

CITY OF GREENVILLE SAFETY **OPERATIONS MANUAL**

SECTION I: GENERAL INFORMATION FOR CITY EMPLOYEES

1. Safety is first and most important in our duties.
2. Compliance to the rules is essential to safety.
3. To obtain promotion, ability must be shown for greater responsibility.
4. The public judges the City by the appearance of its employees. Employees shall at all times conduct themselves to reflect credit to the City.
5. Employees whose duties are prescribed by these rules must comply.
6. Employees whose duties require that they operate a vehicle must comply with all traffic laws.
7. If in doubt as to the meaning of any rule or special instructions, an employee must ask for an explanation.
8. Employees must pass any required examinations.
9. Employees must give every attention in their power to carrying out the rules and special instructions. Any violation must be promptly reported to the proper officials.
10. In case of accidents involving personal injury or damage to property, the employees in charge must obtain the names and addresses of all witnesses.
11. The use of intoxicants, narcotics, sedatives, stimulants or a derivative or combination of any of these, or any illegal drug, or drug paraphernalia by an employee subject to duty, or the use or possession of any of these by an employee while on duty, while on City property or at any time that such use or possession subjects the City to criticism or loss of good will, is prohibited and will subject the offender to disciplinary action, which could include dismissal.
12. Employees must not report for duty under the influence of any medication, including those prescribed by a doctor, over the counter drugs that will alter their alertness, coordination, reaction, response or their safe performance of work; nor shall such medication be used by employees while on duty.
13. When there is evidence of violation of this rule, the employee must be promptly removed from service.

14. Disloyalty, dishonesty, desertion, intemperance, immorality, violation of the law, uncivil conduct, insubordination, sleeping on duty, making false statements or concealing facts concerning matters under investigation, will subject the offender to disciplinary action up to and possibly including dismissal.
15. Gambling in any form by employees on duty is prohibited.
16. Smoking will not be permitted in any City building or any area protected by "No Smoking" signs.
17. Employees on duty must comply with the prescribed dress and grooming codes for their departments, and be neat in appearance.
18. In case of danger to City property employees must do their best to protect it. Employees are prohibited from the unauthorized removal of any material from City property. This includes material that may be looked upon as worthless, useless or scrap. Articles of value found on City property must be reported to the proper authority.
19. Employees must exercise caution to avoid injury to themselves and others. They must know that equipment and tools, which they use in performing their duties, are in proper condition, and when found to be defective will, if practicable, put them in safe condition, reporting defects to the proper authority.
20. Lending money, buying or selling material or merchandise, conducting any business for personal gain on City property or using city facilities for personal use is prohibited and will, subject the offender to disciplinary action up to and possibly including dismissal.

SECTION II: GENERAL SAFETY RULES

1. The most important fact that City Management wishes to impress upon employees is that the City does not expect, and will not permit, any employee to take any unnecessary chance in the performance of duty.
2. The safety of others, as well as themselves, should be the concern of all employees. If an employee sees another employee engaged in an unsafe or improper practice, it is his duty to point out the hazard involved. When an employee's attention is thus called to an unsafe practice, offense should not be taken; as such warnings are impersonal and are intended for the good of the employee and the service.
3. Safety Committees are a definite part of an employee's duty and should be conscientiously fulfilled. Action taken by these committees is for the good of all employees, and no one should feel censured or aggravated in connection with their reports.

4. Safety rules cannot be all-inclusive. Conditions may arise which are not covered by rules and they demand sound judgment. Employees must refrain from unsafe and improper practices, which are violations of written rules and instructions, and must avoid violations of unwritten rules of "Common Sense.
5. Employees must follow the safest methods and practices for their jobs.
6. Teamwork is essential to safety. When working in groups or crews, all members of the group must know and understand the movements to be made.
7. The City maintains a program of safety education to improve the employee's skill and alertness. All employees are urged to avail themselves of and support this program.
8. All employees must courteously assist new employees in learning their duties.
9. Profane, indecent or abusive language is prohibited.
10. Employees suffering from off duty personal injury, which adversely affects their ability to perform normal assigned duties, must report to the proper authority prior to going on duty.
11. Large portions of injuries are the result of tripping, falling, slipping, etc. These injuries may occur at any time and under all circumstances. Therefore, employees must watch where they step at all times.
12. When working at night, exercise utmost care to avoid the hazards caused by shadows resulting from the use of lights.
13. Employees subject to falls are warned of the danger of holding protruding articles such as pencils in the mouth.
14. Good housekeeping is essential to safety. Employees shall keep the premises subject to their control in a clean and orderly condition. Material will be picked up at conclusion of each work assignment, and in no cases, will be left where it could cause a safety hazard.
15. Throwing of articles (littering) from vehicles is prohibited. Trash must be placed in appropriate receptacles and not thrown on floors or on the ground.
16. Employees must not leave tools or material on window sills, ledges, ladders or vehicles where they fall or be jarred from place.
17. Aisles, walkways, steps and driveways must be kept free of debris, tools, equipment and other material.
18. Wet or freshly waxed floors must be protected by appropriately placed signs or such areas barricaded or roped off. This protection will not be removed until the area is made safe.

