

EMPLOYEE SAFETY MANUAL



City of Warren

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1-01 Scope/Applicability
Effective Date: 03/01/2010
Revision Date:

The City of Warren is committed to protecting the health and safety of its employees. To further protect our employees we have established a workplace safety program that will help prevent injury and illness due to hazards. Employee involvement at all levels is critical for us to be successful in this effort. A joint worker / management safety committee has been established. Its purpose will be to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This committee will assist in making recommendations for change to improve the health and safety of our employees. It is the responsibility of all employees, at every level, to ensure work is performed in a safe and healthy manner.

1-02 Enforcement**Effective Date: 03/01/2010****Revision Date:**

Safety policies, procedures and guidelines are in place to insure the safety of the workforce and the citizens of The City of Warren. This is the primary intent. Blatant disregard for and failure to follow safety procedures shall be grounds for corrective and or disciplinary action in accordance with the City's disciplinary policy.

This Manual does not supersede any conditions of the Collective Bargaining Agreement or contravene the rights of the Union and the membership employed by the City of Warren in the matters of rates of pay, hours of work or other conditions of employment.

1-03 Reporting**Effective Date: 03/01/2010****Revision Date:**

Employees shall report all accidents, safety hazards, near misses, unsafe practices or conditions to the immediate supervisor at once. Employees may also submit safety concerns in writing to their immediate supervisor with a copy to their Safety Committee representative.

2-01 Management**Effective Date: 03/01/2010****Revision Date:**

Management's responsibility is mitigation of work related injury, illness, and an accident as management is held accountable for all issues under their span of control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices. We must keep fully informed on safety and health issues throughout the City of Warren in order to constantly review the effectiveness of our safety and health program.

2-02 Supervision

Effective Date: 03/01/2010

Revision Date:

Supervisors are directly responsible for supervising and training their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce all directives and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit blatant disregard for any reason. In addition, they will be held accountable for all safety and health issues.

2-03 Employees

Effective Date: 03/01/2010

Revision Date:

Each employee, regardless of their position, is expected to cooperate in all aspects of the Safety and Health Program. If everyone does their part by doing what is necessary to ensure workplace safety and health, we will all benefit. No job is so important that we cannot take time to do it safely. Some major points of the Safety and Health Program require that:

- A. All accidents must be reported immediately to your Supervisor.
- B. Required personal protective equipment must be worn by all employees.
- C. Hazardous and other safety or health concerns must be reported to your supervisor immediately.
- D. Employees shall participate in Safety Committee Activities and support the Committee's goals and objectives.

2-04 Safety Committees
Effective Date: 03/01/2010
Revision Date:

The Safety Committee consists of Management and employee representatives who have an interest in the general promotion of safety and health. The Committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; to identify hazards and recommend corrective actions; to help identify employee safety training needs and establish accident investigation procedures.

I wish to thank the Safety Committee for their input regarding this Manual and striving to make the City of Warren a safer place for our employees and citizens.

Sincerely,

James C. Nelles, City Manager

Date

3-01 Section 401- Employee Handbook

Effective Date: 03/01/2010

Revision Date:

The City requires all employees to consider safety as the highest priority in any task they perform. Specific safety rules will be established for each work site. As minimum all employees are required to follow the following rules and regardless of job:

- A. Use the safety equipment provided in performing assigned work. Follow manufacturer's instructions in operating any equipment or machinery.
- B. Wear the prescribed clothing or uniform for the job to be done.
- C. Do not operate equipment on which you have not been trained or which you do not feel confident in operating.
- D. Warn co-workers or anyone who might be in danger of any unsafe conditions or practices you observe.
- E. Report defective equipment to your supervisor without delay.
- F. Report unsafe conditions that you observe anywhere in the City, regardless of whether the condition is your responsibility.
- G. Report all injuries and accidents, regardless of severity.

3-02 Section 701- Employee Handbook

Effective Date: 03/01/2010

Revision Date:

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and the City.

While it is impossible to list every action that is unacceptable conduct, the following lists includes, but is not limited to these examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- A. Theft or inappropriate removal or possession of property
- B. Falsification of timekeeping records
- C. Working under the influence of alcohol or illegal drugs
- D. *Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- E. Fighting or threatening violence in the workplace
- F. Boisterous or disruptive activity in the workplace
- G. Negligence or improper conduct leading to damage of employer-owned or resident-owned property
- H. Insubordination or other disrespectful conduct
- I. Violation of safety or health rules**
- J. Smoking in prohibited areas
- K. Sexual or other unlawful or unwelcome harassment
- L. *Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- M. Excessive absenteeism or any absence without notice
- N. Unauthorized absence from work station during the workday
- O. Unauthorized use of telephones, mail system, or other employer-owned equipment
- P. Unauthorized disclosure of business "secrets" or confidential information
- Q. Violation of personnel policies
- R. Unsatisfactory performance or conduct

*Unless authorized and on official City business

3-03 Section 402- Employee Handbook
Effective Date: 03/01/2010
Revision Date:

The City will inform all employees of any hazardous chemical and/or materials being used or stored in the work area, and provide information on hazardous properties of chemicals, safe-handling procedures, and measures necessary to protect the employees. Employees will be trained regarding Right to Know and how to read MSDA materials.

