



Safety and Loss Control Manual
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I. PURPOSE AND SCOPE

The purpose of this safety and loss control manual is to provide guidelines to assist City of Tifton employees and supervisors in controlling all types of accidents. If these guidelines are followed, safe practices can be applied to any and all departments, thereby, preventing accidents, improving services rendered to the public, and reducing accident costs.

SAFETY AND LOSS CONTROL PHILOSOPHY

Control of accidents may be obtained through good safety and loss control programs. The basic key to a successful accident control program is development of safe practices used by employees.

Safety is defined as the condition of being safe from undergoing or causing hurt, injury, or loss. Loss control is more comprehensive and includes control of accidents and other situations, conditions, and events that interfere or interrupt job performance. Loss control includes controlling accidents, quality of service, damaged equipment, damaged material, delays, and other cost-related situations.

Any job encountered which offers exposure to risk of accident must be recognized for its other loss-producing potential. The City of Tifton's Safety and Loss Control program recognizes that the same factors, which apply to accident control, apply to operations control and the providing of services to the residents of our city. Jobs which offer unnecessary dangers must be discontinued until the unsafe condition is eliminated and/or safe practices are provided.

II. RESPONSIBILITIES FOR SAFETY

Each employee will be fully responsible for implementing the provisions of this manual and those of individual departments as it pertains to operations under their jurisdictions. Responsibilities outlined in this section are a minimum. They shall in no way be construed to limit the individual initiative to implement more comprehensive procedures to prevent losses.

A. CITY MANAGER

The City Manager is responsible for success of the overall safety and loss control program. It is his responsibility to develop good and effective safety programs necessary to control accidents. Specific responsibilities include the following:

1. Development of strong and effective safety and loss control programs.
2. Supporting the safety and loss control program offering guidance, training, and disciplinary action as necessary in achieving overall objectives.
3. Monitoring ongoing safety and loss control programs and making changes as necessary to provide effective safety policies and procedures.
4. Will review any safety grievances.
5. Appointing a Safety Coordinator to represent him in all safety matters. This representative will work closely with the Human Resources Director.
6. Annual review of Safety Program

B. DEPARTMENTAL SAFETY GROUP

1. Department Heads shall be responsible for their department's safety. The overall purpose of departmental safety is to monitor ongoing safety programs at the departmental level.
2. Monthly meetings are required with special reports prepared and a sign-in list for the department. The reports will be sent from the Safety Coordinator with a deadline for departmental meetings.

C. DEPARTMENT HEADS

Overall, each department head has the full authority and total responsibility for maintaining safe and healthful working conditions within his/her jurisdiction in the shop, field, or office. Personnel exposures may vary depending on work activities; however, it is expected that an effort be directed toward controlling accidents pertaining to the respective departments. Specific responsibilities include:

1. Development of appropriate safety rules and regulations designed to accomplish objectives of safety policies and other objectives unique to his/her department.
2. Holding each supervisor fully accountable for accidents and losses sustained within his/her department.
3. Provision of leadership and positive direction essential in maintaining effective safety policies. Demonstration of a personal concern in safety and loss control is essential.
4. Requirement that all accidents (including vehicle accidents) be promptly reported and thoroughly investigated by supervisory personnel. All reports should be forwarded promptly to the Human Resources Director for processing. A record keeping system will be kept by the Safety Coordinator for all accidents.
5. Assurance that prompt, corrective action is taken whenever hazards are recognized or unsafe acts are observed.
6. Making certain that all injured employees, regardless of how minor the injury, receive prompt medical treatment and/or report the accident within 24 hours after occurrence to the Human Resources department. A requirement should be made for supervisors to investigate the circumstances causing the injury and submit timely reports to prevent accident recurrence.
7. Recommend to Human Resources appropriate disciplinary action in those cases of violations of safety rules and regulations. This applies to supervisors and employees. Human Resources will administer all disciplinary action for safety violations.

