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**MANAGEMENT COMMITMENT STATEMENT  
FOR  
SAFETY AND HEALTH PROGRAM**

The Management of City of Wauchula is committed to providing employees with a safe and healthy workplace. It is the policy of the City of Wauchula that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by the City. Management will give true attention to and provide the necessary resources for the correction of unsafe conditions. Management will promote and influence safe behavior for all employees. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action shall take the form of:

- 1) Written warning or,
- 2) Written warning and suspension without pay or,
- 3) Termination of employment.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- 1) Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- 2) Providing safety and health education and training as needed; and
- 3) Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express the City of Wauchula's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

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Signature of City Manager

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Date

## COMMITMENT, INVOLVEMENT AND EXPLANATION OF PURPOSE

The purpose of this safety manual is to establish standards for the employees working at the City of Wauchula. This safety manual has been developed by the Human Resources Department office with voluntary input from workers' compensation, insurance carriers, trade associations, independent safety consultants and other public entities. Nothing in this manual shall take precedence over local, state, or federal statutes.

It is the policy of the City that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive. All known resources will be utilized to identify corrective measures needed to eliminate or control recognized safety and health hazards and decrease accidents and injuries through proper training, safety reviews, and employee incentives for safety performance.

The department heads, through City Council, will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, supervisory personnel will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment at the sole discretion of the City Manager. Compliance with the safety rules will be required of all employees as a condition of employment as written in the Employee Handbook.

The department heads will be actively involved with employees in establishing and maintaining an effective safety program. The Human Resources Manager and other members of the management staff will participate with employees or department employee representatives in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

Each employee shall be provided with a copy of this Safety Manual. The information contained in this manual represents the accumulation and compilation of years of experience and will provide work procedures and methods which will maximize employee safety. This manual is not intended to provide procedures for the use of equipment; rather it provides rules which will lead to the safe use of equipment.

Each Department is responsible for its own accident prevention program. Safe work practices pertaining to a particular department will be incorporated in that department's safety policies.

**\* Police Department personnel shall refer to their directives for current information on safety rules, policies and procedures.**

## **SECTION 1 – SAFETY COMMITTEE**

The City of Wauchula’s Safety Committee helps keep our workplaces safe by reviewing injuries, identifying potential hazards, and recommending improvements. The committee meets every quarter, or more often if needed.

Members include supervisors from Public Works, as well as staff from Human Resources and City Administration. Supervisors are encouraged to hold safety talks within their teams to cover job-specific safety needs. The Human Resources Department is available to help with meeting materials or training support.

- 1.01** The Safety Committee reviews employee injuries, accident records, and workplace hazards to identify trends and recommend changes that can prevent future incidents. The committee also helps assess whether current safety controls are working effectively.
- 1.02** The committee helps update safety rules based on accident investigations, inspections, and employee input. Employees can share safety concerns or ideas — even anonymously — and the committee will review them.
- 1.03** The committee supports ongoing safety awareness and helps keep employees involved in improving the City’s safety program.
- 1.04** Members take part in safety training and help make sure that safety education is available, effective, and properly documented.

## **MISSION STATEMENT**

The mission of the City of Wauchula Safety Committee is to assist in the process of making the workplace a safer and healthier environment for all employees through proper training, encouraging accountability, safety reviews and incentives for safety performance. At all times great care will be taken to assure that all known safety and loss prevention resources have been implemented to avoid potential injury to employees, citizens, and members of the public. Similar resources shall be expended to protect the property of the City and that of others.

## **SECTION 2 – SUPERVISORY PERSONNEL’S RESPONSIBILITY FOR SAFETY**

Keeping employees safe is one of the City of Wauchula’s most important goals. Supervisors — from department heads down — play a key role in making sure their teams work safely every day.

Supervisors are expected to:

- 2.01** Make sure employees are trained to do their jobs safely
- 2.02** Go over safety rules, policies, and procedures when an employee starts a new task or uses new

equipment

- 2.03 Watch employees as they work and step in when unsafe behaviors or mistakes are noticed
- 2.04 Give clear instructions on how to perform work safely, and show proper methods when needed
- 2.05 Review accidents and injuries during monthly department safety meetings
- 2.06 Retrain employees when:
  - A. Workplace procedures change
  - B. An injury occurs due to unsafe behavior
  - C. A supervisor sees unsafe actions on the job
- 2.07 Keep records of all safety training and send a copy of the sign-in sheet to Human Resources
- 2.08 Make sure employees are trained on rarely used or new equipment before they use it
- 2.09 Enforce safety rules fairly and take prompt disciplinary action if someone deliberately ignores safety rules or puts others at risk

### **ACCIDENT & INJURY INVESTIGATION**

All accidents on public roads involving City vehicles will be investigated by the Wauchula Police Department or other law enforcement agency. A copy of that report will go to Human Resources. Supervisors are responsible for investigating other workplace injuries and incidents. They must:

- Make sure injured employees get the medical help they need
- Take quick action to prevent anyone else from getting hurt
- Focus the investigation on finding the cause — not on blaming anyone
- Talk to witnesses and others who may have helpful information
- Look at what happened and why, including unsafe conditions or actions
- Complete the City's Worker's Compensation report, regardless of if treatment is necessary or not, and include photos if available
- Recommend changes to improve safety or prevent similar incidents
- Decide if more training is needed and arrange it
- Supervisors can contact Human Resources at any time for help with safety topics, training ideas,

or questions about improving their department's safety efforts.

### **SECTION 3 - EMPLOYEE'S RESPONSIBILITY FOR SAFETY**

All employees are expected to work safely at all times. Safety is a shared responsibility — every employee plays a role in protecting themselves, their coworkers, and the public.

Employees are responsible for the following:

**3.01** Work in a safe manner and watch out for the safety of others, including coworkers and members of the public.

**3.02** Know and follow the City's safety rules. All employees must read this policy and sign the Employee Acknowledgment Form to confirm they understand and will follow it. Employees who do not follow safety rules may face disciplinary action, as outlined in the Personnel Rules & Regulations.

**3.03** Employees are expected to attend safety training when it is offered, whether it's part of a larger group session or held within their department. These trainings are important for learning how to stay safe on the job and may be required for certain tasks.

**3.04** Never do work you are not trained or qualified to perform. Avoid doing hazardous tasks when alone or physically exhausted. Hazardous work means any task that involves serious risk.

**3.05** Use the required safety equipment for your job. Keep it clean and stored properly.

**3.06** Keep your work area clean and organized. This includes vehicles — they are considered workspaces too. Good housekeeping helps prevent accidents.

**3.07** Report unsafe conditions, tools, equipment, or actions to your supervisor or to Human Resources.

**3.08** Report all accidents or injuries — even minor ones — to your supervisor and Human Resources right away.

**3.09** If you damage public or private property while working, report it to your supervisor and Human Resources. If you learn about someone getting injured on City property, report it to your supervisor within one hour of finding out.

### **SECTION 4 – ON-THE-JOB INJURIES**

The City of Wauchula provides workers' compensation coverage for any employee who gets hurt or becomes ill because of their job. Our goal is to make sure employees get the medical care they need and return to work as soon as it is safe.

If you are injured or become sick while working, follow these steps:

- 4.01** Report the injury or illness to your supervisor and the Human Resources Department as soon as possible — even if it seems minor.
- 4.02** Human Resources will complete a First Report of Injury or Illness. If you need emergency treatment, fill out the form afterward.
- 4.03** You must see a doctor approved by the City of Wauchula or by the workers' compensation insurance adjuster. Human Resources has a list of approved doctors.
- 4.04** Complete all forms required by the workers' compensation insurance adjuster.
- 4.05** You may be required to take a drug test per the City's Drug-Free Workplace and Alcohol Policy, which is part of the Personnel Rules & Regulations employees acknowledge at time of hire.
- 4.06** You must attend all follow-up doctor appointments. Bring all doctor notes to Human Resources right after each visit.
- 4.07** You must get approval from the City or the insurance adjuster before getting additional treatment or switching doctors.
- 4.08** If you must pay for filling a prescription, you may request reimbursement from Human Resources. A copy of the receipt will be required.
- 4.09** Once your doctor says you can return to work, you must bring a return-to-work note to your supervisor and Human Resources and return to duty as instructed.
- 4.10** If an on-the-job injury leads to a death, the supervisor must report it to Risk Management immediately.

## **SECTION 5 - GENERAL SAFETY RULES AND PROCEDURES**

These rules are meant to keep all employees safe while doing everyday work. They apply to most departments across the City. Employees should follow these rules, use common sense, and review safety guidelines often.

### **5.01 General**

- A. No horseplay, roughhousing, or practical jokes while on the job.
- B. Work at a safe and steady pace — don't rush.
- C. Use handrails when using stairs or working on elevated surfaces.
- D. Wear clothing and shoes that are appropriate for your job. Avoid loose clothing and jewelry around moving parts.

- E. Remove rings, watches, or bracelets when climbing, handling materials or working with tools or equipment.
- F. Wear personal protective equipment as required.
- G. Obey warning tags and signs. They are posted to point out hazards.
- H. Always inspect tools and equipment before use. Do not use defective tools and/ or equipment. Report defects to the supervisor and take the tool or equipment out of service.
- I. Do not jump from elevated places such as tables, benches, platforms, etc.
- J. Alcohol and illegal drugs are strictly prohibited during work hours. Arriving to work under the influence is also not allowed, as stated in the Drug-Free Workplace Policy.
- K. Employees taking physician prescribed medications which may impair their ability to perform assigned tasks shall report this to their supervisor prior to beginning work.
- L. Refer to Material Safety Data Sheet (MSDS) when handling or using chemicals or cleaning fluids.
- M. Secure or lay down materials that could easily tip over.
- N. Report inadequate lighting (burned out bulbs or blocked lights) to your supervisor.
- O. Immediately clean up spills, water, oil, and other liquids from the floor.
- P. Do not use chairs, boxes, or improvised climbing devices.
- Q. Where electrical cords are used, keep clear of walking surfaces.

## **5.02 Electrical**

- A. Report all faulty electrical equipment and other unsafe conditions to your supervisor.
- B. To prevent tripping hazards, don't run cords across walkways, doorways, steps or between desks.
- C. Never use a plug if the ground prong is missing or damaged.
- D. Don't touch electrical equipment with wet hands or while standing on a wet floor.
- E. Do not use power cords that are frayed, damaged, have exposed wires, or cords that have been spliced.
- G. Always pull on the plug — not the cord — when unplugging equipment.
- H. Turn off and unplug equipment before adjusting or cleaning it.

- I. Use a GFI (Ground Fault Interrupter) when working in wet conditions.

### **5.03 Storeroom Safety**

- A. Keep storerooms neat and contents accessible.
- B. Aisles must be kept clear and provide unobstructed access to exits.
- C. Never store any materials directly on floor (use pallets if shelf space is not available).
- D. Use proper ladders or mobile stairs to reach high shelves. Don't climb on shelves or furniture.