19. As far as practicable, employees must avoid stepping on or walking on surfaces made slippery by grease, oil, wet paint or similar substances.
20. Ice must be removed from over doorways, walkways or any other location where there is a danger of it falling and causing injury. Clean, and if necessary, apply salt and/or other suitable materials to steps, walkways and other locations where slipping might occur.
21. Employees must keep hands out of pockets when using stairs, use handrails when practicable.
22. Employees must not walk or stand under suspended loads, workmen on poles, ladders or scaffolds, nor step over, straddle or stand adjacent to ropes or cables that are under tension or that might be tightened at any moment.
23. Sliding down gut wires, rods, railings and ladders; jumping off ladders or over excavations, pits and manholes is prohibited.
24. Employees may run only at locations where it can be done safely when an emergency exists.
25. Use caution when rounding corners to prevent collisions with vehicles or persons.
26. Standing or attempting to stand on improvised scaffolds or supports made of boxes, barrels, chairs, stools or other unsafe means for reaching shelves and high places is prohibited.
27. Broken window or door glass must be removed with gloved hands or proper equipment.
28. Scuffling, horseplay, practical jokes, harassment and all conduct of a similar nature, either on or off duty while on City property is prohibited.
29. Employees must keep physically and mentally fit, stay alert and work in harmony with other associates.
30. Boards or other material with protruding nails or screws must not be placed where they will cause injury. They must be removed from walkways, or other areas where they may be stepped on, walked into or brushed against.
31. Employees allergic to certain oils, greases or chemicals or other agents must avoid using them. Skin must not be exposed to oils, greases or cleaning fluids more than absolutely necessary in performing their work. Gasoline, kerosene, or other volatile liquids should not be used to clean hands and arms. Mild soap containing lanolin is recommended.
32. Employees must report for duty at the designated time and place. They must be alert and attentive and devote themselves exclusively to the City's service while on duty.
33. Employees who have been off duty by reason of accident or illness, or whose sight, color sense, hearing or health may have become affected, may be required to have a satisfactory physical examination.
34. Employees must exercise every care to prevent fires. Frequent inspections must be made of the premises, and fire hazards found must be promptly corrected or reported for correction.

35. Employees observing any condition, which could endanger person or property, must correct such when practicable, or if not practicable to make correction, report them to proper authority.
36. Employees are prohibited from allowing or requesting those not engaged in the City's service to assist them in performing their work, except in cases of accident, personal injury or other emergencies.
37. Employees whose duties require the handling of hazardous material must familiarize themselves with requirements of governmental regulations, read labels and other special instructions relating thereto, and conform to the. There must be access to M.S.D.S. sheets and books at all locations where hazardous materials are located. All materials must be kept in a locked area in safety drums.
38. Employees while on duty must not play games or read literature not concerning their work or engage in any other activity, which may detract their full attention from the performance of their duties.
39. Employees must not carry, or have in their possession, firearms or other weapons while on duty, unless authorized by the City, regardless of possession of pistol license.
40. Employees must not permit an employee under their charge to work if his condition renders him unfit to do so. Any employee observing another employee physically unable to perform his assigned duties must make prompt report to proper authority.
41. All cases of personal injury must be given attention immediately, and everything must be done to properly care for the injured party.
42. Medical attention must be provided, if desired by the injured employee, or if the employee or supervisor in charge is of the opinion it is needed.
43. Employees must report immediately, both verbally and in writing to the employer or supervisor in charge of any personal injuries suffered while on duty. If unable to do so, the report must be furnished by the employee or supervisor in charge. Personnel must be notified as soon as possible after incident reported to supervisor. A follow-up investigative report should be turned into personnel within 48 hours of incident.
44. When an injury results from the use of tools, machinery or other equipment, a supervisor or other qualified employee must make inspection promptly.
45. Employees performing assigned duties must perform their work in the most efficient manner consistent with safety.
46. Safety switches, safety devices, or safety apparatus must not be removed or cut out by operators or mechanics on any type of equipment or machines.

SECTION III: SPECIFIC DEPARTMENTAL PROCEDURES

ANIMAL CONTROL:

- Rule 1. When the Animal Control Officer is making his patrols day or night and sees a stray animal, he should try to locate the owner, if possible as a courtesy to the public.

- Rule 2. The equipment the Animal Control Officer needs is sufficient rope, an extender stick with a loop on one end and two handle grips on the other. This piece of equipment is used to put the loop around the animal's neck and tighten the loop by pulling the handle on the other end of the stick, but not too tight to choke the animal unless necessary.
- Rule 3. Another piece of equipment is a net with a long handle attached to the net. This piece of equipment is used to catch the animal in the net.
- Rule 4. A trap or cage can be used to catch the animals. Make sure they are in good condition and instructions are followed for using a trap. Animals should not be harmed or injured if at all possible.
- Rule 5. Another piece of equipment is a tranquilizer, .22 caliber rifle, or another name is a hypodermic rifle, that fires blanks and is loaded with a dart. Anytime a tranquilizer rifle is used you should consult with your local veterinarian and/or your local humane society for type of serum and proper injection.
- Rule 6. The only time this rifle is loaded is when it is to be used. When not in use it must be loaded with blanks or darts.
- Rule 7. The blanks, darts, syringe, and serum should be kept readily accessible for use.
- Rule 8. The blanks, darts, syringe and serum should be kept locked in a case entrusted and used only by the Animal Control Officer and /or a designee of the Police Department.
- Rule 9. When the syringe is used to load the dart, the Animal Control Officer should wear a pair of rubber surgical gloves.
- Rule 10. A pair of heavy gloves with high cuffs should be used to catch or handle animals at all times.
- Rule 11. The Animal Control Officer should have radio communications if assistance is needed while on patrol.
- Rule 12. If an animal injures the Animal Control Officer, the Animal Control Officer must seek medical attention.
- Rule 13. When an animal is seen, do not approach the animal aggressively. Determine what equipment is needed and expect the worst.
- Rule 14. If a weapon is used to kill an animal this should be the last resort, with there being no threat to the public or a person.
- Rule 15. A weapon should never be loaded unless it is to be used. Never leave a rifle loaded.

