

# Stoughton Utilities

2007



## **SAFETY AND HEALTH GENERAL RULES AND BEST WORK PRACTICES**

**Approved by:**

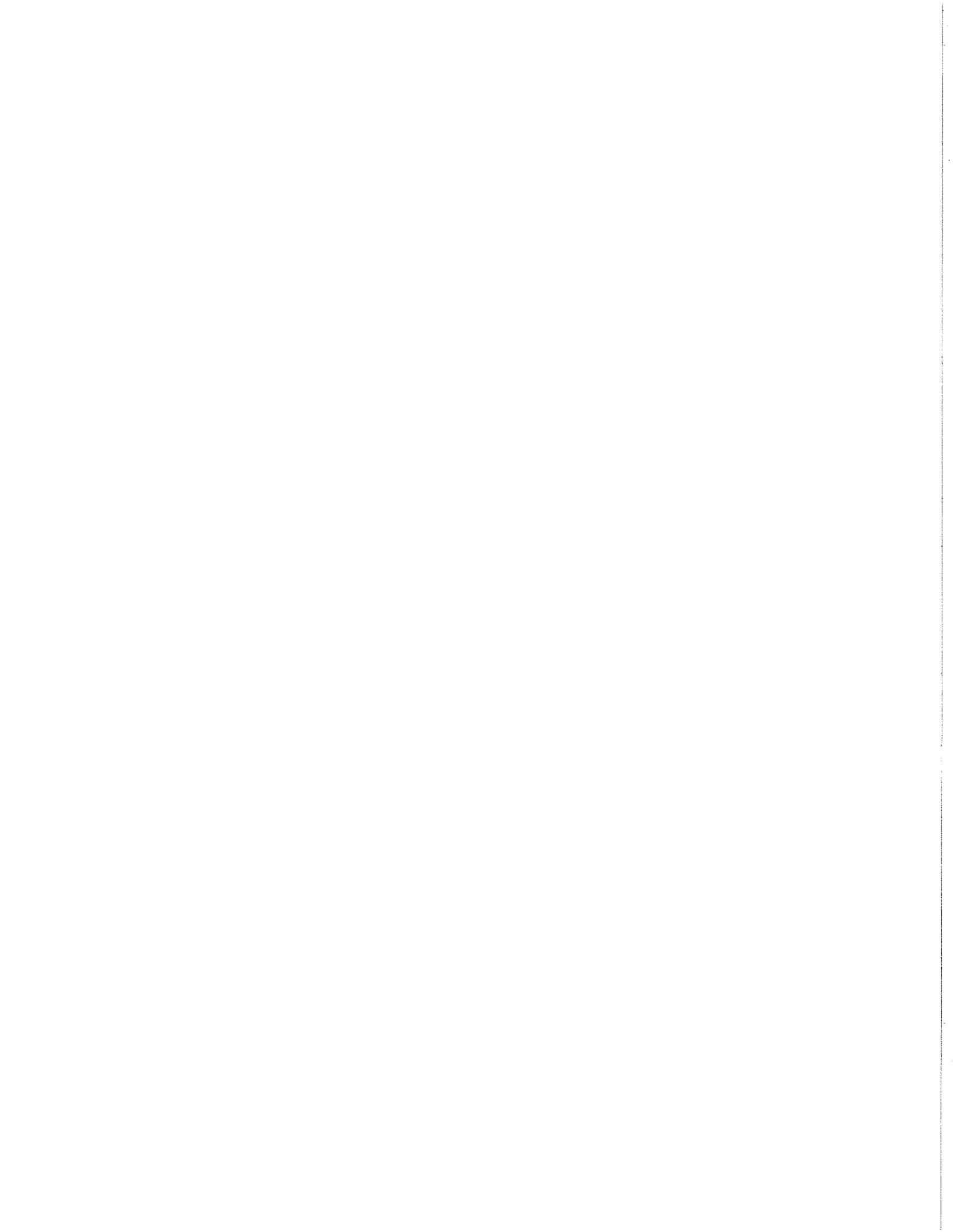
*Stoughton Utilities Committee on March 19, 2007  
City of Stoughton Common Council on March 27, 2007  
Revised on \_\_\_\_\_, 20\_\_\_\_\_.*

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## **TO ALL EMPLOYEES**

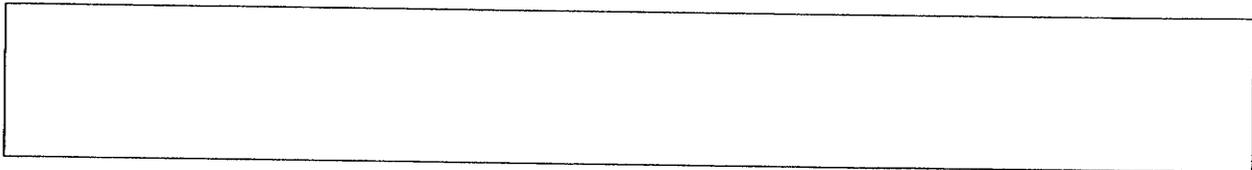
Stoughton Utilities is committed to providing a safe and hazard free work place for all employees. Therefore, it is expected that, as a condition of continued employment, employees shall abide by the established policies/procedures in these standards.

The policies/procedures are intended to specify the general standards by which employees shall perform their jobs. However, these rules are not exhaustive and individual department rules and safety policies may apply. Violation of safety rules or standards will result in disciplinary action up to and including termination. Employee recommendations or suggestions regarding the addition or modification of these safety policies/procedures should be made to the employee's immediate supervisor/safety committee member.

As used in these rules, the word shall is interpreted to mean "required" while should is interpreted to mean "recommended, not required".

Management reserves the right in its discretion to supplement, alter, modify, amend, or rescind these rules as necessary. It is not intended that these rules will modify, amend, or in any way contravene the provisions of any of our labor agreements, or work rules. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to the grievance procedure and/or the Civil Service Rules and Regulations.

These rules were developed to apply to employees at all levels of employment. The intent was to develop rules that fulfilled the desired goal of providing a safer work place. The ultimate success of this effort will depend upon the continued cooperation of employees and administration.



## **General Safety Rules**

### **Employee Responsibility**

Each employee is responsible for performing their job with every possible regard for their own safety and for the rights and safety of others. Employees are required to comply with all applicable Federal, State and Local safety standards that apply to the performance of their job. All employees, regardless of position are, as a condition of employment, required to obey all safety rules and general safe work practices that are set forth by these rules as directed. These general rules are intended to be in conjunction with specific department rules. These rules shall be strictly enforced.

### **Management Responsibility**

The Stoughton Utilities shall have responsibility for the Safety Program. The Stoughton Utilities Director shall be responsible for preparing and administrating the Safety Committee Budget.

The Safety Coordinator shall be responsible for:

1. Coordinate safety program discussions with all Utility divisions.
2. Coordinate and manage discussions, pricing and scheduling issues relating to the presentation of safety training.
3. Coordinate and manage the development of the recommended policies, procedures and standard operating guidelines for the safety program.
4. Coordinate the long range training plan for the safety program.
5. Coordinate and monitor the progress, development, and agency review of the electronic and paper safety records.
6. Coordinate and manage safety committee meetings.

The Utilities Director and Supervisors are responsible to ensure that employees are held accountable for their safety and the safety of other employees, contractors and the general public in the workplace.

The Utilities Director and Supervisors shall be responsible for:

1. Providing employees with a safe working environment.
2. Ensuring compliance and enforcing all applicable Federal Regulations, State Regulations, and local safety standards within Stoughton Utilities in a consistent and fair manner.
3. Ensuring that employees receive proper instructions for the safe performance of their jobs. This includes safety orientation for new and transferred employees.
4. Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

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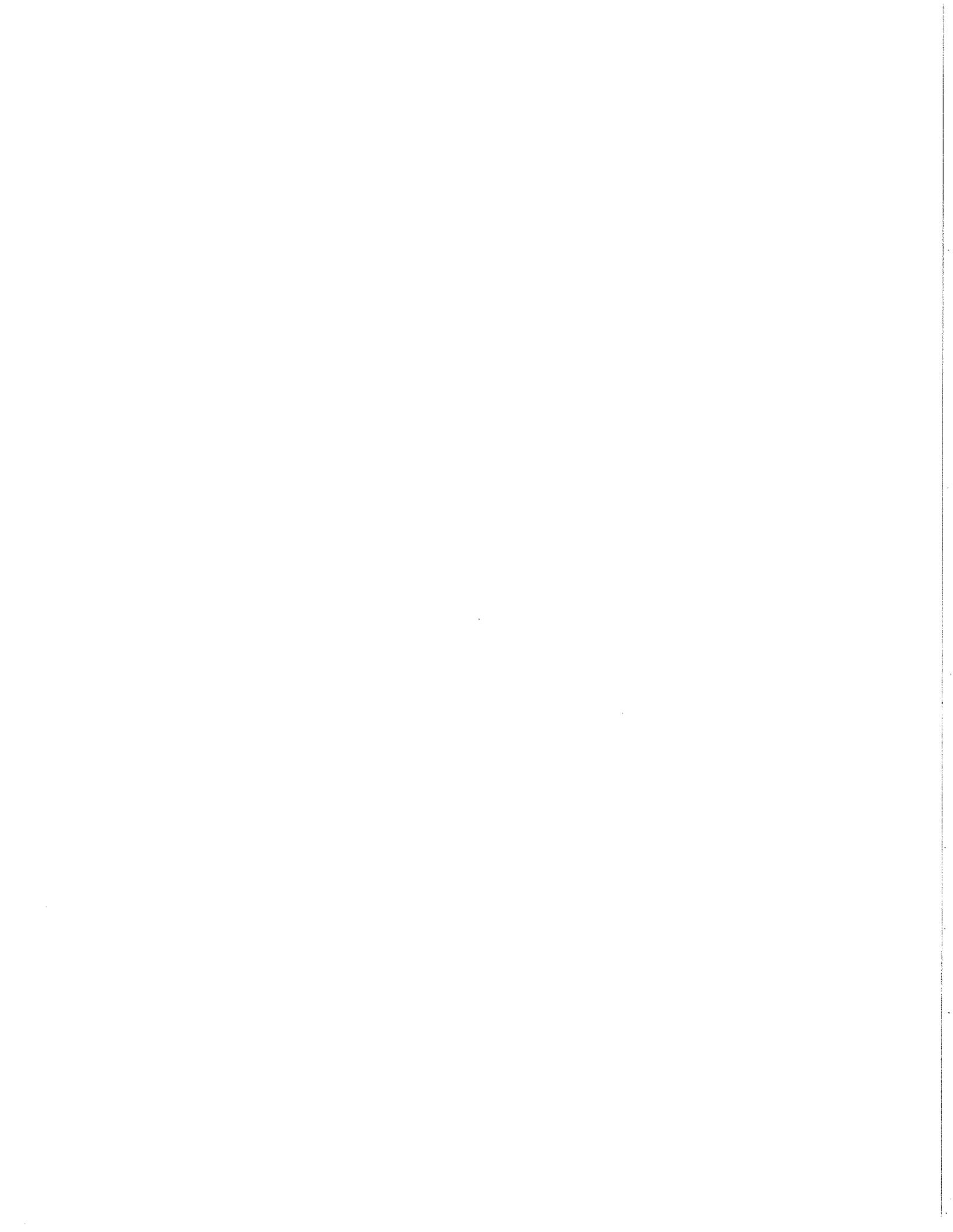
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### **Horseplay**

Horseplay, of any kind is prohibited in the workplace.

