter how slight.

The Safety Committee will be responsible to review all accidents/incidents. A preventable accident is one in which the employee failed to do everything he or she could have reasonably been expected to do to prevent it. The Safety Committee will make classification of accidents or injuries as "preventable" or "non-preventable". An accident/incident classified as preventable by the safety committee will result in up to a 25% reduction in the year end incentive.

The failure to report an accident, injury, property damage, or violation of a Safe Work procedure may result in disciplinary action. Failure to provide sufficient information on the appropriate report may result in the Safety Committee ruling that the accident was "preventable". Each of these actions is cause for a reduction to the year-end incentive as determined by the safety committee.

Each employee must have been employed by the City for the 12 month incentive time period.

Failure to participate in the mandatory safety meetings provided various times throughout the year will result in a reduction to the yearend incentive as determined by the safety committee.

III. PROGRAM:

The program rewards full and part-time employees by maintaining a good safety record. As a safety incentive, an employee who works safely for one year without an accident or where the Safety Committee rules an accident/incident non-preventable will be eligible for a safety award. The full time employee who works in the field is eligible to be awarded up to $300.00, the full time clerical employee is eligible up to $200.00, and part time employees are eligible for up to $100.00. The safety coordinator is eligible for up to $300.00.

The program will be implemented January 1, 2012.

SECTION ELEVEN

WORK ZONE BARRICADING/CONSTRUCTION PROCEDURES

When working on a City Construction Project all traffic and safety devices shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways". It is necessary to provide/maintain such signs, lights and watchmen, fences/barriers as necessary to protect the work and provide for safe / convenient public travel.

During the construction period:

1. All excavations three feet or greater in depth shall be protected with a tape barrier not less than 42 inches high. Open trenches and other excavations shall be provided with suitable barriers, signs, and lights to the extent that adequate protection is provided to the public.

2. Obstructions shall be illuminated during the hours of darkness. This includes equipment, material storage, etc.

3. Warning signs shall be provided to properly control and direct traffic.

4. Street name signs shall be kept in service during the construction period.

5. If possible access shall be maintained for residents and businesses located along the job site. They shall be informed of any changes in access to their property. This should be done well in advance of the start of construction. The work should be scheduled to provide minimum inconvenience to the public.

6. Active utilities, sewers, gutters, and other drains shall be maintained in operating condition during the course of the work.

7. Utility company(s) or other interested parties shall be notified when utility lines are liable to be damaged through performance of the work, make arrangements as appropriate. Take reasonable precautions against damage to existing utilities. In the event of a break to an existing water main, gas main, sewer or underground cable, immediately notify a responsible official from the organization operating the utility interrupted.

8. Before entry into an open trench, employees shall shore, support, and take appropriate steps to protect themselves.

WARNING DEVICES/SIGNS INSPECTION FORM

It is the policy of the City that an assigned employee of the Street and Water/Sewer Department complete the following form at the time warning devices/signs are placed in the City right-of-way. Upon completion, this form must be retained in Departmental files.

Intersection/Street:_____

_____

Type/Number of Warning Device/Sign(s):

Barricades_____ Barrels_____
Safety Fence_____ Signs_____

Warning Devices/Signs were situated at above location on:_____

Re-inspection(s) to ensure that warning devices are in place were made on:

_____

_____

_____

_____

Warning Devices/Signs were removed from site on:_____

Remarks:_____

_____

_____

_____

_____
Assigned Employee

SECTION TWELVE

Manhole/Sidewalk/Traffic Control Sign Inspection Form

It is the policy of the City that an assigned employee at the supervisory level will inspect for the following as appropriate:

Manhole(s) – (Covers loose, missing, raise/lower)
Sidewalk(s) – (Cracks, damaged)
Traffic Control Sign(s) – (Faded, missing, sign needed at location)

Upon completion of the visual inspection, the record must be retained by the Department for maintenance/corrective efforts to resolve deficiencies.

Sidewalk Inspection Form

Date:_____ Time:_____

Inspected By:_____

Location (corner to corner):_____

_____

Side: North South East West

Property Owner/Owners Affected:_____

_____

_____

_____

_____

Existing Sidewalk Physical Conditions:

ADA Complaint Corners	Yes	No
Worn Paths indicate Pedestrian activity	Yes	No
Trip Hazards	Yes	No
City Property Located within a ½ mile	Yes	No
School Located within a ½ mile	Yes	No
Church Located within a ½ mile	Yes	No

Existing Width _____ ft. Required Width_____ft

Cross Slope _____% (<2% required)

Ramp Grade _____ft (<1:12 required)

Comments:_____

_____

_____

_____

_____

_____

SECTION THIRTEEN

COMMUNICABLE DISEASES

I. Policy Statement

The Purpose of this policy is to provide guidelines for City Employees in preventing the contraction of communicable diseases. This policy will be augmented by individual department policies which will further delineate procedures necessary to meet departmental responsibilities without sacrificing personal safety.

II. Policy

A. The policy of the City is to safeguard employees, and the public, who may come in contact with the people who have, or are suspected of having, a communicable disease.

B. Employees are responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees must be sensitive towards the person's condition and treat the person with respect.

C. Universal precautions must be observed whenever the possibility exists of coming into contact with any body fluid.

D. Information regarding an employee, arrest, or any person, with a communicable disease is confidential. Access to such information is limited to staff who has a legal need to know. Written consent of the individual must be obtained prior to release of information except as required by law.

E. Each department head will be responsible for administration/implementation of this policy in the respective department.

III. Definitions

A. Exposure: Any situation where the possibility exists that an individual or object may have been contaminated by bodily fluids of an individual suspected of having a communicable disease.

B. Contamination: Physical contact with or transfer of body fluids from one individual suspected of having a communicable disease to another. The transfer of such body fluids to an item of equipment also constitutes exposure. These fluids may also be transmitted in the form of particles in the air as a result of a cough or sneeze.

C. Body Fluids: Liquid secretions including blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, nasal secretions, sputum, saliva, sweat, tears, urine, feces, and vomitus.

D. Communicable Disease: Those infectious diseases that are transmitted through contact with the body fluids of an infected individual.

E. Infectious Disease: Same as communicable disease.

IV. Procedures

A. Supplies

1. Each City department must maintain a supply of protective equipment for the hazards likely to be encountered.

2. Protective supplies will consist of, but are not limited to, the following items:

a. Disposable gloves.

b. Protective face mask that covers the nose and mouth area.

c. Eye protection with vapor proof side shields.

d. Barrier resuscitation equipment.

e. Containers for disposal of needles and other "sharps".

f. Leather gloves for cleanup where puncture hazards exist.

g. Heavy duty clean up gloves for disinfection of contaminated equipment.

h. Scrub brushes for use in disinfection procedures.

i. Protective gowns for use during treatment or disinfection procedures.

j. Barrier tape for isolating contaminated areas.

k. Sealable plastic "Bio-Hazard" bags.

3. The Department Head of each department is responsible for assuring an adequate stock of supplies.

B. Property Contamination

1. When City issued or personal property is contaminated by blood or bodily fluids, employees will disinfect the items in accordance with this policy.

a. Full protective equipment including protective equipment, protective eyewear, protective gloves, protective gown, and protective face mask must be worn for disinfection operations.

b. Contaminated equipment should be washed with a soap and water solution prior to disinfection to remove excess contamination.

c. Contaminated equipment must be disinfected with a 1:10 solution of bleach and water.

d. Fluids used during disinfection procedures will be disposed of in the sanitary sewer system.

e. Disinfected items will be washed thoroughly and wiped with disinfection solution and allowed to air dry before being returned to service.

f. Items that can not be adequately disinfected will be sealed in a "Bio-Hazard" bag and delivered to the Department Head for disposal.

g. Contaminated clothing must be either spot cleaned with solution or sealed in a "Bio-Hazard" bag for disposal by the Department Head.

