b. The employee and representatives of the City shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

3. An employee who has not requested temporary transitional duty may be recommended for such assignment by submission of a request from the employee's immediate supervisor. Such a request must be accompanied by an evaluation of the employee conducted by a competent medical authority expressing the need for temporary transitional duty or by a request/order for a medical or psychological fitness-for-duty examination.

a. Notice shall be provided to the employee of the proposed temporary transitional duty assignment together with justification for the recommendation.

GENERAL SAFETY RULES

Practical Jokes and Personal Conduct

A. Employees shall not engage in practical jokes or "horseplay". This is considered inappropriate, libelous activity and shall not be tolerated under any circumstances. Disciplinary action may result.

B. Each employee must comply with safety and health standards and all rules, regulations, and orders which are applicable to his or her own actions and conduct. Violations may be considered sufficient grounds for disciplinary action, including discharge.

C. Employees shall perform their work in a safe and alert manner and be aware of the possibility of unseen danger or situations. Employees are not expected to sacrifice their own or others safety to perform their duties.

D. An employee shall avoid distracting the attention of another worker from his or her job until it is determined that no danger will result.

E. A fellow employee should be cautiously warned, when seen in a dangerous situation, to avoid confusing, startling, or alarming them.

F. Employees shall not use compressed air or other compressed gases for cleaning their clothing because of the dangers of flying particles and the possibility of forcing air through their pores into their bloodstream.

G. Supervisors shall be responsive to their employees and aware of the job hazards.

H. Modifying, displacing, removing, or disconnecting any safety device is prohibited.

I. Do not paint (or cover) safety instructions.

J. Firearms, ammunition, explosives, and other weapons of any kind are not allowed on the City of Sainte Genevieve property except those weapons carried and in possession of city police officers. Possession, display, or use of these items may result in disciplinary action.

Equipment Safety Shields/Guards

A. No shield/guard shall be removed from any machine or piece of equipment except to perform required maintenance.

B. Should a guard/shield be found broken or missing, it is to be reported and then repaired/replaced immediately and/or the equipment must be tagged out of service until the correction is made.

C. Guards removed to perform maintenance operations shall be replaced immediately and the machine shall not be operated while the guards are removed except for maintenance certification.

Housekeeping

A. Good housekeeping shall be maintained in shops, yards, buildings, vehicles, and job sites. Supervisors shall be responsible for proper housekeeping in or around the work they are supervising.

B. Walks, aisles, stairways, fire escapes, and other passageways shall be kept clear of obstructions and tripping hazards. Access to electrical panels, control bulbs, fire extinguishers, etc., shall be kept clear of obstructions.

C. Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.

D. Tools shall be cleaned and returned to their proper place when job is completed.

E. Puddles of oil, paint, water, etc., shall be cleaned up promptly. Absorbent material should be used as a cleanup aid when needed.

F. Nails in boards, such as those removed from sheathing, scaffolds, forms, and packing boxes shall be removed and the boards carefully stacked or stored if they are to be reused. If such boards are to be added to a scrap pile for disposal, nails should be bent over or removed.

G. Scrap containers, or scrap collection areas, shall be provided where needed and used for storage of wood and metal scraps.

H. Scrap material of salvage value shall be properly stored until suitable arrangements are made.

I. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

J. Dispose of glass separately. Fluorescent tubes need special handling.

K. Eliminate fly and insect attractions, if possible, at least provide some control.

L. Used rags shall be kept in metal or metal lined bins having metal covers.

M. Flammable liquids shall be used only for their designed purposes. Gasoline, benzene, naphtha, lacquer thinner, etc., shall not be used for cleaning purposes or for starting or kindling fires.

N. All solvents should be kept in approved, properly labeled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved, properly labeled (yellow letters) red safety cans.

O. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonable free from oil grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.

P. 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.

Q. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around the neighborhood of pole yards, buildings, tanks, or other structures.

R. In any building, except one provided for their storage, flammable liquids such as gasoline, benzene, naphtha, lacquer thinner, etc. shall be limited to five gallons, in U.L. approved, properly labeled containers.

S. Does not apply to kerosene and cleaning agents of the "Stoddard" solvent class; however, not more than one gallon of such liquids shall be kept in any open container. The container shall be provided with a proper cover and be kept securely covered except when in actual use.

T. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.

