SAFETY MANUAL
<table>
<thead>
<tr>
<th>POLICY</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Manual Purpose</td>
<td>1</td>
</tr>
<tr>
<td>A: Employee Responsibility</td>
<td>2</td>
</tr>
<tr>
<td>B: Supervisory Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>C: Safety Orientation and Training</td>
<td>4</td>
</tr>
<tr>
<td>D: Safety Audits and Inspections</td>
<td>5</td>
</tr>
<tr>
<td>E: Reporting Unsafe Conditions</td>
<td>6</td>
</tr>
<tr>
<td>F: Work Injuries/Investigation/Reporting</td>
<td>7</td>
</tr>
<tr>
<td>G: Fire Safety/Evacuation</td>
<td>9</td>
</tr>
<tr>
<td>H: Emergencies</td>
<td>11</td>
</tr>
<tr>
<td>I: Weather Conditions</td>
<td>14</td>
</tr>
<tr>
<td>J: General Facility Housekeeping &amp; Cleanliness</td>
<td>16</td>
</tr>
<tr>
<td>K: Use of Protective Clothing</td>
<td>18</td>
</tr>
<tr>
<td>L: Lock Out/Tag Out Program</td>
<td>21</td>
</tr>
<tr>
<td>M: Vehicle Maintenance and Operation</td>
<td>23</td>
</tr>
<tr>
<td>N: Slow Moving Vehicles and Equipment</td>
<td>25</td>
</tr>
<tr>
<td>O: Worksites on Streets or Alleys</td>
<td>26</td>
</tr>
<tr>
<td>P: Lifting and Lowering</td>
<td>27</td>
</tr>
<tr>
<td>Q: Grinding Operations</td>
<td>28</td>
</tr>
<tr>
<td>R: Ladders and Scaffolds</td>
<td>29</td>
</tr>
<tr>
<td>S: Mowing Operations</td>
<td>31</td>
</tr>
<tr>
<td>T: Refuse Collection</td>
<td>32</td>
</tr>
<tr>
<td>U: Office Safety</td>
<td>33</td>
</tr>
<tr>
<td>V: General Safety</td>
<td>34</td>
</tr>
<tr>
<td>W: Confined Entry</td>
<td>35</td>
</tr>
<tr>
<td>X: Hazardous Substance Communication</td>
<td>37</td>
</tr>
</tbody>
</table>

Addendum to Policies and Procedures Manual; October 2, 1995---38
SAFETY MANUAL PURPOSE

The purpose of this safety manual is to offer guidance and direction to all employees at all levels of the organization. This manual is not comprehensive and, no doubt, supplemental policies will be issued from time to time. This manual is not a substitute for common sense and employees are still expected to use good judgment when situations arise that are not covered by this manual. This manual is part of a process to insure a sager working environment for all City of Ardmore employees. It is expected that employees will follow all policies to the best of their abilities and that management and supervisory personnel will do their best to fairly and consistently enforce all rules and regulations contained herein. A good effort is expected from everyone. Continual, careless or willful violations of safety policies will not be tolerated.
POLICY A
EMPLOYEE RESPONSIBILITY

GENERAL POLICY: Each employee, as a part of the comprehensive safety program, is expected to place safe work practices and identification of unsafe conditions in their highest priority while performing their daily tasks. Each employee’s safety commitment must include attention to all aspects of safety.

PROVISIONS:

1. Employees shall use all safety equipment which has been provided for performing their daily work assignments.

2. Employees shall only use equipment and tools for which they have been trained or are familiar.

3. Employees shall warn co-workers of unsafe conditions or practices they are engaged in, which could lead to or cause an accident.

4. Employees shall report defective equipment to a supervisor immediately.

5. Employees shall report to their supervisor any dangerous or unsafe conditions that exist in the workplace as well as throughout the City, such as defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.

6. Employees shall report all injuries and accidents related to work regardless of severity.

7. Employees shall safely use all equipment and tools.
POLICY B
SUPERVIsORY RESPONSIBILITY

GENERAL POLICY: While all employees have the responsibility to maintain a safe work place, Department Directors and Supervisors shall set the example in job related safety and health.

PROVISIONS:

1. Department Directors bear ultimate responsibility for the safety of their respective employees.

2. Department Directors and all supervisory personnel shall become thoroughly familiar with the contents of this manual and all subsequent additions issued by City administration.

3. Department Directors and supervisory personnel shall do all possible to enforce the provisions of this manual and all subsequent additions and to take corrective and/or disciplinary personnel shall document all safety rules violations.

4. Department Directors and supervisory personnel shall set an exemplary standard in the area of job related safety for their employees.

5. Department Directors shall be responsible for thoroughly educating their employees in the area of safe work habits and shall schedule safety training sessions for their employees at least monthly. Such training shall be in addition to other training mandated by this manual and all subsequent additions. City Hall and Library employee training shall be coordinated by the Personnel Department.

6. Department Directors and supervisory personnel shall be responsible for promptly and properly reporting all work related injuries and illnesses.

7. Department Directors and supervisory personnel shall routinely and continuously check for unsafe work conditions, habits and equipment and shall immediately institute corrective action. They shall also set up and maintain a good housekeeping system for their facilities.
POLICY C
SAFETY ORIENTATION AND TRAINING

GENERAL POLICY: In order to instill a strong safety consciousness in new employees, safety orientation sessions and training will be undertaken within 30 days of hire. Additionally, on-going and annual training shall be given to all employees so that they may maintain a high sense of safety awareness.

PROVISIONS:

1. All new employees shall receive mandatory training in fire extinguisher use from the Fire Department within thirty (30) days of hire.

2. All new employees shall receive mandatory training in evacuating their work area, including review of escape route maps, from their Department Director within thirty (30) days of hire.

3. Department Directors or their designees shall review this safety manual with all new employees within thirty (30) days of hire. Such review shall include a page by page overview of City safety policy.

4. New employees shall be instructed in the proper use of all safety equipment and protective clothing prior to starting a job that requires their use.

5. New employees shall be encouraged to take a basic C.P.R. course.

6. At least once annually all employees shall receive refresher training in the use of fire extinguishers.

7. At least once annually all employees shall receive instruction regarding worksite escape routes.

8. At least once annually, Department Directors shall hold meetings for the sole purpose of discussing safety issues and reviewing this safety manual and any updates.