2. If it is determined that effective disinfection is not practical the employee will be notified by the Department Head, or immediate supervisor, to submit documentation for replacement of the articles.

   a. Documentation must include the time, date, and incident at which the articles became contaminated.

3. A change of clothing will be made available for the employee if his personal clothing becomes contaminated.

   a. In those departments where contamination is a daily hazard, employees are encouraged to keep a change of clothing in their work areas.

C. Vehicle Contamination

1. Disinfection procedures and equipment for vehicular decontamination is the same as those used for equipment disinfection.

   a. Whenever possible the Department Head should oversee the disinfection of the vehicle.

   b. Any excess contaminants should be disposed of in a sanitary sewer whenever possible.

   c. Clean up rags and excess contaminants must be placed in a sealed "Bio'Hazard" bag and disposed of in accordance with City Policy.

   d. Particular care should be taken when cleaning the seat, floor, or other areas where liquids may migrate.

D. Contamination of Individuals

1. A City accident report will be completed whenever an employee is contaminated, or has reason to believe he/she has been contaminated.

2. The "Exposure Report Form" found on page 13-7 of this manual must be completed by the employee detailing all information relative to the contamination situation.

3. The Department Head will direct the employee on what testing procedures will be conducted to verify/disprove contamination.

   a. Testing to verify contamination will be conducted through the Lewis County Health Department or the nearest testing facility. This will be at the City's or its insurance carriers expense.

4. Information received regarding exposure or possible exposure is confidential. It will not be disclosed to anyone other than the Department Head, City Mayor, Risk Management Coordinator, and the contaminated individual.

E. Infections Disease Training

1. City employees who face the possibility of occupational exposure to communicable diseases will receive appropriate training in their individual departments.

   a. The Department Head is responsible for developing an ongoing training program to explain the hazards present and appropriate preventative measures.

   b. The Department Head of each department will document training given and provide such documentation to the Risk Management Coordinator.

F. Immunization Program

1. In order to provide adequately for the safety of employees it is necessary to assure a minimum level of immunization protection for everyone.

2. Prior to employment, potential employees must comply with the following immunization requirements:

   a. Complete pre-employment physical examination and drug testing with the City's health care provider.

   b. Tetanus vaccination and Tuberculosis testing will be administered at the time of the physical examination, unless documentation of current vaccination/testing is provided to and approved by the City.

c. If a TB skin test is deemed "positive", the potential employee will schedule a chest x-ray with their personal physician, at their expense.

   I. If results are provided to the City stating that the chest x-ray is "negative", and the pre-employment physical examination and drug testing have been approved, the individual will be allowed to report to work.

   II. If the chest x-ray is deemed "positive", the individual will not be allowed to work until approval is received from their personal physician.

   III. After appropriate follow up is completed, employees who are identified to be positive reactors will be evaluated annually for signs and symptoms and complete the "Annual Statement for Tuberculin Reactors' through the Lewis County Health Department or their private physician for the individual's medical personnel file.

d. Refusing to comply with this policy will result in ending the possibility of employment with the City.

3. All employees must comply with the minimum requirements of the City's immunization program.

   a. Required tests and vaccinations will be provided at City expense.

   b. Employees will receive a Tetanus vaccination at least once every ten years.

   c. Employees will receive a Tuberculosis test every five years, unless they have previously tested positive.

   d. Employees who have a "positive" TB skin test will be referred to their private physician for chest x-ray and evaluation for medication, at their expense.

      I. If the chest x-ray is deemed "positive", the individual will not be allowed to return to work until approval is received from their personal physician.

      II. If the chest x-ray is "negative" the individual will be allowed to return to work.

III. After appropriate follow up is completed, employees who are identified to be positive reactors will be evaluated annually for signs and symptoms and complete the "Annual Statement for Tuberculin Reactors' through their private physician for the individual's medical personnel file.

e. In the event of exposure to an infectious TB case, the employee will be tested as soon as possible. If negative tuberculin testing will be repeated in three months.

f. Refusing to comply with this policy may result in the termination of employment.

4. Personnel having a risk of occupational exposure to Hepatitis B may receive the Hepatitis B vaccinations.

a. Vaccinations will be coordinated by the Department Head of each department and with the Risk Management Coordinator.

b. Vaccinations will be provided at no cost to the employee.

c. Employees not wishing to receive the Hepatitis B vaccine, for whatever reason, must complete the City waiver form for Hepatitis B vaccinations.

d. Employees declining Hepatitis B vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.

5. Personnel having a risk of occupational exposure to Hepatitis A may receive the Hepatitis A vaccinations.

a. Vaccinations will be coordinated by the Department Head of each department and with the Risk Management Coordinator.

b. Vaccinations will be provided at no cost to the employee.

c. Employees not wishing to receive the Hepatitis A vaccine, for whatever reason, must complete the City waiver form for Hepatitis A vaccinations.

d. Employees declining Hepatitis A vaccinations may receive it at a later date, if they still have the possibility for occupational exposure, should they change their mind.

EXPOSURE REPORT FORM

EXPOSED EMPLOYEE INFORMATION

Name:_____ Home Phone:_____

Social Security Number:_____

Address:_____

City:_____ Zip Code:_____

City Department:_____ Job Title:_____

INCIDENT INFORMATION

Incident Number:_____ Date:_____

Incident Type:_____

EXPOSURE DESCRIPTION

Exposure Date:_____ Exposure Time:_____

1. What body fluids were you in contact with?

   Blood:_____ Feces:_____Saliva:_____ Sputum:_____
   Sweat:_____ Tears:_____Urine:_____ Vomitus:_____

   Other (describe):_____

2. What was the method of contact:

_____ Needle stick with contaminated needle.

_____Blood or body fluids into natural body opening (e.g., nose, mouth, eye).

_____Blood or body fluids into cut, wound, sores, or rashes less than 24 hours old.

Please specify:_____

_____Blood or body fluids on intact skin.

_____Other (describe specifically):_____

_____

3. How did the exposure occur? Be specific:_____

   _____

   _____

4. What action was taken in response to the exposure to remove the contamination (e.g. hand washing)?

_____

5. What personal protective equipment was being used at the time of exposure?

_____

_____

6. Please describe any other information related to the incident. Use a separate piece of paper if needed:

_____

_____

_____

SOURCE OF EXPOSURE

Name of Person (source of exposure):_____

Sex:_____ Receiving Health Care Facility:_____

_____

Transported by:_____

Persons Physician:_____

MEDICAL INFORMATION

1. Did you seek medical attention?_____ Date:_____

   If yes, where?_____

2. Did you contact Infection Control Officer?_____

   If yes, give date and time:_____

   Name of Infection Control Officer:_____

_____

EMPLOYEE SIGNATURE DATE

_____

INFECTION CONTROL OFFICER'S SIGNATURE DATE

COMMUNICABLE DISEASE FOLLOW-UP NEEDED? YES_____NO_____

COMMUNICABLE DISEASE EXPOSURE FOLLOW-UP FORM

Employee Name:_____ Exposure Date:_____

Incident Number:_____ Exposure Time:_____

Exposure Source:_____

Patients Communicable Disease Diagnosis:_____

_____

How was this diagnosis made known? Source name and phone number:_____

_____

Date diagnosis was made known to you:_____

Has employee ever received appropriate vaccination(s)? _____Yes _____No

If yes, which vaccination and when?_____

Please document all interaction (telephone, verbal, correspondence, or other) with employee or source (patient) treatment facility concerning this exposure:

DATE, SUMMARY OF PERSON CONTACTED, COMPANY, DISCUSSION, ETC.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

CITY OF CANTON

INFORMED REFUSAL FORM

FOR HEPATITIS B VACCINE

Name (please print)_____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B (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 myself.

