

RESOLUTION NO. 2014 – 1

RESOLUTION REGARDING THE SAFETY OF THE CITY EMPLOYEES AND ADOPTION OF THE MUNICIPAL EMPLOYEE SAFETY AND HEALTH POLICY.

WHEREAS, the Mayor and City Council of the City of Gothenburg deem that the safety of our employees are of ultimate concern; and

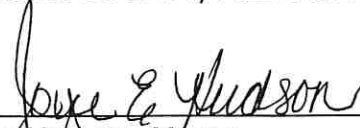
WHEREAS, the Mayor and City Council of the City of Gothenburg deem it appropriate to adopt policies in regard to safety of their employees.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GOTHENBURG, DAWSON COUNTY, NEBRASKA AS FOLLOWS:

Section 1: The City of Gothenburg hereby adopts the MUNICIPAL EMPLOYEE SAFETY AND HEALTH POLICY as attached.

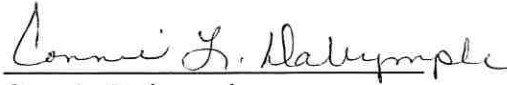
Passed and approved this 21st day of January, 2014.

CITY OF GOTHENBURG
DAWSON COUNTY, NEBRASKA



Joyce Hudson, Mayor

ATTEST:



Connie Dalrymple
City Clerk

APPROVED AS TO FORM:



Mike Bacon, City Attorney

MUNICIPAL EMPLOYEE SAFETY AND HEALTH POLICY

The personal safety and health of each employee of this municipality is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, Administration will provide all mechanical and physical facilities required for personal safety and health, in keeping with the highest standards.

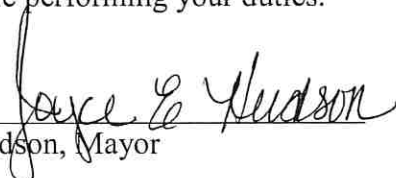
We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both Department Head and employee, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and maintained.

Our objective is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum, nor merely in keeping with, but surpassing, the best experience of other operations similar to ours. Our goal is ZERO accidents and injuries. Our safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent that is possible.
2. Conducting a program of safety and health inspections to find and get rid of unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for every job.
3. Training all employees in good safety and health practices.
4. Providing necessary personal protective equipment and instructions for its use and care.
5. Developing and enforcing safety and health rules; requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.

We recognize that the responsibilities for safety and health are shared:

- a. As your employer we accept the responsibility for leadership of the safety and health program, and for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- b. Our Department Heads are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise; and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- c. As employees, you are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program - including compliance with all rules and regulations, and for continuously practicing safety while performing your duties.



Joyce Hudson, Mayor

Gothenburg Injury Prevention Policy

GENERAL SAFETY RULES

1. Application
 - a. All municipal employees shall carefully study those safety rules applicable to their duties. Compliance with these safety rules is mandatory and is considered a requirement for employment.
 - b. If an employee is called upon to perform work which they consider hazardous and not properly protected, they shall bring the matter to the attention of their Department Head before beginning work. If questions arise, interpretation rests finally with the Department Head.
 - c. These rules represent minimum requirements. Employers shall use good judgment in dealing with conditions not covered in these rules.
2. Employee's Responsibility for Safety
 - a. Prior to beginning a job, employees shall satisfy themselves that they can perform the task without injury. If in doubt as to abilities to perform the work, attention shall be called to the Department Head. All employees shall be required to perform all of the details outlined in their job description.
 - b. Before beginning a job, each employee shall understand the work to be done, their part in the work and the safety rules which apply.
3. Reporting Employee Injuries
 - a. All injuries shall receive proper medical attention and a written report made to the employee's Department Head and to the Clerk's Office within twenty-four (24) hours of injury/accident.
 - b. All injuries shall be medically treated by a local physician and/or medical staff unless local physician mandates other treatment.
 - c. In case of serious or fatal accidents to employees, appropriate action shall be taken promptly. The accident shall be reported immediately to the Department Head and Clerk's Office.
4. Reporting Municipal Vehicle Accidents
 - a. The driver shall report accurately and immediately to their immediate supervisor and/or law enforcement personnel every accident to a municipal vehicle in their possession.
 - b. The driver shall not discuss or argue the causes or results of an accident with other parties but shall secure all pertinent facts and information. They shall answer questions when asked by proper authority but under no circumstances shall admit fault or negligence or sign any statement for anyone except proper representatives of the municipality.
 - c. Should the other driver demand immediate action, they shall be referred to the municipal employee's Department Head.
 - d. The driver, when involved in an accident, shall stop and give their name and address, and the municipality's name and address. They shall also secure the name and address of others involved in the accident and of witnesses to the accident. The driver shall also note position of vehicle after the collision in reference to edge of road, sidewalk, line, center of intersection, etc.
 - e. Any accidents shall fall under Chapter 9 of the Personnel Policy regarding drug and alcohol testing.