The intent in listing the following guidelines for safe work practices is to address some common safety issues that are applicable to all City employees regardless of occupation and or department employed.

[These are general guidelines for safe work practices. They in no way are meant to take the place of departmental specific policies and procedures listed under Appendices.]

4-01 Housekeeping

Effective Date: 03/01/2010

Revision Date:

A major factor in the prevention of accidents, fires, and losses is the clean, neat, and orderly condition of all City facilities vehicles, mobile equipment, offices and job sites. The maintaining of these conditions is referred to as "Housekeeping."

- A. Housekeeping in individual work areas shall be the employees' responsibility.
- B. Work station and areas shall be kept clean. Accumulation of materials and debris in all areas shall be kept to a minimum. Remove obstacles from walkways and always keep them free of clutter.
- C. All vehicles and mobile equipment shall be kept in orderly condition with tools, parts, materials, and equipment properly stored and secured. Junk, scrap, and refuse shall be disposed of promptly and not allowed to clutter the vehicle or equipment.
- D. Floor surfaces shall be maintained in such a manner as to be free of slip, trip, or fall hazards. Spills should be cleaned immediately and wet areas visibly marked with caution signage. Secure mats, rugs and carpet that do not lay flat with tacking or tape. Keep aisle ways and doorways clear and unobstructed.
- E. Combustible and flammable materials shall be kept in the appropriate quantities in the proper location using approved storage containers.
- F. Hazardous materials will be handled and disposed of in a safe and compliant manner.
- G. Areas contaminated with blood or other potentially infectious materials shall be cleaned. Areas shall be cleaned with the use of property protective equipment and with a solution that is effective against HBV, HIV and OPIM and decontaminated with the appropriate disinfectant immediately after a spill or leakage occurs. Broken glass which may be contaminated shall never be picked up by hand even if gloves are worn. Employees should use mechanical means such as a brush and dustpan to pick up broken glassware.
- H. Regulated waste that may be generated includes, but not limited to, used gloves, soiled laundry, bandages and gauze saturated with blood or OPIM. Regulated waste shall be kept in a closed container which can hold all contents without leakage during handling, storage, and transport

and are color coded or labeled. Regulated waste disposal shall be in accordance with applicable state and local laws.

- I. Contaminated laundry, which includes articles of clothing contaminated with blood or OPIM shall be handled as little as possible. Employees shall not take contaminated laundry home to clean. Laundry shall be bagged at the location of use, placed in color coded or labeled bags, sorted, rinsed and laundered off-site. Employees who handle contaminated laundry shall wear protective gloves and handle the laundry as little as possible. The laundry shall be washed by an employee who has received blood borne pathogen training, hepatitis B vaccine, and uses protective equipment as required by OSHA or by a commercial laundry or independent contractor.
- J. Replace used light bulbs and faulty switches.

4-02 Office Safety

Effective Date: 03/01/2010

Revision Date:

In what most perceive as a relatively safe environment free from accident and or injury potential, the office setting does in fact have some inherent hazards.

- A. Electrical hazards – The office is powered by a myriad of technological electrically energized components. Some points regarding electrical safety are:
 - 1. Avoid using extension cords to power equipment
 - 2. Don't overload electrical outlets – make sure the supply meets the demand
 - 3. Place power cords in a position to where they don't constitute a tripping hazard
 - 4. Make sure you do not run power cords under carpets and or chair pads
 - 5. Never attempt to work on energized appliances.
 - 6. Replace used light bulbs and faulty switches. Keep work areas and walkways well lite.
- B. Fire Safety
 - 1. Know where fire extinguishers are located and how to use it
 - 2. Know your point of exit at all times

4-03 Personal Protective Equipment

Effective Date: 03/01/2010

Revision Date:

The City requires the use of personal protective equipment in all everyday routine activities where it has been determined that there may be an exposure to a hazardous condition, protection against exposure to blood borne pathogens or where there is an indication for the need for using such equipment to minimize risk. Any employee may choose, temporarily and briefly, under rare and extraordinary emergency circumstances, to decline the use of protective equipment for the delivery of health care or public safety services.

Each employee should be familiarized with their departmental guidelines for selection and utilization of appropriate type and levels of personal protective equipment. The personal protective equipment shall be provided at no cost to employees and should be located in work areas and other locations as close as possible to where it might be used.

The Department Head / Supervisor shall be responsible for employee training and establishing guidelines for use of personal protective equipment (Also See Employee Handbook and Personnel Code for the City of Warren).

- A. Eye and face protection, each affected employee shall:
 - 1. Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards.
 - 2. Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.
 - 3. When wearing prescription lenses while engaged in operations that involve eye hazards wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the prescription lenses or the protective lenses.
- B. Foot protection, each affected employee shall:
 - 1. Each affected employee shall wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards.
 - 2. Foot protection shall comply with appropriate ANSI standards.
- C. Hand and Body Protection, each affected employee shall:
 - 1. Supervisors shall select and require employees to use appropriate hand protection when the hands are exposed to hazards that can result in severe cuts, lacerations, abrasions or punctures, chemical or

thermal burns, harmful temperature extremes, and skin absorption of harmful substances

