



# **EMPLOYEE SAFETY MANUAL**



**CITY OF  
GALLUP**



# **CITY OF GALLUP**

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# **Risk Management Mission**

The mission of the Risk Management & Safety is to provide guidance on safe work practices that will result in protecting our most valuable asset.....our employees; and to provide fiscally sound loss prevention programs that protect against any adverse impact of the City's financial stability.

-JM DeYoung  
Risk Manager





# 1: General Safety Rules

**"Safety doesn't happen by accident."**

**-Author Unknown**

## 1-1 DUTIES OF EMPLOYEE

1-1.1 Every employee will be issued a copy of the Safety Manual and will be required to learn the rules. New employees will be issued their copy at the onset of their employment not to exceed 30 days from the date of hire. The immediate supervisor is charged with the responsibility of insuring that each employee under his/her supervision has been given a Safety Manual.

1-1.2 Employees shall take every possible precaution to prevent accidents to both the traveling public and to fellow employees.

1-1.3 Employees of the City of Gallup are required to maintain business-like and courteous relations with the public.

1-1.4 All assigned field personnel shall wear their provided uniforms/coveralls or prescribed clothing.

1-1.5 Employees shall not remove their shirts exposing bared bodies or tank top muscle/athletic type t-shirts.

1-1.6 Seasonal employees, i.e., in recreation or other summer programs must have written permission from Human Resources to deviate from the dress code.

1-1.7 All employees, in the event of an accident or an injury, shall assist in calling 911 (emergency number).

1-1.8 Where there is doubt about the adequacy of safety measures, the employee responsible for such protection shall contact their immediate supervisor or the Risk Management Division at (505) 726-6102.

1-1.9 Every employee shall abide by the law at all times.

1-1.10 Horseplay, roughhousing, and/or clowning around is forbidden. Employees engaging in such behavior may be subject to dismissal at the discretion of the Department Head with approval of the City Manager. Coverage under Workers' Compensation may not apply to employees injured while engaging in horseplay.

1-1.11 If an employee is engaged in or conducting an operation dangerous to himself/herself or others, the danger shall immediately be called to his/her attention. If he/she persists in continuing unsafely, it is the duty of any city employee possessing such knowledge or belief, to report the situation to the immediate supervisor, Division Head or Department Director. If this chain of command is not immediately available the employee shall advise his/her immediate supervisor and/or the Risk Management Division at (505) 726-6102.

1-1.12 It is the responsibility of each employee to make sure they

feel safe and that those around them are working safely.

## **1-2 GENERAL**

1-2.1 Employees of various departments, having an internal operating policy with provisions for safety requirements, shall abide by those provisions in addition to the requirements of this manual.

1-2.2 All provisions of this manual shall apply to all city employees. Regulations contained herein do not supersede other operating areas outlined in the respective departmental operating procedures or orders. In areas of reporting of injuries, accidents, employee responsibilities for safety, etc., the requirement in this manual shall apply.

1-2.3 It is the responsibility of the Supervisor/Department Head to make sure all employees under their supervision are properly trained in the use of all equipment used by the employee.

1-2.4 Addendums, deletions, corrections to this manual will be sent as the need arises. The memorandum will be issued by the City Manager.

## **1-3 INTOXICANTS AND NARCOTIC DRUGS**

Refer to the Drug and Alcohol Policy in the City of Gallup's Personnel Rules and Regulations.

## **1-4 ACCIDENTS AND INJURIES**

### **1-4.1 INJURIES AND FIRST AID**

- a. Treat and report all injuries, no matter how minor.
- b. Employees shall not attempt or give unqualified First Aid treatment to anyone.
- c. Treatment of the injured and ill shall not be delayed in an attempt to contact supervisor.
- d. Reports requiring medical treatment shall be forwarded to the Risk Management office in keeping with the Health Insurance Portability and Accountability Act (HIPPA) requirements.
- e. All Injuries arising out of and in the course of employment, including occupational disease disablement, no matter how minor shall immediately be reported to the immediate supervisor and subsequently reported to Risk Management.
- f. The City of Gallup Personnel Rules requires the employee to file a report with the Risk Management Administrator before the end of the shift. For those incidents occurring after 5:00 p.m. on Fridays, weekends or holidays, the Risk Management Administrator shall be notified by 9:00 a.m. on the following Monday, or first working day in the event of a holiday. It is the responsibility of the employee to notify his/her immediate supervisor at the time of the accident; it is the responsibility of the immediate supervisor/Executive Director to insure the employee reports the accident to the appropriate personnel.
- g. If the immediate supervisor cannot be contacted, notification

responsibilities shall be assumed by the lead person in charge, or, if necessary, by the injured party.

#### **1-4.2 MULTIPLE INJURED AND DEATH**

- a. Do not move equipment involved in the work-related accident or incident if either of the following results: A death or 3 or more employees are admitted to the hospital.
- b. Do not move equipment until proper authorities (OSHA, etc.) investigate the incident and releases the equipment unless:
  1. Directed by a recognized law enforcement agency or fire/rescue department.
  2. Removing any victims.
3. Preventing further incidents and injuries.

### **1-5 VEHICLE AND EQUIPMENT ACCIDENTS-REPORTING PROCEDURES**

- a. All accidents involving city owned vehicles and equipment shall be reported to their immediate supervisor.
  - b. It is the immediate supervisor's responsibility to immediately notify the Safety Coordinator of all accidents. In the event the immediate supervisor is not available, the lead person in charge or the involved operator shall assume notification responsibilities.
  - c. The operator of the vehicle involved in an accident resulting in injury, death, and/or property damage shall immediately, by the quickest means of communications, give notice of such accident to the Gallup Police Department.
  - d. Conduct a Scene: No statement is made by any employee of the city, either in writing or by word of mouth, regarding an accident, accepting, or committing the city to any liability in which property or employees are involved. Employees are not to sign statements unless so instructed by the City Attorney(s) or City Manager. Basic information required by law will be given to the other involved party.
- Employees must provide information that is required or requested by offices of the Gallup Police, Sheriff, or New Mexico State Police will be given.
  - Employees shall cooperate to the fullest extent possible and be ever mindful of the respect due to the investigating authorities. They shall avoid being blatantly sarcastic or rude at all times.
  - It will be the responsibility of the employee to complete the "City of Gallup Automobile Accident Report" and submit this document to his/her immediate supervisor.
  - All automobile accident reports must be submitted to Risk Management.

### **1-6 PERSONAL PROTECTIVE EQUIPMENT (PPE) – SAFETY GEAR AND DEVICES**

All personal Protective Equipment (PPE) shall meet/confirm with the

minimum specified requirements established under but not limited to one or all of the below listed regulatory agencies. This equipment is useless unless properly used.

1. Occupational Health & Safety Act (OSHA)
2. National Institute of Occupational Health (NIOSH)
3. American Safety Institute (ANSI)
4. National Fire Prevention Codes (NFPC)
5. National Electrical Codes (NEC)
6. American Welding Society (AWS)
7. Mine Safety & Health Administration (MSHA)

1-6.1 The immediate supervisor shall insure that all employees wear the necessary protective devices that have been issued and are required.

1-6.2 Equipment lost, stolen, or damaged through the employee's negligence, shall be replaced at the employee's expense. Upon termination of employment, the employee must return all such equipment.

1-6.3 Personal Protective Equipment (PPE) shall be provided, used, and maintained in a sanitary and reliable condition.

1-6.4 If equipment is damaged the employee shall notify their supervisor and the PPE must be replaced.

1-6.5 Any alteration/modification, purposely initiated by any employee, to any PPE shall render the equipment Non-Serviceable.

1-6.6 Abuse of PPE shall be cause for disciplinary action.

## **1-7 HARDHATS**

1-7.1 A hard hat shall be worn to protect all employees working or visiting a job site who are exposed to head injury from falling objects, or from electrical shock/burns.

1-7.2 All employees working within rights-of-way of the city street, thoroughfare, easement or public roadways are required to wear appropriate hard hats.

1-7.3 Hard hats are required when operating heavy/mobilized equipment.

1-7.4 Metal type hard hats are prohibited.

## **1-8 SAFETY VESTS**

1-8.1 When a job requires working off or within the right-of-way boundaries, private easements or roadways, vests are required to be worn to be visible to the traveling public.

1-8.2 A jacket, insulated vest, or shirt may be substituted, provided that it matches the safety vest color (Blaze-Orange or Red Orange).

1-8.3 Any employee refusing to comply shall be subject to disciplinary action.

## **1-9 EYE, FACE, RESPIRATORY AND HEARING PROTECTION**

1-9.1 Protective eye and face equipment shall be used where there is a reasonable probability of injury that can be prevented by the use of such equipment.

1-9.2 Eye and face protection shall be made conveniently available, and maintained in proper condition, by the immediate supervisor.

1-9.3 Respiratory devices shall be furnished to employees where the lack of such protective devices that may constitute a health hazard.

1-9.4 Employees must be trained and cleared for use of respiratory devices.

1-9.5 Respiratory protection will be put on before entering the proximity of the source of contamination or any confined space that has been tested to be oxygen deficient.

1-9.6 Hearing protection shall be provided and used when the sound level is above the permissible safe level.

1-9.7 Eye, face, respiratory and hearing protection shall be stored properly, kept clean and in good repair.

## **1-10 GLOVES AND PROTECTIVE CLOTHING**

1-10.1 Employees shall provide themselves with work gloves as requested unless special provisions have been made by their Executive Director/Division Head to furnish this type of PPE.

