



Town of Prescott Valley

LOSS CONTROL PROGRAM MANUAL

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SECTION I

ACCIDENT PREVENTION PLAN COMPONENTS

Town of Prescott Valley
MANAGEMENT STATEMENT OF SAFETY POLICY

Dear Employee:

The success of the Town of Prescott Valley depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful work place for all employees by establishing and maintaining an effective safety and health program. We consider safety and health to be a fundamental part of our organization's operations.

The responsibility for safety resides within each of us. We are each challenged to stay informed and to take responsibility for our own safety and the safety of our co-workers. To ensure the success of our safety and health process, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely and in accordance with established safety policies is an absolute requirement for all employees, supervisors and directors.

(TOWN MANAGER SIGNATURE)

(DATE)

Town of Prescott Valley **SAFETY RESPONSIBILITIES**

MANAGEMENT SAFETY RESPONSIBILITIES:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for department directors to personally observe all employee activities, management must assure that all supervisors are trained and are aware of their safety responsibilities. Other safety responsibilities for department directors include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

SUPERVISOR SAFETY RESPONSIBILITIES:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on our work sites or in our facilities.
2. Correct or have corrected all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure that tools, equipment and machinery being used in the workplace are in proper working condition.
6. Ensure that proper personal protective equipment is available and employees use it when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.) following policies/procedures, using seat belts, etc.
8. Do not allow the use of unsafe tools or equipment.

9. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
10. Ensure that all employees have access to a copy of the organization's safety program.
11. Encourage safety suggestions from employees under your supervision.
12. Obtain prompt first aid for injured employees.
13. Participate in accident or incident investigations involving your employees.
14. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

EMPLOYEE SAFETY RESPONSIBILITIES:

All employees bear a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees will:

1. Know your job, follow instructions, and think before you act.
2. Use your protective equipment (eye protection, hard hats, gloves, etc.) as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with The Town of Prescott Valley Safety Program. A copy of this Program is available at anytime upon request from the Office of the Town Clerk/Risk Manager.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur.

Town of Prescott Valley **SAFETY EDUCATION & TRAINING POLICY**

SAFETY TRAINING:

Safety trainings are an effective way to encourage, educate and train employees on following safe work practices and will be held on a routine basis. The Loss Control Committee, composed of the Safety Committee, the Town Clerk/Risk Manager and the Human Resources Manager, will provide information to be used in the meetings and will attend and participate in the meetings when possible. Routine safety trainings will be conducted by the Loss Control Committee. Discussions of new safety rules, possible hazards to be encountered in future job duties or changes in procedures or equipment are some topics that should be covered on a regular basis. All safety trainings will be documented as to the date, attendance (signature in each employee's own handwriting, social security number) and topic discussed.

Subjects to be addressed during the safety trainings will include, but not limited to, the following:

- Hazards associated with the work place
- Hazards of particular jobs or tasks
- Emergency evacuation instructions
- Emergency incident instructions
- Hazard communication
- Specific equipment operation training
- Employee reporting requirements
- Office safety
- Driving safety
- Machinery safety
- Back injury prevention

DOCUMENTATION OF SAFETY TRAINING:

Documentation from any safety training attended by employees, supervisors or directors will also be kept for recordkeeping purposes. Documentation associated with safety trainings will be kept in the Office of the Town Clerk/Risk Manager.

ONGOING TRAINING:

The Loss Control Committee will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases
- New/changes in operations
- Identified areas of increased accidents
- Newly identified areas of exposure

NEW EMPLOYEE SAFETY ORIENTATION:

The Loss Control Committee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc. that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation on the Town of Prescott Valley's New Employee Safety Orientation will be maintained in the Human Resources Department.

New employees' work activities will be limited until the safety orientation has been completed.

REPORTING UNSAFE ACTS/UNSAFE CONDITIONS:

All employees are encouraged and required to report any unsafe acts or unsafe conditions. This report will be made using the "Employee Report of Unsafe Act/Unsafe Condition Form" located in the form appendix. (The routing of the form will be as indicated on the form.)

Town of Prescott Valley RECORDKEEPING POLICY

It is the policy of the Town of Prescott Valley to maintain records of all safety and health documents for a minimum of three (3) years, or longer if required by law, not including the current year. The Town Clerk/Risk Manager and Human Resources Manager will ensure that records maintained by the Town of Prescott Valley will include, but are not limited to:

INJURY LOSS RECORDS:

A copy of each Arizona Workers' Compensation Form shall be on file in the Human Resources Department.

Claim/loss information, insurance carriers, etc., shall be maintained in files at the Office of the Town Clerk/Risk Manager. This information can be used for various means of trend analysis.

ACCIDENT INVESTIGATION REPORTS:

The Town Clerk/Risk Manager will ensure that an accident investigation report is completed for each reported accident or incident. A copy of all completed accident investigation reports will be retained in the Office of the Town Clerk/Risk Manager. Only Town of Prescott Valley approved accident investigation report forms shall be used to document accident investigation data. (See Accident Investigation Policy for more specific information.)

INSPECTION REPORTS:

A file will be maintained in the Office of the Town Clerk/Risk Manager for all inspection reports required in the Safety Program (Worksite Inspection Reports, Vehicle Inspection Reports, etc). The department director will ensure that all required inspection reports are completed in a timely manner. The worksite inspection reports will be completed by department employees as directed by the department director and the vehicle inspection reports will be completed by the Fleet Maintenance Division. Only approved inspection forms will be used. Corrective action will be documented for any deficiencies noted on the inspection reports. The Worksite Inspection Reports Form is located within the Forms Appendix associated with this program.

SAFETY TRAINING RECORDS:

Documentation of safety meetings and other training records will be maintained at the Office of the Town Clerk/Risk Manager. Only Town of Prescott Valley approved safety Training forms shall be used to document the activities. The individual conducting the safety training is responsible for forwarding a copy of the safety training form to the Office of the Town Clerk/Risk Manager. The Loss Control Committee shall ensure that safety trainings are held on a routine basis.

ANNUAL ACCIDENT/INCIDENT ANALYSIS:

A file of all Annual Accident/Incident Analysis reports will be maintained in the Human Resources Department.

ANNUAL REVIEWS OF THE SAFETY PROGRAM:

A file of Annual Reviews of the Safety Program will be maintained at the Office of the Town Clerk/Risk Manager.

The Town Clerk/Risk Manager will perform annual checks of the records for inclusion of all required safety documentation as described in this policy.

Town of Prescott Valley
SAFETY AUDIT/INSPECTION POLICY

A documented, quarterly self inspection of all work sites will be conducted by the Loss Control Committee in an effort to detect unsafe acts or unsafe conditions and initiate corrective action(s) as soon as possible. An employee(s) may be requested to assist the Loss Control Committee in conducting the inspections. The "Worksite Inspection Report" form will be completed for each work site and the completed forms will be maintained at the Office of the Town Clerk/Risk Manager.

Individual employees are responsible for inspecting their work areas for possible hazards on a continual basis. Any potential hazards will be reported to supervisory personnel immediately and may also be reported using the "Employee Report of Unsafe Act/Unsafe Condition" form.

Employees who are assigned to drive Town of Prescott Valley vehicles and/or equipment will inspect the vehicle/equipment prior to operation. Any deficiencies should be noted on an inspection form and reported immediately to the Fleet Management Division.

Inspection records should be maintained for at least one (1) year. In addition, all maintenance records should be kept for the life of the vehicle.

Town of Prescott Valley

ACCIDENT/INCIDENT INVESTIGATION POLICY

It is the policy of the Town of Prescott Valley to investigate all work-related accidents or incidents that result in or could potentially have resulted in injury or property damage. As nearly all accidents and incidents have their own unique characteristics, only general rules and procedures can be outlined here. The Loss Control Committee will provide training to all supervisory personnel on an annual basis related to accident/injury procedures.

The standard "Accident/Incident Investigation Report", contained within the Forms Appendix associated with this program will be used for both initial and final investigations. The bottom of the report shall be marked to indicate whether it is an initial or final report.

RESPONSIBILITIES:

1. Employees must immediately report to their supervisor any on-the-job injury or illness they sustain, or suspect they have sustained, no matter how minor. They must also report any incidents that had the potential for injury to employees or third parties and any instances where property damage occurred.
2. Supervisors shall first respond to the immediate medical needs of any injured persons. They should then begin reporting and investigative activities as described in this policy.
3. Witnesses to the event that resulted in the accident or incident will provide statements about what they observed. The witnesses may also be asked to participate in the initial and/or final investigations.
4. The Human Resources Department and the Office of the Town Clerk/Risk Manager are responsible for receiving the initial reports of injury or property damage and forwarding them to the appropriate insurance representatives in a timely manner.
5. The Human Resources Department and the Office of the Town Clerk/Risk Manager are responsible for reviewing the initial accident/incident report, and then setting the time and place for the final investigation.

PROCEDURES:

Initial Notification

Employees are responsible for reporting all injuries, illnesses or incidents as described earlier in this policy. Failure to report any injury or incident may be cause for disciplinary action. In the event of a serious or disabling injury, fellow employees must assume this reporting responsibility.

Initial Treatment

Any injury shall be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. During normal working hours, the Town of Prescott Valley's preferred occupational medical provider will be the Prescott Valley Urgent Care. After normal working hours the Yavapai Regional Medical Center Emergency Room Facility will be the preferred occupational medical provider.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries
- Loss of consciousness or severe dizziness
- All incidents where supervisory personnel deem it in the best interest of the employee.

The first responders to any incident scene will be responsible for securing the area to prevent further damage or injury and also protecting the integrity of the incident scene until an investigation can be initiated.

Any incident involving possible exposures to bloodborne pathogens, communicable diseases, or any other contagious substance shall be handled in accordance with those specific policies or procedures regarding that particular incident.

Injured employees are to be transported for medical treatment either by ambulance or another person depending on the severity of the injury. Injured employees should never be allowed to transport themselves for initial medical treatment; however, they may transport themselves for follow-up visits if the injury does not impair their driving abilities.

If an employee refuses medical treatment for an on-the-job injury, the investigation report should be completed and the employee's signature used to document the event as well as the employee's refusal of treatment.

Further Notification

The employee's supervisor and/or department director must be contacted following the occurrence of an accident or incident to assure an initial report is completed and forwarded to the appropriate insurance representative.

Drug/Alcohol Policy Requirements

All employees in safety-sensitive positions, as well as all employees who are conducting the responsibilities of their position either during regular work hours or not, are subject to drug and alcohol testing, upon reasonable suspicion, that the employee's performance caused or contributed to the accident. A post accident drug and alcohol test should be completed as soon as possible. Drug testing must occur no later than thirty-two (32) hours after the accident. Alcohol testing must occur no later than (8) hours after the accident. A driver is prohibited from consuming alcohol for eight (8) hours after an accident, or until he or she has taken a drug and alcohol test, whichever comes first. (See Personnel Policies 2-24 Drug and Alcohol-Free Workplace and 2-25 Drug and Alcohol Control.)

