

<b>CITY OF APPLETON PERSONNEL POLICY</b>	<b>TITLE: General Safety</b>	
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**I. PURPOSE**

The purpose of this policy is to provide a safe and hazard free workplace 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 - Employees are responsible for performing their jobs with every possible consideration for their 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 their jobs. 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. **If an employee is in doubt about the safe and proper way to perform a job; ask for instruction from your supervisor.**
- 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 **and/or practical jokes** of any kind will not be tolerated.
- B. Smoking or using e-cigarettes (“vaping”) is prohibited in all City buildings and vehicles. **Smoking is forbidden when refueling equipment and when working with flammable or combustible chemicals.**
- C. All power machines, tools and equipment shall be properly shut down when unattended or not in use. **Prior to servicing, adjusting and/or repairing any machine or equipment, employees shall follow the proper lockout/tagout procedures. Never attempt to work on a machine or piece of equipment while it is energized or operating.** Properly secure or do not leave any unattended power tools and equipment where the public may be present. 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. **Loose or torn clothing, long unrestrained hair, rings, or pendant jewelry shall not be worn near moving machinery or equipment.**
- E. Disposal of trash and recyclables shall be disposed promptly and in the appropriate container.
- F. When working in the street right of way or construction zones, employees shall wear high visibility retroreflective clothing as required by the Wisconsin Department of Safety and Professional Services (DSPS) and the Department of Transportation (DOT) and use the warning lights mounted on vehicles or equipment.
- G. 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, the employee shall immediately inform the employee’s 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.
- H. The public shall be kept away from all work areas that could expose them to a hazard.
- I. Coast Guard approved flotation devices shall be worn at all times while working over water when fall protection is not in place 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.

- J. 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. **Stored materials shall not obstruct fire extinguishers, fire alarm pull boxes, sprinkler system controls, electrical distribution panels, emergency lighting, first aid cabinets or exits.**
- K. Any substance spilled or observed on the floor that would cause the floor to become slippery or create a slip 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.
- L. **Basic fire safety measures should be taken which include but are not limited to the following: proper storage of flammable liquids and gases, discarding trash properly (i.e, storing chemical-soaked rags in an approved covered metal container, etc.), knowing where fire extinguishers are located, never blocking emergency exits and knowing what to do in the event of a fire.**
- M. 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.
- N. 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.
- O. 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 and follow applicable LOTO procedures to 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.
- P. When trimming trees or using chain saws:
1. All tree work shall be done in accordance with the applicable provisions of ANSI (American National Standards Institute). ANSI Z133 -Arboricultural Operations Safety Requirements
  2. Except in cases of emergency, aerial tree work shall not be performed during high winds.
  3. Remove all tools, hangers, and ropes from trees before you leave the job site.

4. Approved hard hats, eye, ear, and foot protection shall be worn.
  5. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.
  6. Work being conducted in proximity to electrical conductors shall follow and obey minimal approach distances to appropriate training and certification levels according to ANSI Z133
- Q. An employee may not operate, repair or test any machinery, apparatus, tools, or other equipment unless the employee 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.
- R. 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 **Safety** Act.
- S. Never operate machinery or equipment when it is not adequately guarded or when guards are removed.
- T. 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.
- U. All electrical equipment shall be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.
- V. When using extension cords, make sure they are U.L. (Underwriter's Laboratory) approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights used shall be approved for the type of environment they will be used in. Extension cords shall not be used in place of permanent wiring.
- W. 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.
- X. 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.
- 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". 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 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 the employee's 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.
6. Electric space heaters will be provided with the authorization of the Parks, Recreation and Facilities Management (PRFM) Director or his/her designee. Heaters not provided by PRFM are not authorized for use. Space heater devices should be certified by an independent testing laboratory (such as Underwriter's Laboratory or UL). Position space heaters at least three (3) feet away from combustible materials such as papers, clothing, and rugs. Don't use extension cords or power strips with space heaters as they can overheat and start a fire. Instead plug the device directly into a wall outlet. Refrain from plugging additional devices into the same outlet as the space heater. Never leave the heater unattended while in operation.

#### AA. Eye Protection

1. There are many tasks performed by City employees where the wearing of eye protection is required. The City PPE Policy spells 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 non-prescription safety glasses, 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. 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.

#### BB. Hearing Protection

1. Employees exposed to a work environment with a decibel level above 85 decibels shall wear hearing protection provided by the City for the purpose of preventing hearing loss. The PPE provided should include a variety of styles such as muffs or earplugs when engineering controls cannot be provided to reduce the noise level.
2. Communication earmuffs can be utilized when the system provides adequate noise reduction ratings for the task or the system utilizes technology to monitor and limit sound exposure at all inputs to ensure compliance with hearing protection standards.
3. Earmuffs that stream music or noise cancelling earbuds which cannot provide adequate noise reduction ratings or provide manufacturers ability to limit sound exposures below hearing protection standards over a time weighted average shall not be used.

#### CC. Ladder Use (the following applies except for when ladders are used in emergency situations such as firefighting, rescue and tactical law enforcement operations, or training for these operations):

1. Employees shall select the appropriate ladder (step ladder, extension ladder, mobile ladder, etc.) to safely complete the task or job.
2. Ladders are to be used only for the purposes for which they were designed.
3. Ladders shall be inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury. Any ladder with any defect shall be immediately tagged "Dangerous-Do Not Use" (or similar language) and removed from service until properly repaired or discarded.
4. Employees shall face the ladder when climbing up or down it. Employees shall maintain 3-point contact (two hands and one foot or two feet and a hand) when climbing or descending a ladder. Employees shall not carry any object or load that could cause the employee to lose balance while climbing up or down a ladder.
5. Ladders shall not be loaded beyond its maximum intended load (weight of worker, tools, materials, etc. must be accounted for).
6. Ladders shall only be used on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement. Do not place ladders on boxes, barrels, or other unstable surfaces to obtain additional height.
7. Stepladders shall be fully opened and locked before climbing them. Never use a stepladder with the spreader in a closed or partially closed position.

8. Do not overreach while on a ladder; employees should keep their torsos between the ladder rails.
9. Do not use ladders in high winds or storms.
10. Only one person, at a time, is permitted on a ladder unless the ladder is specifically designed for more than one climber.
11. Ladders must not be placed in front of closed doors that can open towards the ladder. The door should be blocked open or otherwise guarded by a temporary barricade.