

**RESOLUTION # 14-05**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE IMMOKALEE WATER AND SEWER DISTRICT REVISING THE SAFETY POLICY:**

**WHEREAS**, the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT (hereinafter referred to as the "Board") is empowered to construct, operate and maintain a Water and Sewer System (the "System") as described in Florida Statute Chapter 78-494, Laws of Florida, which was amended by chapters 93-366, 94-489, and 95-492, Laws of Florida, was codified, reenacted, amended, and repealed as Chapter No. 98-495, and was amended as Chapter 2005-298; and

**WHEREAS**, the Board is authorized and empowered to make rules and regulations for its own government and proceedings; and

**WHEREAS**, the Board met, reviewed, and revised the Safety Policy, during a publicly advertised meeting on April 16, 2014;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE IMMOKALEE WATER AND SEWER DISTRICT**, in public meeting assembled that the following Safety Policy be adopted and recognized as Resolution 14-05:

# SAFETY MANUAL

## IMMOKALEE WATER & SEWER DISTRICT SAFETY MANUAL

Updated

April 2014

IMMOKALEE WATER & SEWER DISTRICT SAFETY MANUAL  
GENERAL POLICY

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## STATEMENT OF POLICY

It is the policy of Immokalee Water & Sewer District that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Immokalee Water & Sewer District's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our District and its operations. It is therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees must not start work on any machine until safety procedures and requirements have been explained (and you understand them). Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to the supervisor and/or the Safety Committee Member as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

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Immokalee Water & Sewer District

## **I. Written Plan**

Every employer should have a written Injury and Illness Prevention Plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety!

### **1. Introduction to Our Program**

State and Federal laws, as well as District policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Immokalee Water & Sewer District to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling work place hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

### **2. Safety First Priority**

The personal safety and health of each employee of Immokalee Water & Sewer District is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

### **3. Individual Cooperation Necessary**

Immokalee Water & Sewer District maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but also between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

## 4. Safety Program Goals

The objective of Immokalee Water & Sewer District is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

## II. Safety Committee

### 1. Responsibilities

The Safety Committee is responsible for the development, organization, coordination, and implementation of safety programs and safety education. \*Responsibilities also include work-site inspections, hazard reduction and/or elimination, accident/injury investigation and reporting and management. \*\*There are to be five appointed members of the Safety Committee. Each member will serve a two-year term. (Initially appointed members will consist of one 1 year, one 2 year and one 3 year term, so that membership terms can be staggered.) The Director will appoint members based on technical and leadership qualities as well as supervisors recommendations. Every effort will be made to include representatives from every employee group. Two of the appointed members should be as follows: A Supervisor – (appointed by the Director), and the Human Resource Specialist.

**NOTE:** \* Should be the responsibility of the Risk Manager.

\*\* The Safety Committee must be two-thirds non-management.

The Safety Committee will advise the Immokalee Water & Sewer District as well as department heads, supervisors, and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control. They will also conduct loss prevention, including potential losses from fire, employee injury, crime and vehicle operation. They should also conduct safety audits. The committee will also recommend purchases of personal protective equipment, additional lighting apparatus, machine guarding, etc.

The committee will conduct Safety Training and education, machine guarding, new processes and/or operations, fire prevention and control, occupational health, personal protective equipment, premises security, traffic routing and other areas involving loss prevention and control.

When a safety committee member observes an employee not following the safety rules, they should document the situation and the safety rule not being observed. They should take pictures, if possible, and fill out an incident form in triplicate. The form will explain the issue, the date and time of the incident, and who the witnesses are. This form will then be turned in with the backup material to the Supervisor, the HR Department and the Employee involved. The Supervisor then has the documentation to follow up with.

Safety Resource Library Maintenance: The District has access to a safety library that contains copies of codes, standards, safety manuals and reports that regulate Immokalee Water & Sewer District's safety program.

## **2. Meetings**

Meetings will be conducted once a month in the Boardroom. The agenda will consist of the following minimum items:

- a) Call to Order
- b) Roll Call
- c) Reading of Minutes of previous meeting
- d) Old Business
  - i. Items that were not completed at previous meeting.
  - ii. Status of previous recommendations.
- e) New Business
  - i. Review accident investigations and review safety suggestions and education as to accident causes, general and specific hazards as they relate to facility operations.
  - ii. Review inspection and preventative maintenance program and driver trip reports.
  - iii. Formulate recommendations and do periodic reviews of the company's prevention program to update priorities and to bring problems to the supervisor's attention.
  - iv. Review property inspection reports for completeness and accuracy.
- f) Adjournment

Minutes and notes from the safety committee are maintained in the safety manual under this section. These minutes are kept for 1 year.

## **III. Organization**

Immokalee Water & Sewer District requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage.



All of Immokalee Water & Sewer District's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

## **1. SUPERVISORS**

The Department Head is responsible for the fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety, which becomes the responsibility of the respective department head. It is normal practice for supervisors to be delegated the authority to carry out safety programs in their departments, and the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred. Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to identify (attachment 1 is to be used in identifying hazards) and eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practices in all areas of their endeavors. Safety records shall be measured along with other phases of supervisory performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. **Attachment 2 is an Affidavit** for the employee to sign that they have read and understand the safety manual and the requirements. The principal duties of supervisors in discharging responsibilities for safety are as follows:

- a) Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
- b) Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
- c) Conduct thorough investigations of all accidents and/or near mishaps and take necessary steps to prevent reoccurrence through employee safety education, operating procedures, or modification of equipment.
- d) Provide employees with complete safety instructions regarding their duties prior to the employees actually starting to work.
- e) Conduct regular safety checks, including careful examinations of all new and relocated equipment, before it is placed in operation.
- f) Properly maintain equipment. Issue instructions for the elimination of fire and safety hazards.