U. Strict adherence shall be paid to "No Smoking" and "Stop Your Motor" signs at fuel dispensing locations.

Smoking

Smoking or open flames shall not be permitted in areas where dangerous gases might be present, for example, oxygen buildings, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept. The absence of "No Smoking" signs shall not excuse smoking in dangerous places. Smoking is not allowed in the water treatment plant, wastewater treatment buildings or any City of Ste. Genevieve building.

Fire Protection

A. Good housekeeping is one of the most effective aids to fire prevention. Wastepaper, rags and other combustible materials shall not be allowed to accumulate.

B. Matches, cigars, cigarettes, pipe tobacco, and ashes shall be disposed of in ashtrays or other non-combustible containers. Ashtrays shall be emptied into metal trash containers. Smoking debris shall not be emptied into wastepaper baskets.

C. The growth of weeds, tall grass, or other vegetation shall be controlled in or around structures, yards, buildings, tanks, or storage areas. A regular procedure shall be provided for the periodic cleanup of these areas.

D. Grease and rubbish shall not be allowed to accumulate in elevator shafts and pits.

E. When temporary, combustion-type heating devices, such as salamanders or LP heaters are used:

   1. Adequate fresh air shall be available. Where fresh air is inadequate, mechanical ventilation shall be provided.

   2. They shall not be set directly upon wooden floors or other combustible material unless the heater is specifically designed for that purpose.

   3. They shall be located at least 10 feet from the vicinity of combustible material such as tarpaulins, canvas, plastic film coverings, etc.

   4. They shall be set horizontally level, unless otherwise permitted by the manufacturer's markings, and shall be securely placed to prevent overturning and the spillage of fuel.

F. Firefighting equipment shall not be used, tampered with or removed from designated locations for purposes other than firefighting or rescue operations.

G. Fire doors shall be properly identified and maintained in good operating condition and checked periodically. Materials or equipment shall not be placed to obstruct the fire doors.

H. Flame or excessive heat shall not be used near fire-detecting devices or automatic sprinkler heads in service. Proper clearance shall be maintained between the top level of equipment or stored material and sprinkler heads or fire detectors.

I. Defective or inadequate electric wiring shall be immediately repaired, removed or replaced. Oversize fuses or oversize circuit breakers shall not be used. Fuse and circuit breaker boxes shall be kept closed except during maintenance or testing.

J. Employees shall not smoke nor use matches or open flames (and prevent electric sparks) in areas where combustible gases may exist, until tests prove that combustible gases are not present. Such conditions may exist in confined spaces such as gas-filled electrical equipment, or in manholes, vaults, battery rooms, or transformer or oil circuit breaker tanks.

K. Flammable liquids, such as gasoline, benzene, naphtha, and lacquer thinner shall be kept in approved safety cans identified by proper markings. The quantity shall be kept to a minimum except in approved areas. Flammable liquids shall be kept in closed containers when not actually in use. Where more than five (5) gallons of flammable or combustible liquids or five (5) pounds of flammable gas are being used, a fire extinguisher with a U.L. rating of not less than 10-B shall be provided within 50 feet.

L. Flammable liquids such as gasoline, benzene, naphtha, and lacquer thinner shall not be used for cleaning purposes.

M. When pouring or pumping flammable liquids from one container to another, metallic contact shall be maintained, or an electrical bonding jumper connected between the containers to minimize the possibility of static spark ignition.

N. Proper precautions shall be used in the presence of material in the form of dust or powder to prevent an explosion.

O. Employees shall be familiar with the location and proper use of fire extinguishers in their work area. Whenever a fire extinguisher is used, it shall be promptly replaced. The used fire extinguisher shall be recharged as soon as possible.

P. Except for wheeled type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)

Q. All employees shall know the classes of fire, their burning characteristics, and the proper extinguishing agent to be used.

(Class "A" fires involve normal combustibles such as wood and paper. Extinguishing agents include water, soda-acid and multipurpose dry chemical.)

(Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO2 and dry chemical.)

(Class "C" fires involve electrical equipment. Extinguishing agents include CO2 and dry chemical.)

(Halon 1301 (Freon) and Halon 1211 are gaseous extinguishing agents suitable for combating both Class "B" and Class "C" fires, especially at indoor locations. Both agents are slightly toxic in low concentrations (less than 5 percent) and will cause unconsciousness in a short period of time when the concentration is above 15 percent. When the extinguishing agent is released, precautionary measures similar to those for toxic, confined spaces should be employed.)

R. Carbon tetrachloride fire extinguishers shall not be used; carbon tetrachloride is extremely toxic.

S. Employees shall be instructed in the proper use of fire extinguishing equipment and methods of extinguishing fires (including clothing fires).

