

General Safety Rules and Responsibilities

2.1 Warning

Warning signs shall be heeded. Persons seen in a dangerous situation shall be warned without being startled. Employees not required to be near potentially dangerous places shall keep away from them.

2.2 Reporting Hazardous Conditions

When an employee observes a hazardous condition that may cause injury or property damage or interfere with services, regardless of the department in which the condition exists, he or she shall report it promptly to his or her supervisor and the Safety Officer.

An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location, and the nature of the trouble. He shall immediately refer this information to his supervisor and/or the Safety Officer.

2.3 Taking Chances

Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. Where more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. Under no circumstances shall safety be considered secondary to convenience, time or cost.

2.4 Personal Radios and CD/MP3 Players

Personal radios and CD/MP3 or other audio media players are not permitted in certain operations and areas. These include but are not limited to:

- Aisles or other areas where power vehicles operate chemical areas.
- Designated hazardous areas, e.g. facility equipment rooms, electrical substations and confined spaces.
- Any area or operation where hearing protection is required while operating powered vehicles.
- In lieu of hearing protection.

2.5 No Smoking/Eating/Drinking Areas

Employees must be informed about areas where they work that have been designated with one of these restrictions. Management is to ensure that signs are readily visible and that all who enter the area comply with the restrictions. Food must not be stored in these areas. Break rooms or offices that fall within the boundaries of the restricted area, but which are safe for eating or drinking, must be so designated.

Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example: oil rooms, hydrogen areas, 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. Absence of "No Smoking" signs shall not excuse smoking in dangerous places.

2.6 Miscellaneous

The following miscellaneous items must be abided by all employees:

- a. Employees shall avoid horseplay, clowning, daring games, and mischief which could cause injury.
- b. Except swimming pool lifeguards (Recreation), no other employee shall report for duty bare footed. Sandals and open-toed shoes are prohibited in shop areas. Where City uniforms are not provided, shirts which cover the entire back and chest must be worn at all times.
- c. Cigarette butts must be properly discarded and never flipped into the waste paper basket. No smoking in all City facilities.
- d. The consumption of all food and drink is prohibited where chemicals are used or where machinery is in operation.
- e. The access to fire door and extinguishers shall be kept clear and free from obstruction at all times.
- f. All work areas shall be kept clean, orderly and in a sanitary condition.
- g. Take all standard safety precautions to prevent injury to yourself and fellow employees.
- h. Comply with all special or departmental safety rules.

2.7 Qualifications for Duty

Any supervisor or crew leader having reasonable grounds to suspect that an employee under his jurisdiction is either mentally or physically unfit for the work assigned shall prohibit such employee from working until satisfactory medical or other evidence indicating his fitness is secured.

2.8 Implementing the Safety Program

- a) Department Manager

The department manager is responsible for the conduct of the Safety and Health Program in all areas which he oversees. Specifically, the department manager shall:

- i. Provide the necessary accident controls that foster a safe and healthful working environment.
- ii. Maintain all departmental safety and health records as needed or required.
- iii. Evaluate supervisor's efforts to comply and implement the SHPC program when a performance evaluation is made.
- iv. Charge the department supervisor(s) as needed to aid in the administration of the safety and health activities within the department.
- v. Review all supervisor accident reports. Determine if the accident was preventable and report to the Safety Officer on what actions, if any, have been taken to correct the unsafe act or condition.

b) Supervisor

The first-line supervisor is essential to the overall safety and health program and shall be actively involved in its implementation. Specifically, the supervisor shall:

- i. Conduct all accident investigations and make a report to ensure prevention of reoccurrence; determine if accident was preventable and report to their department head what actions, if any, are taken to correct the unsafe act or condition.
- ii. Provide training in accident prevention, hazard recognition, and reporting to all employees.
- iii. New employees shall receive a safety orientation session regarding their job, the workplace and the safety handbook before any job assignment on or before their first work day. Employees will not be allowed on the job without all required safety items (i.e. Safety shoes, hard hat, goggles) where applicable.
- iv. Enforce all established safety rules and procedures and firmly support and convey all safety policies to all employees.
- v. Take immediate action to ensure correction of all identified unsafe acts or conditions.
- vi. Communicate all additional safety needs to the department manager and the Safety Officer.
- vii. Demonstrate support for a safe working environment at all times.

c) Employees

Employees share with the City the responsibility for safety. Each employee is responsible for his own safety, the safety of his fellow workmen and the general public. Specifically, the employee shall:

- i. Obey safety rules, policies and procedures as a condition of employment.
- ii. Carefully study the general safety rules and those applicable to his/her specific duties. These rules should not be in any way construed as a comprehensive listing of possible violations and unsafe acts nor are they to be considered rigid guidelines.
- iii. If an employee is called upon to perform work which he considers hazardous and not properly protected, he shall bring the matter to the attention of his supervisor, head of department, or the Safety Officer before starting the work.
- iv. Employees shall call 911 in all life-threatening situations or other extreme emergencies.
- v. These rules represent minimum requirements and are only intended to cover average conditions. Employees shall use good judgment in dealing with conditions not covered in these rules.