### **5.04 Safe Lifting**

- A. Plan the move before lifting. Clear your path and test the load by pushing it gently first.
- B. Ask for help if needed — and communicate your movements clearly with your helper.
- C. Stand with your feet shoulder-width apart, one foot slightly ahead.
- D. Face the object you're lifting.
- E. Bend your knees, not your back, and keep your back straight.
- F. Get a good grip and use handles when possible.
- G. Never lift anything if your hands are greasy or wet.
- H. Wear protective gloves when lifting objects with sharp corners or jagged edges.
- I. Hold objects as close to your body as possible.
- J. Perform lifting movements smoothly and gradually; do not jerk the load.
- K. If you need to turn while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- L. Set items down carefully, the same way you lifted them.
- M. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- N. When unloading from a truck, slide the item to the tailgate before lifting. Do not lift over the walls or tailgate of the truck bed.

## SECTION 6 – OFFICE SAFE WORK PRACTICES

Office work is more dangerous than is commonly known and many accidents occur during ordinary office routine. The following safety procedures are established and shall be followed:

### 6.01 General Office Safety

- A. Each employee is responsible for ensuring the cleanliness of his/her desk and work area. Pick up pencils and paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
- B. Always use handles when closing doors, drawers, and files.
- C. Follow the normal flow of foot traffic, especially around corners or swinging doors.
- D. Don't run indoors, especially on stairs. Always use handrails.
- E. Review and follow your department's emergency evacuation plan.
- F. Pick up all foreign objects such as pencils and similar objects from hard surface floors to prevent slipping and be conscious of loose or rough floor covering.
- G. Wipe up spills immediately. Use a "wet floor" sign when mopping.
- H. Cover open containers when carrying coffee or other hot liquids.
- I. Adjust and tighten desk chairs to prevent falls. Do not tilt your chair back on two legs.
- J. Store sharp objects like pens, letter openers or scissors safely in a drawer or with the point facing down in a sturdy holder.
- K. Report any safety hazard or damaged equipment immediately to your supervisor.
- L. Use caution when walking around corners and between desks.
- M. Turn on lights when entering dark areas or allow time for your eyes to adjust before entry.
- N. Do not stand in front of a closed door which may open suddenly.
- O. Keep cords, boxes, and other tripping hazards off the floor.
- P. Broken glass, razor blades, and other hazardous materials must be disposed of in a safe manner. Leave such items on top of your desk with a note to the custodian for proper disposal.
- Q. Never use chairs, desks or other office furniture as a makeshift ladder. Use a stepladder. Don't overreach and lose your balance.

## **6.02 File Cabinet Safety**

- A. Keep file cabinet drawers closed when unattended or not in use.
- B. Put heavy files in bottom drawers of file cabinets to prevent them from tipping over. Do not overload shelves or cabinets. Do not store heavy materials on top of high cabinets or shelves.
- C. Open only one file cabinet drawer at a time. The weight shift caused by opening several drawers can cause the cabinet to fall toward the person opening the drawer.
- D. Overloading the top drawer of unsecured file cabinets has caused many accidents and injuries. Do not overload file drawers. If you are unfamiliar with a file cabinet, test each drawer, being careful not to pull it out too far, especially if there is no locking device on the drawer.
- E. Do not use feet to close drawers and doors and never use drawers as steps.

## **6.03 Computer & Equipment Safety**

It is essential for employees to realize the importance of healthy computer working conditions. It is also important to train operators in the use of adjustable furniture, good work practices that can minimize the potential adverse health effects of computer work, and early signs of health problems, such as carpal tunnel syndrome. Finally, information on the frequency of breaks and proper job design is included to suggest appropriate work/rest schedules in order to minimize the stresses of computer work.

- A. Keep items you use often within arm's reach.
- B. Sit with the monitor about arm's length away, with the top of the screen slightly below eye level.
- C. Adjust the keyboard and seat height to allow the elbows to be close to the body, and the wrist and forearm to be parallel to the floor. Use your full arm, not just your wrist, to move the mouse.
- D. Make sure the area has good lighting but avoid glare from windows. Swivel or tilt the monitor to minimize reflections and glare.
- E. Use a task light to read printed documents.
- F. To avoid eye strain and staying in one position for too long, take breaks away from the screen for 10 minutes for every 50 minutes of constant work. This may include looking away from the screen or switching to another task.
- G. Don't cradle the phone between your shoulder and neck, use your hands or a headset.
- H. Keep fingers clear of paper shredder openings.

- I. Lock the slicing arm on paper cutters when not in use.
- J. Blink regularly and look away from the screen now and then.

#### **6.04 Chair & Seating Setup**

Make sure your chair fits your body and supports good posture:

- A. Sit upright with shoulders relaxed but not slumped
- B. Adjust the backrest so it presses gently against your lower back.
- C. Arms should be parallel with your legs and your keyboard
- D. Feet must be placed flat on the floor or on a footrest.
- E. Seat height and angle should support your weight comfortably without putting pressure on the back of the knee.

## **SECTION 7 - FIRST AID**

Knowing how to give basic first aid can help protect coworkers, the public, and even your own family. The City provides first aid kits in central work areas and City vehicles. All employees should:

- Know where the nearest kit is located
- Understand how to use its contents
- Review this section to stay prepared

### **In any serious medical emergency, call 911 immediately.**

The guidelines below cover common workplace injuries. This is not a complete first aid manual

#### **7.01 Wounds:**

Minor cuts, scrapes or punctures

- Wash the wound using soap and water; rinse it well.
- Cover with a clean bandage.

Major bleeding wounds

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Do not remove the bandage or cloth — keep pressure until help arrives.

#### **7.02 Broken Bones:**

- Do not move the person unless it is absolutely necessary.
- If you must move them, "splint" the injured area with a board, cardboard, or rolled newspaper.

### **7.03 Burns:**

#### Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Pat dry and cover with clean cloth or sterile gauze.

#### Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### **7.04 Eye Injury:**

#### Small particles

- Do not rub your eyes.
- Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

#### Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with a bandage and seek medical help.

#### Chemical

- Immediately rinse eyes and under the eyelids, with water, for 30 minutes.

### **7.05 Neck and Spine Injury:**

- Do not move the person unless it is absolutely necessary
- If they can't move their limbs or neck, wait for emergency personnel

### **7.06 Heat Exhaustion:**

- Move the person to a cool place
- Loosen tight clothing
- Offer small sips of water
- Elevate feet while lying down

### **7.07 Animal Bites:**

Anyone giving first aid for an animal bite should assume the animal may have rabies and treat the injury accordingly

#### First Aid

- Wash the wound and surrounding area thoroughly with soap and water. Make sure to get every bit of dirt and saliva out of the wound.
- Apply clean dressing over the wound and bandage.
- Animal bites to the head should be seen by a doctor as soon as possible.

### Reporting

- Report the bite to your supervisor and the police department
- Provide the name and address of the owner of the animal, if known
- A general description of the animal shall be given in order to make sure the animal can be studied for rabies detection. Do not try to catch the animal yourself.

## **SECTION 8 - FIRE PREVENTION**

The best possible fire prevention comes from the knowledge that a fire can break out from many sources and can severely injure people and cause untold property damage. Employees should familiarize themselves with the evacuation routes and location of fire extinguishers in their work area. Fire equipment shall be prominently displayed, labeled for usage and easily accessible at all times.

### **8.01 General**

- A. Do not let combustible materials such as oil-soaked rags, paint covered rags and clothes, and other waste material pile up.
- B. Use only designated metal containers for storing oily rags or flammable trash.
- C. Packing materials such as boxes, paper, etc., shall be disposed of immediately. If not, they should be isolated to reduce the fire hazard.
- D. Never refuel engines while they're running.
- E. Never overfill a tank but rather under fill it to allow room for expansion of the liquid.
- F. Fire exits shall remain clear at all times and shall not be locked or chained from the outside.

### **8.02 Emergency Fire Evacuation Map**

City facilities considered an assembly area or those that store hazardous materials must have a fire evacuation map. The Fire Department and Human Resources can help departments develop or update their map. Shops or areas with fire risks should have their own safety procedures in place. Maps designating evacuation routes must be posted in a noticeable area and updated after any floor plan changes. See Exhibit A for existing emergency evacuation maps.

### **8.03 Smoking**

- A. Smoking is not permitted inside City buildings or any area marked with "No Smoking" signs; only in designated outside smoking areas.
- B. Do not smoke or use open flames near gases, fuel, or oil-filled equipment.
- C. Employees must not empty pipes or cigar and cigarette butts into trash cans or anywhere else that could catch fire.

#### **8.04 Fire Extinguishers**

- A. Each employee shall become familiar with the use and location of the fire extinguishers in their work area and in City vehicles.
- B. Adequate fire extinguishing equipment will be provided at each city facility. The Human Resources Department is responsible for coordinating the annual inspection and servicing of all fire extinguishers by a licensed technician. Report any extinguisher that is discharged, damaged, or defective to your supervisor.
- C. Basic Small Fire Control with Extinguishers
  - First, make sure everyone in the building is evacuating safely.
  - Call 911
  - Use an extinguisher only if the fire is small and just starting.
  - Aim at the base of the fire and use a side-to-side sweeping motion.
  - Always keep a clear escape route. If the fire grows, evacuate immediately and close doors behind you as you leave.

### **SECTION 9 – HOUSEKEEPING**

Many painful and sometimes disabling injuries are caused when employees are struck by falling objects or bump against or trip over objects they did not see. Property damage and many injuries stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping. Good housekeeping also results in more efficient job performance. The following safety procedures are established and shall be followed:

#### **9.01 General**

- A. Keep work areas and storage facilities clean, neat and orderly.
- B. All aisles, stairways, walkways, exits and entrances must stay clear at all times. All spills shall be cleaned up immediately.
- C. Do not place supplies on top of cabinets, boxes or other moveable containers where they can't be seen from the floor.
- D. When stacking materials:
  - Use a firm, level base
  - Cross-tie layers for stability
  - Don't stack too high
  - Keep enough space to work safely around piles
- E. Items hung from racks or hooks shall be adequately secured to prevent them from falling. Route walkways a safe distance from areas where things are suspended overhead.

- F. When storing materials on overhead balconies, provide adequate toe boards to prevent objects from rolling over the edge.
- G. Do not allow trash, soiled clothes, etc., to accumulate in lockers and work places.
- H. Tools, equipment, machinery and work areas shall be kept clean and maintained in safe working condition. Report defective equipment and unsafe conditions to your supervisor.
- I. Return tools and equipment to their proper storage place after each use.
- J. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in a manner that will prevent tripping hazards.
- K. Clean up spills immediately to avoid slipping hazards. If the spill cannot be removed immediately, block off the area and mark it clearly.
- L. When unpacking boxes or crates, remove or cover sharp objects like nails or wires. Nails shall be removed as soon as lumber is disassembled.
- M. Store sharp or pointed items so no one can accidentally touch or bump into them.
- N. All packing materials shall be disposed of properly in order to prevent fire.
- O. Wastebaskets shall be emptied into approved containers only.
- P. Oily and greasy rags shall be placed in a designated metal container designed for this purpose.
- Q. Adequate lighting in obscure areas shall be provided for the protection of both employees and the public. Inadequate lighting or lighting that does not work shall be reported immediately for repair / replacement.
- R. All machinery shall be locked out and tagged before cleaning, greasing, oiling or making adjustments or repairs.
- S. Electrical panels, switchgear and fuse boxes shall be kept closed and unobstructed at all times. Maintain at least 36 inches of clear space in front of the equipment and at least the width of the equipment.

