Russellville
ARKANSAS

City of Russellville

Safety and Health Policy

Revised March 2014

CITY OF RUSSELLVILLE
SAFETY AND HEALTH POLICY
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Safety & Health Policy

Employee safety is a primary consideration in the operation of the City's business. The City of Russellville intends to provide safe working conditions for its employees. Every attempt will be made to reduce the possibility of accidents and to protect our employees, the public, and the City from physical and financial injury.

Employees must understand their personal responsibility for the prevention of injuries on and off the job and become familiar with the City's procedures and policies. Management will continue to be guided and motivated by the City's safe workplace policy and will actively pursue methods to ensure safe working conditions throughout the City.

Yours for a better Russellville,

Bill Eaton
Mayor

CITY OF RUSSELLVILLE

SAFETY & HEALTH MANUAL

Russellville Safety Program

The safety program contained herein has been prepared to assist employees in the safe and efficient performance of their duties. Maintaining a safe place to work is of utmost importance to the City of Russellville. We firmly believe that strict adherence to the procedures of this safety program will hold work-related accidents/injuries to a minimum.

It is the duty of all employees to plan and carry out their job assignments in the safest manner possible. The practice of effective accident prevention is mandatory and a responsibility to be shared by each and every employee.

Since it is not possible to cover every situation that might be encountered in the many operations of municipal government, Department Heads and supervisors will be responsible for tailoring these guidelines to meet the requirements of their particular operation.

The City's Safety Program will go beyond this text. Employees may be required or encouraged to attend training courses addressing issues relating to their personal safety as well as the safety of co-workers and citizens. These courses will focus on job-related injury and prevention. Courses may be specified to fit each department's needs; for example, office employees will not receive the same block of instruction as those employees in the Street Department.

Safety and Hazard Committee

The Human Resource Coordinator is the primary person responsible for ensuring the City's Safety Committee meets on a regular basis, understands its responsibilities, and properly assumes the responsibilities set forth herein related to enforcing the City's Safety Program.

The basic functions of a safety committee are to create and maintain an active interest in safety to reduce accidents. The safety committee will discuss the current safety concerns and ways of prevention.

The Safety and Hazard Committee shall consist of the Human Resource Coordinator and a representative from each City department, designated by the Department Head. Department Heads are also encouraged to actively participate in the Safety and Hazard Committee. All committee members will work towards providing the committee with differing perspectives and ideas concerning safety and health matters. Any Department Head who designates a representative to serve on the committee shall give that person the

authority to carry out the recommendations of the committee within that department, subject to Mayoral approval (if necessary), and the constraints of budget and City policy.

The City Council may designate one of its members to serve as liaison to the Safety and Hazard Committee.

The committee members may designate one of its members as the Chairman of the Committee. The Chairman shall designate a Recording Secretary.

The Committee will conduct regularly scheduled monthly or bi-monthly meetings. Meetings may be postponed or rescheduled upon good cause.

The Committee's basic functions are to create and maintain an active interest in safety and to reduce accidents. They will discuss the current safety concerns and seek solutions or ways of prevention. All of these activities will be supervised and monitored by the Chairman of the Committee and the Human Resource Coordinator.

The Committee shall:

1. Promote activities and provide a positive program to maintain employee interest in safety.
2. Recommend, coordinate and/or plan safety programs to increase the awareness of safety issues among employees at all levels.
3. Encourage each Department Head to schedule, conduct, and supervise inspections of City property and facilities to determine if there are safety concerns and to recommend actions to correct the problems.
4. Assist departments in integrating safety into the everyday activities of the department if requested.
5. Supervise adequate record keeping of accidents, injuries, and illnesses resulting from on-the-job situations.
6. If requested by a Department Head, coordinate investigation of accidents involving City employees, equipment, and third-party incidents.
7. Review and revise the City's Safety and Health Program during the first month of each calendar year. The review will determine if all areas of exposure are appropriately addressed in the Program. Any new hazards identified during the review will be included in the Program, and training will be implemented as needed. The reviews will be documented showing the date of review and any areas of exposure identified. The Human Resource Coordinator will maintain documentation.

Responsibility

Department Heads are responsible for accident prevention within their respective departments. The authority may be delegated to supervisors through management directives and the safety program. Each department shall establish safety performance goals and maintain accurate performance and accident records. Department Heads are

responsible for ensuring the Safety Committee receives copies of all accident and investigation reports.

Supervisors are charged with the responsibility of preventing accidents and maintaining safe working conditions. They must cooperate and work with the Department Head regarding safe operation of mechanical equipment. Supervisors must be familiar with the safe methods and procedures required for the work to be performed under their supervision. They must set an example for other employees by practicing proper safety procedures at all times. Supervisors will be responsible for furnishing a detailed explanation of applicable safety and hazardous materials procedures to new employees (other than that information that is provided during the Human Resource Department orientation) and for ensuring that these procedures are understood and carried out. They are also responsible for general housekeeping in and around their respective work areas and for completing periodic inspection reports. Each accident shall also be investigated and analyzed by the appropriate supervisor. He/she shall make a written report of each accident and shall submit a copy to his/her Department Head.

Employees must abide by adopted safety procedures at all times. Those who do not will be subject to appropriate disciplinary action. Prescribed wearing apparel and safety equipment shall be worn while on the job. Employees are expected to observe general housekeeping rules and to assist in maintaining their respective work areas in a clean and sanitary condition. Employees must immediately report ALL accidents (including minor incidents and "near misses") to their supervisor. Each employee is expected to comply with and support the provisions of the safety program.

When any supervisor knowingly allows any employee to violate the rules and such violation leads to an accident, then that supervisor is considered equally responsible for the accident.

Accident/Injury Analysis Review

The Human Resource Coordinator will review all accident investigation reports, hazard reports, incident reports, and inspection reports on a quarterly basis or as needed, to determine any trends in accidents or hazards that may be developing. The Human Resource Coordinator shall report any findings to the Safety and Hazard Committee on an annual basis or more often if the Coordinator deems necessary.

The Human Resource Coordinator will recommend corrective action necessary to prevent recurrence of similar accidents or hazards. The Human Resource Coordinator is responsible for implementing corrective actions and for tracking the status of corrective actions and reporting such to the Safety and Hazard Committee.

Documentation of these reviews will be retained by the Human Resource Department for a minimum of two years.

Safety Program Record Keeping

The Human Resource Department is responsible for maintaining all documentation of training, accident reports, OHSA Logs, hazard reports, accident investigation records, safety meeting records, incident reports and any other documentation incidental to the implementation of the program.

Blank forms and reports concerning all safety-related training and documentation will be available in the Human Resource Department.

An injury log is maintained in the Human Resource Department and accidents will be recorded within 24 hours of being reported. Inspection records are maintained by the Human Resource Department. Although the City is not required by law to retain this information, it is in the best interest of the City to have such information available to managers and employees. Best efforts to maintain accurate information will be made by the Human Resource Department to track this information. Injury records will be kept for a minimum of five (5) calendar years.

Health and Safety Education and Training

Department Heads in cooperation with the Human Resource Coordinator are responsible for identifying the education and training needs of the City on an annual basis.