_____ _____

Employee Signature Date

_____ _____

Supervisor's Signature Date

CITY OF CANTON
INFORMED REFUSAL FORM
FOR HEPATITIS A VACCINE

Name (please print):_____

I have been given the opportunity to be vaccinated with Hepatitis A Vaccine, at no charge to myself. However, I decline Hepatitis A vaccination at this time. If, in the future, I want to be vaccinated with Hepatitis A Vaccine, I can receive the vaccination series at no charge to myself.

_____ _____
Employee Signature Date

_____ _____
Supervisor's Signature Date

SECTION FOURTEEN

LOCKOUT/TAGOUT PROGRAM

DEFINITIONS

Electrically Powered Equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

Lockout is the act of padlocking and tagging a switch, lever, valve, gate, or other isolating device in the "off " position. An isolating device is an electric circuit breaker, a disconnect switch, a manually-operated switch or valve, a slide gate, a slip blind or a "figure 8" blind for blanking off piping or similar device. Most isolating devices have a lockout means built in. However, some may require modification before locks can be used. A lockout means shall accommodate more than one padlock so that if more than one employee or craft is working on the equipment, each can use its own padlock for absolute protection.

Tagout is the act of placing a switch, lever, valve, gate or other isolating device in the "off" position and affixing a tag to the device that warns others to leave it alone. A tag similar to the one shown in figure 1 should be affixed to the isolating device in question by a string, wire, or adhesive. The tag should be placed in a conspicuous location and should be placed in such a manner that it effectively blocks the starting mechanism which would cause hazardous conditions should the equipment be energized. It should be understood, however, that tagout alone does not offer the positive protection of lockout and tag, therefore, when possible, the lockout procedure should be used.

PREPARATION FOR TAGOUT OR LOCKOUT

Employees should always be certain that the correct isolating device has been locked out and tagged. Some equipment necessarily has more than one disconnecting device which must be opened to complete the de-activation electrically and mechanically. The main disconnect devices for machinery should be clearly identified so that it is unnecessary to trace shafting or wiring. Any time the employee is not certain which device controls the equipment, he should check with his supervisor for positive direction. This is doubly important when devices are remote from the equipment, or on master panels containing several devices. If the installation is a complex one with remotely located disconnecting devices, pre-planning will be necessary. Under these circumstances and when any uncertainty exists, the employee should consult with his/her supervisor and obtain complete agreement on the plan procedure. It is also extremely important that any changes in function or circuitry be immediately shown on the circuit diagram or machine drawings to facilitate lockout procedure.

RED TAGGING UNSAFE EQUIPMENT

When equipment does not meet federal, state, or local safety standards, it will be considered to be unsafe. Once equipment is identified as unsafe, it will be removed from service and red tagged. Perform the following steps:

Inform the operator of the unsafe condition.

Inform the supervisor directly responsible for the equipment in question.

Affix the red tag to the master key for maximum visibility. Be sure the tag is filled out properly.

The red tag will remain in place until the unsafe condition is corrected, re-inspected, and logged.

The red tag is then removed by the supervisor, but only after a completed inspection.

GENERAL LOCKOUT AND TAGOUT PROCEDURES

The following general lockout and tagout procedures are recommended for electrically-powered equipment and mechanically-powered equipment. Mechanically-powered equipment includes that driven directly by air, gas, oil, water, or steam under pressure, internal combustion engines, or similar energy sources that are not directly adaptable to electrical shut down.

1. Notify the supervisor in charge of the equipment of the proposed work and obtain his/her approval.

2. Shut down the equipment by normal stop procedure (depress STOP buttons, open toggle switches, shift lever, operate valve, etc.)

3. Turn main disconnect switches or circuit breakers or mechanical isolating device such as a valve, lever, etc., to the safe position.

4. Lockout (tag and padlock) or tagout the switch in the "off" position for the mechanical isolating device in the safe position using the "danger-do not start" tag. Each person must perform his/her own personal tagout or lockout, and this applies even though someone else may already have taken the equipment out of service. If the equipment or machinery has not already been tagged by another group or individual, it should be done at this time. This tag should remain in place until the equipment is ready and safe to return to service.

5. After lockout, try the disconnect or switch handle or the mechanical isolating device to make certain it cannot be moved to the "on" position. After either tagout or lockout, try the machine's start controls to make certain the main switch is actually open or the isolating device has shut down the equipment. When electrical work is involved, blade opening must be verified visually or by phase-to-phase and phase-to-ground meter readings.

TAG AND LOCK LOW AND MEDIUM VOLTAGE

When working on equipment that operates on low voltage (0 to 660 volts) or medium voltage (661 to 1000 volts), it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Only properly trained and qualified personnel may work on electrical circuits or equipment. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.

2. Make sure you place the tag and lock on the proper switch before beginning work.

3. Insure that the equipment cannot be placed in operation without your knowledge and permission.

4. The equipment to be worked on must be locked out at a primary power source.

5. The tag shall include the name of the person doing the work, the date, and reason.

6. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.

7. *Never* remove another person's lock or tag. If your shift ends before completing their job, your lock should only be removed after the equipment has been secured by another lock and tag.

8. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

TAG AND LOCK MECHANICAL

When working on equipment, it shall be tagged and locked to prevent accidental starting, which might cause injury or death. Before starting work, perform the following steps:

1. Inform the operator of what is to be done.

2. Make sure you place the tag and lock on the proper switch before beginning work.

3. Insure that the equipment cannot be placed in operation without your knowledge and permission.

4. The equipment to be worked on must be locked out of a primary power source. The tag shall include the name of the person doing the work, the date and reason.

5. Everyone is equipped with their own locks and tags. Only the person who locks and tags the equipment can remove it.

6. *Never* remove another person's lock or tag If your shift ends before completing the job, your lock should only be removed after the equipment has been secured by another lock and tag.

7. If more than one person is working on a piece of equipment, each person shall have their own lock and tag on it.

SPECIFIC PRECAUTIONS

1. No one other than electrical or other authorized personnel should open an enclosure to operate a disconnect device therein.

2. Push buttons, toggle switches, pressure switches, limit switches, and similar devices should not be considered as lockout or isolating devices.

3. Pulling a fuse alone should ***never*** be used as a substitute for lockout or tagout. A pulled fuse is no guarantee that the circuit is dead; there is nothing to stop someone from replacing the fuse. Where one main switch feeds several motors, however, and each motor is separately fused but not switched, de-energizing the main switch might shut down equipment unnecessarily. In such a case, tagout can be accomplished by removing the fuse and disconnecting, taping, and lagging out the wires from the load side fuse clips.

4. When locking out mechanically-powered equipment, particular attention must be given to residual air, gas, steam, water, or oil pressure in lines, accumulators and cylinders. Operating a valve might result in unexpected cycling of equipment with consequent chance of injury to personnel or equipment danger.

RESTORATION OF EQUIPMENT TO SERVICE

When the worker is certain that the job is complete, and that the equipment is safe to operate, he should remove his padlock and/or the white personal danger tag. An individual should ***never*** permit anyone else to remove his personal danger tag. If he leaves the job before the work is complete, and someone else is carrying on the repair, he should remove his padlock and/or personal danger tag only after the relieving individual has placed his padlock and tag on the effected equipment.