9. All updates or safety information, which is distributed by the Safety Director's Office shall be posted prominently in an area used by all employees until a new safety manual comes out. Copies of such information shall be distributed to all employees who shall sign a form indicating a receipt of same.
POLICY D
SAFETY AUDITS AND INSPECTIONS

GENERAL POLICY: As a part of an ongoing safety effort, continual safety inspections shall be made of various City facilities to insure compliance with written standards.

PROVISIONS:

1. At all times all City facilities are subject to unannounced inspections by the federal and State Occupational Safety and Health Administration (OSHA).

2. If an unannounced inspection occurs, the City Manager shall be notified immediately and he shall designate an employee to accompany the inspector during his or her visit.

3. During any inspection, all employees shall act in a respectful manner and shall cooperate fully. To the extent possible, all requests for information and records shall be honored. Copies of all written materials given to the inspector shall be forwarded to the City Manager.

4. No employee shall be reprimanded or in any way retaliated against for providing truthful information to a State or federal safety inspector.

5. In addition to inspections from State or federal agencies, periodic safety audits shall be made by the City Manager or his designee.

6. All such audits shall be unannounced and are intended to monitor the compliance level of all departments.

7. All employees are to cooperate with the Safety Auditor as if he or she were a State or federal inspector, and shall comply with all instructions and requests for information.

8. Upon completion of a Safety Audit a written report shall be submitted noting areas needing improvement along with a deadline for making such. Department receiving such reports shall comply with all guidelines contained therein. Follow-up audits shall be made as needed.
POLICY E
REPORTING UNSAFE CONDITIONS

GENERAL POLICY: In an effort to safeguard the well being of the public, employees and the City, every effort shall be made to keep the workplace safe and to eliminate unsafe and hazardous work environments.

PROVISIONS:

1. Any employee noting what they feel is an unsafe working condition, shall immediately report such to the City Manager or his designee via an “Unsafe Condition” report form.

2. Unsafe conditions include, but are not limited to the following:
   A. Unsafe work practice
   B. Unsafe equipment
   C. Unsafe work site
   D. Physical hazards

3. No employee shall be reprimanded or in any other way retaliated against for filing a truthful “Unsafe Condition Report”.

4. The City Manager or his designee, shall investigate each report within one (1) calendar week. A copy of the “Unsafe Condition Report” shall be sent to the Department Director of the affected department.

5. Upon completion of the investigation, a final report regarding the validity of the claim and what, if any, corrective action needs to be taken shall be completed and forwarded to the Department Director of the affected department.

6. Employees filing reports shall not be permitted to refuse to do work that they feel is unsafe, unless it can be shown that such work is dangerous and risks injury or death.
POLICY F
WORK INJURIES/INVESTIGATION/REPORTING

GENERAL POLICY: Any time an employee is injured on the job, the City shall make every effort to get the employee necessary medical attention immediately. In an effort to deal effectively and efficiently with all employee accidents, both injury and non-injury, complete reports shall be filled out for each incident. Serious or potentially serious accidents shall be investigated thoroughly to discover causes and prevent future recurrence.

PROVISIONS:

1. Employees who are injured while performing job duties for the City of Ardmore or who contract a work related illness, shall notify their supervisor immediately.

2. Supervisors who become aware of an employee work related injury or illness shall file a "Work Injury/Illness Report" within 24 hours of the incident occurrence. The report shall be signed and dated by the supervisor and the affected employee. Supervisors shall also file a "witness Statement Report: from all employees or other witnesses who saw the incident occur. Witness Statement Reports shall be signed and dated by the Supervisor and the witness. Both reports shall be forwarded to the Personnel Director within 24 hours of the incident occurrence.

3. The Personnel Director may, at his discretion or at the direction of the City Manager, commence a follow-up investigation into a specific incident. Such investigation may involve questioning the affected employee, any witnesses present and examining the incident scene. The Personnel Director, upon completion of the investigation, shall file a report with the City Manager along with any recommendations.

4. Whenever an employee is injured on the job, they are to be immediately taken to the City Physician, which at present is any doctor at the _______________. After regular working hours employees are to be taken to the _______________. Employees must be taken to these caregivers first, unless emergency medical personnel advise otherwise. If injured employees wish to see their own physician, they may do so at a later time.

5. It shall be the responsibility of supervisors to insure that employees receive prompt medical attention.

6. Seriously injured employees are not to be moved except by emergency personnel. Fire Department E.M.T.'s and an ambulance service are to be called immediately.
7. Seriously injured employees are to be transported to the nearest hospital that can provide the care needed by emergency services.

8. Any time a seriously injured employee is taken to the hospital, the City Manager or his designee shall be notified immediately.

9. All departments are to maintain a basic first aid kit, approved by the Fire Chief, in a readily accessible location for use by all employees as needed. First aid kits are to be kept stocked at all times.
POLICY G
FIRE SAFETY/EVACUATION

GENERAL POLICY: It is a paramount concern of the City of Ardmore that employees exercise great care to prevent fire and to be prepared to deal with a fire in the event one should occur.

PROVISIONS:

1. Department Directors shall insure that all regular and emergency exits are kept clear from obstructions and debris that would inhibit anyone trying to escape a fire.

2. All emergency exits shall be marked with lighted exit signs and kept unlocked for persons going from the inside to the outside.

3. Department Directors shall draw up and maintain an escape route map for each building under their direction. The primary escape route shall be shown in red with secondary routes shown in another color. The maps shall also show the location outside the building that will serve as a meeting point for evacuating personnel. Such maps shall be posted throughout the affected building.

4. As part of “new employee” orientation, Department Directors shall insure that new employees in their department receive escape route training and shall review the map with them. At least once annually, all employees shall receive review training on escape routes and maps.

5. All fire extinguishers shall be kept in operable condition at all times and shall be mounted in easily accessible locations, preferably near an exit. All fire extinguisher locations shall be marked with a red reflectorized sign. Department Directors shall notify the Maintenance Department any time an extinguisher has been used or is in need of service. The affected department shall pay to have the fire extinguisher recharged.

6. The Maintenance Department shall inspect every fire extinguisher at least once per month and shall keep a record of inspections and results. The Maintenance Department shall insure that all extinguishers are properly charged, service and repaired. Such charging, servicing and repair work shall be at the expense of the department possessing the extinguisher.