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- f. If any person is injured as a result of a vehicle accident, employees shall see that necessary emergency aid is provided. Drug and alcohol testing may be required as outlined in the Personnel Policy.
5. Reporting Hazardous Conditions
 - a. When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the municipal department in which the condition exists, they shall report it promptly to their Department Head or Administration, and when necessary, guard it.
 - b. An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location, and the nature of the trouble. They shall immediately refer this information to the person having responsibility for such matters.
6. Taking Chances
 - a. Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed.
 - b. Employees shall always try to place themselves in a safe and secure position.
7. Guards
 - a. No guard shall be removed from any machine or piece of equipment except to perform required maintenance.
 - b. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed.
8. Warnings
 - a. Warning signs shall be heeded. Persons seen in a dangerous situation shall be warned without being startled. Employees not required to be near potentially dangerous places shall keep away from them.
9. Intoxicating Beverages and Drugs
 - a. Use of intoxicating beverages, drugs or being under their influence of intoxicating beverages or drugs while on assignment is prohibited and shall be sufficient cause for disciplinary action. Any employee taking drugs prescribed by a physician or over-the-counter drugs which could impair his or her assigned work shall report this fact to their Department before beginning work.
10. Housekeeping
 - a. Work locations, vehicles and buildings (inside and outside), shall be kept clean and orderly at all times.
 - b. Permanent floors, platforms and sidewalks shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease or water. Where the type of operations produces slippery conditions; mats, grates, cleats, or other methods shall be used to reduce the hazard of slipping.
 - c. Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

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- d. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.
11. Smoking
 - a. Smoking or open flames shall not be permitted in areas where dangerous gases or combustible material might be present. Absence of "No Smoking" signs shall not excuse smoking in dangerous places. Areas include gas pumps, and confined spaces. Smoking shall not be permitted within any municipal building but may occur on municipal property in non-dangerous places unless they are posted as non-smoking. Smoking shall not be permitted in any municipal vehicle.
 12. Fire Protection
 - a. Fire protection equipment shall be properly located and marked with proper signage. Except for actual fire protection use or repair, employees shall not move or remove such equipment.
 - b. Except for wheeled type equipment, all fire extinguishers shall be mounted (recommended height is 42 inches or less).
 - c. Employees shall be familiar with both the location and the operation of all fire protective equipment in the vicinity of the work area.
 - d. Employees shall know the classes of fire, their burning characteristics and the proper extinguishing agent to be used.
 - e. Employees shall not enter confined spaces after using CO2 extinguishers until the area has been thoroughly ventilated.
 - f. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.
 - g. A fire extinguisher should be readily accessible in all municipally owned vehicles.
 13. Clothing and Footwear
 - a. Employees are to wear appropriate clothing and footwear according to their employment and as designated by their immediate supervisor.
 14. Eye Protection
 - a. All employees shall be required to wear safety glasses any place where there is a chance of foreign objects entering the eye.
 - b. City will provide up to \$100.00 a year towards the cost of a pair of prescription/non-prescription safety glasses. The coordinator will be responsible to see whether new glasses are justified each year.
 15. Head Protection
 - a. Hard hats will be worn when falling objects, electrical contacts, or other hazards may cause a head injury.
 - Construction/maintenance work sites
 - Overhead work
 - Tree trimming and removal
 - Specified hard hat areas as determined by Safety Committee
 - Electrical substations

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16. Personal Protective Equipment
 - a. Safety vests -- flagmen or other employees shall wear high visibility clothing when exposed to traffic. Police personnel will wear reflective vests or gloves when supplying traffic control or investigating motor vehicle accidents during all hours.
 - b. Safety Harness -- will be worn when climbing the water tower, entering manholes, lift stations or digesters.
 - c. Fresh Air Apparatus -- will be worn when working inside any container or enclosure when an adequate supply of fresh air cannot be assured, blowers or fresh air apparatus shall be used. When using a fresh air apparatus you shall also wear a body harness.
 - d. Ear Protection -- must be worn when there is a possibility of hearing damage (jack hammer, chain saw, etc.)
 - e. Flootation jackets shall be worn in the areas of the clarifiers, aeration basins and sludge tanks or when hazardous situations warrant them.