1-10.2 Protective clothing shall be worn when welding, sampling, working with fresh concrete, cement washing parts, handling chemicals, or where employees are in contact with vermin, animal carcasses and infectious substances/material.

1-10.3 Care shall be taken when working or walking near any cutting/welding operation.

1-10.4 Oil soaked/saturated clothing shall not be worn while conducting a cutting/welding operation.

1-10.5 If your clothing comes in contact with any blood or body fluids, that clothing shall be removed and washed with a bleach/water solution as soon as practical.

## **1-11 PROTECTIVE FOOTWEAR**

1-11.1 The use of occupational foot protection in affected areas is a condition of employment.

1-11.2 Occupational foot protection must be:

- a. American National Safety Institute certified (ANSI-Z87).
- b. Manufactured of smooth leather only. Smooth leather will not readily absorb or retain moisture as that of tennis shoe or rough out type shoes. No employee shall wear nylon/canvas type safety toe shoes.
- c. Field employees/safety sensitive positions are required to wear

steel toe boots unless pre-approved by Risk Management and properly submitted documents by the Department Head.

- d. Employees working in the electrical department must take the following precautions:
  - 1) Using safety boots that will not conduct electricity.
  - 2) Ensure that the shoe does not have nails on the heels or soles.
- e. It is recommended that shoes be a minimum of six (6) inches in height and consist of laces to assist in the prevention the probability of ankle sprains.

1-11.3 Employees who do not fall into the above mentioned categories, but experience occasional exposure to foot injuries, are encouraged to utilize foot protection.

## **2: Supervisor and Employee Responsibilities**

**“Safety First’ is ‘Safety Always!’”**  
-Charles M. Hayes

### **2-1 SUPERVISOR RESPONSIBILITIES**

2-1.1 The immediate supervisor is the key to the entire accident prevention and loss control program. He/She is responsible for:

- a. Insuring that all employees will not endanger themselves and/or other employees or the general public by performing unsafe acts or unsafe use of machines, tools, equipment, or procedures.
- b. Inspecting tools and equipment and prohibiting the use of those tools that are defective or otherwise unfit for safe use.
- c. The placing of warning signs, flags, barricades, flares or any other devices called for to protect subordinates and the general public.
- d. Immediately making a thorough investigation when an accident or injury occurs.
- e. Setting the example of safety oriented work efforts and insisting on subordinates observing all safety rules and regulations.
- g. Insuring each employee is adequately trained in the use of any equipment required for his/her job.
- h. Timely completion and submission of documentation involving injuries to employees under his charge, material damage accidents to city of private owned property.
- i. Insuring that each employee under his/her supervision meets or exceeds the required training hours for the year and is properly trained to use the equipment required for the job.

## **2-2 EMPLOYEE RESPONSIBILITIES**

As a condition of their employment all employees are to obey all safety rules and regulations, observe and follow safety bulletins, memorandums, and other instructions pertaining to safe practices for their protection and that of the general public. Employee shall:

- a. Report any hazardous conditions or practices observed to their immediate supervisor.
- b. Report all accidents and injuries to their immediate supervisor. Follow instructions for reporting accidents as outlined in Section 1-4.1 and 1-4.2.
- c. Take an active part in the safety program and the city's control of unnecessary losses.
- d. If uncertain as to how a job assignment is to be conducted, consult with an immediate supervisor to insure communication is clear and understood.
- e. Attend safety trainings and meet/exceed their required training hours for the year.

# **3: Accidents/Injuries**

**"Accidents hurt. Safety doesn't."**

**-Author Unknown**

## **3-1 VEHICLE ACCIDENT & PERSONAL INJURY**

3-1.1 An occurrence or condition, which causes injury to oneself or others; or which causes a vehicle or equipment accident shall be reported to Risk Management no later than the end of the workday, Monday through Friday.

3-1.2 For those incidents occurring after 5:00 p.m. on Friday, Risk Management shall be notified by 9:00 a.m. on the following Monday, or the first working day in the event of a holiday.

3-1.3 As the injured employee, it is your responsibility to maintain continued communication with a Risk Management.

3-1.4 Communication with Risk Management shall include but is not limited to:

- a. Any follow-up appointments.
- b. Any physical therapy appointments.
- c. Any prescriptions, issued by the attending physician.
- d. Any referrals to other physicians.

## **3-2 MEDICAL TREATMENT FOR A WORK RELATED INJURY**

3-2.1 The employee shall provide completed written

documentation for any personal job related injury sustained on the job site.

- a. New Mexico Worker's Compensation Administration – Employers' First Report of Injury or Illness better known as NM WCA Form E-1
- b. Authority to Release Medical records and Information
- c. Medical Certificate for Return to Work/ Remain off Work
- d. Choice of Health Care Provider Form
- e. Accident Investigation Form. (completed by injured employee, witness and supervisor)

3-2.2 Under the New Mexico Worker's Compensation Act treatment shall only be given by a physician licensed/registered under the State of New Mexico.

3-2.3 All referrals to out of the area physicians/providers must be approved by the New Mexico Self Insurer's Fund. Approval may be gained by contacting a representative from Risk Management.

3-2.4 Out of state medical providers, for any job related injury, shall be referred to the Risk Management who will make contact with the New Mexico Self Insurer's Fund for approval.

### **3-3 GUIDELINES FOR VEHICLE ACCIDENTS**

3-3.1 It is the responsibility of the employee to notify his/her immediate supervisor at the time of the accident. It is the responsibility of the immediate supervisor/department Head to see that the employee reports the accident(s) to Risk Management.

3-3.2 Medical Treatment (See 3-2, above)

3-3.3 All accidents are subject to a post accident drug test.

3-3.4 Failure to report and provide documentation to Risk Management within the specified time period as required shall require his/her department to perform one of the following disciplinary functions:

- 1st Offense: Letter of reprimand
- 2nd Offense: 1-day suspension
- 3rd Offense: Suspension or termination (Refer to Department Head for action)





# 4: Driver's Qualifications, Licenses and Permits

"If you mess up, 'fess up."

-Author Unknown

## 4-1 DRIVERS' QUALIFICATIONS AND DRIVERS' LICENSES AND PERMITS

4-1.1 All operators of City owned, leased or rented motorized fleet vehicles/equipment shall carry a valid driver's license of proper class in accordance with New Mexico Motor Vehicle Laws.

4-1.2 All operators of City owned, leased or rented motorized fleet vehicles and Equipment must complete a defensive driving course.

EXCEPTION: New employees may be permitted operating privileges until courses are available, not to exceed one (1) year.

4-1.3 Operators must be physically able and fit to operate a vehicle.

4-1.4 Employees who have their driver's license suspended or revoked through either DWI charges or other violations of law shall advise their supervisor immediately.

4-1.5 Risk Management will conduct periodic driver's license checks.

## 4-2 DRIVING RULES AND USE OF SEAT BELTS

4-2.1 All city employees must fasten their seat belts before the vehicle is put in motion. The operator of the vehicle will insure that all passengers in that vehicle have properly fastened seatbelts prior to starting or leaving for their destination.

4-2.2 Operators shall insure that their view is not obstructed by passengers, dashboard clutter or cracked/damaged windshields.

4-2.3 All employees shall abide by the New Mexico Motor Vehicles Laws.

## 4-3 BACKING

4-3.1 Avoid backing a vehicle or equipment whenever possible. Before backing a vehicle or equipment, the driver shall conduct a walk around of the vehicle to determine if there is sufficient clearance and area to complete the backing maneuver.

4-3.2 For vehicles and equipment equal to and exceeding one ton, a ground guide shall assist while backing.

4-3.3 Audible backup alarms shall be installed and be operable on all vehicles required by Federal and State regulations.

## 4-4 PARKING

4-4.1 A set of chock blocks shall be carried as standard equipment on all dump trucks to include flatbeds, service trucks and other utility trucks weighing one ton or greater.

4-4.2 Any vehicle weighing one ton or more shall have chock blocks placed under the wheels to prevent a runaway unit.

4-4.3 The front tires shall be turned into a curb, berm, or stop block to prevent the vehicle from rolling onto oncoming traffic.

4-4.4 When it becomes necessary to stop a vehicle or other equipment on the roadway, a flag person shall direct traffic.

4-4.5 If no one is available, the driver/operator will be responsible for directing traffic around the temporary obstruction and must use all required safety equipment.

## **4-5 DISABLE EQUIPMENT**

4-5.1 Repairs on equipment shall never be made while parking on the roadway. If it is impossible to park without obstructing a portion of the roadway, all appropriate warning devices shall be displayed.

## **4-6 EMERGENCY WARNING DEVICES**

4-6.1 All city trucks, transports, snow removal equipment, and other equipment of equivalent size or greater than eighty (80) inches in width, shall carry emergency warning devices, three Department of Transportation (DOT) approved reflectors and two red flags.

4-6.2 If the stop is to exceed ten minutes, the driver shall place three emergency reflectors on the travel portion of the roadway in compliance with DOT standards.

## **4-7 TRANSPORTATION OF PASSENGERS**

4-7.1 No one shall get on or off any equipment while in its motion.

4-7.2 No one shall ride in a position where arms or legs hang over the side or tailgate of any vehicle.

4-7.3 No city vehicle will be used for the transportation of passengers not engaged in official business for the city.

4-7.4 Employees must have their own specific seatbelt and the seatbelt must be fastened.

## **4-8 LOADING**

4-8.1 The immediate supervisor or driver shall never allow his/her vehicle to be overloaded.