## **SECTION 10 - PERSONAL PROTECTIVE EQUIPMENT & SAFE DRESS**

The variety of work performed by City employees involves many industrial hazards. The tasks performed range from office and custodial services to heavy construction activities. When it is impractical or impossible to place a guard over the source of the hazard, it is necessary to place the guard on the worker. This is done by requiring employees to wear approved personal protective equipment (PPE) such

as shields, gloves, aprons, respirators, etc. Supervisors shall ensure that PPE is provided and used. Dress codes may be established within a particular department, and employees are expected to know and follow these codes. Safety is knowledge of the hazards, knowledge of the protection available and an attitude that makes use of the available protection a customary safe work habit.

### **10.01 General Clothing**

- A. For your safety and comfort, invest in clothes that are sturdy, fit well and are washable.
- B. Do not wear loose-flowing or ragged clothing on or near moving machinery or equipment.
- C. Do not roll up sleeves. Keep sleeves down and cuffs fastened or wear short-sleeved shirts, if permitted.
- D. Pant legs should be cut to ankle length with cuffs sewn up. Rolled up cuffs collect dirt and may unroll causing a trip and fall.
- E. Field employees must wear City approved protective work shoes or boots.
- F. Do not wear rings, metal identification bracelets or other jewelry near electrical equipment or equipment with moving parts. Jewelry increases the danger of electric shock and can be caught in machinery causing injury.
- G. Smocks, overalls and aprons should be worn whenever possible to keep work clothes clean.
- H. Oil-soaked clothes are a serious fire hazard. Keep your clothes free from oil.
- I. Employees must wear a reflective safety vest when working:
  - On or within fifteen (15) feet of highways, streets or public rights-of-way
  - In low-visibility conditions
  - At night

### **10.02 Eye / Face Protection**

Many City jobs involve dust, flying debris, splashes, or other hazards that can cause serious eye or face injuries. To stay safe, employees must use the right protective equipment for the task and keep it clean and in good condition. All employees shall follow the safety procedures below regarding face and eye protection:

- A. Safety goggles or safety glasses with temple guards shall be worn when:
  - Grinding, cutting, milling or drilling with power tools
  - Using impact wrenches and compressed air tools
  - Chipping, scraping or scaling paint, rust, carbon or other materials
  - Using punches, chisels or other impact tools
  - Cutting rivets

- Cutting or breaking glass
  - Chipping or breaking concrete
  - Cutting or threading pipe
  - Using paint remover
  - Using power activated tools
  - Soldering
  - Cleaning dust or dirt from vehicles, machinery, etc.
  - Performing sand blasting or air cleaning operations
  - Using metal cutting lathes, drill presses, power backsaws and other metal working tools
  - Using power woodworking machinery, both fixed and portable
  - Tree trimming, brush chipping or removing stumps
  - Using brush cutters
  - Steam cleaning
  - Washing vehicle parts with soap or solvents
  - Working under vehicles
  - Using power lawn and gardening tools such as mowers or weed cutters
  - Working near trash compactors
- B. A full plastic face shield shall be worn when handling acids, caustics and other hazardous substances.
- C. When welding, wear welder's goggles or a helmet with proper filter lenses. Assistants and observers must wear safety glasses or goggles with appropriate filter lenses.
- D. Eye protection may be required by the supervisor for other jobs not listed above.

### **10.03 Head Protection**

Hard hats protect employees from falling objects, overhead hazards, and head injuries. They must be worn any time there is a risk of impact or electrical shock. Supervisors are responsible for making sure employees use head protection where required. Head protection must fit properly. Adjust the head harness so there is approximately 1 to 1 ½ inches of space between your head and the inside of the hat. Metal hard hats are not allowed on any job site. The following are examples of activities where you may be directed to wear head protection:

- A. On any construction or maintenance project job site.
- B. While operating heavy equipment.
- C. When working below other employees (e.g., under scaffolding or structures)
- D. While installing, repairing or inspecting street lighting and traffic control facilities.
- E. When working below ground or in lift stations

- F. While working near or operating construction equipment such as digging, hoisting or towing equipment.
- G. When working near or with electrical hazards.
- H. While engaged in climbing tasks or working from aerial lifts. (Head protection equipment must meet approved standards for dielectric properties.)
- I. Employees inspecting projects involving any of the above conditions.
- J. Supervisors may require hard hats in other areas depending on worksite conditions.

#### **10.04 Hearing protection**

Hearing protection (ear plugs and muffs) is provided and must be used while working in areas of high intensity and/or high frequency noise. The following are examples where employees must use hearing protection as directed by department supervision:

- A. Operating heavy construction equipment.
- B. Operating power tools.
- C. Performing maintenance on emergency generators while they're running.
- D. Operating jackhammers, mowers, blowers, weed eaters, bushwhackers,
- E. During any other instances when hearing should be protected, or as directed by your supervisor.

#### **10.05 Foot Protection**

Many City tasks involve handling heavy tools and materials, walking on hazardous surfaces or working near machinery. Proper footwear helps prevent foot injuries like cuts, bruises, punctures, or crushed toes. Supervisors shall ensure that each employee wear City approved protective footwear when working in areas where there is a danger of foot injury. These include but are not limited to, the following:

- A. Working in areas where tools, materials or equipment may fall on the feet or where there is exposure to sharp objects or blades of power tools.
- B. Working near construction equipment.
- C. Performing repair shop tasks.
- D. When tearing down and maintaining machinery.
- E. While installing, constructing or maintaining street lighting and traffic control facilities.

- F. All personnel subject to the landfill disposal area.
- G. All personnel on any construction or maintenance project job site.
- H. Rubber boots, issued by the City, will be worn only while working in wet or muddy conditions.

**10.06 Hand Protection**

- A. Gloves shall be worn for protection from cuts, abrasions, and other injuries to the fingers, wrists, and forearms.
- B. Gloves with leather palms shall be worn when handling rough-edged or abrasive material or when hands could be cut, punctured or burned.
- C. Rings shall be removed or not worn to work if there is any chance of them getting caught in any hook, tool or piece of machinery.
- D. Cleanse hands with soap and water to prevent skin irritation—not gasoline, turpentine or bleach.
- E. Rubberized gloves shall be worn when handling skin-irritating materials.
- F. Other types of gloves or hand protection may be required by your supervisor based on the task.

**10.07 Machine Guards**

- A. All machine guards shall be kept in place while machinery is in operation.
- B. If a guard is removed for repairs, it must be put back on immediately once the work is done.

**10.08 Respiratory Protection**

Some tasks may expose employees to harmful dust, fumes, gases, or vapors. When this happens, the proper respiratory protection must be used. Supervisors will train employees on available equipment, how to use it properly and the limits of what it can protect you from. Employees are responsible for learning and following these procedures to protect their health.

**SECTION 11 – MOTOR VEHICLE AND MOBILE EQUIPMENT**

City vehicles are easily identified and constitute a traveling advertisement seen by many citizens. City vehicle drivers’ behavior affects the public’s perception of City of Wauchula government. Courteous and considerate driving habits combined with defensive driving principles prevent accidents and build good public relations.

**Driver Responsibilities & General Rules**

- 11.01 Drivers must have a valid Florida Driver's license in their possession. A Commercial Driver's License (CDL) is required for operating vehicles having a weight of 26,001 pounds or more.
- 11.02 Drivers must obey all state and local traffic laws.
- 11.03 All drivers and passengers in City vehicles must wear seat belts at all times.
- 11.04 Only authorized personnel may drive or operate a City owned vehicle.
- 11.05 Drivers must never operate a City vehicle or equipment while under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter medications.
- 11.06 Do not operate vehicles with known mechanical defects. All such defects shall be reported through proper methods.
- 11.07 Do not use a hand-held cell phone while driving a City vehicle. If a call is necessary, pull over and stop the vehicle before using the phone or utilize a hands-free device.
- 11.08 Supervisory personnel will ensure that all slow-moving equipment operated in public rights of way are equipped with a triangular shaped reflecting sign and flashing lights in accordance with the State of Florida Motor Vehicle Code.
- 11.09 **Emergency Lighting** – Supervisory personnel will ensure that all service vehicles and construction equipment engaging in operations or subject to be used outside of normal daylight hours shall have 360° emergency lights visible to oncoming traffic for the protection of employees, the vehicle, and the general public. All personnel operating such vehicles shall operate the emergency light as necessary and use the four-way emergency flashers or strobes for added protection. All other vehicles utilized for emergency operations shall have emergency strobe lights. As additional protection, some vehicles shall have reflective tape (e.g. 3M Scotchlite) placed on bumpers and other key areas. Utility vehicles and other mobile equipment the size of a pickup truck or larger shall have their emergency lights ON when operating in or alongside any public right of way.
- 11.10 Employees are responsible for a weekly vehicle inspection. Supervisory Personnel should be aware of the mechanical condition of their department's vehicles. Vehicle inspections shall include lights, horns, tires, motor oil, fire extinguisher, directional signals, brakes, windshield wipers and vehicle damage.

## **Backing, Parking & Safe Operation**

### **11.11 Vehicle Backing**

When driving a vehicle has limited rear visibility, operate the vehicle in reverse with the assistance of a spotter whenever possible. If a crash occurs and no spotter was used, or if the spotter gave incorrect directions, both the operator and spotter may share responsibility.

- A. Any employee can perform the function of a spotter when called upon.

- B. It is the operator and spotter's responsibility to watch for traffic, property, and obstructions as the vehicle is backing.
- C. Clear verbal communication and hand signals are essential between the operator and the spotter.

### **11.12 Vehicle Parking**

Drivers shall comply with State and local parking regulations except when exempt due to construction procedures. The driver in this case is responsible for proper work zone protection as required by the Florida Department of Transportation.

- A. Whenever possible, park in a space that allows the vehicle to pull forward when exiting and avoid backing altogether. If no parking is available to allow this, back into the parking space / work site upon arrival. Backing in on arrival prevents having to back out after surrounding conditions may have changed.
- B. If pulling in forward is the only parking option, when backing, either use a spotter or walk all the way around the vehicle to ensure clearance.
- C. Except when working conditions require otherwise, turn off the engine, remove key from ignition, set emergency brake and lock the vehicle.
- D. Drivers shall ensure that any motor vehicle parked on a slope does not roll by use of wheel chocks, setting the brakes, and putting the transmission in "PARK".
- E. Employees shall place a traffic cone at the front and rear of their City vehicle when parked for more than 15 minutes in any public right of way and as additionally directed by their department supervisor.

**11.13 Headlights** - Turn on low beam headlights during rainstorms, fog or low-light conditions. When driving at night, headlights should be turned on 30 minutes before sunset until 30 minutes after sunrise.