### **Smoking**

Smoking is prohibited in the workplace and Stoughton Utilities grounds.

### **Power Tools and Equipment**

All power tools and equipment shall be shut off when unattended or not in use.

### **Reporting Damage or Problems with Tools & Equipment**

Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees shall be held accountable for damage to tools, equipment, vehicles, etc., that result from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.

### **Wearing Apparel and Jewelry**

Standards for wearing apparel and jewelry shall be consistent with the City Work Rules and the requirements of the job. (Refer to Sections 3.02 and 3.14)

### **Alcohol Beverages and Controlled Substances**

The drinking of alcoholic beverages of any kind during working hours is prohibited. No employee shall report for work or work under the influence of alcohol or controlled substances as defined by Chapter 161 of the Wisconsin Statutes. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined or sent home without pay.

### **Reporting Accident/Injuries**

All accidents involving Utility equipment and all personal injuries, however small, shall be reported immediately to your supervisor who shall notify the **City Clerk**. In addition, within 24 hours (next business day for weekends and holidays) the appropriate accident and injury report form must be completed by the supervisor and forwarded to the **City Clerk and the Utilities Operations Superintendent**. This reporting requirement is done to meet State and Federal recording requirements, and for your protection. Accidents not reported within a specific period of time may not be compensable under the Worker's Compensation Act. Contact your supervisor if you are unsure of how to complete the required report or need a form. Your supervisor will complete the form if you are medically unable. A follow up accident evaluation shall be performed by the safety coordinator.

### **Working in the Street**

While working in the street, employees are required to wear reflective clothing or high colored vests /shirts [COMM 32.39 (1)]; use the warning lights mounted on vehicles or equipment. Barricades used at night must have an operable flashing or steady burn light.

### **Vehicle and Equipment Operation**

Employees who operate Utility vehicles or equipment on a public roadway shall possess a valid Wisconsin operator's license. The license must be carried by employees at all times during work

hours. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored. "Immediately" shall be interpreted to mean not later than the beginning of the next workday.

### **Dispute Resolution**

In the event a dispute should arise concerning safety, the Utilities Director or his Designee shall be the final deciding authority.

### **Radio/Stereo Headphones and Cellular Phones**

No personal radio/stereo headphones, earphones or cellular phones shall be worn or used when operating any vehicle or equipment or at any other time during the work shift.

### **Protection the Public**

The public shall be kept away from all work areas that could expose them to a hazard.

### **Exposure to Human Blood and Bodily Fluids**

Any employee exposed to human blood, bodily fluids or other potentially infectious materials must immediately report the incident to their supervisor. Employees whose duties involve exposure to human blood, bodily fluids or potentially infectious materials are required to use personal protective equipment as required by the Utility - Exposure Control Plan, Bloodborne Pathogen Program and DCOMM regulations.

## **HOUSEKEEPING**

### **Work Area**

It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment, and material to the proper storage location.

### **Floors & Aisles**

All floors, aisles, work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc. shall be properly stored, secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage.

### **Spills/Wet Floors**

Any substance spilled or observed in office areas that would cause the floor to become slippery or create a trip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity "wet floor" signs shall be placed to warn employees and the public.

### **Rag Storage**

Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose and shall be emptied at the end of every shift.

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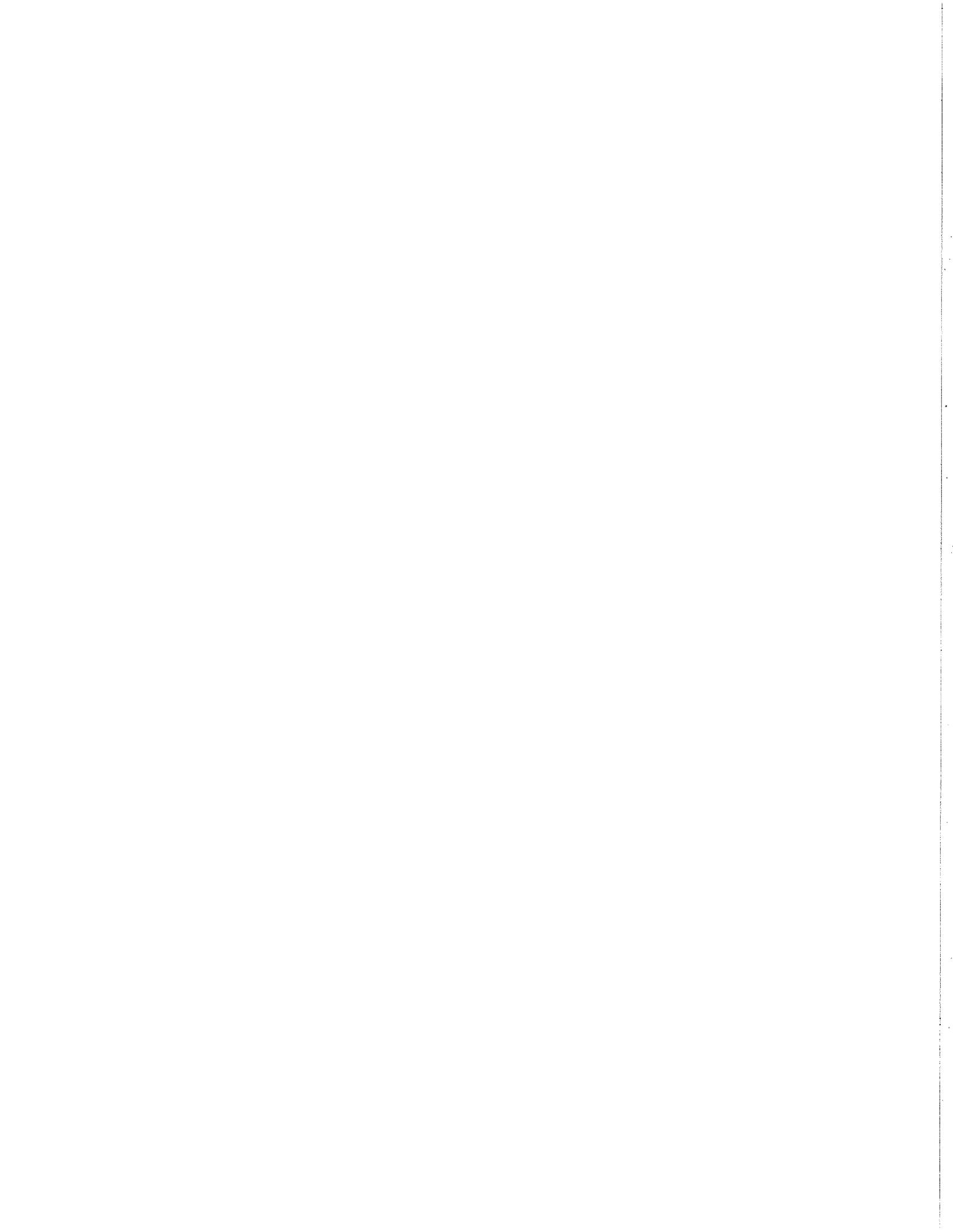
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Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose and shall be emptied at the end of every shift.



### **Compressed Air**

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.

## **TOOLS AND EQUIPMENT**

### **General Responsibilities**

It is important to keep all tools and equipment in good working condition. Employees shall inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for that which it is intended.

### **Maintenance/Repair**

When performing maintenance or repair functions, use only properly insulated tools, remove all jewelry and shut off the power, if possible, when working around energized electrical circuits or equipment. All work shall be performed consistent with the Utility's Lockout/Tagout policy.

### **Grinder Operation**

When operating a grinder:

1. No wheel shall be operated without properly installed guards.
2. The top (tongue) guard should be adjusted to within 1/4 inch of the grinding wheel. The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
3. Grinding on the flat side of the wheel is prohibited.
4. Out-of-round wheels shall be dressed before use.
5. Face shield and safety glasses shall be worn.
6. Anytime the grinding wheel is removed or replaced, it must be ring tested prior to installation.

### **Hydraulic Hammer**

When using Hydraulic hammer:

1. ANSI approved safety glasses with side shields or impact goggles must be worn.
2. Inspect hose daily for failures.
3. When hooking up or unhooking hoses, use two persons.
4. Lock hitch and use safety chain when transporting.
5. Secure hammer and hose while transporting compressor.
6. Use all warning lights when approaching and in work area.
7. Check passing traffic before leaving vehicle.
8. Use wheel chocks when the compressor is not being transported.
9. Use correct warning devices.
10. Dust respirators shall be worn by personnel when using air hammer on concrete.
11. When underground electrical conduit is observed, assume it is live.
12. Obey all traffic laws.
13. Appropriate PPE shall be worn- refer to PPE hazard assessment.

## **Concrete Repair**

When repairing concrete:

1. Secure tools on the truck so they do not protrude.
2. Use warning lights; warning devices such as "high rise", "lane closed" signs and safety cones must be used to warn motorists.
3. Safety Vests/shirts will be worn at all times.
4. Block only one lane of traffic at a time whenever possible.
5. Saw cutting:
  - A. Follow all manufactures suggested safety precautions.
  - B. Use funnel when filling saw with gas.
  - C. Wear safety glasses, gloves and ear protection.
6. Safety rules shall be followed on the use of the hydraulic hammer.
7. Follow manufacture's safety procedures when operating gas generator.
8. Patch Material: Follow manufacture's directions.

## **Brush Collection**

When collecting brush:

1. Loose clothing and jewelry shall not be worn while chipping brush.
2. Personnel shall wear gloves.
3. All warning lights shall be on while loading.
4. When open trucks are hauling brush, make sure taillights are visible and loads are tied down.
5. Brush loads shall not exceed truck body width.
6. Caution shall be used when handing brush to employee on truck.
7. Hearing protection shall be worn when operating chipper unit.
8. Personnel shall wear hard hats.
9. Personnel shall wear safety glasses.
10. While hauling chipper unit, safety chains shall be in place.
11. Hitch on truck as well as on chipper shall be checked for wear when new sets of blades are changed on chipper unit.