4-8.2 Should it become necessary to carry over-width or over-length loads, red flags, shall be attached to the end of the load or extension. Also use "WIDE LOAD" signs when hauling over-width load. Over-width loads shall not be moved on the road way after dark or during inclement weather.

## **4-9 LIGHTS**

4-9.1 The driver shall make certain that all lights are in working order before moving his/her vehicle each morning or at the beginning of the shift.

## **4-10 CHECK, CARE, AND REPAIR EQUIPMENT**

4-10.1 Drivers and operators will be held personally responsible for insuring the equipment in their charge is always in safe operating condition.

4-10.2 The operator of the vehicle/equipment must complete a pre- and post-inspection.

4-10.3 All safety items must be inspected prior to placing the equipment into motion. This shall include:

- a. Windshields (windows) and windshield wipers shall be inspected. Damaged glass, which impairs the operator's visibility, shall be reported immediately to his/her supervisor.
- b. Headlights, taillights, turn signals, and emergency flashers are clean and functional at all times.
- c. Horns and/or back alarms shall be operational.
- d. Brakes/emergency brakes/park brakes shall be operational at all times.

4-10.4 Equipment shall be towed with an approved and rated tow bar.

4-10.5 Vehicles shall not be pulled or pushed to be started.

4-10.6 Never attempt to remove a cap from a steaming radiator, first, let it cool down. Any addition of antifreeze/water shall be introduced into the plastic container located beside the radiator.

4-10.7 Jump starting a vehicle (battery to battery)

- a. In the event that employee (s) will required to jump-start a vehicle with another unit, the following will prevent injuries due to fire explosion to one of the two vehicles:
  - a. Jump cables: connect the "Positive" cable end to both positive posts of the batteries.

The "Negative" cable should be connected to the negative post of the disabled vehicle while the other negative cable end should be attached to a "Ground" and NOT to the Negative post.

## **4-11 FUELING VEHICLES AND EQUIPMENT**

4-11.1 The motors of all vehicles or equipment being fueled should be off during the fueling operation.

4-11.2 NO SMOKING shall occur in close proximity of any gas pump.

4-11.3 Caution shall be exercised to prevent overfilling/spillage of any fuels.

4-11.4 Gas caps shall be replaced immediately upon completion of any fueling operation.

4-11.5 Any container used to transport flammable products shall be correctly identified to the contacts and caps provided for each

container.

4-11.6 All containers shall be properly secured at all times.

4-11.7 All containers must be UL approved.

4-11.8 Gas tanks, cans/containers will at all times have caps in place. The use of rags or plugs is not acceptable at any time.

## **5: Traffic Control, Signing and Flagging**

**"Accidents, and particularly street and highway accidents, do not happen – they are caused."**

**-Ernest Greenwood**

### **5-1 TRAFFIC CONTROL**

5-1.1 All traffic-controlled devices must meet or exceed the latest standards as set forth in the Manual on Uniform Traffic Control Devices (MUTCD) and existing city safety regulations and policies. Supervisors are responsible for proper functioning of traffic control devices.

5-1.2 Flag persons and operators of trucks and machinery shall be made to understand that every reasonable effort must be made to allow the driving public the right-of-way and prevent excessive delays.

5-1.3 Emergency Traffic Control Procedures: Contact the proper authority by the most expedient manner (Streets Superintendent, Department Director, etc.). City employees must remember that the law enforcement officer at the scene is the responsible person and any actions that affect the area, must be coordinated through him/her.

### **5-2 SIGNING**

5-2.1 Typical design layouts are available for basic uniform signing. Supervisors are responsible to insure their personnel are trained in the proper placement of signs and that work areas are properly signed. Signs used during darkness shall be reflectorized lighted, or both.

5-2.2 Where the scope of the job warrants additional precautions to protect the public and employees, it shall be the responsibility of the immediate supervisor to institute additional precautionary measures.

5-2.3 Traffic control signs shall be removed when the work ended

or has been suspended. Stationary or in place signs may be covered.

## **5-3 FLAGGING**

5-3.1 Supervisors shall insure that their employees are trained in proper flagging procedures.

5-3.2 The immediate supervisor or Department Director shall be responsible for insuring that a flag person meets the following qualifications: he/she must be in good physical condition; including sight and hearing; mentally alert, courteous, but firm; neat in appearance; and have a sense of responsibility for the safety of the public and the crew.

5-3.3 Remember, flag person(s) should never assume that all vehicles drivers are alert.

5-3.4 All flag person(s) shall be fully clothed, wearing the appropriate uniform.

5-3.5 Tools: the flag person shall use the "STOP" and "SLOW" paddle (as per DOT specifications). The night flag person shall use a flashlight with an 8-inch red or orange wand and fluorescent red-orange gloves. A flag may be substituted for the paddle, when the paddle is absolutely unavailable, or during extreme windy situations for emergency or unscheduled work.

5-3.6 The flag person shall stand-alone not less than 100 feet or more than 200 feet from the work area where he/she can see and be seen by oncoming traffic. In areas of multi-lane roadways, he/she shall be positioned where oncoming traffic is visible for 500 feet. In residential areas or narrow streets, the distance shall never be less than 250 feet.

5-3.7 To STOP traffic:

- a. Stand in a safe position on the shoulder or barricaded area facing the traffic.
- b. The "STOP" sign (or flag) shall be in the right hand facing the traffic. It shall be extended out and away from the body.
- c. Look directly at the approaching driver, and with the free arm upraised and the palm of the left hand exposed to the driver, bring the driver to a stop.
- d. Never roll up the flag and wave it.
- e. Never wave the flag at the driver; such motions will only serve to confuse the motorist.

After the first vehicle has been stopped:

- a. Move to a conspicuous position near the centerline so as to be readily seen by drivers approaching from the rear.
- b. Stop all other approaching vehicles in the same manner used for the first vehicle.
- c. Remain in this position with "STOP" sign/flag displayed until ready to permit traffic to move.
- d. In no case should a flag person stand in the path of an approaching vehicle.
- e. Never turn your back on traffic.

### 5-3.8 To Release Stopped Vehicles:

- a. Move back to your original position on the shoulder or barricaded area away from traffic.
- b. Turn the "SLOW" side of the paddle to face stopped vehicles, and with the free arm, indicate to the drivers they can proceed with a sweeping motion of the arm.
- c. Never wave traffic through with a rapid motion of the arm as this could indicate impatience or a motion to hurry through the job site.
- d. Do not wave traffic through the paddle or the flag.

### 5-3.9 To Slow Traffic:

- a. When slowing traffic or funneling traffic into other lanes, only the "SLOW" side of the paddle shall be faced to approaching traffic.
- b. Then motion with the free hand for the driver to proceed.

### 5-3.10 Stopping of Emergency Vehicles

- a. Attempt to stop the approaching emergency vehicle in the same manner as other traffic.
- b. Allow the driver to proceed at his/her discretion.

## 6: Housekeeping and Sanitation

**"Know safety, no injury.  
No safety, know injury."**

**-Author Unknown**

### 6-1 GENERAL

6-1.1 Housekeeping is one of the most important factors in accident prevention.

6-1.2 All places of employment shall be kept clean to the extent that the nature of the work allows.

6-1.3 Maps shall be visible indicating the closest specific emergency exit.

6-1.4 Emergency Exit Doors shall be kept clear of any blocking/tripping/falling hazards.

6-1.5 Emergency telephone numbers shall be made available and visible in close proximity of telephones.

6-1.6 All switch boxes shall be readily accessible at all times. All fuses shall be labeled on all switch boxes.

6-1.7 Fire extinguishers shall be visible and readily accessible.

6-1.8 An adequate supply of potable water shall be provided in all

places of employment.

6-1.9 Hand sanitizer should be used often to prevent the spreading of germs.





# 7: Fire Prevention and Control

**"Out of this nettle, danger,  
We pluck this flower, safety."**

**-Shakespeare**

## 7-1 GENERAL

7-1.1 Electrical wiring and equipment, gas lines, and equipment for light, heat, or power purposes shall be installed and maintained in compliance with the State and National Fire Code (NEC, and other applicable NFPA standards, UBC, etc.).

7-1.2 Internal combustion engine power equipment shall be so located that exhausts are well away from the combustible materials.

7-1.3 No combustible materials shall be stored in boiler rooms, near open flame heaters or electric motors.

7-1.4 Smoking shall be prohibited at or in the vicinity of operations, which constitute a fire hazard. Such operations shall be conspicuously posted with signs indicating "NO SMOKING" or "NO OPEN FLAMES".

7-1.5 Smoking may be permitted in designated areas. If in doubt, communicate with your immediate supervisor.

7-1.6 Leakage, spillage, flammable or combustible liquids shall be reported to the Fire Department. Leakage type situations shall be immediately corrected and containers repaired or replaced.

7-1.7 Fire lanes shall be at least 15 feet wide and maintained; free from accumulations of rubbish, weeds, or other combustible materials that would allow a fire to spread. The lane shall be maintained in a clear and unobstructed fashion in order to accommodate fire-fighting equipment.

7-1.8 Appropriate fire extinguishers shall be located in accordance with the State and National Fire Code (NFPA 10).

7-1.9 Portable fire extinguishers shall be inspected monthly and proper documentation maintained.

Personnel must bring any discrepancies or deficiencies to the attention of the facility supervisor. Defective equipment shall be marked as such immediately replaced.

7-1.10 Access to all available firefighting equipment shall be maintained at all times.

7-1.11 All vehicles shall be equipped with an approved type and size of fire extinguisher.

7-1.12 All fire extinguishers must be readily visible and accessible.

7-1.13 All employees shall become familiar with the location and operation of fire extinguishers and trained on how to operate the extinguishers.