- g) Continuously inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions, including improvement in equipment and working conditions.
- h) Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
- i) Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on the recommendation of the Safety Committee.
- j) Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
- k) Give full support to all safety procedures, activities, and programs.

**During an emergency, the supervisor must:**

- a) Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.
- b) Render assistance to the person in charge during an emergency, as required.
- c) Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
- d) Know the location and use of all safety equipment on his or her floor.
- e) Keep employees from reentering an evacuated area until reentry is safe.
- f) Follow Procedures in the District's Emergency Operations Manual.

## 2. Employees

Each employee, as a part of the comprehensive LOSS CONTROL MANAGEMENT PROGRAM, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks.

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Each employee's safety commitment must include, but is not limited to the following:

- a) Using the safety equipment which has been provided for use in performing daily work assignments.
- b) Wearing the prescribed uniform as required.
- c) Not operating equipment for which training or orientation has not been received.
- d) Warning co-workers of unsafe conditions or practices as they are engaged in which could lead to or cause an accident.
- e) Reporting defective equipment immediately to a supervisor.
- f) Reporting to his/her supervisor, Safety Committee Member or Immokalee Water and Sewer District Director any dangerous or unsafe conditions that exist in the workplace as well as throughout the district. This would include defective sidewalks, utility box covers, broken curbs, hanging tree limbs, loose handrails, missing or damaged traffic signs.
- g) Reporting of all injuries and accidents regardless of severity.
- h) Protection of the public from unsafe conditions resulting from District work that could present a hazard.
- i) Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.
- j) **Please follow the instructions on Attachment 2 and return to your**

supervisor within fourteen (14) days of receiving this Safety Manual.

#### **IV. EMPLOYEE SAFETY TRAINING**

##### **1. New Employee Orientation**

The safety coordinator will talk to each new employee and present the safety program. This will include a presentation dealing with the basic safety rules and regulations.

- a) The new employee is told that any work-related injury, no matter how minor, must be reported to their immediate supervisor and human resources
- b) Company Safety Policy
- c) Company Safety Rules

##### **2. Safety Training**

Supervisors are responsible for providing proper safety procedures to all employees. The following is a listing of the required training:

- a) Company Safety Policy
- b) Company Safety Rules
- c) Personal Protective Equipment- Employees will be instructed on the use of safety equipment
- d) On-the-Job Training
- e) Personal Protective Equipment as required.

##### **3. On-Going Training / Re-Training**

A safety-training calendar is created annually and followed to cover safety program and safety hazards and processes specific to Immokalee Water and Sewer District. All employees are required to participate in monthly training meetings. The Department Supervisor administers training meetings. Training may include the use of safety videos, safety meeting tip sheets or safety booklets. All employees are required to sign attendance rosters. These records are maintained in this manual.

#### **4. Training**

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his job safely and efficiently. This training shall include:

- a) Orientation to departmental and overall Immokalee Water and Sewer District rules.
- b) Procedures for reporting on-the-job injuries and accidents.
- c) Procedures for processing hospital/medical bills related to job-related injuries.
- d) Worker's Compensation claims process.
- e) Requirements of use of vehicles.
- f) Reporting of unsafe conditions.
- g) Use of hazardous chemicals in the workplace.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

#### **V. GENERAL RULES**

It is the policy of Immokalee Water & Sewer District that everything possible will be done to protect you from accidents, injuries and/or occupational diseases while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

- a) All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or

practices to the proper authority, including the supervisor on the project, and, corrective action should be taken immediately

- b) Your supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
- c) Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
- d) Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard hats, respirators, eye protection) will be worn whenever needed.
- e) All employees will participate in a safety meeting conducted by their supervisor once every thirty days. Any accidents, safety suggestions, or other concerns discussed in these meetings, should be reported to the Safety Committee in writing.
- f) Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
- g) Horseplay, scuffling and other acts which tend to have an adverse influence on safety or well being of other employees is prohibited.
- h) Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment. Ask for assistance when lifting heavy objects or moving heavy furniture and wear a back brace.
- i) No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
- j) There will be no consumption of liquor or beer on the job.
- k) Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
- l) Employees shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received specific

instructions.

- m) All injuries should be reported to your supervisor so that arrangements can be made for medical or first aid treatment.
- n) When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back
- o) Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
- p) Do not wear shoes with thin or torn soles.
- q) Straighten or remove rugs and mats that do not lie flat on the floor.
- r) Use caution signs or cones to barricade slippery areas such as freshly mopped or greasy floors.
- s) Upon discovery of wet or greasy floors, avoid if possible but if necessary to walk on them, take short steps while doing so.
- t) Use a ladder or step stool to retrieve or store items that are located above your head.
- u) Use handrails when ascending or descending stairs or ramps.

## **1. Lifting Procedures**

- a) Plan the move before lifting, removing obstructions from your chosen pathway.
- b) Inspect the load to be lifted for sharp edges, splinters and wet or greasy spots.
- c) Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease and other agents that may cause a poor grip.
- d) Test the weight of the load before lifting by pushing the load along the resting surface.

- e) If the load is too heavy or bulky, use a carrying aid such as a hand truck or get assistance from a coworker.
- f) If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- g) Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other.
- h) Face the load.
- i) Bend at the knees and keep your back straight.
- j) Get a firm grip on the object with your hands and fingers. Use handles when present.
- k) Hold objects as close to your body as possible.
- l) Perform lifting movements smoothly and gradually; do not jerk the load.
- m) If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- n) Set down objects in the same manner as you picked them up, except in reverse.
- o) Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

## **2. Lift Equipment Safety**

- a) Wear eye protection when working under vehicles to block dirt debris and parts from entering your eyes.
- b) Watch the clearance of the top of the vehicle so that the vehicle does not hit the ceiling fixtures when using a lift.
- c) Use and never by-pass the safety latches on the hydraulic lift contact pads.



### **3. Shop Machines/ Tool Maintenance**

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both District and employee-owned) used by them or another employee at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced regularly. Appropriate handles must be set on files and similar tools. Use the right tool for the job and use it correctly.