7. All new employees shall be trained in fire extinguisher use within thirty (30) days of hire. All employees shall receive review fire extinguisher training at least once annually.

8. All combustible and flammable liquids shall be stored in safety cans approved by Factory Mutual or Underwriter’s Labs. Such containers shall be clearly marked.
as to contents. Such containers shall be stored in an area that is as far as possible from employee work areas. Such areas shall be clearly marked “No Smoking” and “Flammable” and shall not be near any source of ignition or open flame. Such storage areas shall be properly ventilated. In no case will unapproved containers be used for storage or dispensing of flammable or combustible liquids. All flammable/combustible liquids should be marked I accordance with N.F.P.A. 704-M Assistance for marking containers can be secured from the City Fire Inspector.

9. Fire extinguishers shall be placed in an easily accessible place near such flammable liquid storage areas. Whenever flammable liquids are transferred or transported proper bonding and grounding procedures must be used.

10. Flammable materials stored in drums must be properly vented (F.M./U.L. approved), equipped with an approved self-closing faucet, having an approved safety pump and must be bonded and grounded.

11. Any time exposed wiring is discovered, the Department Director for the affected department shall immediately contact the Maintenance Department who shall have repairs made as soon as possible.

12. All electrical work shall be performed by a properly licensed and qualified individual who shall do the work in compliance with all applicable code.
POLICY II
EMERGENCIES

GENERAL POLICY: All City employees shall be trained in how to react in the event of a fire, bomb threat, criminal act, toxic spill or medical emergency.

PROVISIONS:

1. FIRE.

A. In the event of a fire, explosion or a situation where smoke is visible, employees shall immediately set off the fire alarm, if available, evacuate the premises and go to a location safely away from the building which has been prearranged in emergency training.

B. Once outside, the Fire Department shall immediately be notified. Also a check that all employees are present shall be undertaken.

C. Under no circumstances are employees to go back into a building thought to be on fire, even if it is believed someone is still inside.

D. Upon arrival of firefighting personnel, one person shall advise them of the situation, the possible location of the fire and whether there appears to be anyone still inside.

E. All employees shall cooperate fully with emergency services personnel and assist them in any way possible.

2. BOMB THREATS.

A. Upon receipt of a bomb threat, employees shall immediately evacuate the area and shall remain outside until instructed to re-enter by law enforcement officials.

B. After evacuation, employees shall immediately contact the Police Department who shall assume control over the premises.

C. Whenever a bomb threat is received, employees shall immediately discontinue radio traffic within 300 feet of the possible location of the bomb.

D. Emergency services personnel only shall be permitted to search for an explosive device.
E. Any employee finding any item they suspect is a bomb or explosive device shall immediately contact the Police Department. They shall not touch or disturb the device in any way.

3. CRIMINAL ACT.

A. Employees confronted with a robbery situation (armed or unarmed) while working shall give the suspect money or valuables demanded in order to get him or her to leave the premises.

B. During the course of the robbery, or in the event of any crime, employees should do their best to observe the suspect’s physical description, accent, identifying marks, type of weapon, direction of travel and vehicle description.

C. Employees confronted with physical violence may do all possible to resist an attack and to remove themselves from the location of violence.

D. At no time may employees attempt to apprehend a criminal, unless working in a law enforcement capacity.

E. After a criminal has left the premises, employees should immediately contact the Police Department and seal of the building or crime scene area from all persons except law enforcement personnel. Nothing should be touched, moved or disturbed in the area where the criminal was physically located.

F. Medical attention should be summoned for anyone needing such.

4. TOXIC SUBSTANCE SPILL.

A. Any time an accident involving the spillage or leakage of toxic or suspected toxic substances occur, employees shall immediately evacuate the premises and account for all employees.

B. Immediately upon evacuation, contact shall be made within the Fire Department via 9-1-1. Prior to their arrival all persons are to be kept away from the scene upwind of the spillage of leakage.

C. The Fire Department shall assume command of the spill area and all personnel shall cooperate completely with the on-sight incident command. The Civil Defense Director shall assume command in the event the Mayor declares an emergency.

D. At no time shall an employee attempt to clean up a toxic or suspected toxic substance spill.
5. **MEDICAL EMERGENCIES.**

A. When a medical emergency arises, employees shall first summon the Fire Department E.M.T.'s and an ambulance service via 9-1-1.

B. Immediately after summoning medical help, employees shall do all possible to aid and comfort those in need of medical help. **Employees should not attempt to administer medical or emergency procedures they are not familiar with or are not qualified to perform.**

C. Injured persons should not be moved except by emergency personnel.

D. All employees are encouraged to be trained in basic first aid and C.P.R.
POLICY I
WEATHER CONDITIONS

GENERAL POLICY: Employees who are working outside shall be given due protection from the extremes of weather, in order to insure their safety and health.

PROVISIONS:

1. All employees shall have access to a potable water supply at all times during work hours to help them cope with the extremes of weather.

2. All Sanitation trucks, mowing tractors and vehicles used by Meter Readers shall be equipped with portable water containers and disposable drinking cups. All employees at remote work sites shall have access to potable water and disposable drinking cups.

3. Sanitation Drivers and Meter Readers shall be responsible for filling, cleaning, disinfecting and storing portable water containers assigned to their vehicles. Department Directors shall assign an employee from each work site to be responsible for filling, cleaning, disinfecting and storing portable water containers each day.

4. Employees responsible for portable water containers shall be liable for replacement costs if lost, stolen or destroyed due to their negligence.

5. Portable water containers shall be replaced upon becoming worn beyond repair or destroyed. Any container which develops cracks in the interior shall be replaced.

6. On days with extreme heat, employees shall be encouraged to drink large quantities of water or other appropriate liquids and shall be afforded work breaks as needed to maintain physical strength and avoid heat stroke or exhaustion. Employees shall not take salt tablets or sodium medication unless under a doctor’s care.

7. During severe storms employees working outside shall take appropriate cover inside a vehicle or building. In the event of heavy rain employees are to evacuate any low lying or flood prone areas they may be working in. In the event of a tornado, employees shall immediately take cover in the nearest storm shelter or on the lowest floor of a nearby building. In the event of a storm with lightening, employees should avoid high ground or standing under trees. To the extent possible, employees should stay indoors and avoid usage of the phone or any electrically activated items. Employees shall also avoid handling flammable liquids or gases during electrical storms.