Initial Investigation

The employee's supervisor and/or department director shall immediately protect all other persons from the hazards that caused the initial problem and also preserve the area where the incident occurred for investigation. After the injured persons have been attended to, and the site is secure, the supervisor should begin the initial investigation. The initial investigation should include:

- 1) Statement from the injured employee
- 2) Statement(s) from witnesses
- 3) Photographs or sketches of area if deemed necessary
- 4) Completion of the accident/incident report in its entirety
- 5) Immediate corrective actions to prevent reoccurrence

Initial Report

An initial report will be completed for all accidents and incidents within twenty-four (24) hours of occurrence. The immediate supervisor of the employee will complete the initial investigation and report as soon as possible after the occurrence.

The initial report will be turned in to the Human Resources Department or Town Clerk/Risk Manager as soon as possible following the accident or injury.

Final Investigation

Within seventy-two (72) hours of the original accident or incident, a final investigation will take place. Attendance at the investigation meeting will, as a minimum, include the following personnel: injured employee, injured employee's supervisor, witnesses, Human Resource representative and/or Town Clerk/Risk Manager. The Human Resource representative and/or Town Clerk/Risk Manager will assume the responsibility for scheduling the final investigation and notifying all participants.

The final investigation will include:

- 1) Description of the event by the involved persons
- 2) Accounts of witnesses
- 3) Input from supervision
- 4) Listing of causes
- 5) Development of corrective actions

Basically, the investigation must answer the following questions:

- Who was injured or what was damaged?
- When did the accident/incident occur?
- Where did the accident/incident occur?
- Why did the accident/incident occur?
- What caused the accident/incident to occur?
- How can it be prevented from occurring again?

The Human Resources representative and/or Town Clerk/Risk Manager will take responsibility for issuing the final report. The final investigation report will reflect all changes from the initial report and also must include:

- 1) Finalized corrective actions.
- 2) Assigned completion dates for all corrective actions.
- 3) Assigned persons to complete the corrective actions. The persons assigned the corrective actions shall also be required to sign-off on the final report when the corrective actions have been completed.

Copies of the final report should be supplied to:

- 1) Human Resources Department
- 2) Loss Control Committee
- 3) Department Director
- 4) Other personnel as deemed appropriate

Town of Prescott Valley
ANNUAL ACCIDENT/INCIDENT ANALYSIS POLICY

The Loss Control Committee will review on a quarterly basis all injuries, mishaps, near misses, property damage, accident investigation reports, unsafe condition reports and work site inspection reports that have occurred or been completed over the past year to determine if injury or hazard trends are developing. Where potential trends are identified, the cause(s) will be determined to assist in the implementation of corrective actions for the trend(s). The Loss Control Committee will recommend and initiate prompt corrective action as needed to eliminate or reduce hazardous exposures to employees. The Loss Control Committee will follow up on the effectiveness of the corrective actions to assure the situations have been abated or are in the process of being corrected.

The "Annual Accident/Incident Analysis" form shall be used to document this accident/incident analysis. This documentation will be kept on file in the Human Resources Department and/or Office of the Town Clerk/Risk Manager for a period of at least five (5) years.

Town of Prescott Valley
SAFETY PROGRAM REVIEW/REVISION POLICY

The Loss Control Committee will annually review the entire Safety Program for revisions to meet exposures within the current operations. Areas that will be carefully evaluated include: operations added, equipment added/changed, changes in environmental conditions, adequacy of personal protective equipment, etc. In addition, procedures should be reviewed to make sure they are still applicable.

Upon changes in the Safety Program, all employees will be informed of these changes and provided proper training as needed. The Loss Control Committee will ensure that changes or revisions are added to the written Safety Program in a timely manner.

This annual review will be documented on the "Annual Review of Safety Program" form, contained within the Forms Appendix associated with this program, and maintained at the Office of the Town Clerk/Risk Manager. A five (5) year history of completed forms should be maintained.

Town of Prescott Valley **ALCOHOL AND CONTROLLED SUBSTANCE POLICY**

The Town of Prescott Valley has adopted an alcohol and controlled substance policy (See Personnel Policies 2-24 Drug and Alcohol-Free Workplace and 2-25 Drug and Alcohol Control) to ensure the safety and well being of all employees. Our policy forbids the possession or consumption of alcoholic beverages and the possession or use of any controlled substance on the premises or while on company business.

The definition of a "controlled substance" is any drug, narcotic, hallucinogen, barbiturate, amphetamine, inhalant, mixture or compound not prescribed by a licensed physician for the legitimate treatment of a specific employee's medical condition.

Employees taking prescription drugs for an illness or other legitimate medical need must notify their direct supervisor in writing of the possible effects of the medication which may impair the individual's physical or mental capabilities, and/or impair their ability to perform their job functions. The notification should also include the length of time expected to take the medication. Confidentiality of medical records must be maintained at all times.

Users of illicit drugs, mixtures, compounds or alcohol present a serious danger not only to themselves, but to all other employees with whom they work or come in contact. Lack of mental alertness, slow reactions and other effects of alcohol and drugs lead to poor judgment and errors that place the safety of our workers and facilities in grave danger. Management cannot and will not allow the safety of our workers and facilities to be compromised.

Violation of any of the following rules may subject an employee to disciplinary action, including immediate termination:

1. No alcoholic beverages may be brought onto or consumed on company property, or consumed while on company business or while operating a company vehicle.
2. No controlled substance may be brought onto or used on company property, or used while on company business or while operating a company vehicle.
3. Employees taking drugs prescribed by a physician must advise their direct supervisor in writing of the possible effects of such medication, which may impair their physical or mental capabilities and/or impair their ability to perform their job functions. This notification must include the length of time the employee is expected to take the medication. This written information must be given to their direct supervisor before the employee starts work. All medical information will be kept confidential and any breach of privacy or confidentiality is also subject to disciplinary action.
4. No employee may give, sell or otherwise transfer any controlled substance or prescription drug to any other employee. To do so is in violation of federal law and the employees involved will be reported to law enforcement authorities immediately.

Once again, any violation of the above rules may lead to disciplinary action, including immediate dismissal.

(Town Manager/Director Signature)

(Date)

Town of Prescott Valley

DISCIPLINARY POLICY

Safety Reprimands:

Should employees be observed not following documented safety rules/procedures, the "Employee Reprimand" form, contained within the Forms Appendix related to this program, shall be used. Supervisors should make every effort to make sure employees are following safe work practices.

The Town of Prescott Valley has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of the Town of Prescott Valley.

Verbal Warnings:

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written Warnings:

Supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

Disciplinary Leave:

Supervisors may recommend, and management may institute, disciplinary leave for the above reasons and/or the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations or non-conformance to safety rules/procedures.

Termination:

Supervisors may recommend, and management may concur, in the termination of any employee for repeated serious violations of the above circumstances.

Documentation:

The Human Resources Department will maintain records of disciplinary action. Violations of the Town of Prescott Valley policies and/or safety rules, regulations or procedures will be documented by the filing of an "Employee Reprimand" report on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

training sessions. Members of the committee will participate in the development of improvements for identified deficiencies in the education and training programs.

MEETINGS

Safety Committee meetings will be held on a monthly basis and/or more often as deemed necessary. A Secretary will be elected or appointed by the committee and that person will be responsible for recording the minutes of each meeting. A copy of the finalized minutes will be forwarded to each member of the committee and may also be posted in the workplace for other employees to review.

Town of Prescott Valley

VEHICLE OPERATOR STANDARDS

1. POLICY

All employees authorized to operate Town of Prescott Valley vehicles and motorized equipment, or who operate personal vehicles on Town of Prescott Valley related business, shall be subject to the standards established in this policy.

2. PURPOSE

This policy establishes minimum standards for the qualification of employees and applicants to operate Town of Prescott Valley vehicles and motorized equipment.

3. SCOPE

This policy shall apply to:

- 3.1 Employees driving Town of Prescott Valley owned, leased, or rented vehicle or motorized equipment.
- 3.2 Employees receiving a monthly car allowance, or who use personal vehicles for Town of Prescott Valley related business.
- 3.3 Applicants for positions which require the operation of Town of Prescott Valley vehicles or equipment.

4. DEFINITIONS

- 4.1 Town of Prescott Valley Vehicles - any passenger car, pickup, truck, or other similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the Town of Prescott Valley. A Town of Prescott Valley vehicle shall also include vehicles driven by employees receiving a car allowance and personal vehicles.
- 4.2 Motorized Equipment - this category includes, but is not limited to, backhoes, dozers, mower-tractors, loaders, graders, and other similar operational equipment.
- 4.3 Preventable Accident - any accident involving a Town of Prescott Valley vehicle or piece of motorized equipment which results in property damage and/or personal injury in which the driver in question failed to exercise every reasonable precaution to prevent the accident. The preventability of an accident shall be determined from the investigative results of the appropriate law enforcement agency.
- 4.4 Personal Vehicles - privately owned vehicles used in the conduct of Town of Prescott Valley business, and for the use of which the driver is eligible to claim mileage reimbursement.
- 4.5 Driving Records - the complete driving history of an employee as can be discerned from any official records.

5. RESPONSIBILITIES

Employees who drive Town of Prescott Valley vehicles or operate motorized equipment in the course of their employment shall be required to meet the following minimum conditions of eligibility for driving/operating privileges:

- 5.1 Have reached the age of eighteen (18) years to operate Town of Prescott Valley vehicles or motorized equipment.
- 5.2 Be physically qualified to hold a driver's license and to safely operate a Town of Prescott Valley vehicle or motorized equipment.
- 5.3 Have current valid Arizona driver's license in the appropriate class as established on the official description for the position.
- 5.4 Wear seat belts and other relevant safety equipment when operating Town of Prescott Valley vehicles or motorized equipment when appropriate.
- 5.5 Observe all Town of Prescott Valley vehicle and traffic related policies.
- 5.6 Observe all laws and ordinances relating to the operation of Town of Prescott Valley vehicles or motorized equipment.
- 5.7 Be responsible for the proper care and use of vehicles or motorized equipment. This includes maintaining Town of Prescott Valley vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the Fleet Maintenance Division, and operating all Town of Prescott Valley vehicles/motorized equipment in a manner that conserves fuel and reduces depreciation.
- 5.8 Employees receiving car allowance shall fulfill all current legal regulations such as insurance, inspection, and registration.

6. **OPERATOR STANDARDS - APPLICANTS**

Applicants for positions requiring the operation of Town of Prescott Valley vehicles or motorized equipment **shall not** be eligible for driving/operating privileges if the total points assigned to their driving record reaches a total of eight (8) within any twelve (12) month period.

7. **OPERATOR STANDARDS - EMPLOYEES**

Employees currently in a position requiring them to operate Town of Prescott Valley vehicles or motorized equipment **shall not** be eligible to operate vehicles if the total points assigned to their driving record reaches a total of eight (8) or more within any twelve (12) month period.

8. **PROCEDURES**

The following procedures shall be observed under this policy:

- 8.1 Employees operating Town of Prescott Valley vehicles or motorized equipment must report to their supervisors any accident involving said vehicles as soon as possible and no later than twenty-four (24) hours after the occurrence.
- 8.2 Employees who are in jobs that require the driving/operating of Town of Prescott Valley vehicles or motorized equipment shall report any driver's license suspensions to their immediate supervisor within twenty-four (24) hours of the suspension.
- 8.3 Failure to report license suspensions; Failure to notify direct supervisor and/or department direct of any change in status (i.e., citations, revocation, etc.); or failure to maintain the required driver's license; or failure to meet minimum driving record

criteria will be sufficient grounds for removal from driving privileges and may subject the employee to disciplinary action.

