



CITY OF
Siloam Springs

SAFETY

MANUAL

ALL CITY EMPLOYEES:

The purpose of this manual is to promote a safe working environment.

This manual is to be used as a personal guide to provide the necessary information to work safely. It is your responsibility to become familiar with all safety rules and how they apply to yourself and your co-workers. Regardless of the type of work we do, we need to be conscious of any and all hazards to ourselves and the people who work beside us.

If anything is not clear, please take the time to contact your Supervisor.

Your well-being is important to everyone.

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The items listed are by no means all-inclusive. You should contact your immediate Supervisor for additional information. If in doubt, don't hesitate to ask.

1. BASIC SAFETY RULES:

Employees must follow all rules of safe working practices, maintain a safe working environment, and report all unsafe conditions and practices to their Supervisor.

No employee will be assigned a task without instruction on proper procedures. If you are unsure of the proper method, advise your Supervisor before starting.

Supervisors shall ensure employees observe and comply with all rules and regulations for a safe working environment.

Supervisors may discipline employees, who don't follow safe practices, in a reasonable manner.

Work will be planned by the Supervisors and reviewed to prevent injuries.

Employees must report all injuries and accidents to their Supervisors.

Employees must comply with posted safety signs.

When working in potentially hazardous conditions, a minimum of one other person must be in the immediate area as a backup observer in case of emergency.

Wearing appropriate clothing and using protective equipment is required.

Wear other special protective items when posted signs require it or whenever indicated.

Wash thoroughly after handling a toxic, hazardous or contaminated substance, and protect from rubbing against safety clothing or safety equipment used. Always wash hands before eating or smoking.

Clean safety items as required by owner's manual or safety manual; use correct method only.

Smoking is prohibited in posted areas. Smoking is prohibited while working in manholes, wet wells, lift stations, digesters, or while fueling any type of equipment. Smoking is prohibited in City vehicles and all buildings.

Alcoholic beverages and illegal drugs are prohibited on any job site on City property.

Violators will be subject to disciplinary action. This does not apply to after working hours at location, which allows the consumption of alcoholic beverages.

No "horseplay" is allowed.

When immunization is required for health/safety reasons, the employee must be immunized unless his or her physician indicates there are medical reasons why the employee cannot be immunized, due to allergies, etc. The employee must sign a waiver signifying that immunization was offered by the City and refused by employee.

2. GOOD HOUSEKEEPING:

Employees are responsible for good housekeeping to prevent accidents, fires, and injuries.

Keep floor clean to prevent slips and falls.

Keep all areas to exits clear.

Keep all defective equipment from service.

Defective equipment must be reported and replaced or repaired.

D. Fire lanes and extinguishers, including all emergency equipment must be in cleared space.

3. EMERGENCY RESPONSE:

Evacuate employees in the area.

Control only if able to and proper equipment is available.

Call 911 for emergency assistance, or contact the Siloam Springs Police Department at 524-4118 and advise them of nature of emergency.

Contact your Supervisor and Department Head.

4. LOCKOUT AND TAGOUT:

Use written lockout and tagout procedure

manual for electrical, mechanical, pneumatic and other systems.
Completely de-energize electrical system before any repair or diagnostic work.
Lock and tag all controls before repair or diagnostic work.
Locks are differently keyed and colored; use appropriate one.
Do not re-energize system until each lock and tag is removed and personnel are cleared from work area.
Review lockout procedure written manual.

5. CONFINED SPACE ENTRY:

No one shall enter a confined space without a properly completed permit. All entry rules must be followed.
All necessary safety equipment must be present, and manufacturer's requirements must be followed, unless more stringent standards are set.
Follow the "Confined Space Entry Permit" and "Confined Space Entry Record Sheet" to the letter.
Initial testing for oxygen, LEL and hydrogen sulfide must be completed prior to starting entry procedures.
Set up blowers to clear atmosphere. Position blower two feet (2') from worker.
Make sure no electrical sources are powered in area of work or site. Follow proper lockout/tagout procedures.
A safety harness shall be worn with $\frac{3}{4}$ " safety line attached to it. Use a tripod device with safety winch when entering manhole or confined space.
At least two employees must be at site, with one entering, and the other monitoring the air and vehicle traffic requirements.
Only explosion-proof tools shall be used in confined space areas.
Review Personal Protective Equipment required at each job. Wear appropriate safety equipment as needed.
An employee may enter a confined space with less than 19.5% oxygen level only with proper respirators and trained employees using them.
Emergency rescue procedures in Chapter 3 must be reviewed and used when needed.