Employees will attend safety meetings/training coordinated by the designated department representative with the assistance of the Human Resource Coordinator if required on a quarterly basis or more often if the Department Head deems necessary. Safety training topics are determined by the Department Head. Suggested topics include:

- HAZCOM an MSDS (for employees exposed to hazardous chemicals)
- Safety Equipment
- Housekeeping
- First Aid
- Equipment Guarding
- Personal Protective Equipment
- Fire Extinguishers
- Equipment Training
- Defensive Driving

Refresher training on safety and hazard topics will be provided as needed, and meetings and training will be documented and records maintained by the Human Resource Department for any period prescribed by law or directive. Documentation will include date(s) of training, identity of trainer, topics covered, and an attendance roster with employee signatures. The Human Resource Department will also enter this information into each employee's training record.

Supervisors are responsible for ensuring that specialized training (such as HAZCOM and Forklift) is provided and documented before employees are required to perform tasks that could potentially expose them to health and safety concerns.

New employee orientation will include all of the above-mentioned topics. New employees will receive HAZCOM training before being allowed to work with potentially hazardous chemicals and will be provided with a copy of the Hazard Communication Program in place for their respective department.

Accident Investigation

An accident may be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents may involve bodily injury. Accidents usually arise from a combination of unsafe acts and unsafe conditions.

The purpose of an accident investigation is to determine what basic condition(s) or act(s) caused the accident so corrective measures can be taken to prevent reoccurrence. Accidents should be investigated as soon as possible and at least within the first 24 hours. The sooner information is gathered, the more accurate the investigation's findings.

Accident Investigation Procedures:

1. Investigations are required on all accidents, including "near misses" not producing injuries. "Near misses" will be documented on an accident report and forwarded to the Department Head and Human Resource Coordinator for review. "Near misses" are reviewed to determine if a recurring hazard exists; therefore, they must be thoroughly investigated and reported. Accidents that do not produce injury have probably produced other job hindrances such as delays, damaged material, damaged equipment, etc.
2. The Department Head or supervisor is required to notify the Human Resource Coordinator within 24 hours of an accident to allow sufficient time to prepare for and conduct an investigation, if the Department Head requests assistance. Investigations will be conducted as soon as possible, but not later than 24 hours after the accident.
3. Accident reports will be forwarded to the Human Resource Coordinator and Department Head for review. The Human Resource Coordinator and Safety Committee Chairman will review all accident reports to determine if trends are developing or are apparent.
4. After an accident has occurred, it is imperative that the accident scene remains untouched. Cleaning up an accident scene before a supervisor has made a record of the scene may result in destroying evidence that may be helpful in determining the cause of the accident. The supervisor should take a picture of the accident scene. If a camera is not available, the supervisor should draw a sketch of the accident scene. The supervisor shall attach pictures or drawings to the accident report. Based on the information obtained, the supervisor must then formulate an

opinion as to the cause of the accident and immediately take correct measures to prevent recurrence of a similar accident.

At a minimum, the following guidelines must be followed when investigating an accident:

(a) Physical causes that may have contributed to the accident are to be reviewed; i.e., poor housekeeping conditions, wearing of improper apparel, defective equipment, unsafe working area, etc.
(b) Personal causes that may have contributed to the accident are to be reviewed; i.e., unsafe action by the injured employee, unsafe action by someone else that contributed to the accident, violation of rules or instructions, etc.
(c) A determination is to be made as to why an unsafe condition existed or why an employee engaged in an unsafe act. (Was it because of a disability, or did he/she misunderstand the instructions given? Was it because he/she had not received sufficient instructions and lacked experience, or did he/she have the wrong attitude and consider the instructions unimportant?)

5. The steps for a thorough and effective investigation include, but are not limited to the following:
   (a) Interview of employee(s) involved, if possible, to evaluate the situation and potential liability.
   (b) Ask any employees involved with the accident to provide a step-by-step sequence of events concerning the accident.
   (c) Locate, interview and obtain statements from any witnesses.
   (d) Gather facts about the investigation (Who, what, when, where, why?)
   (e) Evaluate any evidence found at the scene and reconstruct events.
   (f) Take pictures or draw diagrams of the accident scene. Do not rely on memory.
   (g) Do not disturb the accident scene until you are satisfied with the investigation.
   (h) Before leaving the scene, warn, protect and/or repair any exposure areas to prevent another accident from occurring.
   (i) Prepare a written, detailed report within 24 hours.
   (j) Follow-up on recommendations to ensure the corrective action has been implemented.
   (k) Double check on corrective action to ensure it is effective.
6. Once the investigation is completed, it must be provided to a review committee. The review committee will consist of the following: immediate supervisor of the employee(s) involved, the Department Head, the Human Resource Coordinator, and the Safety Committee Chairman.
7. Each person in the review process is responsible for ensuring thorough investigations and effective corrective action.
8. Written accident investigation reports will be filed in a log in the Human Resource Department where it is available for review upon request. The accident investigation process will be documented and retained by the Human Resource Department for a period set forth by law or directive.

Disciplinary Action

For employees who violate safety rules, the City of Russellville will enforce the following disciplinary system. This system will apply to all employees with the exception of Police Officers and Firefighters. Police Officers and Firefighters have their own process through the Civil Service Commission Rules and Regulations.

Deviation from safety regulations will be considered as "misconduct." It is imperative that all employees and supervisors follow safety rules. If an employee's misconduct as being seriously negligent, the City of Russellville may bypass this disciplinary system, and suspend or terminate an employee immediately.

1st Offense: Employee Counseling (documentation placed in file).
2nd Offense: Written Warning.
3rd Offense: Written Warning or Suspension.
4th Offense: Suspension or Termination.
5th Offense: Termination.

SAFETY INFORMATION FOR CITY EMPLOYEES

Main Causes of Accidents

1. **Improper Tools or Equipment**. Employees are responsible to know and use the proper tools for the job being done.

2. **Method Not Suitable**. A safe workman knows the correct method of performing a job. If an employee is in doubt as to how to do a job, the supervisor shall be consulted.

3. **Protective Equipment Not Used**. Every employee must use all safeguards and protective equipment as required.

4. **Rules and Instructions Not Observed**. Rules and procedures are essential for smooth and effective operations. Suggestions are always welcome but before deviating from the established rules, an employee shall consult the supervisor.

5. **Lack of Proper Instructions and Maintenance**. Machinery, tools and operating equipment shall be inspected before and during use. Necessary repairs shall be reported to the supervisor immediately.

6. **Negligence**. Employees shall think about others around them and not allow carelessness or neglect to endanger co-workers. Inattention, even for only a moment, can result in serious injury.

7. **Inattention**. Employees shall keep their minds actively on the job. Daydreaming, worry, and horseplay have no place on the job.

8. **Mental and Physical Condition**. Employees shall think of others and not allow carelessness or neglect to endanger co-workers.

9. **Housekeeping**. A large percentage of reportable hazards can be classified as "poor housekeeping." Clean equipment and clean work areas promote safe working conditions.

10. **Lack of Communication**. Poor communication often causes accidents. Employees shall communicate effectively with every employee connected with the job to prevent accidents. Employees must know (not guess) what the other person is going to do. A wrong guess can result in injury to the employee as well as the other person.

11. **Medication**. It is the employee's responsibility to apprise the supervisor if medication, that might affect the safety of the operation or co-workers, is being used. A physician's certification might be required, so contact your supervisor or

the Human Resources Coordinator if you are concerned or have reason to know your medication will affect your ability to perform your job functions safely.

12. **Attire**. Employees shall maintain uniforms in good state of repair and wear them properly. Shirts shall be buttoned and tucked in, especially around moving machinery.

13. **When Using Hand Tools**. Take good care of your tools. Many injuries result from the use of defective or unsafe tools or improper use of tools.