8.4 Motor vehicle record checks will be conducted annually on all employees who have driving or motorized equipment operation capabilities. The Town Manager, Town Clerk/Risk Manager, Human Resources Manager and appropriate department head will be notified of any employee whose driving record fails the criteria set forth in this policy.

8.5 Employees who have been ruled ineligible for driving privileges may have their privileges reinstated provided the employee successfully completes a Defensive Driver Training Program approved by the Loss Control Committee and submits evidence of satisfactory completion to the Town Manager and Human Resources Department.

An employee who has been ruled ineligible for driving privileges may use the defensive driving course option only once every three (3) years in order to have his/her eligibility status reinstated.

8.6 Employees who have been ruled ineligible to drive Town of Prescott Valley vehicles or equipment due to their driving record, may, at the discretion of the department director and/or Town Manager, be:

(a) Assigned non-driving responsibilities within their current department, if available; or

(b) Transferred to another department and assigned non-driving responsibilities, if available; or

(c) Dismissed, if neither of the above alternatives can be achieved within twenty (20) working days. All non-driving responsibilities must have prior approval of the department director, Human Resource Manager and Town Manager.

8.7 Employees who receive a car allowance and become ineligible for driving privileges shall have their car allowance revoked and shall not be permitted to drive on Town of Prescott Valley related business. Mileage reimbursement recipients who become ineligible for driving privileges shall be forbidden to drive their personal vehicles on Town of Prescott Valley related business.

SECTION II
GENERAL SAFETY RULES, PRACTICES & PROCEDURES

GENERAL SAFETY RULES

1. Each employee shall be required to comprehend and abide by the contents of this Safety Program.
2. All accidents, no matter how minor, shall be reported immediately to your supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to your supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees shall only operate equipment/tools that they are trained and authorized to operate.
6. Smoking shall be prohibited in areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
7. Employees shall use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees shall use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards shall never be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. Before starting work on any machine or equipment that is out of service, employees shall render the equipment or machine inoperative and attach a lockout device to the equipment control.
12. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances shall be subject to disciplinary action.
13. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to their supervisor as required by the Alcohol and Controlled Substances Policy. (See Policies and Procedures Manual, Personnel, 2-24, "Drug and Alcohol-Free Workplace", and 2-25, "Drug and Alcohol Control".)
14. Employees shall not engage in practical jokes or horseplay.

GENERAL OFFICE SAFETY

1. Employees shall walk cautiously up and down stairs and use handrails whenever possible.
2. Caution shall be exercised when walking around blind corners.
3. Desk drawers and file cabinets shall be kept closed when not in use.
4. Only one (1) drawer of a file cabinet shall be pulled out at a time.
5. Boxes, chairs, buckets, etc. shall not be used in place of ladders.
6. All floor areas shall be kept clear of tripping hazards such as telephone cords, electrical extension cords, paper cartons, etc.
7. Employees mopping or waxing floors shall place warning signs to alert co-workers of the potential for slippery floors. In addition, all liquid spills shall be cleaned up immediately and signs put in place until the hazard is alleviated.
8. Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.
9. Hallways and aisles shall be kept clear of obstructions.
10. All emergency exits, electrical panels, fire extinguishers, and emergency equipment shall be kept clear of all obstructions.
11. Solvents or other toxic substances shall be used only with adequate personal protection or in well-ventilated areas. Material Safety Data Sheets (MSDS) should be accessible to all employees who are using these substances.
12. Employees shall not attempt to clean, oil or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from the power source.
13. Unsafe electrical cords, faulty equipment, or any other hazardous condition shall be reported and taken out of service until the repairs are completed.
14. Broken glass and other sharp objects shall not be placed in wastepaper containers.

Automated Equipment

1. Do not operate any automated equipment without first receiving the proper training.
2. Keep loose clothing, jewelry, long hair, and appendages protected from moving equipment parts.
3. Avoid any pinch points created by the equipment.
4. Always assume the equipment or system can start at any time without warning.
5. Do not eat or drink around the equipment.
6. Keep flammable liquids, gasses, combustible dust, and aerosol sprays, including canned air, away from the equipment to prevent fire or electrical shock.

7. The inside of the equipment can be very hot; do not touch parts other than those recommended by the manufacturer.
8. Report any strange noises, loose parts, or excessive wear.
9. Report and log any damaged items or unexpected events.
10. Do not operate the equipment while impaired.
11. Place only authorized materials on or in the equipment.

ERGONOMICS AWARENESS

Work Stations

1. Chairs should be easily adjustable and provide good lumbar support. If feet cannot rest firmly on the ground, a footrest may be provided. Chairs with a five (5) point base are recommended due to the stability that is provided.
2. Sufficient leg room must be allowed for seated operators.
3. Position the monitor directly in front of the operator. The operator's eyes should be level with the top of the screen. Viewing distance between the user's eyes and the screen should be approximately sixteen (16) to twenty-two (22) inches.
4. The equipment or sources of light should be positioned so that glare or bright reflections on the display screen are minimized.
5. Adjust the height of the chair and/or keyboard so that the shoulder-elbow-arm angle is approximately seventy to ninety (70-90) degrees.
6. Keyboard heights and placement should be adjustable. Use a cushioned palm rest if needed to keep user's hands and fingers in the same plane as the forearm and avoid resting wrists and forearms on sharp table edges.
7. Work surface heights should range from twenty-three (23) to twenty-eight (28) inches for seated work stations. In addition, your work area should be well organized with routine operations within easy reach and easily accessible.
8. Document holders should be placed adjacent to and at the same height as the display screen.
9. Operators should adjust positions frequently and get up and move around to help avoid fatigue.

Lighting, Noise and Heat

1. Adequate but not excessive heat should be provided.
2. Windows should be equipped with adjustable blinds.
3. Use task lighting where extra illumination is required.
4. Noise above eighty-five to ninety (85-90) decibels (DBA) may be harmful to workers. When exposed to high noise levels, employees shall utilize hearing protection equipment to ensure proper working conditions.
5. Whenever possible, isolate noisy machines and equipment in a remote location.
6. Tailor work practices to prevent heat/cold-related disorders. Employees exposed to hot environments must know the appropriate medical steps to counteract potentially life threatening situations such as hypothermia, heat stroke, heat exhaustion, and heat cramps.

PERSONAL PROTECTIVE CLOTHING & EQUIPMENT – GENERAL REQUIREMENTS

1. All employees shall wear clothing suitable for their particular type of work. Loose clothing shall not be worn while working around or near moving machinery or equipment.
2. All department approved special protective clothing or protective devices shall be used by employees when department supervisors require their use.
3. Clothing that is soiled by oil or chemicals should be avoided to prevent skin irritations.
4. When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles, such as key or watch chains, rings, wrist watches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts.
5. Rings or jewelry shall not be worn while climbing on or off structures or vehicles while performing any task where the ring might get caught under or snagged by a projecting item. In addition, rings and wristwatches with metal case and watchbands shall not be worn while working on or near energized equipment or lines.
6. Department approved gloves shall be provided to and worn by all employees when work site operations could cause injury to the hands.
7. Gloves and long sleeves shall be worn to protect hands and arms when handling cement, brush, sharp objects, hot materials, acids and other chemicals, or when there is a possible exposure to poison ivy.
8. Department approved head protection shall be provided to and worn by employees when working in areas where possible danger or head injury exists from impact, falling or flying objects, or from electrical shock and burns.
9. Employees shall wear department approved eye and face protection where possible injury exists from flying objects, glare, liquid splashes, weed eaters, edgers, chemicals, grinding, sandblasting, and welding. Eye protection shall be kept in a sanitary and usable condition and shall be replaced when it becomes warped, scratched, or pitted.
10. Department approved hearing protection devices shall be provided to, and worn by, all employees working in areas where a danger of noise exposure exceeds acceptable levels.
11. Employees shall wear footwear suitable to the type of work being performed. Safety boots or shoes shall be worn when required. Wearing of thongs, loafers or similar footwear shall not be acceptable during working hours for employees serving in labor, maintenance, construction, or inspection positions.
12. Department approved life jackets or buoyant work vests shall be worn by all employees when working over or near water where the danger of drowning exists.
13. Department approved respiratory protection shall be worn in areas where dangerous air contamination, chlorine, gasses, vapors, fumes, dust, or other hazardous contaminants exist.
14. Employees required to work in or near the roadway shall wear high visibility clothing, garments, or reflective vests.
15. Department approved fall protection devices, such as harnesses, lanyards, etc., shall be used by all employees when working in an overhead position which may require use of both hands and when there is a danger of falling.
16. Protective clothing and equipment shall be used and maintained in accordance with manufacturer's recommendations.

PERSONAL PROTECTIVE EQUIPMENT - POLICE DEPARTMENT

1. Suitable eye and hearing protection shall be worn when personnel are firing weapons during training or other special operations.
2. Body armor shall be worn by all Police Officers as outlined by police department policy and procedure guidelines.
3. Reflective vests shall be worn when directing traffic.
4. Leather gloves and/or protective equivalent shall be worn when searching persons or places where sharp objects may reasonably be encountered.
5. Disposable gloves shall be worn when handling any persons, clothing or equipment with bodily fluids on them. Masks, in combination with eye protection devices, shall be worn whenever splashes, spray, spatter, or droplets of potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. For additional information, please refer to the bloodborne pathogens section of this manual.
6. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.
7. Personal protective equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, shall be used as necessary when handling flammable, corrosive, caustic, or poisonous chemicals.
8. Protective gear including vests, hoods, goggles, gloves, elbow/knee pads shall be utilized during tactical operations and by special units as needed.

For additional guidance in the use of personal protective equipment, please refer to the Personal Protective Clothing and Equipment - General section of this manual.

Town of Prescott Valley

HAZARD COMMUNICATION PROGRAM

REGULATORY REQUIREMENT

The Town of Prescott Valley must comply with the Arizona Hazard Communication Act. This standard requires employers to train and educate employees on the safe use and handling of hazardous materials that employees may be exposed to in the workplace, and to ensure accessibility to information regarding hazardous chemicals.

POLICY AND OBJECTIVES

The objective of the program is to provide information and training needed so employees may work safely with hazardous chemicals found in the workplace. Employees have an obligation to adhere to instructions on safe use, handling, and disposal of hazardous materials.

DISTRIBUTION OF WRITTEN PROGRAM

An original copy of this Program is available for review at the Office of the Town Clerk/Risk Manager and a copy will be maintained in the workplace(s).

EMPLOYEE COMMENTS

If employees have any questions or concerns about the program, they are encouraged to submit their comments to the Loss Control Committee, their Supervisor, and/or the department director. Comments will be evaluated and appropriate action taken.

PROGRAM MANAGEMENT

Program Manager Responsibilities

The Town of Prescott Valley has placed the responsibility of the oversight of this program's written requirements with the Town Clerk/Risk Manager. The Town Clerk/Risk Manager is responsible for filing all reports with the appropriate governmental authorities.

