

<p align="center">CITY OF APPLETON PERSONNEL POLICY</p>	<p align="center">TITLE: General Safety</p>	
<p>ISSUE DATE: February 19, 2003</p>	<p>LAST UPDATE: December 2005 April 2010 March 2014</p>	<p>SECTION: Safety</p>
<p>POLICY SOURCE: Human Resources Department</p>	<p>AUDIENCE: All employees</p>	<p>TOTAL PAGES: 7</p>
<p>Reviewed by Attorney's Office Date: January 2003 December 2005 April 2010</p>	<p>Finance and Administration Committee Approval Date: February 12, 2003 January 11, 2006 July 28, 2010</p>	<p>Council Approval Date: February 19, 2003 January 18, 2006 August 8, 2010</p>

I. PURPOSE

The purpose of this policy is to provide a safe and hazard free work place for all employees.

II. POLICY

The rules incorporated within this policy are intended to specify the general standards by which employees shall perform their jobs. However, these rules are not exhaustive, and individual department rules may apply. Violation of safety rules or standards will result in disciplinary action up to and including discharge. As used in these rules, "shall" is interpreted to mean "required" while "should" is interpreted to mean "recommended, but not required".

III. DISCUSSION

- A. Employee Responsibility - Each employee is responsible for performing his/her job with every possible consideration for his/her own safety, for the rights and safety of others, and for compliance with all applicable Federal, State and local safety standards that apply to the performance of his/her job. All employees are required to obey safety rules and general safe work practices that are set forth by these general rules, which are intended to be applied in conjunction with specific department rules.

- B. Management Responsibility - Each Department Director and supervisor is responsible for the safety of work under their direction. This shall include, but not be limited to, the following:
 - 1. Providing employees with a safe working environment.
 - 2. Ensuring compliance and enforcing all applicable Federal Regulations, State Regulations and local safety standards within their department 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.

IV. SAFETY (RULES)

- A. Horseplay of any kind will not be tolerated.
- B. Smoking or **using e-cigarettes (“vaping”)** is prohibited in all City buildings and vehicles.
- C. All power tools and equipment shall be shut off when unattended or not in use. Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees will be held accountable for damage to tools, equipment, vehicles, etc, that results from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.
- D. Standards for wearing apparel and jewelry shall be consistent with City policies and the requirements of the job.
- E. When working in the street, employees shall wear reflective clothing or high-visible colored vests as required by COMM 32.39 (1) and DOT 23 CFR 634 and use the warning lights mounted on vehicles or equipment. Barricades that are used at night must have an operable flashing or steady burn light which is turned on.
- F. All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin driver’s license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. 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.
- G. The public shall be kept away from all work areas that could expose them to a hazard.
- H. Coast Guard approved flotation devices shall be worn at all times while working over water or when operating any type of watercraft. Whenever an emergency is involved, all personnel working within 50 feet of the water edge shall wear a USCG approved protective floating device when feasible or if required by department policy.
- I. All floors, aisles, and 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.
- J. Any substance spilled or observed on the floor 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.
- K. Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose.

- L. 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.

- M. Tools and Equipment
 - 1. 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.

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

 - 3. When operating a grinder:
 - a. No wheel shall be operated without properly installed guards.
 - b. The top (tongue) guard should be adjusted to within ¼ 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.
 - c. Grinding on the flat side of the wheel is prohibited.
 - d. Out-of-round wheels shall be dressed before use.
 - e. Face shield and safety glasses shall be worn.
 - f. Anytime the grinding wheel is removed or replaced, it must be ring-tested prior to installation.

- N. When mowing or trimming:
 - 1. ANSI approved safety glasses with side shields or impact goggles must be worn.
 - 2. Inspect area and remove all debris.
 - 3. Cut with discharge chute pointed down and in opposite direction of buildings, vehicles and play areas where practical.
 - 4. Always shut off engine before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
 - 5. Wear steel toe safety shoes or toe guards.
 - 6. Appropriate PPE shall be worn – refer to PPE hazard assessment.

- O. When trimming trees or using chain saws:
 - 1. All tree work shall be done in accordance with the provisions of ANSI 133.1.
 - 2. Except in cases of emergency, aerial tree work shall not be performed during high winds.
 - 3. Ropes of suitable strength shall be used for lowering of limbs.
 - 4. Climbing ropes or safety lines shall not be used for lowering of limbs.
 - 5. Remove all tools, hangers, and ropes from trees before you leave the job site.
 - 6. No person shall be grounded with a vehicle when working around wires.
 - 7. Never walk with saw blade in motion.
 - 8. Walk with guide bar pointing to rear.
 - 9. Maintenance and refueling shall not be done when saw is running.
 - 10. Approved hard hats, eye, ear, and foot protection shall be worn.
 - 11. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