- Rule 16. When a weapon is used to kill an animal, extreme circumstances must exist.
- Rule 17. A weapon must never be used if the public is in danger. Maximum precaution must be taken at all times.
- Rule 18. A weapon is used only when you have no alternative. All precaution must be taken of the surrounding area.
- Rule 19. If the weapon is to be used, the animal should be hit in the head, except in the case of suspected rabies, and not in the body, which may only wound the animal. This could allow the animal to run away, injured.
- Rule 20. If an animal is suspected of rabies follow instructions issued by the State of Alabama Health Department. In cases where a bite to a human is involved and the animal must be tested for rabies “NEVER SHOOT THE ANIMAL IN THE HEAD”, as the head must be transported to the laboratory for testing.
- Rule 21. When a dead animal is on the highway, etc., a shovel or machinery should be used to pick the animal up. If picked up by hand, rubber gloves must be used.
- Rule 22. A flashlight that is in very good condition and accessible, and another light, should be attached to the truck that will provide more light, if necessary. A light must be used when apprehending an animal at night.
- Rule 23. When transporting an animal contained by a cage or leash, precaution must be taken to avoid injury to yourself and the animal.
- Rule 24. When taking an animal in a cage, the animal may become violent and heavy gloves and precaution must be taken.
- Rule 25. Never expect an animal to be friendly. Precaution must be taken.
- Rule 26. Cages on the vehicle and shelter cages must be in good condition and the entrance door to the cage must be locked when containing an animal.
- Rule 27. When transporting more than one animal at a time, two, three or more, the animal should be separated, if at all possible, enroute to the shelter.
- Rule 28. When an animal is brought back to the shelter where you have several animals, you should have a chute so that the animals are not with other animals are not with other animals, later they may be housed in a community pen.
- Rule 29. If the animal is violent or suspected to be violent, it must be separated from other animals.

- Rule 30. If the animal is suspected of disease, it must be kept separate. Precaution must be taken and the Animal Control Officer should seek medical assistance for the animal.
- Rule 31. When an animal is housed, it should be kept isolated for at least twenty-four (24) hours for observation.
- Rule 32. When an animal is apprehended, a record must be made of the date, time and location. This information should be readily available to the public.
- Rule 33. If the animal has identification tag, the Animal Control department must try to contact the owner of the animal.
- Rule 34. The Animal Control staff must see that the animals are properly fed, watered and their facilities are kept sanitary.
- Rule 35. While driving and making patrols, all traffic laws must be observed and extra precaution taken while observing for animals.
- Rule 36. If a vehicle is stopped while on patrol, emergency light on top, front and rear must be flashing.
- Rule 37. When stopped, the truck must try to clear the right-of-way.
- Rule 38. At the beginning of the Animal Control Officer's tour of duty, his vehicle must be checked for all safety devices, and make sure they are in workable safe condition. Equipment, cages, locks, glasses, mirrors, lights, brakes, tires and anything else that might need attention. If any defects are found, it must be reported to the proper authority and corrected.
- Rule 39. The Animal Control Officer and staff must try to work with the public and humane society as much as possible. The Animal Control staff should try to establish good public relations with the residents of the City.
- Rule 40. At any time, if in doubt while on duty, the safe course must be taken.
- Rule 41. At any time a weapon has been fired it MUST be reported to your supervisor.

OFFICE PROCEDURES:

- Rule 1. Walk carefully up or down stairs, one step at a time, using handrails and keeping hands out of pockets.
- Rule 2. Stairways, hallways, aisles and walkways between desks must be kept cleared of spilled liquids, telephone and office machine cords (unless enclosed by floor moldings), trashcans, or other objects, which could create slipping or tripping hazards.

- Rule 3. Running through doorways is prohibited.
- Rule 4. Stand or walk clear of doors, which may swing open unexpectedly. Do not push on glass panes of door.
- Rule 5. When carrying a portable electric machine or appliance, coil the cord as to avoid tripping, and avoid catching the cord on protruding objects, such as doorknobs. Lift and carry only loads you can handle safely.
- Rule 6. When moving portable stands, or tables supporting office machine or other objects, be careful that such objects do not fall.
- Rule 7. Do not attempt to lift or move bulky or heavy equipment or materials alone. Get someone to assist you.
- Rule 8. Portable electric fans or heaters shall not be handled while in operation. They must not be placed on the floor in locations where likely to cause injury unless special safeguarding is provided. Use of fans without blade guards or heater without protective guard is prohibited.
- Rule 9. Business machines must never be adjusted or cleaned while in motion. If machine jams, power shall be turned off before an attempt is made to remove obstruction.
- Rule 10. Use of flammable fluid to clean an electrically operated machine is prohibited.
- Rule 11. All exposed rotating gears; belts, couplings and other moving parts in which fingers, hands, extremities, or hair might be caught shall have adequate safety guards. Such guards shall not be removed except for maintenance or repair work on the machines.
- Rule 12. Desk, file cabinet drawers, and locker doors must be kept closed except when in immediate use. Only one drawer in the same cabinet may be open at a time. Contents of filing cabinets shall be arranged so as to not overbalance cabinet.
- Rule 13. Knives, pencils, pens, scissors or letter openers shall not be left on edge of desk or in any place they may cause injury.
- Rule 14. To avoid possible eye injury or other injury, refrain from throwing articles such as cards, paper clips, etc.
- Rule 15. Wastebaskets shall not be used for disposing sharp objects, glass or other articles, which may cause injury. Such articles should be placed in special containers, or wrapped, marked and placed beside wastebasket for disposal. Matches, cigars, cigarettes or ashes must not be placed in wastebaskets unless such trash has been thoroughly extinguished. All wastebaskets must be made of metal.

- Rule 16. Care must be exercised when handling papers to avoid cuts. When practicable, use rubber finger guard when working with stacks of paper. Use wetting device (not tongue) for sealing envelopes.
- Rule 17. Caution must be exercised in operating paper cutters and shredders, trimmers, power punches and power stapler. Keep fingers clear of blades. Blades of cutters must not be left open after use.
- Rule 18. Sit squarely in the middle of chairs, keeping all chair legs or casters on the floor. Report any sharp edges, splinters, or defective parts on office furniture so repairs can be made.
- Rule 19. In case of fire, electric power supply should be cut off.
- Rule 20. The break area should not be in view of the public and must be kept clean at all times.
- Rule 21. Only designated lights are left on after office hours, and necessary doors locked.