**11.14** Never leave a vehicle unattended while the motor is running.

**11.15** Drivers shall be particularly alert when driving in areas where children are known to gather. Children must be kept from playing in or near City owned vehicles. While working in areas such as schools, parks, playgrounds or community centers, drivers shall be especially watchful for children and shall drive carefully and slowly at all times.

**11.16** Stay within posted speed limits. Slow down when conditions require extra caution.

**11.17** Never assume other drivers will yield, even if you have the legal right-of-way. The driver who has the last chance to avoid an accident should always do so, even if they're technically in the right.

## **Riding, Loading & Specialized Equipment**

### **11.18 Safe Riding Practices**

- A. Employees must ride only in designated seating areas.
- B. Do not ride on the running boards, tops of vehicles, in or on trailers, truck beds, or with their legs or arms hanging out of the rear or sides of the vehicle. The only exception to this would be Solid Waste employees assigned to assist rear-end loader routes.
- C. Never get on or off a moving vehicle.
- D. Only as many employees may ride in a seat as it was designed to hold.

### **11.19 Load Security**

- A. Drivers shall make sure all loads and supplies are properly secured in such a manner that they will not dislodge, fall out of or fall forward during transit or sudden stops and that riders are not exposed to shifting loads.
- B. All sharp tools and instruments shall be properly stored to prevent injury.
- C. Any load extending four feet or more beyond the bed or body of a vehicle must have at least one red flag, a minimum of 16 inches square, attached to the end of the load. A red light shall be used at night or during other periods of limited visibility.

**11.20 Fueling Safety** - Turn the engine off before fueling. Do not smoke near fuel or fueling areas.

### **11.21 Trailer Safety**

- A. Safety chains are required to be in good condition at all times and will be used whenever a trailer is towed.
- B. Prior to using a brake-equipped trailer vehicle, a brake test shall be made on the towing vehicle each time the trailer is coupled. This shall include a visual inspection of hoses and couplings and an actual test of all brake combinations.
- C. If hauling poles or materials extending over the trailer, a red flag shall be attached to the end of the load. At night and during other periods of limited visibility, a red light shall be used at the end of the load.
- D. Chains, cables, and load binders shall be used to secure the load to the trailer.

### **11.22 Aerial Lift Vehicles and Pole Setting Trucks**

- A. Vehicles with booms used for setting or removing poles, truck mounted ladders or mechanical or hydraulic lifts shall not be driven in an elevated position.

- B. These types of vehicles shall not be moved while employees are elevated in the bucket or on ladders.
- C. When mobile hoists, cranes, booms or other such equipment are operated near energized equipment, all persons shall remain in the clear until the equipment is in a safe position.
- D. Before operating all such equipment, the operator shall make certain the outriggers are extended, the outrigger safety valve engaged, and the piece of equipment is leveled and on a stable surface. When the outriggers are up, the safety valve shall also be engaged.
- E. Employees shall not stand or sit on the edge of the bucket. Employee's feet shall be on the floor of the bucket at all times.
- F. Employees in aerial lift type vehicles shall use fall protection at all times, including but not limited to a stationary positioning device and full body harness.
- G. Riding in a bucket of an aerial lift vehicle between locations shall not be permitted.
- H. Do not exceed the rated load capacity of the boom.
- I. Outrigger pads shall be used on all unpaved surfaces.

### **11.23 Cranes, Hoists, and Related Equipment**

- A. Only authorized and trained employees shall operate such equipment.
- B. A sign shall be posted on all such equipment reading as follows: "Unlawful to operate this equipment within ten (10) feet of high voltage lines."
- C. Operators shall not move loads over the heads of workers.
- D. Never leave a load suspended and unattended unless it's over a barricaded area, blocked or otherwise supported from below.
- E. Employees shall not stand or walk under a suspended load.
- F. Operators of such equipment shall take signals from only one person during operations. Only authorized and trained employees shall give signals.
- G. Operators and fellow employees must be familiar with safe load lifting methods, load limits, and proper rigging and materials.

## **SECTION 12 - MATERIAL HANDLING**

Many workplace injuries happen during material handling. These include strains, sprains, hernias, fractures, cuts, and bruises. Most can be avoided by planning ahead, using the right tools, and following safe lifting techniques. (see Section 5, General Safety Rules & Procedures, 5.04 Lifting Procedures)

### **12.01 Hand Trucks (Dollies)**

- A. Pull four wheeled hand trucks with swivel axles and tongue. Push all other types of hand trucks.
- B. Use the right type of hand truck for the material you are handling.
- C. Watch where you are going when pushing or pulling a hand truck and slow down at corners.
- D. Allow clearance for your hands when moving through doorways or past other objects. Use truck handles.
- E. Ask for help when moving hand trucks up or down inclines to prevent losing control of the truck.
- F. When using trucks, stop at all blind intersections before proceeding.
- G. Always park trucks safely, out of walkways; leave handles upright to prevent tripping.
- H. Hand trucks with broken wheels, splintered handles and other defects must be removed from service and reported to your supervisor.
- I. All hand truck operators are required to wear City approved protective toed shoes.
- J. Watch the floor ahead in order to avoid bumps, cracks, uneven surfaces, etc.
- K. Stack loads evenly. An unbalanced load may shift, causing the hand truck to overturn.

### **12.02 Forklifts**

- A. Only properly trained and authorized employees shall operate forklifts.
- B. Keep the load no higher than 6 inches off the ground while moving. Never raise or lower a load while the forklift is moving.

**12.03 Hoisting Equipment** - All hoists shall have the rated load capacity posted on the exterior of the hoist. Employees shall not exceed the specified limit. Employees will report to their supervisor if inspection of hoist has expired.

### **12.04 Stacking and Piling Materials**

- A. The area where materials are to be stacked shall have a safe base (solid, smooth and level surface).
- B. Barrels and other materials that may roll or slide should be chocked at the base.

- C. Stack materials to a safe height - not so high that the stack will be unsteady. The total weight of the stacked material shall not exceed the floor load limit. Leave at least 18 inches of space between the top of the stack and any ceiling or sprinkler heads.
- D. Cross tie each layer so that no unsteady stacks are within the pile. Step back each layer if needed for extra stability.
- E. Keep aisles clear for workers and fire equipment. Materials should not stick out past the face of the pile.

## **SECTION 13 - CONSTRUCTION AND MAINTENANCE SAFETY ABOVE GROUND AND UNDERGROUND**

City employees frequently perform construction and maintenance work that involves proximity to above-ground and underground utilities. These job sites often include hazards such as overhead power lines, buried gas mains, and underground water or communication lines. Failure to properly locate and account for these utilities can lead to severe injury, service disruptions, or life-threatening emergencies.

To prevent accidents, utility safety must be a critical part of job planning. Employees must never assume they know the location of underground lines. Contact with electrical service or the rupture of a gas main are two of the most dangerous risks, but they are preventable through proper utility locates and cautious operations. In the event of a utility strike, employees must immediately notify the appropriate utility provider. Fast and accurate reporting protects not only City workers but the public as well.

### **13.01 Common Job Site Hazards**

- A. Excavation resulting in gas explosion, electrocution, flash burns, etc.
- B. Rupture of gas, water and sewer facilities caused by mechanical compaction, boring, or digging equipment.
- C. Electrocution resulting from contact with overhead electrical wires.
- D. Interruption of electrical service or communication lines from excavation, pole collapse, etc.

Construction accidents can be prevented by considering safety in planning every job, coordinating with other utilities to locate services near the job site, instructing workers about the hazards involved as each job is explained to them, using approved protective clothing and equipment and adhering to approved safe job procedures.

### **13.02 Call Before You Dig**

All Public Works personnel should contact the Locates Department which will submit a locate request through Sunshine 8-1-1 for utility locates during regular work hours.

### **13.03 If a Gas Pipeline is Damaged:**

- A. Immediately call 911 and the gas utility service, if known.
- B. Shut off all motors in the area; do NOT start any motor vehicle engines.
- C. Remove all possible fire & spark sources from area. (NO smoking, flames, etc.)
- D. Do not cover or try to fix the damaged pipeline.
- E. Do not turn any gas valves.
- F. Check buildings in the immediate area for gas odors and request occupants to leave the area if gas odors are detected.
- G. Reroute traffic from the immediate area and notify the supervisor, department head and Human Resources of the situation.
- H. Stay near the area until relieved by law enforcement or fire department.

#### **13.04 Electrical Safety on the Job**

- A. Accurately locate any electrical service in the work area and contact the City electric department when work is to be done near any such service.
- B. When excavating near pole or guy wires, contact the City electric department before beginning work.
- C. Before excavating beneath buried conduit or cables, arrangements concerning maintenance of electrical services, proper support of exposed conduit and/or suitable compacting of backfill shall be planned in advance with the proper utility service.
- D. All wires and conduit shall be considered energized and dangerous.
- E. Booms and protruding parts of construction machinery shall not be operated closer than ten (10) feet from overhead electric power lines. When construction machinery must be operated in close proximity to energized lines, a signal person shall be provided to direct the operator. Signal persons shall watch carefully and give signals to the operator to prevent movement of the machinery any closer than the ten (10) foot minimum clearance.

#### **13.05 If Machinery Contacts Energized Wires:**

- A. If you are not in any danger of fire, stay inside the equipment and immediately call 911 and your supervisor.
- B. If possible, the operator should attempt to swing the boom clear of the wires.

- C. Do not touch the equipment and the ground at the same time. If a fire makes it necessary to leave the equipment, jump entirely free, being careful that no part of the body is in contact with the machine and the ground at the same time.
- D. When jumping clear of energized equipment, try to land on dry ground.
- E. Do not return to the energized equipment once you've exited and keep others away from it.

### **13.06 Telephone Service Safety**

- A. Notify the telephone company when work is to be done near any telephone service. This can be done by contacting the Locates Department.  
Telephone lines typically operate at low voltage but can become energized if accidentally crossed with power lines, even far from the job site. Consider ALL lines hazardous. Follow the precautions listed for "Electrical Safety on the Job" (Section 13.04).
- B. Do not cut or disturb guy wires. Sudden release of tension may cause poles to collapse.
- C. Underground telephone cable is usually buried with a minimum cover of 24 inches. Subsequent grading changes may reduce this. Always locate and confirm depth before using pipe pushers, trenchers, boring tools, air hammers, pins for paving and curb forms, etc.

### **13.07 Digging and Trenching Operations**

Public Works has pipe trench excavation standards based on generally accepted practices in the construction industry. Anytime crews are required to work in an excavation deeper than five (5) feet, either a Supervisor or a Foreman must inspect the excavation to ensure it meets the standards.

- A. The sides of all excavations five (5) feet or more in depth must be supported with proper shoring, sheeting or trench boxes.
- B. Ladders or ramps must be provided for safe entry and exits from any trench five (5) feet or deeper.
- C. Workers using picks and shovels must work far enough apart to avoid injuring each other.
- D. Approved guards such as cribbing, barricades, warning signals or flag persons must be in place during street repairs, manhole work, or open excavation to protect both workers and the public.
- E. A signal person shall assist the equipment operator during excavation. This person must be positioned where they can be easily seen by the operator, stay outside the range of moving parts or suspended loads, and warn the operator of people or hazards in the work zone.