17. Hand and Power Tools
 - a. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. A Department Head has the authority and responsibility to condemn unserviceable tools, regardless of ownership. Tools are subject to inspection at any time.
 - b. Defective tools shall be removed from the job site.
 - c. Employees shall always use the proper tool for the job performed. Makeshift and substitute tools shall only be used with proper authorization and under supervision.
 - d. Tools shall not be thrown from place-to-place nor from person-to-person under any circumstances.
 - e. Any electric tool and cords supplies with a grounded (3 prong) plug will be connected to a 3-prong grounded outlet. The ground prong will not be removed. Adaptors will not be used.
 - f. All hand-held power tools must be equipped with a constant pressure switch that will shut off the power when the pressure is released.
 - g. All electrical tools will be equipped with ground fault interrupters when used in manholes or sewer lines or when standing in water.
 - h. The frame of all electrical generators will be grounded.
 - i. Electrical tools shall be unplugged before repairs or adjustments are made.

18. Pneumatic Tools
 - a. Compressed air and compressed air tools shall be used with caution.
 - b. Pneumatic tools shall never be pointed at another person.
 - c. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
 - d. Extreme caution shall be used when using compressed air for cleaning.
 - e. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tools before breaking the connection.
 - f. Eye protection, foot protection, and other protection devices shall be worn when their use could reduce the possibility of injury.

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19. Ladders

a. General

- An employee shall not use any ladder that has cracked, loose, or broken rungs, side rails, or braces.
- When ascending or descending a ladder, an employee shall have hands free, grip the sides or rungs with both hands, and face the ladder.
- Under no circumstances shall an employee ascend or descend a ladder using only one hand. A hand line or container should be used to lower items or tools before descending.
- Boxes, chairs, crates, or equipment should never be used as substitutes for ladders when doing a job.
- Only one employee shall work from a ladder at one time. If the job requires additional personnel, additional ladders or scaffolding must be used.
- Ladders shall be inspected frequently and repaired or replaced when found to be defective.
- Metal ladders with metal side rails shall not be used near energized equipment or lines.
- Only approved ladders shall be used.

b. Straight Ladders

- The feet of ladders used in departmental business shall be in good condition. All ladders shall be equipped with safety shoes.
- An employee shall not work or stand on the top two rungs of a ladder.
- All straight ladders should have a rope on the top rung to secure it in place when an employee ascends the ladder for the first time.
- Short ladders shall not be spliced together.
- Ladder feet shall always be placed on a substantial base.
- An employee shall always hold the base of the ladder stationary when the climber is ascending for the first time or when the top is not secured.

c. Step Ladders

- Employees shall not work on the top step of the ladder.
- While an employee is working on a step ladder at a height of ten feet or more, the ladder shall be held by at least one other person.
- Step ladder legs shall be fully spread.
- Step ladders shall not be used as straight ladders.

20. Power Lawn Mowers

- a. Employee shall ensure that all guards are in place before starting mower (Exception could be determined by conditions.)
- b. Prior to making adjustments or repairs, mower shall be shut off and allowed to stop and assurance made for disengaging the unit.
- c. When operating a power mower, the operator shall:
 - Remove foreign objects from area to be mowed,
 - Avoid placing body in front of discharge opening,
 - Wear proper apparel.

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21. Compressed Gases
- a. Care shall be exercised in handling all compressed gas cylinders.
 - b. Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use or connected to a welding set.
 - c. Cylinders shall not be rolled and shall not be lifted by the valve or valve cap; a suitable cradle or other device shall be used.
 - d. Cylinders shall have their contents properly identified.
 - e. Compressed gas cylinder, whether full or empty, shall be stored in an upright position and chained or otherwise secured so they cannot fall or be upset.
 - f. Cylinders shall not be placed where they might become part of an electric circuit or within five feet of an electrical outlet.
 - g. Employees shall never force connections which do not fit nor shall they tamper with the safety relief devices of cylinder valves.
 - h. Before the regulator is removed from the cylinder, the valve shall be closed and all pressure released from the regulator.
 - i. A leaking cylinder shall not be used. Such cylinders shall be taken outdoors away from sources of ignition. The Department Head shall then be notified.
 - j. A flame shall never be used to detect gas leaks.
 - k. The recessed top of cylinders shall not be used as a place for tools.
 - l. A sign "Danger -- No smoking, Matches or Open Lights" or equivalent wording shall be conspicuously posted in rooms or at entrances to areas where fuel gas is used or stored.
 - m. Oxygen. Oil, grease, or similar materials shall not be allowed to come in contact with any valve, fitting, regulator, or gauge on oxygen cylinders.
 - n. Oxygen/acetylene cylinders shall be properly secured and always be used, transported or stored in vertical position with gauges off and caps secured.
22. Welding and Cutting
- a. Welding and cutting shall be performed only by experienced and properly trained persons. Before welding or cutting is started, the area shall be inspected for potential fire hazards.
 - b. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.
 - c. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.
 - d. Matches shall not be used to light a torch; a torch shall not be lit on hot work. A friction lighter or stationary pilot light shall be used.
 - e. Matches or butane lighters shall not be carried by welders or their helper when engaged in welding or cutting operations.
 - f. A fire watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a fire hazard. A fire check shall be made of the area one-half hour after completion of welding.
 - g. When combustible materials such as paper clippings or wood shavings are present, the floor shall be swept clean. Combustible floors shall be kept wet or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.
 - h. Approved back flow check valves shall be used on gas welding rigs in both gas and oxygen lines.