    Keep cutting edges sharp. A sharp tool makes the work easier, faster, and safer than a dull one. Learn how to sharpen tools properly, or where to have it done. Inspect tools regularly to note damage such as mushroomed striking heads, loose or cracked handles, and bent or sprung jaws. Repair or turn in all damaged tools before they injure you or someone else.

    Tools not in use should be put away properly, on racks, or in suitable tool boxes. If it is necessary to carry tools with you, use a holster or sheath to protect the cutting edges and pointed ends to avoid injury to yourself or others.

    Use the right tool for the job. Using a wrench instead of a hammer, a screwdriver instead of a chisel, a file instead of a punch, can result in damaged tools and injuries.

14. **When Using Portable Electric Tools**. Never use portable electric equipment unless you know it is in good condition. Questionable items should be inspected and tested by qualified maintenance personnel. Always report defective parts on any piece of equipment.

    Portable electric tools should always be grounded, either at the frame or by use of a three-wire conductor and plug.

    In wet locations, wear rubber boots and gloves or stand on good insulating mat or platform. Use only low voltage equipment in such locations if possible.

    Never use or attempt to repair power equipment with which you are not familiar.

    Electrical cords should be protected from damage by oil and should not be left in aisles where they may be run over by trucks, equipment, or cause a tripping hazard.

First Aid and Health

First aid is the immediate and temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained.

Some good practices to follow are:

1. If you are injured, no matter how slight the injury, report it and get first aid at once.
2. If you become ill when at work, do not continue on the job, but report to your supervisor. He/she will see that you get the proper medical aid.
3. Do your part to keep washrooms and toilets clean and sanitary.
4. Keep first aid supplies in a sanitary and usable condition.
5. First aid kits are required for all work crews.
6. An adequate supply of drinking water shall be provided.

Operation of City Vehicles

The operation of a City-owned vehicle is a privilege that should not be abused at any time.

Suggested Guidelines for Establishing Motor Vehicle Record Checks and Driver Certifications:

1. All City vehicles shall have an operational and safety inspection by their assigned operators or other assigned inspector (daily "walk around" inspections). Vehicles should be taken to the City garage on at least an annual basis for an operational inspection.
2. All vehicles having any condition that would interfere with its safe operation shall be immediately removed from service and necessary repairs made to bring the vehicle into a safe operating condition before any future operation of the vehicle.
3. There shall be an effective "preventative maintenance" for all City vehicles to keep them in a safe operating condition. The preventative maintenance shall include the necessary forms and reports to continually evaluate the operational and safety conditions of the vehicle. Contact the City garage for details.
4. All drivers shall have a valid Arkansas driver's license.
5. The City of Russellville shall determine the validity of each driver's license upon hire. Employees shall be obligated to immediately give written notification to his/her Department Head of the revocation of the individual license or of any moving motor vehicle violations received. Drivers who violate this obligation will be subject to disciplinary action that could result in suspension or termination. Once reported, the Department Head and Human Resource Coordinator shall evaluate each driver's driving record and determine if any infractions on that record should be cause for removing the privilege of driving City vehicles.

Safe Driving Practices for City Drivers

1. All drivers of City vehicles shall observe all Arkansas Department of Motor Vehicle laws and regulations, especially as they apply to the operation of emergency vehicles.

2. The City of Russellville shall establish an effective enforcement program to ensure that all applicable laws and regulations are complied with, and that appropriate and effective disciplinary measures are taken to assure the success of the program.
    a. Develop safe driving habits and attitudes.
    b. Maintain physical and mental alertness.
    c. Your vehicle, especially the brakes, lights, steering, tires, horn, and wipers must be kept in operating condition.
    d. Operators of City vehicles should perform the following checks before initially starting your vehicle. This procedure should be performed once a day.
        i. Check all lights, including tail lights and turn signals.
        ii. Check the horn, siren and emergency lights.
        iii. Check gas, oil and water.
        iv. Check brakes.
        v. Check tires for inflation.
        vi. Clean the windshield, windows and mirrors.
        vii. Replace windshield wipers that are worn.
        viii. Check condition of spare tire.
        ix. Check emergency equipment: first aid kit, fire extinguisher, etc.
    e. Expect the unexpected.
    f. Know your stopping distance.

Skid Controls

Skidding is one of the hazards of pursuit driving and plays a significant role in accident rates. The experienced driver can reduce the seriousness of the skid.

Remember that the chances of a car rolling over on a flat, smooth surface are low regardless of the type of maneuver attempted. Spin-out tests conducted at high speeds show that an automobile remains fairly level on the roadway during such maneuvers. It is very different, however, if the vehicle strikes a solid object or loose surface materials.

Basic Skid Rules

1. Use the brakes only when steering control is re-established.
2. Take your foot off the gas, do not use power.
3. Steer in the direction of the skid until you are under control, then counter-steer to compensate for the skid.

Vehicle Operations Regulations

1. When an employee is backing up a vehicle and does not have a clear view of the entire rear area, he/she will be assisted by a ground guide. The ground guide is the second person in the vehicle. He/she will get out and guide the vehicle back

using the appropriate hand and voice signal. If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing up.
2. Riding on the sides, toolboxes, tailgates or roof of any truck is prohibited. Further, standing in the back of the truck is not permitted. Riders will sit down in the carrying area.
3. Riding on running boards of trucks is prohibited.
4. Except in authorized emergencies, employees shall adhere to posted speed limits.
5. Drivers will direct their full attention to driving. Necessary inspections of streets, trees, signs, etc. will be made by a second person other than the driver.
6. During periods of limited visibility or any time windshield wipers are in use, the headlights will be turned on.
7. Trailers are to be fastened securely to hitches. Safety pins in pintail locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
8. All items that might be transported either in a truck or trailer, which may move around during transport will be secured.
9. No more than three (3) people will ride in the front seat of any vehicle. Where only two single seats exist, only one rider per seat.
10. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire condition, or any other condition that might create an unsafe situation.
11. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that the appropriate action is taken to correct the problem.

No employee will be directed to operate a vehicle for which he/she does not have the appropriate classification of driver's license to operate. To do otherwise is a violation of state law and would be the total responsibility of that employee if found to be in violation of licensing limits. In addition, employees will be adequately trained to operate, including safety procedures, tire and wheel changing procedures, and vehicle maintenance requirements that pertain to the operation of a particular vehicle.

All drivers of City-owned vehicles and those using their personal vehicles while performing City business shall comply with all applicable laws of the State of Arkansas as well as the following regulations.

Parking

1. City vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. While a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. City vehicles should not be left unattended with ignition key left in the ignition.
3. When possible, vehicles will be locked when not occupied.

Equipment

1. Operators and passengers will wear their seat belts at all times.
2. Doors may not be removed from vehicles or tied open.
3. Turn signals will be used by drivers at all times in ample time to warn oncoming or following vehicles of intent to turn.
4. Drivers will insure that windows, headlights, taillights, and wipers are clean and operational at all times.
5. Tailgates will be up and locked when vehicles are in motion. If a vehicle's function requires the tailgate to remain in the open position, a red flag will be attached to the outward corners of the gate.
6. The driver of the vehicle is responsible to see that all necessary conditions are met on his vehicle before he operates it.
7. 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 according to state law.
8. All loads must be properly secured in the bed of the transport vehicle to prevent the load from shifting forward through the rear window.
9. Do not stow gear (hard hats, etc.) on the rear deck of vehicles. These objects become deadly projectiles in a sudden stop situation.