T. Fire protection equipment shall not be blocked or hidden from view. In large rooms and in certain locations where visual obstruction cannot be completely avoided, signs shall be conspicuously posted to show the location of such equipment. Never use extinguisher as a coat rack.

U. Extinguishers shall be inspected monthly, or at more frequent intervals when circumstances require, to ensure that they have not been actuated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments.

V. Extinguishers shall have a durable tag securely attached to show the monthly maintenance date and the initials or signature of the person who performed this service.

W. Electric shock is possible if the person using C02 fire extinguishers on an electrical fire does not maintain a safe distance from the fire.

X. The discharge horn of a C02 fire extinguisher becomes very cold during use. Do not touch it.

Y. When a C02 extinguisher is used in an unventilated space, the user can become unconscious because of oxygen deficiency. Employees shall not enter confined spaces after using CO2 extinguishers until the area has been thoroughly ventilated.

Z. Although dry chemical fire extinguishers are safe for the employee when used on electrical fires, if the powder becomes wet, a conducting solution is formed which could cause damage to electrical insulation.

AA. Multi-purpose dry chemicals for Class A, B, and C fires shall not be mixed with dry chemicals intended for use on Class B and C fires only.

BB. Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery require an extinguisher labeled A.

CC. Flammable Liquids - Fires in fuel, oil, gasoline, paint, grease in a frying pan, solvents, and other flammable liquids require an extinguisher labeled B.

DD. Electrical Equipment - Fires started in wiring, overheated fuse boxes, conductors, and other electrical sources require an extinguisher labeled C.

EE. Metals - Certain metals such as magnesium and sodium require an extinguisher labeled D.

FF. The purpose of fire protection systems is to protect life and property by automatically or manually suppressing fire. If not properly maintained, these systems may become worthless.

GG. Keep only small quantities of flammables and combustibles on hand. Separate flammables and materials that react with each other.

HH. Store flammables only in approved, correctly labeled, properly located and ventilated storage areas.

II. Post the location of the nearest fire alarm station, the proper fire reporting procedure, and the correct method of using all fire extinguishers in your work area.

JJ. Do not use soda-acid extinguishers on electrical fires.

KK. Explosion proof motors, switches and lights are required in areas where explosive gases might be found.

LL. Hydrostatic test interval varies with contents and type. Example: Dry chemical with stainless steel shell must be tested every 5 years while a dry chemical with mild steel shell allows a 12-year test interval.

Hand Tools

A. All tools, regardless of ownership, shall be of an approved type and maintained in good condition.

B. Defective tools shall be tagged to prevent their use, or they 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. Hammers with metal handles, screwdrivers or knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.

E. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.

F. Tools shall never be placed unsecured on elevated places.

G. As impact tools such as chisels, punches, drift pins, etc. become mushroomed or cracked, they shall be dressed, repaired, or replaced before further use.

H. Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.

I. Shims shall not be used to make a wrench fit.

J. Wrenches with sprung or damaged jaws shall not be used.

K. Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.

L. Tools shall be used only for the purposes for which they have been approved.

M. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets.

N. Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.

O. All cutting tools such as saws, wood chisels, drawknives, or axes, shall be kept in suitable guards or in special compartments.

P. Tools shall not be left lying around where they may cause a person to trip or stumble.

Q. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower lever where others are present, or the danger area shall be barricaded or guarded.

R. The insulation on hand tools shall not be depended upon to protect users from shock.

Portable Electric Tools

A. The non-current carrying metal parts of portable electric tools such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:

1. The tool is an approved double-insulated type, or

2. The tool is connected to the power supply by means of an isolating transformer or other isolated power supply, such as a 24V DC system.

B. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.

C. Powered tools shall be used only within their capability and shall be operated in accordance with the instruction of the manufacturer.

D. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

E. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.

F. Tools connected to a central power supply (not isolated) and are not double insulated, shall be protected by a Ground Fault Interrupter (GFI) or by an "assured grounding system."

Ladders-General

A. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, non-conductive finish shall be used.

B. All ladders shall be inspected frequently and regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.

C. Ladders and scaffolds shall be sufficiently strong for their intended use.

D. Portable metal ladders shall not be used in the vicinity of energized electrical circuits. (Exception: Such ladders may be used in specialized work, as high voltage substations, where non-conductive ladders might present a greater hazard. These ladders shall be properly marked.)

E. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.

F. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.

G. Only one employee shall work from a ladder at one time (except for hook-type ladders). If two employees are required, a second ladder shall be used.