Appropriate safety glasses, face shields, etc, must be worn while using hand tools or equipment which might produce flying material or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked periodically to assure that they are in good operating condition. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

### **4. Safety Rules for Shop Machines:**

- a) Replace the guards before starting machines and after making adjustments or repairs.
- b) Do not remove, alter or bypass any safety guards or devices when operating any piece of shop machinery.
- c) Read and obey safety warnings posted on or near any drill press, lathe or other shop machinery.
- d) Do not try to stop a work-piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

## 5. Bench Grinders

- a) Do not use grinding wheels that have chips, cracks or grooves.
- b) Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
- c) Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- d) Do not try to stop the wheel with your hand, even if you are wearing gloves.

## 6. Sanders

- a) Wear gloves, an apron, a dust mask, goggles and hearing protection while using a sander.
- b) When using a disk sander, sand on the downward side of the disk.
- c) Do not eat, drink, or use tobacco products while using sanders.
- d) After leaving the sanding area, wash your hands and the exposed skin area of your arms.

## 7. Battery Handling and Storage

- a) Do not lay tools or metal parts on top of a battery.
- b) When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
  - i. Press your thighs against the fender by leaning into the vehicle.
  - ii. Grasp the battery with both of your hands when lifting it.
  - iii. Keep the battery close to your body, with your elbows close to your body.
  - iv. Turn your body using your feet, not by twisting at your waist.
  - v. Move the battery to a work bench and lower it onto the bench. Use your arms to lower it and do not bend at your waist.

## 8. Disassembly Mechanics

- a) Pneumatic Tools
  - i. Do not point a compressed air hose at bystanders or use it to clean your clothing.
  - ii. Place an "Out of Service" tag on damaged tools to prevent usage of the tool.
  - iii. Do not use tools that have handles with burrs or cracks.
  - iv. Do not use compressors if their belt guards are missing. Replace belt guards before use.
  - v. Turn the tool "Off" and let it come to a complete stop before leaving it unattended.
  - vi. Disconnect the tool from the airline before making any adjustments or repairs to the tool.

## 9. Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliances must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adaptors are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

## 10. Electrical Tools

- a) Do not use cords that have splices, exposed wires or cracked or frayed ends.
- b) Do not carry plugged in equipment or tools with your finger on the switch.
- c) Do not carry equipment or tools by the cord.
- d) Turn the tool off before plugging or unplugging it.
- e) Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- f) Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
- g) Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
- h) Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
- I) Do not use an adapter such as a cheater plug that eliminates the ground.
- j) Do not connect multiple electrical tools into a single outlet.
- k) Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- l) Do not drive over, drag, step on or place objects on a cord.
- m) The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun.
- n) All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they

could come in contact with energized parts of equipment or circuit conductors.

- o) The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors.
- p) All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served.
- q) Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.
- r) A means for disconnecting equipment must always be opened before fuses are replaced.
- s) All interior wiring systems must include provisions for grounding metal parts or electrical raceways, equipment and enclosures.
- t) All electrical raceways and enclosures must be fastened securely in place.
- u) All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures.
- v) Sufficient access and working space will be provided and maintained around all electrical equipment to permit ready and safe operations and maintenance.
- w) All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.
- x) Electrical enclosures such as switches, receptacles, and junction boxes must be provided with tight-fitting covers or plates.
- y) Disconnecting switches for electrical motors in excess of two horsepower must be capable of opening the circuit when the motor is in a stalled condition without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating).

- z) Low voltage protection must be provided in the control device of motor driven machines or equipment which could cause injury from inadvertent starting.
- aa) A motor disconnecting switch or circuit breaker must be located within sight of the motor control device. Motors: a) must be located within sight of their controller; b) must have their controller disconnecting means capable of being locked in the open position; c) or must have separate disconnecting means installed in the circuit within sight of the motor
- bb) A controller for a motor in excess of two horsepower must be rated equal to but not in excess of the motor it services.
- cc) Employees who regularly work on or around energized electrical equipment or lines will be instructed in cardio-pulmonary resuscitation (CPR) methods.
- dd) Employees will be trained on how to work on energized lines or equipment over 600 volts.

## **11. Handling Biological Hazards**

The following procedures must be followed by personnel when in medical or biological laboratories:

- a) All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment and in proper clean-up and disposal techniques.
- b) Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact in groups where resuscitation is a part of their responsibilities.
- c) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for exposure to any health hazard. Food and drink must not be stored in refrigerators, freezers or cabinets where potentially infectious material is stored or in other areas of possible contamination.

In infectious disease laboratories, the following requirements apply to utility rooms and attics serving those laboratories:

- a) Only authorized employees, participating guests, students and visitors are permitted to enter.
- b) All surplus materials and equipment must be kept out of these rooms.
- c) Drinking fountains must be maintained properly and shall be the safe source drinking water for humans.

Gloves must be made of appropriate disposable material, usual intact latex or vinyl. They must be used in the following circumstances:

- a) When the employee has cuts, abraded skin, chapped hands, dermatitis, or similar conditions.
- b) Employees must wash their hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.
- c) All personal protective equipment must be removed immediately upon leaving the work area and if this equipment is overtly contaminated, it must be placed in an appropriate area or container for storage, washing, decontamination or disposal.
- d) Contaminated laboratory clothing must not be worn in clean areas or outside the building.

When handling chemicals use the following procedures:

- a) Do not use gasoline for cleaning parts.
- b) Follow instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
- c) Use personal protective clothing or equipment such as neoprene

gloves, rubber boots, shoe covers, rubber aprons and protective eye wear when using chemicals labeled “Flammable”, “Corrosive”, “Caustic” or “Poisonous”.

- d) Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible signs of damage.
- e) Do not perform “hot work”, such as welding, metal grinding or other spark producing operations within 50 feet of containers labeled “Flammable” or “Combustible”.
- f) Do not drag containers labeled “Flammable” or “Combustible”.