6. FIRST AID AND CPR:

First aid kits must be available in every motorized vehicle or employees must know of their locations and how to contact certified help to use them.
For injuries call 911 for emergency assistance, or contact the Siloam Springs Police Department at 524-4118 and advise them of nature of emergency. See section #3 emergency.
Injured person – don't move unless that person is in additional danger or you are certified to help him or her.
Injured person should be asked if he/she desires first aid. Inform them if you are certified.
Ask injured person where pain is and collect information to notify help.
Don't render medical treatment yourself, unless certified to do so.
Injured person – only administer first aid if you are certified and to restore the following: a) Restore breathing. b) Stop bleeding. Use protective equipment on bleeding person.

Check to see if he or she is wearing a medical tag around neck or wrist.
Find out where emergency personnel are taking victim and notify Supervisor.
Make out full report of everything you did, saw and heard, including time and location.

7. ELECTRICAL SAFETY:

Only employees with electrical experience will be allowed to clean, repair, fix, or test electrical equipment.

Employees with electrical experience must follow all National Electrical Codes (NEC) and City Codes while working on electrical items.

Employees must follow lockout and tagout procedures. (See item #4 this manual)

Review diagrams and schematics before working on equipment.

All electrical repairs must be handled by at least two (2) employees experienced with electricity.

Employees must use all protective equipment required to perform work.

NO EMPLOYEE WILL REMOVE A GROUNDING DEVICE. If device has the ground removed or damaged, employee must advise Supervisor.

Electrical work areas must be clean and dry.

Check all equipment and keep in good operating order. Always review setting on electrical meter for appropriate reading type. Refer to manual for additional information.

8. TOOLS AND EQUIPMENT:

Employees shall not use tools for anything other than what they are designed for.

Hand tools must be periodically cleaned and checked for defective, worn and unsafe parts.

Employees must advise Supervisor of faulty or unsafe equipment/tools.

Employees must properly store tools after each job is completed. If job is incomplete, then he or she must not leave tool in a position where it can fall off bench or create a potential unsafe environment.

Power tools must not have the three-point grounded plug or cord tampered with.

Ground fault circuits must be installed where needed or required.

Report all faulty equipment to your Supervisor.

9. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Employees must wear hard hats in all areas required by Supervisor.

Employees must comply with all safety signs.

Steel-toed boots, safety shoes or toe protectors will be worn in the field. Fabric or tennis shoes may be worn only in office areas.

Check each job to determine the safety equipment required. Use appropriate equipment for each task.

Clean and store equipment properly after each use.

Report any faulty equipment to Supervisor.

Rubber boots must be worn in areas where feet are exposed to water or sewage. Rubber gloves and clothing must be worn in areas where contact with sewage can be made.

Example: Wastewater plant and sewer line cleaning and repair.

Traffic vest shall be worn at all times when on foot in traffic areas.

Cut-offs, loose, or ragged clothing are not permitted.

When working around machinery, any hair longer than shoulder length must be pinned up, tied up or confined by a hair net.

10. FIRE PROTECTION:

Employees must review the locations of fire extinguishers in every building biannually and know how to operate them.

Supervisors must regularly check fire extinguishers to certify they are fully charged.

Employees must notify Supervisor each time a fire extinguisher is used and report any faulty units.

Emergency numbers are posted in the back of this booklet or refer to section #3.

NEVER USE WATER ON ELECTRICAL OR PETROLEUM FIRES.

Check the fire extinguisher type before use. Class A, B, C, for all fires; Class C for electrical.

Employees must know the location of fire exit doors and routes.

11. VEHICLE SAFETY OPERATION:

Employees must comply with all local and state vehicle codes.

Employee must carry valid driver's license when operating a city vehicle.

Employee must notify their Supervisor of any violations and restrictions on his or her license.

Employees may only operate the type of vehicle that they are legally licensed to operate.

Employees will be held responsible for the condition of their vehicle. Before driving, employees must check to ensure that the vehicle is operating properly. Review checklist before operating, if necessary.

Report any problems or deficiencies suspected, observed or questioned to Supervisor. All problems must be corrected before the vehicle is used.