POLICE DEPARTMENT:

- Rule 1. All general safety rules apply to the police department where applicable.
- Rule 2. All police officers must attend their State Police Academy and apply all rules and regulations where applicable.
- Rule 3. It is suggested that all police departments, through supervision and safety meetings, write and establish a Procedural General Order Manual.
- Rule 4. It is suggested that local police officers attend any state, county or other beneficial seminars that will aid in their duties.
- Rule 5. Refer to Police Procedural Manual for the following topics:
 - A. Accidents
 - B. Arrest Orders
 - C. Bombs
 - D. Chemical hazards and fire incidents
 - E. Communications
 - F. Court
 - G. Dog bite complaints
 - H. Dress code
 - I. Firearms
 - J. Patrol
 - K. Prisoners
 - L. Robbery alarms
 - M. Vehicles

- N. Displaying badges
- O. High speed chase
- P. Vehicle care
- Q. Bullet proof vest

SECTION IV: EMPLOYEE SAFETY PROCEDURES

FLAG PERSON PROCEDURES:

- Rule 1. Any and all flagging procedures must be adopted for any emergency or normal flagging procedures on roads and highways. The following are procedures to be taken into consideration.
- Rule 2. When protection of public right-of-way is required, take into consideration the grade, curvature of the right of way, weather conditions, and sight distance and the speed of the right of way.
- Rule 3. When flagging protection is required, flag or light or combination of both should be used by day and light must be used at night.
- Rule 4. When flagging protection is used, the point of protection must be a sufficient distance for the traffic to stop, but near enough to the point to be protective so there is no doubt as to the flag persons purpose.
- Rule 5. Where warning signs are applicable, they must be displayed taking into consideration Rule 2 under Flag Person Procedures.
- Rule 6. If necessary, flag person and signs must be used in both direction of the right of way from the point of protection.
- Rule 7. Stand not less than 100 feet from the point of protection unless conditions make this impossible, and then other precaution must be taken into consideration such as signs, lights, etc.
- Rule 8. Flagmen should stand on the shoulder or near the shoulder to the right of the approaching traffic.
- Rule 9. To stop traffic, extend the flag into the traffic lane and hold it stationary until the vehicle has stopped. When ready for the vehicle to proceed, give the proper signal with your free hand or by speaking courteously to the driver.
- Rule 10. To slow traffic extend flag into the traffic lane and hold it stationary until the vehicle has slowed sufficiently.
- Rule 11. To flag at night, use a bright red light or fuses.

Rule 12. To stop traffic, wave the light back and forth until the vehicle has stopped. When ready for the vehicle to proceed, give the proper signal with your free hand or by speaking courteously to the driver if necessary.

LIFTING AND CARRYING:

Rule 1. Lifting and carrying beyond normal physical capabilities is prohibited.

Rule 2. The following procedures must be used when lifting or carrying:

- A. Before handling material or object, place hands and feet in proper position so they will not be caught.
- B. Hands or gloves should be free from grease or moisture to prevent slipping.
- C. Feet should be parted, with one foot alongside the object being lifted and one behind. Feet comfortably spread gives greater stability and the rear foot is in position for the upward thrust of the lift.
- D. Use the sit-down position and keep the back straight, but remember that straight does not mean vertical. A straight back keeps the spine, back muscles and organs of the body in correct alignment. It minimizes the compression of the intestines that can cause a hernia.
- E. Tuck in the chin so the neck and head continue the straight back line. Tucking the chin helps keep the spine straight and form.
- F. The palmer grip is one of the most important elements of correct lifting. The fingers and the hand are extended around the object you are going to lift, using the full palm. Fingers alone have very little power. You need the strength of the entire hand.
- G. The load should be drawn close, and the arms and elbows should be tucked to the side of the body. When the arms are held away from the body they lose much of their strength and power. Keeping the arms tucked in also helps keep the body weight centered.
- H. The body should be positioned so the weight of the body is centered over the feet. This provides a more powerful line of thrust and also ensures better balance. Start the lift with the thrust of the rear foot.

Rule 3. When necessary for two or more person to handle bulky or heavy material objects, the following precautions must be taken:

- A. Exercise care to prevent slipping or tripping, removing such hazards when practicable.
- B. Have a clear understanding of all movements such as lifting, walking, lowering and throwing.
- C. Place workers according to size, strength and experience.
- D. Avoid walking backwards, except when necessary.
- E. In “team” lifting, the efforts of the various workers must be completely coordinated, with directions being given by only one member of the “team”. Lift or make other movements only on command and when practicable. “Team” leader must be placed at the end of the object.
- F. Remember what is picked up must be put down. If the object goes back on the floor, or on the ground, bend the legs and not the back. If it goes on the counter, avoid twisting the body as the weight is released. The load must not be placed on a table, counter, etc, that will not support it.

FIRE PROTECTION AND PREVENTION:

- Rule 1. Every precaution must be taken to prevent fires. Employees must be kept informed of rules and instruction issued in the interest of good fire protection. They must bring to the attention of their supervisor any condition, which appears hazardous.
- Rule 2. Good fire prevention is accomplished largely by proper housekeeping procedures, such procedures, as the elimination of all rubbish, trash, oily rags, etc., from all City properties shall be considered every employee’s goal.
- Rule 3. If fire is discovered, employees must act quickly, remain calm, turn in fire alarm, and make every effort to extinguish or control with every means available.
- Rule 4. Fires are classified as follows:
 - Class A – ordinary combustibles, such as wood, paper, textiles, etc.
 - Class B – flammable and combustible liquids, such as diesel fuel, gasoline, alcohol, grease, etc.
 - Class C – electrical, such as electrical equipment, fuse panels, transformers, wiring, etc.
 - Class D – combustible metals such as magnesium, titanium, sodium, potassium.