## **12. Hazardous Substances Communication**

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A training program plus regular question and answer sessions on dealing with hazardous materials will be given to keep employees informed.

The program will include an explanation of what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the “Right to Know”; identification of where employees can see their employer’s written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence and specific protective measures to be used, as well as informing them of hazards of non-routine tasks and unlabeled pipes.

## **13. Compressed Gas Cylinders**

- a) Storage and Handling:
  - i. Do not handle oxygen cylinders if your gloves are greasy or oily.
  - ii. Store all cylinders in the upright position.
  - iii. Place valve protection caps on gas cylinders that are in storage or not in use.
  - iv. Do not lift cylinders by the valve protection cap.
  - v. Do not store compressed gas cylinders in areas where they can come



in contact with chemicals labeled "Corrosive."

Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

#### **14. Use of Cylinders**

- a) Do not use dented, cracked or other visually damaged cylinders.
- b) Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
- c) Do not transport cylinders without first removing regulators and replacing the valve protection caps.
- d) Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
- e) Do not store oxygen cylinders near fuel gas cylinders such as acetylene, or near combustible material such as oil or grease.
- f) Stand to the side of the regulator when opening the valve.
- g) If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

#### **15. Welding**

- a) GENERAL RULES
  - i. Obey all signs posted in the welding area.
  - ii. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
  - iii. Do not wear contact lenses when welding.

When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.

## **16. Oxy-Fuel Welding**

- a) Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
- b) Use the red hose for gas fuel and the green hose for oxygen.
- c) Do not use worn or cracked hoses.
- d) Do not use oil, grease or other lubricants on the regulator.
- e) "Blow Out" hoses before attaching the torch.
- f) Ignite torches with friction lighters only. Do not use a cigarette lighter.
- g) Bleed oxygen and fuel lines at the end of the work shift.
- h) Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
- i) Purge oxygen valves, regulators and lines before use.

## **17. Arc Welding**

- a) Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
- b) Insulated work gloves are required for all welders when using welding equipment.
- c) Do not use the welding apparatus if the power plug is cut, frayed, split or otherwise visibly damaged or modified.
- d) Do not change electrodes with your bare hands; use dry rubber gloves.

## **18. Spray Paint Operations**

- a) Spray painters must wear goggles, gloves, respirators, face shields, long sleeve shirts and long pants while painting vehicles.
- b) Obey all "No Smoking" rules and signs. Open flames are not permitted in the spray booth or any automotive paint area.

- c) Keep coating and solvent containers labeled "Flammable" tightly closed.
- d) Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
  - i. Only use red color-coded, plastic or metal containers for transferring the liquid.
  - ii. Electrically ground and bond the containers as follows:
    - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a copper pipe.
    - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
    - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
- e) Read the inclined manometer before each job and replace the filters if the reading on the manometer is in the red color coded zone.
- f) Press the pressure relief valve prior to releasing the pressure from the air hoses before disconnecting them.
- g) Do not point a spray gun at any part of your body or at anyone else.
- h) Only use brass hand tools in the spray booth.
- i) Turn off and remove all portable lamps and heaters before spraying.

## 19. Respirators

- a) Shave daily to prevent facial hair from interfering with the face seal of the respirator.
- b) Do not wear contact lenses when wearing a respirator.
- c) Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when your work is completed.
- d) Only use the respirator that has been issued to you.

## 20. Ladders and Step Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and moveable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

All portable metal ladders must be legibly marked with signs reading “CAUTION”- “Do Not Use Around Electrical Equipment.” Employees are prohibited from using ladders as guys, braces, skids, gin poles, or anything else other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Mishaps involving electricity and falls from high places result in the two most critical types of injuries involving ladders. Other hazards include: splinters, slivers, and slips that can cause sprains, strains, bruises, and abrasions.

The following safety procedures will prevent accidents and possible injury:

- a) Never stand on the top step of a stepladder.
- b) Do not stand on the top two rungs of any ladder.
- c) Do not stand on a ladder that wobbles or leans.

- d) Only one person shall be on a ladder at a time.
- e) Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
- f) Do not carry items in your hands while climbing up or down a ladder. Use a hand line to raise and lower tools and materials or suspend them suitably in a tool belt.
- g) Always face a ladder when ascending or descending and use both hands.
- h) Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
- i) When properly placed, the feet of the ladder should be about one-fourth as long as the vertical (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall). Ladders should never be placed against window sashes.
- j) When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders must not be used in lieu of straight ladders. They are not designed for this purpose.
- k) If the feet of a straight ladder are to rest on an unsecured surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats, or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
- l) Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work. If it is necessary to place a ladder near a door or where there is potential foot traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.
- m) Clean muddy or slippery shoes before beginning to climb the ladder.
- n) Keep rungs clean and free of grease, oil, and caked-on dirt.

- o) Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
- p) Periodically inspect wooden ladders. They shrink over a period of time. This may cause steps or back bar members, in a stepladder, to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
- q) Wooden ladders should not be painted because defects may be covered up. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
- r) Nonskid feet should be used on all straight and extension ladders.
- s) Metal ladders shall not be used in the vicinity of electrical circuits.

## **21. Mechanical Equipment Rooms**

Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment, etc. Such rooms must be separated from other areas of a building by fire-resistant walls and doors. To maintain the integrity of these separations, the fire doors must never be left open.

Fan rooms house ventilation equipment which often includes automatic shut down and claspers activated by interlocking with the building smoke and fire detectors. Fire dampers and other automatic shut-down provisions must not be disabled without Fire Department approval (as for temporary maintenance procedures).

Mechanical equipment rooms and fan rooms must not be used for storage of any kind and should have proper signage – “High Voltage Area/Authorized Personnel Only”.