D. SUPERVIORS

Supervisory personnel have the full responsibility and authority to control accidents within their own work area. Basically, all supervisors should study the jobs under their supervision and determine any conditions and practices which could result in accidents as well as take or recommend corrective action to prevent accidents. Specific responsibilities include:

1. Assumption of the responsibility for safe and healthful working areas for employees under their supervision.
2. Accountability for accident prevention within their own departments. Supervisory personnel shall evaluate each employee's performance of duties pertaining to accident prevention and the employee's performance appraisal should reflect this evaluation.
3. Enforcing all existing safety policies and regulations offered by the city. Supervisors are expected to take disciplinary action if required for those employees failing to abide by safety regulations.
4. Taking the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee's job knowledge that can cause accidents.
5. Provide effective employee training necessary for safe job performance. This includes initial training, as well as safety training.
6. Inspections of work areas for unsafe conditions and unsafe acts on a daily basis to prevent accidents. These unsafe conditions and acts should be corrected by supervisors or recommendations submitted to department heads and/or Safety Coordinator for action. Formal inspections shall be made by the Department Head and the supervisor will accompany same during inspection. A written copy of reports after any inspection shall be forwarded to the Safety Coordinator.
7. Requirement that all employees report all accidents promptly after occurrence, even in the cases of minor injury. All accidents should be reported immediately.
8. Investigate all accidents requiring medical attention. Investigative procedure should include a determination of why accidents occur and corrective measures to prevent accident recurrence. Supervisors are required to complete a supervisor's investigation report and send copies to Human Resources.
9. Select and place qualified employees in jobs in accordance with their qualifications to perform work.
10. Immediately report all employee injuries and accidents that occur during normal working hours to the Human Resources department. Accidents and/or injuries occurring after business hours should be reported promptly at the start of the next business day. Forms should be submitted to the Human Resources office not later than 24 hours after occurrence.

E. SAFETY COORDINATOR

The Safety Coordinator shall be appointed by the City Manager. Overall responsibilities include recommending and developing safety policies for the City as well as monitoring existing safety programs. The purpose of the Safety Coordinator will be to determine why accidents occur and whether accidents are preventable or non-preventable. The ultimate goal is to prevent losses. A loss can mean any condition, situation, or event that hinders an employee in getting the job done. This can mean an accident, near accident, incident, damaged equipment, delay, or other cases that might hinder operations.

The overall responsibility of the Safety Coordinator is to implement and monitor the safety and loss control program and to continuously monitor the effectiveness of ongoing safety programs. Specific responsibilities include:

1. Coordination will be necessary with the various departments as a function of this job.
2. Monitoring all safety meetings conducted at departmental levels and providing assistance for the total safety program. This will include provision in the interest of safety and efficiency materials and programs necessary for success in the departmental safety area.
3. Providing special assistance and investigations as appropriate for all types of accidents including employee injuries, vehicles, and liabilities.
4. Making recommendations to the City Manager regarding policy in the areas of safety and loss control.
5. Providing employees with a safe workplace which is free from recognized safety and health hazards.
6. Recommending and organizing effective safety programs to include employee safety training.
7. Complying with State and Federal regulations as required.
8. Instituting corrective action to prevent injuries and to include recommendations of personal protective equipment.
9. Monitoring department safety meeting activities.
10. Review and analyze serious accidents and special safety problems.
11. Inspection/Prevention:
 - a. Sight inspections of all buildings and random work sites quarterly.
 - b. All on-sight inspections would also be recorded and corrective actions should be taken by the department and given to the department head. Please note that all immediate corrective actions should be completed on site. Also note that all issues of safety will be addressed during inspections including PPE, operation of equipment, safe work environment, etc. Matters to be discussed for safety meetings could refer to these violations.
12. Education:
 - a. There will be required safety meetings for all City of Tifton personnel monthly. Topics for the meetings will be furnished by the Safety Coordinator according to observed safety issues within the City. Meetings will be held by Directors/Supervisors within individual departments. These meetings will be documented including sign off sheets and records kept of all meetings.
 - b. A generic educational portion for new employees will be given.
 - c. All training will be documented and records kept of topics covered and employees attending.
13. Review and continual updating of all safety guidelines including City of Tifton Safety Manual to keep abreast of changes and needed adjustments that will keep the City of Tifton and our employees functioning in the safest work environment possible. This will help to speed up the reporting process and improve transmission of needed information on all accidents and injuries. Forms will be standardized throughout the City. All work completed in this portion of the process will be coordinated closely with the City of Tifton Human Resources Director and subject to Management and City Council approval.

F. EMPLOYEE

1. Comply with all City safety policies.
2. Wear protective clothing and equipment as prescribed for his or her job.
3. Comply with all safety instructions as issued by supervisors.
4. Report all accidents and injuries immediately.
5. Be on the alert constantly for unsafe conditions and report them to proper authorities in a timely manner.
6. Comply with all departmental safety rules and regulations.