# 8: Shops, Maintenance Sheds and Garages

**"Better a thousand times careful than once dead."**

**-Proverb**

## 8-1 BUILDING MAINTENANCE – GENERAL

- 8-1.1 All heaters, ventilators, electrical equipment and wiring shall conform to Federal and State regulations.
- 8-1.2 Work areas, aisles, stairs, ramps, offices and storage shall be adequately lit by natural or artificial light.
- 8-1.3 Should employees be physically able to contact fluorescent lighting, bulb sleeves shall be placed on the fluorescent bulbs.
- 8-1.4 Fluorescent tubes/bulbs shall be disposed of in a proper manner to prevent injuries to co-workers.
- 8-1.5 A bulletin board shall be located in a prominent place for the posting of safety memoranda and posters.
- 8-1.6 Motors shall not be run in shops or garages unless adequate windows and doors are open or exhaust fumes are carried away by a means of a suction exhaust/ventilation system.
- 8-1.7 Before any service or repair of any equipment is made, the motor power source shall be shut off and secured. (See Section 20-Lock Out and Tag Out Procedures).
- 8-1.8 An emergency eyewash basin shall be provided in any facility where an employee is in contact with batteries or acid.
- 8-1.9 Working under a vehicle supported by jacks is prohibited. Metal stands or wood blocks shall be provided. If equipped, the parking brake shall be initiated and a chock shall be placed in the front and rear of at least one wheel on the ground.
- 8-1.10 Employees shall never work under a raised truck bed unless it is safely blocked or pinned in the raised position.
- 8-1.11 Before raising or lowering a hydraulic lift, check to be sure there is sufficient clearance, and that everyone is in the clear. Remain at the control valve throughout the raising and lowering operation.
- 8-1.12 Loaded trucks shall never be raised on hydraulic lift.
- 8-1.13 No one shall be allowed to remain in a vehicle while the vehicle is on a hydraulic lift.
- 8-1.14 Rotating or moving parts of machinery/equipment shall be guarded.
- 8-1.15 Employees shall never use loose fitting gloves or clothing when working around moving parts. Be careful not to have cleaning rags hanging from pockets.
- 8-1.16 Shop employees shall be required to wear approved safety

shoes and goggles.

8-1.17 All other approved safety and PPE devices shall be used as required while performing various jobs.

8-1.18 Floors shall be free of oil, oily rags, grease, nails and any other debris at all times.

8-1.19 Scrap paper, wood shavings, chips, garbage, rubbish, etc., shall be disposed of and containers shall be emptied daily.

8-1.20 Oily rags and other flammable/combustible waste shall be disposed of in approved containers marked "OILY/FLAMMABLE WASTE ONLY". These containers must be equipped with lids.

8-1.21 Clothing that has grease, oil or paint stains shall hang in open air away from heaters or other open flame/heat sources.

8-1.22 Gasoline shall not be used for cleaning body parts, motors, parts, or floors.

8-1.23 Approved metal safety cans shall be used for the handling and use of flammable and combustible liquids in quantities greater than one (1) gallon and shall be labeled for positive identification.

8-1.24 Approved metal storage cabinets shall be used for storing quantities of flammable and combustible liquids. Cabinets shall be conspicuously labeled "FLAMMABLE – KEEP FIRE AWAY".

## **8-2 BATTERY ROOMS, BATTERY CHARGING, AND BATTERY JUMPERS**

8-2.1 Batteries of non-seal type shall be located in enclosures with outside vents or in well-ventilated rooms.

8-2.2 Wet batteries, battery acid, or electrolyte, shall never be stored on high shelves. If you should get any on your face or body, flush immediately with a generous amount of cold water. The minimum time shall be a minimum of twenty (20) minutes for any flushing.

8-2.3 The gas vapor formed in a battery is hydrogen gas and is extremely flammable, explosive, and toxic if inhaled.

8-2.4 Do not smoke when handling batteries within battery charging or storage areas. A sign denoting "NO SMOKING" OR "NO OPEN FLAMES" shall be posted in designated areas.

8-2.5 Any spillage of electrolyte or acid shall be neutralized and cleaned up immediately.

8-2.6 When charging batteries, make sure the vent cap are functioning, and that the parts in the caps are not clogged.

8-2.7 Only well trained and instructed employees shall be allowed to charge and handle batteries, acid, or electrolyte.

8-2.8 Face shields, rubberized aprons and rubber gloves shall be located at the designated area and shall be worn when handling acid and batteries.

8-2.9 Only qualified personnel shall be allowed to use jumpers; proper procedures shall be followed.

8-2.10 Material Safety Data Sheets (MSDS) on all known hazardous chemicals shall be requested from vendors and be kept on





file at the specific work site.

8-2.11 The Safety Officer and supervisors will instruct employees on how to read and use the Material Safety Data Sheets.

## **9: Hand Tools**

## **10: Power Tools**

**"Broken tools can be replaced.  
You can't."**

**-Author Unknown**

### **9-1 GENERAL**

9-1.1 All hand tools, whether furnished by the employer or employee, shall be maintained in a safe condition or will not be used.

9-1.2 The weight, size and type of tools shall be selected to fit the job at hand and shall be used correctly.

9-1.3 When not in use, all sharp edged tools or pointed tools shall be properly stored.

9-1.4 Hammers with cracked or damaged handles shall be taken out of service and repaired.

9-1.5 Screwdriver handles shall be non-conductive at all times.

9-1.6 All tools shall be cleaned and properly stored/put away at the end of the workday

### **10-1 GENERAL**

10-1.1 All power-operated tools, whether furnished by the employer or the employee, shall be maintained in a safe condition. Defective tools will be repaired or replaced.

10-1.2 When power operated tools designed to accommodate a guard, they shall be equipped with such guards when in use.

10-1.3 Federal and State laws regulating use and maintenance of all power-operated tools shall be complied with.

10-1.4 Only authorized and trained personnel shall be permitted to operate power tools.

### **10-2 ELECTRIC POWER TOOLS**

10-2.1 The use of electric cords for hoisting or lowering tools will not be permitted.

10-2.2 Extension cords used with portable electric tools, that are not double insulated, shall be of a three- wire type.

10-2.3 The use of a number of short cords to reach the power source is not recommended. A single extension should be used in all

cases.

10-2.4 If an extension cord must be used, connection shall be made at the tool and work toward the power source.

10-2.5 All power cords shall be inspected frequently for breaks in the insulation.

10-2.6 The ground prong/pin on the plug of three wire power cords shall never be cut off.

10-2.7 Electric tools shall be disconnected when changing attachments, making minor adjustments or repairing.

10-2.8 Insulating platforms or rubber mats, or rubber gloves shall be used when it becomes necessary to work with electric tools in wet or damp locations.

10-2.9 Workers shall stand on dry footing when using electric tools.

### **10-3 BENCH, STAND, AND PORTABLE ABRASIVE WHEEL GRINDERS**

10-3.1 Bench and stand grinders shall be provided with an approved protection hood on the wheel.

10-3.2 Eye protection shall be worn even though the wheel has a glass shield. A full face shield is preferred.

10-3.3 The tool rest shall be in place at all times and set not more than 1/8 inch from the wheel.

10-3.4 Use only the face of the wheel, unless it is designed for side grinding. A chipped or cracked wheel shall be discarded.

10-3.5 Should the face of the wheel be gouged, the wheel face shall be dressed to establish a smooth face.

10-3.6 Replacement abrasive wheels shall be checked to insure that the wheel meets RPM criteria for the particular grinder.

10-3.7 Wire wheels shall have bristles that are straight, separate, and not bent or tangled.

### **10-4 PORTABLE POWER, CIRCULAR HAND SAWS, COPING SAWS, MITRE & HACKING SAWS, ETC.**

10-4.1 All portable power/circular saws shall be equipped with a fixed guard over the upper half of the blade and a movable guard covering the lower half.

10-4.2 Saw blades shall be regularly checked and be in good condition.

10-4.3 Saw blades used shall be recommended for the material being cut.

10-4.4 Saw blades should not be jammed or crowded into the work. Green or wet material should be cut slowly and with extra caution.

10-4.5 Check all material being cut for nails, hard knots, etc.

### **10-5 TABLE SAWS OR BENCH SAWS**

10-5.1 Do not force stock through saw blade faster than the saw can easily "eat" or cut.

10-5.2 Guards shall be kept in place, as intended.

10-5.3 Do not saw stock freehand; stock shall be held against a gauge.

10-5.4 Hands shall be kept out of the line of cut. Never reach in front of a moving saw blade.

10-5.5 When ripping stock close to fence gauge, or when cutting short pieces, a push stick shall be used to keep fingers away from the saw.

10-5.6 Saw guard or fence gauge shall never be adjusted while the saw is running.

10-5.7 Saw shall be stopped before the operator leaves it.

## **10-6 CHAIN SAWS AND FUEL POWERED TOOLS**

10-6.1 Extreme caution must be exercised in the use of chain saws to prevent personal injury, as the cutting mechanism is unguarded.

10-6.2 Operators shall be properly instructed in the use of this tool.

10-6.3 The following Personal Protective Equipment (PPE) shall be worn when using a chain saw.

- a. Hardhat will be worn if there is a potential of being struck on the head.
- b. Eye protection such as goggles or a face shield shall be worn.
- c. Hearing Protection shall be worn.
- d. Leather Palmed Gloves.
- e. Leather Chaps shall be worn.

10-6.4 Inspection of the condition of the bar and the tension of the chain shall be conducted prior to commencing any cutting tasks.