## **22. Material Handling**

In the handling of materials, employees must know the following;

- a) There must be safe clearance for equipment through aisles and doorways.
- b) Aisle ways must be designated, permanently marked and kept clear to allow unhindered passage.
- c) Motorized vehicles and mechanized equipment will be inspected daily or prior to use.
- d) Vehicles must be shut off and brakes must be set prior to loading or

unloading.

- e) Containers of combustibles or flammables, when stacked while being moved, must be separated by tonnage sufficient to provide stability.
- f) If dock boards (bridge plates) are used when loading or unloading operations are taking place between vehicles and docks, precautions must be observed.
- g) Dock plates and loading ramps will be constructed and maintained with sufficient strength to support imposed loading.
- h) Hand trucks must be maintained in safe operating condition.
- i) Chutes must be equipped with sideboards of sufficient height to prevent the handled materials from falling off.
- j) At the delivery end of rollers or chutes, provisions must be made to break the movement of the handled materials.
- k) Pallets must be inspected before being loaded or moved.
- l) Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings or load attachments won't accidentally slip off the hoist hooks.
- m) Securing chains, ropes, chokers or clings must be adequate for the job being performed.
- n) Material Safety Data Sheets (MSDS) will be available to employees handling hazardous substances.

### **23. Electrical Lock Out Tag Out**

All power driven equipment (electric, steam, internal combustion, air, etc) and valves in pipelines containing hazardous materials (corrosives, steam, etc) must be tagged and locked out before any repairs are done on them. Specific details regarding Lockout-Tagout are available from your supervisor.

### **24. Office Safety**

- a) Use office furniture and equipment only for the purposes for which it was intended and designed.

- b) Be sure to keep fingers in the clear when closing safes, vaults, bookcases, drawers, doors, and file cabinets. Always grasp the handles or doorknobs and keep fingers away from the edge of drawers or doors. Keep doors and drawers closed when not in use.
- c) Do not reach above your head to remove heavy objects from shelves. Use only approved ladders or step stools to reach items on high shelves.
- d) Heavy material should be filed in the lower drawers of file cabinets with lighter materials in the upper drawers. However, the lower drawers should be filed first. Every precaution should be taken to see that only one drawer of a cabinet is open at a time. There may be no locking device on inexpensive or older models.
- e) Articles on desks or cabinets should not project beyond the edges of such surfaces.
- f) "Good housekeeping" throughout the office is of extreme importance. A clean and orderly office makes a safe and desirable place in which to work.
- g) Aisles should be kept clear of stumbling hazards. Electrical or telephone cords, bottles, lunch boxes, umbrellas, etc., should not be placed in the aisles.
- h) Lunch papers and other refuse should be deposited in the designated containers. No food should be left overnight in desks. Store food in sealed containers in designated areas.
- i) Every employee shall be responsible to ensure that his own desk, floor, and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around.
- j) Haste when walking between desks results in bruises, falls, slipping, or tripping. Hazards such as torn or loose floor covering should be brought to the attention of your supervisor. Be extra cautious when you come to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
- k) In areas with raised floors make sure tiles are always in place. Check chair mats for cracks, broken, or upturned corners. Never bypass or ignore obvious hazardous conditions. Correct or report them as soon as observed.
- l) Only authorized employees are permitted to operate or repair electrical



equipment or office machines and then only in accordance with safe procedures. Be sure all electrical equipment is grounded and the cord is in good shape. If a machine gives you a shock or starts smoking, **unplug** it, and report the defective device immediately to your supervisor.

- m) Machines should be placed firmly on the desk or stand provided for that purpose and not to be placed on the side leaf or allowed to project over the edge of a desk or table.
- n) Only approved paper cutting devices should be used for cutting. Keep the blades of paper-cutters closed when not in use.
- o) Don't overload electrical outlets. Only District-supplied and installed multi-plug outlets are to be used.
- p) Report burned out or flickering lights to your supervisor.
- q) Only District-supplied and installed supplemental heating and/or cooling outlets are to be used.
- r) Avoid loose clothing and jewelry which could get caught in typewriters, printers, or on corners of furniture. Avoid wearing high heels when working in an area with grates or slotted, slippery, or uneven floors.
- s) Be considerate of others, avoid excessive perfumes and fragrances.
- t) Don't eat or drink around office equipment.
- u) Keep volume low on radios so as not to disturb others.
- v) Use caution when operating electrical equipment and telephones during electrical storms.
- w) When cleaning electrical equipment such as typewriters and computers, turn the equipment off and unplug.
- x) Office tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, loose wheels, etc.

## 25. Computer Safety

- a) When using a computer in the workplace follow these general rules:
  - i. Do not work on the computer for more than two continuous hours without a break.
  - ii. Keep forearms level with the keyboard so your wrists aren't bent. Keep keyboard flat on the work surface.

## 26. Eyestrain

- a) Adjust brightness and contrast of monitor/terminal.
- b) Obtain document holders. The distance between the keys and the key board or the eyes and the paper text should be the same to avoid excessive eye movement. Paper text should be on the same level as the monitor or terminal.
- c) Adjust the angle of the monitor or terminal to eliminate glare and veiled images.
- d) Arrange the monitor or terminal so the background lighting is not greater than the screen, or control the background light with window treatments.

## 27. Seating

If you are sitting at a desk or work table for extended periods of time, the adjustment of your chair is very important in order to avoid back and arm pain. Every person requires a different setting to suit their height, build, and task. Basically, the chair should be adjusted for three different settings:

- a) Height - Knees should be slightly higher than the hips.
- b) Seat Back Depth and Height - Back should make firm contact with the lumbar (lower) part of the back.
- c) Back Tilt - Seat and Back - Be sure stops and springs are adjusted to prevent tipping over and wheels and swivels move easily.

## **28. Desks**

Work surfaces for typing or keyboard use should be between 23" and 28" depending on your height. This should allow you to type with your arms and wrists in a level straight line position with an approximately 90° bend at your elbow. Use a higher desk height for handwriting and other desk work. Move your chair close to your desk to avoid bending over at your lower back.