III. SAFETY RULES AND REGULATIONS

A. CITY SAFETY RULES AND REGULATIONS

Employees of the City of Tifton are expected to adhere to the following safety rules and regulations as applicable to their own departments. These are general rules and office rules which should be followed. Also, departmental rules should be followed in accordance with your own respective department.

1. General

- a. All accidents must be reported immediately to your supervisor.
- b. Employees may not enter departments other than where they are scheduled to work, except on City business.
- c. Running, pushing, shoving, fighting, or "horseplay" is strictly prohibited. In general, any conduct not befitting of what is construed to be appropriate on-the-job behavior is highly discouraged at all times.
- d. The operation of equipment or machinery which is not properly guarded is strictly prohibited.
- e. Equipment and machinery must be turned off while being repaired or cleaned. Lockouts should be used with keyed padlocks.
- f. All equipment and/or machinery (including forklifts) may only be operated by authorized personnel.
- g. The authorized operator is the only person allowed to ride on equipment. Equipment must sound the horn when entering an area or when going around corners.
- h. Personal protective clothing and equipment must be worn while performing certain types of jobs. Approved safety eyewear is required while grinding, polishing, buffing or chipping. Appropriate gloves are necessary depending on what is handled (ask your supervisor for type). Hard hats are required where overhead exposures (falling objects) or while working in or around bucket equipment.
- i. Climbing or standing on machinery or equipment is strictly prohibited.

- j. Learn the right way to do your job. Never hesitate to ask questions about things which you do not understand, especially on new jobs. Consult with your supervisor for department safety rules.
- k. Use and maintain the correct equipment. Use the Manufactures Safety Recommendations when using all products, tools and equipment. Ensure all equipment is in good safe operating condition.
- l. Observe recommended work procedures developed by your supervisor.
- m. Practice good housekeeping by keeping your work and walking area in good order. Cluttered floors, aisles, storage and work areas may each make your job more difficult as well as more dangerous.
- n. Always work at a safe speed. Never rush, such as running in aisles or down stairs, taking shortcuts through dangerous areas, or trying to speed up by removing machine parts.
- o. Report any unsafe conditions or practices to your supervisor. Make suggestions when you feel they will improve the safety or performance of any operation.
- p. The use of intoxicating liquors or drugs will not be permitted on the job. Employees will not be permitted to work if any evidence of liquor or drugs is observed.
- q. Know the location of emergency exits.
- r. Contact your supervisor for proper footwear suggestions.
- s. Lift properly: get as close to the load as possible, keep the back straight, and lift with the legs rather than the back. Maintain good posture while lifting. Do not twist while lifting. Do not lift excessively heavy or bulky load - get help if needed.
- t. Ladders of proper length shall be used. Never stand on the top platform or second rung from the top of a ladder. Always inspect ladders to see if they are safe to use. Never "walk" a ladder while standing on it. When using a straight ladder secure it at top and bottom to prevent displacement.
- u. Obey "no smoking" rules.
- v. Keep oily waste and rags in enclosed metal cans.
- w. All portable electrical tools must be grounded or double-insulated. Saws, grinders, and the like must have proper guards affixed to them. Do not remove the guard.
- x. Cell phone use is prohibited by an operator of a City vehicle or equipment when in motion.

2. Office Safety

The following safety procedures shall be followed by each employee of the City of Tifton, full-time and part-time:

- a. Every employee shall be responsible for maintaining his/her own desk/work area in clean and orderly condition. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.

- b. Report loose or rough floor covering.
 - c. Keep electrical cords out of aisle ways.
 - d. All file, desk, and table drawers shall be kept closed when not in use. As soon as you acquire the information that you need from the file drawer, close it. Never open more than one file drawer at a time. When closing drawers, use the handle to prevent mashing fingers.
 - e. Overloading the top drawer of unsecured file cabinets has caused many injuries and much damage. If you are unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
 - f. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
 - g. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition.
 - h. Never use chairs, desks, or other furniture as a makeshift ladder. Use a step ladder.
 - i. Keep the blades of paper cutter closed when not in use.
 - j. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such accidents at once to protect yourself from infection.
 - k. Paper can cut, and it hurts. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
 - l. Keep paper clips, thumb tacks, and pins in a place where they can't stick and keep razor blades covered. Even a little scratch can become infected.
 - m. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or begins smoking, UNPLUG IT and report it.
 - n. Walk, do not run, in hallways or stairs. Use handrails.
3. Housekeeping
- a. Keep work areas and storage facilities clean, neat, and orderly.
 - b. All aisles, stairways, passageways, exits, and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
 - c. Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.
 - d. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clean and with adequate space to work in them.
 - e. When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
 - f. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
 - g. Do not let soft drink bottles, soiled clothes, and the like accumulate in lockers and work places.