All vehicles must have a safety first aid kit; blood clean up kit, fire extinguisher and D.O.T. approved hazard-warning kit.

Employees must wear safety belts while driving all licensed motor vehicles.

12. LADDERS:

Employees must examine ladders to determine if there are broken, loose steps, weak or missing rungs.

Employees are prohibited from standing on the top three (3) rungs.

Metal ladders are not allowed in or used around areas where contact with electrical wires is possible.

Equipment must be kept clean from grease, mud, or other materials, which could cause an accident.

When used in a trench, manhole, or other enclosed area, ladders must extend at least three and one-half feet (3.5') above the structure so a safe exit can be made.

Position ladder in a safe manner so it doesn't slip or move while climbing; two employees should work together. Use two hands when climbing, whenever possible.

If only one employee is available to use a ladder, then it must be tied or secured to a solid object prior to its use.

13. LIFTING:

Employees should not exceed their limitations and capabilities. Employees should never lift or attempt to lift any object weighing in excess of seventy-five (75) pounds.

Lift with your feet and legs, and keep the back as straight as possible. Never use back muscles to lift.

The object to be lifted should be as close as possible to body before lifting. Bend your knees so you lower your rear end as far down as possible.

When lifting, use the palm of your hands to apply pressure to ensure fingers are as tight as possible on object. Use arms to wrap around and secure object.

When making a turn, use your feet, not your shoulders or hips.

Make sure you have visibility over your load.

14. WELDING, CUTTING & METAL BURNING:

Welding or cutting must not be done without adequate ventilation.

Gloves and goggles must be worn when burning.

Gloves and a welding hood must be worn when welding. Never look at a welding arc without eye protection.

Always use adequate enclosures and shields to keep you, co-worker, or nearby work from being splattered.

Keep safety caps on bottles or cylinders when not in use or during any type of transportation.

Only designated and trained personnel may use welding or burning equipment. If you're not sure, contact your Supervisor for guidance.

No employee will carry disposable cigarette lighters or butane lighters when working with welding or cutting equipment.

Oxygen cylinders must not be handled with oily hands, gloves, or other material. Oil and grease are not permitted to come in contact with any part of welding parts. Example: valves, regulators, or fittings.

Oxygen, acetylene, and other gases must be stored by placing and securing the bottle in an upright position. Example: chain, rod bar, or similar device. The bonnet must be secured when the cylinder is not in use.

15. INJURY/ILLNESS REPORTS:

Employees must notify their Supervisor of any injury received on the job.

Employees must notify their Supervisor of any illness caused by injury or exposure to chemicals on the job.

Employees are required to report all work-related accidents, exposures, injuries or illnesses to their Supervisor or Department Head immediately.
Every work-related injury or illness must be properly documented and submitted to the Human Resources Department for processing. Such reports are necessary to comply with laws and initiate insurance and compensation benefits procedures.
Medical bills related to compensation must be forwarded to the Human Resources Department for processing.
Workers' Compensation form questions should be directed to Supervisor in the department involved.
Records of all injuries that must be filed on OSHA 300 log will be maintained in the Human Resources Department.
WORK INJURY REPORT must be completed and filed with the City Human Resources Department within 24 hours of the injury-causing incident. If employee is unavailable to complete this form, the immediate Supervisor will initiate the paper work.

16. LABORATORY SAFETY:

Employees must know the location of eye- wash stations, showers, and fire extinguishers in their work areas.
Know all information on right-to-know.
Employees must review material safety data sheets (MSDS) on every chemical they use.
Observe all safety signs.
Employees must follow all standard methods, procedures and safety requirements, for the specific assigned task.
Employees must wear a laboratory coat and other required equipment while running tests in the laboratory.
Employees must review all available chemical lists.
NO FOOD OR DRINKS ARE ALLOWED IN THE LABORATORY.
Contact lenses are prohibited in laboratory areas.

17. CHEMICAL SAFETY:

Employees must read all Material Safety Data Sheets (MSDS) on any chemicals used.
Containers, which contain an acid or alkaline material, must be stored with secured lids or caps and placed in a clear zone. Chemicals must not be stored near other chemicals where a possibility of a reaction could occur.
All flammables must be stored in a fireproof cabinet.
Employees must wear gloves and other safety equipment required by (MSDS) sheets before handling chemicals.
CHEMICAL LEAK I:
1. Handling cleanup:
Only employees with proper equipment and training should attempt to clean up chemical leaks or spills
All other employees must be evacuated from the affected area.
A back-up employee must observe the clean-up procedure when chemicals are involved.
CHEMICAL LEAK II:

1. Emergency Response Procedures:

Call Fire Department

Call Police Department

Contact Department Supervisor

Call chemical supplier

Employee should review situation and make out report to Supervisor.