## **Tree Trimming**

When trimming trees or using chain saws: (NOTE - All tree work shall be done in accordance with the provisions of ANSI 133.1.)

1. Except in cases of emergency, aerial tree work shall not be performed when trees are wet or during high winds.
2. Ropes of suitable strength shall be used for lowering of limbs.
3. Climbing ropes or safety line shall not be used for lowering of limbs.
4. Remove all tools, hangers, and ropes from trees before you leave the job site.
5. No person shall be grounded with vehicle when working around wires.
6. Never walk with saw blade in motion.
7. Walk with guide bar pointing to rear.
8. Maintenance and refueling shall not be done when saw is running.
9. Approved hard hats, eye, ear, chaps and foot protection shall be worn.
10. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

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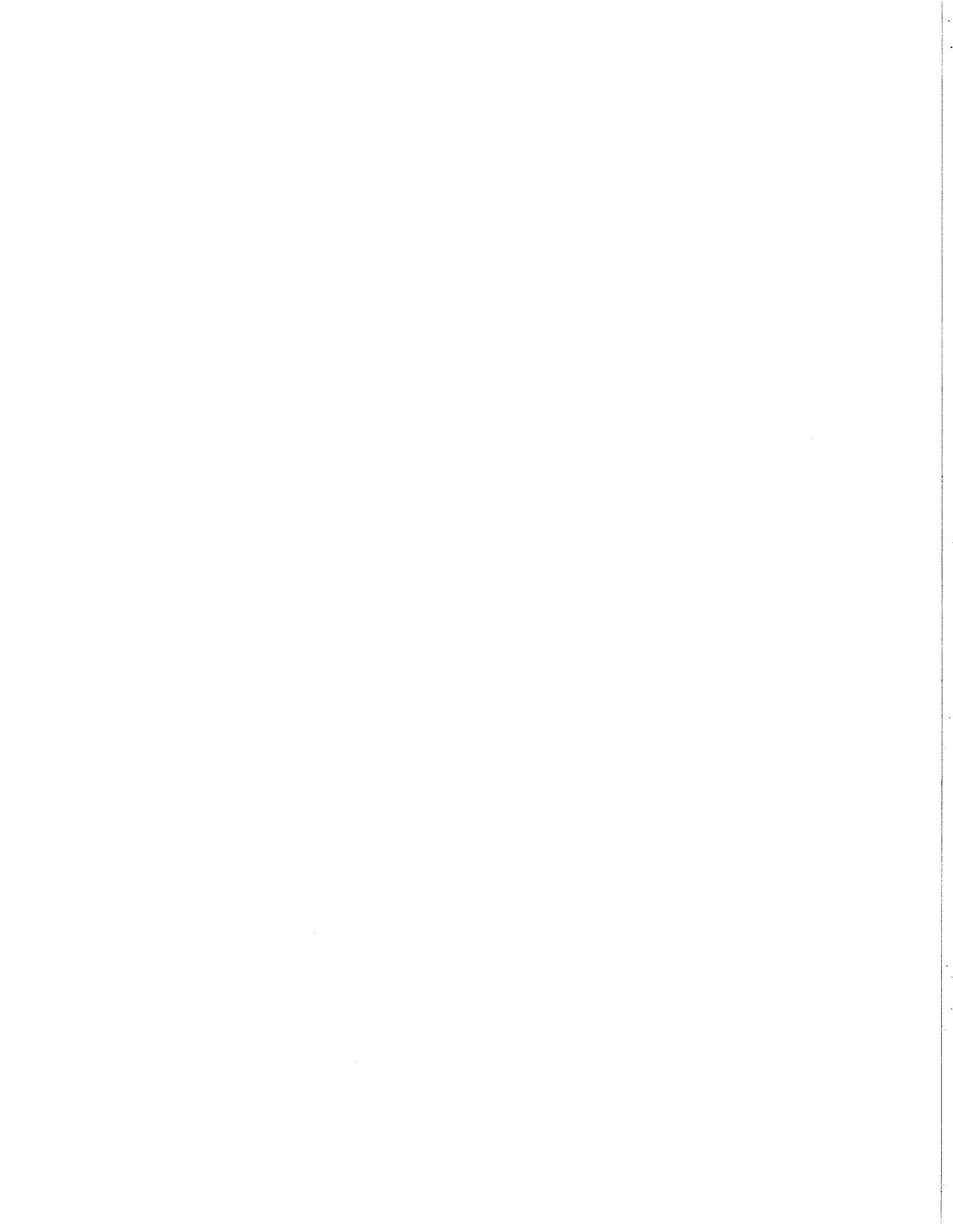
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4. Remove all tools, hangers, and ropes from trees before you leave the job site.
5. No person shall be grounded with vehicle when working around wires.
6. Never walk with saw blade in motion.
7. Walk with guide bar pointing to rear.
8. Maintenance and refueling shall not be done when saw is running.
9. Approved hard hats, eye, ear, chaps and foot protection shall be worn.
10. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.



### **Lockout and Tagging of Equipment**

Stop and lockout machinery before attempting maintenance. Never remove a danger sign, lock or tag unless you put it there originally to make repairs. Always check to see if everyone and equipment is in a safe position before removing the lockout device, tag and moving, re-energizing, or restarting the equipment. Use appropriate signs, locks, and lockout devices. All work shall be performed in accordance with the Utility's Lockout/Tagout policy.

### **Training**

Do not operate, repair or test any machinery, apparatus, tools, or other equipment unless you have been properly trained and are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

### **Inspection of Vehicles, Equipment and Tools**

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. NOTE: Daily inspections of vehicles are required under the commercial motor vehicle act.

### **Guards**

Never operate machinery or equipment when it is not adequately guarded or when guards are removed.

### **Gas Cylinder Storage**

Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat source and from impact by vehicles or equipment. Oxygen cylinders in storage shall be separated a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.

### **Proper Grounding**

All electrical equipment must be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.

### **Extension Cords and Trouble Lights**

When using extension cords, make sure they are U.L. approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights shall be equipped with globe guards and non-metallic sockets. Extension cords shall not be used in place of permanent wiring.

### **Working in Wet Areas**

When working with electrical tools avoid wet areas and contact with water pipes or grounded equipment. When electrical equipment is used in a wet location, wear rubber boots and rubber gloves.

### **When Operating Drills**

1. Avoid wearing loose gloves, clothing or jewelry.
2. Always wear ANSI approved eye protection.
3. Material shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

## **Vehicle Operation and Repair**

### **General Responsibility**

All employees operating vehicles or equipment shall be thoroughly familiar with and obey all State and local laws and/or regulations governing motor vehicle or equipment operation. Careless or negligent operation of vehicles or equipment is prohibited.

### **Seat Belt/Shoulder Harness Use**

Each occupant of a motor vehicle should wear seat belts and shoulder harnesses as required by Wisconsin Statutes. Inoperative or missing seat belts/harnesses shall immediately be reported to the Supervisor. The vehicle or equipment shall not be operated until the repairs have been made.

### **Use of Medications**

Employees taking medication or with a medical condition which may adversely affect their ability to perform their job in a safe manner are required to immediately inform their supervisor. The Utility has the right to require that the employee provide medical information that describes, to the Utility's satisfaction, any limitations or side effects affecting employment.

### **Driver Responsibility**

The driver/operator of a vehicle or equipment is responsible for:

1. Keeping the windshield and windows as clean and clear as possible.
2. Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers, and horn are in proper working order.
3. Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
4. Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.

## **Accidents**

### **Driver Responsibility**

Whenever any vehicle or equipment is involved in an accident, it shall be the responsibility of the driver to: Please refer to the accident guidance card.

1. Call for the assistance of the Police or Sheriff's Department and advise the Police Department or Sheriff's Department that it involves Utility equipment.
2. Request medical assistance, if necessary.
3. Provide all information requested by Police.
4. Take Pictures.
5. Report the accident to their supervisor at once.

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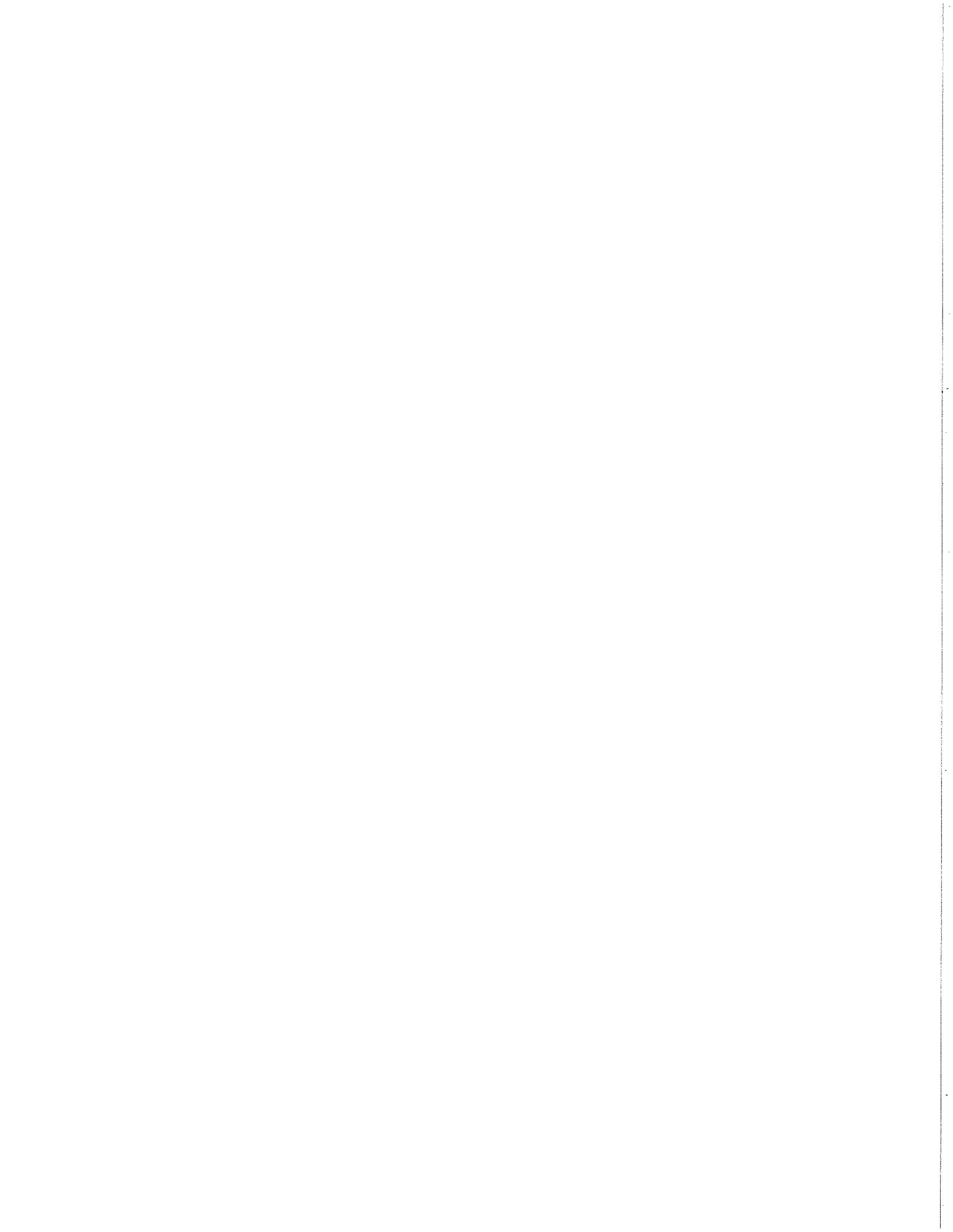
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5. Report the accident to their supervisor at once.