Special Equipment

1. Employees who operate vehicles with special equipment such as tractors, hi-lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work, will receive special training prior to use. This special training will include the following:
    a. Explanation and demonstration of all control devices;
    b. Explanation and demonstration of all safety equipment;
    c. Maintenance items such as fuel, oil, water, or other minimum operating needs of the unit;
    d. Demonstration of operation; and
    e. Instruction in driving to and from, or on and off trailer, parking procedures, and method for securing.
2. Passengers will ride only in seats designated for passengers on special equipment; exceptions may be given to individuals who are participating in the training process.
3. Operators will always view the area around the vehicle and have a person guiding them when backing up a vehicle.
4. Construction-type equipment will not travel at excessive speeds. The equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles.

Safety Equipment and Apparel

The City of Russellville will provide a limited amount of safety equipment. Only PPE needed to perform routine operations shall be issued to the appropriate departments. The designation and use of PPE for all jobs that have an inherent injury potential shall be issued to employees.

Safety equipment includes, but is not limited to:

Work Boots to protect the feet against possible injury from articles that can be dropped, from vehicle wheels, machinery and nail punctures. Employees working in hazardous areas shall NOT wear sneakers, loafers, or sandals. Not all City employees will be required to wear work boots. Employees who are required to wear work boots are as follows:

1. Employees who operate mowing equipment; and
2. Employees who are exposed to heavy construction equipment such as road work; recreation maintenance in City parks, and employees who operate heavy mechanical equipment.

Rain Gear to be worn in inclement weather.

Gloves to be worn in inclement weather and to protect hands from cuts, needle sticks, etc., on a regular basis.

Protective Headgear to protect the head against falling objects, head bumping situations, or electrical conductors.

Goggles, Face Shield or Safety Glasses to guard against airborne debris, dust, flying particles, chips, chemicals, compressed air, paint spray, weed control, heat or injurious rays.

Hearing Protection to guard against prolonged exposure to noise exceeding sound tolerance levels, as defined by law.

Respiratory Protection to filter or otherwise prevent toxic substances from entering the respiratory system during pesticide and paint straying, sand or abrasive blasting, concrete cutting or drilling, chemical dusting, and welding of certain metals.

Protective Clothing such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, and hot melted materials.

Each individual will be responsible for maintaining the safety equipment issued by the City. Each employee will sign for personal safety equipment. If an employee loses or damages the equipment issued to them (if damage is not due to age, and normal wear and tear), they will have to replace the equipment at their own expense.

Special Application Tools

Request for equipment not immediately available should be directed to the supervisor.

It is the employee's responsibility to use the provided Personal Protective Equipment (PPE); failure to do so may subject the employee to disciplinary action. If an injury results from an employee who refuses to wear or negligently wears his/her safety equipment, the employee may be found liable for the injury and he/she may have to pay damages.

Specification of Personal Protective Equipment

Department Heads or Supervisors will specify the use of protective equipment for all jobs that have an inherent injury potential. Department Heads or Supervisors will coordinate detailed specifications for the design, purchase and use of all equipment. The Safety Committee will be available to assist if necessary.

Underground Digging

Underground digging can lead to serious problems. Underground utility lines can be ruptured or destroyed; therefore, employees who engage in this activity should take certain precautions. If a City is assigned a job task that involves digging, the employee's supervisor will contact **Arkansas One Call** at **811** two (2) working days before performing digging operations.

The supervisor shall provide Arkansas-One-Call with the direct location for the proposed digging. In return, Arkansas-One-Call will determine if the area is safe. In many cases, Arkansas-One-Call will send a representative from its organization to examine the area. It should be emphasized over and over again – **NO CITY ENMPLOYEE SHALL ENGAGE IN UNDERGROUND DIGGING WITHOUT THE CONSENT OF ARKANSAS-ONE-CALL.**

Underground utilities are usually marked or color coded. Following are the APWA Color Codes:

Electric Power Lines – Red
Gas, Oil or Steam – Yellow
Communication Lines, Cables, or Conduit – Orange
Potable Water – Blue
Reclaimed Water, Irrigation, and Slurry Lines – Purple
Sewers and Drain Lines – Green
Temporary Survey Markings – Pink
Proposed Excavation – White

Road Repair and Maintenance Safety

The best solution to controlling traffic when repairing roads is to redirect the traffic to another road. If this is not possible, advance warning to motorists, proper barricades, flagmen, and other traffic controls must be used.

General safety precautions for road maintenance:

1. When street work is to be performed, preparations should be made for traffic and pedestrian safety before work actually begins.

2. If traffic is affected by the operation, proper signs will be used to warn in advance of work area (construction ahead) and traffic control signs in and around the work area will be properly placed and maintained through the period when the work or traffic obstructions exist.

3. Flashing signs will be kept on vehicles during the entire operation of sign placement.

4. Signs will be in accordance with Arkansas Department of Labor regulations and City policy.

5. Where barricades and signs are used overnight, supervisors will examine work area for proper placement at the end of the workday before leaving the site.

6. Nighttime work requires a steady or flashing yellow light system for alerting traffic to roadwork.

7. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of the roadway, a flagman with protective vest will be used.

8. All workers in or near the roadway will wear reflective vests while at the work-site.

9. Road maintenance workers must ride in seats and their safety belts must be fastened. If crewmen ride in truck beds, they must be seated within the truck bed. No standing in the truck bed will be allowed.

10. Riders are forbidden on the outside of the truck, under all circumstances. Do not use or put temporary seats in the back of open trucks.

11. All gear stored in vehicles must be fastened in place on racks or in storage compartments. Because loose gear can fly around and become a hazard in a quick stop, special barriers should be in place in trucks that need them.

12. Life jackets shall be worn by personnel working near or over water.

13. First aid kits should be provided for each work crew.

14. When streets are significantly obstructed or closed for any period of time, the Police and Fire Departments will be notified of the situation and be given an estimate of the duration of the closure.

15. Department employees should report hazards caused by work or equipment on streets or roads by outside contractors to their supervisors.

16. To minimize hazards from passing traffic, road crews should park legally, as far out of the traffic lanes as possible, and preferably off the shoulder of the road.

Office Safety

1. Use handrails when ascending and descending stairs (when applicable).

2. Do not stand on chairs, boxes, etc., or reach for supplies. Use a stepladder.

3. Maintain passageways, keeping them clear of obstructions.

4. Do not open more than one file cabinet drawer at a time.

5. Always close file cabinet drawers when you leave the cabinet.

6. Make sure that fingers are on the handle of the paper cutter before pressing down on the blade. Keep the blade in a closed position when not in use.

7. Keep fingers away from the ejecting slot when loading or testing stapling tools.

8. Do not leave open scissors lying on top of a desk or in desk drawers. Always close scissors when you are through using them.

9. Smoking is prohibited in all City buildings.

Temperature Extremes

Severe sunburn and illnesses caused by exposure to weather are among the most unnecessary of occupational hazards. Still, these minor problems may cause considerable trouble. Employees should use sunburn prevention lotions and should minimize their exposure by wearing shirts and hats. The City of Russellville is not responsible for supplying sunscreen lotion. Drinking water should be supplied for all workers exposed to heat extremes; however, taking steps to ensure against dehydration, such as increasing fluid intake, is ultimately the employee's responsibility.

Cold weather requires layered clothing, sweaters, or windbreakers, preferably water repellent. Protect your face; wear a muffler or mask over mouth to protect lungs from cold air. Wear gloves or mittens on hands.

Rapid cooling of exposed skin increases susceptibility to frost-bite, which causes loss of feeling and white or pale appearance in fingers, toes, tip of nose, and earlobes. Get medical attention immediately.