There may be times when the person who has tagged out or locked out equipment may not be available when the equipment must be started. In such circumstances, a maintenance supervisor who has a thorough knowledge of the process and equipment and who has investigated all circumstances, related to the tagout or lockout, particularly from the viewpoint of personnel safety, can remove the danger tags or locks for his particular crafts. The supervisor shall be responsible for communicating such action to those crafts.

LOCKOUT CONTROL

The following general rules are adopted regarding locks and their use:

1. Effective lockout control can be maintained only by constant supervision and by training employees in the safe routine.

2. For identification, locks should be numbered and painted various colors to identify the user and the department.

14. To make lockout systems operable, the city departments should buy either equipment with built-in locking devices or equipment designed for the insertion of padlocks. In older facilities, it may be necessary for the respective departments to construct attachments to which can be extended and locked in position to prevent operation of control handles can be devised as isolating devices.

14. Only locks made by a reputable lock company should be used by maintenance workers. Key operated locks are preferred over combination locks. No two locks should be the same, and the pattern of the keys should be checked to see that each key fits only one lock.

SUMMARY

Often, the most difficult problem to overcome in implementing a lockout or tagout procedure is the assumption by a person working on the equipment that the job is too small to merit tagging and locking out. Yielding to the temptation to bypass this procedure may cost a life. Intermittently-operating equipment such as pumps, blowers, fans, and compressors is harmless when not operating; but it must not be assumed that because such equipment is not functioning that it will stay that way.

The procedures outlined above can provide a basis for the establishment of specific tagout and lockout procedures for all operating and maintenance operations. The procedures outlined should be regarded as basic safety requirements. Some workplace conditions may require more stringent procedures to ensure safety of personnel and equipment.

SECTION FIFTEEN

EXCAVATION/TRENCHING

The following policies/procedures/rules shall be followed by all *City of Canton* supervisory personnel during all excavations/trenching operations. Each supervisor is responsible for training his/her employees in City safety policy concerning excavation.

DEFINITIONS

Excavations any manmade cavity or depression in the earth's surface, including its sides, walls, or faces formed by earth removal and producing unsupported earth conditions by reasons of excavation.

Trench a narrow excavation made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet.

Benching a method of protecting employees from cave-ins by forming the sides of an excavations in one or a series of horizontal levels or steps usually with vertical surfaces between.

Shield a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within a structure.

Shoring a structure such as a metal, hydraulic, mechanical or timber system that supports the sides of an excavation to prevent cave-ins.

Sloping forming the sides of an excavation so as to prevent cave-ins by sloping the sides to an angle not steeper than one and one half horizontal to one vertical (34 degrees measured from the horizontal).

GENERAL REQUIREMENTS

a. Remove or support any surface encumbrances that are hazardous to employees

b. Determine the location of any underground utility or other installations that may be encountered during excavation. Support or remove these installations as necessary for employee protection.

c. Structural ramps for access/egress shall be designed by a competent person, and shall use walking surface treatments to prevent employee tripping and slipping. Stairways, ladders, or ramps shall be located in trenches more than 4' deep so as to require no more than 25' of lateral travel.

d. Provide employees exposed to vehicular traffic with high visibility vests.

e. Do not permit employees to get underneath loads handled by lifting or digging equipment. Employees shall stand away from vehicles being loaded/unloaded to prevent being struck by spillage or falling materials.

f. Provide a warning system for mobile equipment operators who cannot see the edge of the excavation: barricades, hand/mechanical signals, logs.

g. Prevent employee exposure to oxygen deficient or hazardous atmospheres in excavations by providing atmospheric testing, ventilation, and respiratory protection equipment as appropriate Have emergency rescue equipment available where hazardous atmospheres exist.

h. Do not allow employees to work in excavations where there is accumulated water or it is accumulating unless adequate protection is used, such as shielding/support against cave-ins, dewatering methods, or safety harness/lifeline.

i. Use shoring, bracing, or underpinning to ensure stability of structures adjacent to the excavation.

j. Protect employees from loose rock or soil falling or rolling from an excavation face by removal of material or installing protective barricades. Protect employees from materials failing or rolling into excavations by keeping soil and other material and equipment at least 2' from the edge of the excavation or by use of retaining devices.

k. Conduct inspections daily, or more frequently if conditions warrant, for evidence of possible cave-ins, protection system failures, hazardous atmospheres or other hazardous conditions. Correct conditions as necessary.

l. Provide walkways or bridges if employees must cross over excavations. Include standard guardrails if the public must cross over. Provide barricades or other protection against falling into excavations.

PROTECTIVE SYSTEM REQUIREMENTS

Each employee in an excavation shall be protected from cave-ins by an adequate protective system except when:

- Excavations are made entirely in stable rock; or
- Excavations are less than 5 feet in depth and examination of the ground by a competent person provides no indication of potential cave-in

Protective systems shall have the capacity to resist without failure all loads that are intended or could reasonably be expected to be applied or transmitted to the system.

The slopes and configurations of sloping and benching systems shall be selected and constructed by the supervisor or his designee.

Members of support systems shall be securely connected together to prevent sliding, falling, kick outs, or other predictable failure.

EXCAVATION SAFETY RULES

1. Excavations must be barricaded to protect pedestrians and vehicles and proper access provided.

2. Spoil dirt may be used to barricade one side of a ditch or similar excavation - all dirt must be piled at least 3 feet back from edge of the excavation (and must be at least 3 feet high when used as a barricade).

3. Barricade excavation areas before "Hole Is Opened" or ahead of work progress.

4. Excavations must be sloped or shored when deeper than 5 feet.

5. Check all excavation walls before entering and after a heavy rain or thaw. Check shoring daily or more often in extremely wet weather.

6. An excavation safety/checklist is required before entering an excavation when deeper than 5 feet is included in this manual.

7. Nobody is permitted in an excavation when equipment is working next to the edge.

EXCAVATION/TRENCHING CHECKLIST

	*	Remove/support surface encumbrances.
	*	Determine location of underground utility or other installations.
	*	Structural ramps designed with surface treatments to prevent tripping/slipping. Stairways, ladders, and ramps located in trenches more than 4' deep designed w/no more than 25' of lateral travel.
	*	High visibility vests provided.
	*	Instruct employee to stand away from vehicles handling, lifting or digging equipment while being loaded/unloaded.
	*	Warning systems such as barricades, hand/mechanical signals, logs, etc., provided for mobile equipment operator.
	*	Provide atmospheric testing, ventilation, and respiratory protection equipment.
	*	Provide adequate protection in work area where water has accumulated during excavations, i.e. shielding/support against cave-ins, dewatering methods, or safety harness/lifelines.
	*	Shoring, bracing, or underpinning used to ensure stability of structures.
	*	Employees protected from loose rock or soil falling or rolling from an excavation face by removal of materials or installing protective barricades.
	*	Daily inspection conducted.
	*	Walkway or bridge provided for crossing over excavations. (Standard guardrail included if used by public.)
	*	Excavation made entirely in stable rock.
	*	Adequate protective system provided in excavation to protect from cave-ins.
	*	Protective system has capacity to resist all load without failure that are intended or could be expected to be applied or transmitted to the system.
	*	Slopes and configurations of slowing and benching systems selected/constructed by employee.
	*	Support systems security connected together to prevent sliding, falling, kickouts or other predictable failure.
	*	Barricades provided for excavation areas. Spoil dirt may be used to barricade one side of a ditch or similar excavation (must be 3 feet back from edge and at least 3 feet high).
	*	Excavation area barricaded before hole is opened or work progresses.
	*	Do not enter an excavation when equipment is working next to area.