Designation of Department Coordinator(s)

For effective compliance with the Act, a "Department Coordinator" will be designated for each Department. The "Coordinator" may be an employee or supervisor.

Department Coordinator's Duties Include

1. Maintain a copy of the written Program, Workplace Chemical List(s), and Material Safety Data Sheets specific for department workplaces. The Coordinator will ensure these items are readily available for review by department employees during each work shift.
2. Post the Arizona Department of Health poster "NOTICE TO EMPLOYEES" on each workplace bulletin board.
3. Provide new hires and newly assigned employees with training before employees are exposed to or handle any hazardous chemicals.
4. Provide training on an as-needed basis for employees who use or handle hazardous chemicals.
5. Document all training and maintain training records for a minimum of five (5) years.
6. Obtain Material Safety Data Sheets for all chemicals prior to their use.

7. Verify that all containers of hazardous chemicals are properly labeled and stored.

Employee Responsibilities

1. Practice safe work habits. Obey the rules and never take shortcuts when handling, using, storing, or transporting hazardous chemicals.
2. Learn to use chemicals properly and understand what they do.
3. Use protective clothing and equipment. Make sure it fits properly, follow instructions for cleaning and storing, and replace damaged articles promptly.
4. Know emergency procedures for chemicals in the workplace. Know where first aid supplies are kept and learn emergency eyewash and shower procedures, if applicable.
5. Notify Supervisor or Department Coordinator of containers that are incorrectly labeled.
6. Notify Supervisor or Department Coordinator if a container is damaged.
7. Notify Supervisor or Department Coordinator of all chemical spills of an emergency nature.
8. Notify Supervisor or Department Coordinator if chemical appears unusual.

PARTICIPATING EMPLOYEES

Employees who work with or in a work area containing hazardous chemicals shall receive training as set forth by the Arizona Department of Health.

WORKPLACE CHEMICAL LIST

The Department Coordinator shall compile and maintain a Workplace Chemical List for hazardous chemicals normally present in the workplace or temporary workplace in excess of fifty-five (55) gallons or five hundred (500) pounds.

The Workplace Chemical List may be prepared for the workplace as a whole or for each work area, or temporary workplace, and must be readily available to employees. All employees shall be made aware of the Workplace Chemical List before working with or in a work area containing hazardous chemicals.

The Department Coordinator shall update the Workplace Chemical List as necessary, or at least annually. Each Workplace Chemical List shall be dated and signed by the Department Coordinator. The List shall be maintained for at least thirty (30) years.

CONTAINER LABELING

The Department Coordinator will verify that all chemical containers received for use and all chemical containers currently in use in each workplace have the following information visible on the label: the identity appearing on the Material Safety Data Sheet, the pertinent physical and health hazards, including the organs that would be affected, and the manufacturer's name and address. Secondary containers must be re-labeled with at least the identity appearing on the Material Safety Data Sheet and appropriate hazard warnings.

If an unlabeled container such as a bucket is used to temporarily store or transport a hazardous chemical, it shall only be used by the employee who performs the transfer and shall only be used during the work shift during which the transfer was made.

If a hazardous chemical label is missing or improper, corrective action shall be taken immediately by the Department Coordinator.

PIPES, TANKS, ETC.

Every effort will be made to label pipes that carry materials that could be hazardous. Labeling can be specific markings identifying the contents of the pipes.

If hazardous chemicals run through the pipes, the potential hazards and necessary safety precautions relative to the chemicals must be obtained and given to the employees working in the area.

RE-USE OF EMPTY CONTAINERS

Any empty container being considered for re-use must be fully cleaned and all labels removed prior to its use.

MATERIAL SAFETY DATA SHEETS (MSDS)

The Department Coordinator shall obtain and maintain legible copies of current MSDS's for each hazardous chemical in the workplace(s). If the Department Coordinator does not have a current MSDS for the chemical when it is received at the workplace, the Coordinator shall request a MSDS in writing from the manufacturer or vendor in a timely manner.

Material Safety Data Sheets shall be maintained in an orderly fashion and shall be readily available, on request, for review by employees. Material Safety Data Sheets can be posted on bulletin boards for employee and/or public review. Material Safety Data Sheets should be readily accessible to all employees on all work shifts.

MSDS information for each hazardous chemical to be used in the workplace must be relayed to the employees who will be working with the chemical before the chemical is put into the area. Revised MSDS's must be reviewed with employees.

EMPLOYEE EDUCATION

Employees and volunteers who use or handle hazardous chemicals shall receive training and education appropriate to their workplace. The Department Coordinator shall provide training to a new or newly assigned employee **before** the employee works with or in a work area containing a hazardous chemical. The method and level of training will vary with the needs of each department and the job duties and educational level of employees. The Town of Prescott Valley shall provide any personal protective equipment needed by employees when using or handling hazardous substances.

The Department Coordinator will be responsible for ensuring that employees receive training and education addressing the following:

- a. Information on interpreting labels and MSDS's, and the relationship between the two (2) methods of hazard communication.
- b. The location of chemicals, acute and chronic effects, and safe handling of hazardous chemicals known to be present in the employee's work area and to which employees may be exposed.
- c. The proper use of protective equipment.
- d. First Aid treatment with respect to hazardous chemical exposure.
- d. General safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals.
- e. The purpose of the Act, and employee rights under the Law.

Training may be conducted by categories of chemicals (i.e. irritants, flammables, etc). Protective equipment and first aid treatment may be by categories of hazardous chemicals.

The Department Coordinator shall keep a record of each training session given to employees, including the date, a roster of the employees who attended, the subjects covered in the training session, and the names of the instructors. A copy of these training records shall be forwarded to the Town Clerk/Risk Manager's Office immediately after completed. Training records shall be maintained for at least five (5) years.

REPORTING FATALITIES AND INJURIES

The Town of Prescott Valley shall report any accident orally and in writing to the OSHA and ADOSH within forty-eight (48) hours after the occurrence of an employee accident that directly or indirectly involves chemical exposure, or that involves asphyxiation, and that is fatal to one (1) or more employees, or results in the hospitalization of five (5) or more employees,.

The report to the Arizona Department of Health shall relate the circumstances of the accident, the number of fatalities, and the extent of any injuries.

INFORMING CONTRACTORS

Before a contractor commences work in a Town of Prescott Valley workplace, the Department Coordinator and/or Supervisor who controls the work area will be responsible for:

- a. Informing the contractor of its rights under the Act.
- b. Providing a copy of the Workplace Chemical List.
- c. Providing copies of all MSDS's for the hazardous chemicals that they may be exposed to in the workplace.
- d. Having the contractor provide MSDS's for any hazardous chemicals they will be bringing into the Town of Prescott Valley workplace to which the employees will have an exposure.

(Signature of Program Manager)

(Date)

GENERAL SAFETY RULES FOR MOTOR VEHICLE & EQUIPMENT OPERATION

1. Employees who are authorized to operate Town of Prescott Valley vehicles or personally owned vehicles on Town of Prescott Valley business, must have a valid Arizona Driver's license for the class vehicle they operate and must notify their supervisor immediately should the license be suspended or revoked.
2. Motor vehicle record checks will be conducted annually on all employees who have driving or motorized equipment operation capabilities.
3. The certificate of insurance coverage and other required documents, along with accident forms should be carried in all Town of Prescott Valley owned vehicles.
4. All drivers of Town of Prescott Valley vehicles must be familiar with and abide by all applicable state, federal and local traffic regulations.
5. All drivers/operators shall be responsible for the proper care and use of vehicles and motorized equipment. This includes maintaining Town of Prescott Valley vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the supervisor and Fleet Maintenance Division.
6. A driver/operator shall not permit any unauthorized persons to drive, operate or ride in or on a Town of Prescott Valley vehicle. Riders shall not be allowed on running boards, tailgates, fenders, bumpers, atop cabs, on tow bars or towed equipment. (Exceptions may include operator trainees and mechanics sharing operator positions.)
7. Every accident involving personal injury or property damage shall be reported to your supervisor immediately.
8. Where seat belts are provided, they shall be worn by all occupants. The size of the vehicle or equipment does not excuse the operator from the seat belt requirement.
9. Equipment on all Town of Prescott Valley motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.
10. When possible, park so that backing is not required.
11. Extreme caution shall be exercised when backing any vehicle. If another employee is present, he/she shall act as a "spotter" to assist the driver in backing safely. Drivers shall stop immediately if they lose sight of the "spotter".
12. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle.
13. Unsafe and discourteous driving practices such as road hogging, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.
14. Entering or exiting a vehicle/mobile equipment while it is in motion is prohibited, as is riding anywhere on the vehicle/mobile equipment not designed for passengers. Do not exit a vehicle/mobile equipment and leave the motor running, or drive/operate with a door ajar.
15. Personnel should maintain three (3) points of contact with mobile equipment when entering and exiting to help in maintaining balance if a slip occurs. Many injuries occur as a result of slips and this should help control that exposure. In addition, the condition of handrails, steps, etc. should be inspected regularly.

16. Smoking is prohibited in any areas where fueling is being performed.
17. Except in emergencies, gasoline must not be carried inside passenger cars or the cabs of trucks. Gasoline shall be transported in approved safety containers and sealed tight to prevent the leakage of gasoline or gasoline vapors.
18. Garage doors must be opened for ventilation whenever a motor vehicle engine is running to help prevent the accumulation of carbon monoxide gas.
19. Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes when applicable.
20. Driving a vehicle under the influence of alcohol or any controlled substance will not be tolerated. Never attempt to perform work or drive a vehicle when you are impaired by alcohol, medication or drugs.
21. Picking up hitchhikers is dangerous and prohibited.
22. Before starting out in your vehicle in the morning, clear all windows of any frost, ice or dew. Cleaning only a small place on a windshield does not allow for proper visibility.
23. Driving is a full time job. Drivers should not engage in other activities, such as dialing a telephone, updating records, etc. while operating a vehicle. The vehicle should be pulled off the road and stopped before performing these activities.
24. Driving at the maximum posted speed limit can be too fast for safety in some situations. The drivers of all vehicles must use good judgment and proceed at a pace suitable to conditions of the vehicle, road, traffic and weather.
25. All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

STOPPING ON ROADWAYS

1. When it is necessary to stop on the roadway, extreme caution shall be used.
2. A rotating beacon shall be used if so equipped.
3. Tail lights/emergency flashers shall be used.
4. If work is in progress, traffic control devices shall be used in accordance with OSHA and ADOSH standards. Please see additional information in the Work Zone Traffic Control section of this manual.

INSPECTION OF VEHICLES AND EQUIPMENT

1. Drivers/operators shall utilize equipment checklists to inspect vehicles and equipment. This includes a check of the windshield wipers, signals, horn, lights, reflectors, tires, fluid levels, etc., to determine if they are in good operating condition prior to operating the vehicle.
2. The driver/operator shall determine that brakes are in good operating condition before using the vehicle or equipment. If brakes are not working properly, they must be corrected before use.
3. The driver/operator shall report all defects promptly to the Fleet Maintenance Division. Items that affect safety shall be repaired prior to continued use.

For additional information, please refer to the Town of Prescott Valley's Vehicle Operator Standards.