- h. Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor at once.
- i. Lay out extension cords, air hoses, water hoses, ladders, pipes, and tools in such a way as to minimize tripping hazards or obstruction to traffic.
- j. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
- k. Nail points, tie wires, and the like must not be left exposed when packing and unpacking boxes, crates, and barrels. Nails are to be removed as soon as lumber is disassembled.
- l. Sharp or pointed articles should be stored so as to prevent persons from coming into contact with the sharp edges or points.
- m. All packing materials shall be properly disposed of to prevent fires.
- n. Waste baskets are to be emptied into approved containers.
- o. Oily and greasy rags shall be put into a metal container for that purpose.
- p. Adequate lighting in obscure areas shall be secured for the protection of both employees and the public.
- q. All switches or drives on machinery shall be shut down and locked out before cleaning, greasing, oiling, or making adjustments or repairs.
- r. Control or fuse boxes shall be kept closed at all times and be labeled to indicate the areas or machinery which they operate.
- s. Extension cords shall not run across aisles or through oil or water. Cords are to be inspected for kinks, worn insulation, and exposed strands of wire before use.
- t. When fuses blow continually, it is an indication of an overload or short. This condition will be reported immediately.
- u. Keep electrical equipment properly oiled and free of grease and dirt.
- v. To prevent static sparks, keep drive belts dressed. Also, check belts for proper tension to prevent overloading motors.
- w. Fire inspections and prevention measures shall be maintained.

4. Hand Tools

The following safety procedures shall be adhered to by each employee of the City of Tifton:

- a. Select the right tool for the right job.
- b. Sharpen the cutting edges of the tool and carry the tool with the sharp edges down.
- c. Sand the wooden handles of tools to prevent hand injuries from splintering.
- d. Check the handle of each tool for tightness.
- e. Check the head of each tool, such as hammers, chisels, punches, and the like and have the tool dressed if it is mushroomed (includes burrs and chipped edges.)
- f. Wear clean, shatterproof goggles when using chisels, punches, and wedges.

- g. Use only properly insulated tools when working around electrical energized circuits or equipment.
- h. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
- i. Return tools to their proper place so that they do not fall from a ledge or are tripped on.

IV. ACCIDENT REPORTING AND INVESTIGATION

A. EMPLOYEE ACCIDENT REPORTING RESPONSIBILITIES

Employees must report all accidents and/or injuries, regardless of how trivial, to his/her immediate supervisor, as soon as the accident/injury occurs. If the injury prevents an immediate report, the employee must report the accident/injury as soon as possible, or have someone do so on his/her behalf, but in no case later than the end of his/her scheduled shift.

B. SUPERVISOR'S ACTIONS AND RESPONSIBILITIES AND PROCEDURES

After the injury has been reported to the supervisor, the following action should be taken.

1. Determine Medical Needs
 - First Aid?
 - Medical Doctor?
2. Take Action
 - If first aid, treat and record
 - If medical doctor, route injured person to doctor

REMINDER — A drug screen is required for any accidents involving vehicle/equipment operation or requiring medical attention. Assess the situation.

3. Contact the Human Resources Director.
4. Was it job connected? What action caused it?
5. Complete Accident/Incident Investigation Report
 - a. File a report of accident immediately with the Human Resources office and within 24 hours, after being made aware that a job related accident/injury has occurred or is being alleged, to the Human Resources Department. Report by phone, as soon as possible, any accident involving a serious injury and/or death. If you are unable to complete a Supervisor's Investigation Report within 24 hours, file the Report of Accident indicating that you will report the results later. DO NOT DELAY filing the Report of Accident beyond 24 hours. Make sure the report includes written statements of all involved including witnesses, and multiple photos of the scene and or damages.

- b. Complete an Accident/Incident Investigation Report form and route copies to Human Resources Department. Do a thorough job of investigating accidents and determine corrective measures to prevent recurrence of similar accidents.