TRENCHING & EXCAVATIONS
FIELD CHECK-LIST

Before Trenching or Excavation

CHECK:	Soil conditions or other material to be dug.
CHECK:	Proximity to utilities, buildings and sources of vibrations.
CHECK:	Owners of utilities, service, or transmission piping, etc., and arrange for shutdown or relocating of facilities, if necessary.
CHECK:	For previously disturbed ground.
CHECK:	For trees, boulders, or other employee hazards.
CHECK:	Adequacy and availability of all equipment, including personal protective gear, shoring materials, signs, barricades, and machinery.
During Trenching or Excavation	
CHECK:	For changing ground conditions; particularly after rainfall.
CHECK:	For possible oxygen deficiency or gaseous conditions.
CHECK:	Adequacy of shoring and/or sloping as work progresses.
CHECK:	For maintenance of entrance and exit facilities.
CHECK:	All sheeting, bracing, shoring and underpinning.
CHECK:	For changes in vehicular and machinery operational patterns.
After Trenching or Excavation	
CHECK:	Depth of trench or excavation, its sloping and shoring.
CHECK:	Sloping of banks, sides and walls in relation to depth of cut, water content of soil; vibrations.
CHECK:	Entrance and exit facilities.
CHECK:	Location of heavy equipment – power shovels, derricks; trucks.
CHECK:	That excavated material is two feet or more from edge of opening.
CHECK:	The adequacy of portable trench boxes or trench shields, if used.
CHECK:	For correct positioning of cross braces or trench jacks to prevent sliding, falling, or kickouts.

EXCAVATION AND SHORING

Shoring is employed in many construction operations. Excavation shoring, as concerns building excavations and trenches, is intended for the protection of workmen and property, and often the general public as well.

Men working in excavations must always be aware of the fact that much of their safety depends upon themselves. Even though there is a daily inspection of bracing systems, certain conditions may arise suddenly that come to the attention only of the man on the job. You must be able to recognize dangers when you see them, and report them before they cause injury to yourself or those around you.

Accidents such as falls or being struck by objects in and about excavations and trenches often result because workmen fail to follow the safety instructions that have been given them.

Shoring presents problems and hazards. That is another of the reasons why safety education has become so important in the field of construction.

One of the major purposes of shoring is to protect you while you work in the excavation. Bracing systems are intended to prevent sliding, slipping, caving, squeezing, or any other movement of the face of the excavation that could endanger men in the excavation.

At times, soil conditions make it possible to slope excavations, but in many cases the sides must be supported by shoring. Regular physical inspection should be made of faces and banks where there may be loose materials. Any surface with dangerous material should be scaled. Workmen should not work one above another where there is a danger of falling rock or materials.

Shoring of adjacent buildings may be necessary when their walls are weakened by excavation. Sidewalks, if undermined during construction, require shoring for the protection of the public and the men working below.

Always make use of stairways, ramps or ladders when you enter or leave an excavation. Climbing or jumping is hazardous.

Because shoring is often subjected to considerable pressures, it demands regular inspection. Every workman engaged in excavation must take the responsibility of helping to check on shoring because your own safety is at stake. If you detect any unusual conditions you must report them immediately.

When using screw jacks in shoring, be careful of them slipping and throwing you forward with jacking in order to reduce the hazards due to failure or slipping of jacks.

In general, you should not work under structures or other objects that are supported by jacks alone.

Operators of equipment and all workmen on excavations must be alert to the danger of shoring and walls being struck by swinging loads.

TRENCHING OPERATIONS

Trenching operations account for many injuries. Accidents can happen to men working in trenches, to other workmen as a result of excavated materials, and to men working in the vicinity of trenches.

As is the case with most accident situations, a few simple precautions take most of the risk out of trench construction.

First of all, men working in trenches must have hard hats and should wear sturdy shoes.

Men should be safely spaced out in a trench unless there is a necessity of working together. They should also stay out of the immediate area of excavating equipment, and not work ahead of the shoring.

Workmen are sometimes injured by slides of earth or rock into the trench in which they are working. All excavated materials should be placed a safe distance back from the edge of the trench. Men should check with their supervisor for instructions as to how far back material should be placed.

Even when this is done, large heavy objects can roll or slide down the incline and into the trench. Tools and rocks should either be placed on the outer slope of the excavated materials, or else on the other side of the trench if the surface is flat.

When men are working on hard surface roads where a flow of traffic is being maintained, it is important that small stones be removed off the road. Stones are sometimes thrown with great speed by the tires of passing cars and can cause serious accidents.

Broken arms and legs and other injuries can result when workmen fall into construction trenches. They result because men fail to look where they are going, when they walk too close to the edge, or when they attempt to leap across the trench.

Rocks and tools thrown near the edge are not only a hazard to men working in the trenches, but can cause falls into the trench by men walking on the surface.

Use extra care in venturing near the edges of trenches and other excavations when the weather is bad and there are icy or muddy conditions.

TRENCH EXCAVATION

A necessary consideration in the planning of sewer, pipeline and similar subsurface work by the area cover (trench and backfill) method is preventing trench wall cave-in and soil movement. Either or both may result in death of serious injury to workers, plus damage to adjacent structures, utilities, and facilities.

1. The hazards of trench excavation are:
   a. Death by suffocation or crushing when falling soil buries a worker.
   b. Materials falling on a worker in the trench.
   c. Falls of persons when climbing into or out of the excavation.
   d. Men working too close together.
   e. Stumbling over equipment or excavated material or falling into the trench.
   f. Encountering toxic, irritating or flammable gases.

2. Caving of side walls is the worst hazard. Most accidents of this type occur because:
   a. Taking a chance without shoring; or inadequate shoring in an attempt to reduce cost.
   b. Inadequate knowledge of the shoring necessary or misjudgment of soil stability.
   c. Failure of apparently adequate shoring due to unexpected or transient loads superimposed on the shoring structure or ground surface at the edge of the trench, or from vibration due to traffic.
   d. Use of defective shoring material.
   e. Failure to maintain shoring properly after changes incidental to operations, or after damage by washouts or heavy rains.
   f. Failure to place removed soil at a safe distance from the edge of the excavation.
   g. Undercutting of trench walls by trenching machines not properly leveled.

3. Proper sheeting and bracing (shoring) will prevent both cave-in and probable soil movement.

4. Proper trench shoring cannot be reduced to a standard formula. Each job must be treated as an individual problem, because of the variable conditions existing on each job. Some of the important factors to be considered in planning the job are:

   a. *Nature of soil structure.* Soil structure varies from hard rock at one extreme to soil containing sufficient water to produce hydrostatic pressure. Hard rock may contain faults in strata which make it unstable when cut through. Normal moisture content in soil affects its stability; possible variations in moisture content must be considered in determining margins of safety. Sandy soil, or soil which has been back-filled, is very unstable and usually requires tight sheeting where the trench depth exceeds four feet.
   b. *Fluctuating weather and moisture conditions.* Rainfall, freezing and thawing, overflow of adjacent streams, storm drains, or sewers, and melting of snow all produce change in the condition of the soil that should be considered. Water from any source probably will increase the rate of seepage, and may reduce the cohesion of the soil or swell the soil thereby increasing the pressure on the sheeting and bracing. A trench in frozen ground may be safe with little or no sheeting; thawing may cause the entire bank to cave.
   c. *Proximity of other structures or sources of vibration.* Shoring not otherwise necessary may be needed to prevent dislocation of foundation soil or structure of an adjoining building, or of curb lines, trees, or utility poles. Also to be considered is vibration which may arise from machine operations (as from punch presses or forging hammers) in nearby buildings, passing vehicular or railway traffic, or blasting. Equipment used on the job (such as material trucks, pile drivers, air spades, or power ramrods) may also produce vibration which should be considered in planning shoring.

d. *Trench dimensions.* As width of the trench increases, the cross braces or struts must be increased in cross-section to maintain the necessary rigidity. Remember that with soil possessing sufficient cohesion to act as a solid, the side pressures reach a maximum at a point slightly higher than one-half the depth of the cut... and with dry granular and saturated soils, the side pressures increase in proportion to the depth of the excavation.