6. Provide the other driver only with his/her name and address.
7. Fill out a written report.

**NOTE:** Do not discuss the accident with anyone other than a representative of the City or law enforcement personnel. Do not admit liability or indicate that the City will take responsibility or will pay any bills. If a citizen wishes to file a claim against the City, they should be referred to the City Clerk.

**The Supervisor/Department Head shall:**

1. In case of a non-personal injury accident, involving equipment, ensure that the appropriate accident report is forwarded to the City Clerk immediately (next business day for weekends and holidays) of the accident.
2. In cases involving an accident, with personal injuries, the City Clerk or his/her designee shall be telephoned immediately and drug and alcohol tested if required.

**Riding on the Outside of Vehicles**

Employees shall not ride on the outside of any vehicle.

**Indoor Operation**

No gasoline or diesel motors shall be operated, except to start or move the vehicles, in garages or other enclosed place unless the exhaust is connected to the proper outlet or there is proper ventilation.

**Parking**

When parking conventionally equipped vehicles or equipment, the driver shall:

1. Put equipment in low gear or park when necessary.
2. Remove ignition key, if possible. Do not leave any vehicle unattended with the motor running or with the keys in the ignition.
3. Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
4. Exercise care when leaving parking space to avoid accident with moving traffic.

**Backing Vehicles and Equipment**

When backing Equipment:

1. Make sure no person, vehicle or fixed object is behind the vehicle.
2. Have a helper (if available) guide you, but remember the driver is fully responsible for backing motions.
3. Do not back too close to the edge of a fill.
4. Make sure backup signal, if required, is in working order.

**Vehicle Jack Stands**

Always use metal vehicle jack stands when you are working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position. Never exceed rated capacity of jack stands.

### **Use of Personal Vehicles**

No personally owned vehicle may be used on Utility business without the prior approval of the Utilities Director. The operator of the vehicle must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City insurance coverage.

### **Mechanical Breakdown**

When a breakdown occurs in a vehicle you are operating:

1. If possible, move the equipment off the roadway.
2. If it cannot be moved, make sure you turn on the vehicle flashers.
3. Contact your supervisor as soon as possible so that the vehicle can be moved and repaired.
4. If the vehicle creates a hazard and cannot be moved, law enforcement should be notified immediately.

### **Loading Vehicles and Equipment**

When loading vehicles, the driver and/or crew are responsible to:

1. Ensure that the cargo is loaded and secured so that the load does not shift, spill or endanger others. If there is any debris, a cover or tarp should be over the load to prevent debris from blowing off. Prohibit anyone from riding on a load.
2. Not allow cargo to project beyond the side of the vehicle body.
3. Ensure that all loads projecting more than four feet beyond the rear of a vehicle shall be marked by a 12" x 12" red flag or cloth secured to the end of the object.
4. Ensure that shovels and similar tools and equipment are placed in or on the vehicle so that they do not project beyond the body and cannot fall off.

### **Emergency Evacuation Plans**

#### **Emergency Action Plan:**

Each Facility must have and post an emergency action plan and evacuation maps. The plan must include adequate warning measures for alerting all persons in the Utility. Please refer to the Utility's Emergency Evacuation Procedure for further information.

### **Fire Safety/Flammable Liquids**

#### **Emergency Fire/Evacuation Plan**

Each facility must have and post a fire/emergency evacuation plan. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the Fire Department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

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### **Emergency Evacuation Plans**

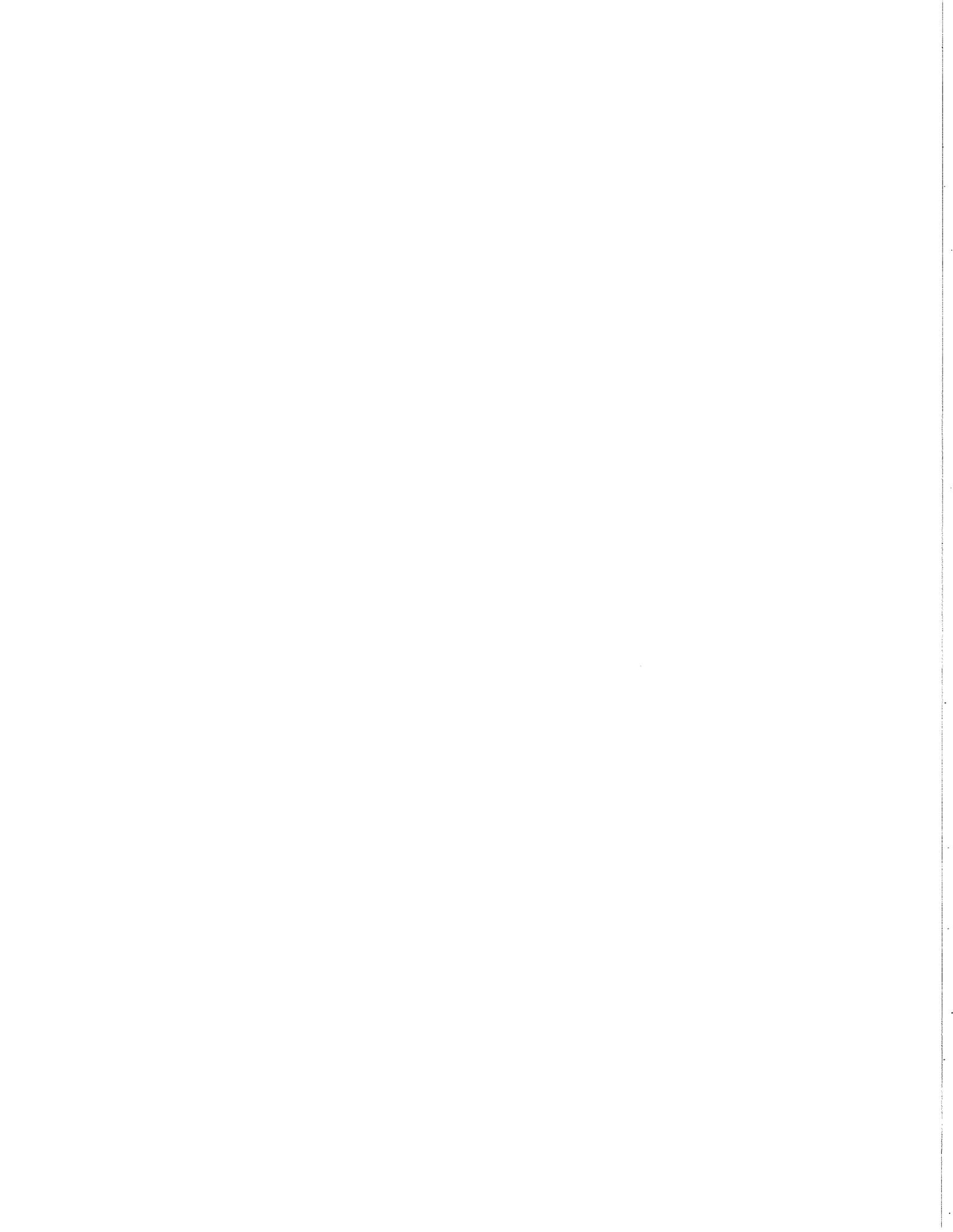
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### **Exits**

Exits shall not be locked (chained or otherwise) so as to impede proper evacuation. Exits shall be marked/illuminated in accordance with applicable state statutes and local ordinances.

### **Storage of Fire Equipment**

Fire extinguisher/hoses shall be prominently displayed, labeled for usage and kept clear for easy access at all times.

### **Discharged Fire Extinguishers**

Do not place a discharged extinguisher back on bracket. Tag it and report it to your supervisor at once so that it can be recharged or replaced.

### **Vehicle Fire Extinguishers**

Designated vehicles and equipment shall be equipped with fire extinguishers.

### **Reporting Equipment Problems**

If you notice an extinguisher with a low pressure gauge reading or an expired inspection tag, notify your supervisor at once and complete necessary form.

### **Monthly Inspection**

The Utilities Director or his designee shall ensure that fire extinguishers are inspected monthly and documented.

### **Use of Fire Extinguishers**

The following chart will help you understand the use of fire extinguishers. In case of fire, be sure you sound the alarm, get others out and call the Fire Department before attempting to extinguish the fire.

<b><u>TYPE OF FIRE HAZARD</u></b>	<b><u>TYPE OF EXTINGUISHING AGENT</u></b>
<b>CLASS A - Ordinary Combustibles</b> - paper, wood, grass, cloth, trash, etc.	Water
<b>CLASS B - Flammable Liquids</b> - grease, gasoline, etc.	Dry chemicals, carbon dioxide or halogenated oil, paint, thinner, solvents, agents, to take away oxygen from the fire.
<b>CLASS C - Energized Electrical Equipment</b> - electrical boxes, panels, transformers, etc. <b>NEVER USE WATER</b> on this kind of fire.	Dry Chemicals, carbon dioxide, or halogenated Agents, to smother the fire with foam.
<b>CLASS ABC - Multi-Purpose</b> - Ordinary Combustibles, flammable liquids, and electrical.	A multi-purpose unit labeled ABC puts out the most common fires.
<b>CLASS D - Combustible Metals</b> - Fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium, and sodium.	Special liquid or dry powder agent.

**USE A FIRE EXTINGUISHER ONLY ON THE  
TYPE OF FIRE FOR WHICH IT IS RECOMMENDED.**

### **Storage of Flammable Liquids**

Flammable liquids shall be stored in accordance with the Flammable Liquids Code NFPA 30 AND 30A and the directives of the Fire Department. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

### **Use of Safety Containers**

Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet, and be properly labeled.