2. Supervisors shall base the selection of hand protection on an evaluation of the performance characteristics relative to hazards potential hazards of the task(s) to be performed, conditions present, duration of use.
- D. Head Protection, each affected employee shall:
Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects or “bump” hazards such as when directing traffic.
- E. Hearing Protection, each affected employee shall:
Each employee shall wear appropriate hearing protection in environments where noise levels are extremely excessive and continuous in nature. We would recommend hearing protection be provided so that employees can utilize anytime they feel necessary but particularly while performing the following task:
- Operation of air compressor.
 - Operation of emergency or pump station generator.
 - Operation of small equipment to include chain saws, cut-off saw, grinder, lawn mowers, power tools and portable generators.
 - Operation of large equipment to include jack hammer, chipper and leaf machine
 - During SCBA checks when PASS is activated.
 - By pump operators during hose tests.
 - Operation of air horn / siren / que within the station.
 - Alarm system tests.
 - While in or near blower room
 - While operating sewer truck, skid steer, roller and compactor.
 - Firearm Qualification
- F. Respiratory Protection, each affected employee shall:
Wear appropriate respiratory protection in environments where harmful substances could be inhaled. The use of respiratory protective equipment (respirators) shall be in compliance with the City’s Respiratory Protection Program (see Section 4-13).

[Also see Appendix A- Traffic Safety Vest Policy and Appendix B- Use of Traffic Safety Vests]

4-04 Equipment/Vehicle Operation

Effective Date: 03/01/2010

Revision Date:

Employees shall operate all equipment in accordance with manufacturer's specifications and designated use, taking into consideration traffic and conditions surrounding the use of the equipment, and the safety of other employees and the public. Departmental safety rules may be established regarding safe equipment operation. Only fully qualified and properly licensed operators shall be permitted to drive and or operate City owned vehicles and equipment. If so equipped, restraint devices shall be worn while driving and or operating equipment / vehicles. The driver shall comply with all rules and regulations of the motor vehicle code. Listed below are other regulations that must be adhered to:

- A. The driver shall be responsible for assuring that all passengers are seated and properly secured with seatbelts before moving the vehicle.
- B. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles or any place not designated for passengers.
- C. The use of cell phones while driving City owned vehicles is prohibited (see Employee Handbook). "Hands free" type accessories may be permitted in some Departments. Employees should check specific Departmental protocol regarding this matter.

[Also see Appendix A- regarding Emergency Use of Lights and Sirens, Appendix B- Guidelines for Operations of Department Vehicles and Requirements to Drive Ambulance, and Appendix C- regarding Vehicle Inspection and Wood Chipper Safety Policy].

4-05 Tools & Equipment

Effective Date: 03/01/2010

Revision Date:

- A. Select the right tool for the job.
- B. Keep tools and equipment in good working condition.
- C. Use tools properly and in accordance with manufacturer's use guidelines.
- D. Do not use defective tools.
- E. Inspect tools on a regular basis for condition and fitness for use.
- F. Electric powered tools shall be either being of the approved double insulated type or properly grounded.
- G. All fuel powered tools shall be stopped and allowed to cool for a reasonable period prior to being refueled, serviced, or maintained. When fuel powered tools are used in enclosed spaces, proper venting precautions must be exercised.
- H. All guards must be in place and operable.
- I. Appropriate levels of personal protective equipment must be utilized when operating tools & equipment.
- J. Do not operate tools and or equipment unless you are trained and qualified.
- K. Report any malfunctions to Supervisor immediately.

4-06 Welding / Cutting Precautions

Effective Date: 03/01/2010

Revision Date:

- A. Only trained and qualified employees shall operate electric or gas welding /cutting equipment.
- B. Employees, prior to engaging in operations, shall perform a size up of the area of operations to ensure their personal safety as well as their co-workers.
- C. Appropriate levels of personal protective equipment shall be worn at all times while welding / cutting. I.e. Flame retardant coats, gloves, chaps, proper shade lens for operation, eye protection, face & head protection, etc.
- D. A portable fire extinguisher must be on hand during cutting / welding operations.
- E. Depending on the operations setting and circumstances, a “Hot Work” or a confined space entry permit may be required prior to commencing with the welding / cutting operation.

4-07 Confined Spaces

Effective Date: 03/01/2010

Revision Date:

Definition: An area having limited or restricted means of entry and exit and / or poor natural ventilation. This includes but is not limited to the following:

- A. Storage tanks
- B. Lift Stations
- C. Pipelines
- D. Vaults
- E. Pits
- F. Sewers
- G. Tunnels
- H. Open top trench or pit over 4' in depth

A space that has the potential to possess the following characteristics:

- * Atmospheric hazards – Oxygen deficient / enriched, flammable / explosive, toxic
- * Mechanical / structural – Energies, fall hazard, visibility, engulfment, entrapment, space configuration

All employees that enter confined spaces shall be trained, qualified and equipped prior to doing so. Employees shall be familiar with their specific departmental procedures for entry and working within confined spaces. .

[Also see Appendix C- regarding Confined Space Safety Policy].

4-08 Lock Out / Tag Out
Effective Date: 03/01/2010
Revision Date:

Definition – The control of hazardous energies by procedure and mechanical means so as to prevent the unexpected start up and or release of energies. The objective of a Lock Out / Tag Out program is to prevent inadvertent operation or energizing of equipment and or process in order to protect personnel. This is achieved by verification of a zero energy state by means of procedure and or hardware or both.