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- i. Welding hose shall not be repaired with tape but should be replaced when damaged or worn.
 - j. Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.
 - k. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.
 - l. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while brazing, cutting, or welding zinc, brass, bronze, stainless steel or galvanized or lead coated material.
 - m. Cadmium bearing materials
 - Proper respirator protection must be used when welding or cutting cadmium bearing metals.
 - Indoors or in confined spaces, local exhaust ventilation or airline respirators shall be used.
 - Outdoors, respiratory protection such as approved fume respirators or airline respirators shall be used.
 - n. To protect eyes, face, and body during electrical welding and cutting, the operator shall wear proper protection which includes an approved helmet, gloves and clothing. Helpers or attendants shall wear proper eye protection. Other employees shall not observe any welding or cutting operations unless they use approved eye protection.
 - o. Proper eye protection shall be worn to guard against flying particles when helmet is raised.
23. Electric Welding
- a. Electric welding equipment shall be operated only by authorized persons who are experienced and properly instructed.
 - b. The electric welding machine shall be properly grounded prior to use.
 - c. Suitable fire extinguishing equipment shall be readily available in the work area.
 - d. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
 - e. To protect eyes, face, and body during electrical welding and cutting, the operator shall wear proper protection which includes an approved helmet, gloves and clothing. Helpers or attendants shall wear proper eye protection. Other employees shall not observe electric welding operations unless they use approved eye protection.
 - f. Proper eye protection shall be worn to guard against flying particles when helmet is raised.
 - g. Welding screens shall be used whenever other persons could be exposed to the arc of the welding operation. Welders shall not strike an arc with an electrode whenever there are persons nearby who might be affected by the arc.
 - h. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or concluding objects.
 - i. When the welder must leave his work or stop work for an appreciable length of time, or when the welding machine is to be moved, the power supply switch to the equipment shall be opened.

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HEALTH AND ENVIRONMENTAL CONTROL

1. Confined or Enclosed Spaces

All employees that are required to enter into confined or enclosed spaces having limited means of egress, and which are; four (4) feet deep or greater, subject to accumulation of toxic or flammable contaminants, or has an oxygen deficient atmosphere, shall comply to the confined space policy.

Before entering confined spaces described above, workers shall perform these duties:

- a. No worker shall enter a confined area until it has been determined that the atmosphere of the confined space is an acceptable atmosphere in which to enter. In order to determine an atmospheres acceptability, the air will be sampled within the enclosure with a meter capable of determining toxicity, explosive gasses and oxygen content. **This shall be completed before any entry into the confined area takes place.**
- b. If it has been determined that the air quality in the confined space is not acceptable, a crew shall use a power ventilating system in order to clear the atmosphere within the confined area. After the confined space is properly ventilated, **the crew shall then again measure the space to determine if any non-acceptable gases are still present in the space. Ventilating equipment should continue to be used as long as workers remain in the confined area.**
- c. Only after the confined space has been determined by the crew for safe entrance, may the worker enter the space with the crew practicing the “Buddy System”, whereby one worker will be stationed outside of confined area, observing, and attending to the needs of workers in the confined space.
- d. The workers entering the confined space shall wear a full body harness with rope or strap attached. This rope shall be capable of supporting workers weight, in case an emergency becomes necessary.
- e. Communications between workers out of and in the confined space shall at all times be maintained, paying particular attention to confined workers needs and actions.
- f. Suitable warning and protection devices, such as barricades with flashing lights or fencing shall be placed around entrances to the confined space.

This policy shall in no way override the policy set forth in the operations manual for the Wastewater Treatment Facility. It shall be in effect for all workers of the Gothenburg Utility workers and is also in effect for the Waste Plant workers to the extent of not interfering with the policy set forth in the Waste Plant operation and maintenance manual.

2. Noise

- a. When on the job, radios with headsets used for entertainment shall not be worn during working hours.

3. Lighting

- a. Where natural illumination is not sufficient, artificial lighting shall be used.