H. Employees shall use only company-owned ladders.

I. Ladders shall not be used as scaffold platforms.

J. Boxes, chairs, etc. shall not be used as ladders.

Straight Ladders

A. Portable straight ladders shall not be used without non-skid bases.

B. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.

C. Straight ladders shall not be climbed beyond the third step from the top.

D. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.

E. When dismounting from a ladder at an elevated position (as at a roof) the employee shall insure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.

F. Employees shall belt off to a ladder whenever both hands must be used for the job or there exists a possibility of the employee falling from an elevated position.

G. Ladders shall not be spliced together to form a longer ladder.

H. A ladder shall not be placed against an unsafe support.

Step Ladders

A. The top step shall not be used, except for platform ladders.

B. Stepladder legs shall be fully spread, and the spreading bars locked in place.

C. Stepladders shall not be used as straight ladders.

D. When an employee is working on a step ladder over 10 feet high (except a platform ladder), the ladder shall be held by another person.

Material Handling - Lifting and Carrying

A. Test the weight and handling carefully prior to attempting the lift.

B. Consider the size, weight, and shape of the object to be carried. Do not lift more than can be handled comfortably. If necessary, get help.

C. Set feet solidly, one foot can be slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability (approximately the width of the shoulders).

D. Get as close to the load as practicable. Bend legs about 90 degrees at the knees.

E. Crouch do not squat. It takes about twice as much effort to get up from a squat.

F. Bend knees. Keep the back as straight as practicable. It may be far from being vertical, but it should not be arched. Bend at the hips, not from the middle of the back.

G. Grip the object firmly. Maintain the grip while lifting and carrying. Before changing or adjusting this grip, set the object down again.

H. Straighten the legs to lift the object, and at the same time bring the back to a vertical position. A good tip is to look up at the sky or ceiling when beginning the lift.

I. Never carry a load that you cannot see over or around. Make sure the path of travel is clear. Carry the object close to the body.

J. Never turn at the waist to change direction or to put an object down. Turn the whole body and crouch down to lower the object. Grip the object firmly, keep it close, and keep the back straight (not arched). To keep hands from being pinched against the floor, put one corner of a box or similar object down first, so that the fingers can be removed from under the sides.

K. When lifting an object with another person, employees shall be sure that they both lift at the same time and let the load down together. One person should give the signals or orders.

L. Improper lifting methods require unnecessary effort and often lead to injury. Ask for help when it is necessary to lift any object that is difficult to handle due to its weight, shape, or size.

M. When carrying long objects each person shall be on the same side of the load.

N. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.

Painting

A. Employees using paints, lacquers, thinners, or solvents should avoid inhaling the vapors or getting these materials into their mouths and should wash their hands carefully before eating.

B. Employees wearing clothing contaminated with paint or thinner shall not use or go near open flames.

C. Spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present shall be provided with adequate mechanical ventilation, which exhausts to a safe location. This ventilation shall be kept in operation while spraying operations are being conducted and for a sufficient time thereafter to allow vapors to be exhausted.

D. Smoking, welding, open flames, or sparks shall not be permitted in areas where employees are spraying with a combustible or flammable material.

E. "NO SMOKING" signs shall be conspicuously posted in spraying areas and on paint storage rooms.

F. Approved portable safety lamps shall be used in paint spraying areas in which dangerous quantities of flammable vapors, mists, combustible residues, dusts, or deposits are present during spraying operations.

G. Fire protection sprinklers for paint spray booths or spraying areas should be kept as free from deposits as practicable by cleaning daily, if necessary, or by covering the sprinkler head with a very light weight plastic bag that would not interfere with the proper operation of the sprinkler.

H. Suitable portable fire extinguishers shall be installed near paint spraying areas.

I. Employees using spray-painting equipment shall wear an approved mask or respirator and eye protective equipment.

FLEET SAFETY

GENERAL SAFETY RULES

A. Only those employees specifically authorized and who possess a valid license or permit for the equipment being used shall operate company-owned motor vehicles or personally owned vehicles on company 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. Maintain a safe distance from other vehicles. On dry pavement, under good driving conditions use the two (2) second rule for spacing. Pick out a point in the road that is clearly visible, like a shadow, bridge or road signpost. When the vehicle is front passes that mark, begin to count "one thousand and one, one thousand and two." If your vehicle passes the mark before you count one thousand and two you are following too closely. Slow down!