The procedure should apply to activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating, and or maintaining equipment and machinery. It applies to energy sources such as, but not limited to, electrical, pneumatic, hydraulic, chemical, thermal, stored, potential, and gravity energy.

Employees should be familiar with specific departmental procedures.

[Also see Appendix C- regarding Vehicle Inspection Safety Policy].

4-09 Material Handling and Lifting

Effective Date: 03/01/2010

Revision Date:

The handling and lifting of materials and equipment is one of the most frequent causes of accident and injury. Common injuries sustained in material movement incidents are: back injuries, sprains, strains, contusions, lacerations, and crushing type injuries. Supervision should audit and observe his / her employees and ensure safe practices are being followed. To follow are some general rules regarding material handling / lifting:

- A. Where possible, routine manual material movement (lifting) should be limited to 50 pounds or less
- B. Where possible, mechanical equipment should be used to lift heavier materials. In non-emergency situations, if mechanical assistance is not available or feasible, adequate personnel should be utilized to maintain the 50 pound per person rule.
- C. Before an object is lifted, it shall be inspected for grease or slippery surfaces to ensure that the object will not slip from grip and nails, splinters, rough strapping or rough edges that could result in lacerations to the skin.
- D. Large objects shall not be carried / moved without first assuring that the path of travel is unobstructed and vision is not impaired. If the load obstructs vision a spotter should be used.
- E. All loads extending 3 feet or more from the rear of a vehicle shall be identified with a red flag.
- F. Store heavier supplies on lower levels.
- G. Make sure the lifting device and support rigging devices (i.e. chains, wire rope, nylon slings) are of the rated capacity and proper type prior to lifting the load.
- H. All loads shall be secure and balanced prior to moving.
- I. All employees are responsible for knowing and practicing proper lifting techniques. Back injuries are one of the most prevalent and painful type of injury. By adhering to these simple procedures when lifting any object, you should avoid injury:
 - 1. Get good footing. Wear foot protection.
 - 2. Place feet about shoulder width
 - 3. Bend at the knees
 - 4. Keep back straight, with no curving or slouching
 - 5. Apply a firm grip to the object. Wear hand protection if needed.
 - 6. Lift object with the legs – not the back
 - 7. Keep object centered and close to the body
 - 8. Move your feet to turn. Don't twist your back.
 - 9. If object is too heavy – Stop – get assistance working as a team to lift, walk and lower the load together.

4-10 Safe Handling of Hazardous Materials

Effective Date: 03/01/2010

Revision Date:

Regardless of occupation or department employed, in the work environment or at home, we are surrounded by a myriad of hazardous materials. Most accidents with hazardous materials are from a complete lack of awareness that such materials are present and to their basic characteristics and chemical makeup.

Each Department shall be responsible for the following:

- A. An inventory for all hazardous substances / materials that are used in the work place shall be maintained.
- B. An MSDS sheet for each individual material shall be kept on file.
- C. All employees shall be trained in the safe and proper use of each hazardous substance / material and Right to Know Act.
- D. All employees shall have adequate types and levels of personal protective equipment. Training in proper selection, utilization, and care of personal protective equipment shall be included.
- E. All containers shall be labeled, placarded as to their content. HMIS, NFPA 704 labeling methods are acceptable.
- F. Employees shall be trained in the safe use any new substance and or hazardous compound prior to its use.

4-11 Use of Seatbelts

Effective Date: 03/01/2010

Revision Date:

The City recognizes that use of seat belts is the Law in Pennsylvania; that they are an important and effective item of personal protective equipment; that employees needlessly die and are injured due to their failure to use available seat belts; and that reducing these injuries can strengthen our effectiveness. Therefore, we are implementing the following seat belt use policy:

- A. Available seat belts will be used while traveling on official City business.
 - 1. These guidelines apply to all employees and to all occupants of vehicles driven by employees on official business.
 - 2. It is especially important that all managers and supervisors demonstrate their commitment to and support of this project by their strict adherence to it.
 - 3. Operators/Occupants of City owned vehicles shall:
 - a. Use safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used while in the performance of City business.
 - b. Lap belts shall be properly secured in those equipped with automatic safety belt systems that require that the lap portion of the belt be manually secured.
 - c. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.
 - d. No person shall operate a department vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating position in which the safety restraint is inoperable.
 - e. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts except for vehicle maintenance and by an authorized repair personnel.
 - f. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.
 - g. Any person(s) being transported in city vehicle(s) are required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are provided by the vehicle manufacturer.
- B. Seat belt systems in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order. The lack of a properly functioning seat belt or restraint system in a municipal vehicle shall result in the vehicle being placed out of service.

- C. Seat belt use shall be enforced in the same manner, and with the same enforcement tools, as any other work rule.

4-12 Trenching and Excavations

Effective Date: 03/01/2010

Revision Date:

Trenches. Exposed trench faces that are more than five feet high must be stabilized by either shoring, sloping the face of the wall back to a stable slope or some equivalent method to prevent cave-ins. If the trench is excavated in hard, compact soil materials more than five feet in depth, the wall must be supported. If the walls of a trench are less than five feet deep and in soft or unstable soil materials, then trench boxes, shoring, sheeting, bracing, sloping or other equivalent methods are required to prevent the trench wall from collapsing. Trench walls above five feet in height may be sloped instead of shored.