4. Exhaust Ventilation

- a. Exhaust systems, when provided at the work location, shall be used.

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VEHICLE OPERATIONS

1. General
 - a. Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate municipally owned motor vehicles or personally owned vehicles on municipal business.
 - b. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
 - c. The driver shall drive at safe speeds no greater than that permitted by law. Traffic, road and weather conditions shall be given consideration in determining the safe speed within the legal limit at which the vehicle shall be operated.
 - d. The Department Head shall not permit unauthorized persons to drive, operate, or ride in or on a municipal vehicle.
 - e. The use of seat belts as required by law except in emergency situations is mandatory.
 - f. Employees shall not permit anyone to ride on the running board, fenders, or any part of the vehicle except on the seats or inside the body walls.
 - g. Employees shall not ride on trailers.
 - h. Employees shall not jump on or off vehicles in motion.
2. Inspection of Equipment
 - a. The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not operating properly, they must be corrected before the vehicle is used.
 - b. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.
 - c. All lights and reflectors on vehicles shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.
 - d. Tires shall be inspected for damage and pressure shall be checked frequently. Damaged tires will be reported to the Department Head. Unsafe tires will be repaired or replaced.
 - e. The Driver shall report any defects which may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items which affect safety shall be repaired or corrected prior to continued vehicle operation.
3. Exhaust Gas
 - a. The driver shall not operate the motor in any garage except when driving in or out, and then the motor shall be operated as little as practicable. The motor shall not be warmed up inside a garage nor shall the driver test motor operation in a garage unless the exhaust gas is carried directly to outside atmosphere, or doors and windows are open so that adequate ventilation exists.
4. Operation
 - a. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.
 - b. Upon signal from an emergency vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.

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- c. Drivers shall be prepared to stop and the right-of-way shall be yielded in all instances where necessary to avoid an accident.
 - d. The driver of a vehicle shall be courteous toward other operators and pedestrians. The driver shall operate this vehicle in a safe manner and shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
 - e. The driver shall stay a sufficient distance behind when following another vehicle so that they can safely stop the vehicle in the clear distance ahead.
 - f. Drivers shall exercise added caution when driving through residential and school zones abiding by posted speed limit signs and crosswalks.
 - g. When entering or leaving any building, enclosure, alley, or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.
 - h. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give their undivided attention to the movement.
 - i. Before a radio equipped vehicle is driven under or adjacent to energized equipment, especially in substation areas, the radio antenna shall be lowered and clearance will be maintained between the vehicle and energized equipment.
 - j. All ignition systems shall be turned off and no smoking permitted while refueling.
 - k. When proceeding down grade, the clutch shall not be disengaged. Trucks, particularly if loaded, shall be in a lower gear on steep grades.
5. Parking
- a. When vehicles must be parked on the roadway, they shall be parked on the right hand side facing the direction of traffic flow, whenever possible.
 - b. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than ten feet to the traveled road surface, appropriate warning devices shall be used.
 - c. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors, or red flags in accordance with state or local requirements.
 - d. Vehicles shall not be parked on bridges or over culverts except when necessary for work.
 - e. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear, or "Park" position, and the parking brake set. The front wheels shall be cut into the curb or if a curb is not present, the rear wheels shall be chocked.
6. Backing
- a. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.
 - b. Extreme caution shall be exercised when backing a vehicle, to avoid injury to persons and to prevent property damage. If any other employee is present, they shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely.
 - c. When backing a vehicle which has an obstructed view to the rear:

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- (1) A reverse signal (back-up alarm) audible above the surrounding noise level shall be used, or
 - (2) Back slowly,
 - (3) Watch both sides but do not depend entirely on mirrors,
 - (4) In any difficult situation, enlist the help of another person on the ground as a guide, when such help is available.
7. Stopping on Highways
- a. Stopping on the highway shall be avoided.
 - b. When it is absolutely necessary to stop on the highway, extreme caution shall be used.
 - (1) Rotating beacon and/or flashers shall be used.
 - (2) Tail lights/emergency flashers shall be used.
 - (3) Flares or reflectors shall be placed to give adequate advance warning.
 - (4) If work is in progress, traffic control devices (together with flagmen, where necessary) shall be used.
8. Hauling Poles or Ladders
- a. Poles, ladders, pipe, etc. shall be loaded parallel with the truck length. Such material shall not exceed beyond the normal sides of the vehicle.
 - b. Materials shall be securely fastened to prevent a hazard due to shifting.
 - c. Material which extends more than 4 feet beyond the front or back of the truck or trailer shall have warning devices attached. During the day, red flags shall be used; at night and during periods of poor visibility, red lights shall be used.
 - d. When hauling long poles and the vehicle must enter congested areas or heavy traffic conditions, escort vehicles displaying suitable warning signals should be used.
9. Industrial Trucks/Fork Lifts
- a. Industrial trucks shall be operated by only authorized persons who are qualified and trained in its use.
 - b. Brakes and controls shall be tested prior to use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.
 - c. Equipment shall always be operated at a safe speed for existing conditions.
 - d. Before moving the equipment, the operator shall make sure that no persons or objects are in the path of the vehicle. Clearance in all directions shall always be checked, particularly overhead clearances.
 - e. The operator shall always face in the direction of travel.
 - f. On inclines, all types of loaded lift trucks shall be driven with the load on the upgrade side of the driver whether ascending or descending.
 - g. Lift bars on fork lift trucks which are movable or replaceable shall be firmly in place by a proper securing pin. Jury-rigged devices, such as using a threaded bolt, shall not be permitted.
 - h. Only attachments provided by or approved by the manufacturer may be used. Such attachments shall be properly secured. Improvised methods shall not be used.
 - i. No one shall be allowed to ride the truck, fork lift, or other equipment other than the operator, except when seats are provided for this equipment.