- F. Keep all tools, materials, and equipment at a safe distance from the edge of trenches, curbs, or embankments to prevent collapse or falling objects.
- G. When chains, ropes, cables, slings, etc., are placed under tension, employees and observers shall be warned to keep a safe distance should the chains, ropes, etc., break.
- H. The public shall be directed away from hazardous areas and material piles.

### **13.08 Material Handling Machinery**

- A. When heavy objects are to be moved with a crane, be sure the load is properly secured using slings and grips with adequate strength to hold the load.
- B. Guide suspended loads using non-conductive tag lines, such as nylon rope, to reduce shock hazard if contact with electrical service occurs. Tag lines must be long enough to allow workers to stay safely out of the drop zone in the event of a load shift or fall.
- C. Never crawl under mobile construction machinery during rest or lunch breaks.
- D. Never move a suspended load over persons on the ground or above persons working in an excavation.

### **13.09 Aerial Platforms and Baskets**

- A. City employees use several kinds of mobile equipment with platforms or baskets on which they are mechanically lifted for work high above ground level. This equipment is used by employees in various public service maintenance tasks. Possible hazards include:
  - 1. Contact with electrically charged overhead wires.
  - 2. Falls.
  - 3. Dropping tools and other objects on workers below.
  - 4. Being caught in, on or between moving parts of the equipment.
- B. Maintain a minimum distance of 10 feet from overhead power lines unless the task requires closer work (e.g., utility or traffic signal maintenance). When exceptions apply, only trained personnel should perform the work and additional safety measures must be in place. These exceptions are:
  - 1. When maintenance personnel must work on overhead lines.
  - 2. When traffic signal maintenance personnel must service a traffic signal installation.
- C. Employees working from an aerial platform or basket shall use a safety line strong enough to support his/her weight. The safety line shall be connected to a fitting or harness secured

to the platform, basket or boom and to a safety belt or harness worn by the employee. Never sit, stand or climb on the edge of the basket, feet must remain flat on the floor.

- D. Before engaging outriggers, booms, power takeoffs, etc., ensure all persons in the vicinity of the equipment are clear of any moving equipment parts before power is applied. Operators must be trained and familiar with the specific controls on each machine, as layout and function can vary.
- E. Always lower outriggers before raising the basket. Many machines include interlocks which prevent raising the basket until outriggers are down. Outrigger pads will be used on all unpaved or uneven surfaces for added stability.
- F. Provide a verbal warning before lowering outriggers if the automatic audible signal is inoperative or unavailable.

### **13.10 Working in Rights of Way**

Many City maintenance and repair activities—such as utility work, landscaping, tree trimming, trash collection, and signal maintenance—require employees to operate in or near public rights of way used by vehicles and pedestrians. These conditions demand heightened awareness and adherence to traffic safety protocols. All of Public Works work zone traffic control will conform to the Florida Department of Transportation (FDOT) Maintenance of Traffic (MOT) standards for FDOT roads. Supervisors and select employees will be trained in FDOT MOT. The following safety procedures apply:

- A. An ANSI-compliant high-visibility garment shall be worn by all employees working in or alongside any public right of way.
- B. Use adequate warning signs and barricades to protect workers and direct the public around the work area. Whenever possible, maintain a safe flow of pedestrian and vehicular traffic while interfering as little as possible with normal traffic patterns.
- C. Notify City Administration, which, if necessary, will notify the proper law enforcement agency, before any City Street is completely closed for maintenance or repair work.
- D. If equipment must be operated in lanes left open to traffic, a flag person shall be provided to control and direct traffic safely.
- E. When City work crews must perform emergency work in high-traffic areas, notify central dispatch (863-773-4144) of the work location and the estimated time of completion.
- F. Post appropriate hazard warnings before starting work such as road repair, manhole access or excavation. Minimize right of way obstruction while ensuring safety.
- G. If repair work requires the number of traffic lanes to be reduced, place advance warning signs and barricades to alert motorists of the obstruction. If there are hazards to pedestrians, use barricades and reroute the walkway.

- H. If an open cut is left in a posted traffic lane when work is stopped or suspended for any reason, a cover strong enough to support the normal traffic loads shall be placed over the cut and anchored. If the cut cannot be covered and must be left overnight, adequate warning signs and barricades shall be used, adequate lighting shall be provided and the Police Department shall be notified.
- I. Mobile equipment used for maintenance or repair of City streets shall be equipped with flashing or rotating lights and any combination of the following warning lights:
- Turn signal lights
  - Flashing lights
  - Rotating lights
  - Oscillating lights
  - Flashing arrow signs mounted on the vehicle or equipment

Activate all available warning lights whenever operating in or near public rights of way (See Section 11.09 - Emergency Lighting).

### **13.11 Traffic Warnings and Barricades**

- A. Hazard Prevention/Warnings: (i.e., large holes, soft patches, etc.)
1. Place signs (plus flashing lights at night) well in advance of the hazard.
  2. Protect holes and patches with wooden horses or fence barricades and add flashing lighted barricades at night.
  3. Replace flags used to mark a hazard with warning signs as soon as possible.
- B. Barricade Lighting: The employee in charge of work requiring the lighting of a barricade shall ensure the lights are operable, properly placed and adequate for the job.
- C. Removal of Temporary Signs:
1. Signs placed solely for the protection of workers (Men Working, etc.), must be removed at the end of the day's work.
  2. Signs placed to warn of temporary hazards (Bump, One Way Traffic, etc.), should be removed as soon as the hazard no longer exists.
- D. Protection of Employees Working on a Roadway:
1. "Workers Ahead" signs shall be placed well in advance of the work, in both directions, during operations.
  2. When patching and/or filling cracks, etc., work shall be done on one lane of the roadway at a time.

3. Flag persons shall be used whenever there is a risk to workers or traffic flow.

### **13.12 Flag Person Procedures**

- A. Flag persons shall:
  1. Be trained in FDOT MOT procedures.
  2. Stand close enough to the workers being protected so there is no doubt as to the flag person's purpose.
  3. Stay at least 100 feet from the work zone unless conditions make this impossible.
  4. Stand on the shoulder of the roadway and to the right of approaching traffic.
- B. To Stop Traffic: The flagger shall face the traffic and extend the STOP sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm should be raised with the palm toward approaching traffic.
- C. To Direct Stopped Traffic to Proceed: The flagger shall face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger should motion with the free hand for traffic to proceed.
- D. To Alert or Slow Traffic: The flagger shall face traffic with the SLOW sign paddle in a stationary position with the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.
- E. To Flag Traffic at Night: Garments and STOP/SLOW paddles shall be retro reflective and clearly visible at a distance of at least 1,000 feet.

## **SECTION 14 – HAND AND POWER TOOL SAFETY**

### **14.01 Hand Tools**

Injuries resulting from improper use and care of hand tools are a common occurrence. The following safety procedures for the use of hand tools shall be followed:

- A. Select the right tool for the job.
- B. Tools that are defective or unsafe shall be removed from service immediately and reported to the supervisor.
- C. The cutting edges of hand tools shall be sharpened as necessary. Tools shall be carried with the sharp edge/point down.

- D. Before using any tool, check the handle to ensure its tight and secure.
- E. Wear shatter proof, clear goggles when using chisels, punches and wedges. Be sure the work area is clear of other persons before using these tools.
- F. Use only properly insulated tools (screwdrivers, wire cutters, etc.), when working near energized electrical circuits or equipment. Avoid using metal tape measures, fabric tapes containing woven metal strands, rope with wire cord or other tools and equipment that have conductive properties.
- G. Return tools to their proper place after use to prevent loss and injuries from tripping and other hazards.

#### **14.02 Power Tools**

Power tool hazards range from electrical shock to being struck by debris. The following safety procedures for using power tools shall be observed:

- A. Never operate power tools without the protective guards provided in place.
- B. All electrical tools shall be grounded by connecting a three-wire cord with a polarized three prong plug to a properly grounded three-hole receptacle unless the tool is double insulated and clearly labeled as such.
- C. Electrical tools and machinery shall be inspected for damaged cords and ground connections before each use. The most common defects occur at points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
- D. When electrical equipment is to be used at a wet location, employees must wear rubber boots and use a GFI pigtail or receptacle.

#### **14.03 Grinders**

- A. Grinding wheels are most likely to break when they are cold. Therefore, apply work gradually to a cold wheel at the beginning of each work period.
- B. Never store a grinding wheel on damp or cement surfaces. Do not put oily rags on the wheels.
- C. Every grinding tool must be securely fastened to the shaft before beginning work.
- D. Do not exceed the maximum operating speed as shown on the manufacturer's label.
- E. Keep the tool rest adjusted to within 1/8 inch of the wheel and the tongue guard within 1/4 inch. Never attempt these adjustments while the machine is in motion.

- F. Do not use the side of an emery wheel for grinding unless it is specifically designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.
- G. Only grind aluminum on wheels designated for aluminum grinding.
- H. Use the entire surface of the wheel evenly to avoid grooving and weakening the wheel.
- I. Grinder bearings shall be kept properly oiled and adjusted. This will help prevent hot bearings and spindles which are sometimes responsible for melted bushings.
- J. Do not abuse the wheel by applying excess pressure.
- K. Be particularly careful when grinding narrow tools or other objects as they are easily caught between the work rest and the wheel.
- L. Do **not** wear gloves and loose clothing while operating a grinder. Grinder operators shall wear safety goggles at all times when the grinder is in use.

#### 14.04 Drills/ Drill Presses

- A. Adjust the work table to allow plenty of room for the jig, and keep hands away from the revolving drill. Never run the point of the drill into the table.
- B. Be sure that both the chuck and the drill are tight on the spindle and that any work tables are tightened before beginning to drill.
- C. A sluggish drill is usually the result of incorrect grinding. Be sure the drills are sharpened properly for the particular material to be drilled so that the cut will be the right size.
- D. Clamp or fasten all materials to the drill press bed—never hold workpieces by hand.
- E. Never run a drill faster than the rated speed as this may result in broken drills, damaged material and serious injury.
- F. Do **not** remove broken drill pieces with a center punch and hammer.
- G. Never leave the key in the chuck after tightening a drill. Report any protruding set screws to your supervisor so that the drill may be repaired or replaced.
- H. Lower the spindle close to the table before removing the chuck to avoid injuries or damage from falling parts.
- I. Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise made when the drill bit comes through work so that you can ease off the pressure.
- J. Do **not** wear gloves and loose clothing while operating a drill press.

## 14.05 Compressed Air

- A. Inspect air hoses before each use. Do not use equipment with leaks, tears, or other visible damage—remove it from service and report it to your supervisor.
- B. Do not use compressed air with an air nozzle to clean surfaces if it may create a hazardous atmosphere (e.g., asbestos, dust). Use only when no safer method is available and appropriate PPE is worn.
- C. Remove the piston or tool of an air hammer whenever it is not in use to prevent it flying out and striking someone.
- D. Always close the air valve and release pressure from the hose before performing maintenance, inserting tools, or leaving the equipment.
- E. Maintain a secure hold on the handle of the air motor to prevent it from flying around and striking you.
- F. Ensure the discharge end of the air hose is secure before allowing compressed air to flow to avoid injury from uncontrolled movement.
- G. Wear safety goggles and hearing protection when operating compressed air equipment.