6. Follow-Up

- a. Condition of injured
- b. Action taken as revealed by investigation.
- c. Take action based on your authority. Place emphasis on eliminating loss producing conditions on future jobs.
- d. Forward copies of law enforcement accident/incident reports to Human Resources as soon as available.

C. POLICY

Each employee injury accident involving medical treatment by a physician is to be thoroughly investigated by the employee's supervisor. The basic cause(s) or conditions responsible for the accident must be identified and corrective measures taken and/or recommended to prevent accident recurrence. The Accident/Incident Investigation Report Form is to be used for this purpose. After completion of the report it should be forwarded to the Department Head for review. After review, a copy of the report should be forwarded to the Human Resources Department.

V. EMPLOYEE TRAINING

A. TRAINING POLICY

Employees of the City of Tifton are required to be trained in how to perform their jobs efficiently, effectively, and safely. Supervisors have the responsibility of training; however, each employee must share that responsibility by applying the training rendered to his or her job. Training is one of the most crucial features of any successful safety program and must be rendered on a continuing basis. Employee training will be divided generally into two areas (types): Initial and Continual.

B. INITIAL TRAINING

Initial training is defined as training rendered to employees when first assigned to a work area or job (before work begins). Orientation training may be part of the initial training program. Both types of training are rendered before employees are placed on their own. A training analysis should be made by the supervisor before conducting training. This analysis should include what type job and performance level is required, who is being trained and skill level, how employees are to be trained, where the training is to take place, and who will actually render the training. He or she will also determine what types of equipment and materials are necessary for training. Safety must be integrated into the initial training.

B. CONTINUAL TRAINING

Continual training is defined as training rendered to employees after their assignments into the work area or job. This can involve many features to include new procedures or methods of job performance for existing employees, refresher training, general safety, or any type of ongoing training programs for both employee and supervisor. Employee training may be considered part of continual training. Each Department is required to hold at least one safety meeting monthly. The meeting topics any other safety related items will be sent out by the Safety Coordinator. Weekly safety meetings (tailgate safety meetings), 5-10 minutes in duration can be effective, to-the-point, and be directed to a particular safety project, departments can elect to have these in addition to monthly safety meetings.

C. TRAINING METHODS

Two types of employee training methods are outlined for use. Job instruction training (JIT) is used most often for new and experienced workers and involves procedures for getting ready to train and a basic outline in how to train employees. An outline of job instructional training procedure is included in this manual. The second method of training is on-the-job training, referred to as OJT. This type of training is done once the employee is producing and can be done effectively. This training is rendered after the employee is placed on his/her own. Material covered in this area will vary depending on need. Supervisor should analyze the need and render training accordingly.

SPECIAL NOTE - Regardless of the method used, all employees are to be trained in: Safe Procedures; job safety rules, how to effectively and safely use equipment, hazard awareness, and accident prevention.

1. Job Safety Analysis (JSA) may be used as a tool for preventing accidents and integrated into any method of training. This program or procedure involves breaking the job down step by step, identifying hazards or potential accidents associated with each step of a job, and developing a solution for each hazard that will eliminate or control the exposure. JSA's have many benefits to include instructing a new person on jobs and reviewing safety procedures for rendering continual training. Refer to safety procedure #2 for details on Job Safety Analysis.
2. Job Instruction Training (JIT) Outline

The following outline is to be used by supervisors in training their employees:

- a. Getting Ready to Instruct
 - i. Have a timetable, how much skill do you expect the worker to have, by what date.
 - ii. Break down the job list the important steps, pick out the key points (safety is always a key point).
 - iii. Have everything ready, the right equipment, materials and supplies.

- iv. Have the workplace properly arranged just as the trainee will be expected to keep it. Stress good housekeeping.
- b. How to Instruct
 - i. Prepare and put trainee at ease. You will need to define the job and find out what he or she already knows about it. Get the employee interested in learning the job.
 - ii. Present the task. Tell, show, and illustrate one IMPORTANT STEP at a time. Stress each KEY POINTS.
 - iii. Try Out Performance. Have the employee do the job, coach him or her. Have the employee explain each key point to you during the process. Continue until you know the worker knows.
 - iv. Follow-up. Let the employee work independently. Designate to whom to go for help. Check frequently. Encourage questions. Taper off extra coaching and close follow-up.