ELECTRICAL SAFETY

1. Consider all wires as dangerous and do not permit any object being handled to come in contact with electrical lines. The insulation on the wire is no guarantee that it will not cause instant death. Employees other than electricians must never attempt to determine if a wire is energized.
2. All electrical tools, equipment, extension cords etc. shall be inspected on a regular basis. All faulty equipment shall be reported immediately to your supervisor. Lockout or tag the equipment so that others are aware the equipment is damaged. The tool, equipment or cord shall not be used if it has any defects, such as bad insulation, missing grounds, loose prongs, etc.
3. All electrical equipment shall be properly grounded.
4. Extension cords should not be used in wet or damp areas. For adequate protection, a Ground Fault Circuit Interrupter (GFCI) should be used to protect employees in wet or damp locations.
5. All circuit breakers shall be identified as to use. Maintain clear access to electrical panels and main power sources at all times. Electrical panels and boxes should be securely fastened.
6. All electrical panel boards, boxes, disconnects, switch gears, etc. shall be covered or isolated to prevent accidental contact with energized parts and to protect equipment and wiring from potential contamination.
7. Before work begins at a job site, the location of electrical lines (underground and above) shall be determined and precautions taken to prevent accidental contact.
8. Electrical Lockout/Tagout procedures shall be used when circuits or electrical equipment are being worked on.
9. Electrical cables passing through work areas shall be covered or elevated to protect them from damage, which could create a shock hazard.
10. Metal ladders shall not be used when working near electrical circuits.
12. Exposed light bulbs or fluorescent tubes shall be guarded or recessed in reflectors to prevent accidental breakage.
13. To aid in the prevention of electrical shock, one hundred twenty (120) volt, single-phase, temporary receptacles used at work sites should be used with a GFCI. If a GFCI is not available, an assured equipment grounding conductor program may be used for added protection. Another option in protection from electrical shock involves the use of double-insulated equipment.
14. Because electrical shock can stop the heart and lungs from operating efficiently, workers involved in activities around hazardous energy levels should receive training in cardiopulmonary resuscitation (CPR) and rescue procedures. Any victim of electrical shock should be administered CPR immediately after the electrical shock if heart or lung failure is suspected. The CPR should be continued until the person is revived or medical personnel arrive at the site.

LOCKOUT/TAGOUT PROCEDURES

DEFINITIONS

Lockout and tagout are methods of preventing equipment from being set in motion unexpectedly, which in turn may endanger workers.

Lockout is the placement of a lockout device on an energy-isolating device to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

A **Lockout device** is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position thus preventing the energization of a machine or equipment.

Tagout is the placement of a prominent warning device, such as a tag, on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Tagout does not offer the physical protection of lockout.

An **energy-isolating device** is a mechanical device that physically prevents the transmission or release of energy. These devices can include, but are not limited to, electrical circuit breakers, disconnect switches, block valves, slip blinds, slide gates, etc.

Energy source refers to any sources of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other energy.

An **affected employee** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

An **authorized employee** is a person who uses locks and/or tags on machines or equipment while performing service or maintenance activities. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked and/or tagged.

EMPLOYEE RESPONSIBILITIES

All equipment should be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Employees should never attempt to operate any switch, valve, or other energy isolating device that is locked or tagged out. Employees should be trained on the importance of lockout/tagout procedures. Only authorized employees who have been trained in the procedures should be allowed to apply lockout or tagout.

PREPARATIONS FOR LOCKOUT/TAGOUT

Obtain the lockout/tagout procedures for the equipment. After a review of the procedure, determine if changes may be necessary in the procedure.

Identify all affected employees that may be impacted by the impending lockout/tagout.

Obtain necessary supplies, such as locks, tags, etc. that may be needed during the lockout or tagout.

SEQUENCE OF EVENTS TO IMPLEMENT LOCKOUT/TAGOUT

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the serving or maintenance.

2. The authorized employee should refer to the Town's written procedures to identify the type and magnitude of the energy that the machine or equipment utilizes. After identifying the type of energy source, the authorized employee should assure that he/she understands the hazards of the energy source and knows the methods to control the energy source.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
4. De-activate the energy-isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent operation of the energy isolating device(s).
6. Any stored or residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air pressure, steam pressure, gas pressure, etc., must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps:
 - a) Check to make sure that no personnel are exposed to possible hazards;
 - b) Verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate; and
 - c) Return the operating control(s) to the "neutral" or "off" position after verifying the isolation of the equipment.
8. The equipment or machine should now be locked out.

SEQUENCE OF EVENTS TO RESTORE MACHINE OR EQUIPMENT TO NORMAL OPERATIONS

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in the "neutral" position.
4. Remove the lockout and/or tagout devices and reenergize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
6. Return or file used lockout and/or tagout devices.

EMPLOYEE TRAINING REQUIREMENTS

The employer should provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of the energy controls are acquired by the employees.

Each authorized employee should receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy sources, and the methods and means necessary

energy isolation and control.

Each affected employee should be instructed in the purpose and use of the energy control procedure.

All other employees whose work areas may or may not be in an area where energy control procedures may be utilized, should be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machine or equipment which are locked out or tagged out.

BLOODBORNE PATHOGEN SAFETY

1. Due to potential hazards associated with bloodborne pathogens that cause diseases such as hepatitis and AIDS, care shall be taken to eliminate contact with blood and body fluids.
2. Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.
3. Preventative immunizations and vaccinations shall be offered to affected employees as required by Arizona Civil Statutes.
4. Use of appropriate gloves, gowns, faceshields, masks and eye protection may be necessary to prevent potentially infectious materials from passing through or reaching an employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes. A specialized mask for administering CPR shall be used.
5. Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering first aid.
6. Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, or contact with blood or potentially infectious materials.
8. Infectious waste shall be placed in closable, leak-proof containers with proper labels and must be disposed of in a proper manner. Any used needles, syringes, etc. should be placed in an approved "sharps" container that will prevent accidental contact with the sharp edge.

FIRST AID KITS

1. All injuries, regardless of how minor, shall be reported to your supervisor.
2. Pre-planning for a potential emergency situation is most valuable. All employees shall be aware of the medical services available and how to obtain them. Emergency phone numbers shall be posted in all work areas.
3. Where first aid kits are supplied, employees shall be familiar with the location, contents, and the instructions given with the first aid kit. Each employee shall learn how to use this equipment so they can render treatment when needed.
4. The contents of the first aid kits shall be inspected each month and expended items replaced. Personal medication shall not be kept in first aid kits.
5. Where the eyes or body may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided for emergency use.

CONFINED SPACE SAFETY

1. All potential hazards shall be evaluated prior to entry into a confined space.
2. Only employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.
3. If work is to be performed in a confined space, a written permit system shall be followed. The entry supervisor shall complete the written permit prior to entry to ensure that all safety equipment is in place and acceptable entry conditions are present.
4. Before any entrance cover to a confined or enclosed space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may injure the employees removing the cover.
5. No smoking shall be permitted in a confined space or near the entrance/exit area.
6. When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier.
7. Before an employee enters a confined space, the internal atmosphere shall be tested for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Approved and calibrated testing equipment shall be used to measure the concentration of the various gases.
8. If an oxygen deficiency is found, or if flammable or toxic gases or vapors are detected, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapors.
9. Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined or enclosed space that may contain flammable or explosive gases or vapors until the space has been properly cleared. Monitoring shall be continuous during any hot work activities.
10. If a hazard-increasing work activity is to take place in a confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.
11. Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned.
12. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined-space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.
13. All employees required to enter a confined or enclosed space shall be equipped with a body harness and lifeline monitored by a properly trained attendant. Other personal protective equipment and rescue devices may also be required depending on the situation.
14. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.

15. While work is being performed in an enclosed space, a person with CPR and basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns in the area of the opening used for entry.
16. Necessary rescue personnel and equipment shall be available in the event of an emergency.
17. Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

For additional information concerning confined-space requirements, refer to OSHA standard 29 CFR 1910.146.

TRENCHING AND EXCAVATION SAFETY

1. Before opening an excavation, all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.
2. The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.
3. When excavation operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means.
4. While the excavation is open, underground installations shall be protected, supported, or removed to safeguard employees.
5. Employees exposed to vehicular traffic shall wear "high visibility" vests or clothing.
6. A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are four (4) feet or more in depth so as to require no more than twenty-five (25) feet of lateral travel for employees. Ladders must extend three (3) feet above the surface and be tied off if necessary.
7. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
8. All mobile equipment (front-end loaders, bulldozers, and dump trucks) shall be equipped with a warning device such as a back-up alarm. When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be sloped away from the excavation.
9. In excavations deeper than four (4) feet with the potential for a hazardous atmosphere or oxygen deficiency, air testing shall be conducted before employees can enter an excavation and as often as necessary to ensure the atmosphere remains safe. Ventilation or respiratory protection may be needed to protect employees from harmful atmospheres.
10. Daily inspections of the excavations and adjacent areas and protective systems shall be made by a competent person for evidence of situations that could result in a possible cave-in, failure of protective systems, hazardous atmospheres or other hazardous conditions. An inspection shall be conducted prior to the start of work, when there are changes in weather conditions, if the excavation has been left unattended for a period of time (such as lunch), and as needed.
11. Employees shall not work in excavations in which there is accumulated water or in an excavation in which water is accumulating unless adequate precautions have been taken to protect employees. The precautions necessary to protect employees adequately can include special support or shield systems, water removal, or the use of a body harness and lifeline.
12. Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.
13. Excavations subject to run-off from heavy rains shall require an inspection by a competent person.
14. Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.
15. Where employees or equipment are required or permitted to cross over excavations,

walkways or bridges with standard guardrails shall be provided.

16. When excavations are left open, warning devices, barricades, or guardrails shall be placed to adequately protect employees and the public.
17. At the end of the workday, as much of the excavation as practical shall be closed.
18. Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices.
19. Each employee in an excavation shall be protected from cave-ins by an adequate protective system (sloping, benching, shoring, or shielding), unless excavations are made entirely in stable rock, or are less than five (5) feet deep and examination of the ground by a competent person provides no indication of a potential cave-in.
20. When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.
21. Sloping, benching, shoring or shielding for excavations greater than twenty (20) feet deep shall be designed by a registered professional engineer.
22. A “competent person” as used in this section, shall mean one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

For additional information on excavation requirements, refer to OSHA standard 29 CFR 1926, Subpart P, Excavations.

WORK ZONE TRAFFIC CONTROL

Work zone safety is the adequate safeguarding or protecting of pedestrians, motorists, utility workers and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high level standards, barricade rope, flaggers, etc. on approaches to work areas, excavations, open manholes, parked equipment, etc.

Work zone traffic control is accomplished by the use of informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance and the use of good common sense. It is of utmost importance that the work area be properly identified and that warning devices clearly convey the message to the traveling public well in advance of arrival at the work area.

The public must be warned in advance, then regulated and guided through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.