Employees must never add water to an acid or caustic material. Always pour the acid or caustic material into water.

Chemical must be inspected regularly to check for leaks and proper storage. Manufacturer's recommendations must be followed.

Emergency showers and eyewash stations must be provided, as needed.

Employees must report any contact with chemicals and take immediate steps to flush eyes or skin if contact is made. Employee should seek medical attention if burns, redness, or excessive irritation exists.

Chemical waste must be disposed of by proper methods. Report to Supervisor for proper method to use.

CURRENT CHEMICALS USED ON REGULAR BASIS:

LIME: Employee must wear safety goggles, gloves and respirator. If contact to eyes, employee should flush with eyewash station for a period of at least 10-15 minutes followed by a boric acid safety solution. For burns, wash thoroughly with soap and water, and then apply vinegar to remove all lime. Immediately follow up with doctor, hospital, or clinic to determine if further treatment is required. Report to Supervisor.

18. MATERIAL SAFETY DATA SHEETS:

No employee shall use a chemical until they have read the MSDS sheet for information about the chemical's proper use.

No chemical shall be used if it doesn't have a proper identification label. All unlabeled chemicals must be reported to Supervisor

MSDS's are available to workers at the storage area or Supervisor's office.

19. SELF-CONTAINED BREATHING APPARATUS

(SCBA):

Employees must be fit tested to wear air-purifying respirators.

A physician must test employees to determine lung capacity and health before using respirators.

Respirators are required if air contaminants are: 1.) Above the IDLH. 2.) Oxygen is below 19.5%. 3.) Atmosphere is unknown for any emergency rescue work.

Employees wearing respirators must be clean-shaven. Employees with beards or sideburns can't maintain proper seal and shall be prohibited from wearing respirators. Employees must be trained to use respirators and each unit must be inspected regularly.

Manufacturer's instructions must be followed.

Respirators are not required if IDLH (Immediate Danger to Life and Health) doesn't exist.

20. EYES AND HANDS:

Employees should never wear gloves when working with gears or any machinery that could catch the cloth and pull your hand into the equipment.

Employees shall always wear safety glasses when working around or with equipment that requires their use, or is posted by a sign.

Employees shall review their equipment before use to determine the pinch point areas and make sure safety guards are installed on the equipment.

Knives shall always be stored away from other tools, with their blades facing down.

Caution shall be used while working with equipment to protect hand from trouble areas with machinery that has hot spots.

Employees shouldn't wear loose fitting clothing when working on machinery.

Employees should remove jewelry before working on machinery.

21. BLOODBORNE PATHOGENS:

In an emergency where blood or body fluids are involved, you must protect yourself with proper procedures and equipment to stay safe.

If you come into unprotected contact with either blood or a body fluid, you must inform your Supervisor immediately.

Employees working with either water or sewage shall wear personal protective equipment.

Employees should continually watch out for sharps.

Laundry can carry infectious diseases, when exposed to them. Sharps can also be present in laundry and care should be taken when handling.

Surfaces may be infected with diseases at the wastewater plant laboratory. Employees shall not drink, eat, or smoke in that area.

Always wash hands after wearing gloves. Hygiene is important at all times.

Emergency clean-up kits should be in every vehicle for employee use. Employees should review the procedures of the kits that they have to use.

Good housekeeping should always be followed to minimize contact with sharps.

22. EMERGENCY NUMBERS:

EMERGENCY - 911

POLICE 524-4118

FIRE 524-3103

HOSPITAL 524-4141

CHEMICAL 1-800-272-6477

AMBULANCE 911

23. EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF

THE CITY OF SILOAM SPRINGS
SAFETY MANUAL

I hereby acknowledge that I have received and read the City of Siloam Springs Safety Manual and have been given the opportunity to have any questions or concerns I may have regarding it's contents addressed. I further state that I will comply with the City of Siloam Springs Safety Policies and Procedures.

Date

Employee's Signature

Employee's Name (Printed or Typed)