E. A driver shall not permit unauthorized persons to drive, operate, ride in, or on, a company vehicle.

F. Operator(s) will always wear their seat belt, when provided, while operating city vehicles and equipment. Should seatbelts not be provided, Per Missouri law the following exceptions apply:

   1. Vehicles with a gross weight of 6 or more tons.

   2. Vehicles manufactured prior to January 1, 1968.

G. Employees shall not be permitted to ride or be placed on any part of a moving vehicle that is not designed for safe human transport or part of a work procedure.

H. Employees shall not ride on trailers.

I. Employees shall not jump on or off vehicles in motion.

J. Make sure you are in a comfortable driving position and that you can reach all controls.

K. Adjust mirrors, both the inside and on the outside. When you look at the outside mirror you should be able to see the rear fender.

L. While operating any vehicle, refrain from cellular telephone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.

M. Never attempt to take notes, read work orders, or otherwise divert your attention while driving. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather, or any other condition, which may compromise concentration and safety.

Inspection of Equipment

A. The driver shall determine that brakes are in a safe operating condition before operating equipment. If brakes are not working properly, they must be corrected before 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 vehicle.

C. All lights and reflectors of vehicle shall be inspected by the driver doing any night driving, and if found defective, they shall be repaired immediately.

D. Check proper operation of all other equipment, including handbrake - emergency brake, turn signals, horn, tires, steering, etc.

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 prior to continued vehicle operation.

F. The driver shall be responsible for ensuring that trash or debris will not escape the vehicle while in motion.

Exhaust Gas

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.

Operation

A. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.

B. Upon a signal from a vehicle approaching from the rear, the driver of a company vehicle shall yield the right of way.

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. He shall operate his 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 he can safely stop the vehicle in the clear distance ahead.

F. Drivers shall exercise added caution when driving through residential and school zones.

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 his 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 checked in order to ensure that proper clearances 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 a grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.

L. Per Missouri law, headlights will be turned on during any period of inclement weather, when fog is present, or when the windshield wipers are used.

Parking

A. When vehicles must be parked on the roadway, they shall be parked on the right-hand side facing in 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 10 feet to the traveled road surface, appropriate warning devices shall be used.

C. Proper warning lights, reflectors, or red flags in accordance with state or local requirements shall protect trucks or trailers stopped on any public roadway.

D. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

E. Wheel chocks will be used on large vehicles whenever parked as an added protection along with the vehicle's emergency brake system.

F. 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.

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 another employee is present, he shall be stationed at the rear of the vehicle to assist the driver in backing the vehicle safely. Turn your head and look back, don't just look in the rear-view mirror. Never back fast or far or into an intersection.

C. When backing a vehicle which has an obstructed view to the rear:

1. A reverse signal (back-up alarm) audible above the surrounding noise level shall be used, or

2. An observer shall signal that it is safe to back.

3. Back slowly.

4. Watch both sides but do not depend entirely on mirrors.

5. In any difficult backing situation, enlist the help of another person on the ground as a guide, when such help is available.

Stopping on Highway

A. Stopping on the highway shall be avoided.

B. When it is necessary to stop on the highway, extreme caution shall be used. Warning signals and lights shall be used.

1. Rotating beacon shall be used if vehicle is so equipped.

2. Taillights/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. (See Section 501 - Work Zone Barricading)

Refueling Motor Vehicles

A. Stop the engine before fueling.

B. Avoid static sparks by inserting the hose nozzle firmly in the tank; making sure that metallic contact is made. Keep a hand on the nozzle throughout the entire delivery to prevent overflow.

C. Maintain tight connections on the hose and nozzle to eliminate all leaks.

D. Do not permit the tank to overflow.

E. Drain the hose before removing the nozzle.

F. Hang the nozzle securely and see that the cap is placed tightly on the tank.

G. Change clothing immediately if it is saturated with gasoline to prevent possible burns or injury to the skin.

H. Use only Stoddary solvents or some other high flashpoint solvent for cleaning purposes.

I. Prohibit smoking in the area when delivering or receiving gasoline.

DRIVER SELECTION

The selection of employees who will be required to drive full or part-time will be done with care. Drivers of City vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid Missouri Driver's License of the proper class.

2. At the supervisor's discretion, be capable of passing an eye exam to determine depth perception, visual acuity, vertical and lateral balance, field of vision, and color recognition.

3. Successfully passes a road test administered by a supervisor.

PREVENTIVE MAINTENANCE

The preventive maintenance program for City vehicles is essential. The maintenance program will include the checking of vehicles daily and monitoring to assure proper maintenance. Repairs shall be made on noted defects.