10-6.5 Any fuel powered tool or fuel shall not be carried inside the operator's cab.

10-6.6 All fuel powered tools shall be stored and transported in a manner to prevent fuel spillage.

## **10-7 PNEUMATIC POWER TOOLS**

10-7.1 Pneumatic power tools shall be secured to the hose or by some positive means to prevent the tool from becoming accidentally disconnected.

10-7.2 Never stand directly in front of an operator of pneumatic power tools.

10-7.3 Air shall always be shut off at the source when making repairs of adjustments on pneumatic power tools.

10-7.4 Shut off the air supply and bleed the line before disconnecting any tool.

10-7.5 Operators of pneumatic power tools shall wear approved eye and ear protection.





# 11: Air Compressors and Compressed Air

# 12: Materials Handling, Storage, Use, and Disposal

**"Working safely may get old, but so do those who practice it."**

**-Proverb**

## 11-1 GENERAL

11-1.1 Manufacturer's Instructions on the care, use and maintenance of the compressed air equipment shall be followed.

11-1.2 Compressed air shall not be used for cleaning/dusting off or directed towards any employee.

11-1.3 Electrical power to the compressor shall be turned off before any servicing or work is attempted on the unit.

11-1.4 For general cleaning purposes, use a pressure of 30 psi and when bridge deck, asphalt surface (roadway) work is involved, the pressure shall never exceed 80 psi. Shop cleaning (floors) shall use a pressure not to exceed 30 psi unless appropriate chip guarding and PPE are used.

## 12-1 GENERAL

12-1.1 Non-compatible materials shall be segregated while in storage.

## 12-2 LIFTING

12-2.1 If the object is too heavy or bulky to be handled by one person, always get help.

12-2.2 Never attempt to lift while in an awkward position.

12-2.3 Bend your knees and bring the object as close to the body as possible; with the feet spread apart, one foot alongside and one behind the object.

12-2.4 Obtain a good handhold that will not slip.

12-2.5 Keep the body weight directly over feet, with elbows and arms tucked in.

12-2.6 With back straight, nearly vertical, chin in, lift vertically with your legs, using smooth even motion, free from jerking moves.

12-2.7 Do not twist your body. If a turn must be made, pivot on the feet, keeping the body erect.

12-2.8 Reverse the procedure, for putting the load down.

## **12-3 STRUCTURAL STEEL, BAR STOCK, POLES, PIPE AND OTHER CYLINDRICAL MATERIALS**

12-3.1 Unless racked, such material shall be stacked and blocked so as to prevent spreading, tilting or rolling.

12-3.2 Material shall be segregated as to the type, size, and length and placed in neat, orderly piles.

12-3.3 Workers shall remove material by working from the end and not from the side of a pile.

12-3.4 Two (2) persons shall carry long lengths of pipe.

## **12-4 OUTSIDE STORAGE OF PETROLEUM PRODUCTS**

12-4.1 In the event excessive amounts of petroleum products must be stored and/or heated for use, MC and RC products shall not be heated in excess of the temperature standards of SHC and FHWA.

12-4.2 Housekeeping practices required by this manual shall be strictly adhered to in areas of storing petroleum products.

## **12-5 CHAINS, CABLES, ROPES AND SLINGS**

12-5.1 No person shall direct/lead any suspended load while standing in close proximity, should a suspended load fall.

12-5.2 All chains, cables, ropes and slings used shall conform to the standards of the American National Standards Institute (ANSI).

12-5.3 All such equipment shall be inspected prior to use and as necessary during its use. Defective equipment shall be removed from service.

12-5.4 Chains made of standard links and used for hoisting or similar purposes, shall not be subject to loads greater than its rated capacity.

12-5.5 A chain shall be discarded when it shows evidence of having been stretched, twisted, kinked or badly worn.

12-5.6 Job or shop hooks and links, or makeshift fasteners formed from bolts, rods, or other such attachments, shall not be used.

12-5.7 Leather palmed gloves shall be worn while handling wire rope or steel/stranded cable.

# 13: Ladders, Scaffolds and Scaffolding

**"While on a ladder, never step back to admire your work."  
-Author Unknown**

## 13-1 LADDERS

13-1.1 All portable or fixed ladders shall meet ANSI requirements.

13-1.2 Before putting a new ladder in service or using a ladder, inspect it for defects.

13-1.3 Never use a defective ladder. Tag or mark it so that it may be repaired or destroyed.

13-1.4 Do not use makeshift ladders.

13-1.5 Portable ladders shall have safety feet or shoes. This will prevent the ladder from slipping under the weight of an employee.

13-1.6 Portable ladders in use shall be tied, blocked or otherwise secured or guard at the base by another worker.

13-1.7 Portable ladders shall be used at a pitch that the horizontal distance from the top support to the foot of the ladder is about  $\frac{1}{4}$  of the working length of the ladder.

13-1.8 Ladders shall not be used in a horizontal position.

13-1.9 The side rails of a ladder shall extend not less than 36 inches above the landing.

13-1.10 Never place a ladder in front of a door that opens toward the ladder.

13-1.11 Never lean a ladder against unsafe backing.

13-1.12 Secure both bottom and top to prevent displacement when using a ladder for access to scaffolds.

13-1.13 Always face the ladder when ascending or descending. Hold on to the side rails with both hands.

13-1.14 A good rule of thumb to prevent a fall – KEEP YOUR BELT BUCKLE BETWEEN THE RUNGS TO PREVENT A FALL.

13-1.15 Be sure that your shoes are not greasy, muddy, or slippery before climbing. Also insure that the ladder is clean and free of slip hazards.

13-1.16 Material to be raised or lowered shall be done by rope, block or pulley.

13-1.17 Do not splice short ladders together.

13-1.18 A safety harness and a lifeline shall be used if the nature of the work requires it.

13-1.19 Do not use ladders during strong winds except in an emergency, and then only when they are securely tied and guarded at the base by another worker.

13-1.20 Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

13-1.21 Stepladders shall always be used in a fully open position. They shall not be used as a straight ladder at any time.

13-1.22 Stepladders shall not be used where strenuous action on the part of the user is required.

13-1.23 Metal ladders shall not be used for electrical work or where they may contact electrical conductors.

13-1.24 Regular applications of linseed oil, shellac, or polyurethane clear varnish shall be given wooden ladders, but they are never to be painted with enamel or other types of paints that would dry out the wood and cover cracks or chips that would normally put the ladder out of service.

13-1.25 Metal ladders shall be frequently inspected.

13-1.26 Ladders shall be stored where they will not be exposed to the weather, or excessive heat or dampness.

13-1.27 Ladders should be hung on brackets against a wall or placed on edge of racks, rather than stored flat.

## **13-2 SCAFFOLDS AND SCAFFOLDING**

13-2.1 All scaffolds shall be erected and provisions followed in accordance with Federal and State regulations.

13-2.2 The footing for scaffolds shall be solid, rigid and capable of carrying the maximum intended load without settling or displacement.

13-2.3 Platforms that are 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing. The railing shall be provided with a toe-board, beneath the open sides, where persons or machinery can pass or where falling materials can create a hazard.

13-2.4 The poles, legs, or uprights of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement. Tools and other materials used on the platform shall be placed in a suitable container or secured to keep from falling.

13-2.5 Guardrails shall be of 2x4 inch lumber or equivalent material to withstand 200 pounds top rail pressure. Guardrails height shall be approximately 42 inches. The mid-rail shall be 1x4 inch lumber or equivalent. The toe-board shall be 4 inch nominal in vertical height.

13-2.6 Wheels shall be equipped with locking mechanisms to prevent accidental motion or movement.

13-2.7 Safety harnesses and lifelines and lanyards shall be used in accordance with Federal and State regulations and OSHA requirements.

13-2.8 Safety nets shall be provided where the use of ladders, scaffolds, and safety harnesses, safety lines are impractical.

13-2.9 Supervisors shall acquaint themselves with the Federal and State regulations in the use of these devices and govern themselves accordingly.



# 14: Excavation, Trenching and Shoring

**"Luck runs out, but safety is good for life."**

**-Author Unknown**

## 14-1 GENERAL

14-1.1 Excavation, trenching, and shoring shall be performed and provisions followed in accordance with State and Federal Safety regulations.

14-1.2 The classification of soil and rock deposits in this area is to be considered Type C. Type C is defined as:

- a. Cohesive soil with unconfined compressive strength of 0.5 tsf (ton per square foot) or,
- b. Granular soils including gravel, sand, and loamy sand or,
- c. Submerged soil or soil from which water is freely seeping or, d. Submerged rock that is not stable or, slope of four horizontal to one vertical or steeper.

14-1.3 Before excavation work of any kind is begun, the site shall be carefully inspected for conditions requiring precautionary measures.

14-1.4 Beware of potential buried water, sewer pipes, and telephone and electrical wiring.

14-1.5 Lines locate shall be marked prior to any excavation.

14-1.6 In excavations where employees are required to enter, excavated or other materials shall be retained 2 feet or more from the edge of the excavation or effective retaining devices provided.

14-1.7 A qualified person shall design support systems.

14-1.8 Sides of excavations shall be shored or braced, as necessary to resist superimposed loads.

14-1.9 Sides of trenches that are unstable or soft material, 5 feet or more in depth shall be shored, sheeted, braced, sloped or otherwise supported sufficiently to protect employees working in them.

14-1.10 Design of sloping and benching: The slopes and configurations of sloping and benching systems shall be selected and constructed by the employer or his designee and shall be in accordance with the requirements set forth by OSHA which state that one cannot bench in Type C soil.