Materials used for trench boxes, sheeting, sheet piling, bracing, shoring and underpinning should be in good condition, and should be installed so that they provide support that is effective to the bottom of the trench. Timber must be sound and free from large or loose knots. Vertical planks in the bracing system should be extended to an elevation no less than one foot above the top of the trench face.

When employees are required to be in trenches that are four feet or more in depth, an adequate means of exit, such as a ladder or steps, must be provided and located so that no more than 25 feet of lateral travel is required for a person to reach the exit structure. The trench should be braced and shored during excavation and before personnel are allowed entry. Cross braces and trench jacks should be secured in true horizontal positions and spaced vertically in order to prevent trench wall material from sliding, falling or otherwise moving into the trench. Portable trench boxes (also called sliding trench shields) or safety cages may be used to protect employees instead of shoring or bracing. When in use, these devices must be designed, constructed and maintained in a manner that will provide at least as much protection as shoring or bracing, and extended to a height of no less than six inches above the vertical face of the trench.

During the backfill operation, backfill and remove trench supports together, beginning at the bottom of the trench. Release jacks or braces slowly and, in unstable soil materials, use ropes to pull them from above after employees have left the trench.

Excavation. Excavation safety requirements are quite similar to trenching requirements. For excavations in which employees may be exposed to unstable ground, qualified personnel using practices that are compatible with standards required by a registered architect, a registered professional engineer or other duly licensed or recognized authority will design support systems such as piling, cribbing, bracing and shoring that meet accepted engineering requirements to contain the walls. Excavations with conditions such as water, silty materials,

loose boulders, erosion, deep frost action or earth fracture planes require that the slope of the earth adjacent to the excavation be lessened. Scaling, benching, barricading, rock bolting, wire meshing or other equally effective means of excavation support must meet accepted engineering requirements for all sides, slopes and faces of excavations. Materials used to support excavations should be maintained in good condition.

Never excavate below the level of the base of the footing or retaining wall, except in hard rock, unless the wall is underpinned and appropriate precautions are taken to ensure the stability of adjacent walls. If it is necessary to place or operate power shovels, derricks, trucks, materials or other heavy objects on a level above and adjacent to an excavation, the side of the excavation must be sheet-piled, shored, braced or sloped as necessary to resist the additional pressure resulting from such loads. Install substantial stop logs or barricades when using mobile equipment on or near an excavation, grade away from the excavation, and provide walkways or bridges with standard guardrails for employees or equipment to cross over excavations.

[Also see Appendix C- Trenching / Excavations Policy]

4-13 Self Contained Breathing Apparatus (Treatment Plant/Swimming Pool)
Effective Date: 03/01/2010
Revision Date:

Each employee shall wear appropriate respiratory protection in environments where harmful substances could be inhaled. The use of respiratory protective equipment (respirators) shall be in compliance with the Respiratory Protection Program. The purpose of this program is to ensure that all employees are protected from of inhalation harmful substances, through the proper use of respirators. The program applies to all employees who need to wear respirators during normal work operations. It may also be necessary to wear respiratory protection during non-routine operations in which individuals can be exposed to short term high concentrations of a hazardous substance. For example, during maintenance or repair activities or spill clean up.

Individuals required to wear negative pressure respirators must be properly fitted and tested for an adequate seal prior to using the respirator in a contaminated atmosphere. Qualitative fit testing will be arranged for by the Program Coordinator. Instructions on performing positive and negative pressure checks will be provided to users so that they may check their respirator's fit in the field.

Individuals who require respiratory protection must receive training and fit testing before using the respirator. The training will include a discussion of the need for respiratory protection, the elements of the Respiratory Protection Program, the individual's responsibilities, the Medical Surveillance Program, proper use and limitations of respiratory protection, respirator maintenance, and handling emergencies.

All respirator users must attend training and be fit-tested annually if they wish to remain in the respiratory protection program.

Respirator users are responsible for regular cleaning and inspection of their assigned respirators, including looking for defects and missing parts. Respirators will be stored properly in order to protect them from dust, sunlight, excessive heat or cold, moisture, and chemicals. Worn or deteriorated parts will be replaced.

SCBA units available for use within each department shall be inspected weekly, prior to and after use. Inspections shall be completed by persons within the department who are authorized to utilize the equipment. Inspections are for the purpose of insuring each SCBA is fit/ ready for use in accordance with the manufacturer's recommendations and department requirements.

Documentation for inspection and maintenance of SCBA components shall be maintained for the service life of each SCBA by each department's Respiratory Program Coordinator or Department Head.

[Also see- Appendix B- Fire Department Respiratory Protection Program]

4-14 Work Zone Safety: Traffic Control, Vests, Hardhats
Effective Date: 03/01/2010
Revision Date:

This Directive establishes policy for the use of a TRAFFIC SAFETY VEST in accordance with CFR, Title 23, Part 634. This policy will apply to ALL personnel.

It will be the policy of the City to require personnel to wear the traffic safety vests when their job places them in or near any roadway, except when there is reason to believe that wearing the vest will create a hazard, or under the law enforcement exemption. (See Section 4-03 Personal Protective Equipment of this manual).

[Also see Appendix A- Traffic safety Vest policy and Appendix B- Use of Traffic Safety Vest].