HAZARD COMMUNICATION PROGRAM

CITY of SAINTE GENEVIEVE
Prepare By / Date:
Revised By / Date:
Program Administrator(s)
Contact Information

Policy

To ensure that information about the dangers of all hazardous chemicals used by the CITY is known by all affected workers, the following Hazard Communication Program has been implemented. Under this program, employees will be trained on the following:

- Requirements of the OSHA Hazard Communication Standard.
- The operations where exposure to hazardous chemicals may occur.
- How employees can access this program, as well as labels and Safety Data Sheets (SDSs).

This program applies to any chemical which is known to be present in the workplace in such a manner that may expose workers under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the Hazard Communication Program.

PROGAM ADMINSTRATOR RESPONSIBLITIES

- Ensure that the Hazard Communication Program is available to all employees for review.
- Provide Hazard Communication Right-to-Know information for employees by displaying the posters on bulletin boards.
- Comply with all procedures within this program and hold employees accountable for safe work practices when working with hazardous chemicals/substances.
- Ensure all employees comprehend the hazards associated with the chemicals/substances they use during their job tasks.
- Provide and maintain proper engineering, administrative controls, and PPE.
- Provide all required job and safety training.
- Conduct an annual review of this plant and revise as needed.
- Ensure SDS's are being provided from vendor(s) and will follow up with the vendor(s) if not.

EMPLOYEES RESONSIBILITIES

- Be familiar with and follow all safety rules, guidelines, and procedures, and adhere to proper engineering controls that are currently in place or will be installed in the future.
- Review the Right-to-Know information and request that their Department Head/Supervisor clarify anything that is not clear to them.
- Follow all guidelines and procedures of the Hazard Communication Program.
- Use and maintain proper PPE recommended on the SDS for the specific chemical being used.
- Immediately report to a supervisor any chemical hazards that they observe.
- Request from a supervisor training or additional training if they do not comprehend the work practices, hazards, or any other chemical related issues to be used during their job duties.
- Obtain a Hazardous Materials list for their department from their program administrator.
- Know where SDS are located, review the chemical SDS before using a chemical, and wear proper PPE as recommended on the SDS for the specific chemical being used.
- Notifying the supervisor of torn, damaged or illegible labels or unlabeled containers.
- Alert Department Head/Supervisor or the Program Administrator of any missing or incorrect information on SDS.
- Participate in training.

METHOD OF COMPLIANCE

HAZARD DETERMINATION

The hazardous chemical evaluation conducted by the specific manufacturer of the chemical(s) used is accepted as the hazard determination by the Hazard Communication Standard.

CHEMICAL INVENTORY

- Each Department Head/Supervisor is responsible for the development and maintenance of the hazardous chemical/substance master inventory and for obtaining the chemical information and SDS.
- When a new hazardous chemical/substance is introduced into the workplace, the hazardous chemical/substance inventory shall be updated before employees use the chemical.
- Chemical samples require a SDS to be reviewed for hazards before using the chemical in the workplace. No chemicals are accepted without their respective SDS.

- Employees are encouraged to review the hazardous chemical inventory in the SDS binder or provide access to the computer SDS file.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE shall be provided to employees at no cost.
- All employees shall be trained in the use of proper PPE for the task/procedure to be performed.
- PPE shall be provided and worn in accordance with the manufacturer's recommended SDS.
- Employees shall store, inspect, and dispose of PPE according to the SDS.
- All PPE defects shall be reported to the immediate supervisor (refer to Personal Protective Equipment Program for additional requirements).

LABELS AND SIGNS

- Biohazard labels shall be affixed to all containers of regulated waste, refrigerators and any other type of container or equipment used to store, transport, or ship blood or other potentially infectious materials.
- Hazard container labels shall be fluorescent orange or orange-red and shall be affixed.
- When a new hazardous chemical is introduced in the workplace, the department head/supervisor shall ensure the label/tag is legible and accurately displays the hazardous information.