Rule 5. Before using any portable fire extinguisher, be sure that it is a proper type for the fire. Fire extinguisher should be labeled indicating the class or classes of fire, which they are acceptable.

Rule 6. Portable fire extinguisher should be used and maintained as follows:

Pressurized water - Class A fire only

Fire extinguisher must be inspected and serviced once per year

Foam – Class A and B fires

Fire extinguisher must be inspected and serviced once per year

Carbon Dioxide – Class B and C fires

Fire extinguisher must be inspected and weighed once per year

Dry Chemical – Class B and C fires

(Depending on the powder agent, Class A fires may also be extinguished).

These fire extinguishers must be inspected and serviced once per year.

Rule 7. Portable fire extinguisher must be placed in accordance with the type of hazard to be protected. Fire extinguishers in or on buildings should be mounted off the floor either on hooks or in cabinets with the top of the fire extinguisher not exceeding five feet above the floor.

Rule 8. After a portable fire extinguisher has been completely or partially discharged, it must be immediately removed from service and recharged. Fire extinguishers partially discharged shall not be returned to service.

Rule 9. Unobstructed passageways must be maintained at all times to reel loses, fire hydrants, fire extinguisher, fire alarm boxes and other fire protection devices.

Rule 10. Fire fighting equipment must be maintained in perfect order and be ready for instant use at all times. Its operation must be thoroughly understood by all employees and it must not be used except for fires, fire drills and tests.

Rule 11. Smoking or the use of open flame devices is prohibited in the following areas:

All City buildings

Warehouses

Fueling Areas

Storage areas for flammable and combustible liquids, flammable gas, explosives, bulk oxygen, battery rooms

Rule 12. Gasoline, kerosene or other highly flammable liquids shall not be used to start or intensify fire, or for cleaning hands, clothing, electrical equipment, machinery, etc.

- Rule 13. Fuel lines must be kept in good condition and protected from damage by falling objects, moving equipment, etc.
- Rule 14. Unattended open flames are prohibited during high winds or within 200 feet of any building, fuel oil tank, rolling equipment, lumber storage, etc.
- Rule 15. Dry sod, dead grass, weeds, leaves and all other combustible materials must be removed and kept away from buildings, lumber storage, diesel fueling stations, oil storage tanks, and other structures that are subject to fire damage.
- Rule 16. During welding and cutting operations, fire extinguisher must be kept in readiness.
- Rule 17. All warning devices (horn, siren, lights) must be kept in good working order.
- Rule 18. All safety belts must be used inside of cab and outside of cab when emergency vehicles are in use.
- Rule 19. All emergency vehicles must be kept clean and in safe operating condition.
- Rule 20. When emergency vehicles are in operation, they must be driven safely, not in excessive speed and caution taken at all times, with all warning devices working.
- Rule 21. Firemen's personal protective equipment (head gear, suits, boots, etc.) must be kept orderly and in good condition.
- Rule 22. All general safety rules apply to the Fire Department where applicable.
- Rule 23. All firemen should attend any state, county or local fire schools and apply all rules and regulations where applicable.

SECTION V: DEFENSIVE DRIVING AND VEHICLE OPERATION

GENERAL:

- Rule 1. The ability to drive safely depends, to an important degree, on the attitude of an individual. Attitude, as mentioned here refers to the basic desire of an employee to drive safely in order to protect his own life as well as the lives and properties of others. The desire to drive safely can have far reaching results. Like an act of courtesy, it is contagious.
- Rule 2. The City expects you to always operate your vehicle in compliance with the Laws of the State and all local ordinances. No job is so important that you need to drive recklessly, violate stop signs, break speed laws, beat the light, make illegal turns, or operate in any manner that is considered unlawful or unsafe.

- Rule 3. Only those employees specifically authorized, and who possess a valid license or permit for the equipment being used, shall operate City owned motor vehicles or personally owned vehicles on City business.
- Rule 4. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
- Rule 5. 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 speed safe within the legal limit at which the vehicle shall be operated.
- Rule 6. A driver shall not permit unauthorized persons to drive, operate or ride in or on a City owned vehicle.
- Rule 7. Where seat belts are provided, they shall be used.
- Rule 8. Employees shall not permit anyone on the running boards, fenders, or any part of the vehicle except on the seats or inside the body walls. Passengers shall not stand in moving vehicles. Pubic Works and Fire Department employees may in the performance of their job duties are required to ride outside the vehicles. This will be done with the utmost of caution, for the safety of the employee and the general public.
- Rule 9. Employees shall not ride on trailers.
- Rule 10. Employees shall not jump on or off vehicles in motion.
- Rule 11. Always be alert around motor vehicles. Make sure the operator is aware of your presence. Never stand in front or behind the vehicle when it is being started.
- Rule 12. Play it safe by staying clear of loaded trailers, especially trailers loaded with poles. Always stay clear of trailers maneuvering in loading areas.

VEHICLE INSPECTION:

- Rule 13. 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 the vehicle is used.
- Rule 14. The driver shall inspect windshield wipers frequently and see that the windows and windshield give sufficient visibility for safe vehicle operation.
- Rule 15. All lights and reflectors of a vehicle shall be inspected by the driver doing any night driving, and if found to be defective, they shall be repaired immediately.
- Rule 16. 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 into operation. Other items, which affect safety, shall be repaired prior to continued vehicle operation.

Rule 17. All buckets shall be hy-pot tested by a qualified individual every six months. This test shall be documented for future reference.

EXHAUST GAS:

Rule 18. The driver shall not operate a motor vehicle in any garage except when driving in or out. The motor shall not be warmed up inside the garage, nor shall the driver test motor operation in the garage, unless the exhaust gas is carried directly to the outside atmosphere, or doors and windows are open so that adequate ventilation exists.