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- j. When an industrial truck is left unattended, load shall be lowered and power shut off.
 - k. Slow moving emblem must be on the vehicle if used on public streets.
10. Cranes, Derricks, and Hoisting Equipment
- a. Only authorized persons shall be permitted in the cab or on the equipment. Only those designated persons who are trained and qualified shall operate the hoisting equipment.
 - b. No person shall be permitted to ride the hook, sling, or load of any hoisting equipment.
 - c. Load limits as specified by the manufacturer shall not be exceeded under any circumstances.
 - d. Operating and maintenance procedures as specified by the manufacturer shall be followed.
 - e. The following are the minimum checks which shall be made daily prior to use:
 - (1) All control mechanisms for maladjustment interfering with proper operation.
 - (2) All safety devices for malfunction.
 - (3) Deterioration or leakage in air or hydraulic systems.
 - (4) Hooks, slings, and load attachment devices.
 - (5) Fire extinguisher available.
 - f. With every load, the slings, and binding shall be checked and shall be readjusted as necessary to ensure safety and stability.
 - g. All slings and other fittings shall be of sufficient strength, proper type and safe for their intended use.
 - h. Signals to the equipment operator shall be given by one person designated to perform this task. The operator shall, however, obey a "Stop" signal given by anyone.
 - i. When mobile hoists, cranes, or similar lifting devices are used near energized lines or equipment, the lifting device shall be:
 - (1) Properly grounded, or
 - (2) Insulated, or
 - (3) Isolated, or
 - (4) Considered as energized.
 - j. No employee shall be under suspended load or inside the angle of a winch line. No employee shall stand or work near a cable, chain, or rope under tension unless the nature of his work requires it.
 - k. Winch lines, ropes, or wire cables shall not be guided by hand when standing within reach of the drum or sleeve.
 - l. Operators shall not leave their position at the controls of cranes, hoists, derricks, or other lifting devices while the load is suspended.
 - m. Operators of cranes, derricks, hoists, and other hoisting equipment shall exercise extreme caution when in close proximity of energized lines or equipment.
 - (1) Fiberglass jib will be used.
 - (2) Energized conductors shall be protected with rubber gut for added protection.
11. Aerial Lifts
- a. Only authorized persons who are properly trained and qualified shall use or operate this equipment.

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- b. The operating and maintenance instruction manuals issued by the manufacturer shall be followed.
- c. Load limits of the boom and basket shall not be exceeded. Shock loading (sudden stops or starts) of the equipment shall be avoided.
- d. Aerial lifts shall not be "field modified" unless such modification is certified by the manufacturer. The insulated portion shall not be altered in any manner that might reduce its insulating value.
- e. Prior to use, the equipment shall be given a warm up period. The hydraulic system and the life controls shall be checked and tested daily before use to determine such features are in safe working condition. Malfunctions or unsafe operational conditions shall be reported. Equipment which is not in proper operational condition shall not be used.
- f. Articulating boom and extendable boom platforms, primarily designed as personnel carriers, shall have both platform (upper and lower) controls. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- g. The truck shall not be moved unless the boom is lowered, the basket cradled and secured, and the outriggers retracted.
- h. Employees shall not ride in the bucket while the truck is traveling (exceptions: employees shall ride in the bucket for short moves at the work location if the bucket is returned to the cradled position for each move and the employees face the direction of travel.
- i. When employees are in the bucket of an aerial lift, the emergency brake of the vehicle shall be set. Wheel chocks or outriggers shall be used to provide added protection. When the vehicle is on an incline, wheel chocks shall be used. The truck should sit approximately level when viewed from the rear.
- j. When outriggers are used, they shall be set on pads or on a solid surface.
- k. Safety rules governing the use of hot-line tools, rubber goods, personal protective equipment, and general safe practices shall also apply to work done from aerial buckets.
- l. When a boom must be maneuvered over a street or highway, necessary precautions shall be taken to avoid accidents with traffic and pedestrians.
- m. The operator shall always face in the direction in which the bucket is moving and they shall see that the path of the boom or bucket is clear when it is being moved.
- n. Employees shall not stand or sit on top or edge of the bucket. Employees' feet shall be on the floor of the bucket the entire time they are in it.
- o. Precaution shall be taken when and if climbers are worn by employees while in the bucket.
- p. When two linemen are working from the bucket, extreme care shall be taken to avoid one man contacting poles, cross arms, or other grounded or live equipment while the second lineman is working on equipment at a different potential
- q. In no case shall more than one energized conductor or phase be worked on at one time.
- r. When using pneumatic or hydraulic tools in a bucket, the operator shall be sure that hoses or lines do not become entangled in the operational controls.
- s. When work is being done with a bucket truck, there will be one person on the ground for visual and/or verbal contact.