14-1.11 When employees are required to be in trenches 4 feet deep or more, an adequate means of exit such as a ladder or compacted steps shall be provided and located so as to require no more than 25 feet of lateral travel.

14-1.12 If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary safe guards of

employees have been taken.

14-1.13 Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists, or could reasonably be expected to exist such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmosphere in the excavations must be detected.

14-1.14 All employees shall use OSHA approved and recommended protective devices for the protective devices for the protection of the head, eyes, respiratory organs, hands, feet and other body parts as set forth in city policy and OSHA regulations as indicated in this manual.

14-1.15 Full body harnesses shall be worn when there is a potential for any trench or material to cave in on any employee.

14-1.16 Another employee will be on the look-out when employees are working in a trench to:

- a. Sound the alert in the event of a cave in;
- b. Assist in the extrication of an injured employee; and
- c. Mark the specific location of a confined employee.

## 15: Heavy Equipment

**"Tomorrow: Your reward  
for working safely today."  
-Attributed to Robert Pelton**

### 15-1 GENERAL

15-1.1 Only qualified and trained people shall operate heavy equipment.

15-1.2 Provisions shall be adhered to regarding the minimum performance criteria for Rollover Protective Structures in operating scrapes, loaders, dozers, graders and crawler tractors.

15-1.3 Rollover Protective Structures (ROPS) shall not have any holes drilled nor welding performed to attach handholds or any other accessory.

15-1.4 Before operating equipment at the beginning of a shift, a pre-shift safety inspection shall be conducted. All items affecting the safe operation of the equipment must be inspected. These items include but are not limited to:

- a. Windshield wipers
- b. Doors
- c. Seat belts
- d. Park brakes and brakes
- e. Headlight, taillights, turn signals, strobe light (s), emergency



flashers

- f. Fluid levels to include
- g. Tire condition and condition of lug nuts h. Horn and, if equipped, back up alarms
- i. Check for any type of leaks under the vehicle and in the engine compartment
- j. General overall interior/exterior damage
- k. Gauge functions

15-1.5 Never jump down from any piece of equipment. Operators, while climbing onto or climbing off of equipment, shall use provided handholds.

15-1.6 Learn the limitations of operating your machine (s) on slopes and rough haul roads.

15-1.7 Report malfunctions to your lead person/immediate supervisor. All unsafe equipment that is being worked on shall have a warning tag on it.

15-1.8 All equipment shall be secured so that it cannot be started or moved by an unauthorized person and all elevated blades, buckets and forks shall be landed at the end of work shift or any time the equipment is out of service or left.

15-1.9 The operator shall be the only one person on the machine when in use.

EXCEPTION: Trainee operation of single seat equipment shall be accomplished to the maximum extent possible in the city yard, landfill, or on light-traveled roadways.

15-1.10 All required light, reflectors and accessories shall be maintained in working order on all equipment.

15-1.11 When pulling any stuck machine, always stand clear of the cable, chain, or sling. Knots on chains, cables or slings will not be permitted for towing.

15-1.12 No piece of equipment shall be operated unless all systems related to its safe operation are functioning properly.

15-1.13 Back-up alarms shall be installed and in operable, audible condition at all times.

## **15-2 TRACTORS, DOZERS, COMPACTORS, ETC.**

15-2.1 Pre-shift safety inspection shall be performed prior to activating this equipment.

15-2.2 Seat belts shall be worn at all times.

15-2.3 Do not brake dozers on downhill runs by using the blade. This is an emergency use only.

15-2.4 Be certain that everyone is in the clear before pushing over trees, rolling, or leveling refusing piles.

15-2.5 Turns on steep grades shall be made in an uphill direction.

15-2.6 Keep your equipment a safe distance from the edge of embankments.

### **15-3 FRONT END LOADERS**

- 15-3.1 A pre-shift safety inspection of the equipment shall be performed prior to activating this equipment.
- 15-3.2 Whenever possible, front-end loaders should be transported on other equipment.
- 15-3.3 Always drive at a slow rate of speed. The bucket should be carried about 18 inches above the roadway for safe driving.
- 15-3.4 Seat belts shall be worn at all times while operating any Front End Loader.
- 15-3.5 When operating a loader, extreme care shall be exercised so that maneuvers will be smooth and slow.
- 15-3.6 When loading trucks, know what is on the other side of the truck.
- 15-3.7 Never work a loader parallel to a steep bank or at any angle other than right angles on the bank.
- 15-3.8 Watch for overhanging or loose rocks when working near high banks.
- 15-3.9 The loader operator shall not, at any time; operate the loader in areas where he/she cannot safely see beyond the limits of the vehicle. A guide/ground man shall assist under such conditions.
- 15-3.10 Use extreme caution when operating loaders. Never take anything for granted.
- 15-3.11 Always be aware of power lines above the working areas.

### **15-4 CRANES, SHOVELS, BACKHOES, AND OTHER HOISTING EQUIPMENT**

- 15-4.1 A pre-shift safety inspection of any equipment shall be conducted prior to activation of any equipment.
- 15-4.2 Seat belts shall be worn at all times.
- 15-4.3 In the event hoisting equipment is acquired for use, an untrained individual shall never operate them.
- 15-4.4 Prescribed standard hand signals shall be posted and used.
- 15-4.5 Only one person will be designated to provide hand directions to the operator.
- 15-4.6 The operator shall not take any hand signals by any other person to initiate hand signaling.
- 15-4.7 In case of an emergency, any person may initiate the emergency stop signal to the operator.
- 15-4.8 Driver/operators shall assure that all is clear and no one is mounted on equipment before it is put into motion or used as motor vehicle in transit.
- 15-4.9 Using a lift truck as an elevator may be done provided a safe work platform is securely attached to the forks, fastened to the vertical face, and provided with handrails and toe board. The truck shall also have an overhead guard for the operator's protection.
- 15-4.10 If any employee will be utilizing the work platform, such a platform shall be secured to the forks of the equipment. Employee(s)

shall be secured with a full body harness at all times.

15-4.11 Never walk under any suspended load or permit others to do so.

15-4.12 Outriggers shall be used with rubber tire cranes and backhoes. Matting shall be used under tracks or wheels on soft or uneven ground.

15-4.13 A full body harness shall be worn any time it becomes necessary to climb on a boom in the raised position.

15-4.14 Never move a boom, front-end fork, etc., closer than 16 feet to an energized power line. Alarms should be installed on equipment of this nature if work is to be conducted next to an energized power line.

15-4.15 Cable, pulleys, turn drums, etc., and other moving parts of the cable leverage run shall be kept lubricated, clean, and in good operating condition at all times.

15-4.16 Any overhead wire shall be considered energized until either the person who owns the line, or the electric utility authorities indicate otherwise.

15-4.17 If the boom or cable accidentally contacts a wire, the operator shall swing the crane to get clear. If for any reason, it is impossible for the operator to stay on the equipment, he/she should jump making sure that all parts of his/her body are free of the equipment before his/her feet touch the ground.

15-4.18 Stepping off could be fatal if any part of the body is still in contact with the equipment when the feet touch the ground. People on the ground shall remain clear of the equipment to a distance of at least 20 feet.

15-4.19 Non-metallic tag lines shall be used for controlling loads that may swing or must be guided.

15-4.20 Operators shall dismount from trucks being loaded.

15-4.21 No person shall positioned/standing in close proximity of any loading operation without first notifying the loader operator.

## **15-5 MOTOR GRADER**

15-5.1 A pre-shift safety inspection of any equipment shall be conducted prior to activation of any equipment.

15-5.2 Do not operate a grader while standing. Sit in the seat and fasten seat belts. Hard hats shall be worn.

15-5.3 All equipment lighting shall be activated while on public thoroughfares.

15-5.4 Operators should keep to the right side of the roadway while operating the grader either in transit or for job operations.

15-5.5 If used at the job site, proper signing will be posted and displayed at a reasonable warning distance.

15-5.6 Extreme care shall be used when working on and around railroad crossings.

15-5.7 In any situation where blading against traffic is necessary, extra precautions, (flag persons and required traffic control devices)

shall be used.

## **15-6 SANITATION AND DUMP TRUCKS**

15-6.1 A pre-shift safety inspection of any equipment shall be conducted prior to activating of any equipment.

15-6.2 Operators of dump truck shall not attempt to drive away from a job site, after having unloaded or dumped a load of material, while the dump truck bed is still hoisted up. In loose soil conditions or bank cut-a-ways, this practice can easily result in overturning the vehicle.

15-6.3 The operator must wear the vehicle's seat belt.

15-6.4 Back up alarms are required on dump trucks and shall be in proper working condition.

15-6.5 Tailgates shall be shut while hauling loose material. Tailgate installment is required.

15-6.6 Sanitation trucks, fire trucks, and other large vehicles shall have a warning sign displayed on the rear of the vehicle stating, "CAUTION-THIS VEHICLE MAKES WIDE TURNS."

15-6.7 Operators shall signal their intentions well in advance before attempting wide turn maneuvers.

15-6.8 Operators are to keep a constant vigil for overhead lines while dumping trash containers into the units.

15-6.9 The lifting arms on these units shall be completely secured prior to continue propelling of the unit.

15-6.10 If ground men are required to direct this equipment, the ground men shall position him where he/she will be visible to the operator at all times.