## 14.06 Gas Welding

- A. All gas welding equipment, hoses, regulators, and connections must be kept clean and free from grease and oil. *Oxygen can react explosively with oil or grease.* Gloves and clothing contaminated with these substances can also create ignition hazards.
- B. Never roll tanks on the floor. Do not attempt to carry them by hand or hoist unless properly secured. Use the skid provided when unloading cylinders from the truck. The cylinders must be securely chained after unloading.
- C. Acetylene and oxygen tanks shall be securely fastened with a chain in an upright position where there is no danger of their falling or being bumped.
- D. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out equipment as it may contain oil and moisture. Use oxygen to blow out oxygen hoses and acetylene to blow out acetylene hoses.
- E. When exchanging an empty tank for a full one:
  - 1. Shut off the valve on the empty tank.
  - 2. Release the thumb screw on the regulator.
  - 3. Disconnect the regulator, blow out the tank valve and connect the regulator to the full tank.

4. Stand on the opposite side of the tank and point the acetylene valve outlet away from the gauge while opening the tank valve.
  5. Adjust the thumb screw on the regulator to the proper pressure, making sure there is no excess oxygen which causes unnecessary sparks in operations.
- F. Clean the end of the torch before lighting it. Use only friction lighters.
  - G. Do not place materials in a position that will permit sparks, hot metal or a severed section of metal to fall on the gas supply hose or employees' feet.
  - H. Once work is completed, the welder shall make a careful inspection of the job site to ensure that hot articles, which could develop into a fire, have not been left smoldering.
  - I. Proper safety goggles and gloves shall be worn when performing gas welding operations.

#### **14.07 Electric Arc Welding**

- A. Welding operations shall be performed inside a regular welding booth, whenever possible. If work must be performed outside a booth, the arc must be effectively screened to prevent injury to eyes and other parts of the body.
- B. Before entering a welding area, make sure the welder is aware of your presence (shout if necessary) to avoid accidental arc exposure.
- C. Anyone entering a welding area shall wear required eye protection.
- D. Deposit short ends of welding rods in designated containers to prevent burns or fire hazards.
- E. When not in use, place the electric holder where it cannot cause an arc.
- F. Use only welding cables that are in good condition to avoid short circuits. Damaged cables must be removed from service and reported.
- G. Proper helmets and shields shall be worn during all electric arc welding operations. Do not remove your helmet while bending over a hot weld.
- H. Only properly trained and authorized operators shall use welding equipment. Never attempt to repair welding equipment. Take broken or defective equipment out of service and report it to your supervisor.
- I. **WARNING: Remove butane lighters from clothing pockets and store with other personal items. No butane lighters are permitted in welding work area.**

#### **14.08 Tree Trimming and Chain Saw Safety**

- A. Before beginning any tree operations, inspect both the tree and the surrounding area for potential hazards such as unstable limbs, power lines, or ground conditions
- B. Employees must never work or stand beneath a tree that is being trimmed or felled.
- C. Except in cases of emergency, tree work will be avoided when trees are wet, during high winds or during extreme low temperatures.
- D. Tree trimmers will ask only crew members for assistance. Never ask bystanders for help.
- E. Danger signs and barriers shall be placed around areas where tree work is to be done.
- F. Use ropes with sufficient strength and in good condition to lower large limbs safely.
- G. Never leave tools in trees during lunch hour or overnight.
- H. Special precautions shall be taken when working near live electrical wires. (See Section 13.09 Aerial Platforms and Baskets for additional guidance.)
- I. Any wires damaged or brought down during tree work must be reported immediately to the appropriate utility company. Downed wires must be guarded until utility personnel arrive.
- J. Use pull ropes to guide the fall of large trees. Once the tree has been notched, it must not be left unguarded or unattended.
- K. Before walking or changing work locations, turn off the chainsaw and point the guide bar to the rear. Never walk with the motor running.
- L. Always stand behind the saw when cutting. Do not operate the saw from the side, and avoid using the tip of the saw, which can cause kickback.
- M. Never attempt to replace the chain in the guide rail groove while the saw motor is running.
- N. Clean, inspect, and lubricate saws regularly. Maintain proper chain tension and sharpness for safer and more efficient operation.
- O. Head protection, safety footwear, chaps, and safety goggles / glasses shall be worn when performing tree trimming and chain saw operations. Additional Personal Protective Equipment may be required based on identified hazards.

#### **14.09 Lawn Mowers**

- A. Areas to be mowed shall be inspected for foreign objects. Wires, stones, bottle caps, sticks, etc., shall be removed before mowing.
- B. Mower operators shall warn bystanders of the danger of flying objects. Extreme caution shall be taken when children are in the immediate area.

- C. Safety goggles or glasses shall be worn by employees operating a push type rotary lawn mower.
- D. Do **not** leave a power lawn mower unattended while the motor is running.
- E. Keep hands and feet clear of the mower's undercarriage at all times, especially when the blades are in motion.
- F. The spark plug wire shall be disconnected from the spark plug during maintenance repairs.

## **SECTION 15 – LADDER SAFETY**

Electrical shock and falls are the two most common and serious types of injuries sustained while working from ladders or scaffolds. The following safety procedures apply to all employees when using this equipment:

### **15.01 Ladders**

- A. Metal ladders must never be used near electrical circuits.
- B. Wooden ladders must be inspected regularly. Over time, wood can shrink and loosen steps or back bars. To maintain safety, tighten ladder rods as needed.
- C. Wooden ladders or scaffold planks must not be painted, as paint can hide cracks or defects. Use spar varnish or a linseed oil/turpentine mixture to preserve wood instead.
- D. Do not place ladders against window sashes.
- E. When setting up a straight ladder, follow the “4-to-1” rule: the base should be one foot out for every four feet of height (e.g., 8 feet high = 2 feet from the wall).
- F. Straight ladders must extend at least three rungs above the surface being reached.
- G. Stepladders must never be used as straight ladders—they are not designed for this purpose.
- H. If a ladder is set on an unsecured surface, it must be stabilized with hooks, ropes, spikes, cleats, anti-slip devices, or by having another employee hold the base.
- I. Never stand on the top step of a stepladder.
- J. Only one person may use a ladder at a time unless the ladder is specifically designed for multiple users.

- K. Do not carry tools or materials in your hands while climbing. Use a tool belt or hand line to raise and lower items.
- L. Always face the ladder and use both hands when climbing up or down.
- M. Clean muddy or slippery shoes before climbing.
- N. Keep ladder rungs free of grease, oil, or debris.
- O. When placing a ladder near doors or traffic areas, post warning signs, place barricades, or use other measures to prevent accidental contact.

## 15.02 Scaffolding

- A. Scaffolds over ten feet high shall have toe boards, mid-rails and handrails.
- B. When working from a scaffold, keep tools in a bucket or box that is secured to the scaffold in order to prevent injuries caused by falling tools.

## SECTION 16 - CONFINED SPACES

Protection against hazards in confined spaces requires strict adherence to precautionary procedures. Employees must use testing instruments to detect explosive gases or vapors, other toxic substances, and oxygen-deficient atmospheres. If a hazard is detected, the area shall be ventilated or purged and retested. If possible, the source of contamination should be secured. When entry into a potentially hazardous space is necessary, the appropriate respiratory protection must be worn (see Section 10.08, Respiratory Protection).

### 16.01 Definitions

- A. **Confined space** meets all of the following criteria:
  - is large enough for an employee to enter and perform assigned work; and
  - has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
  - is not designed for continuous employee occupancy.
- B. **Non-permit confined space** means a confined space that does not contain, or have the potential to contain, any hazardous atmosphere capable of causing death or serious physical harm.
- C. **Permit-required confined space (permit space)** means a confined space that has one or more of the following characteristics:
  - contains or has a potential to contain a hazardous atmosphere;
  - contains material that could potentially engulf an entrant;
  - has an internal configuration that could trap or asphyxiate an entrant (e.g. inwardly converging walls or by a floor which slopes downward and tapers to a smaller

- cross-section; or
- contains any other recognized serious safety or health hazard.

## **16.02 Confined Space Basic Standard Operating Procedures**

The following safety procedures shall be followed when working in confined spaces:

- A. Test the atmosphere before entry to detect explosive, toxic, or oxygen-deficient conditions.
- B. Vent hazardous atmospheres before entry whenever possible.
- C. Maintain adequate ventilation throughout the duration of entry.
- D. When using portable blowers to ventilate, be sure the air intake does not pick up carbon monoxide fumes from the engine.
- E. Use appropriate respiratory protection, and ensure all personnel are properly trained in its use.
- F. Do not enter a permit-required confined space without a safety belt or harness and attached lifeline tended by another employee at the point of entry.
- G. Smoking and open flames are prohibited in underground operations or confined spaces.
- H. Confined space exits shall never be blocked.
- I. Before opening manholes, place barricades and warning signs to protect vehicular and pedestrian traffic.
- J. Use ladders to enter manholes if there is any doubt about the safety of the manhole steps.
- K. Only lights approved and provided by the City shall be used in manholes and sewers.
- L. When changing air tools, the air supply shall be shut off at the supply source. It shall not be shut off by bending or pinching the airline hoses.
- M. Lift Station Entry - See Lift Stations & Sewer Collections Departmental Safety Policies.

## **SECTION 17 – CONTROL OF HAZARDOUS ENERGY LOCKOUT / TAGOUT**

The purpose of these procedures is to protect employees from injuries caused by the sudden or accidental release of hazardous energy during the maintenance, repair, or installation of equipment or machinery. These procedures apply to all City employees, operations, and work sites where energy control is required. The most effective protection is proper lockout/tagout of energy sources, using the following procedures.

### 17.01 Definitions

- A. **Energy Source** is any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source that could cause injury to employees.
- B. **Lockout** is the placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- C. **Lockout Device** is a device that utilizes a lock and key to hold an energy-isolating device in the safe position for the purpose of protecting personnel.
- D. **Tagout Device** is a prominent warning device that is securely attached to the energy-isolating device.

### 17.02 Work Site Safety Engineering

- A. Each facility shall identify all areas where regular service points exist. These areas should be conspicuously marked with labels that indicate lockout /tagout procedures apply.
- B. Lockout and tagout devices shall be the only device(s) used for controlling energy and not be used for other purposes. These devices shall be standardized within the departments.
- C. Lockout/tagout devices must be durable, secure, and clearly indicate the name of the employee who applied them.
- D. Supervisors should inspect facilities regularly to insure that lockout/tagout procedures are followed, that lockout/tagout devices are available for all applications and that signage is present in the major areas where lockout/tagout is needed.