1. If street construction or repair work is to be done, preparations will be made to ensure vehicle and pedestrian safety before work is allowed to begin.
2. If traffic is affected by the operation, proper signs must be used in advance of the work area, and the traffic control signs in and around the affected area are to be correctly placed and maintained for the duration of the period when work is being performed and traffic obstructions exist.
3. When barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.
4. All employees working in or near the roadway will wear reflective vests or suitable garments marked with or made of reflectorized or high visibility material while at the worksite. Garments worn at night must be made of reflectorized material.
5. Lighted barricades will be used whenever possible for overnight protection.
6. Where traffic must be periodically stopped or obstructed by workers or equipment in a traveled portion of a roadway, a flagger wearing a reflective vest may be stationed. If lack of manpower exists, the roadway must be closed and the traffic detoured.
7. Flaggers will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers. **The use of sign paddles (Stop/Slow) is preferred and should be used if available.**
8. All plates used to cover holes in the street on a temporary basis are to be spiked in place.
9. In any case where streets are significantly obstructed or closed for any period of time, the police, fire and other relevant departments will be notified of the situation and told approximately how long the closure will be in effect.
10. When pedestrian traffic is impeded, barricades, restrictive tape, rope or other restraint will be used to keep the public from the worksite.
11. Holes in the sidewalk or parkway which must be left open will have perimeter protection. Protection of these areas will be in the form of physical barriers and warnings signs.

For additional information, please refer to the most current publication of the Arizona Manual on Uniform Traffic Control Devices Part VI.

GENERAL LAW ENFORCEMENT PERSONNEL SAFETY

Guidelines related to general law enforcement personnel safety are outlined within the Prescott Valley Police Department General Orders Manual.

MATERIAL HANDLING SAFETY

1. Before starting to lift or carry, check to ensure that the walkway is clear of all obstacles. Cautiously test the object to check its weight and center of gravity.
2. Before lifting, face the object and get as close as you can with feet slightly apart. Remember; bend at your knees not at your waist.
3. Use your legs to bring you to a standing position. Make the lift smooth and under control.
4. When carrying an object, grip it firmly and hold it as close to your body as possible.
5. Do not twist your body when lifting or setting an object down.
6. If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment or other types of assisted lifting devices.
7. When two (2) or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.
8. When two (2) or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capabilities. Caution shall be taken when lifting or pulling in an awkward position.
9. Material shall not be thrown from place to place or person to person.
10. A safety line or tag line should be attached to help control loads as they are lifted to elevated work areas.

FIRE EXTINGUISHER AWARENESS

1. Employees shall be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work area.
2. Fire extinguishers should be "wall-mounted" in an easily accessible location not more than five feet above floor level. If an extinguisher cannot be easily seen, a sign indicating the extinguisher's location should also be posted. Except for actual use or inspection purposes, employees shall not move or remove such equipment without proper authority.
3. Fire extinguishers shall not be blocked or hidden behind material or machines.
4. Fire extinguishers shall be visually inspected at least once a month and serviced annually.
5. Employees shall know the classes of fires and the proper extinguishing agent to be used. Employees shall be trained on the primary fire exposures in their immediate work area.
6. Class A - for fires in paper, wood, or cloth
Class B - for flammable liquid fires
Class C - for electrical fires
Class D - for combustible metal fires

A multi-purpose "ABC" fire extinguisher will extinguish most types of fires.

7. Remember how to operate most extinguishers:

PULL	-	the pin.
AIM	-	at the base of the fire.
SQUEEZE	-	the handle.
SWEEP	-	from side to side.

GENERAL TOOL SAFETY

1. All tools shall be of an approved type and maintained in good condition.
2. All tools shall be examined prior to use to ensure adequate working condition.
3. Defective tools shall be tagged to prevent their use and removed from the job site.
4. Employees shall always use the proper tools for the job.
5. Employees shall be trained on the correct use, hazards and limitations of tools used in the workplace.
6. Gloves should be worn when they provide protection to the employee without increasing the chances of the employee becoming entangled at the point of operation.
7. Tools shall not be left unsecured in elevated places. Tethering is recommended in areas where tools may fall to a lower level.
8. Impact tools, such as chisels, hammers and punches that become mushroomed or cracked shall be dressed or replaced.
9. Chisels, drills, punches etc. shall not be held with hands while being struck by another employee.
10. Wrenches with sprung or damaged jaws shall not be used.
11. Wooden handles that are loose, cracked or splintered shall be replaced, not taped or lashed.
12. Power tools shall be disconnected from any power source while repairs or adjustments are being made.
13. Carrying and storing tools:
 - Never carry sharp tools in your pockets unless the edges are protected.
 - Do not carry tools in your hands while climbing a ladder. Hoist them with a rope or use an approved utility belt.
 - Protect your tools from falling when working from a scaffold, ladder or other elevated work areas.
14. Do not leave tools lying around where they may cause a trip/fall hazard. Tools no longer needed for the job shall be returned to their proper location.

GENERAL LADDER SAFETY

1. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, nonconductive finish shall be used.
2. All ladders shall be inspected regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.
3. Ladders and scaffolds shall be sufficiently strong for their intended use. All ladders shall be capable of supporting at least two and a half (2.5) times the maximum intended load without failure.
4. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.
5. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.
6. Only one (1) employee shall work from a ladder at any given time (except for hook-type ladders). If two (2) employees are required, a second ladder shall be used.
7. Only Town of Prescott Valley supplied ladders shall be used by employees.
8. Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.
9. Boxes, chairs, etc., shall not be used as ladders.
10. Portable metal ladders and other portable conductive ladders may not be used near exposed energized lines or equipment except in very specialized situations.
11. The use of stepladders above twenty (20) feet is prohibited and the use of extension ladders above twenty-four (24) feet is strongly discouraged.

STRAIGHT LADDERS

1. Portable straight ladders shall be equipped with nonskid bases or shoes.
2. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth (1/4) of the ladder length between the foot of the ladder and the upper support.
3. Straight ladders shall not be climbed beyond the third step from the top.
4. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
5. When dismounting from a ladder at an elevated position (such as a roof) the employee shall ensure that the ladder side rails extend at least three (3) feet above the dismount position, or that grab bars are present.
6. Employees shall belt off to a ladder whenever both hands must be used for the job or a possibility of the employee falling from an elevated position exists.
7. Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.
8. A ladder shall not be placed against an unsafe support.

STEP LADDERS

1. The top step shall not be used, except for platform ladders.
2. Stepladder legs shall be fully spread and the spreading bars locked in place.
3. Stepladders shall not be used as straight ladders.
4. When an employee is working on a stepladder more than ten (10) feet high (except a platform ladder), the ladder shall be held by another person.

MATERIAL STORAGE SAFETY

Bins and Shelves

1. Material shall be stored in such a manner that it will be safe from damage. Special care must be taken to assure that stored material poses no hazard to anyone working around it. Only light weight material should be stored on top shelves.
2. Bins or shelves shall never be used as ladders.
3. Materials shall not be stored on the floor, in front of shelving.

Stacking Material

1. When material is stacked all possible precautions must be taken to assure that it will remain stable. The lower level must be blocked or tied to prevent slipping. The height of a stack of material should remain within reasonable limits.
2. When unloading and/or stacking poles or pipe, great care should be exercised to maintain a safe work environment. Do not stand on poles or pipe. Watch for pinch points, and stay out of the path of equipment during unloading. Avoid any contact with creosote, while unloading poles.

Flammable Material

1. Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.
2. All flammable materials shall be stored in a location that will not endanger life or property. Containers will be clearly and appropriately marked, in accordance with fire safety standards. In addition, storage facilities shall have a sign identifying the materials as "flammable".
3. Storage of open containers of flammable materials is prohibited. Container covers must be promptly replaced. Smoking will not be permitted inside any warehouse facility, or outside near flammable or combustible materials in the equipment yard.
4. Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.
5. All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in Underwriters Laboratories (UL) approved, properly labeled (yellow letters) red safety cans.
6. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.
7. Strict adherence shall be paid to "No Smoking" and "Stop your Motor" signs at fuel dispensing locations.

Housekeeping

1. Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall be kept clean and orderly at all times.
2. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practical.

3. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.
4. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.
5. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.
6. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
7. Rubbish and unused clothing shall not be allowed to accumulate in lockers.
8. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around storage areas, shops, substations, pole yards, buildings, fuel tanks or other structures.
9. Batteries shall be stored in a well-ventilated area protected from sparks or open flames.
10. All personnel will practice good housekeeping. Scrap material will be disposed of properly, the work area should be free of any loose material.

Smoking

Open flames shall not be permitted in areas where flammables or combustibles are present. Smoking will only be allowed in designated smoking areas and never in the vicinity of flammable materials. The absence of "No Smoking" signs shall not be considered authorization for smoking in hazardous locations.

GENERAL SHOP SAFETY

1. All rotating pulleys, gears, shafts and belts on compressors, motors, etc. shall be properly guarded. No equipment or machinery shall be operated while required guards are not in place.
2. Drain valves on air compressors should be opened frequently to prevent the accumulation of liquid.
3. Safety-relief valves will be installed on all compression tanks. These valves will be tested periodically to ensure their proper operation.
4. Never use compressed air to clean your hands or to blow dirt from clothing or your body.
5. When using compressed air for cleaning purposes, it must be kept at a level below 30 pounds per square inch (PSI).
6. If compressed gas cylinders are stored inside a building, the area will be kept dry and well ventilated. Oxygen and fuel gas cylinders must be stored separately.
7. Cylinder carts, other than those designed to hold cylinders in an upright position, are prohibited. Upright cylinder carts must be equipped with a chain, bar or some other device that will act to stabilize the cylinders. If gauges are not attached to the cylinders, valve caps must be in place.
8. Signage similar to the following must be posted in any cylinder storage areas: "DANGER - NO SMOKING, MATCHES, OR OPEN FLAMES".
9. Radial bench saws shall be equipped with a hood guard, forward travel stop and the head shall automatically return to starting position when released.
10. A face shield and safety glasses shall be worn while grinding. Any grinding equipment without proper safety features is not allowed in the work place. Abrasive wheels shall only be used on machines that have guards that cover the spindle end, nut and flange projections.
11. Grinder work rests must be designed to be adjustable to compensate for wheel wear. Work rests should be adjusted with a maximum clearance of one-eighth (1/8) inch to help prevent work from jamming. Tongue guards must also be adjusted to within one-eighth (1/8) inch.
12. When replacing abrasive wheels, follow the manufacturer's directions for proper installation and inspection. All grinding wheels must be inspected prior to installation to insure that the RPM rating of the wheel is correct for the grinder's RPM.
13. Identify and label all electrical control devices, such as circuit breakers, fuses, disconnects, etc.
14. All electrical outlets, including wall receptacles, extension cords, etc. must have an independent, third-wire ground system.
15. All electrical tools and equipment shall be effectively grounded unless the tool is an approved double-insulated type.
16. All electrical junction boxes shall have protective covers. All such boxes must have sufficient access space.
17. Stored materials should be stacked in such a manner as not to create a hazard. Stack containers, boxes, parts, etc. in an orderly fashion to ensure stable stacking heights.
18. Heavy bulky materials should be stored on lower shelves to minimize chances of injury due

to falling objects.