8. During periods of extreme heat or cold, Department Heads shall insure that all employees working outside have proper clothing to guard against weather related
illness. In winter, employees should have access to long underwear, insulated boots or shoes, insulated gloves, a hat and an acceptable winter coat. During periods of extreme heat or cold, employees working outside shall be permitted to take breaks as needed.

9. During heavy snow or any other time where visibility is greatly reduced, employees shall use extreme caution while working around traffic areas. Employees working in such areas shall at all times wear an orange safety vest and all accompanying vehicles shall have head and tail lights, rotating beacon and emergency flashers in operation.
POLICY J
GENERAL FACILITY HOUSEKEEPING AND CLEANLINESS

GENERAL POLICY: All City building, vehicles and equipment shall be kept orderly, clean and neat.

PROVISIONS:

1. All employees are to keep their work areas clean to the extent possible. At the end of each shift, employees shall sweep and/or mop their work areas unless they work in a department with janitorial service. All employees, including those working in departments with janitorial services, shall take measures to maintain work area cleanliness and shall clean up and excessive mess made during the work day.

2. All tools and hand equipment shall be returned to their assigned place of storage upon completion of use by employees. Employees shall not allow tools and hand equipment to accumulate on countertops, tables or their surfaces, or to be scattered over a work site.

3. All tools and hand equipment shall be cleaned prior to being replaced in storage.

4. Department Directors shall set up and maintain an organized storage system for all equipment, tools and other City property used by their department.

5. Department Directors or their designees shall insure that all burned out or defective lighting is replaced promptly so as to insure safe illumination for all work areas.

6. Department Directors or their designees, in departments where there is no janitorial service, shall insure that all restrooms are kept stocked, in service and in a sanitary condition.

7. Department Directors or their designees, in departments where there is no janitorial service, shall insure that all trash containers are emptied promptly. Trash shall not be allowed to excessively accumulate or overflow from containers.

8. Hazardous wastes shall not be disposed of in regular trash containers, but shall be disposed of in marked containers and/or in compliance with federal and State guidelines.

9. All departments using rags shall have storage bins marked “For Dirty Rags Only.” Such containers shall have a lid and shall be placed in an area away from all open flames or smoking areas.

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10. Employees shall insure that all aisle ways, passageways, stairways and sidewalks are clear of obstructions, trash and debris.
POLICY K
USE OF PROTECTIVE CLOTHING

GENERAL POLICY: When engaged in work that presents some type of hazard to employees, all appropriate and available protective clothing shall be used.

PROVISIONS:

1. Protective clothing shall include, but not be limited to the following:
   
   A. Orange safety vest
   B. Hard hat
   C. Goggles/Safety glasses/Face shield
   D. Respirator
   E. Leather gloves
   F. Leather apron
   G. Rubber gloves
   H. Rubber boots
   I. Self-contained Breathing Apparatus
   J. Hearing protection
   K. Steel toe safety shoes
   L. Safety harness or belt
   M. Lifting belts

2. In addition to specific provisions of this policy, all affected employees shall wear protective clothing according to the provisions of other policies in this manual, directive from the City and whenever the situation warrants.

3. All employees of the Street, Sanitation and Water/Sewer Distribution departments shall wear orange safety vests at all times when on duty. All Meter Readers shall wear orange safety vests.

4. Orange safety vests shall be worn any time an employee is working in a traffic zone or on a traffic right of way. Vests shall be inspected daily for wear and shall be replaced upon being severely worn, damaged or at least annually.

5. Hard hats shall be worn at all times by any employee working in a traffic zone or on a traffic right of way (except Police and Fire personnel). For Meter Readers and Sanitation employees, wearing hard hats is optional, unless they are working in a situation where head protection is necessitated.

6. Hard hats shall be worn anytime an overhead or electrical hazard exists. This shall include all times when equipment with overhead capabilities is in operation, where low branches cause hazard, where employees are working in a hole or ditch where others are working above them, anytime employees are working in areas where they cannot stand up normally, anytime employees are working on or
around ladders or scaffolding or any other situation where overhead hazards exist. All employees on mowing and weed eating crews shall wear hard hats.

7. Goggles shall be worn by all employees in the immediate vicinity of an operating drill press, jackhammer, saw (power or hand), grinder, spray rig, weed eater, lawn mower, edger, blower, any power tool, rig vehicle or device and any device which presents a danger of flying objects, sparks, liquids or mists.

8. All Sanitation employees working on packer trucks shall wear safety glasses with side shields at all times when on duty.

9. All employees doing welding of any type or cutting with a torch shall wear face shields to protect from physical hazards and eye protection that protects from excessive brightness.

10. In addition to the eye and face protection listed above, the City Garage, Street, Sanitation (Transfer Station), Water/Sewer (Shop) and Fire Departments shall maintain acceptable eye wash stations in locations accessible to all employees.

11. Appropriate respirators shall be worn by all employees in the immediate vicinity of an operating grinder, spray rig and any other device which creates an atmosphere of airborne particulate matter or mists and where proper ventilation does not exist. Respirators shall be worn at all times by employees engaged in spraying plants for weeds or insects. Employees wearing respirators shall not be permitted to have facial hair that interferes with the seal of the respirator against the face.

12. Leather gloves and a leather apron shall be worn whenever an employee is engaged in any activity that may result in injury from sparks or flames such as grinding, welding or cutting with a cutting torch.

13. Appropriate rubber gloves shall be worn whenever employees are handling hazardous chemicals or are exposed to body fluids such as blood, urine or saliva. Gloves used for handling chemicals may be reused, if permitted by the chemical manufacturers' instructions. Gloves used for medical situations where employees are exposed to body fluids shall, after use, be sealed and disposed of in accordance with state and federal laws pertaining to disposal of medical wastes.