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WORK AREA PROTECTION

1. General
 - a. Work area protection is the adequate safeguarding or protecting of pedestrians, motorists, utility workmen, and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, barricade rope, flagmen, etc., on approaches to work areas, excavations, open manholes, park equipment, etc.
 - b. The public must be warned in advance, then regulated and guided safely through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, workmen, and equipment.
2. Equipment
 - a. Only those signs, standards, barricades, flags, and cones which conform to state or local codes shall be used.
 - b. All state and local traffic codes shall be followed when providing work area protection.
 - c. Warning devices and equipment shall be removed as soon as the hazard is eliminated.
 - d. Warning devices and equipment not in use shall be stored in a proper manner or shall be removed from the work area.
 - e. During night operations or in periods of reduced visibility, special precautions shall be taken. Adequate warning equipment, which may include flashing lights, flares, or area illumination shall be used.
3. Flagmen
 - a. Flagmen or other appropriate traffic controls shall be used whenever there is any doubt that effective protection can be provided by signs, signals, and barricades.
 - b. Flagmen shall wear high visibility clothing.
 - c. Flagmen shall place themselves in a protected position to reduce possibility of injury from traffic.
 - d. Flagmen shall ensure they can fully observe the operation and shall guide vehicular traffic in such a manner as to minimize the possibility of accidents or injury.
 - e. When flagmen are used at both ends of a job site, reliable communications or prearranged signals shall be used to ensure proper traffic flow.
 - f. Flagmen shall face traffic when giving signals.
 - g. Flagmen shall give positive, direct signals which leave no doubt as to their meaning.
4. Shoring
 - a. Basic shoring requirements:
 - (1) Banks more than four feet high shall be shored or sloped to the angle of repose.
 - (2) The sides of trenches of soft material, if unstable, four feet or more in depth, must be shored, sheathed, braced, sloped, or otherwise supported by means of sufficient strength to protect the employees working within them
 - (3) Materials used for shoring must be sound and free from large, loose knots and shall be designed and installed so as to be effective to the bottom of the excavation.

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(4) Additional precautions by way of shoring or bracing shall be taken to prevent cave-ins from railroad or highway traffic, operation of machinery, or any other source that may cause soil vibration

(5) Where employees are required to be in trenches four feet deep or more, ladders extending from the floor of the trench to three feet above the top of the trench shall be provided and so located as to provide exit without more than twenty-five feet of lateral travel.

(6) It should be noted that no matter how short the period of work, every effort possible shall be made for the safety of the workers and public.

5. Excavating

- a. The approximate location of all utilities shall be found before digging starts. The exact locations shall be done by careful probing and hand digging. When uncovered, proper support shall be given to existing utilities.
- b. Trees, poles, or similar obstacles should be removed or soundly secured before digging is begun.
- c. Inspection should be done by a competent person after every rainstorm, before re-entry into trenches by workers.
- d. Excavated or stored material shall not be placed within four feet of the edge of the hole.
- e. Diversion ditches, dikes, or other means should be used to prevent water from entering an excavation and to provide drainage to the area next to the hole. All precautions should be taken to keep water out of the hole.
- f. In those locations where oxygen deficiency or gaseous conditions is possible, air in the hole must be tested. When gases are present, adequate ventilation shall be provided and sources of ignition shall be eliminated. Attended rescue equipment such as breathing apparatus, safety harness and lines shall be readily available where adverse atmospheric conditions may exist or develop.