OPERATION:

Rule 19. Before entering a vehicle and placing it into operation, it is the driver's responsibility to make sure that the vehicle can be moved safely forward or backward.

Rule 20. The operator of a motor vehicle shall clearly signal his intention of turning, passing or stopping.

Rule 21. Upon a signal from a vehicle approaching from the rear the driver of the City vehicle shall yield the right of way.

Rule 22. Drivers shall be prepared to stop and the right of way shall be yielded in all instances where necessary to avoid an accident.

Rule 23. 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.

Rule 24. The driver shall maintain a safe distance behind when following another vehicle so that he can safely stop the vehicle in the clear distance ahead.

Rule 25. Drivers shall exercise added caution when driving through residential and school zones.

Rule 26. 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.

Rule 27. 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.

- Rule 28. 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.
- Rule 29. All ignition systems shall be turned off and no smoking is permitted while refueling.
- Rule 30. When proceeding downgrade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.
- Rule 31. Never attempt to pass another vehicle on a hill or sharp incline, around a curve, at any street intersection or railroad crossing, except where a passing lane is provided making passing acceptable.
- Rule 32. Approach all railroad crossings cautiously.
- Rule 33. Always stop when meeting or overtaking a school bus that has stopped to take on or discharge children.
- Rule 34. Always drive well over on the right-hand side of the corner line of streets or highways, and be careful to not allow the wheels to get over the edge of paved surfaces.
- Rule 35. In case of collisions or accidents involving pedestrians or other vehicles, never leave the scene of the accident until a report has been made to the proper officials. Render all possible aid to any injured person.

PARKING:

- Rule 36. Never park on paved or traveled part of any highway outside of a business or residential district when you can park off the roadway. In an emergency, if you are required to stop on the highway and there is not room to pull off the traveled portion, make sure those proper warning devices, signs or flag persons are placed to warn other drivers. Protect the situation from both directions, thereby preventing trouble for yourself and others.
- Rule 37. When vehicles must be parked on the roadway, they shall be parked on the right side facing traffic in the direction of the traffic flow whenever possible.
- Rule 38. 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 working devices shall be used.
- Rule 39. Safety cones, reflectors, or red flags in accordance with state or local requirements shall protect trucks or trailers stopped on any public roadway.
- Rule 40. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

Rule 41. 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 turned into the curb. If a curb is not present, rear wheels shall be chocked.

BACKING:

Rule 42. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing later.

Rule 43. Extreme caution shall be exercised when backing a vehicle in order to avoid injury to persons and 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.

Rule 44. When backing a vehicle which has an obstructed view to the rear:

- A. A reverse signal (back-up alarm) audible above the surrounding noise level shall be used, or
- B. An observer shall signal that it is safe to back
- C. Back slowly
- D. Watch both sides, but do not depend entirely on mirrors
- E. In any difficult backing situation, enlist the help of another person on the ground as a guide when such help is available.

STOPPING ON THE HIGHWAY:

Rule 45. Stopping on the highway shall be avoided.

Rule 46. When it is absolutely necessary to stop on the highway, extreme caution shall be used:

- A. A rotating beacon shall be used if the vehicle is so equipped
- B. Tail lights/emergency flashers shall be used
- C. Flares or reflectors shall be appropriately placed to give adequate warning.
- D. If work is in progress, traffic control devices (together with flag persons where necessary) shall be used.

EMERGENCY VEHICLES:

AUTHORIZED EMERGENCY VEHICLE: Such fire department vehicles, police vehicles and ambulances as are publicly owned and such other publicly and privately owned vehicles as are designated by the Director of Public Safety or the Chief of Police of an incorporated city.

Rule 1. Authorized emergency vehicles shall be equipped with at least one lighted lamp, exhibiting a colored light as hereinafter provided, visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle and a siren, exhaust whistle or bell capable of giving audible signal. The color of the lighted lamp exhibited by police vehicles may be red or blue and the color of the lighted lamp

exhibited by the fire department and other authorized emergency vehicles, including ambulances shall be red. No vehicle other than a police vehicle will use a blue light.

Rule 2. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

Rule 3. The driver of an authorized emergency vehicle may:

1. Park or stand, irrespective of the provisions of this chapter;
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
3. Exceed the maximum speed limits so long as he does not endanger life or property;
4. Disregard regulations governing direction of movement or turning in specified directions.

Rule 4. The exemptions herein granted to an authorized emergency vehicle should apply only when such vehicle is making use of an audible signal meeting the requirements of Section 32-5-213 and visual requirements of any laws of this state requiring visual requiring visual signals on emergency vehicles.

Rule 5. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect for the driver from the consequences of his reckless disregard for the safety of others.

SECTION VI: OPERATION OF MISCELLANEOUS EQUIPMENT

RADIOS:

Rule 1. Radios are to be used only in connection with City business

Rule 2. No employee shall knowingly transmit any false emergency communication, any unnecessary, irrelevant or unidentified communication, nor utter any obscene or profane language via radio.

Rule 3. Any radio found not to be functioning properly should be removed from service until it has been repaired.

Rule 4. Employees will be responsible for the radio assigned to them.

Rule 5. An employee must listen to be sure that the channel is not in use before operating a radio, unless you have an emergency.

- Rule 6. At the beginning of each transmission originating with a unit, the unit will identify with proper identification and wait for acknowledgement before proceeding with the transmission.
- Rule 7. Transmissions should be brief and not lengthy.
- Rule 8. If you have an emergency, you shall use the words "Emergency Help". This shall be used only in "severe emergencies". Any employee abusing this privilege may cause unnecessary injury to a fellow employee and shall be, therefore, liable for disciplinary action.