14. Rubber boots shall be worn at all times when employees are working on or around walking surfaces contaminated with hazardous substances. Such boots shall also be worn on walking surfaces that are excessively wet or slippery, where such boots would be of help. Boots worn in areas contaminated with hazardous substances shall be washed according to instructions for that substance. If such boots cannot be washed, they shall be sealed in a container and disposed of in accordance with State and federal laws pertaining to disposal of hazardous waste.
15. Self-contained Breathing Apparatus (SCBA) shall be used on any confined entry where it has been determined that the atmosphere could be toxic (See Confined Entry Policy). Such apparatus shall also be used when it is impossible to determine atmospheric quality and entry is necessitated by an emergency. All employees using a SCBA shall be trained in its use prior to using it. Employees suffering from conditions which prevent the use of such apparatus shall not be permitted to make confined entries requiring use of a SCBA. Employees using such apparatus shall not be permitted to have any facial hair that would interfere with the seal of the mask against the face. Employees also must have hair groomed in such a manner that it does not interface with the seal of the mask against the head.

16. Hearing protection shall be used by all employees who are exposed to loud noises on a continuous or regular basis. Hearing protection shall be in the form of appropriate ear muffs or ear plugs. Such hearing protection shall meet N.I.O.S.H. standards. Department Directors shall determine which form of hearing protection is best.

17. Hearing protection shall be worn at all times by employees in the immediate vicinity of an operating jackhammer, power saw (any type), hammer (hand or power), grinder, power generator, air compressor, push lawn mower or loud vehicle engine. Hearing protection is to be worn in all situations where an excessively loud noise is present. All Fire Department personnel responding Code 3 to a call shall wear hearing protection.

18. Safety shoes with steel reinforced toes and ankle guards shall be worn at all times by personnel in the Sanitation, Vehicle Maintenance, Parks Maintenance, Street, Water/Sewer Distribution and Building Maintenance Departments. Steel toe safety shoes shall also be worn by employees who, in the opinion of the Department Head, work regularly in an environment where foot injury is likely. New employees shall be required to purchase these shoes by the end of their six month probationary period.

19. Safety belts or harnesses shall be used at all times when working at high elevations such as on towers, poles, platforms and tanks.

20. Lifting belts shall be worn at all times by Sanitation employees while performing all job duties. Other employees shall use lifting belts when working in situations requiring heavy lifting or other unusual strain to the back.

21. All protective clothing items are mandatory for the safety and health of employees. Supervisors and Department Directors shall strictly enforce use of such items as required in their department. Failure to use such items or to enforce rules concerning such shall be grounds for disciplinary action up to and including discharge.
GENERAL POLICY: The City of Ardmore shall establish and maintain a lock out/tag out program for all City buildings, facilities, vehicles, equipment and tools in order to insure the safety of employees and citizens.

PROVISIONS:

1. Each department shall have at least two (2) employees who have the authority to lock out or tag out vehicles or equipment. Departments with more than one shift shall have at least one employee on duty at all times with the authority to lock out or tag out vehicles or equipment.

2. Any employee who finds that a vehicle or piece of equipment is defective or unsafe to use shall immediately report such to their supervisor. The supervisor shall inspect the vehicle or piece of equipment in question and determine the validity of the claim. If the supervisor lacks the technical expertise to make such a determination, the vehicle or equipment shall be locked or tagged out until an inspection can be made by the proper persons.

3. At all times when any city vehicle or piece of equipment is being serviced or repaired by City employees, it shall be locked out so that operation of the vehicle or equipment is impossible. Such vehicles or equipment shall also be tagged as “Out of Service.”

4. Any time a City owned vehicle or piece of equipment is awaiting repairs or service by an outside vendor, and cannot be safely operated until such repairs or services are completed, such vehicle or piece of equipment shall be locked and tagged out until the repair or service can be completed.

5. Any time a piece of equipment or a vehicle is found to be defective, it is to be locked and tagged out until repairs can be made. Hand tools found to be effective (e.g. hammer with a loose head) shall be tagged out and turned into the supervisor. All defective equipment or vehicles shall remain out of service until repairs can be made that would return the vehicle or equipment to safe operating condition. If such cannot be done then the vehicle or equipment shall be permanently removed from service.

6. All locks, chains, wedges, key blocks, adaptor pins, self-locking fasteners or other hardware shall be provided by the City for isolating, securing or blocking of vehicles or equipment from energy sources.

7. All lockout devices and tag out devices shall be clearly identifiable and shall be used for lockout and tag out purposes only. They shall not be used for any other purposes.
8. Tag out devices shall be constructed and printed so that exposure to weather conditions or wet locations will not cause the tag to deteriorate or become illegible.

9. Lockout and tag out devices shall be attached in such a manner that they cannot be easily or inadvertently removed.

10. Anyone locking or tagging out any vehicle or equipment shall place their name on the tag. Tags shall not be removed without the authorization of the person whose name appears on the tag.

11. All new employees are to be trained in lockout and tag out procedures and purposes. All employees are to be retrained in these procedures at least once annually and/or any time the procedures are changed.

12. All tags are to be legible and filed out completely.

13. Any equipment or vehicles which are tagged out but not locked out shall be treated as if they were locked out and shall not be used under any circumstances.

14. Whenever a vehicle or piece of equipment is locked or tagged out, all affected employees shall be notified.
POLICY M
VEHICLE MAINTENANCE AND OPERATION

GENERAL POLICY: All vehicles used for City business, whether City owned or personal, shall be operated in a safe manner at all times and are to be maintained in a sanitary, safe and operable condition.

PROVISION:

1. All City vehicles and equipment shall undergo a program of preventative maintenance on a continuous basis. The steering, braking, fuel, exhaust and suspension systems shall be inspected at least twice annually.

2. At least once per week, Department Directors shall insure that all fluid levels are checked in every vehicle assigned to their department. At least once each week, all vehicles shall undergo a basic maintenance check in compliance with standards set up by the Fleet Management Department. All fluid level and maintenance information shall be recorded on a form provided by the Fleet Management Department and returned to that department each week. All vehicle defects and/or needs shall be reported upon discovery to the Fleet Management Department who shall correct such within on calendar week.

3. Vehicles and equipment found to have serious operating defects shall be taken out of service immediately until repairs are made.

4. All vehicles and equipment (except emergency vehicles) shall be equipped with a rotating beacon that is amber in color and is mounted in such a way that it is visible to traffic. Sanitation packers only should have these lights placed on the rear of the packer.

5. Anyone operating City vehicles and/or equipment, or a personal vehicle on City business, must be properly licensed and trained to operate the vehicle under their control.