- P. An employee may not operate, repair or test any machinery, apparatus, tools, or other equipment unless he/she has been properly trained and are authorized to do so. Use of required protective equipment is required. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.
- Q. All employees are required to immediately report to their supervisor(s) any unsafe working conditions, procedures 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.
- R. Never operate machinery or equipment when it is not adequately guarded or when guards are removed.
- S. 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 sources, and from impact by vehicles or equipment. Oxygen cylinders in storage shall be 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.
- T. All electrical equipment shall be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.
- U. 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.
- V. 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.
- W. When operating drills and drill presses:
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, do not hold in the hand.
- X. Vehicle Operation and Repair (City owned vehicles):
1. 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 and disciplinary action will result.
 2. Each occupant of a motor vehicle shall 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.
 3. The driver/operator of a vehicle or equipment is responsible for:
 - a. Keeping the windshield and windows as clean and clear as possible.

- b. Checking and ensuring that lights, turn signals, emergency flashers, windshield wipers, and horn are in proper working order.
 - c. Checking all fluid levels (oil, transmission, hydraulic, etc.) each time he/she operates a vehicle/equipment.
 - d. Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
 - e. Promptly report any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.
 - f. Following the Accident Reporting and Investigation Policy in the event of an accident.
 - g. Following of the City Fleet Safety policy.
4. Employees shall not ride on the outside of any vehicle. The exceptions to this rule include, but are not limited to, Sanitation employees on a two-person route, installing and removing decorations and flags, placing and picking traffic cones, or Fire department employees for the purpose of loading hoses. In no instance shall the vehicle exceed 10 mph or the distance exceed two blocks between stops while someone is riding on the outside of the vehicle. In no instance shall an employee ride on the back of a vehicle while the vehicle is backing. If an employee is requesting to ride on the outside of a vehicle for a task that is not listed above, he/she must obtain prior approval from his/her supervisor.
5. No gasoline or diesel motors shall be operated, except to start or move the vehicle, in the shop or other enclosed place, unless the exhaust is connected to the proper outlet or there is proper ventilation.
6. When parking conventionally equipped vehicles or equipment, the driver shall:
 - a. Set parking or hand brake (if so equipped).
 - b. Put equipment in low gear or park.
 - c. Remove ignition key, if possible. Do not leave any vehicle unattended with the motor running or with the keys in the ignition. The only exception to this rule is a vehicle that must, for mechanical reasons, remain running. In this instance, the vehicle may be left unattended if the doors are locked and the windows closed.
 - d. Block rear wheels if grade is steep. Curb front wheels by turning them into the curb.
 - e. Ensure that traffic signs and signals are visible to other motorists and are not obstructed by the vehicle.
7. When backing equipment the driver shall:
 - a. Make sure no person, vehicle or fixed object is behind the vehicle.
 - b. Have a helper (if available) guide him/her, but remember the driver is fully responsible for backing motions.
 - c. Make sure backup signal, if required, is in working order.
8. 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.
9. Any employee who operates a personal vehicle for City business must have a valid driver's license and 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.

Y. Construction Safety

1. Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling “Digger’s Hotline” at 800-242-8511. In situations where the work is being done on City property, all private utilities shall also be located. No work shall begin before the date and time provided by Digger’s Hotline.
2. Work Zone Protection:
 - a. 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 City’s *Temporary Traffic Control Manual for Street Construction and Maintenance Operations in the City of Appleton*, latest edition.
 - b. 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.
 - c. 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.
 - d. Remove or cover all signs or devices that are not needed.

Z. Office Safety

1. It is each employee’s responsibility to keep his or her workstation 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.
2. 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.
3. Never use chairs, desks, tables or other office furniture in place of a ladder or step stools.
4. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it to your supervisor. Where appropriate, all equipment shall be turned off while unattended or not in use.
5. Electrical cords shall be placed in such a way 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 be reported immediately to your supervisor and may not be used. Extension cords shall not be used in place of permanent wiring.

AA. Eye Protection

1. There are many tasks performed by City employees where the wearing of eye protection is required. The safety rules spell out in detail when and what type of eye protection is to be worn when performing these tasks. The City currently provides employees with various types of eye protection including goggles, face shields and non-prescription safety glasses.
2. When an employee wears prescription glasses, the employee is still required to wear proper eye protection. The City provides goggles and face shields and, when deemed appropriate by the Department Director, will participate in the cost of purchasing a pair of prescription safety glasses. The City will contribute up to \$25 every two years toward the purchase of a pair of prescription safety glasses. For those employees wearing bifocals, the City will contribute an additional \$10 every two years toward the purchase of safety glasses. These expenses will be covered by the individual's department.
3. Prescription safety glasses that are damaged at work may be replaced, by the department, depending on the circumstances surrounding their damage. The replacement of damaged safety glasses is at the discretion of the Department Director. More information regarding eye protection can be found in the Personal Protective Equipment (PPE) safety policy.