4-15 Blood Borne Pathogens

Effective Date: 03/01/2010

Revision Date:

The City Manager's Office shall implement and maintain the City's Exposure Control Plan (ECP) to ensure work is conducted in compliance with the plan. The purpose of the plan is to implement procedures which promote safe work practices in an effort to minimize the incidents of illness and injury experienced by City employees. To reduce occupational exposure to Hepatitis B Virus (HBP), Human Immunodeficiency Virus (HIV) and other blood borne pathogens that employees may encounter in their workplace. The ECP shall be designed to protect employees from health hazards associated with blood borne pathogens; and provide appropriate treatment and counseling should an employee be exposed to blood borne pathogens. Employees are responsible for complying with the requirements of this plan and shall consult with a supervisor when questions arise concerning blood borne pathogens and not underestimate the risk of exposure to blood borne pathogens. Please consult Employee Handbook for contents of entire policy.

- A. Work Practice Controls eliminate or minimize employee exposure to blood borne pathogens. All employees shall observe the following work practice controls in addition to other quality control measures governing their work duties.
 - 1. Employees shall wash their hands with antibacterial soap and water immediately after removing gloves or other personal protective equipment or following contact with blood or OPIM.
 - 2. Antiseptic hand cleansers and clean towels or towelettes shall be available for staff when hand washing facilities are not immediately available. Hands must be washed with soap and water as soon as feasible after use of hand cleanser or towelettes.
 - 3. Emergencies involving blood or OPIM shall be handled in a way to minimize splashing, spraying, spattering and generation of droplets.
 - 4. Decontaminating equipment shall be done with 1:10 dilution of chlorine bleach (such as Clorox or Purex) for ten minutes.
 - 5. Attach an appropriate biohazard warning label to any contaminated equipment to identify the contaminated portions.
 - 6. Protective gloves shall be used when necessary in the correct manner.
- B. To insure proper use and maintenance of personal protective equipment, all employees shall observe the following (any employee may choose, temporarily and briefly, under rare and extraordinary circumstances, to decline the use of protective equipment to prevent the delivery of health care or public safety services):
 - 1. Disposable gloves are never washed and shall not be reused.
 - 2. Utility gloves shall be replaced when they show signs of cracking, peeling, tearing, puncturing, or deteriorating.

3. Respirators and face protection shall be worn when splashes, sprays, spatter, or droplets of blood or OPIM pose a hazard to the eyes, nose or mouth contamination.
 4. Appropriate protective clothing shall be worn when employees have potential for blood and other potentially infectious material. Type and characteristics will depend upon the materials, task and degree of exposure anticipated; however, the clothing selected shall form an effective barrier so as not to permit potentially infectious materials to pass through or reach the employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time and protective membranes under normal conditions of use and for the duration of time the protective equipment will be used.
 5. All personal protective equipment shall be removed prior to leaving the work area.
- C. Biohazard warning labels and signs provide the most obvious warning of possible exposure to blood borne pathogens. Biohazard warning labels shall be used to mark all regulated waste if not placed in a red bag or colored in red or orange colors.
 - D. Hepatitis B vaccine shall be offered to designated employees and other employees who are at a significant level of risk at no charge to the employee.
 - E. Training shall be provided to all employees covered by this document at the time of their initial employment and annually thereafter at no cost to them during normal working hours.

[Also- see City of Warren's Bloodborne Pathogens Exposure Control Plan contained in the Employee Handbook]

4-16 Accident Investigation/Near Miss Form

03/01/2010

This is a report of a: Death Lost Time Dr. Visit Only First Aid Only Near Miss

Date of Incident Time of Incident am pm

Employee's Name Male Female

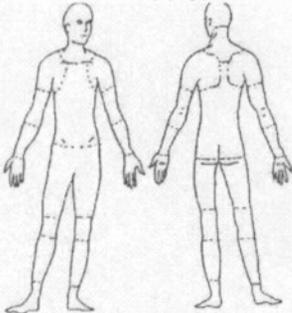
Address

City State Zip DOB

Job Title Phone

Employee's Dept Did Injury Occur on Employer's Premises? Yes No

Location of Incident (address)

| | | |
|--|---|--|
| Part of Body Affected: (shade all that apply)  | Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, Scrapes <input type="checkbox"/> Hernia <input type="checkbox"/> Amputation <input type="checkbox"/> Illness <input type="checkbox"/> Broken Bone <input type="checkbox"/> Damage to a body system <input type="checkbox"/> Bruise <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Other <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> If other, Please explain <input type="checkbox"/> Concussion <input type="text"/> <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, Laceration | This employee works <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary Experience doing this job Years <input type="text"/> Months <input type="text"/> Trained to do this job <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Last Training <input type="text"/> |
|--|---|--|

Phase of Employee's workday at time of injury:

During rest period Enter/Leave Facility
 During meal period During work duties
 Working Overtime Other

Explain if other

Name(s) of other injured in same incident

1.

2.

3.

Treating Physician

Name

Address

Phone Panel Physician Yes No

Medical Facility Attended

Name

Address

Phone Panel Physician Yes No

Description of How Incident Occurred (Attach Incident Report - Employee)

Incident Sequence: Describe, in reverse order of occurrence, events preceding the injury and incident. Starting with the injury and moving backwards in time, reconstruct the sequence of events that led to the injury.