## **VI. SAFETY EQUIPMENT**

It is the Districts intent to provide all necessary personal protective equipment required in performing routine operations. Those items include, but are not limited to:

- Rain Gear
- Gloves
- Boots, Knee Boots, Hip Boots
- Protective Headgear
- Goggles/Eye Protection
- Visibility Vests
- Welding Clothing and Shields
- Special Application Tools
- Protective Clothing
- Hard Hats
- First Aid Kit in each vehicle
- Fire Extinguisher securely mounted in each vehicle

Mandated use of equipment shall be set at the departmental level. Departments shall document rules and regulations concerning specific issue, training and use of equipment.

Requests for equipment not immediately available should be directed to the responsible supervisor. The use of available and required personal protective equipment is the employee's responsibility and ignoring this requirement will not be tolerated.

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning lights and many other specialty items. Consult with a supervisor for information.

### **1. Seat Belts**

All employees operating a district vehicle and passengers shall utilize a seat belt while operating or riding in a District vehicle, as practicable.

## **VII. FIRES**

Burns from fires can cause very serious injury. Avoid the accumulation of flammable material and store any material of this type in approved containers at proper locations. Know the location of fire fighting equipment and the proper use of this equipment. Safety practices with respect to fire prevention require knowledge of: the ingredients necessary for a fire; fire control methods; and fire prevention practices.

### **1. Ingredients Necessary For A Fire**

The three ingredients necessary for an ordinary fire are: fuel; heat; and oxygen. Fuel can be materials as diverse as paper, wood, solvents, hydrocarbons such as oil and gasoline vapors, and gases. These flammable materials require different levels of heat in order to burn. A concentration of 15 percent oxygen in the air is generally sufficient to sustain a fire. The greater the concentration of oxygen, the brighter the blaze with more rapid combustion.

### **2. Fire Control Methods**

To extinguish a fire, one need only remove one of its three necessary ingredients. Cooling involves removing or reducing the heat or temperature. Smothering requires removing oxygen. Isolation requires the controlling or removal of a fire's source of fuel.

### **3. Fire Types**

Fires are classed as A-, B-, C-, or D- type according to what is burning.

Class A fires - general combustibles such as wood, cloth, paper, or rubbish - are usually controlled by cooling--as by use of water to cool the material.

Class B fires - flammable liquids such as gasoline, oil, grease, or paint - are usually smothered by oxygen control--as by use of foam, carbon dioxide, or a dry chemical.

Class C fires - electrical equipment - are usually smothered by oxygen control--use of carbon dioxide or dry-chemical extinguishers--nonconductors of electricity.

Class D fires - occur in combustible metals, such as magnesium, lithium, or sodium. These fires require special extinguishers and techniques.

## **VIII. FIRE PREVENTION PRACTICES**

**You can prevent fires by:**

- a) Maintaining a neat and clean work area and preventing the accumulation of rubbish.
- b) Putting oil- and paint-soaked rags in covered metal containers.
- c) Observing all "No Smoking" signs.
- d) Keeping fire doors, exits, stairs, fire lanes, and firefighting equipment clear of obstructions.
- e) Keeping all combustible materials away from furnaces or other sources of ignition.
- f) Reporting any fire hazards you see that are beyond your control, especially electrical hazards which are the source of many fires.

**Finally, here again are the things to remember:**

- g) Prevent fires by practicing good housekeeping and proper handling of flammable materials.
- h) Make sure that everyone obeys "No Smoking" signs in all areas near explosive or flammable gases.
- i) In case of fire, turn in the alarm immediately and make sure that the Fire Department is properly directed to the scene of the fire.
- j) Action during the first few seconds of ignition generally means the difference between destruction and control. Use the available portable fire-fighting equipment to control the fire until help arrives.
- k) Use the appropriate extinguisher for that fire.
- l) Learn how to operate the extinguisher.

If it is necessary to evacuate the building, do not stop to get anything--just get out!

Can you prevent fires? You can if you try, so let's see what we can do to preserve our well-being. If you guard against fires, you will be protecting your lives and your community.

## **IX. ELECTRICAL SHOCK**

Electrical shock may cause serious injury. Do not attempt to repair electrical equipment unless you know what you are doing.

## **X. Noise**

Loud noises from gas engines and gas or electrical blowers can cause permanent ear damage. Operators and maintenance men must wear the proper ear protection devices whenever working in noisy areas for any length of time.

## **XI. Traffic Hazards**

Before starting any job in a street or other traffic area, adequate warning to and protection from traffic **must** be provided.

Traffic may be warned by high-level signs and flags placed far enough ahead of the work area to adequately alert vehicular traffic, by traffic cones - fluorescent red cones are particularly effective - arranged to guide traffic around your work area, by signs or barricades to direct traffic, by a flagman to direct and control traffic, or by any combination of these. Many of our employees have been certified in MOT-Maintenance of Traffic, and they may provide you with some basic patterns on the use of cones, barricades, and other warning or traffic control devices. Traffic warning devices must be placed in such a fashion to avoid causing confusion and congestion.

An added protection, whenever possible, is to place your work vehicle between you and the oncoming traffic. This will alert traffic to your presence. The use of flashing or revolving amber lights is an excellent means of alerting traffic of your presence.

## **XII. DRIVING RULES AND REGULATIONS**

All drivers of District vehicles, and those using their personal vehicles in pursuit of District business, will comply with all applicable laws of the state as well as any additional regulations of the District. A valid operator's license of the class necessary for the particular type vehicle driven and necessary insurance for personal car use, shall be in the possession of the operator at all times.

### **1. Parking**

- a) District vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.