6. When operating City vehicles and/or equipment, or a personal vehicle on City business, all applicable municipal, State and federal policies, ordinances, statutes, laws and directives shall be followed.

7. Seat belts shall be worn by all vehicle or equipment operators and passengers at all times when vehicles or equipment are moving.

8. In the event there is no alternative to an employee riding in the back of a pickup truck, such employee shall at all times sit on the floor of the truck bed. At no time shall an employee ride in the back to hold a load steady. All loads are to be properly tied down.
9. When operating City vehicles or a personal vehicle while on City business, employees shall make allowances for weather and road conditions and shall reduce speed and increase following distance when driving in snow, ice or rain. At all times in bad weather or when street surfaces are subject to being slick or uneven, employees shall operate the vehicle under their control in such a manner that allows ample time for stopping, cornering and evasive maneuvers.

10. Employees shall never leave a running vehicle unattended unless warming a vehicle up in cold weather. Unattended vehicles shall be placed in park with the parking brake set.

11. At the end of each shift, the last employee to use any City owned vehicle shall remove all trash and debris from the vehicle interior. Department Directors shall insure that all vehicles are vacuumed once per week.

12. At least once per week, or more often if needed, Department Directors shall insure that the exterior of all City owned vehicles are clean and that all glass (interior and exterior) is clean so as to not impair visibility of the driver. Vehicle exteriors and glass shall be washed as needed.
POLICY N
SLOW MOVING VEHICLES AND EQUIPMENT

GENERAL POLICY: Whenever City vehicles or equipment are operated on street or alleys at a rate substantially slower than the normal flow of traffic, all involved employees shall take extra precautions and maintain extraordinary alertness in order to insure the safety of personnel, the general public, equipment and property.

PROVISIONS:

1. All City equipment that is not designed for regular use on streets and alleys and that do not operate at normal traffic speeds shall be equipped with an orange slow moving vehicle triangle. Such triangle shall be attached to the rear of all equipment, clearly visible to oncoming traffic and shall be made of reflectorized material. Equipment not so equipped shall not be operated on public streets and alleys.

2. All vehicles used to escort slow moving equipment or vehicles must be equipped with an orange triangle as described in Provision #1 of this policy. Such triangle may be detachable and may be removed when the vehicle is operating at normal speeds.

3. Whenever City vehicles or equipment are moving at speeds considerably slower than the normal flow of traffic, the operators shall have the rotating beacon, head lights, tail lights and emergency flashers in operation.

4. Slow moving equipment operators shall at all times wear an orange safety vest and hard hat in order to increase visibility.

5. In order to minimize the interruption of traffic flow, employees operating slow moving vehicles and equipment shall, when possible and safe, pull to the side of the road in order to let traffic pass. At all times, slow moving vehicles and equipment shall be operated in the right hand lane of traffic, unless making a left turn.
POLICY O
WORKSITES ON STREETS OR ALLEYS

GENERAL POLICY: Anytime a worksite is located on a street, alley or right of way, appropriate signs, barricades and orange cones shall be posted and a flagman shall be used. Employees working in such areas shall wear appropriate protective and safety clothing and shall take all measures to increase visibility to approaching traffic.

PROVISIONS:

1. Employees at a worksite that is actually in a lane of traffic or on a traffic right of way shall wear orange safety vests and hard hats to increase visibility. All vehicles in operation at the worksite shall have their rotating beacons, head and tail lights and emergency flashes in operation.

2. Worksites actually in a traffic lane shall be signed and barricaded, giving drivers at least 1000 feet of warning. Worksites on streets or alleys where there is only one traveled lane and/or two parking lanes shall be closed from the nearest cross streets on either side of the worksite.

3. Worksites (excluding mowing) that are on a traffic right of way but not actually in a traffic lane shall be signed and barricaded, giving drivers at least 1000 feet of warning.

4. Employees on mowing crews who are working in medians or on traffic right of ways shall place signs at both ends of the area to be mowed. Such employees shall wear orange safety vests and hard hats and shall operate all rotating beacons, head and tail lights and emergency flashers.

5. Employees making service calls on disabled City vehicles located on streets, alleys or traffic right of ways shall wear orange safety vests and have in operation the rotating beacon and emergency flashers.

6. Holes at worksites which must be left open during non-working hours shall be covered and the cover shall be spiked into place. Such holes shall be completely barricaded from all vehicle and pedestrian traffic with traffic barricades, flagged rope and signs.
POLICY P
LIFTING AND LOWERING

GENERAL POLICY: In order to avoid back injuries, employees shall use utmost care when lifting or lowering all materials.

PROVISIONS:

1. When lifting and lowering materials, employees shall first evaluate whether such material can be lifted or lowered safely by one person. If not, employees shall get assistance from others before attempting to move such material.

2. When lifting or lowering, employees shall get the best possible footing and shall also get a firm hold on the material to be lifted or lowered. Employee shall lift using the knees rather than the back. When lifting heavy loads, lifting belts shall be worn.

3. Whenever possible employees shall use mechanical means to lift or lower heavy or bulky materials.
POLICY Q
GRINDING OPERATIONS

GENERAL POLICY: Whenever engaged in grinding operations, employees shall use all appropriate protective equipment and shall operate grinders in a safe manner of operation.

PROVISIONS:

1. Prior to operating a grinder, employees shall check the grinding wheel for cracks or chips. If any are found, the machine shall be locked out and the wheel replaced with one in good condition.

2. Prior to operating a grinder, employees shall insure that the wheel is not loose on its spindle or out of balance.

3. Prior to operating a grinder, employees shall adjust the tool rest to no more than 1/8th inch from the wheel, at or slightly above the center of the wheel.

4. Employees shall wear appropriate protective clothing when operating a grinder and shall allow the wheel to warm up.

5. When grinding, employees shall use only the face of the wheel and shall never grind on the side of the wheel.

6. Grinder guards are to be kept in place at all times.
POLICY R
LADDERS AND SCAFFOLDS

GENERAL POLICY: All ladders and scaffolds shall be used and maintained in such a manner as to reduce, to the greatest extent possible, any danger to employees or citizens.

PROVISIONS:

1. Ladders shall be thoroughly inspected prior to each use to ensure it is in usable condition. Ladders with defects shall be tagged as “Out of Service” until repairs can be affected.