19. Elevated storage platforms over four (4) feet in height from floor level shall have standard handrails (includes a mid-rail and a top handrail) and toe boards. The handrails will be constructed of metal or wood sufficient to withstand two hundred (200) pounds of top rail pressure.
20. Proper signage, such as "NO SMOKING" signs, will be installed in all areas where flammable or easily combustible materials are stored.
21. Hooks used on hoisting equipment shall be equipped with a safety latch to help prevent dropping of any lifted load.
22. The hoisting capabilities of any hoisting equipment shall be printed clearly on the frame in lettering that is large enough to be read from ground level. All cranes shall be inspected on at least a monthly basis to assure their proper operation and condition.
25. All shops shall have at least two (2) accessible exits for emergency evacuations.
26. Any doors not designated as exits that may be mistaken for exits should be clearly marked "NOT AN EXIT".
27. All exits shall be identified by a clearly visible, illuminated, "EXIT" sign.
28. Only approved containers are to be used for the storage of flammable and combustible materials. Approved containers can be identified by the presence of a label from a certifying organization such as Underwriters Laboratories.
29. Safety cans shall be painted red and clearly marked to identify the contents. Only approved pumps or self-closing faucets are to be used for dispensing flammable or combustible liquids.
30. No guard shall be removed from any machine or piece of equipment except to perform required maintenance. Guards removed to perform maintenance operations shall be replaced immediately after the completion of the work.

GENERAL STORAGE YARD SAFETY

1. All vehicles shall have the emergency brake set when parked on a slope or down grade. Consideration should also be given to the use of chocks in these situations.
2. All vehicles and equipment shall be parked in a position that does not require backing whenever possible. When backing a truck or machinery in the yard, use a spotter to assist you into position.
3. Proper personal protective equipment should be evaluated before performing any work in the yard. It is not possible to identify all personal protective equipment that may be required due to the various types of assignments in that area.
4. Miscellaneous tools, equipment and material should be stored on pallets instead of being placed on the ground. Pallets should be stacked in a way that ensures their stability. Stability may be influenced by many items such as the stability of the ground, the height of the stacked material, the configuration of the stacking, etc.
5. Always roll pipe from the ends or from behind to avoid placing your body in the pipe's path.
6. All pipe racks will be fitted with pipe stops to prevent pipe roll-off. Stripping should also be used at the ends of the pipe to act as spacers.
7. All aboveground fuel storage tanks should be protected on all four sides with heavy-duty guard posts and crash rails. Emergency cut-off switches shall also be installed near the pumping equipment and a fire extinguisher should be readily accessible.
8. A diking system capable of holding the volume of the above ground storage tank should be constructed to help control potential spills.

COMPRESSED GAS CYLINDER SAFETY

1. Never attempt to lift compressed gas cylinders with an electromagnet. Where cylinders must be handled by a crane or derrick, as on work sites, the cylinders shall be lifted in a cradle or suitable platform, not by the valve protector cap. Do not lift with slings or chokers. Extreme care must be exercised to prevent dropping or bumping of the cylinders.
2. Cylinders, whether full or empty, shall be stored in a rack, chained or otherwise secured to prevent them from falling.
3. Do not use cylinders as rollers, supports or for any other use other than their designed purpose.
4. Cylinders shall have their contents properly identified. Empty cylinders shall be plainly marked "EMPTY" or "MT", and the valves shall be closed.
5. Oxygen cylinders in storage shall not be stored near flammable or highly combustible materials, such as oil, grease, fuel, other fuel gas cylinders, etc. In addition, no cylinders shall be stored in areas where there is an exposure to direct sunlight.
6. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured that the object is free from flammable materials or an explosive mixture of gases. Before welding or cutting begins, the hazardous material shall be removed or it shall be vented to the atmosphere to prevent a possible explosion from the expansion of trapped gases.
7. Cylinders shall not be placed where they might become part of an electric current or within five feet of an electrical outlet. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.
8. Valves of compressed gas cylinders shall be opened slowly and with the proper wrench.
9. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator. Use regulators and pressure gauges only with gases for which they are designed and intended. Do not attempt to repair or alter cylinders, valves or attachments. Any changes in the cylinders shall only be performed by the supplier or manufacturer.
11. Leaking cylinders shall not be used. Such cylinders shall be taken away from sources of ignition and the supervisor notified. Leaking compressed gas cylinders shall be taken out of service immediately and handled as follows:
 - 1) Close the valves and take the cylinder outdoors well away from any source of ignition.
 - 2) Properly tag or mark the cylinder.
 - 3) If the leak occurs at a fuse plug or other safety device, take the cylinder outdoors well away from any potential ignition source and open the cylinder valve slightly to allow the contents to escape slowly. Tag the cylinder to warn others. (The environmental and health effects of the contents must be evaluated prior to allowing the cylinder to bleed-down.)
 - 4) Post warnings against approaching with lit cigarettes or other potential ignition sources.
 - 5) Promptly notify the supplier and follow their instructions for handling/returning the cylinder.
11. Do not remove or change the marks and/or numbers stamped on compressed gas cylinders. In addition, any labels shall be left in place for identification purposes.
12. Cylinders that are heavy or difficult to carry by hand may be rolled on their bottom edge, but they should never be dragged.

13. Do not tamper with safety devices in valves or on cylinders.
14. Consult the supplier of the gas or the appropriate Material Safety Data Sheet (MSDS) when there are doubts concerning the proper handling of a compressed gas cylinder or its contents.
15. When cylinders are transported:
 - 1) Load to allow as little movement as possible.
 - 2) Secure them to prevent violent contact or falling.
 - 3) Remove regulators and put valve protection caps in place.

GENERAL WELDING AND CUTTING SAFETY

1. Welding and cutting shall only be performed by experienced and properly trained personnel.
2. The work area shall be inspected for potential fire hazards before any cutting or welding is performed.
3. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks and hot metal from falling onto people or material below.
4. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
5. Proper strikers shall be used in lighting torches. Matches and cigarette lighters shall not be used.
6. A fire watch shall be maintained whenever welding or cutting is performed in locations where combustible materials present a potential fire hazard. A fire check should be made of the entire area after completion of welding or cutting activities.
7. Machinery, tanks, equipment, shafts or pipes that could contain explosive or flammable materials shall be thoroughly cleared and decontaminated prior to the application of heat.
8. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.
9. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while cutting, brazing or welding zinc, brass, bronze, stainless steel, galvanized or lead coated materials.
10. Welders shall wear clothing made of fire resistant fabrics, gloves, appropriate footwear, sleeves and a buttoned collar. All protective clothes and equipment should be worn in a manner that provides the most efficient protection from slag or other hot material.
11. When using an arc welder, use No. 10 or No. 12 shade lenses. When using acetylene torches for welding or cutting, use No. 5 or No. 6 shade lenses.
12. Regular shaded safety glasses do not provide adequate protection for welding or cutting operations.
13. Proper eye protection in the form of safety glasses and a face shield should be worn during any portable grinding activities. Safety glasses should also be worn during any slag chipping activities.

GAS WELDING

1. Suitable eye protection, protective gloves and clothing shall be worn during welding or cutting operations or while cleaning scale from welds. Helpers or attendants shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.
2. Matches shall not be used to light a torch. A torch shall not be lit on hot work.
3. When gas-welding equipment is not in use, the cylinder valves shall be closed and the pressure in the hose released.
4. Gas hoses shall not be positioned so they create tripping/slipping hazards.
5. Always inspect oxygen or fuel gas hoses for leaks, burn spots, worn places, or other defects before pressurizing.

ELECTRIC WELDING

1. No electric welding machine, either A. C. or D.C., shall be operated until the frame or case of the machine is electrically grounded for protection from potential shock hazards.
2. All ground and electrode lead cables will be inspected before use for bad or damaged connectors. Only connectors designed for joining or connecting will be used for that purpose.
3. Welders shall wear an approved welding helmet, proper protective gloves and fire-resistant clothing during welding activities. Proper eye protection in the form of safety glasses and/or a faceshield should be worn by the welder and any helpers in the area when chipping slag, grinding, etc. Other employees shall not observe electric welding operations unless they use approved eye protection.
4. Welders shall wear proper eye protection to guard against flying particles when the helmet is raised.
5. Welding screens shall be used whenever practical to help control potential ultraviolet light exposures to other personnel in the area.
6. Welding machines will be placed at least four (4) feet apart.
7. Fire fighting equipment should be placed in the immediate area and a fire watch used as necessary to control any fire potential.

COLD AND HEAT RELATED ILLNESSES AWARENESS

Cold Related Illnesses

Hypothermia is when the body's temperature drops below normal causing uncontrollable shivering, weakness, drowsiness, disorientation, unconsciousness, and even death. Persons working outdoors during the winter months should follow the guidelines listed below:

1. Dress in layers.
2. Keep dry.
3. Work with co-workers when possible.

Heat Related Illnesses

Heat stroke, heat exhaustion, heat cramps and heat rash are health related problems associated with working in hot environments. Heat related illnesses can be caused by prolonged exposure to hot temperatures, limited fluid intake, or failure of temperature regulation mechanisms in the brain.

The most serious health disorder associated with working in a hot environment is heat stroke. Symptoms of heat stroke include hot dry skin, no sweating, high body temperature, rapid heartbeat, mental confusion or a loss of consciousness. While medical help is being called, the victim should be moved to a cool area and his/her clothing soaked with cool water. Vigorous fanning of the body will increase cooling. Death can occur if prompt first aid and medical help is not given.

Heat exhaustion occurs as a result of excess fluid loss and failure to replace the minerals and fluid lost during sweating. Signs of heat exhaustion include extreme weakness or fatigue, giddiness, nausea or headaches. The skin is clammy and moist and the body temperature is relatively normal. The best treatment for heat exhaustion involves resting in a cool place and drinking plenty of fluids.

Heat cramps are painful muscle spasms, which are caused by excessive fluid and salt loss. Such cramps can be treated by consuming fluid replacement beverages.

Heat rash is likely to occur in hot and humid environments where sweat cannot be easily evaporated from the skin surface. It can be prevented by resting in a cool place and allowing the skin to dry.

By following a few basic precautions, health problems associated with working in hot environments can be prevented:

1. Those unaccustomed to working in the heat should be given time to adjust to work in a hot environment.
2. Wear light, loose fitting clothing and protect yourself by wearing a hat. Sunscreen should also be used when prolonged exposures to sunlight may be possible.
3. Drink plenty of fluids to help prevent dehydration. Eight to ten (8-10) ounces of fluid are recommended every ten to fifteen (10-15) minutes when working in extremely hot or humid conditions. Beverages containing alcohol or caffeine should be avoided.
4. Alternate work and rest periods. Heavy work should be scheduled for the cooler parts of the day if possible.
5. Educate employees on the symptoms, treatments and preventive measures for heat related problems.

PESTICIDE/HERBICIDE SAFETY

1. When applicable, all employees who apply pesticides or herbicides shall be licensed.
2. Before using any pesticide or herbicide, employees shall read the label carefully and follow the directions and precautions.
3. Pesticides shall be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building, room, or structure shall be clearly marked with pesticide warnings.
4. Before handling any pesticide/herbicide, the user should review the material safety data sheet and label to identify any personal protective equipment that will be needed to prevent a possible exposure.
5. Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only at recommended rates and apply only at specified dosages.
6. Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.
7. Employees shall avoid contact with skin or inhalation of mists or spray.
8. Material Safety Data Sheets (MSDS) shall be maintained and kept near material and storage locations.
9. Spray equipment shall be cleansed daily when using oil-based solutions.
10. Pesticides/herbicides shall not be stored or disposed of where they could contaminate people, property or waterways.
11. Empty containers shall be disposed of in a safe manner.
12. Pesticides/herbicides should only be applied under favorable time and weather conditions.
13. Do not eat, drink or use tobacco products while handling pesticides/herbicides.