SAFETY IS ALWAYS A KEY POINT IN TRAINING

VI. MOTOR VEHICLE AND MOBILE EQUIPMENT SAFETY

A. VEHICLE OPERATION AND SAFETY RULES

City vehicles are easily identified as such and present a high exposure in the city. All operators of city vehicles are expected to be courteous and considerate in their driving habits. This principle of defensive driving shall always apply to City employees. Any employee of the city of Tifton who drives or operates a city-owned vehicle is expected to operate the vehicle in accordance with all laws of Georgia or other applicable states, maintain their vehicles, and use defensive driving practices at all times to prevent accidents.

The following safety rules are outlined which should be used by each driver of a City of Tifton vehicle. NOTE - these are required guidelines - each department head may add to the rules as needed, depending on the type of equipment operated.

1. All Employees shall be responsible for a safety check each day of any vehicle or mobile equipment he/she is assigned to drive. If repairs are needed, the proper form shall be filled out and submitted to the department head and/or the Maintenance Shop.
2. Safety checks on all vehicles shall include: lights, windshield wipers, horn, tires, directional signals, and seat belts.
3. Safety checks on heavy-duty equipment shall include: hydraulic systems, power steering, fluid reservoir, brakes and brake fluid, and clutch travel.
4. All persons who drive or ride in City vehicles or equipment will, in all cases, wear the installed seat belts.
5. Drivers of City vehicles must possess a valid Georgia driver's license, and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. All new employees who drive a city vehicle will be

required to attend a defensive driving offered by the city, at the next opportunity it is that is given. It shall be mandatory for any employees who are issued a citation for reckless driving both on and off the job, to attend these sessions. The fact that an employee is operating an emergency vehicle does not absolve him/her from civil or criminal liability for the consequences of wantonly reckless driving. All city vehicle operators shall attend the defensive driving course.

6. All slow-moving equipment (25 mph or less) operated in public right-of-ways shall be equipped with a triangular shaped reflecting sign and flashing light in accordance with the Georgia Motor Vehicle Code.
7. Load Security - Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
8. No person shall be permitted to ride in the seat of any vehicle unless safe and secure seating including seatbelts are provided for such person. Standing in the back of a moving vehicle is never allowed and is considered a serious safety violation. It is the responsibility of the vehicle operator to ensure that the above safety rules are strictly enforced.
8. Parking Vehicles:
 - a. Except when working conditions require otherwise, parked or unattended vehicles must have motors stopped, emergency brakes set, be set in park, and the key removed from the ignition.
 - b. If on a downgrade, turn front wheels toward the curb. If on an upgrade, turn away from the curb. Set brakes and leave transmission in "park" before leaving driver's seat. Heavy duty vehicles will have wheels chocked.
 - c. Vehicles will not be parked on the wrong side of the street facing traffic except in case of emergency. In emergency situations, emergency flashers are required.
 - d. Before leaving the curb, it is essential to see that no cars are approaching from either direction and signals are to be used.
9. Backing - should be performed only as necessary. When backing up a vehicle, be sure that the way is clear. Get out of the vehicle when necessary and inspect the area into which you will be backing. Back up slowly. Sound horn while backing if not equip with backup alarm. If there is another employee, he/she will be responsible for directing the backing.
10. Never leave the vehicle unattended with the motor running.
11. Low beam headlights shall be used at all times. Never drive with only parking lights on.
12. Filling Fuel Tanks:
 - a. Shut off the motor of the equipment.
 - b. Do not smoke near the fuel dispensing pumps.
 - c. Keep the hose nozzle against the edge of filler pipe.
 - d. To avoid spilling gasoline, do not fill tank too fast or too full.
 - e. The vehicle should be vacated until filling operation is completed.