2. All ladders are to be placed with all legs on flat, solid ground. Extension ladders shall have the top placed firmly against a solid, non-moving surface.

3. Employees using step ladders shall not stand on the top step or on the shelf. Both shall be marked prominently in red, “Not a Step.”

4. Employees using extension or other non-step ladders shall not stand on any rung higher than the third from the top. The top two rungs shall be prominently marked in red, “Do Not Use.”

5. Employees using extension ladders shall not raise the extension any higher than allowed by the manufacturer’s instruction.

6. Employees using ladders in isolated locations shall not be permitted to work alone.

7. Portable metal ladders may not be used at any location where electrical work is to be done or where the ladder may contact an electrical conductor. In all cases where portable ladders are to be used, every effort should be made to use non-conductive ones.

8. Whenever ladders are in use around electrical conductors, every effort should be made to de-energize the power source.

9. All portable ladders shall be tied, blocked or otherwise secured while in use to prevent their being displaced.

10. All current employees shall be instructed in recognition and avoidance of unsafe conditions in portable ladder use.

11. Scaffolding shall only be used when no other means of accomplishing the work safely can be found.

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12. All scaffolding shall be constructed in a safe and secure manner and shall only be used by the number of personnel it was designed for. Railings shall be provided at all levels in order to prevent falls.

13. All scaffolds are to be anchored to a flat, secure surface and, where possible, anchored to the building or structure being worked on.

14. No scaffold shall be constructed where a power line or conductor is within 25 feet, unless such line has been disconnected or de-energized.

15. Employees shall wear hard hats at all times while working on scaffolds.

16. Scaffolds shall not be used until approved by the Department Director as to their safety construction.
POLICY 8
MOWING OPERATIONS

GENERAL POLICY: All mowing operations are to be conducted in such a way that the
danger to the public and employees is reduced to the lowest possible level.

PROVISIONS:

1. It shall be the responsibility of the mower operator to see that the area to be
mowed is clear of physical hazards before starting mowing operations and to
remove large debris.

2. Mowing tractors shall not be used where the incline could cause a rollover.
   Added caution is to be used on wet inclines. Hand mowers should not be used on
   inclines that could cause employees to lose control of the mower.

3. Tractor mowers shall not be used on abnormal terrain where the safety of the
   operator could be jeopardized.

4. All mower guards are to be in place to reduce the chance of flying debris.

5. All blades are to be raised when crossing driveways or roads.

6. Broken mower blades are to be discarded and are not to be repaired and reused.

7. All blades shall be checked for cracks or faults prior to installation.

8. Whenever blades are to be changed or cleaned, mower engines are to be tagged
   and locked out so that operation is impossible.

9. All mowers are to be shut off when not in operation.

10. Fingers and toes shall be kept away from operating blades at all times.
    Employees shall never reach under a mower or attempt to work on a mower
    without first turning the mower off and locking it out, making operation
    impossible.

11. All employees using a hand mower shall wear steel toed footwear at all times.
POLICY T
REFUSE COLLECTION

GENERAL POLICY: Refuse collection is a position which presents many unique dangers to employees. All employees of the Sanitation Department shall make every effort to insure a safe working environment.

PROVISIONS:

1. Packer Drivers are the lead employees on each crew and shall insure the safe operation of the packer and the crew.

2. Drivers shall always park at the side of the road and never in the middle.

3. All employees working sanitation routes shall wear heavy work gloves.

4. All non-employees (especially children) are to be kept away from the packer at all times.

5. Containers should be tilted to determine weight prior to lifting.

6. Extra caution should be exercised when picking up plastic trash bags or other containers that allow sharp objects to cut through.

7. All employees should keep clear of all moving parts of the packer.

8. Employees may ride between stops, however, employees shall never ride on the back of a packer truck from one street to another, or across a busy street.

9. Employees shall never jump down from the back of a packer, but shall step down.

10. At all times when backing a packer, drivers shall use a ground guide at the left rear of the packer. Other employees shall stand in clear view of the driver.

11. When operating the packer, employees shall stand to the side of the packer, not behind it.
GENERAL POLICY: While comparatively few injuries occur in an office environment, offices still have many safety hazards which present the potential of accidents. Employees shall do all possible to find and eliminate such hazards.

PROVISIONS:

1. All file drawers, desk drawers and cabinet doors are to be kept closed at all times unless in use.

2. Adapters designed to convert two plug outlets into multi-plug outlets shall be prohibited unless they are grounded and approved by the Maintenance Superintendent.

3. Extension cords shall be used properly and shall be grounded and heavier duty than common household cords. Cords strung across floor areas shall be properly covered to eliminate tripping hazards.

4. Space heaters shall be permitted only if such turn off automatically when tipped over and if positioned away from walls, furniture, paper or other items which may burn and disconnected at night.

5. At no time are employees to stand on chairs, desks, or anything else not designed for being stood on. Ladders or step stools should be used.

6. Materials to be stored shall be boxed and stacked in such a way that there is no danger of collapse.

7. Space heaters and coffee pots/makers shall be disconnected each night.
POLICY V
GENERAL SAFETY

GENERAL POLICY: Employees are expected to be aware of safety in all aspects of their jobs at all times. This shall apply even when engaged in routine job tasks.

PROVISIONS:

1. When working overhead, all tools not in use shall be secured or placed in holders.

2. Throwing tools or materials from one location to another, from one employee to another or dropping them to lower levels is prohibited.

3. Only non-sparking tools shall be used in locations where sources of ignition may contribute to a fire or explosion.

4. Portable power nailing and stapling tools shall be operable only when held against the work surface with a force of at least five (5) pounds.

5. Loose, fringed or frayed clothing, loose, untied or long hair, dangling jewelry, rings or chains shall not be worn while working with any power tool or machine.

6. Circular saws shall be equipped with guards that automatically and completely enclose the cutting edges and shall be provided with splitters and anti-kickback devices.

7. Employees shall observe accepted rules of conduct while on the premises of the City and shall not engage in horseplay or “rough housing.” Employees shall refrain from playing any type of practical joke or prank that could possibly cause physical injury. Employees shall refrain from running while at work.

8. Any time an open trench exists where employees are working in the trench, proper shoring shall be constructed to guard against trench cave in.