Injury event 1

Incident event 2

Preceding event 3

Preceding event 4

Task and Activity at Time of Incident

General type of task

Specific activity

Posture of employee

Employee was working

- Alone With crew or fellow worker
 Other Specify

Supervision at time of incident

- Directly supervised Indirectly supervised
 Not Supervised Supervision not feasible

Causal Factors (events and conditions that contributed to the incident)

Corrective Actions (those that have been or will be taken to prevent recurrence.)

Prepared by Title

Signature Date

Reviewed by Safety Committee Yes No Date Recommendations attached Yes No

Safety Committee Chair Signature

4-17 Noise

Effective Date: 03/01/2010

Revision Date:

Repeated exposure to loud noise can lead to permanent, incurable hearing loss. Approximately 30 million workers are exposed to hazardous noise on the job (NIOSH). Reduce your risk of hearing loss by wearing hearing protection.

It is the City's policy that each affected employee shall wear hearing protection as follow:

Refer to Section 4-03 E for a list of tasks when hearing protection should be worn.

4-18 First Aid/ CPR
Effective Date: 03/01/2010
Revision Date:

As a condition of employment, police and fire personnel working for the City of Warren are required to be certified in first aid and CPR. Annually training is provided in these areas if needed.

4-19 Evacuation Plan
Effective Date: 03/01/2010
Revision Date:

A. CITY OF WARREN MUNICIPAL BUILDING

This following procedure shall be utilized by City employees to evacuate the Municipal Building in response to an immediate threat, or as a precaution to a perceived threat.

Examples of an immediate threat include, fire, disruptive visitor, natural gas leak, which are evident and pose an immediate danger. Perceived threats include bomb scares, unusual substances, or other event which allows time for evaluation of the actual danger.

A portion of the building may remain evacuated after a full evacuation as deemed appropriate for the situation.

Department Managers are responsible to insure all supervised personnel follow this procedure; and, to establish a procedure appropriate for the operation of their Department which allows for accurate / timely accounting of the success of evacuation of personnel under their supervision / control to Police / Fire personnel.

Once an evacuation is initiated, the ranking Fire or Police Officer present shall be in charge.

1. Initiating Evacuation

Any evacuation of the Municipal Building shall be initiated by message transmitted over the telephone paging system.

The message transmitted shall be "All personnel immediately evacuate the building," repeated three (3) times.

The phone paging system is activated by depressing intercom voice, then City-wide page, and speaking into the phone. E-mail / voice mail may also be utilized.

When any type of evacuation is implemented, the Manager's Office shall notify the Fire Department through the 911 Center or face-to-face.

2. Authorization to Evacuate

All City employees are authorized to initiate an evacuation in response to an immediate threat.

Any City employee who becomes aware of a perceived threat shall

notify the Manager's Office. The Manager's Office, in conjunction with Fire / Police personnel shall evaluate the threat and initiate the appropriate action including full or partial evacuation of the facility.

3. Evacuation

In response to initiation of an evacuation, all personnel shall immediately leave the building by the most direct route. Do not use the elevator. Employees shall direct / assist public within their areas. All doors / windows shall be closed prior to leaving the area.

As able, Codes personnel will verify non-office areas, on the lower level, are clear. Police Department personnel will clear first floor bathrooms and non-office areas, and DPW will clear the second floor non-office areas.

4. Evacuation Area / Accountability

All evacuated personnel will report directly to the Fire Department training room. Department Managers or employee in charge for the day will provide the Police or Fire Officer in charge an accounting of personnel from their area who have been evacuated or who still remain within the structure.

No personnel shall leave this area until cleared by Fire or Police personnel to do so.

5. Re-Entry

No personnel shall re-enter the building until cleared by the Fire or Police OIC to do so.

In the event that only a portion of the building is to remain evacuated, that portion will be secured, employees so notified and returned to the remainder of the structure.

Acknowledgement/ Sign-off Form

CITY OF WARREN

Employee Safety Manual Acknowledgement Form

By my signature below, I acknowledge that the City's Employee Safety Manual has been received by me and reviewed with me by my supervisor _____.
(Print name of Supervisor)

Name of Employee (Please Print)

Signature of Employee Date

Name of Supervisor (Please print legibly)

Signature of Supervisor Date

Signed _____
Chief Administrative Official

EMPLOYEE SAFETY MANUAL (ESM)

APPENDIX A

Listing of the City of Warren Police Department Policies/Directives that addresses topics similar to those included in the Employee Safety Manual. Refer to the Police Department PLEAC Manual for further detail on the Policies/Directive indicated.

PLEAC Section

| | |
|--|---------------------------|
| 1. Pursuits | PLEAC 4.2.1, 4.2.2, 4.2.3 |
| 2. Patrol Operations (Response Driving) | PLEAC 2.1.1 |
| 3. Patrol Operations (Bullet Proof Vest) | PLEAC 2.1.3, 2.1.4 |
| 4. Patrol Operations (Bicycle Patrol) | PLEAC2.1.7 |
| 5. Traffic Safety Vest | PLEAC 2.1.9 |
| 6. Safety Belt Use | PLEAC 2.1.10 |
| 7. Fitness and Wellness Program | PLEAC 3.7.1, 3.7.2 |

EMPLOYEE SAFETY MANUAL (ESM) APPENDIX B

Listing of Warren Fire Department Directives which address topics similar to those addressed by the Employee Safety Manual section indicated. Refer to the Fire Department Policy / Procedure Manual for further detail on the Directive indicated.