MANUFACTURER LABEL

- Each Department Manager/Supervisor is responsible for coordinating labelling activities to ensure that they are compliant.
- Employees are responsible for evaluating hazardous chemicals containers arriving in their work area to ensure that the label, tag, or markings are appropriate.
- When a new hazardous chemical is introduced in the workplace it will be immediately checked for the proper label or tag.
- If the label is incorrect, the manufacturer must be contacted.
- The manufacturer label must include the following:
    1. The product's identity
    2. Signal word (danger, warning)
    3. Hazard Statement(s)
    4. Pictogram(s)
    5. Precautionary statement(s)
    6. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

WORKPLACE LABELING

- The labeling system to be used will follow the requirements found in the OSHA Hazard Communication Standard and will be consistent with the United Nations Globally Harmonized system (GHS) of Classification of Labeling of Chemicals.
- Workplace labels shall be legible, written in the English language, and prominently displayed on the container.
- If the employee(s) speak languages other then English, the labels may be completed in additional languages as well, and the information is also presented in English.

SECONDARY CONTAINERS

- When a chemical is transferred from the original container to a portable or secondary container shall be clearly marked/labeled.
- The container will be labeled, tagged, or marked with a GHS label containing the following information:
    1. Name of the chemical or identifier
    2. Signal word(s)
    3. Hazard statement(s)
    4. Pictogram(s)
    5. Precautionary statement(s)
- Portable containers into which hazardous chemicals are transferred from labeled containers, and that are intended for the immediate use of the employee who performs the transfer do not require a label, provided that the employee always maintains possession and the product is used up during their work shift or properly disposed of at the end of their workday.
- If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.
- Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

MIXING CHEMICALS

The mixing of chemicals is not advised and requires approval of the Department Head/Supervisor, or the Program Administrator.

PIPING

- If hazardous chemicals flow through a piping system, labeling shall be applied at access points lines every 10' and where the piping is 8' feet or closer to employees. Mark pipes 25' to 50' intervals on straight runs.

- Font size of the pipe label lettering will be determined by the pipe's outer diameter and color combination to determine pipe contents, as recommended by ANSI/ASME A.13.1. See below tables for assistance.
- Placed so they can be easily read.
- Placed near valves, change of directions, branch, and entry /reentry points through floors and walls.
- Unlabeled Pipes – natural gas leading to heating unit(s), water (non-hazardous), or compress air lines.

Color Combinations	New Standard ASME A13.1-2007 (R2013)	Old Standard ASME A13.1-1996 (R2002)
White on Red	Fire quenching fluids	Fire quenching materials
Black on Orange	Toxic and corrosive fluids	
Black on Yellow	Flammable fluids	Hazardous Materials Flammable or explosive Chemically active or toxic Extreme temperatures or pressures Radioactive
White on Brown	Combustible fluids	
White on Green	Potable, cooling, boiler feed, and other water	Low hazard materials
White on Blue	Compressed air	Low hazard gases
White on Purple	User defined	
Black on White	User defined	
White on Gray	User defined	
White on Black	User defined	

Outside Diameter Of Pipe	Length of Color Field	Letter Height
0.7 in-1.3 in	8 in	0.5 in
1.4 in-2.4 in	8 in	0.7 in
2.5 in-6.7 in	12 in (305 mm)	1.3 in

6.8 in-10 in	24 in (610 mm)	2.5 in
10 in or bigger	32 in (813 mm)	3.5 in

SAFETY DATE SHEETS

Manufacturer's SDS are created to inform employees of potential chemical hazards. An SDS is written or printed material defining a chemical and listing the following components:

- Section 1: Identification includes product identifier, manufacturer or distributor name, address, phone number, emergency phone number, recommended use, and restrictions on use.
- Section 2: Hazard(s) identification includes all hazards regarding the chemical and required label elements.
- Section 3: Coomposition/information on ingredients includes information on chemical ingredients and trade secret claims.
- Section 4: First Aid measure includes important symptoms/effect, acute, delayed requirement treatment.
- Section 5: Fire-fighting measures lists suitable extinguishing techniques, equipment, chemical hazards from fire.
- Section 6: Accidental release measures list emergency procedures, protective equipment, proper methods of containment and cleanup.
- Section 7: Handling and storage lists precautions for safe handling and storage including incompatibilities.
- Section 8: Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLV's) appropriate engineering controls, and PPE.
- Section 9: Physical and chemical properties list the chemical's characteristics.
- Section 10: Stability and reactivity list chemical stability and possibility of hazardous reaction.
- Section 11: Toxicological information includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.
- Section12: Ecological*
- Section 13: Disposal consideration*
- Section 14: Transportation information*
- Section 15: Regulatory information*
- Section 16: Other information

* OSHA does not enforce this since other agencies regulate this information.

SDS must be readily accessible to employees while working. Both electronic and paper copies are permitted; however, there cannot be a barrier for employees to access them. Examples of barriers include:

- Power outages
- Limited personnel computer access

Each Department Head/Supervisor is responsible for obtaining and collecting SDSs for all hazardous chemicals purchased, including retail stores.