5. Standard shoring tables are available in any safety manual, and should be consulted before excavation begins. Greater factors of safety should be provided as required by job conditions. Heavier than minimum sizes of materials will usually be required if the trench is to be kept open for a considerable period.

EXCAVATIONS

Excavations are still considered about the most hazardous of Construction operations. Almost all injuries and deaths that occur in trenching or excavation work are the result of ignorance or disregard of a few basic safety rules. Take a moment and think about the most commonly violated safe work practices. For example:

1. According to OSHA, when must a trench or excavation be supported by shoring, sheeting, bracing or sloping? (Answer) Five feet or more – when the soil is particularly unstable or when workers will be working with their heads below the ground surface level such as working on hands and knees.

2. What is the minimum distance excavated material may be piled from the edge of the excavation? (Answer) 24 inches. Furthermore, materials such as pipes, rounded boulders, etc., should be adequately secured so that they will not roll into the trench.

3. What is the maximum distance a worker should have to travel to reach a ladder leading out of the trench? (Answer) 25 feet, and the ladder should extend three feet above the ground level surface.

4. What is the "Angle of Repose"? (Answer) The greatest angle above the horizontal plane at which excavated material will lay without sliding.

5. Do sources of vibration such as nearby vehicles, heavy equipment, railway traffic, blasting or pile drivers materially effect soil stability? (Answer) Yes. Vibrations are a frequent cause of cave-ins.

6. When the slope of the excavation approximates the angle of the excavated material, is it reasonable to assume the excavation is a safe work area? (Answer) Generally yes.

7. The usual compliance time to correct an unsafe excavation condition is: 1. 1 day, 2. 3 days, 3. At Once, 4. 5 days? (Answer) #3 – at once.

8. Equipment working near high voltage electric power lines shall have a clearance from the point of operation to lines of at least: 1. 6 feet, 2. 15 feet, 3. 20 feet, 4. 10 feet? (Answer) #4 – 10 feet.

9. What is the most common cause of trench and excavation cave-ins? (Answer) Inadequate shoring in an intent to cut cost or save time.

10. What is the only safe procedure to follow when installing or removing shoring systems from trenches or excavation? When installing shoring, always work from the top down. Such installation should closely follow the digging. When removing shoring systems, work from the bottom up. Jacks or braces should be released slowly and, in unstable soil, ropes should be used to pull out the jacks or braces from above after the men have cleared the trench.

In summary, proper trench shoring cannot be reduced to a standard formula. Therefore, each job must be treated as an individual problem because of the variable conditions existing on each job. Whenever "things do not look right", the workers should immediately leave the trench and discuss the situation with the foreman.

SECTION SIXTEEN

CONFINED SPACE ENTRY

I. Purpose and Policy

The purpose of this program is to establish procedures to protect City of Canton employees from the hazards of entry into permit-required confined spaces. Under this program, the respective department will determine which spaces, will inform its employees of the existence and location of and the danger posed by such permit spaces, and establish, implement and publish a written Permit Space Entry Program which complies with the requirements of 29 CFR 1910.146.

II. Definitions

Acceptable Safe Level: means the atmosphere has at least 19.5% oxygen, is less than 10% of the lower explosive limit (LEL), and is below 10 PPM hydrogen sulfide (H2S).

Atmosphere means the gases, vapors, mists, fumes and dusts within a confined space.

Attendant (is not part of the rescue team; unless he/she is an observer) means a trained individual outside the permit entry confined space who acts as an observer of the authorized entrants within the permit entry confined space keeping in continuous, though not necessarily constant, communications with them, so the attendant can immediately call rescue services if needed.

Authorized entrant means an employee who is trained and authorized by the employer or the employer's designate to enter a permit entry confined space. They must know the hazards they may face, be able to recognize signs or symptoms of exposure, and understand the consequences of exposure.

Confined space is any space which by design has limited opening for entry and exit; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. The term "confined space" applied at all City facilities would include, but is not limited to:

* Storm Sewers
* Sanitary Sewers
* Water Storage Vessels
* Meter Vaults
* Tunnels
* Manholes
* Trenches
* Boilers
* Containerized Welding
* Lift Stations
* Air Handlers
* Small Equipment Rooms
* Tanks

Entry means the action by which a person passes through an opening into a permit-required confined space, and includes ensuing work activities in that space. It is considered to have occurred as soon as any part of the entrant's body breaks the plane of the opening into the space.

Entry permit means the written or printed document provided by the City to allow and control entry into a permit space. The content of each permit is based on the City's identification and evaluation of each hazard of that permit space, or class of spaces, and all procedures the City requires for protecting entrants from those hazards during entry. Each permit contains the information specified in paragraph (f) ("Entry Permit") of this standard.

Entry permit system means the employer's system for assuring safe employee entry into and work within permit entry confined spaces. (In accordance with CFR 1910.146.)

Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), serious injury or acute illness.

Hot work permit means the employer's written authorization to perform operations such as riveting, welding, cutting or burning, or heating that could provide a source of ignition.

Hydrogen sulfide (H2S) is a major toxic of interest in confined space entry for sewer workers also known as "Sour Gas".

Lower Explosive Limit (LEL) is the minimum concentration of a combustible gas or vapor in air which will ignite if an ignition source is present. LEL is based on methane.

Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-required Confined Space is any space which is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry and exist, is not designed for continuous employee occupancy, and has one or more of the following characteristics:

A. Contains or has the potential to contain a hazardous atmosphere;

B. Contains a material with a potential for engulfing and entrant;

C. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or

D. Contains any other recognized serious safety or health hazard.

Rescue team means a group of two or more people designated and trained to perform rescues from permit entry confined spaces in their workplace.

Retrieval line means a line or rope secured at one end to a worker's chest-waist or full-body harness, or wrestles, with the other end secured to a lifting or other retrieval device, or to an anchor point located outside the entry portal to prevent it from falling or being drawn into the space.

III. City of Canton Policy

A permit-required confined space may not be entered until the following is completed:

A. Confined space entry training has been completed and documented for all personnel involved. Schedule "F" contains the most recent training confirmation, and the personnel who have completed it.

B. A NEED for entering the space has been determined.

C. Pre-briefing before entering space has been conducted.

D. Confined space entry permit has been determined.

E. A trained rescue team is available, or on site.

F. All appropriate protective equipment is used.

G. All safety and air quality testing equipment is at the job site and functional.

H. If any of the above items are not met, "THEN ENTRY INTO THE CONFINED SPACE IS PROHIBITED". Employees not following these requirements will be dealt with according to the policy manual.

I. Entry into a non-permitted confined space will be allowed only if there are no non-atmospheric hazards present.

J. Make available any applicable material safety data sheets (M.S.D.S.) and attach to the permit should rescue or medical personnel treating an injured entrant need to review them.

IV. Procedures for Entry -- Permit-Required Space

A. Isolation of the Permit-Required Confined Space

All energy sources to the confined space shall be locked out and controlled. The purpose of this procedure is to ensure that employees are protected from unintended machine motion or release of an energy source when working in a confined space.

Install barriers around the opening as necessary to prevent an accidental fall-through and to protect entrants from external hazards.

Provide an attendant outside the permit space for the duration of entry operations to prevent unauthorized entry.