- b) No District vehicle is to be left unattended with ignition key left in the ignition. (Exception: Emergency Vehicles or equipment in use for emergency situations when ignition is necessary to complete the operation.)
- c) Any vehicle parked on a perceptible grade or incline must set the parking brake.
- d) All District vehicles should be locked when not in use. (Note: A vehicle is considered unattended and not in use when the operator is more than 100 feet from the vehicle.)
- e) Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation.
- f) Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem.
- g) Written authorization is required for daily personal use of District vehicle. Verbal authorization is needed for occasional personal use of a District vehicle when one is not assigned to the employee.

## **2. Equipment**

- a) Vehicle registration and insurance card shall be kept in the vehicle at all times and available in case requested by law enforcement officials.
- b) Safety belts will be worn at all times by all drivers and passengers.
- c) Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent to turn.
- d) Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times.
- e) Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate, or anything hanging out over the gate.
- f) In any case, the driver of the vehicle is responsible to see that all

necessary conditions are met on his vehicle before he operates it.

- g) If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure that the load is secure on the truck and that overhangs are properly marked in accordance with local laws.
- h) When working on roadways, the wearing of a reflective safety vest is required.

### 3. General

- a) Backing vehicles without a clear view of the area in back of the vehicle will be done only with the assistance of a guide. If a second person is in the vehicle, he will exit the vehicle and guide it back using the appropriate hand and voice signals. If the driver is alone, he will exit the vehicle and inspect the area behind before backing.
- b) Passengers are not allowed to ride in the bed of pickup trucks.
- c) Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor who will in turn advise the applicable state agency of this fact. **Failure of an employee to report a change in license status will result in disciplinary action and/or possible suspension.**
- d) Riding on running boards of trucks is strictly prohibited.
- e) Posted speed limits will be strictly adhered to. (Exception: Marked emergency vehicle, and only as allowed under Florida State Statutes Traffic Code and pursuant to departmental policies regarding such.)
- f) During periods of limited visibility or anytime windshield wipers are in use, vehicle headlights will be turned on.
- g) Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
- h) All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
- i) No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat. All riders shall utilize a seat belt.



# Ten Commandments of Safety for Supervisors

My job in management places me in a unique position of trust. For not only does the Immokalee Water & Sewer District rely on me as the direct representative of management, to apply its policies wisely and fairly; also entrusted to me is the obligation to safeguard the well-being of the people who work with and for me. No responsibility transcends this in importance. In this respect my job is akin to the “stewardship” of Biblical days. As an Immokalee Water & Sewer District supervisor, I am indeed my brother’s keeper.

On –the-job accidents represent a serious threat to the physical well-being of my staff. Their accident prevention calls for our constant vigilance. Therefore, to guide my workers safely through their daily work, I must adhere to the following precepts:

1. I am an Immokalee Water & Sewer District supervisor and thus, in a sense, have two families. Care for my people at work as I would care for my family at home. Be sure each of my employees understands and accepts his personal responsibility for safety.
2. Know the rules of safety that apply to the work I supervise. Never let it be said that one of my workers was injured because I was not aware of the precautions required on his/her job.
3. Anticipate the risks that may arise from changes in equipment or methods. Make use of the expert safety advice that is available to help me guard against such new hazards.
4. Encourage my employees to discuss with me the hazards of their work. No job should proceed where a question of safety remains unanswered. When I am receptive to the ideas of my workers, I tap a source of first-hand knowledge that will help me prevent needless loss and suffering.
5. Instruct my staff to work safely, as I would guide and counsel my family at home, with caring, persistence and patience.
6. Follow up my instructions consistently. See to it that workers make use of the all safeguards provided them. If necessary, enforce safety rules by disciplinary action and do not fail Immokalee Water & Sewer District, which has sanctioned these rules, or my co-workers, who need them.
7. Set a good example. Demonstrate safety in my own work habits and personal conduct. Do not appear as a hypocrite in the eyes of my employees.
8. Investigate and analyze every accident / incident, however slight, that befalls any of my workers. Where minor injuries go unheeded, crippling accidents may later strike.
9. Cooperate fully with those in the organization who are actively concerned with employee safety. Their dedicated purpose is to keep my staff fully able and on the job, and to cut down the heavy personnel pool of accidents.
10. Remember, “*Every Accident is Preventable*”, not only does accident / incident prevention reduce human suffering and loss; from the practical view-point, it is no more than good business. Safety, therefore, is one of my prime obligations, to the Immokalee Water & Sewer District, my fellow supervisors and my fellow man.

By leading my employees into “thinking safely” as well as working safely day by day, I will win their loyalty, support and cooperation. More than that, I will gain in personal stature.

Good employees do good work for a good leader!

**IN THE EVENT THAT YOU GET INJURED, YOU SHOULD FOLLOW THESE STEPS:**

- If it is a life threatening injury call 911.
- Notify your Supervisor immediately.
- You and your Supervisor or a Supervisor on duty must fill out an accident report and bring it to the Human Resource (HR) office.
- If for any reason the HR is not available, you or your Supervisor should call it in to (1-800-237-6617 ext. 4078).

Preferred Governmental Insurance Trust

P. O. Box 958456

Lake Mary, Florida 32795

- After you have called it in, go to:

Lee Convenient Care

4771 S. Cleveland Ave.

Ft. Myers, Florida 33907

Phone (239-343-9800)

Lee Convenient Care is open from 7:00 a.m. until 7:00 p.m. every day. In the event that your injury is after 7:00 p.m. please go to the nearest Hospital if the injury can't wait until the next day.

- Bring the status form the Doctor gives you to your Supervisor as well as the HR.
- If the Doctor gives you a prescription take it to Walgreens and give them the following information:

MATRIX (1-877-804-4900)

- Keep all your follow up appointments and referral appointments.
- Bring a status form to your Supervisor as well as the HR every time you are seen by the Doctor. (The purpose of bringing in the status form is so in the event the Doctor gives you restrictions, your Supervisor as well as the HR know about it and will comply with the Doctors orders).