Each Department Head/Supervisor shall update SDS's to include new information as it is received.

Employees shall notify their Department Head/Supervisor in the event a chemical is not available in the SDS binder or missing from SDS computer file.

Each Department Head/Supervisor shall ensure that SDS blinders or accessible computer are being maintained at the following locations:

SDS BINDER/COMPUTER LOCATIONS		
BUIDLING NAME	ADDRESS	LOCATION

NON-ROUTINE TASKS

The Department Head/Supervisor will review known physical and health hazards with employees who must do non-routine tasks. This review will generally occur at the time the work is scheduled; however, in an emergency the review will occur immediately before the work is to begin.

The review should include, but is not limited to the following:

- Identification of the hazardous chemical involved.
- Methods of detecting the presence or release of the chemical being used.
- Specific physical and health hazards of the chemical being used.
- Appropriate safety controls to include work practices, emergency procedures, and PPE.
- Provide the employee an opportunity to review the SDS.

Examples of non-routine tasks can include the following (things that are done annually or less):

- Maintenance or repair work on building equipment
- Operating new or experimental equipment
- Cleaning of equipment outside normal processes

TRAINING

Employees that work with or are potentially exposed to hazardous chemicals will receive initial training and as needed thereafter, or when procedural changes take place. New or transferred employees will receive the training and information prior to working with the chemical/substance.

In the event a new hazard is introduced, or a hazard changes, each Department Head/Supervisor shall review the SDS with the employee prior to working with the chemical/substance.

Prior to starting work, each new employee will receive information and training on the following:

- An overview of the Hazard Communication Standard requirements.
- Chemicals that are present in their workplace operations and location of hazards.
- Location and availability of the written program and its contents
- Physical and health effects of the chemicals in their work area, including hazards contained in unlabeled pipes.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

- PPE requirements and prevention methods to decrease chemical exposures using work practices and engineering controls.
- Methods taken to decrease or prevent exposure to chemicals.
- How to obtain manufacture information and SDS.
- How to review, read, and understand SDS, manufacturer labels, and HMIS labels for appropriate hazard information.
- The location of the SDS binders / computer files that includes the chemical inventory.
- Emergency procedures

The Program Administrator along with each Department Head/Supervisor is responsible for conducting Hazard Communication training and maintaining all training records.

Training will be completed through the classroom or hands-on. Training documentation will include a summary of the topics covered in the training session, the date, who was presented, and the signatures of all attendees.

Training records are completed for each employee upon completion of training. These documents are kept for at least three (3) years.

The training records include:

- The dates of the training session(s)
- The contents or a summary of the training session
- The name of the trainer
- The name, job title, and signature of all persons attending the training session.
- The completed test of all persons attending the training session, when applicable

CONTRACTORS

Contractors shall:

- Be qualified to perform specific contracted work
- Required to notify the city of any hazardous chemical(s) brought onto a worksite
- Provide an SDS before any work begins.

Contractors will be required to have all chemical containers "clearly labeled" when bringing them into the workplace or on the worksite.

The employer shall conduct a safety orientation prior to the beginning of work, where both parties shall communicate the following:

- Information regarding workplace hazards and precautionary measures to protect employees during the normal job tasks and in foreseeable emergency situations.
- Emergency communication procedures.
- The location of the SDS binder or provide access to the computer SDS file.
- The hazardous chemical labeling system.

On-site employees shall have applicable SDS in their vehicles to provide exposure information.

RECORDKEEPING

All SDS's will be kept for a period of 30 years after use of the substance has been discontinued.

Each Department Head/Supervisor is required to document the date that the chemical was removed from the active SDS binder or computer files.

In the event that an employee experiences an occupational exposure to a hazardous chemical, toxic substance, harmful physical agent or biological agent, the SDS and supporting documentation will become part of the employee's medical records.

All workplace sampling results, methodology, calculations use to determine results, summary of data used to obtain the results, as well as exposure or medical records used for analysis, shall be kept for a period of 30 years.

If biological monitoring is used as an exposure record, it will be kept for a designated period of time for the specific exposure required under each specific standard under 29 CFR 1910 Subpart Z.

These records will be provided at no cost to the employee or their designated representative upon request.

CHEMICAL LOCATIONS
ATTACHMENT

Insert a picture of the location(s) where the chemicals are stored and describe the location where the tanks, chemical cabinets, piping, etc. are located.