### **Use of Non-flammable Cleaners**

Never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

### **Smoking**

Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.

### **Use of Artificial Lights**

No artificial lights, except UL approved electric flashlights shall be used near escaping gasoline or other flammable vapors (NOTE - entry to a confined space must be done in compliance with the confined space entry procedures.) If you are unsure about the safety of the atmosphere, stay out of the area and call your Supervisor and the Fire Department; they will check the atmosphere.

## **Material Handling**

### **Lifting**

When lifting:

1. Lift heavy objects with legs, not with the back. Bend your knees.
2. Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
3. If the object is too heavy to handle safely alone, get help.
4. If the load obscures your vision check the area to ensure that your intended path is free of obstructions.

### **Stacking Material**

When piling materials make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear and with adequate space to work in them.

### **Suspended Loads**

Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

### **Riding on a Hoisting Device**

Employee shall never ride on a cable, sling, chain or other hoisting device, or on material being moved by means of a crane.

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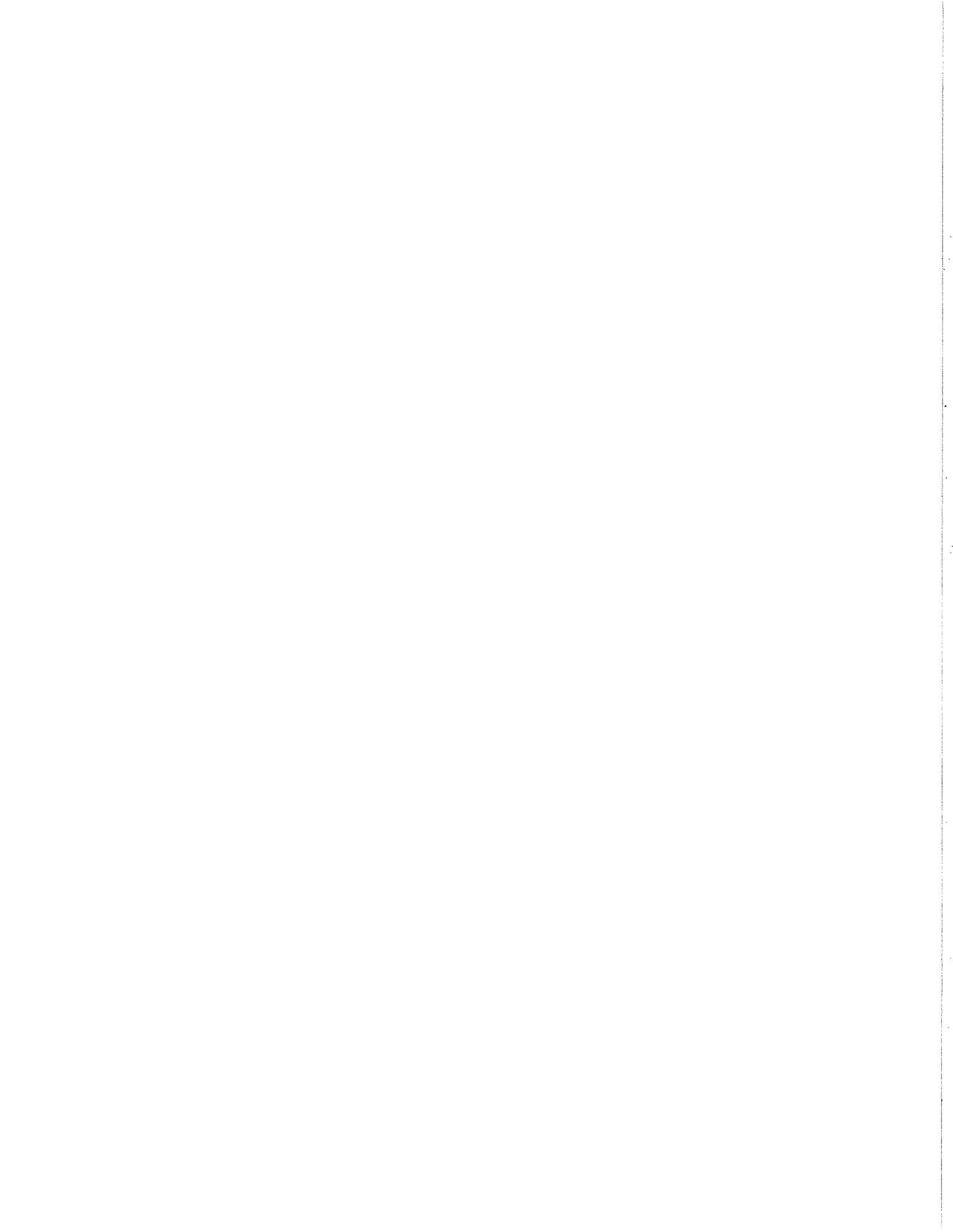
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## **Use of Chemicals, Pesticides, Herbicides and Fungicides**

**NOTE** - All chemicals must be used in strict compliance with manufacturers' instructions and applicable Federal, State, and Local laws, regulations and ordinances.

1. Make sure you read and follow manufacturers' directions and Material Safety Data Sheets (MSDS).
2. Wear protective clothing as recommended by the manufacturer and consistent with the Utility's PPE assessment, which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection, and a respirator.
3. Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
4. Notify your supervisor at once of any spillage of chemicals.
5. Dispose of containers in accordance with State and Federal regulations.

## **Handling Hazardous Materials**

### **Incompatibility**

Always read product labels and material safety data sheets (MSDS) before mixing or combining hazardous materials.

### **Labeling**

All containers shall be labeled to identify the contents, hazards and manufactures name. The labels shall reflect the numeric rating of the hazard for flammability, health, and reactivity.

### **Dispensing**

Certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the area is well ventilated and that you follow mixing instructions on the product label or material safety data sheet (MSDS).

**NOTE:** Gasoline cans shall be removed from the vehicle and placed on the ground before filling.

### **Moving and carrying chemicals**

Always carry chemicals in approved containers and wear the appropriate personal protective equipment.

### **Storage**

Always store chemicals according to instructions on product label or material safety data sheets (MSDS).

### **Disposal**

Always follow State and Federal procedures for disposal. Never pour hazardous chemicals or waste down sewers, drains or on the ground.

### **Spills**

All spills shall be cleaned up in accordance with department procedures for hazardous chemical leaks or spills.

### **Changing Tanks**

When working with hazardous gases such as chlorine or ammonia use two people to change or fill tanks.

## **Personal Protective Equipment**

### **Hard Hats**

Hard hats meeting the requirements of ANSI Z 89.1 –2003, or revisions to this standard, shall be worn by all personnel in the following activities at all times as indicated by the Utility's Personal Protective Equipment Program:

1. While on building construction sites/projects that present overhead hazards.
2. When engaged in storm damage clean up when overhead hazards exist.
3. When working in or under an aerial bucket or digger-derrick.
4. When working in trenches, excavations, or manholes.
5. When inspecting work projects/building projects.
6. When working under moving machinery (cranes, hoists, etc.).
7. When using a chipper or stumper.
8. Or whenever an overhead or other hazard exists that would expose the head to injury, or when the supervisor determines a hazardous situation exists.

### **Protective Eyewear**

Safety glasses, face shields or goggles. Suitable eye and face protective equipment shall be worn at all times where eye injuries may otherwise occur from the hazards of flying objects, glare, liquids or injurious radiation as indicated by the Utility's PPE program. (All safety glasses, face shields and goggles shall comply with requirements of ANSI Z 87.1 - 2003, or revisions to this standard.)

Examples Include: (NOTE - This is not an all inclusive list. It is merely intended to provide examples of some of the possible situations when eye protection is required.)

1. Grinding, cutting, milling, or drilling with power tools.
2. Using impact wrenches and compressed air tools.
3. Using punches, chisels, wedges, picks or other impact tools.
4. Chipping, scraping or scaling paint, rust, carbon or other materials.
5. When firing a weapon at the Police range.
6. Chipping saw cutting or breaking concrete.
7. Pipe cutting and threading.
8. Using paint remover.
9. Using power activated tools.
10. Soldering.
11. Cleaning dust or dirt from vehicles, machinery, etc.
12. Sandblasting or air cleaning operations.

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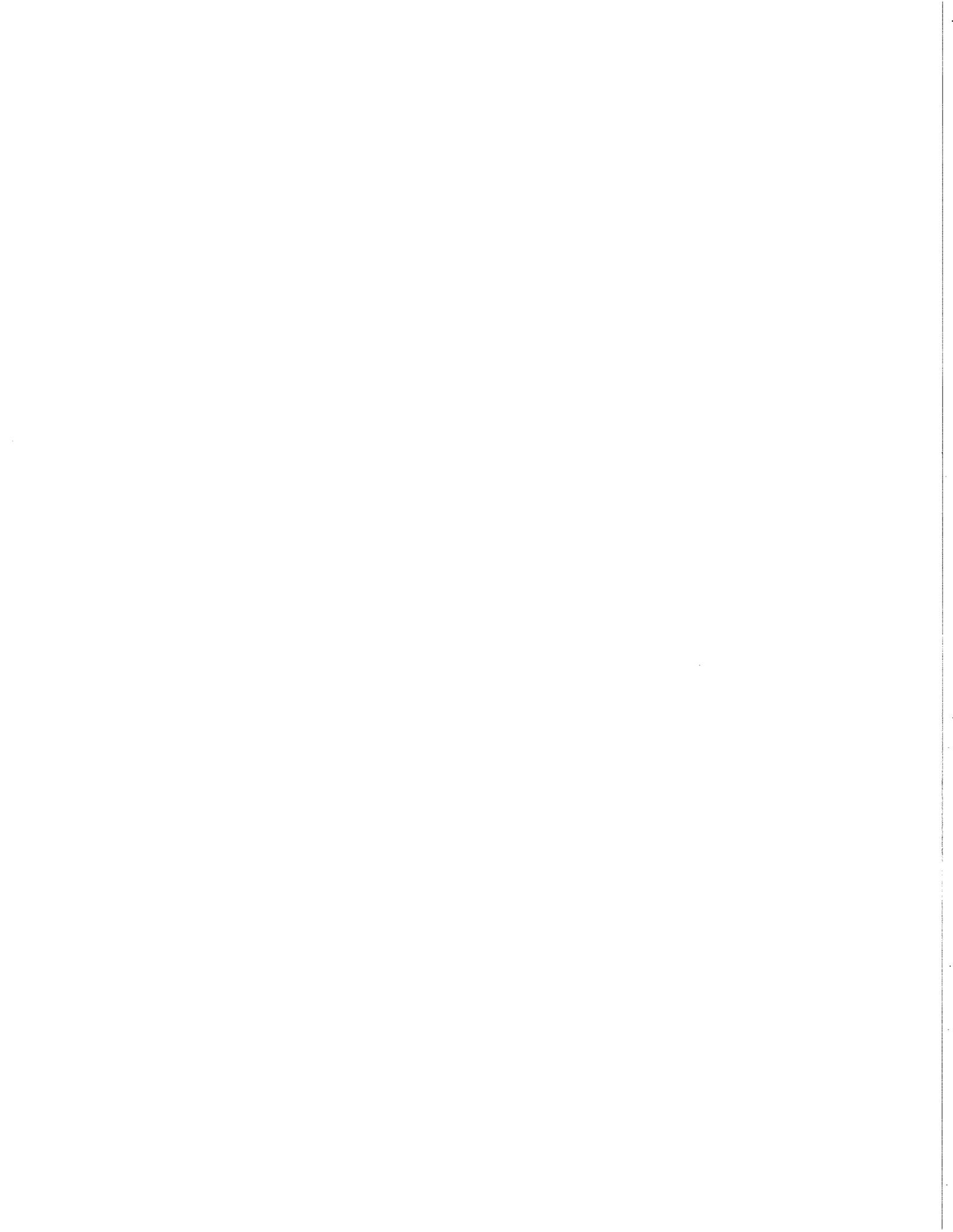
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13. Using metal cutting lathes, sharpeners, drill press, power hack saw, and other metal working tools.
14. Using woodworking equipment/tools.
15. Tree removal or trimming brush chipping or stump removal.
16. Using brush cutters or chain saws.
17. Steam cleaning.
18. Washing vehicle parts with soaps or solvents.
19. Working under vehicles.
20. Using trimmers and edgers.
21. When handling batteries, acids, caustics, and other harmful dust, liquids or gases.
22. When performing electrical switching operations or activating high voltage circuits where arcs may occur.
23. A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations, or in any other circumstance that would expose the employee to a risk of eye injury.