ESM Section

1. 4-03 Personal Protective Equipment

2. 4-04 Equipment / Vehicle Operation

3. 4-11 Use of Seat Belts

4. 4-14 Work Zone Safety

5. 4-15 Blood Borne Pathogens

Fire Department Directive

Dir. 117 – Gear Issue / Care

Dir. 104 – Use of SCBA / Gear

Dir. 210 – Operation of Vehicles

Dir. 502.2 – Req. to Drive Amb.

Dir. 401 – Seat Belts /
Riding Locations

Dir. 901 – Use of Traffic
Safety Vests

Dir. 502.13 – Infection Control
Program

EMPLOYEE SAFETY MANUAL (ESM)

APPENDIX C

Listing of the City of Warren Department of Public Works Policies/Directives that address topics similar to those included in the Employee Safety Manual. Refer to the Department of Public Works (DPW) individual safety policies for selected operational activities.

DPW Policies

1. Wood Chipper Operation
2. Trenching and Excavation Procedures
3. Vehicle Inspection
4. Lock Out/Tag Out
5. Confined Space Entry

EMPLOYEE SAFETY MANUAL (ESM)

APPENDIX D

Safety Committee By-Laws

I. Purpose

The City of Warren is committed to protecting the health and safety of its employees. To further protect our employees, we have established a Workplace Safety program that will help prevent injury and illness due to hazard.

II. Scope

The scope or objectives of the Safety Committee will be to concentrate on the following areas of the Health and Safety Program.

- A. Gather and promote ideas and suggestions for improving safety on the job.
- B. Influence others to work safely.
- C. Establish periodic safety inspection procedures for identifying unsafe conditions and practices.
- D. Provide assistance with accident and near miss investigations.
- E. Review accident investigation and safety inspection reports, provided by the Departments.
- F. Monitor accident trends and plan prevention.
- G. Provide written recommendations to the Department Heads and/or employees regarding any unsafe work conditions or practices or occupational health concerns.
- H. Implement programs for compliance with all federal, state and local laws, rules and regulations regarding personnel and equipment safety.
- I. Conduct follow-up evaluations to review the effectiveness of newly implemented safety equipment or safety and health procedures.
- J. Promote the Health and Safety Program.
- K. Make suggestions relative to selection of safety equipment.

III. Membership

- A. The Safety Committee will be comprised of a Department Head or designee and an employee from each of the Departments.
- B. Quorum:
Fifty-one percent (51%) of all members shall constitute a quorum.
- C. Election of officers / membership vacancies
 1. Officers shall be elected for a one-year term by a majority vote of the committee members present. Nominations for

EMPLOYEE SAFETY MANUAL (ESM)
APPENDIX D

officers will be made during the May meeting with elections during the June meeting.

2. Vacancies on the committee will be filled from that same department with the Department Head or Manager appointing the position.
3. In April of each year, the Committee will evaluate membership for the next term beginning in June.

IV. Committee Member's Responsibility

- A. Chairperson's duties:
 1. Arrange meeting place
 2. Notify members of meetings
 3. Set time for meetings
 4. Review previous meeting minutes
 5. Set agenda for meeting
 6. Appoint such sub-committees from time-to-time as deemed necessary.

- B. Vice-Chairpersons duties:
 1. Conduct meeting in absence of Chairperson.
 2. Report on status of any recommendations.
 3. Complete annual Safety Committee Report to be given to and reviewed with Chairperson.

- C. Secretary duties:
 1. Record, prepare and distribute meeting minutes.
 2. Conduct meeting in absence of Chairperson and Vice Chairperson.
 3. Review Annual Safety Committee report with Chair and Vice Chairpersons.

- D. Members duties:
 1. Report and discuss unsafe conditions and practices.
 2. Attend all meetings regularly.
 3. Review all accidents and near misses.
 4. Contribute ideas and suggestions for improvement of safety.
 5. Influence others to work safely.
 6. Sponsor or develop incentive programs related to safety.

- E. Voting:
 1. Motions considered by the Committee shall require a simple majority vote of the Committee members present to be adopted.

EMPLOYEE SAFETY MANUAL (ESM)
APPENDIX D

V. Committee Meetings

- A. The Committee will, at a minimum, meet once every month.

VI. Order of Business

The following will be the order of business to be conducted at Safety Committee meetings:

- A. Call to order. The meeting will be called to order promptly at the appointed time.
- B. Attendance. Names of members and others present at the meeting will be recorded promptly at the time set.
- C. Minutes. Review minutes of the previous meeting. Any corrections or additions should be made at this time.
- D. Unfinished business. Items which were unresolved at the last meeting.
- E. Safety Education
- F. Safety Inspections. Discussion of inspections. Review Safety Inspection Reports and any other Agency's Inspection Reports.
- G. Accident Review. Review of accidents, near misses, and accident statistics. Causes should be determined for every accident.
- H. Wellness
- I. New Business. Review safety issues.
- J. Next month's meeting. Set tentative date, time and location of next meeting.
- K. Adjournment

VII. Membership Training

Membership training must be completed in the following topics yearly:

- A. Hazard Inspection
- B. Incident Investigation and Prevention
- C. Safety Committee Operation