Hypothermia occurs when the body begins to lose heat faster than it can produce it. Symptoms are uncontrolled shivering, slurred speech, memory lapses, fumbling hands, stumbling, drowsiness, and exhaustion.

If any of these symptoms occur, get the person into dry clothing. Wrap in a blanket, give warm drinks, and get medical help.

Poison Ivy, Oak and Sumac

Every year a certain number of public employees come into contact with poison ivy, poison oak or poison sumac. To help prevent the allergic or sensitive reactions to these plants, workers must first identify them.

Poison ivy first appears in the spring as small red leaflets, which rapidly become bright green. Each leaf consists of three leaflets that are two to four inches long, irregular and notched along their margins. The old saying, "leaflets three, let it be" is a reminder to beware of poison ivy. In the early summer, small clusters of greenish-white flowers form where the leaf and stem join. Each flower develops into a white or cream colored berry about the size of a raisin. The berries are especially helpful in identifying poison ivy during the winter.

Poison ivy is a woody perennial that may grow as a low shrub or a tall climbing vine. It climbs by means of aerial roots, which become attached to such supports as posts, tree trunks or rock fences. Vines several years old are usually woody and one inch or more in diameter.

Seeds, often carried to un-infested areas by birds, and underground rootstocks that send up leafy shoots for several yards from the main stems, account for the rapid spread of poison ivy.

The toxic substance in poison ivy is oil that is present in the plant throughout the year. The oil from direct contact with the plant can poison you, or the oil may be carried on your own clothing, on the fur of pets, or in smoke from burning poison ivy.

Dead poison ivy leaves and vines are still toxic; workers should use heavy gloves to collect the plants for burial. If burial is not feasible, put the leaves and vines in bags and dispose of them at the recycling center.

Poison Sumac, unlike poison ivy, grows as a course woody shrub, never as a vine. It is found in swamps and other wet areas. There are many non-poisonous sumacs. They have red flowers and fruit normally in the top of the plant. Poison sumac has green flowers and loose clusters of white fruit. It has the same poison material as poison ivy and causes the same reaction in most people.

Poison oak usually does not climb as a vine, but occurs as a low growing shrub. Stems generally grow upright with slender branches that are covered with fine hairs giving the plant a downy appearance. Leaflets occur in threes, as in poison ivy, but are lobed, resembling oak tree leaves.

Wise use of chemical weed killer is the best way to destroy poison ivy, poison oak, and poison sumac with the least risk to the person doing the job.

Treatment of Poison Ivy, Oak and Sumac:

If you come into contact with poison ivy, wash the contaminated area with a strong soap. If you do this quickly enough, you may remove the poisonous oil before it enters the pores of the skin. Always wear long sleeve shirts and long pants when working in areas where you suspect the presence of these poisonous plants.

Snakebites

Snakebites are common among individuals who work in outdoor areas it is important for employees to know what type of procedures to follow.

There are several venomous snake species. They include rattlesnakes, cottonmouths, and copperheads, and coral snakes. The coral snake is especially dangerous because it attacks the central nervous system.

Individuals should not try using any type of treatment if bitten. The injured individual should be transported to the nearest medical facility. Snakebites may evolve into a very serious ordeal. Therefore, it is essential that an individual get immediate medical attention by a medical professional.

Spider Bites

An employee that is bitten by a spider should place an icepack on the wound and seek immediate medical treatment.

Bees, Wasps, and Ant Stings

If an employee is stung by any of the three insects mentioned above, certain safety precautions should be taken. Some individuals may experience an allergic reaction. Allergic reactions are not to be taken lightly. Extreme cases of allergic reaction could result in death.

It is important to follow the procedures listed below:

1. Place an ice pack on the bitten area;
2. If available, use a sting capsule on the wound. These capsules can be found in a first aid kit;
3. If no apparent shock or allergic reaction is present, continue to apply ice pack to reduce swelling; and
4. If the individual experiences any type of allergic reaction or shock, he/she should be immediately transported to the nearest medical facility.

Snow Removal and Ice Control

1. Exhaust systems of vehicles for winter operations must be thoroughly checked for leaks.

2. All lights and windows shall be frequently cleaned during snow and ice removal operations.

3. Working vehicles in traffic lanes shall use flashing yellow lights.

4. Windshield wipers, heating systems and defrosters must be in good operating condition.

5. Safe handling instructions of blade changes and attachments during storms shall be followed.

6. Drivers shall not drive more than 25 miles per hour while plowing snow or spreading salt.

7. Workers shall not attempt to loosen sand/salt in dispensers by hand.

8. If you must manually shovel snow, lift with your legs. For the best leverage, keep your hands far apart, legs bent at the knees, and back straight. Don't load the shovel, especially if the snow is heavy and wet. Don't twist when throwing snow and don't throw snow higher than waist level. Use a snow "pushing" shovel whenever possible.

Ladders and Scaffolding

1. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited. When ladders with such defects are discovered, they shall be immediately withdrawn from service. Inspection of metal ladders shall include checking for corrosion of interiors of open-end hollow rungs.

2. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Ladders shall not be used in horizontal position as platforms, runways, or scaffolds.

3. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.

4. Portable metal ladders shall not be used for electrical work where they may contact electrical conductors.

5. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks, shall not be used to support scaffolds or planks.

6. Any scaffold, including accessories such as braces, brackets, trusses, crew legs, ladders, etc. damaged or weakened from any cause, shall be immediately repaired or replaced.

7. Scaffold planks shall extend over their end supports not less than 6" nor more than 12".

8. The poles, legs or uprights of scaffolds shall be plumb, and securely and rigidly braced to prevent swaying and displacement.

9. Slippery conditions on scaffolds shall be eliminated as soon as possible after they occur.

Fire Safety

There are many causes and types of fire, and fires produce only bad results: injuries, loss of life, damage and loss of materials, property, and jobs.

1. Clear access must be maintained to all fire extinguishers, fire alarm boxes, fire passageways, stairwells, hydrants, hoses, or any fire protection equipment.

2. Storage must be at least 6" from heaters and 18" below sprinkler heads.

3. Place all rags containing flammable fluids in a fireproof container. Oily waste and finishing cloths must be disposed of properly in a safety can.

4. Whenever possible, fire extinguishers and alarm boxes should be located at the exits. Make it a point to immediately become familiar with all escape routes provided for you.

5. Flammable liquids shall not be stored directly in the path of or near a hot blower. The heat may cause excessive pressure in the containers.

6. Flammable liquids or materials should be stored in metal cabinets and each container should have a secure lid.

7. Follow all manufacturers' instructions when using flammable materials.

8. Assure that all products containing flammable chemicals are properly labeled.

9. Clean up spilled flammable liquids immediately. Eliminate sources of ignition and dispose of cleanup waste or rags in a metal safety container.

10. Flammable liquids shall be stored in safety cans for shop and field operations.

11. When transferring flammable liquids from one container to another, the containers shall be bonded. One of the containers shall also be grounded to eliminate static electrical charges. Proper HAZCOMM labeling procedures must be followed.

12. Observe "No Smoking" area restrictions.

Firefighting Equipment

1. Report any empty fire extinguishers.

2. Check the tags on all fire extinguishers. They should date back no more than 12 months.

3. Extinguishers should be mounted on brackets. They should not be placed on the floor.

4. Make sure that extinguishers are clearly visible to all employees.

5. Make sure that all employees know how to use the different types of extinguishers. Instructions should be placed on or near all extinguishers.