# 16: Brooms, Sweepers Mowers, and Mowing

**"If you don't think it's safe,  
it probably isn't."  
-Author Unknown**

## 16-1 BROOMS AND SWEEPERS

- 16-1.1 A pre-shift safety inspection shall be conducted prior to activating this equipment.
- 16-1.2 All operators shall wear seatbelts.
- 16-1.3 Strict traffic control and signing shall be adhered to while using power brooms and sweepers.
- 16-1.4 On two-lane, two-way highways or roadways, a flag person shall be used when it is necessary to use a power broom. If a sweeper is needed for a special cleanup operation, flag person shall be stationed in accordance with existing city regulations.
- 16-1.5 Every attempt shall be made to sweep away from traffic, which will reduce the change of dust clouds sweeping across traveled lanes. Where dust on the street or roadway is a hazard, traffic shall be stopped or forewarned while the broom or sweeper is in operation.
- 16-1.6 Sweeping in residential areas will mandate that every possible precaution will be taken for pedestrians and parked vehicles.
- 16-1.7 Every reasonable measure will be made to keep the dust watered down while sweeping.
- 16-1.8 Brooms and sweepers shall be equipped with flashing warning lights and easy to see displayed, "SLOW MOVING VEHICLE" emblems.

## 16-2 MOWERS AND MOWING

- 16-2.1 A pre-shift safety inspection shall be conducted prior to activating this piece of equipment.
- 16-2.2 The operator shall wear seat belts at all times.
- 16-2.3 Mowers shall be lighted and flagged in accordance with city regulations and New Mexico Motor Vehicle Law specifications.
- 16-2.4 These devices shall be in use at all times while in operation. "SLOW MOVING VEHICLE" emblems shall be properly and conspicuously displayed.
- 16-2.5 Operators shall not allow anyone to ride on any part of a mower while it is moving/in transit.
- 16-2.6 No operator shall allow anyone to ride on any part of a mower while it is moving/in transit.
- 16-2.7 Motors shall be turned off and ignition key removed when inspecting, servicing, or working on the ground around the mowers.

16-2.8 Extra care shall be exercised when removing or replacing mower blades.

16-2.9 After a day's run and before parking overnight or longer in yards or sheds, all grass and debris shall be brushed off the mower and attachments to minimize the fire hazards.

16-2.10 All guards shall be inspected daily.

16-2.11 On rotary mowers, always inspect around the housing and cutters to make sure they are clear of wire and debris before starting the engine.

16-2.12 If rotary mowers are used, a chain curtain will be provided around the housing to protect against flying objects.

16-2.13 Other guards, shielding, and houses on mowers shall be in place and in good condition at all times.

16-2.14 At no time shall operators work about the mower with the Power Take Off (PTO) in operation.

16-2.15 Shielding shall be installed on the tractor behind the operator's seat as protection from objects that may be thrown from the mower blades in his direction.

16-2.16 Rotary mowers shall be operated with extreme caution around other workers or vicinities where others are nearby. If possible, a co-worker should be nearby to warn others who may come near the operation, of precautions to take.

16-2.17 Rotary mower blades rotate clockwise on some and counter clockwise on other mowers with blades rotating clockwise, should, where practical, be operating in a direction what will keep the right side of the mower to the traffic on the roadway.

16-2.18 Do not operate any mower on a slope where there is danger of a rollover.

16-2.19 Weed trimmer blades or line (nylon) shall be changed as the need arises.

## **17: Lockout and Tag Out**

**"Alert today, alive tomorrow."**

**-Author Unknown**

### **17-1 GENERAL**

17-1.1 Lockout and Tag Out (LOTO) and Lock and Tag Out have been a requirement under OSHA for many years. Each division depending on their specific application shall have their procedures in effect.

17-1.2 In the event that specific electrical, pneumatic, hydraulic system must be shut down for repair, the employees shall be held accountable for their safety and the safety of co-workers.

## 17-2 DEFINITIONS

17-2.1 Lockout and Tag Out (LOTO) generally encompasses the planning and communications from the supervision to maintenance and operations employees.

17-2.2 Lockout and Tag Out generally involves the locking out and tagging out of mobile equipment.

## 17-3 APPLICATION TO LOCKOUT AND TAG OUT

a. Generally, this task will involve major installation where systems must be completely de-energized and shut down at the main control room; the main switch/system has been physically locked and tagged out. This task shall be performed to prevent any accidental start up.

\*NOTE: Each employee shall have his/her personal lock. A tag shall be attached to the lock and shall indicate the date, time, justification as to why the system was locked out and that employee's printed name.

b. Once the control room supervisor has verbally informed the employee that the system has been shut down that employee shall de-energized that specific switch from his/her site or location. A lock and tag shall be placed on that system. At this time, that employee shall contact the control room supervisor and request to attempt to restart the system to insure there is a complete shutdown.

c. Once the task has been completed, each person shall remove their personal lock and notify the control room operation that their task has been completed.

d. At no time will any person remove another person's lock. This lock will be in the sole possession of the employee.

e. Each employee required to work at the specific site shall install his or her individual lock.

17-3.1 For your safety, every employee working on the site shall be required to attach his/her personal lock.

17-3.2 Should any major shutdown be scheduled, or shutdown be required, the Safety Officer shall be notified to ensure complete compliance under all regulatory agencies.

a. Disabled equipment shall be secured in BAD ORDER LINE (BO line) and shall be tagged as such.

b. The tag shall consist of the date, what the mechanical problem consists of and the employer's name.

c. The tag must be positioned in a manner to be readily visible to any person.

d. This tag may only be removed by a maintenance repairman.

e. Maintenance repairmen shall be the only authorized employees to move any equipment for repair, testing or loading for transport.

f. Once the equipment has been repaired the tag shall be removed and delivered to the maintenance supervisor.

- g. The maintenance employee shall secure that mobile equipment to a Ready Line.

## **17-5 "RED" TAGGING**

17-5.1 "Red" tagging consists of a tag which shall be attached to a piece of equipment or a switch or any mechanism to indicate that the equipment has been shut down, power turned off or the specific system has been de-energized.

17-5.2 An employee shall be permitted to "RED" tag a piece of equipment provided the following are in effect:

- a. A "RED" tag shall be used to inform persons that the equipment is disabled and continued use may jeopardize the safety of employees or the public.
- b. The potential of creating a hazardous condition, which may cause injury to an employee or the general public.
- c. The immediate supervisor shall be immediately made aware of the existing situation and is in agreement with the employee's concern.
- d. The supervisor immediately contacts the appropriate maintenance/repair supervisor.
- e. The immediate supervisor will sign his/her name on the "RED" tag which was initiated by an employee.
- f. Once a "RED" tag has been activated on any mobile equipment, the only authorized person(s) to remove this tag shall be the repair person or the maintenance supervisor.

## **17-6 DECISION MAKING INVOLVING "RED" TAGGING**

17-6.1 Should circumstances exist where an employee and his/her immediate supervisor disagree about the "RED" Tagging Procedure, the City Safety Coordinator shall:

- a. Be immediately contacted at (505) 726-6102.
- b. The Safety Coordinator shall immediately respond to the location.
- c. Interview both parties concerned.
- d. Attempt to resolve the existing situation.
- e. His/her decision shall be final.

17-6.2 Disciplinary action shall be the responsibility of employee's immediate department director for your improper placement/initiation/removal of a "RED" Tagging.



## **18: Oxygen, Gas, Arc Welding and Cutting**

## **19: Electrical Arc Welding and Cutting**

**"Personal protective equipment is self-defense."**

**-Author Unknown**

### **18-1 GENERAL**

18-1.1 Only authorized and trained personnel shall operate welding equipment.

18-1.2 All welding and cutting operations must be in compliance under OSHA and American Welding Society specifications.

18-1.3 All cylinders shall be stored in areas designated as "FULL" or "EMPTY".

18-1.4 If cylinders are required to be transported they shall be transported in an upright position and shall be secured.

18-1.5 Unless the cylinders have gauges and valves in place, all cylinders shall have the safety cap in place while in storage or while under transport.

18-1.6 Always wear approved PPE when using a torch or welding.

18-1.7 Long hair shall be contained in approved headgear.

18-1.8 The wearing of any nylon type of clothing is not acceptable at any time.

18-1.9 Keep PPE dry and free of oil.

18-1.10 Take care that your own clothing is not oily and that pockets and cuffs are not open and ready to receive sparks or hot slag. Sleeves shall be kept buttoned above the wrist and collars shall be kept buttoned.

18-1.11 Work areas shall have adequate ventilation.

18-1.12 Any employee engaging in cutting torch/welding operations must have clearance from his/her immediate supervisor to perform that job task.

18-1.13 Do not weld or cut containers such as drums, barrels, or tanks until you know there is no danger of fire or explosion.

18-1.14 Flying sparks can travel as much as 35 feet. Falling slag can pass through cracks out of sight of the goggled operator. The metal being cut or welded (or the arc or flame itself) can be hot enough to ignite combustibles. Always have a charged fire extinguisher readily available.

18-1.15 Keep flames and sparks away from cylinders and hoses.

18-1.16 Move the job to an area free of combustibles. If you must

leave the immediate work area, the oxy/acetylene hose shall be purged and the valves shall shut off.

## **18-2 OXYGEN, ACETYLENE WELDING AND CUTTING**

18-2.1 Inspect the condition of your cylinders and equipment. Ensure they are clean, in a safe location, upright, secured and in good working order.

18-2.2 When welding, cutting, or burning is performed in confined spaces, the cylinder shall be on the outside of that confined space.

18-2.3 Make and keep all connections between cylinders and accessories gas tight. Always use soapy water and not flame to check for leaks.

18-2.4 Momentarily open or wrack cylinder valve before attaching regulator. Reverse flow check valves to safeguard against "flashback" is required.