### **Hearing Protection**

Hearing protection which meets or exceeds the requirements of ANSI S must be used whenever the noise level exceeds 85 (DBA) or when using the shooting range or using air hammers or jackhammers, chainsaws, chippers, etc in compliance with the Utility's Hearing Conservation Program.

### **High Visibility Clothing**

When working in the roadway or right-of-way all employees shall wear a high visibility vest or other approved clothing [COMM 32.39 (1)].

### **Protective Clothing**

Protective clothing shall be worn in compliance with the Utility's Personal Protective Equipment Program.

### **Hand Protection**

Hand protection shall be worn in compliance with the Utility's Personal Protective Equipment Program. Appropriate gloves shall be worn whenever engaged in the following activities:

1. Laboratory activities (as required or for handling chemicals, batteries, etc.)
2. Handling rough materials such as lumber, stone, brush, etc.
3. Solid waste collection.
4. Handling ropes or steel cable.
5. When handling cement, hot asphalt or oil for surfacing.
6. When in contact with human blood or body fluids.
7. Welding.
8. Materials Handling.
9. When coming into contact with sanitary sewage.

### **Safety Belts/Harnesses**

Safety/harness with Life Lines shall be used by employees when working at heights of 6 feet or greater or in the aerial bucket, performing tree work, climbing water towers, scaffolding or as required in the Confined Space Entry Program and in other situations as required. This equipment shall meet appropriate standards and shall be inspected prior to each use.

### **Work Shoes**

Approved work shoes shall be interpreted to mean hard-soled, steel toed, oxford or work type shoes. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the Utility Director shall be the final deciding authority. NOTE: All footwear shall comply with the Utility's Personal Protective Equipment Program.

### **Respiratory Protection**

When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc. which are harmful to the human respiratory system, or where there is insufficient oxygen to support human life the employee shall wear suitable breathing apparatus in compliance with the Utility's Respiratory Program. When canister type respirators are used care must be exercised to use the proper canister for the exposure. Personnel must be medically evaluated, properly fitted and trained to use a respirator. (See 29 CFR 1910.134).

### **Spray Painting**

All spray-painting operations shall be done in the spray booth or with proper protective equipment and ventilation. Selection shall be made based upon hazard faced and exposure duration. Always consult the material safety data sheet. There shall be no smoking while spray painting. No welding, heating units or electrical spark producing equipment shall be used within 20 feet of spray-painting operation.

### **Construction Safety**

#### **Diggers Hotline**

Before doing any excavating, installing a sign or post or auguring a hole, the location of underground facilities shall be determined by calling "Digger's Hotline" at (800) 242-8511. In situations where the work is being done on City property, also make sure all private utilities are located.

#### **Work Zone Protection**

1. All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
2. If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately. In no instance shall a work zone be left unmarked.
3. Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked; the Supervisor shall be the deciding authority.
4. Remove or cover all signs or devices that are not needed.

### **Safety Belts/Harnesses**

Safety/harness with Life Lines shall be used by employees when working at heights of 6 feet or greater or in the aerial bucket, performing tree work, climbing water towers, scaffolding or as required in the Confined Space Entry Program and in other situations as required. This equipment shall meet appropriate standards and shall be inspected prior to each use.

### **Work Shoes**

Approved work shoes shall be interpreted to mean hard-soled, steel toed, oxford or work type shoes. To meet these guidelines, a shoe must be designed for use in the working environment in which it is being worn. Hard sole is interpreted to mean a sole that is made from hard leather, composite or other man-made materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the Utility Director shall be the final deciding authority. NOTE: All footwear shall comply with the Utility's Personal Protective Equipment Program.

### **Respiratory Protection**

When an employee is working in an environment where that employee is being exposed to fumes, gases, mists, vapors, chemicals, dust, etc. which are harmful to the human respiratory system, or where there is insufficient oxygen to support human life the employee shall wear suitable breathing apparatus in compliance with the Utility's Respiratory Program. When canister type respirators are used care must be exercised to use the proper canister for the exposure. Personnel must be medically evaluated, properly fitted and trained to use a respirator. (See 29 CFR 1910.134).

### **Spray Painting**

All spray-painting operations shall be done in the spray booth or with proper protective equipment and ventilation. Selection shall be made based upon hazard faced and exposure duration. Always consult the material safety data sheet. There shall be no smoking while spray painting. No welding, heating units or electrical spark producing equipment shall be used within 20 feet of spray-painting operation.

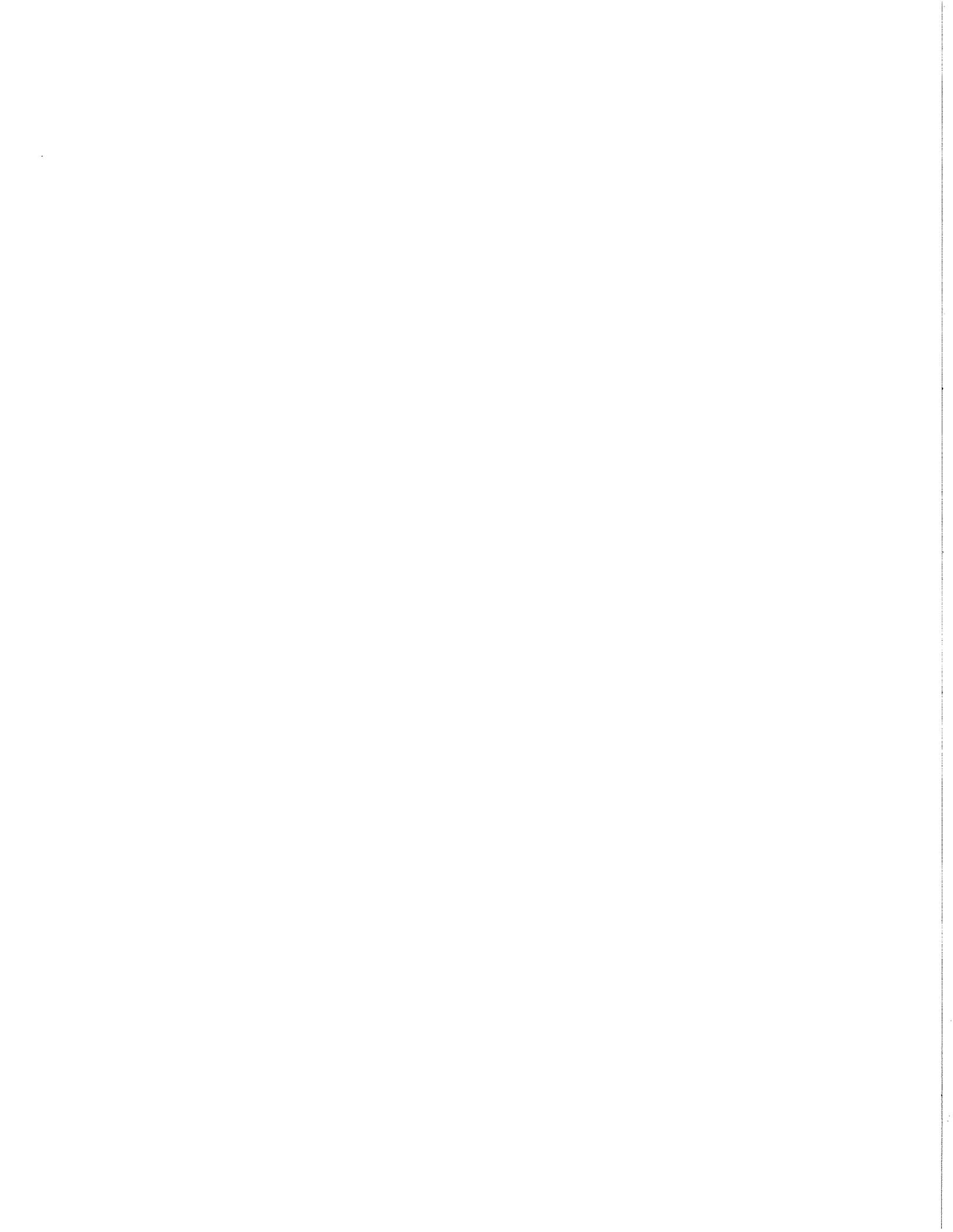
### **Construction Safety**

#### **Diggers Hotline**

Before doing any excavating, installing a sign or post or auguring a hole, the location of underground facilities shall be determined by calling "Digger's Hotline" at (800) 242-8511. In situations where the work is being done on City property, also make sure all private utilities are located.

#### **Work Zone Protection**

1. All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
2. If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately. In no instance shall a work zone be left unmarked.
3. Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked; the Supervisor shall be the deciding authority.
4. Remove or cover all signs or devices that are not needed.