ELECTRIC DEPARTMENT

1. General

- a. Only qualified employees shall work on or near energized lines or equipment
- b. When two or more employees are working on the same energized line section, they shall work on or contact only one conductor (potential) at a time.
- c. Employees shall report any condition which may be hazardous or likely to interrupt service to their Department Head.
- d. Any employee working alone shall get assistance if he is not satisfied that he can complete the job safely. Employees shall not work with voltages over 300 volts alone.

2. Protective Equipment

- a. Employees shall wear appropriate rubber gloves and Fire Retardant (FR) clothing when working on energized lines of 300 volts or more. Rubber sleeves shall be worn when an employees' arms may contact energized lines. Rubber gloves shall be inspected before use each day. Leather protectors shall not be used as work gloves. Rubber gloves shall be stored in glove bags when not in use.

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- b. When working on energized lines or equipment, other energized conductors within reach shall be covered with rubber protective equipment.
 - c. Rubber blankets, gags, hoods, etc. shall be visually inspected before use.
3. De-energized Lines
- a. Primary conductors shall be treated as energized until they are positively known to be dead and grounded.
 - b. New construction may be worked as de-energized if the hazard of induced voltage or contact with energized lines is absent.
4. Transformers
- a. The primary leads of a transformer shall be considered energized until the primary lead is disconnected and the secondary leads are disconnected or grounded. Energized pad mount transformers shall be worked from an insulated ground blanket, wearing rubber gloves.
5. Capacitors
- a. Before capacitors are treated as de-energized, they shall be allowed five minutes to drain and then shunted to ground. All stored capacitors shall be shunted to ground.
6. Climbing and working on Poles
- a. All poles and structures shall be carefully inspected before climbing to ensure that they are in safe condition for the work to be performed.
 - b. When working on energized poles and using a truck, the work shall be done from a properly insulated bucket.
 - c. When energized poles must be climbed, at least one other qualified climber and his climbing equipment must be present.
7. Metering
- a. Employees shall be aware of the hazards involved when working with kilowatt-hour meters.
 - b. Employees shall wear leather and/or rubber gloves and eye protection when installing or removing energized meters. Whenever possible, meters shall not be installed or removed under load. Meters of 480 volts shall be de-energized before installation or removal.
 - c. Secondary windings of current transformers shall be shunted before meters are removed or the circuit is opened.
 - d. All new meter installations shall be tested before the meter is set.

OFFICE SAFETY

1. General
- a. Employees shall report all injuries, regardless of severity, to the person in charge.
 - b. Drawers of desks and file cabinets shall be kept closed when not in use.
 - c. Caution shall be exercised when walking around blind corners.
 - d. Only one drawer of a file cabinet shall be pulled out at a time in order to avoid over-balancing, unless the cabinet is securely fastened to the wall or to other cabinets.

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- e. Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
- f. Boxes, chairs, etc., shall not be used in place of ladders.
- g. The floor shall be kept free of tripping hazards such as telephone cords, electric extension cords, paper cartons, pencils, etc.
- h. Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on lower shelves.
- i. Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the "off" position, it shall be disconnected from its power source.
- j. Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition shall be reported to the Department Head.
- k. Safety shall be considered in what you wear on the job. Loose-fitting clothing, dangling bracelets, rings and ties may cause serious injury to employees operating or working around power driven machines and shall not be worn.
- l. Broken glass and other sharp objects shall not be placed in waste paper containers.
- m. Burning materials shall not be placed in waste paper containers.

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FIRST AID

- a. 1. General
The municipality requires CPR training to those municipal employees who have no physical limitations. Costs of the training, recertification and hours required will be financed through departmental training budgets.
- b. All utility personnel on call shall know the essential elements of bucket top rescue. These techniques shall be practiced every twelve months.

CORRECTIVE MEASURES

1. The below corrective measures are meant to establish good safety habits on the job:
 - a. Reminders
 - b. Oral warning (should be reported to and noted by the Department Head).
 - c. Written warning (to be placed in employee's personnel file).
 - d. Suspension (ranging from 1/2 to 3 days).
 - e. Demotion
 - f. Termination.
2. Depending on the seriousness of the infraction, corrective measures will be followed as listed with the exception of the two following areas:
 - a. An employee coming to work under the influence of intoxicating beverages and/or drugs will be subject to the conditions set forth in the personnel policy.
 - b. Corrective measures will be up to the discretion of the Department Head if an employee is insubordinate in reference to safety practices.

RESPONSIBILITIES

It is the responsibility of the Department Head to keep an accurate record of any corrective measures concerning their employees and to place a written documentation in the employee's yearly evaluation. Records of suspension and demotion will also be kept on file.