Materials Handling

1. Know the safe way to lift. Use caution when lifting or lowering materials.

2. Always ask for assistance in handling heavy loads or loads of bulky size or shape.

3. Keep hands away from pinch points; such as between walls and object being handled to prevent crushed fingers and hands.

4. Use the proper equipment for moving or lifting the load.

5. Remove exposed nails from all lumber, crates, etc., before handling.

6. When piling materials for storage, make sure the base is firm and level.

7. Stand clear of flying material when cutting metal or wire straps. Warn others of danger.

8. Make sure the path through which you must move material is free of traffic, tripping, hazards, and other dangers.

9. Have someone guide you if you must walk backwards when carrying a load.

10. Use gloves when handling materials that have slivers, burrs, rough or sharp edges, and hot or slippery surfaces.

11. Special shapes – barrels, drums, etc., will require special lifting bars and/or a helper to handle safely. When rolling, push on sides with hands (do not use feet).

12. When using pry bars and crow bars – get a good bite, position hands so that if bite slips, hands or fingers will not be pinched.

13. In team carrying, have one person give signals, lift together, walk in step, and carry long objects on the same shoulder.

14. Use hand trucks or other special equipment to handle compressed gas cylinders.

15. At least one portable fire extinguisher shall be located outside of, but not more than 10' from, the door opening into any room used for storage of more than 60 gallons of flammable liquids.

16. At least one portable fire extinguisher shall be located not less than 25' from any flammable liquid storage area located outside.

17. Flammable liquids shall be kept in closed containers when not actually in use. Flammable liquids themselves do not burn or explode, but the vapors do, and being heavier than air, they flow along the floor or ground for quite a distance at times and may be ignited at some remote area and flash back to the dispensing area.

18. Employees should avoid spillage or overflow of liquids when filling tanks of vehicles, operating equipment, portable containers, etc. If a spillage occurs, clean area immediately. Spread sand or some other absorbent material; shovel material into a proper container, and dispose of the material. The disposal should comply with the State Environmental Regulations.

19. **STOP MOTORS WHEN REFUELING.**

20. Always use flexible spouts on portable containers when used to fill gas tanks or other containers and keep spout in constant contact with the rim of the tank or container opening during dispensing operations.

21. Smoking and the use of open flame or other sources of ignition in the vicinity of filling or dispensing operations are prohibited.

22. NEVER USE GASOLINE FOR CLEANING PURPOSES. This rule applies not only to your hands and clothing, but to equipment, parts, paint brushes, etc. Many fire and explosions have occurred and many people have been badly burned and lost their lives as a result of cleaning with gasoline in the presence of open flame or other sources of ignition. A static spark can ignite vapors.

Housekeeping and Maintenance

Good housekeeping means not only cleanliness and good maintenance, but also an orderly and efficient arrangement of materials, operations, tools, equipment, supplies, and storage facilities in general.

1. Keep yard areas free of unnecessary combustibles, dry grass, weeds, rubbish, trash, litter, etc.

2. Spillage of sand and gravel should be cleaned up immediately.

3. Clean up liquid spills promptly.

4. All stairways, platforms, and catwalks, as well as ramps and steps must be kept free of unnecessary parts, tools, equipment, oil, gravel, etc.

5. Maintain all buildings in a neat and clean condition, with clear passageways to exits, fire extinguishers, switch gears, etc.

6. Maintain roadways and walkways free of obstructions and holes.

7. Keep work areas and passageways free of tripping hazards such as old scrap metal, oil spills, and other miscellaneous gear.

Appendix A

Self-Inspection Form (Office Settings)

Date of Inspection:_____ **Location of Department Inspection:**_____
Inspector Name:_____
Person Responsible for Corrections:_____

	Yes	No	Corrective Action
1. **Housekeeping** – Is the work area clean and orderly?	☐	☐	_____
2. **Floors** – Are floors in good condition – smooth, clear surfaces, without holes, cracks or humps?	☐	☐	_____
3. **Aisles** – Are aisles and passageways clear, dry, and free of tripping hazards?	☐	☐	_____
4. **Stairways** – Are stairs in good condition, with handrails, and adequate lighting?	☐	☐	_____
5. **Storage** – Are materials, products or supplies properly and widely stored to a workable height?	☐	☐	_____
6. **Ladders** – Are ladders provided where needed of standard construction, and in good physical condition?	☐	☐	_____
7. **Machines & Equipment** – Are machines and equipment in safe operating condition? Are the necessary guards provided and used?	☐	☐	_____
8. **Hand Tools** – Are the right tools for the job being used? Are they in good condition?	☐	☐	_____
9. **Electrical** – Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?	☐	☐	_____
10. **Lighting** – Is adequate lighting provided in all work areas?	☐	☐	_____
11. **Eye Protection** – Are all employee provided with suitable eye protection when around operations that produce flying particles?	☐	☐	_____
12. **First Aid** – Are first aid supplies provided if needed?	☐	☐	_____
13. **Fire Extinguishers** – Are fire extinguishers easily accessible, unblocked, and properly serviced?	☐	☐	_____
14. **Entrances** – Are entrances kept dry or provided with nonskid mats?	☐	☐	_____
15. **Exits** – Are emergency exits marked, clear, and easily accessible? Are exit doors unlocked and do they swing toward the outside?	☐	☐	_____
16. **Exterior (sidewalks, parking lots, etc.)** – Are sidewalks and parking lots smooth and fee of cracks, holes, and tripping hazards?	☐	☐	_____
17. **Training** – Are all employees trained in proper lifting techniques and material handling?	☐	☐	_____
18. **Signs** – Are safety instructions and warning signs posted where needed?	☐	☐	_____

Deficiencies: _____
Date of Corrective Action:_____

Appendix A1

Self-Inspection Form (Maintenance Jobsite)

Inspector:_____ **Date:**_____

Location:_____

	Yes	No
1. **First-Aid Kit:** Should be conspicuously located and contain adequate supplies. Comments:_____	____	____
2. **Emergency Phone Numbers:** Should be posted in conspicuous locations near phone. Comments:_____	____	____
3. **Jobsite Trailer:** Should be maintained in a reasonably neat condition. Comments:_____	____	____
4. **Trash Containers:** Should be provided and used, emptied as necessary. Comments:_____	____	____
5. **Tool Storage Facilities:** Should be kept reasonably neat and free of tripping hazards. Comments:_____	____	____
6. **Project Materials:** Should be stored in a safe manner and safely accessible. Comments:_____	____	____
7. **Scrap Materials, Trash and Debris:** Should be in designated areas and hauled off when necessary. Comments:_____	____	____
8. **Fire Extinguisher(s):** Should be charged and readily available in case of an emergency. Comments:_____	____	____
9. **Personal Protective Equipment:** Such as gloves, rubber boots, etc., should be worn as dictated by the work being performed. Comments:_____	____	____
10. **Eye Protection:** Should be available and used when needed for protection. Comments:_____	____	____
11. **Ear Protection:** Should be available and used when required. Comments:_____	____	____
12. **Ladders:** Should be in good condition, tied off, and extending 3 feet above landing when in use. Comments:_____	____	____
13. **Electrical Cords & Tools:** All 15 - 20 amp electrical cords, and tools should be tested and properly taped as described in the company's Assured Equipment Grounding Program. Exceptions: Does not apply if using GFCI's or double-insulated tools. Comments:_____	____	____

Appendix A1 cont'd

	Yes	No
14. **Flammable Liquids:** Should be stored in approved containers, contents identified, stored in approved flammable storage cabinets, and warning signs posted.	____	____
Comments:_____		
15. **Trenches and Excavations:** 5 or more feet deep should be shored or back sloped and adequately barricaded.	____	____
Comments:_____		
16. **Machine Guards:** Should be on saws, grinders, exposed belts, etc.	____	____
Comments:_____		
17. **Caution Lights:** Should be installed on all company trucks and around open trenches when necessary.	____	____
Comments:_____		
18. **Utility Work Traffic Signs:** Should be in good condition and displayed properly.	____	____
Comments:_____		

Discrepancies:_____

_____

_____

_____

_____

Date of Corrective Action:_____

Appendix B

Safety Training Attendance List

The undersigned have received the following training:

Date Presented:_____ Presented by:_____
Training Topic:_____
(Attach copy of training material/handouts used.)
Department Head Signature:_____

Signature of Attendees

Print Name	Signature

Appendix C

Accident Investigation Report

To be completed by Supervisor within 24 hours of Accident/Injury.