## **Trenching & Excavations**

1. Excavations and trenches of up to five (5) feet in depth in hard or compact soil shall be adequately sloped. Those in excess of five (5) feet in depth or those in unstable or soft material where employees will be working or in all excavations in which employees are exposed to danger from unstable ground shall have the sides supported by adequate sheeting, shoring, or bracing per Wisconsin Administrative Code (29 CFR 1926.650-652, COMM 32.38).
2. Excavations and trenches shall be inspected by a competent person after each rain storm or other hazard-increasing occurrence and the protection against slides and cave-ins shall be increased if necessary.
3. In case of oxygen deficiencies or gaseous conditions, employees shall refer to the Utility's Confined Space written safety program.
4. At least two employees shall work on each trenching or excavation job. One employee shall be stationed above ground observing the worker below at all times.
5. No materials, soils, debris, equipment, etc., shall be stored, moved, or placed within two (2) feet of a trench or excavation.
6. All materials or tools shall be passed down by rope or pulley arrangement to the worker below. Tools and equipment should be lowered into a manhole or excavation by means of a rope, bucket or basket. Do not drop them into the manhole or excavation for the employee to catch. Attempting to carry tools in one hand while climbing down the ladder is unsafe.
7. An adequate means of exit such as a ladder or steps - placed so as to require no more than 25 feet of lateral travel when exiting - shall be provided in each excavation and trench. Employees shall not exit without first looking for traffic above.
8. Employees shall wear the protective clothing and equipment required by the Utility's Personal Protective Equipment assessment.

Please refer to the Utility's written excavation program for further information on excavation policies and procedures.

## **Slippery Conditions**

When weather or water main breaks cause slippery conditions, use sand, salt or chips to improve traction in the work area.

## **Working in Confined Spaces**

### **Confined Space Entry**

Any employee required to enter a manhole or other confined space shall be properly certified, thoroughly familiar with and obey provisions of 29 CFR 1910.146 & COMM 32.28 & 32.29 and the Utility's Confined Entry Procedure. All work in confined spaces shall be completed in compliance with the Utility's confined space entry procedure. A confined space is one that is so enclosed that dangerous air contamination therein cannot be prevented by natural ventilation through openings in the enclosure. Examples would be closed storage tanks, storage bins, duct work, sewers, tunnels, vaults, manholes, valve chambers and even open pits where heavier than air gases may accumulate.

### **Removal of Manhole Covers**

Never use your fingers or hands to remove a manhole cover. Always use a tool such as a pick with the point bent in the form of a hook or a special tool specifically designed for this purpose. Once the cover is removed, leave it flat on the ground and far enough away from the manhole to provide adequate room for a working area.

### **Manhole Steps**

If there are ladder rungs or steps installed in the side of the manhole, be very cautious when using them. Be alert for loose or corroded steps. Always test each step individually before placing your full weight on it.

### **Use of Ladders**

It is much safer to use a ladder as a means of entering a manhole. Be certain, however, that the bottom feet are properly placed so that the ladder will not slip or twist when your weight is placed upon it and that extension ladders are locked in place before use.

### **Testing Atmosphere**

Never enter a manhole or confined space without first checking for flammable gases and vapors, toxic vapors and gases and oxygen deficiency. Provide for adequate ventilation to remove these gases before entering a manhole. Smoking or open flames are prohibited. (Continuous monitoring of the atmosphere shall be maintained while in the confined space.)

### **Lifeline and Safety Equipment**

Before entering a manhole or confined space, put on an approved safety harness equipped with a lifeline tended by another employee at the point of entry. Communication between the entrant and attendant shall be maintained on an ongoing basis at all times. Hard hats shall be worn and adequate respiratory equipment shall always be available. Intrinsically safe equipment shall be used due to potential flammable atmosphere.

### **Rescue Equipment testing and Use**

All confined space rescue equipment must be tested on an annual basis and used on all permit required confined spaces.

### **Ladders, Step Stools and Scaffolding**

#### **Use Around Electrical Circuits**

Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.

#### **General Provisions**

Never stand on or above the second step from the top of a stepladder or the third rung from the top of a straight ladder. Ladders shall not be painted. Ladders shall have approved non-skid feet.

#### **Weight Rating**

Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II (commercial grade) ladders are recommended rather than household Type II ladders. No more than one person shall be on a ladder at a time.

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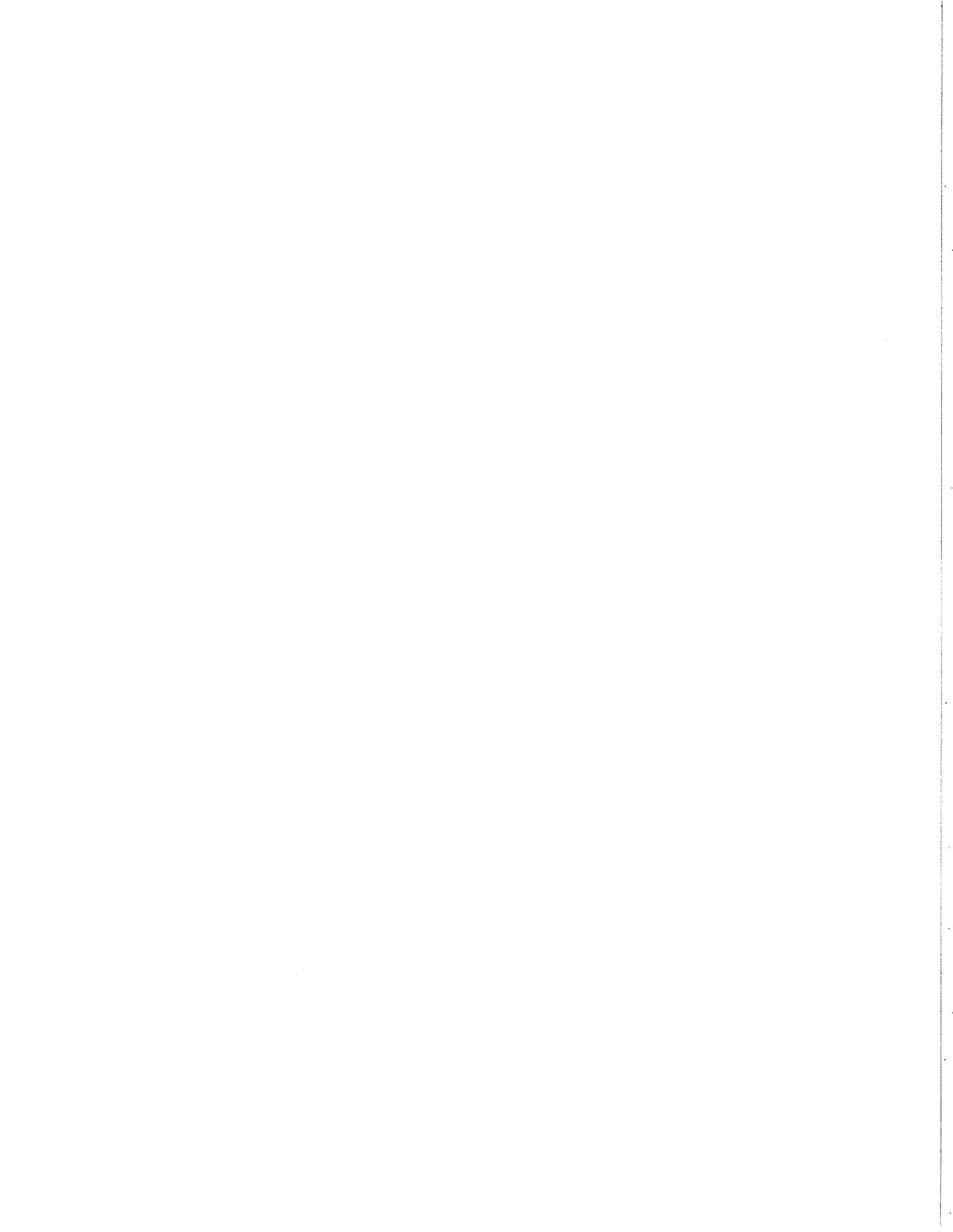
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### **Scaffolding**

Scaffolding four feet to ten feet high, having a minimum horizontal dimension in either direction of less than 45 inches and scaffolding over ten feet high shall have toe boards, midrails and handrails.

### **Equipment Inspection**

Always check ladders, steep stools and scaffolding thoroughly before using it. A rung, foot or guardrail could be broken or loose. Never use makeshift ladders or scaffolding.

### **Placement and Securing of Ladders**

When using ladders set them on a firm dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the distance to the support point of the ladder. When possible, secure ladders in place with ropes, hooks, spikes or other anti-slip devices. Always be careful of the placement of the ladder. Avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners or where it could be in the path of vehicles or equipment. Use signs or barricades to alert others.

### **First Aid**

#### **First Aid Supplies/Reporting of Injuries**

The Utility provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor no matter how insignificant it may seem to you at the time. As first aid supplies are used replacements should be requested. The Utilities Director or his designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site. (Reference ANSI Z308.1-1998)

#### **Requesting Medical Assistance**

In case of serious injury:

1. Dial 911 immediately. (Cisco IP phones 9-911) Nextel phones 911.
2. Never move an injured person unless it is absolutely necessary.
3. Keep the injured party warm and as comfortable as possible. Moving an injured person could result in further injury.
4. Temporary first aid should be administered only by qualified personnel. Unqualified personnel may cause more harm than good.
5. Keep onlookers away from the injured.
6. If, in the case of serious injury, it is necessary to transport the victim, it shall be done by emergency personnel.

## **Office Safety**

### **Housekeeping**

It is each employee's responsibility to keep his or her work station neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.

### **File Drawers**

All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers.

### **Ladders**

Never use chairs, desks, tables or other office furniture in place of a ladder or step stool.

### **Chairs**

Employees should not recline in office chairs that are not intended for that purpose.

### **Doors and Blind Corners**

Be cautious when approaching a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.

### **Paper Cutters and Office Hazards**

Care should be exercised when using and storing scissors, paper cutters, razor blades, etc. Keep the blades of paper cutter closed when not in use. Also make sure paper cutters are equipped with guards. Use a sponge or other wetting device for sealing envelopes. Use rubber finger guards when working with stacks of paper.

### **Office Equipment**

Be sure equipment is grounded and that the cord is in good condition. Where appropriate all equipment shall be turned off while unattended or not in use.

### **Electrical Cords**

Electrical cords shall be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall not be used and reported-immediately to your supervisor. Extension cords shall not be used in place of permanent wiring.

### **Electrical Plugs**

When removing an electrical plug from a receptacle, pull by the plug not the wire.