- Follow through with your visits until the Doctor releases you at maximum medical improvement (MMI).

## **NOTIFICATION TO HR/ RISK MANAGEMENT**

1. Complete Required Paperwork:

- Employee's Accident / Injury Report Forms
- Supervisor's Accident / Injury Report Forms
- Witness Statement Form
- Medical Treatment Refusal Form
- IWSD Medical Center Referral Form
- Authorization for Medical Treatment Injury Form
- Medical Release Authorization Form
- Medical Work Evaluation & Fitness For Duty Form

2. Any accident and injury must be reported, no matter how slight, please complete an Employee and Supervisor Accident / Incident / Injury / Illness Report filled out in detail and submitted to the Hr / Risk Management Department within 24 hours of the incident.

3. All photos and documents are required to be submitted to the HR / Risk Management Department within 24 hours of the incident.

**NOTE:** It is important that you follow through with all these steps so that you do not lose out on any benefits you might be eligible for, as well as avoiding a reprimand.

### **Receipt and Acknowledgment** **On how to report a Worker's Compensation Injury**

I have received and read, fully understanding how to report a Worker's Compensation Injury. I also understand that if I don't follow these instructions, I will be reprimanded as well as lose out on any benefits I would be eligible for.

---

Employee's Printed Name                      Position

---

Employee's Signature                      Date

---

Supervisor's Signature

Date

**IMMOKALEE WATER & SEWER DISTRICT  
AUTHORIZATION FOR MEDICAL TREATMENT  
INJURY**

Employee Name: \_\_\_\_\_ Date of \_\_\_\_\_  
Time of Accident: \_\_\_\_\_ Accident: \_\_\_\_\_

An injured employee should be sent to the Lee Convenient Care (non-emergency, Monday – Sunday, 7 AM – 7 PM). If not during these times, go to the Hospital. We have selected (PGIT) Provider Network for treatment of work related injuries. Those employees seen for emergency treatment in the ER, will be required to be seen by Occupational Health Services under the workers' compensation managed care program prior to being referred to a specialist and for follow-up of an afterhours emergency.

**Lee Convenient Care  
4771 S. Cleveland Ave  
Ft. Myers, FL 33907  
(239) - 343-9800**

This authorization is to provide evaluation and initial treatment to the above named employee for a work related injury in accordance with Chapter 440 of the Florida Workers' Compensation Act. If the employee needs additional medical treatment or to be referred to a specialist (non emergency), then call our workers' compensation insurance carrier for medical authorization. Claims are administered by:

**Preferred Governmental Claim Solutions  
Workers' Compensation Claims  
PO Box 958456  
Lake Mary, FL 32795  
(800) 237-6617**

Please include the employee's Medical Work Evaluation Report – Fitness for Duty Work status form. If you have any questions, please call your Risk Manager:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Immokalee Water & Sewer District

MEDICAL TREATMENT REFUSAL FORM

This form has been given to you because you have refused treatment and/or transport to a medical facility. Your health and safety are our primary concern, but the Immokalee Water & Sewer District realizes that persons have the right to refuse medical treatment. At this time, should I require treatment at a later date for this injury, I will contact the appropriate authorized personnel.

It is my choice and at my own insistence, that I, \_\_\_\_\_, elect not to receive treatment and/or transportation to a medical facility for the injury I have sustained today. The potential risks associated with my refusal have been explained to me prior to my signature on this document, which includes risk of serious injury and death. I discharge and release the Immokalee Water & Sewer District from further responsibility for my well-being.

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Individual's Name: (Print)

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

Witness's Name: (Print)

Date

\_\_\_\_\_

Signature

**ATTACHMENT 1**

**Immokalee Water & Sewer District**

**AFFIDAVIT**

Date:

Any Allergies or Other Medical Problems That Will Affect Proper Treatment Should You Be Injured?:

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Employee Signature:

---

Date:

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**NOTE:** This page is to be retained in employee's personnel file.  
**ATTACHMENT 2**

**SAFETY MANUAL  
Affidavit  
Immokalee Water & Sewer District**

Department Of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

I HAVE READ AND UNDERSTAND / OR CONTENTS HAVE BEEN TRANSLATED TO ME, THE AFOREMENTIONED SAFETY RULES OF CONDUCT AND OPERATIONS.

I ALSO UNDERSTAND THAT FAILURE TO COMPLY WITH THESE RULES COULD RESULT IN DISCIPLINARY ACTION OR TERMINATION OF EMPLOYMENT

Position: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

(Please Print Full Name)

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** This page is to be retained in the employee's personnel file

## Immokalee Water and Sewer District

### Safety Committee

### Meeting Agenda

Type of Meeting: Monthly Safety Committee Meeting

Meeting Location:

- I. Call to order
- II. Roll Call
- III. Approval of Minutes
- IV. Discussion of Responsibilities
- V. Old Business:
- VI. New Business:  
Open the conversation
- VII. Schedule Next Meeting
- VIII. Adjournment



## SAFETY COMMITTEE MINUTES

**DATE:**

Roll Call: Meeting called to order at: Department Representative Present:	
Absent Representatives:	
Approval of Last Month's Minutes:  First:  Second:	

Accidents Reports / Each Department Represented:          
Old Business: Next Page

# **SAFETY COMMITTEE MINUTES**

**DATE:**

Old Business Continued:

New Business:

Schedule Next Meeting:

Adjournment:

First:

Second:

Time:



If any phase or portion of this Resolution is held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion.

This resolution shall become effective on April 16, 2014.

**PASSED AND DULY ADOPTED** by the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT, this 16th day of April 2014.

BOARD OF COMMISSIONERS  
IMMOKALEE WATER AND SEWER  
DISTRICT

BY: \_\_\_\_\_

**Fred N. Thomas, Jr.**  
Chairman

BY: \_\_\_\_\_

**Bonnie Keen**  
Secretary