Date of the Report: _____

Name & Title of Injured Employee: _____ Age: _____

Social Security #:_____ Department:_____

Date and time of injury: _____ AM/PM_____

Location Where Incident Occurred: _____

Nature of Injury/Property Damage: _____

_____

Object or equipment that inflicted the injury, if applicable? _____

Describe the Incident (What happened?): _____

_____

_____

Contributing Factors? _____

_____

Witnesses:_____

What action(s) are being taken, and by whom, to prevent recurrence of this type of injury in the future? _____

_____

Was the report to supervisor or first aid delayed? _____ Why?_____

Was medical treatment required?_____ Who administered the medical treatment?_____

Where was medical treatment administered? _____

What is the severity potential for lost time? High/Major_____ Medium/Serious_____ Low/Minor____

Probable Recurrence Rate: Frequent _____ Occasional _____ Rare _____

Supervisor's Signature: _____ Date: _____

Investigated by: _____ Date: _____

Reviewed by: _____Date: _____

Appendix D

MUNICIPAL LEAGUE WORKERS' COMPENSATION TRUST
POST OFFICE BOX 38
NORTH LITTLE ROCK, AR 72115

EMPLOYEE'S REPORT OF ACCIDENT

MAIL TO:

TO BE COMPLETED BY EMPLOYEE:

PERSONAL: Name _____ (Last / First / Middle) Tel. # _____ Birth Date _____

Address _____ (Street / City / State / Zip) Marital Status _____ Sex _____

Dependents' Names and Ages _____

EDUCATION — Circle Highest Level Completed

Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4

Vo Tech _____ Other _____

EMPLOYMENT: Present Employer _____ Job Title _____ Wages Wk _____

Length of Employment _____. If less than 5 years with present employer, list employers of past 5 years: _____

ACCIDENT: Date of Accident _____ Time _____ Place _____

Describe fully how accident happened _____

Who did you report this accident to? _____ When? _____

Who witnessed the accident? _____

Who is your supervisor? _____

How could the accident have been prevented? _____

INJURY: Nature and location of injury (describe part(s) of body _____

Name and Address of Doctor(s) _____

Who selected Your Doctor? _____ Date of First Visit _____

1st day unable to work? _____ Are you still under doctor's treatment? _____

DISABILITY: How long does your doctor anticipate you will be off? _____

Are your wages continuing? _____ If so, from what source? _____

Regular wages _____ Sick Leave _____ Vacation _____

Have you ever collected compensation for a prior injury? ( ) yes ( ) no

If yes, give details _____

Have you ever had any other condition or injury involving this part of your body prior to this injury? ( ) yes ( ) no

If yes, give details _____

Name and Address of Family Physician _____

REMARKS: _____

Signature of Employee _____ Date _____

Use back for additional space.

Appendix E

MUNICIPAL LEAGUE
WORKERS' COMPENSATION TRUST
P.O. BOX 87
NORTH LITTLE ROCK, ARKANSAS 72115
PHONE (501) 374-3484

SUPPLEMENT TO THE EMPLOYER'S REPORT OF INJURY

NAME OF EMPLOYER_____

NAME OF EMPLOYEE_____

DATE OF INJURY_____ DATE OF REPORT_____

To help identify the causes of employee injury, please select the one answer in each of the following six (6) sections that best describes the events at the time of the accident.

TASK BEING PERFORMED AT TIME OF ACCIDENT *(CHECK ONLY ONE)*

- ☐ 101 Housekeeping
- ☒ 102 Maintenance/Repair Of Vehicle
  Maintenance/Repair Of Roadway
- ☐ 103 Maintenance/Repair, Other
- ☒ 104 Moving to/from Location on Foot
- ☐ 105 Operating Machinery
- ☐ 106 Materials Handling Operations
- ☐ 107 Office Tasks
- ☒ 108 Operating/Riding in/on Motor Vehicle
- ☐ 109 Operating/Using Hand/Power Tools
- ☒ 110 Unauthorized Task
- ☐ 111 Multiple Tasks or Unknown
- ☐ 112 Other

(FOLLOWING ARE FOR PUBLIC SAFETY ONLY)

- ☐ 113 Controlling Suspect/Prisoner/Patient
- ☐ 114 Controlling/Capturing an Animal
- ☐ 115 Fighting a Fire
- ☐ 116 Haz-Mat Incident
- ☐ 117 Non-Emergency Operations at an Incident
- ☐ 118 Pursuing a Suspect
- ☒ 119 Responding to an Emergency (In Vehicle)
- ☐ 120 Returning from an Emergency (In Vehicle)

INCIDENT CLASSIFICATION *(CHECK ONLY ONE)*

- ☐ 201 Assault
- ☒ 202 Bite (Animal, Human, Insect)
- ☐ 203 Caught In, Under or Between
- ☐ 204 Contact with Electric Current
- ☒ 205 Contact with Foreign Matter (Dirt in Eye, etc.)
- ☐ 206 Contact with Sharp Object
- ☐ 207 Contact with Temperature Extremes (Burns, etc.)
- ☐ 208 Exposure to Environmental Cold/Heat
- ☐ 209 Exposure to Fire Products
- ☐ 210 Exposure to Hazardous Substances/Chemicals
- ☐ 211 Exposure to Infectious Substances
- ☐ 212 Fall on Same Level
- ☒ 213 Fall to Different Level
- ☐ 214 Gunshot
- ☐ 215 Physical Overexertion/Overextension
- ☐ 216 Psychological Trauma
- ☐ 217 Repetition of Pressure/Motion (Noise, CTS)
- ☒ 218 Slip/Trip without Fall
- ☒ 219 Struck Against
- ☐ 220 Struck By
- ☐ 221 Vehicle Accident
- ☐ 222 Other

BODILY ACTIVITY AT TIME OF INCIDENT *(CHECK ONE)*

- ☐ 301 Bending
- ☐ 302 Climbing
- ☐ 303 Crawling
- ☐ 304 Driving
- ☐ 305 Jumping/Landing
- ☐ 306 Kneeling
- ☐ 307 Lifting
- ☐ 308 Lying Down
- ☐ 309 Mounting/Dismounting Vehicle or Equipment
- ☐ 310 Pulling
- ☐ 311 Pushing
- ☐ 312 Reaching/Stretching
- ☐ 313 Riding
- ☐ 314 Running
- ☐ 315 Sitting
- ☐ 316 Standing
- ☐ 317 Twisting
- ☐ 318 Walking
- ☒ 319 Multiple Actions
- ☐ 320 Unknown