18-2.5 Always reduce cylinder pressure by use of suitable pressure regulators and use them only with the gas with which they are intended to be used.

18-2.6 Fully release the pressure adjusting screw on a regulator before the regulator is attached to the cylinder and the cylinder valve is opened.

18-2.7 All new hose is dusted inside with talc, blow this out before using.

18-2.8 Use only hose designed for use with the gas source to which it is to be connected. Do not try to repair hoses with tape.

18-2.9 If a hose is burned by a flashback, discard that length of hose. A flashback burns the inner walls and renders the hose unsafe.

18-2.10 Never use matches or cigarette lighters for lighting torches. Use a friction lighter (striker).

18-2.11 Never use acetylene at pressures in excess of 15 psi.

18-2.12 When equipment is not in use, all valves shall be closed and pressure released from hoses and regulators.

18-2.13 Operators shall not stand in front of the gauges on the regulator when opening the discharge valve of the tank.

18-2.14 The valve wrench shall be left in position when acetylene cylinder valves are open, this will facilitate quick closing in an emergency. Acetylene valves shall not be opened more than 1 ½ turns.

18-2.15 Coil excess hose neatly so that it cannot kink or tangle.

18-2.16 Purge each hose before lighting the torch.

18-2.17 Flashback can be caused by failure to purge, improper pressure, distorted or loose tips, kinked hose, clogged tip or torch orifices, or, and overheated tip or torch.

18-2.18 All oxygen/acetylene torch assemblies shall be provided with reverse flow check valves.

18-2.19 Welding curtains shall be used to prevent any injury to co-workers in the immediate work site.

## 19-1 GENERAL

19-1.1 All welding machines and equipment shall meet the requirement of National Electrical Codes (NEC) and American Welding Society and Occupational Safety and Health Act (OHS/A).

19-1.2 Only manual electrode holders which are specifically designed for arc welding and cutting, and are of the capacity capable of handling the maximum rated current required by the electrodes, shall be used.

19-1.3 Electrode holders shall be fully insulated.

19-1.4 Proper switching equipment for shutting down the welding machine shall be provided on or near the welding machine.

19-1.5 The motor and generator shall be suitable, enclosed and protected.

19-1.6 When electrode holders are to be left unattended, the electrodes shall be removed, and the holder shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

19-1.7 Welding cables shall be completely insulated, flexible and of the proper size for the maximum current requirements of the work.

19-1.8 When the operator stops or leaves the work for any extended length of time, the power supply shall be cut off.

19-1.9 Never use pipelines carrying gases of flammable liquids and conduits carrying electrical conductors for grounding purposes. Be sure that conductors can safely carry the ground current.

19-1.10 Rubber gloves shall be worn under working gloves when work is being done in wet or damp locations or where the welder is perspiring excessively.

19-1.11 Keep non-reflective screens and/or curtains in place to protect others from rays of the arc. Warn others to avoid looking at the arc.

19-1.12 Place any and all rod stubs in a container. They are a slipping hazard and can be harmful to vehicle tires.

19-1.13 Electrode and ground connector lugs shall be properly insulated.

# 20: Salting, Sanding and Snow Removal Operations

**"The safest risk is the one you didn't take."  
-Author Unknown**

## 20-1 GENERAL

20-1.1 Sanding, salting, and snow removal equipment shall conform to specifications as noted in the New Mexico Motor Vehicle Laws.

20-1.2 While spreading ice and snow removal substances (salt, scoria or lava cinders) and while plowing/blading snow, it is the responsibility of the operator to make certain that flashing amber warning lights, as well as all other lawfully required lights are in operation.

20-1.3 If it becomes necessary to crawl under the equipment, proper eye protection shall be worn. Other required PPE shall be worn.

20-1.4 When driving snow-removing equipment, extra precautions shall be taken when meeting or passing other vehicles to avoid throwing frozen chunks of snow/ice through windshields or dangerously obscuring the vision of others. In the event an operator is stopped by a motorist claiming such damage, he/she shall get the necessary information from that motorist:

- a. Name and address phone number at home and at work, license plate number and the driver's license information. The operator will follow all procedures as outlined in this manual for reporting accidents to his/her immediate supervisor. The operator will examine the damage, if able.
- b. In the event of heavy snowfall and emergency operations, the minimum information to be gathered from the complaining motorist will be name, phone number and make note of the time. He/she may notify his/her immediate supervisor at any time before the end of the work shift, but in any event, before leaving his/her work shift.

20-1.5 Speed of snowplows shall be reduced even to the point of stopping, if necessary, for the safety of other traffic.

20-1.6 Extreme care shall be exercised when traveling on a downhill grade, or approaching any street intersection.

20-1.7 Particular care shall be exercised when moving snow removal equipment to other lanes, through median opening, and crossovers.

20-1.8 Do not extend plow blades into other traffic lanes unless you are sure that it can be done safely.

20-1.9 Only trained, experienced DOT licensed operators shall be

allowed to operate snowplows.

20-1.10 Snow plows suspension chains shall be 3/8 inch or better.

## **21: Office Safety**

## **22: Communications and Safety**

**"Safety means first aid to the uninjured."**

**-Author Unknown**

### **21-1 FILES, DESKS, CHAIRS, AND CABINETS**

21-1.1 Bottom drawers in file cabinets shall carry the heaviest file loads.

21-1.2 Never open more than one (1) file drawer at a time. The file unit may become top heavy and fall forward.

21-1.3 Desk and file drawers, cabinets, and bookcase doors shall be closed when material has been removed and the user is not in immediate attendance.

21-1.4 Be careful when opening drawers of files and desks so that the drawer does not pull out all the way.

21-1.5 Glass desktops shall be free of breaks and sharp edges.

21-1.6 Furniture and chairs shall be examined regularly for weakened or broken parts or defects.

21-1.7 Use care when lifting swivel chairs.

21-1.8 When changing the position of desks, filing cabinets, and other heavy office furniture and equipment, care shall be used and sufficient help attained.

21-1.9 Never lean so far back in your chair that the wheelbase becomes unstable and is thrown off balance.

### **21-2 SHARP AND POINTED OBJECTS**

21-2.1 Razor blades, pins, and thumbtacks shall be kept in containers, never loose in desk drawers.

21-2.2 Broken glass, pins, or other sharp edged materials shall never be thrown loosely in wastebaskets.

Such materials shall simply pack or placed in a paper bag marked "BROKEN GLASS" or "SHARP OBJECTS", before disposal and then placed into wastebasket.

21-2.3 Never carry an unprotected envelope opener, pen, pencil, or other sharp instrument in your pocket or in your mouth.



## **21-3 OFFICE MACHINES AND EQUIPMENT**

21-3.1 Electric fans and other hazardous equipment shall be where they will not endanger personnel or equipment.

21-3.2 Unless it is part of your regular work, do not attempt to adjust or repair any electrical equipment.

## **21-4 TRIP AND FALL HAZARDS**

21-4.1 Do not stand on swivel chairs or any other type of chair or box to reach high places. Use a ladder or step stool designed for that purpose.

21-4.2 Walk – Don't Run, in hallway and on stairs. Travel in hallways should be to the right side.

21-4.3 While ascending or descending stairs, hold onto the handrail. Take one step/stair at a time.

21-4.4 Watch for objects such as paper clips, pencils, matches, cigarettes etc., on floors or stairs. Look before stepping out into the hallway to avoid colliding with another passerby.

21-4.5 Electrical and telephone cords on floors present a serious trip and fall hazard. They should be eliminated if possible. If the cords must cross the floor, they shall be covered with rubber floor channels designed for this purpose.

21-4.6 Spills that cause slippery conditions on floors shall be immediately cleaned up.

21-4.7 Offices shall be clear of any stumbling, falling hazards attributed to boxes, files, bags, etc.

21-4.8 Extra care should be exercised when walking on newly waxed, wet or freshly mopped floors.

21-4.9 Smoking is permitted only in designated areas and designated times.

21-4.10 In case of fire, DO NOT USE THE ELEVATOR.

## **21-5 CUSTODIAN OPERATIONS**

21-5.1 Safety cones, small pylons, or other warning devices shall be placed at both ends of the floor areas where wet mopping or liquids are placed on the floor and will carry the warning, "CAUTION: WET FLOOR" in order to prevent a slip/fall injury from occurring.

21-5.2 Employee(s) shall conduct a pre-shift inspection of all electrical appliances before activating any equipment i.e.,

a. Ground prong on vacuum cleaners, grinders, and power tools.

21-5.3 Rummaging or scavenging through trash or other waste receptacles is expressly prohibited.

21-5.4 Exercise care and caution while carrying materials up or downstairs.

21-5.5 When handling heavy objects or office furniture, insure that you have adequate assistance and/or the proper equipment.

21-5.6 Coordinate all body movements when more than one custodian will be assisting another person in any lifting/carrying situation.

21.5.7 All flammable products shall be stored in appropriate fireproof cabinets.

21-5.8 As a custodian, you shall be accountable for securing/locking exits.

## **22-1 GENERAL**

22-1.1 Communication is vital for our everyday activities; between you and your co-worker(s), between you and your immediate supervisor(s).

22-1.2 Should you encounter a problem where there is uncertainty, your immediate supervisor shall be able to provide you direction in the safe and efficient method in the completion of your task.

22-1.3 On any and every job assignment, your city expects nothing less than Safety and Service Excellence.

**WHEN IN DOUBT?  
STOP THE JOB AND MAKE IT SAFE!**



# CITY OF GALLUP

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