OPERATING, MOUNTING AND DISMOUNTING EQUIPMENT:

- Rule 1. Refuse from rain, snow, wind, heat, sun, etc. must not be taken under equipment, nor on or in such equipment, unless it is designed for that purpose.
- Rule 2. Employee must not go under equipment unless protection is provided.
- Rule 3. Do not mount or dismount moving equipment (sanitation, truck, trash truck, etc.) while it is in motion.
- Rule 4. Before dismounting equipment, make sure you have a firm handhold and sure footing.
- Rule 5. After mounting equipment make sure you have a firm handhold and sure footing.
- Rule 6. Getting on or off and riding on equipment is a phase of our daily work which can be dangerous if fundamental precautions are not observed. On the other hand, with little experience and by following safe procedures, getting on and off equipment and riding equipment can be safe and natural as walking.
- Rule 7. The area you select to get on or off equipment should be free of unsafe objects.
- Rule 8. Before getting on or off equipment, look at where you are going to place your feet and select a safe location.
- Rule 9. When riding on equipment, protection against injury requires constant awareness by you and alertness to what is going on around you.
- Rule 10. Be prepared at all times to avoid injury from unexpected movements.
- Rule 11. When working on or about equipment (sanitation trucks, trash trucks, etc.) gloves must be worn.
- Rule 12. Tractors and similar type equipment should be turned off before getting off.
- Rule 13. If seats are available on any type of equipment they must be used.

Rule 14. Other than the driver no one should ride on any equipment unless the equipment has designated riding places.

Rule 15. If equipment is parked, the parking break should be used, and key removed.

TRACTORS AND TRAILERS:

Rule 1. Only qualified and authorized employees are permitted to operate trucks or tractors. Getting on or off a moving vehicle is prohibited. Test brakes and warning signals each day before starting to use trucks or tractors. If either is found inoperative, do not use, but report to supervisor immediately.

Rule 2. Employees must use care in coupling and uncoupling trucks, tractors and trailers, and must not ride on trailers or couplers.

Rule 3. All safety guards (safety chain, general chains, lights, etc.) must be kept in good condition and working.

LAWN MOWERS:

Rule 1. When operating a lawn mower avoid rocks, sticks and other foreign objects.

Rule 2. Adjust the height of the mower before you start the motor.

Rule 3. Keep feet off mower when running, and keep hands and feet clear of the blade when motor is running.

Rule 4. Wear steel-capped safety shoes or other sturdy shoes with threaded soles so you won't slip while mowing.

Rule 5. Avoid mowing wet grass as you are more likely to slip. Also wet grass will clog the chute.

Rule 6. If the chute becomes clogged, shut off the mower and clear the chute with a stick, **not your fingers.**

Rule 7. Don't pull the mower backward. You could accidentally pull it over your foot.

Rule 8. Don't mow up and down a hill with a walk behind mower. If you slip, your foot could go under the mower. Mow across the face of a hill. On a riding mower, row up and down to avoid tipping over.

Rule 9. When operating a mower wear safety glasses.

- Rule 10. Make sure mower is in proper condition to operate. Make sure mower does not sling rocks or foreign objects while in operation to hit pedestrians, vehicle, buildings, etc.
- Rule 11. Read mower instructions before operating machine and comply with them.
- Rule 12. If mower is defective report to proper authority.
- Rule 13. Storage gas must be stored in an approved container.
- Rule 14. To keep mower in safe condition, maintenance must be performed on scheduled as recommended.
- Rule 15. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while mower is in use.
- Rule 16. Do not remove any safety labels.
- Rule 17. If necessary wear ear plugs.
- Rule 18. Employees shall insure that all applicable guards are in place prior to using power mowers.
- Rule 19. Prior to making adjustments, inspections, or repairs, the employee shall turn mower off and permit it to come to a complete stop. Disconnect ignition source before making repairs or adjustments.

CHAIN SAWS:

- Rule 1. Chain saw kickback can cause loss of chainsaw control; with a basic understanding of kickback, the element of surprise can be reduced or eliminated. In the operation of a chain saw, engine torque is transferred to the chain. Kickback may occur when the tip of the guide bar of bow contacts an object, or when the wood closes in and pinches the chain. Tip contact may kick the bar up and back towards the operator. Pinching the chain along the top of the bar may push the bar back towards the operator. A firm grip will help reduce kickback and maintain control of the operator. A firm grip will help reduce kickback and maintain control of the saw.
- Rule 2. When using chain saw always:
 - A. Hold the saw firmly with both hands when the engine is running. Using a firm grip, wrap your fingers tightly around the handles, keeping the handles cradles between your thumbs and forefingers. Never use the saw with one hand.
 - B. Wear proper protective equipment, which must include gloves and safety glasses.
 - C. Make sure that the area in which you are cutting is free from obstructions.
 - D. Cut at high speeds, but never operate the saw with the throttle lock engaged.

- E. Maintain secure footing. Never work on a ladder, in a tree or on any other insecure support. Never over-reach or cut above shoulder height.
- F. Do not allow other persons to be near the chain saw when starting or cutting.
- G. Keep all parts of your body away from the chain saw when the engine is running, even when the chain is not rotating.
- H. When starting the engine, place the saw on the firm ground or other solid surface. Never drop start a chain saw.
- I. Carry the chain saw with the engine stopped and the bar and saw chain to the rear.
- J. Shut off the engine before setting a chain saw down.
- K. Operate a chain saw only in well-ventilated area, never inside a building.
- L. Keep chain saw handles dry, clean and free of oil or fuel.
- M. Shut off the engine and allow it to cool before refueling. Move the chain saw at least 25 feet from the fueling point and wipe off any spilled fuel before starting the engine.
- N. Store mixed fuel in proper container and label can properly.