### 17.03 Lockout/Tagout Basic Standard Operating Procedure

- A. Prior to beginning work on a project, determine the number of energy sources involved and if lockout/tagout is applicable.
- B. If lockout/tagout is required, notify the supervisor and all ***affected*** employees that a lockout is required and the reason for it.
- C. If equipment is operating **shut it down** or have the responsible employee **shut it down**.
- D. Before starting repair or service, make sure power is disconnected and any hazardous residual pressure is relieved prior to and during such work. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- E. Lockout the energy isolating device with an assigned personal lock. Complete a Lockout tag, identifying the reason for lockout and sign your name, date and time. The Lockout tag

must be put on the lock. Keys will be removed at the time of lockout. **CAUTION**: Never give your lockout key to anyone.

- F. After ensuring that no employees are exposed, operate the control/valves, etc. on the equipment to verify that the energy source has been disconnected. Return controls to neutral/off position after the test.
- G. If energy is disconnected and lockout is complete, the job may begin.
- H. When the job is complete, check the area and equipment to be sure that no employees are exposed.
- I. Remove all locks and tags. No one other than person(s) placing padlock(s) on power lockout shall remove padlock(s) and restore power.
- J. Turn the energy source on and check out the equipment, processes, etc. to verify that energy is on and equipment functions.
- K. If more than one individual is required to lockout equipment, each shall place their own personal lock and tags on the energy isolating device. As an alternate, the assigned supervisor may lockout the equipment for the whole crew. Regardless of the method used, all steps of the lockout/tagout procedures must be followed.
- L. Before work is started, test equipment shall be used to insure power is off.
- M. A machine connected to an electrical source by a plug-in cord shall be considered in compliance if the plug is disconnected and tagged, provided that the plug is a legal disconnect means. Plugs are acceptable as disconnecting means only for portable motors and 110V/220V fixed equipment.
- N. Block any equipment component that may move by gravity or stored energy.
- O. Do not attempt to operate any equipment that has a lockout/tagout device applied.
- P. When in doubt, lock it out.

## **SECTION 18 – EXPOSURE CONTROL PLAN**

This Exposure Control Plan is designed to protect employees and their families from communicable diseases in the workplace. Diseases such as AIDS, Hepatitis, and others pose serious but often unseen risks. While no plan can eliminate every hazard, an effective Infection Control Program significantly reduces health risks through defined policies, procedures, and protective measures.

This section applies to all employees who may have occupational exposure to blood or other potentially infectious materials. Each department shall establish a written Infection Control Procedure tailored to its operations. Employees are responsible for complying with the procedures outlined in their department's plan.

## 18.01 Definitions

- A. **Biomedical Waste** - any solid or liquid waste which may present a threat of infection to humans. Source: Florida Administrative Code
- B. **Occupational Exposure** - is defined as "reasonably anticipated" contact with blood or other potentially infectious materials during the performance of an employee's duties. Only the positions with such exposure are covered under this standard.
- C. **Infectious Materials** - include blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid VISIBLY contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Sweat, tears, saliva (not in dental procedures), urine and feces are NOT considered infectious materials under this standard as long as they do not contain VISIBLE blood.
- D. **Universal Precautions** - means treating all blood, and all other materials which have the potential for transmitting bloodborne diseases, as if they were in fact infectious.

## 18.02 Precautions and Prevention

- A. Supervisors shall ensure employees use appropriate personal protective equipment (PPE) when occupational exposure is possible.
- B. Use contaminant isolation techniques and wash your hands as soon as possible after removal of gloves or other PPE which have been in contact with blood or other potentially infectious material.
- C. PPE must be removed promptly at the work area and placed in an appropriate container for storage, washing, decontamination or disposal. Use the buddy system to remove PPE.
- D. All procedures involving blood, other body fluids, or other infectious material must be performed in such a manner as to minimize splashing or spraying of these substances.

## 18.03 Personal Protective Equipment (PPE)

- A. Supervisors must provide and assure that the employee uses appropriate PPE such as, but not limited to, gloves, gowns, fitted masks and eye protection, resuscitation bags, pocket masks, or other ventilation devices. **(This material can be requisitioned by the supervisor through the Purchasing Dept.)**
- B. Supervisors must assure that the appropriate PPE (in the appropriate sizes) is readily accessible at the worksite or is issued to the employee.
- C. Safety glasses, goggles, or combination mask shields shall be worn to protect mucous membranes when performing procedures that may cause infectious material contact.

- D. Always avoid eating or handling personal items such as phones or pens while wearing gloves. Never put pencils or pens in your mouth because this can cause exposure. Avoid smoking while performing tasks involving potentially infectious material. Always use more protection if you feel the need.
- E. PPE must be repaired or replaced as needed to maintain its effectiveness.

#### **18.04 Cleaning and Disinfection**

Supervisors will provide for the cleaning, laundering or disposal of required PPE. The following guidelines shall be followed when disposing of PPE and other debris:

- A. **Presence of copious amounts of blood** - PPE and other disposable debris should be treated as biomedical waste and shall be placed in a bio-waste container on the Supervisor's vehicle. Each Supervisory vehicle will carry a bio-waste container (a small red bio-liner). When work activities are completed, remove bag and seal. Nothing should ever be put in an unlined container. Red bags should be disposed of by transporting them to AdventHealth Wauchula.
- B. **No presence of copious amounts of blood** - PPE and other disposable debris should be treated as waste material and disposed of by placing into a plastic trash bag liner and placed in a dumpster.
- C. Prior to washing equipment, employees shall take universal precautions such as wearing gloves, coveralls, gowns, and eye protection. Always use additional protection if you feel the need.
- D. Gloves are single-use only and must not be cleaned for reuse. Proper size gloves will be made available as needed. Always remove gloves as if they are contaminated. All gloves shall be disposed of properly as per policy.
- E. Hand washing with soap or antibacterial cleaner is required after contact even though gloves are worn. Any skin contact with infectious material should be washed and flushed with water. Mucous membranes should be flushed with water as soon as possible.
- F. Equipment used in the performance of a task and exposed to infectious material will be washed and disinfected using a 9-part water to 1-part bleach solution.

#### **18.05 Biomedical Waste Disposal**

- A. All biomedical waste will be placed in a closeable, leak proof container or bag that is color coded, or labeled, as required by law.
- B. Disposal of biomedical waste shall be in accordance with applicable federal, state, and local regulations.

#### **18.06 Immunizations**

- A. Hepatitis A & B vaccinations are available to all employees who have a potential for occupational exposure. Supervisors will assure that employees who decline the Hepatitis A & B vaccination must sign a Hepatitis A & B Declination Form which will be forwarded to the Human Resources Department.
- B. If booster dose(s) should be recommended for Hepatitis A & B at a future date, such booster dose(s) shall be provided according to standard recommendations in medical practice.

### **18.07 Occupational Exposures**

- A. The following is established as an occupational exposure and may also be classified as a significant exposure:
  - 1. Needle sticks, human bites, or other events piercing skin/mucous membranes.
  - 2. Blood/body fluid contact with mucous membranes (eyes, nose, mouth).
  - 3. Blood/body fluid contact with open skin (non-intact skin).
  - 4. Inhalation of contaminated airborne pathogens.
  - 5. Injury sustained while cleaning contaminated equipment.
- B. Any exposure incident will be immediately reported to the immediate Supervisor, department head and Human Resource Manager. The Human Resource Manager will document the incident with the City's workers compensation insurance provider as required.

### **18.08 Post Exposure**

- A. Each department shall provide post-exposure evaluation and follow-up care for all employees with occupational exposure.
- B. Employees with an occupational exposure must be informed of medical evaluation results. In addition, the employee shall be informed and/or treated for any medical conditions resulting from exposure which require further evaluation or treatment.
- C. Each department shall ensure that employees are provided access to their medical and exposure records within 15 days of any formal request.

### **18.09 Training**

- A. The Human Resources Manager will ensure that all personnel who are at risk for potential occupational exposure will participate in a training program related to the Bloodborne Pathogen Standard.
- B. The Human Resources Manager shall ensure that training is provided at the time of initial assignment and at least annually thereafter.

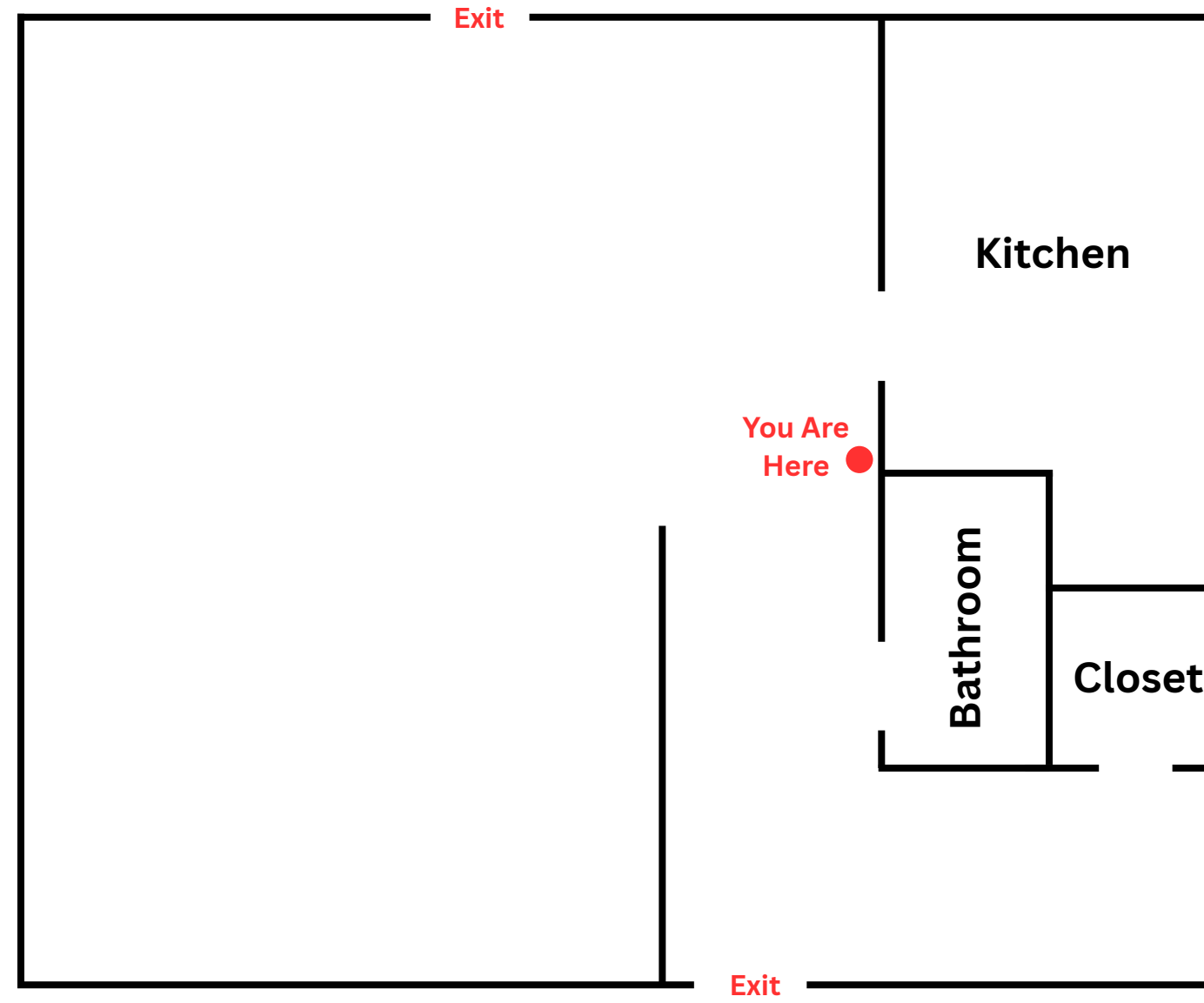
## **SECTION 19 – ELECTRIC DISTRIBUTION DEPARTMENT**

The Electric Distribution Department also adheres to the current version of the American Public Power Association (APPA) Safety Manual. A copy of the APPA Safety Manual is available in the Electric Distribution Department and the Human Resource Department.