Appendix E cont'd

NATURE OF INJURY/ILLNESS *(CHECK ONE)*

- ☐ 401 Abrasion
- ☐ 402 Amputation
- ☐ 403 Blunt/Penetrating Trauma
- ☐ 404 Bruise/Contusion
- ☐ 405 Burn (Chemical)
- ☐ 406 Burn (Electrical)
- ☐ 407 Burn (Heat)
- ☐ 408 Cancer
- ☐ 409 Concussion/Unconscious
- ☐ 410 Conjunctivitis
- ☐ 411 Contagious/Infectious Disease
- ☐ 412 Coronary/Artery Condition
- ☐ 413 Crush
- ☐ 414 Cumulative Trauma Disorder
- ☐ 415 Cut/Scratch/Puncture
- ☐ 416 Dislocation
- ☐ 417 Electric Shock
- ☐ 418 Fatality
- ☐ 419 Foreign Substance (Eye)
- ☐ 420 Fracture
- ☐ 421 Heat Stroke/Stress
- ☐ 422 Heart Attack
- ☐ 423 Hernia/Rupture
- ☐ 424 Hypertension
- ☐ 425 Impaired Sensory Perception
- ☐ 426 Inflammation
- ☐ 427 Lung Disease
- ☐ 428 Muscle Spasm
- ☐ 429 Poisoning, Systematic
- ☐ 430 Psychological Disorder
- ☐ 431 Respiratory Illness
- ☐ 432 Separation/Avulsion
- ☐ 433 Sprain/Strain
- ☐ 434 Suffocation/Asphyxiation
- ☐ 435 Other

BODY PART MOST AFFECTED

HEAD/NECK
- ☐ 501 Ear/Hearing
- ☐ 502 Eye/Sight
- ☐ 503 Face
- ☐ 504 Jaw
- ☐ 505 Mouth/Teeth
- ☐ 506 Nose
- ☐ 507 Psychiatric
- ☐ 508 Scalp/Skull
- ☐ 509 Neck/Throat

TRUNK
- ☐ 510 Abdomen
- ☐ 511 Back
- ☐ 512 Chest
- ☐ 513 Groin/Genitalia
- ☐ 514 Heart
- ☐ 515 Hip/Buttock
- ☐ 516 Shoulder

BODY SYSTEMS
- ☐ 527 Cardiovascular System
- ☐ 528 Digestive System
- ☐ 529 Excretory System (Kidneys/Bladder/Intestines)
- ☐ 530 Musculoskeletal System (Bones/Joints/Tendons/Muscles)
- ☐ 531 Nervous System
- ☐ 532 Respiratory System
- ☐ 533 Skin
- ☐ 534 Entire Body (Some Illnesses/Exposures)

UPPER EXTREMITIES
- ☐ 517 Arm (Upper or Lower)
- ☐ 518 Elbow
- ☐ 519 Finger/Thumb
- ☐ 520 Hand
- ☐ 521 Wrist

LOWER EXTREMITIES
- ☐ 522 Ankle
- ☐ 523 Foot
- ☐ 524 Knee
- ☐ 525 Leg
- ☐ 526 Toe

CONTRIBUTING CAUSES: HAZARDOUS CONDITIONS/UNSAFE ACTS *(SELECT ONLY ONE)*

- ☐ 601 Actions of Others
- ☐ 602 Alteration of Safety Devices
- ☐ 603 Assembly or Design Flaws
- ☐ 604 Attention to Footings/Surroundings
- ☐ 605 Atmosphere/Ventilation
- ☐ 606 Congestion/Housekeeping
- ☐ 607 Dress/Apparel
- ☐ 608 Excavation/Trench
- ☐ 609 Fire Hazard
- ☐ 610 Guard/Safety Device
- ☐ 611 Horseplay
- ☐ 612 Illumination/Glare
- ☐ 613 Lack of Instruction/Warning
- ☐ 614 Lack of Labeling/Warning
- ☐ 615 Ladders/Improper Use
- ☐ 616 Loading
- ☐ 617 Maintenance
- ☐ 618 Method or Procedure
- ☐ 619 Natural Environment/Weather
- ☐ 620 Noise
- ☐ 621 Related to the Use of Personal Protective Equipment
- ☐ 622 Related to Proper Body Positioning
- ☐ 623 Sharp/Protruding (Not Intentionally Sharp Objects)
- ☐ 624 Slippery (Not Walking/Working Surface)
- ☐ 625 Speed of Operation
- ☐ 626 Storing/Stacking/Securing/Shoring
- ☐ 627 Stress
- ☐ 628 Tools (Hand/Non-Powered)
- ☐ 629 Tools/Equipment (Powered)
- ☐ 630 Training for Job/Task
- ☐ 631 Walking/Working Surfaces
- ☐ 632 Other Hazardous Condition
- ☐ 633 Other Unsafe Act Not Listed

SUPERVISOR'S COMMENTS AND CORRECTIVE RECOMMENDATIONS:

_____

_____

_____

Appendix F

New Employee Safety Orientation Record

Employee Name:_____ **Date of Hire:**_____

Job Title:_____ **Department:**_____

	Date Completed	Supervisor's Initials	Employee's Initials
Overall safety program discussed with employee.			
General safety rules and safety rules specified to job duty discussed with employee.			
Employee safety responsibilities reviewed with employee: where and when to report unsafe conditions; how/when/where to report injuries; care and use of tools and equipment; etc.			
General hazards in workplace reviewed.			
Substance abuse policy discussed with and signed by employee.			
Record keeping system discussed with employee.			
Office safety discussed with employee.			
Hazardous chemicals, including MSDS, discussed with employee.			
Reviewed evacuation and emergency action procedures.			
Identify location of the fire extinguishers and use of those extinguishers.			

*Return to Safety Coordinator at City Hall.

Appendix G

Safety Hazard Record

Date: _____

Day of the Week: _____ **Time:** _____

Location: _____

Hazard Description:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Recommendation:

_____

_____

Date correction is made:

_____

Appendix H

Vehicle Inspections

		Satisfactory	Needs Servicing
1.	**Tires and Wheels**		
	• Correct air pressure	☐	☐
	• Tires free of wear, high and low spots, damage	☐	☐
	• Rims free of damage	☐	☐
	• All lugs present and tight	☐	☐
	• Properly matched tires	☐	☐
2.	**Lights**		
	• Turn on lights – use low beams	☐	☐
	• Check high beams, left & right turn signals, Break lights, and parking lights	☐	☐
3.	**Brakes & Steering**		
	• Parking brake: apply parking brake with vehicle Moving slowly. Vehicle should stop.	☐	☐
	• Service brake: push brake pedal firmly with vehicles going about 5 miles per hour. Vehicle should stop with no pulling to one side or delayed steering action.	☐	☐
	• Test steering with vehicle moving. Steering should be smooth and consistent with no play in the steering wheel.	☐	☐
4.	**Emergency Equipment**		
	• Flags, jacks, flares or other warning devices, flashlight, fire extinguisher, wheel blockers, etc. Check to see that supplies are in good working order.	☐	☐
	• Spare tire properly inflated.	☐	☐
5.	**Inside of Vehicle**		
	• Check mirrors, windshield wipers, panel gauges, and horn. Adjust seat for comfort. Adjust the mirrors.	☐	☐
	• Make sure cargo is properly secured.	☐	☐
6.	**Under Hood**		
	• Fluid levels: oil, water, brake fluid, window fluid, battery fluid.	☐	☐
	• Condition of belts. Look for loose or frayed belts.	☐	☐
	• Hoses: check for loose or disconnected hoses.	☐	☐
	• Check under vehicle for leaking fluids.	☐	☐