LADDERS:

- Rule 1. Employees must not use ladders with defective side rails, rungs or steps. Such defects must be corrected or ladder removed from service. Spliced sides are prohibited.
- Rule 2. Employees must not work on top step or rung of ladder unless absolutely necessary, and then only when necessary precaution has been completed.
- Rule 3. Only one employee should be on the ladder at one time. Employee must inspect the ladder before each use. Employee must face the ladder, climb carefully, using both hands preferably on the rails, to assist as much as practicable.
- Rule 4. In descending ladders, scaffolds, platforms, etc., employees are prohibited from sliding or jumping down.
- Rule 5. Portable straight ladders must be equipped with spikes or safety shoes suitable for the surface on which used, or be otherwise secured. Ladders must be set on a firm foundation and at a safe angle, at least one foot horizontally for each four feet of height. They must not be lashed against loose scaffolding or extending by box, barrel, block or other insecure object. If in an insecure position or angle, they must be leashed or someone placed at base to hold in position until use has been completed.
- Rule 6. Tools and material should not be carried up or down ladder by hand, but rather be handled in a proper container or securely fastened to a hand line.
- Rule 7. Walking a ladder, while on it, is prohibited. Get off and move it.
- Rule 8. Employees must not reach or lean out more than an arm's length from edge of ladder, scaffold or platform.

- Rule 9. Employees must not climb stepladder unless it is fully opened and spreaders properly set.
- Rule 10. Employees subject to dizzy or fainting spells must not climb or work on ladders or scaffolds.
- Rule 11. During storms or high winds, employees should not work on ladders, scaffolds, platforms or poles while outside.
- Rule 12. Do not remove any safety labels from ladder.

SECTION VII: CLOTHING AND PROTECTIVE EQUIPMENT

- Rule 1. The clothing you wear must be suitable for your duties, give you personal protection and not interfere with vision, hearing, free use of hands and feet.
- Rule 2. It is recommended that employees working outside wear appropriate head covering with bill or brim.
- Rule 3. Long hair and beards are a hazard, particularly around moving machinery; open flames and where burning operations are being performed. Hair must be kept in a manner that will not interfere with sight and hearing.
- Rule 4. Where movement, weather, atmosphere or performance of work is hazardous to eyes or where other conditions warrant, employees must wear eye protection. They must keep their eye protection clean and in good repair and have it ready for immediate use while on duty. Safety glasses with eye shields may sometimes be required.
- Rule 5. Any employee who is blind in one eye must wear eye protection at all times while on duty.
- Rule 6. Contact lenses are not in themselves protection devices. Eye protection, safety glasses with side shields, must be worn.
- Rule 7. Employees whose vision requires corrective lenses are encouraged to purchase safety glasses with snap on and off side shields.
- Rule 8. Employees shall not work shirtless, but shall wear a suitable shirt that provides protection from the sun, insects, abrasions or scratches. Shirts shall have at least quarter length sleeves and cover the torso.
- Rule 9. Shirts must not be unbuttoned, torn, loose or baggy. Shirrtail must be tucked into pants.
- Rule 10. Shirtsleeve cuffs must be fastened or secured rolled up.

- Rule 11. Employees are prohibited from wearing neckties and neck jewelry when working around equipment or machinery with which they may become entangled.
- Rule 12. Finger rings are a hazard and employees required to handle heavy materials, work on or around machinery or other equipment, must not wear them.
- Rule 13. Employees whose duties require them to work outside should wear high top shoes with laces of sturdy construction or oil resistant soles. These shoes should provide ankle support and soles thick enough to give good traction and to withstand punctures from sharp objects. These shoes must have a distance separation between the sole and heel with standard heels of no more than one inch in height.
- Rule 14. Employees who work outside must not wear the following types of footwear, tennis, jogging, sandals, loafers, cloth, canvas, cowboy boots or shoes that are badly worn.
- Rule 15. It is recommended that employees purchase safety toe shoes with oil resistant soles.
- Rule 16. Employees wearing raincoats or overcoats must be careful that coat does not come in contact with equipment, machinery or other moving parts.
- Rule 17. Gloves must be worn when employees are subjected to potential injury. Head protection, hard hats must be worn when employees are subjected to potential injuries.
- Rule 18. Employees must not wear oil soaked or greasy clothing.

SECTION VIII: GASOLINE SAFETY

Gasoline is important in the operation of city government as it provides fuel for the power of vehicles equipment, machinery, etc. But some people forget that gasoline is explosive outside an engine as well as inside. To prevent tragic accidents, familiarize yourself with the following safety rules:

- Rule 1. **DON'T USE GASOLINE FOR CLEANING.**
Never use gasoline for cleaning floors, clothes or hands. Gasoline vapors too easily ignite and the risk is great that the object being cleaned or the person doing the cleaning will be set ablaze.
- Rule 2. **STORE GASOLINE IN PROPER CONTAINERS**
Always store gasoline in an approved closed container. Never use an open container. Never store gasoline in glass or in any other breakable container. Don't assume that every metal container painted red and bearing the word "gasoline" is a safe container—check it out first.

Rule 3. **CLEAN UP SPILLS IMMEDIATELY**

Be sure that gasoline spills are cleaned up immediately, before vapors have a chance to accumulate. Keep electrical switches turned off until the vapors have dispersed. If gasoline is spilled on someone, remove the person's saturated clothing immediately and keep the person and clothing away from sources of ignition.

Rule 4. **MAKE SURE AREA OF WORK IS WELL-VENTILATED**

Gasoline tanks or automobile parts that are likely to contain gasoline should be drained or dismantled outside or in a well-ventilated area free from sources of ignition.

Rule 5. **DON'T SMOKE**

Never smoke in fueling areas, fuel system servicing areas, etc.

Rule 6. **TURN ENGINE OFF**

Never dispense gasoline in a fuel tank while the engine is running.

Rule 7. **DON'T TRANSPORT IN TRUNK**

Gasoline should never be carried in the trunk of a car. If struck from behind, a car carrying gasoline in the trunk that can easily explode.

Rule 8. **DON'T SIPHON BY MOUTH**

Gasoline should never be siphoned by mouth; swallowing gasoline can be fatal.

Adopted by City Council by Resolution 2007-_____ on December _____, 2007.