9. In no case shall a machine guard ever be removed from a piece of equipment unless the machine is being serviced or repaired and is locked out.

10. At all times oxygen and acetylene cylinders shall be stored separately and away from each other.
POLICY W
CONFINED ENTRIES

GENERAL POLICY: Confined entry, by its very nature can be highly dangerous to employees. It is the goal of the City to insure that all confined entries are done in accordance with accepted safety standards and laws.

PROVISIONS:

1. Confined entry shall be defined as any entry into an area where normal movement is restricted, means of egress is limited and ventilation is poor.

2. Prior to making a confined entry of any type, a “Confined Space Entry Request” Form must be completed and signed by the Superintendent of Water/Sewer Distribution or, in his absence, the City Manager.

3. Prior to making any confined entry into a sewer or any other area, employees shall ventilate the area to be entered for at least fifteen (15) minutes with a power blower and trunk hose.

4. Upon completion of ventilation, but prior to entry, employees shall test all levels of the confined area for the following:
   
   A. Combustible Gases
   B. Toxic Gases
   C. Oxygen Deficiency Reading

5. Upon entry of the confined space and for the duration of occupation of said space, ventilation shall continue and employees shall take gas monitor tests every fifteen (15) minutes.

6. Employees shall evacuate a confined space immediately if any gas monitor alarm goes off or if the ventilation system fails or is turned off.

7. If employees properly enter a confined space, leave the area for more than fifteen (15) minutes and come back wishing to re-enter the confined area, they shall repeat Provisions Two (2) and Three (3) of this policy.

8. Prior to employees entering a confined space, supervisors shall inform the employee of the possible hazards of such entry.

9. When entering confined spaces in areas traveled by vehicles or pedestrians, proper barricades and warning devices shall be set up.
10. When entering confined spaces such as a sewer or manhole, employees shall in all cases use portable ladders to enter and exit and shall not use metal rungs built into the sewer or manhole.

11. No employee shall be permitted to make a confined entry who is claustrophobic or has any type of trouble dealing with confined spaces.

12. No smoking shall be permitted inside or within ten (10) feet of a confined entry area.

13. No employee shall be permitted to make a confined entry unless they are wearing a safety belt, harness or life line.

14. At all times while a person is working in a confined space, two other employees shall remain at the entrance to the confined space and shall remain in constant communication with the employees.

15. In the event an employee becomes unconscious in a confined space, employees posted at the entrance to the confined space shall pull the employee out using the life line. Employees shall not enter the confined space to bring another employee out. Upon pulling the employee out, emergency medical personnel shall be summoned immediately.

16. In the event an employee becomes injured while in a confined entry, but remains conscious, and cannot exit without assistance, one employee shall remain in constant contact with the employee while the other summons emergency personnel. Employees may enter the confined space if gas monitors indicate a safe atmosphere.

17. Employees entering confined spaces shall wear hard hats and eye goggles at all times.
POLICY X
HAZARDOUS SUBSTANCE COMMUNICATION/RIGHT-TO-KNOW

GENERAL POLICY: The City of Ardmore shall at all times maintain a comprehensive right-to-know policy pertaining to hazardous substances that employees are exposed to. In compliance with federal and State law, the City shall also maintain certain records and administer on-going training in relation to working with hazardous substances.

PROVISIONS:

1. All employees shall be required to comply with provisions of the City of Ardmore's Hazardous Substance Communication and Training Policy issued under separate cover.

2. Department Directors shall be responsible for complying with policies dealing with placarding, labeling and Material Safety Data Sheets (MSDS) as found in the City of Ardmore's Hazardous Substance Communication and Training Policy issued under separate cover.
ADDENDUM TO POLICIES AND PROCEDURES MANUAL
October 2, 1995

1. Safety restraints will be worn at all times when driving a City vehicle and by any passengers riding in that vehicle. No exceptions.

2. Orange safety vests shall be worn at all times by Street, Sanitation, Water/Sewer Distribution and Meter Readers. Orange safety vests shall be worn any time an employee is working in a traffic zone or on a traffic right-of-way. Vests shall be inspected daily for wear and shall be replaced when severely worn or damaged. Reflective tape shall be applied to those vests worn after dusk.

3. Hard hats shall be worn at all times by an employee performing duties in a work zone or on a right-of-way (except Police and Fire personnel). For Meter Readers and Sanitation employees, wearing hard hats is optional, unless they are working in a situation where head protection is warranted.

   Hard hats shall be worn anytime an overhead or electrical hazard exists. This shall include all times when equipment with overhead capabilities is in operation, where low branches cause hazards, where employees are working in a hole or ditch where others are working above them, anytime employees are working in areas where they cannot stand up normally, anytime employees are working on or around scaffolding or any other situation where overhead hazards exist.

4. All sanitation employees working on packer trucks shall wear safety glasses with side shields at all times when on duty.

5. All employees working on mowers or operating weed eaters shall wear safety glasses with side shields.

6. Safety shoes with steel reinforced toes and ankle guards shall be worn at all times by personnel in the Sanitation, Vehicle Maintenance, Parks Maintenance, Street, Water/Sewer Distribution and Building Maintenance Departments. Steel toed safety shoes shall also be worn by employees who, in the opinion of the Department Head, work regularly in an environment where foot injury is possible. New employees shall be required to purchase their own steel toed boots and shall be required to wear them upon their first day of employment.

7. Back belts shall be used at all times by Sanitation employees while performing all job duties. All other employees will be required to wear back belts when working in situations requiring heavy lifting or other unusual strain to the back.

8. All Sanitation vehicles shall be required to remain on the legal side of the street, as close to the curb as possible so as not to impede regular flow of traffic.
All protective clothing items are mandatory. Supervisors and Department Heads shall strictly enforce use of such items are required in their department. Failure to use such items or to enforce any of the above rules shall be grounds for disciplinary action. Three such warnings shall result in immediate dismissal. Department heads and supervisor shall be held responsible for the actions of their employees and will be subject to the same disciplinary action.

Other policies and Procedures will be added to the above as warranted. It is your obligation to use common sense and reasoning when performing your work duties. If you see a fellow employee in violation of these safety rules, you have an obligation to him to call this violation to his attention. In order to decrease our safety violations and injuries, we have to look out for ourselves as well as our fellow workers.