BACKHOE / LOADER SAFETY

1. Operators shall be adequately trained and qualified to operate the equipment. The operators shall become thoroughly familiar with the equipment before using it and they must understand the contents of the operator's manual.
2. The operator is responsible for inspecting the equipment before it is used. The brakes and controls shall also be tested by the operator prior to use. Needed repairs shall be reported to the Public Works Streets Supervisor and a Public Works Equipment Maintenance Technician immediately. Observe proper maintenance and repair of all pivot pins, hydraulic cylinders, hoses, snap rings and main attachment bolts daily.
3. Seat belts shall be worn on all equipment with rollover protection.
4. Operators should maintain "three points of contact" with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.
5. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
6. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
7. Employees shall never be allowed to ride in the bucket or use the bucket for an elevated platform.
8. Walk around the equipment to observe for children and others before starting up. Consider the use of a spotter when backing equipment.
9. Keep bystanders at a safe distance while operating the equipment. No one is allowed in a ditch while a backhoe is excavating.
10. Locate underground utility lines and overhead power lines before starting to dig. (Always contact utility companies to physically locate any underground lines.) Do not operate a backhoe within ten (10) feet of an overhead electrical line. Hand-dig in the vicinity of all known underground utility lines and pipelines.
11. Never attempt to lift loads in excess of the equipment's capacity.
12. Never allow anyone to get under the equipment or reach through the lift arms while the bucket is raised.
13. Relieve the pressure in any hydraulic lines before disconnecting them to make repairs. Any hydraulic implements that are not relieved, shall be physically blocked to protect against mashing injuries during maintenance or repair activities. Physical blocks may include safety stands, timbers, cinder blocks, etc. that can withstand the force.
14. Use care at all times to maintain proper stability. Drive at safe speeds over rough ground, on slopes, when crossing ditches and when turning corners.
15. To prevent upsets when operating on a slope, avoid using the full reach and swinging a loaded bucket to the downhill side.
16. Always center and raise the boom before moving to a new location.
17. Do not attempt to exit the equipment while it is still in motion. Apply the parking brake and shut down the engine before leaving equipment.

18. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.
19. Park the equipment on level ground when possible. As a minimum, the bucket should be lowered, the brakes set, the transmission engaged and engine killed when parking.
20. Use care in attaching towing lines to the equipment. Pulling from the tractor rear axle or any point above the axle may cause an accident.
21. Slow moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

VEHICLE SAFETY - (20,001 lbs. or above)

1. Employees or other individuals shall not be carried in the bed.
2. Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.
3. Check overhead clearances before raising the bed. Be aware of overhead electrical lines.
4. Be sure hoist is not engaged before moving the truck.
5. Loose material shall be covered to prevent blowing debris and spillage.
6. Close windows during loading/unloading to control dust accumulation inside the cab.
7. Operators of dump trucks, larger than 26,001 GVW, must possess a valid Commercial Drivers License (CDL).
8. Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.
9. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
10. All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.
11. Operators should maintain "three (3) points of contact" with the equipment when entering or exiting the cab. This will allow the operator to regain their balance if a slip occurs.

For additional safety information, also see "General Safety Rules for Motor Vehicle and Equipment Operation" section of this manual.

TRACTOR/SHREDDER SAFETY

1. The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with rollover protection.
2. Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.
3. Use caution when operating near slopes, cuts, depressions, drop-offs, soft shoulders, ditches, etc. Operators shall constantly watch for hidden objects and uneven ground. Hazardous areas shall be pre-cleaned and special hazards removed prior to mowing.
4. Use care when entering traffic areas, crossing railroad tracks, etc.
5. Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.
6. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.
7. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.
8. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.
9. Take all sharp turns at low speed.
10. Proper personal protective equipment shall be worn at all times. On a tractor with an uncovered cab, the operator should, as a minimum, wear safety glasses and hearing protection. Other personal protective equipment such as gloves, faceshields, sleeves, boots, etc. should be evaluated for individual jobs. Sunscreen should also be used in areas where the operator may be exposed to sunlight for long periods of time.
11. Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.

GROUNDS MAINTENANCE SAFETY

Power Lawn Mowers and Edgers

1. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is in use.
2. Prior to making adjustments, inspections, or repairs, the employees shall permit the mower to come to a complete stop. A spark plug wire shall be removed if necessary for energy control.
3. When operating a mower or edger, the employee shall:
 - a) Remove any rocks, pieces of wire or other foreign objects from the area.
 - b) Avoid directing the discharge opening toward themselves or other individuals in the vicinity.
 - c) When mowing on a slope or incline, mow across the face of the slope.
 - d) Wear proper personal protective equipment for the task being performed. Necessary personal protective equipment may include safety glasses, goggles, faceshields, hearing protection and work boots.

Chippers

1. Chippers shall never be parked directly under the tree being trimmed.
2. If the chipper is parked on or near the roadway, advance warning signs, flaggers, cones, etc. shall be used to identify and protect the work area.
3. Other Town employees or citizens shall never be allowed to stand near the machine while brush is being fed into the chipper.
4. Employees shall never place hands or other parts of the body into the brush chipper while the chipper is in operation.
5. The battery cables shall be disconnected prior to performing any task that may potentially put you in contact with the cutting blades.
6. Tools or other metallic objects shall not be used to push brush into the chipper.
7. The ignition key shall be removed when the chipper is left unattended.
8. Safety glasses and hearing protection will be worn by all employees near the chipper and other personal protective equipment may be necessary depending on the activity. In addition, workers must be aware of entanglement hazards involving loose fitting clothes, gloves, etc.
9. Employees shall be familiar with emergency "shut off" procedures and ensure that the emergency shut-off is operational prior to use.

Artificial Turf Grooming Equipment

1. Do not put hands near any moving parts while equipment is being operated.
2. Always use heavy-duty gloves to remove debris from any part of the equipment.
3. Ensure all cables are securely pinned to the equipment to prevent any cables, wires, or

similar parts from dragging.

POISON IVY, OAK OR SUMAC AWARENESS

1. Sensitivity to these plants can vary and some people who do not appear sensitive may develop a sensitivity on later exposures.
2. Exposures to poison ivy, poison oak or sumac are greatest in the spring and summer months when the oily organic allergen (urushiol) is most abundant.
3. Onset of the rash is from a few hours to several days after exposure. The skin becomes red, blisters appear, usually accompanied by itching. As symptoms progress, swelling and fever may develop.
4. Common poison ivy can be recognized by its three green, glossy leaflets that turn yellow in the fall.
5. Western poison oak can be recognized by its vine form and three (3) leaflets that are green or brown in color with yellow veins and brownish/yellow stems. In addition, the leaves are covered with hair on the underside and there are groups of hairy, yellowish berries.
6. Poison sumac is recognizable as a woody shrub or small tree, five (5) to twenty-five (25) feet tall and containing seven (7) to thirteen (13) leaflets per stem. The leaves turn red in the fall. Poison sumac has cream-colored berries that hang in loose groups from the branches.
7. If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and if practical, gloves and boots. Your best protection is to identify the plant and avoid contact. For highly sensitive persons, a barrier cream can provide even greater protection.
8. Be aware that the plant's oily resin sticks to almost all surfaces and can even be carried in the wind (on particles of dust) when there is a fire burning.

If you think you have contacted poison ivy, follow these simple procedures:

1. Wash all exposed areas with cold running water as soon as you can. If this is done within five minutes, the water should neutralize or deactivate the urushiol in the plant's oil before it can bond with your skin and create a rash. Soap is not necessary and may even spread the oil.
2. If possible, change clothes. Wash all clothing outside with a water hose before taking it into the work area or home to prevent the oil from being transferred to furniture or rugs. Resinous oils can last on tools and clothing for months unless properly cleaned or laundered.
3. Mild rashes can be treated with lotions and by soaking in an oatmeal bath or covering the rash with wet compresses. Contact a physician for treatment of severe cases or if the irritation is not cleared up in three to four (3-4) days.

GENERAL PAINTING SAFETY RULES

1. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable Material Safety Data Sheet (MSDS).
2. Personal protective equipment, as recommended by the manufacturer, shall be used when applying the products.
3. Any spray painting must be done with an adequate amount of clearance from any potential sources of ignition. When possible, painting should be performed in isolated areas where ignition sources do not exist or are very minimal.
4. Proper ventilation and/or adequate respiratory protection must be addressed before any application begins.
5. Any flammable substances, such as paints, thinners, etc., must be stored in proper storage areas or in a UL listed metal storage cabinet.
6. Any flammable substances removed from their original containers shall be stored in UL listed storage containers, if the original container will not meet the requirements.
7. Bond metal containers when transferring flammable liquids, especially those that are known Class I flammable liquids. Refer to Material Safety Data Sheets (MSDS) for flammability information.
8. Use the proper type of respirator at all times when applying toxic paints. If questions arise as to the toxicity of the paint, refer to the applicable MSDS.
9. All employees required to use respirators shall be included in the Town of Prescott Valley's Respiratory Protection Program and shall be trained on the proper use of the assigned respirator. The employees shall also be made aware of any limitations of the respiratory protection.
10. Never store more than one (1) day's supply of flammable substances outside of an approved storage area.
11. Clean up all spills promptly and in accordance with the requirements on the MSDS.
12. Dispose of oily, paint or solvent-soaked rags in metal containers with tight fitting lids to prevent possible chemical reactions that may result in "spontaneous combustion".
13. Use properly designed and erected ladders, scaffolds, elevated mobile work platforms, etc., when painting above ground level. Do not work or place elevated equipment within 10 feet of power lines.
14. When using spray guns and compressed air:
 - a) Follow all rules concerning the safe handling of combustible and flammable materials.
 - b) Exercise caution in the handling of compressed air equipment.
 - c) Adjust and regulate the air pressure on the spray gun before starting work.
 - d) Clean the spray gun and other equipment thoroughly after each use.
15. Read and follow the manufacturer's directions carefully when applying any finishing

materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable MSDS.

16. Personal protective equipment, as recommended by the manufacturer, shall be worn when applying the products.
17. If a spray booth is available, it should be used whenever possible. All employees should be trained on the use of the booth ventilation system and it should be in operation during every spraying operation.

Aggressive Animal Awareness

1. Any employees who are likely to encounter an aggressive animal during the performance of their normal duties, such as policemen, firemen, meter readers, utility workers, etc. should be provided basic instructions to protect themselves.
2. Call animal control immediately if you contact an aggressive animal.
3. Clear the area of other people while waiting for animal control. Crowds may scare the animal and cause it to attack.
4. Call for the animal's owner or handler.
5. Do not run away unless you are certain of quickly reaching a place of safety.
6. Back away slowly while continuing to speak in a firm, calm voice.
7. Back against any available object to prevent an attack from the rear if more than one animal is present.
8. If attacked, use a baton, billy club or stick to strike the animal rather than throwing anything at it. Sprays may also be useful as a deterrent if available, but should only be used if you are not downwind and have been made familiar with its use.
9. Do not back an animal into a corner, as this may cause it to attack.