B. Equipment Mobilization

1. Obtain and use all ventilation equipment needed to comply with Paragraph D and air monitoring equipment needed to comply with Paragraph E.
2. Evaluate permit space conditions and perform pre-entry testing to the extent feasible before entry is accomplished.
3. Review procedures for summoning rescue and emergency services, for rescuing entrants, for providing necessary emergency services to rescue employees, and for preventing unauthorized persons from attempting a rescue.
4. The requirements for harness, lifelines, breathing air, tripods, rescue winch, and protective clothing shall be documented on the permit.
    a. A safety harness shall be worn by all persons entering a confined space that would require a vertical lift to make a rescue. Backup lifelines shall also be attached to individuals to effect a rescue. A tripod, hoist, and retrieval winch shall be utilized.
    b. Reliable breathing air (self-contained) shall be worn in contaminated or dusty environments, where toxic concentrations are outside the set limits or where ambient conditions are subject to change, or where oxygen concentrations may drop below 19.5 percent. In IMMEDIATELY DANGEROUS TO LIFE ENVIRONMENTS (IDLH's) breathing air shall be provided.
    c. Supervisory personnel shall be present in situations which require the use of a SCBA.
    d. Special protective clothing shall be consistent with the potential exposure and be specified on the confined space entry permit.

C. Ventilation

1. Proper ventilation is used to provide a positive fresh air supply to the confined space as necessary to eliminate or control atmospheric hazards prior to entry and continuously during entry.
2. The open end of the supply duct(s) should be positioned to approximately 2 feet above the floor of the confined space.

3. Ventilation equipment should be explosion proof.
4. The blower unit must be at least 10 feet from the opening of the confined space.
5. All rooms with forced air ventilation, shall be ventilated 5 minutes before entering or the designated time printed on the entrance cover.

D. Atmospheric (Air) Monitoring

Testing the air in a confined space prior to entering the space is required. Entering a confined space prior to utilizing the proper equipment to ensure the air is safe to breathe is prohibited. Before an employee enters this space, the internal atmosphere should be tested, with a calibrated direct-reading instrument.

Prior to the initial entry, after each interruption and during the entire job sequence testing shall be done for oxygen content, combustible gases, and toxic gases, in this order.

1. Monitoring shall be continuous while working in the confined space and until the last entrant leaves the permit space. Employees shall be made aware that confined space incidents that result in fatalities should be preventable since 95% of them are due to just five kinds of atmospheric hazards, which are:
   * Carbon Monoxide
   * Carbon Dioxide
   * Hydrogen Sulfide
   * Flammable Gases
   * Oxygen Deficiency
2. The air monitoring will be conducted by a trained and qualified person.
3. The first air measurement shall be made outside the confined space, near the opening.
4. A second air measurement shall be made directly at the opening to the space.
5. All subsequent measurements shall be made throughout the space with a probe or a remote sensor unit.
6. Air monitoring sequence shall be as follows:
   a. Oxygen tests must always be made first because most combustible gas meters are oxygen-dependent. Too little oxygen may cause a low combustible gas reading. Too much oxygen, on the other hand, can cause a combustible gas meter to explode if gases and vapors are present in ignitable quantities.

b. Combustible gases, include both flammable and explosive gases and are measured next because in most cases the risk posted by fire or explosion is more immediate and life-threatening than exposure to toxic gases and vapors.

c. Toxic gases are the final test and are extremely important, and its position in the sequence is not in any way intended to minimize the seriousness of this common confined space hazard.

Oxygen - Combustible - Toxic Atmospheres

The employee using an air monitoring unit must be properly trained in the use of the test equipment facilities with the hazards and authorized to perform the tests. This person will need to "check out" (log in date & battery strength) the instrument and check the last documented calibration date. If the meter has passed the designated calibration interval, or fails calibration, the employee must bring this to his/her supervisors attention. Until the supervisor corrects the "problems" with the meter, it shall be taken out of service, dated and tagged.

V. Meter Detection Limits

A. Oxygen

1. Oxygen levels shall be between 19.5% and 23.5% for entry. Oxygen levels below 19.5% shall be considered an oxygen deficient atmosphere.

2. Any air with less than 19.5% oxygen shall not be entered without an approved self-contained breathing apparatus (SCBA).

B. Flammable/Combustible Gases and/or Vapors:

When the oxygen level exceeds 23.5% by volume, this is known as an oxygen-enriched atmosphere and represents a serious fire hazard.

1. Always test for oxygen first.

2. The acceptable safe level for flammable/combustible gases or vapors is 10% or less of the lower explosive limit (LEL) and is below 10% per hydrogen sulfide (H2S).

b. Chlorine is not combustible/flammable but a strong oxidizer; never use water around chlorine gases.

c. LEL for hydrogen sulfide is 4.3%.

d. LEL for methane is 5%.

LELS can be found in material data sheets.

3. There will be no smoking in a confined space or within 10 feet of a confined space.

C. Toxic Atmospheres:

Toxic gases can irritate skin, eyes, nose and throat. All can kill or injure the worker.

1. Toxic gases or vapors must be identified prior to monitoring. The confined spaces at the City of Canton and sanitary sewer distribution systems owned by the constituent municipalities have a potential to contain toxic gases or vapors.
2. Entry into the permitted space shall not be attempted if the gas or vapor exceeds its specified permissible exposure limit (PEL).
3. Toxic materials may not only pose an inhalation exposure but also a skin contact hazard. The proper personal protective equipment is also necessary.

VI. HOT WORK:

A. A "Hot Work Permit" has to be issued to perform any hot work in a permit-required confined space. A "Hot Work Permit" means the authority's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

B. Hot Work operations shall not be permitted in a confined space if the atmospheric level of a combustible gas is more than 10% of the LEL or if the airborne dust, mist or fumes may present a potential explosive hazard.

C. Gas cylinders or welding machines that are used for Hot Work operations shall be placed outside of the confined space where the work is being performed.

D. Never take compressed gas cylinders into a confined space.

E. A fuel supply valve and oxygen valve shall be shut off outside the confined space, and the welding torch and hose shall be removed from the confined space during lunch period, overnight or for any prolonged period that the space is unattended.

F. All welding leads that are used in a confined space should be de-energized if work is suspended during the lunch period, overnight or for any prolonged period that the space is unattended.

VII. Special Work Practices

Consideration shall be given to the nature of the work associated with each confined space entry permit with necessary precautionary measures specified on the permit.

1. Others in the work area shall be notified that a permit has been issued for personnel to work in a specified confined space.
2. A ground fault interrupter is required when greater than 24 volt electric tools or extension lights are to be used in confined space.
3. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.
4. Special additional ventilation and/or breathing air shall be required when cutting or welding is done within a confined space. Hoses and nozzles of cutting or welding equipment must be carefully checked before use in a confined space.

   Any potential fire hazard must also be reviewed and the appropriate action taken. Should unusual operations such as welding, burning, or chemical cleaning be undertaken, prior approval of the Risk Coordinator should be sought.
5. Pneumatic tools shall be operated with compressed air only.
6. Only explosion-proof lighting is to be utilized in a confined space.
7. Open flames or smoking is prohibited in a confined space.

VIII. Entry Permit System

A. Before entry is authorized, an entry supervisor shall authorize the entry and sign the completed permit form. (An entry supervisor may also serve as an attendant or entrant at the time of entry.)