## **Welding**

### **General Requirements**

All welding cutting and brazing shall be performed in a manner consistent with DCOMM and OSHA regulations (29CFR 1910.251-.255).

## **Office Safety**

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### **Personnel Protective Equipment**

You must wear required welders safety equipment suitable for the materials being used. This includes but is not limited to flame resistant clothing, respirators, aprons, face shield, goggles, gloves, etc.

### **Fire Protection**

All work shall be performed in compliance with National Fire Protection Association (NFPA) standard 51B. You are required to inspect welding area before and after completion of work for fire or other hazards. You must have immediate access to an approved type of portable fire extinguisher.

### **Shields**

You are required to surround your work with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.

### **Ventilation**

Adequate general or local ventilation must be maintained.

### **Work in Confined Spaces**

Welding, cutting, or brazing in confined spaces requires air replacement with respirable air to replace withdrawn air or the use of NIOSH approved air-line respirators or hose masks. All work in confined spaces shall be performed in compliance with the Utility's confined space entry procedures.

### **Approved Lighters**

You must use an approved type of lighter to light the blowpipe.

### **Flash Back Valves**

All acetylene tanks shall be equipped with flash back valves, and propane tanks shall not be used if the pressure exceeds 15 pounds.

### **Powered Industrial Vehicles**

#### **Authorized Personnel**

Only authorized, trained, and certified personnel shall operate powered industrial trucks or vehicles with fork attachments used to carry, lift, load or stack.

#### **Watching for Hazards**

Operators must look in the direction of travel and be alert for potential hazards. Operate with forks as close to the surface as possible. (4-6 inches when inside a building.)

#### **Unattended Vehicle**

A vehicle is considered unattended when the operator is 25 feet or more from the vehicle or the vehicle is out of operators view. When the truck is unattended the controls must be neutralized, power shut off, brakes set and forks grounded. Block wheels if parked on an incline.

### **Passengers**

Only the operator may ride on the lift truck, unless a seat and handholds are provided for a passenger.

### **Arm and Leg Placement**

Never place arms or legs between the uprights of the mast or outside the running lines of the truck.

### **Direction of Travel**

On grades in excess of 10 percent, lift trucks are to be driven downgrade with the load following and upgrade with the load ahead.

### **Seat Belts**

When provided, seat belts shall be worn at all times.

### **Electrical Work**

#### **Electrical Work**

All electrical work shall be in compliance with the most recent edition of the National Electric Code & WI Administrative Code (COMM 16).

#### **Trained Employees**

Only trained, qualified employees shall do electrical work.

#### **Live Lines**

Electrical equipment and lines shall always be considered to be "live" unless they are positively known to be de-energized and are grounded.

#### **Energized Equipment**

Energized equipment or wires shall never be left unguarded.

#### **Lockout/Tagout**

All employees must follow the Utility Lockout/Tagout policy.

### **Aerial Bucket Use**

#### **Conducting Work**

All work shall be conducted as if the truck, boom, and aerial bucket were not electrically insulated.

#### **Aerial Bucket Operator**

Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment. A minimum of two (2) personnel are needed whenever the aerial bucket is operated. Please refer to MEUW safety Manual for further explanations.

#### **Before Starting Work**

Before starting work the operator shall insure that all ground level and bucket controls are in proper working order.

### **Passengers**

Only the operator may ride on the lift truck, unless a seat and handholds are provided for a passenger.

### **Arm and Leg Placement**

Never place arms or legs between the uprights of the mast or outside the running lines of the truck.

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### **Maneuvering the Bucket**

When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.

### **Employee Positioning**

Work shall only be done while standing on the floor of the bucket.

### **Entering/Leaving Bucket**

Employees shall not enter or leave the bucket by walking the boom.

### **Authorized and Trained Operator**

Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.

### **Work Zone Protection**

The emergency flashing light on the truck shall be used at all times while work is being done on road right-of-way. When work being done in the road right-of-way will exceed 1 hour, the work zone will be protected following MUTCD guidelines.

### **Travel**

No employee shall be transported any distance while in the bucket.

### **Body Harness**

Employees in the bucket shall wear a body harness at all times that is connected to a lanyard that is connected to an anchor point.

## **Cranes, Hoists and Digger-Derricks**

### **Trained Employees**

Only trained, designated employees shall operate cranes, hoists and digger derricks.

### **No Riding on Equipment**

No person shall be permitted to ride the hook, sling, or load of any equipment.

### **Load Limits**

Load limits as specified by the manufacturer shall be clearly marked and shall not be exceeded under any circumstances.

### **Under a Load**

No one shall be under a suspended load or inside the angle of a winch line.

### **No Unattended Loads**

Suspended loads shall not be left unattended without permission of the supervisor.

### **Inspection**

A thorough, monthly, written inspection report shall be completed on each crane and hoist. In addition, prior to each use all control mechanisms, safety devices, attachments, and brake systems shall be checked.

### **Designated Observer**

An employee shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

### **Tag Line**

When guiding a suspended load into position, a non-conductive rope or tag line shall be used to permit maintenance of a safe distance from the drop zone, in case a suspended load should fall or contact with an electrical power source should occur.

## **Slings, Ropes and Chains**

### **Load Limits**

Load limits as specified by the manufacturer shall not be exceeded under any circumstance.

### **Inspection**

Each day before use, all equipment shall be inspected for damage or defects. Damaged equipment shall immediately be removed from service.

### **Appearance of Rope**

The outward appearance of rope shall not be accepted as proof of its condition. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.

### **Unrated Chains**

Unrated chains shall not be used for hoisting or lifting anything overhead.

### **Repair of Slings and Chains**

Only the manufacturer shall repair and proof-test slings and chains.

### **Suspended Loads**

Do not place any part of your body under a suspended load.

## **Fall Protection**

### **Fall Arrest Equipment**

#### 1. General

When exposure to an elevated fall hazard cannot be prevented through engineering controls, personal fall arrest equipment shall be used to control the fall.

#### 2. Use

Personal fall arrest equipment shall be used whenever a free fall hazard exceeds 6 feet and only when installed and used in accordance with manufacturer directions and recommendations.

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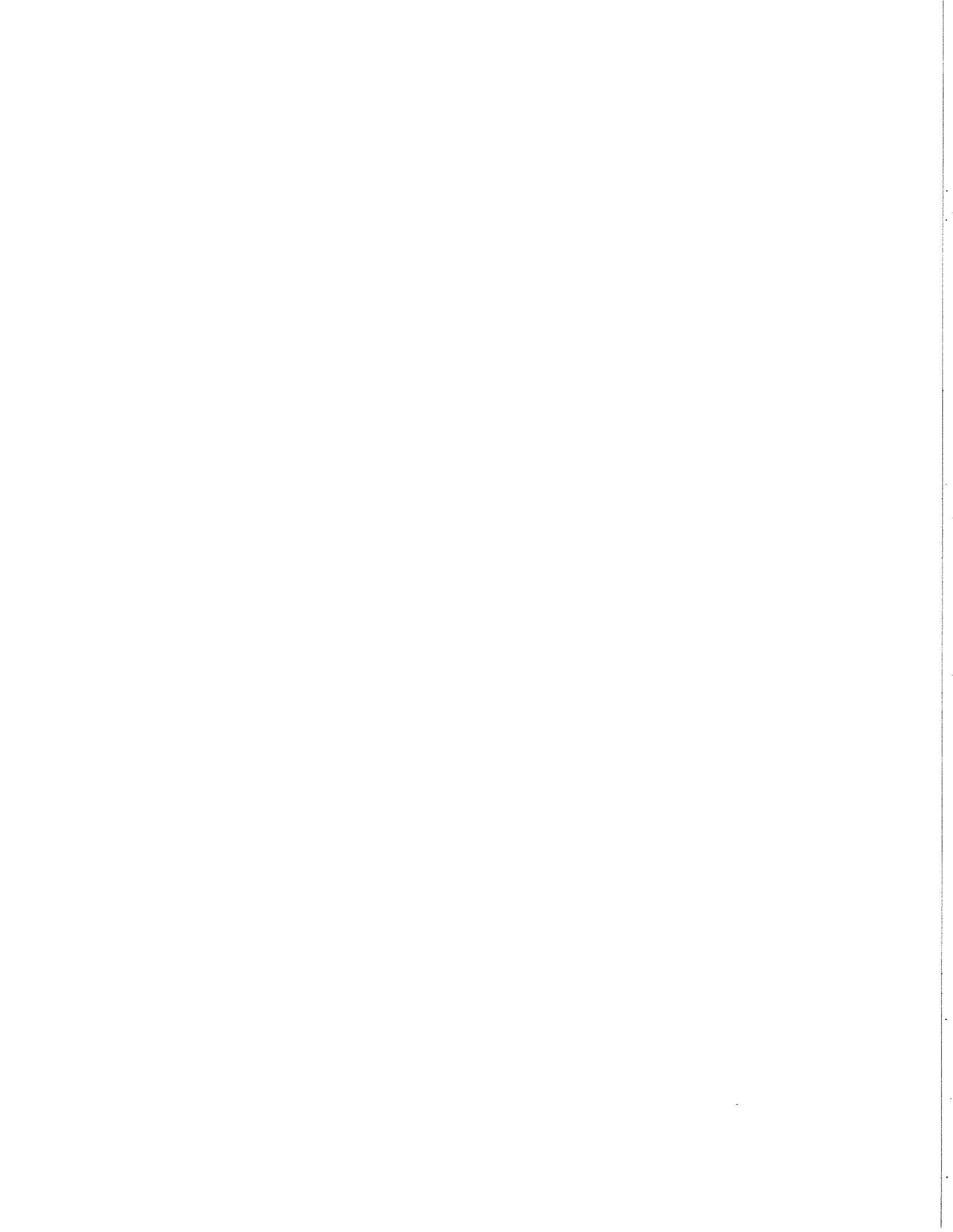
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**Fall Protection Systems**

Fall protection systems shall be used whenever there is potential to fall four feet or more.

**Surfaces**

All surfaces shall be free of debris, holes, loose boards, protruding fasteners and liquids and shall allow for free movement of traffic and pedestrians, as is practical and reasonable.

**Body Belts**

All body belts and harnesses shall be inspected prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

**Lanyards, Ropes and Lifelines**

All lanyards, ropes and lifelines shall be inspected prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

**Lanyard Length**

Lanyards shall not exceed 6 feet in length.

**Training**

Employees required to wear fall protection equipment shall be trained on the safe and proper use of the equipment prior to use.

Please refer to the Utility's Fall Protection Written Program for further explanation.

Detach and return this page to the Department Supervisor after you have read and understood this manual.

I acknowledge receipt of the Safety Rules on the date indicated below.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