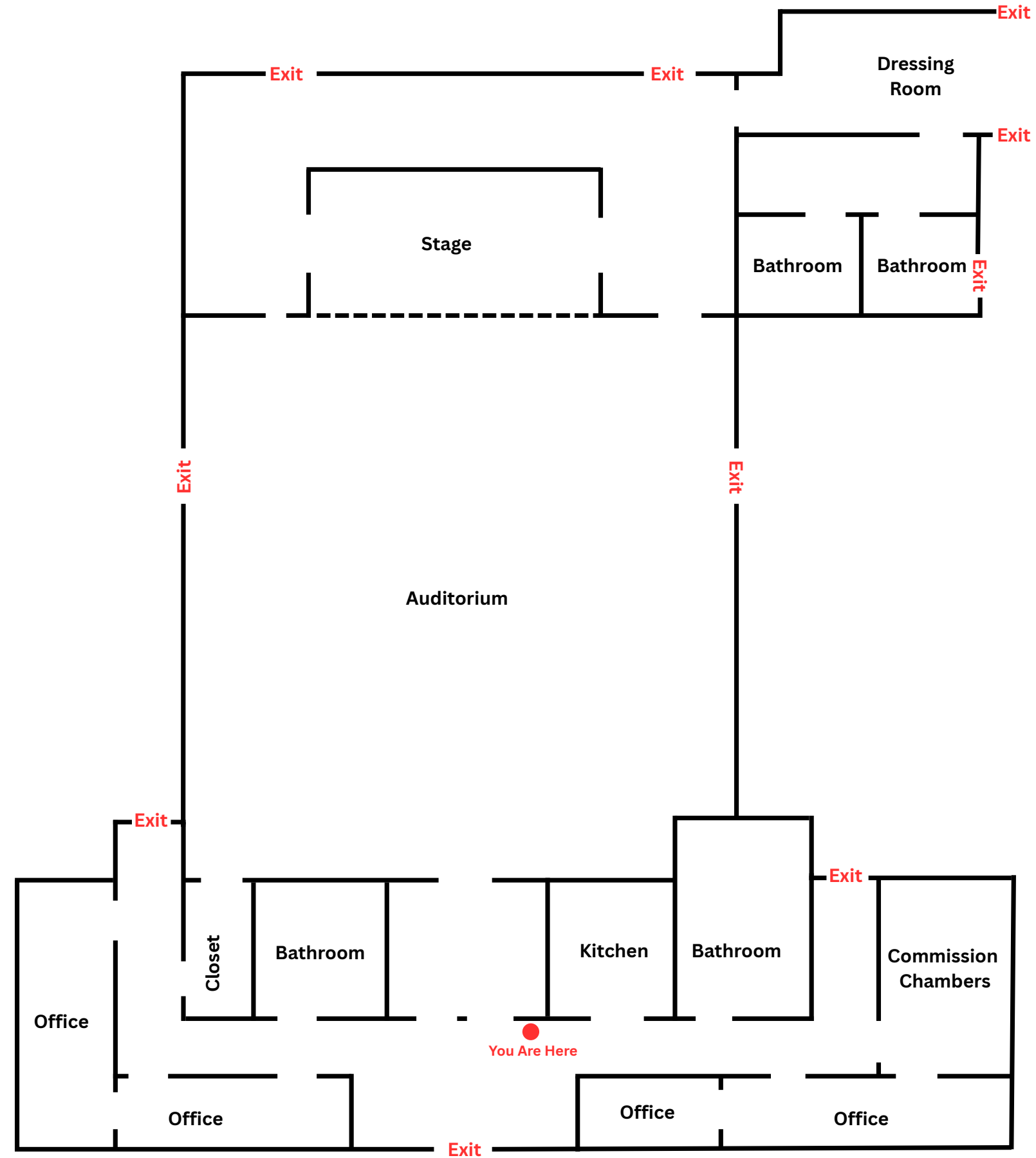
# **Exhibit A**

## **Emergency Evacuation Maps**

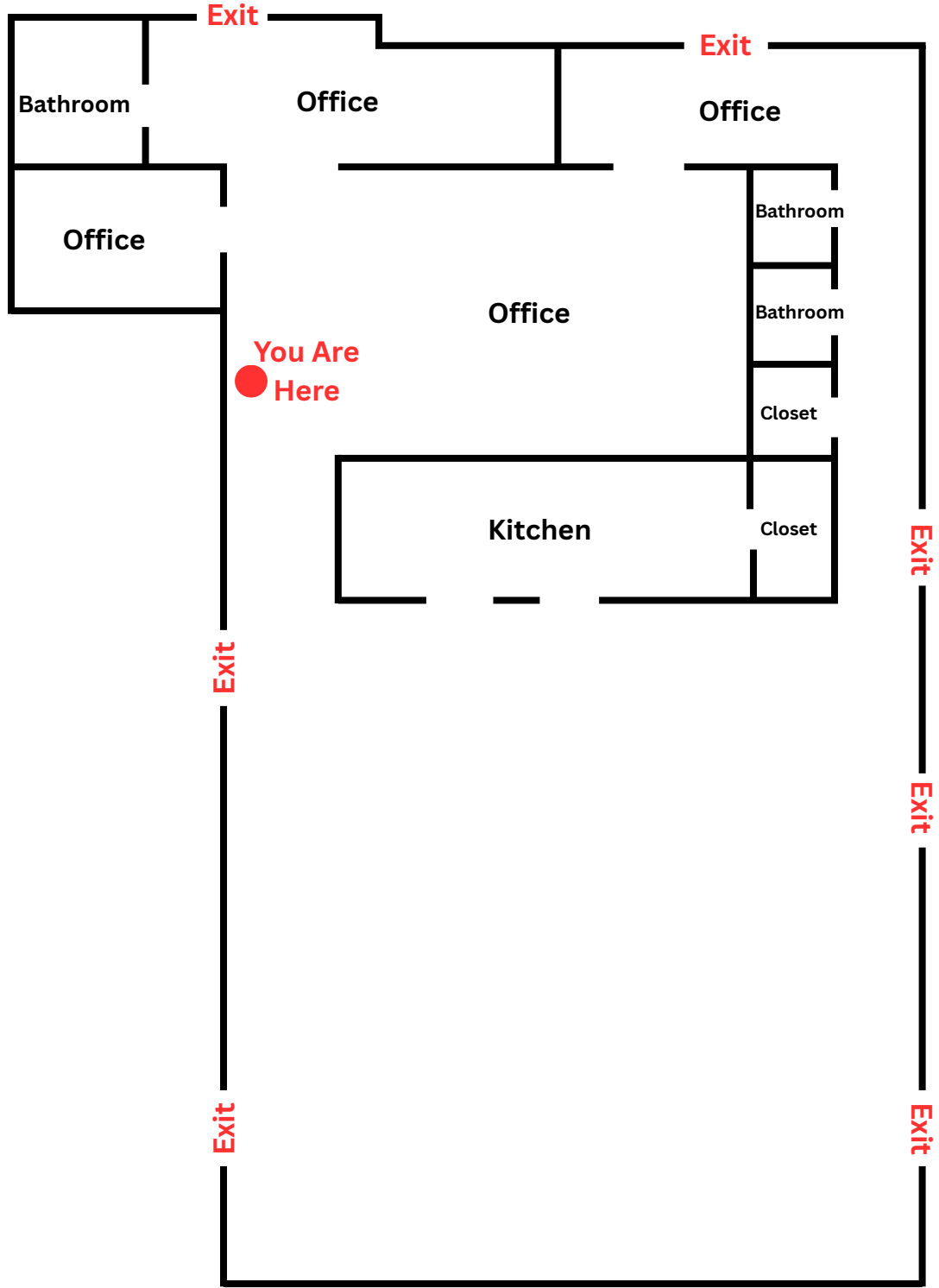
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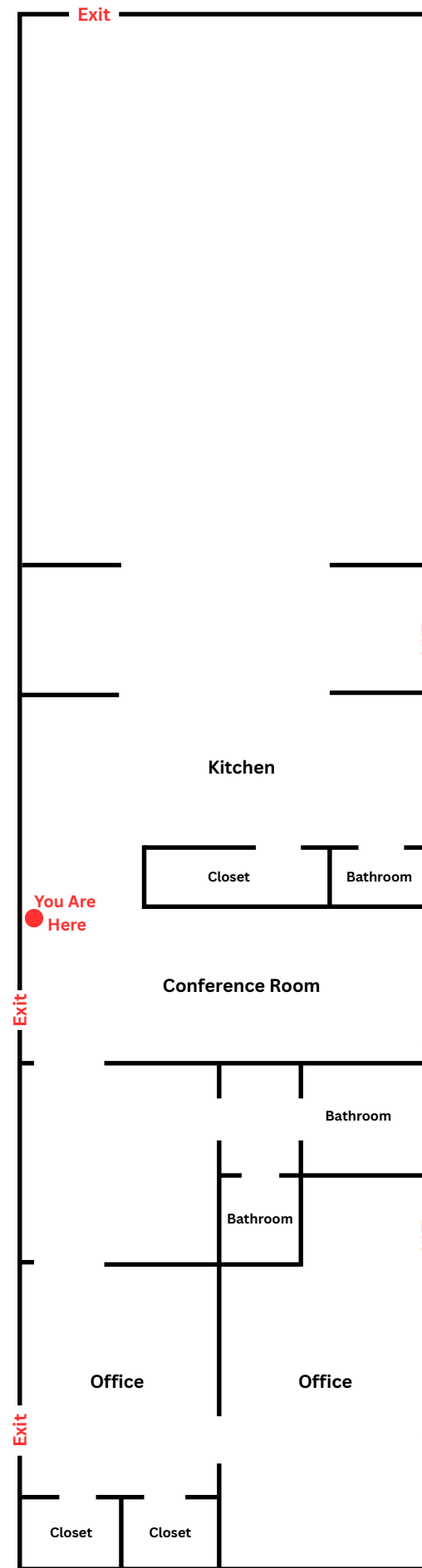
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310 N 8th Ave



135 E Main St



1108 E Main St