B. The permit will be available to the authorized entrants for their review and confirmation.

C. The permit shall be posted at the point of entry.

D. The permit cannot exceed the time required to complete the job, as stated in "Purpose of Entry", or exceed the shift.

E. The entry supervisor can cancel a permit when a condition not allowed under the permit arises.

F. Permits shall be kept on file for one year. This includes any contractor permits.

G. A sample permit is provided in this manual.

IX. Entry Permit

The entry permit shall identify:

A. The permit space to be entered and the purpose, date and duration of the entry;

B. The name of the authorized entrants, the personnel serving as attendants, and the entry supervisor;

C. The hazards of the permit space to be entered;

D. The measures used to isolate the permit space and/or to eliminate or control the permit space hazards; (i.e.) lockout, purging ventilating and flushing of permit spaces;

E. The acceptable entry conditions;

F. Results and circumstances of any pre-entry tests;

G. Rescue and emergency services available and the means for summoning those services;

H. The communication procedures to be used by entrants and attendants;

I. The protective, testing, and communications equipment to be provided and used;

J. Any additional permits needed (such as for Hot Work).

K. Such other information as necessary to ensure employee safety;

X. Duties of Entrants

All authorized entrants shall:

A. Know the hazards that may be faced during entry, including the signs or symptoms and consequences of exposure;

B. Properly use the equipment required by the permit for safe entry;

C. Maintain constant communication with the attendant as necessary to enable the attendant to monitor entrant's status;

D. Alert the attendant of any warning sign or symptom of exposure to a dangerous situation or detection of a prohibited condition;

E. Exit from the permit space as quickly as possible whenever an order to evacuate is given, an evacuation alarm is activated, the entrant recognizes a warning sign or symptom of exposure or the entrant detects a prohibited condition.

XI. Duties of Attendants

A. The attendant must be in constant communication with the entrant.

B. The attendant must be able to notify THE DESIGNATED RESCUE TEAM in the event of an emergency without leaving the confined space area. This can be done either by telephone or two-way radio. In the event of an emergency inside the confined space, the outside attendant must be able to send an alarm or signal to notify THE DESIGNATED RESCUE TEAM and 911.

C. If a spill, fire or other incident should occur which may affect the attendant or those inside the confined space, the entrants in the space must be informed to leave the space.

D. The attendant must be familiar and know the potential hazards of the permit space and the signs, symptoms, consequences and behavioral effects of exposure.

E. The attendant must keep an accurate count of entrants.

F. The attendant must monitor both inside the confined space and outside the space and order evacuation under appropriate conditions.

G. The attendant must be familiar with proper operation of non-entry rescue equipment such as retractable tripod, winches, etc.

H. The attendant is restricted to non-entry rescues and must remain outside the confined space until relieved by another attendant.

I. The attendant must summon rescue and other emergency services as soon as the attendant determines the need for assistance.

J. The attendant must take appropriate action when unauthorized persons approach or attempt to enter permit space.

XII. Duties of Entry Supervisors:

The Entry Supervisor shall:

A. Know the hazards that may be faced during entry including the mode, signs or symptoms and consequences of exposure;

B. Verify that all tests specified in the permit have been conducted and that all procedures and equipment specified in the permit are available and in place before enforcing the permit and allowing entry to begin.

C. Review and re-evaluate entry conditions at appropriate intervals and upon transfer of responsibility to determine that acceptable entry conditions have been maintained.

D. Terminate the entry and cancel the permit when the entry operations covered by the permit have been completed or a condition not under the permit arises in or near the permit space.

E. Verify that rescue services are available and that the means for summoning them are operable;

F. Remove unauthorized individuals who enter or attempt to enter the permit space.

SECTION SEVENTEEN

SEWER BACKUP POLICY

A. The City of Canton will investigate all sewer backups immediately upon notice to determine the cause of the overflow and identify any corrective action.

B. In the event of a sewer backup the City shall immediately advise the homeowner of the following emergency procedures to take to protect his or her property and minimize any damage. Always remind the homeowner that he or she has a personal duty to protect their own property, regardless of who pays for it.

1. Notify the City of the backup (the City will notify it's insurer).
2. The homeowner shall contact their insurance agent for guidance on submitting a claim to their insurer.
3. Photographs should be taken of the backup both prior to and after removing the water and sewage.
4. All water and sewage should be immediately removed from the basement.
5. Remove all wet rugs, clothes, boxes, and other items from the basement area.
6. A professional carpet cleaning service should be called immediately to extract the water from the carpet, and then clean and deodorize the carpet.
7. If the water was high enough to involve a motor on a furnace or electrical appliance, a reputable repair service should be called in to remove the motor and have it dried. In most cases a motor can be dried without incurring any damage to the motor.
8. All concrete floors or tile floors should be washed down with fresh water, and then washed with a strong germ killing and odor killing solution.
9. All items such as sewing machines, typewriters, and etc. that have finely machined parts should be taken immediately to a repair facility so that they may be cleaned and oiled.
10. All items contained inside a wet box should be removed and dried, and the boxes thrown out.
11. All wood furniture and wood items should be thoroughly dried and wiped with an oil base wood polish.
12. All wet paper items should be removed from the basement and stored outside or disposed of depending on the value.

13. The basement area should then be properly dried through ventilation, use of floor fans, and a dehumidifier if available. Floor fans and dehumidifiers can be rented from a local rental shop.

14. Instruct the homeowner to stop at that point and contact their insurance carrier or the City's insurer concerning inspecting the remaining damage, if any, and obtaining further instructions with regard to repair or replacement. DO NOT throw anything out, except for inexpensive paper products until the insurers have had a chance to inspect them.

15. Should the homeowner refuse to cooperate with these emergency measures, the homeowner should be informed that if damage occurs as a result of their delay, that portion of their loss will not be covered. By law, the homeowner has the duty to minimize the damage regardless of the fault or who is paying for the loss.

Following notice received by the City, a log entry will be completed and notice will be forwarded to the sewer department. Upon arrival at the site, procedures will be undertaken to determine if the overflow is a result of blockage of the city main.

If the city main does not appear to be blocked then the line shall be inspected using the sewer camera with the results recorded. The homeowner shall be immediately contacted and informed that the blockage is not in the city main. The homeowner may watch the video taping process if they so desire. **Under no circumstance will the city employees attempt to clean the residential service line.** A report shall be completed of the incident with the actions taken noted and the video tape number listed.

If the city main is found to be blocked the city will take photographs of the interior in any and all effected houses prior to and after reopening the main. Appropriate methods to identify and remove the blockage shall be undertaken. A screen shall be inserted into the downstream manhole to retrieve and remove any material dislodged. The main shall then be cleaned and inspected through the use of a camera to determine that it is fully cleaned and in satisfactory condition. Repeated cleaning shall be conducted as necessary until the line is found to be fully cleaned. A report shall be completed of the incident with the actions taken noted. The cause of the blockage shall be identified (i.e. Root growth, grease buildup, foreign object) and any contributing factors listed (ie. Cracked, damaged or collapsed pipe, offset bell, intruding connection, insufficient slope or etc.). The appropriate, reasonable method to prevent reoccurrence shall also be listed (ie. Replace pipe, repair connection, etc.). In the event of a grease build up or a foreign object in the line then actions shall be taken to determine the source. The line shall be placed on a routine preventive maintenance schedule until the corrective actions can be taken to prevent reoccurrence.

All reports shall be forwarded to the City Clerk within two days for claims processing. Any additional information shall be provided, even if there has been a significant amount of time between when the claim was reported and when the new information was learned. Even if the claim has closed, we may still have subrogation possibilities.

SECTION EIGHTEEN

EMPLOYEE VIOLATION OF SAFETY REQUIREMENTS

A. Any employee found to be in violation of this section or other sections of this manual shall be subject to dismissal in accordance with Chapter 120 Personnel Regulations of the Municipal Code and under the Due Process of the City Personnel Manual.

All employees may be dismissed at any time for any of the causes listed in Chapter 120 of the Municipal City Code under the Due Process of the City Personnel Manual. The employee will be advised in writing of the reasons for the dismissal no later than two days before the effective date. A copy of the dismissal notice will be placed in the employee's personnel file.