13. Driver behavior at the scene of accident is important. In the event of an accident involving city-owned vehicles, the following procedures should be followed:
 - a. Render first aid.
 - b. Notify the Georgia State Patrol or emergency services having jurisdiction.
 - c. Notify Department Head and Human Resources.
 - d. When GPS has finished investigation of the accident, vehicle is to be taken or towed to the City Maintenance Warehouse Complex.
14. Under no circumstances will an injured employee drive a city vehicle to a medical facility to receive treatment. It shall be the responsibility of the supervisor to provide transportation for the injured employee.
15. It shall be the responsibility of all city drivers to operate their vehicles so as to prevent accidents in spite of adverse conditions and the incorrect action of others. Each driver shall be held responsible for applying the information, techniques, and standards acquired from the defensive driving courses.
16. Drugs and alcoholic beverages are not to be taken before operating vehicles. This also applies to an extended period of time prior to operating a vehicle. Drivers who take drugs or drink alcoholic beverages should be aware of the effects of drugs and alcohol and should not be allowed to operate a vehicle while under the influence of either. Employees are required to notify their supervisors if they are taking prescription drugs which might affect their driving.
17. Use signals properly - signal at least 100 feet in advance of any turns or changing lanes. Give dependable, consistent signals.
18. Defensive driving course: all employees of the City of Tifton who operate a City-owned vehicle during the performance of their regular duties shall satisfactorily complete a defensive driving course when offered by the city or city requested. All employees are required to complete a defensive driving course every 3 years. Employees are expected to use defensive driving principles at all times while operating a City of Tifton vehicle. If an accident occurs involving a vehicle, the accident will be investigated by the driver's supervisor, and corrective action taken as needed by the driver's Department Head. Vehicle accidents will be reviewed by the Safety Coordinator.
19. Specialized equipment: will be operated in accordance with departmental guidelines. Departments will furnish operators with rules of operation for special equipment. Special equipment includes but is not limited to: Front end loaders, backhoes, dump trucks, cranes, and other mobile equipment.
20. Cell phone use is prohibited by an operator of a City vehicle or equipment when in motion.

B. AERIAL BUCKET TRUCK OPERATION

The "Aerial Basket Equipment" when properly used can eliminate or minimize many hazards that we have to cope with in our daily work. Like any piece of equipment, however, it also has its inherent hazards. These hazards must be recognized and safe practices followed in order to accomplish our main goal — the prevention of accidents.

Unauthorized persons should not be carried aloft or be allowed to operate aerial basket equipment.

Approved fall protection with lanyard attached to the beam strap (or approved equivalent) should be required to perform any work from an aerial basket. At no time should anyone be allowed to go aloft without approved fall protection and beam strap.

Manufacturer's load limits of the equipment should not be exceeded.

Drivers of Aerial Basket Equipment should be constantly alert to the fact that the vehicle has exposed equipment above the elevation of the truck cab and they should make certain that safe roadway clearances are available. Any aerial device that contacts a fixed object while truck is moving should be thoroughly inspected by shop personnel prior to being used again as a man-lift.

The aerial basket should be in the stored position anytime the vehicle is in motion.

Riding in the basket, in general, should not be permitted; but certain exceptions are allowed where the vehicle is moved short distances and the aerial basket returned to the stored position for each move.

Tools should be removed from the basket during travel unless they are properly stored and secured to prevent damage to the basket.

1. Before Raising the Basket:

- a. Make sure all employees in and around the equipment are wearing hardhats and appropriate safety vests.
- b. The truck, upon arrival at the work area, should be legally parked until the appropriate vehicle and pedestrian warning signs, lights, and barricades have been placed. All vehicles should be parked on the same side to avoid cluttering up the street.
- c. A warm-up period for the hydraulic system is needed at the beginning of each day's work.
- d. Careful consideration should be given to the location of overhead conductors, cables, and the surrounding conditions before the truck is moved into work position.
- e. Rotating or flashing warning lights should be used on a vehicle parked in the road right of way at the job site.
- f. Available footing for the truck wheels and outriggers should be examined carefully and extra caution exercised if there is snow, ice, mud, soft ground, or unusual conditions such as blind ditches, manholes, culverts, septic tanks, wells, and other similar construction.
- g. Chocks will be used to ensure stability of the truck.
- h. Before lowering the outriggers, the operator should be certain by visual check that no one is in a position where an injury could occur.

- i. Outriggers should be down and firmly placed on pads before operating the beam. Recommended size of pads is 5/8" X 12" X 24" aluminum. Additional cribbing may be required to insure the stability of the truck.
 - J. The operator should check to be sure that the outriggers or stabilizers are in the down position, the outrigger control valves are in the closed position and the truck parking brake set. The truck should sit approximately level as viewed from the rear.
 - k. When working on an inclined area, trucks not equipped with outriggers should be headed up or down the inclined surface. Trucks not equipped with outriggers have more stability with basket operated behind the rear axle. Work requiring extended beam position should always be performed in this area.
 - l. After the aerial Basket equipment has been properly positioned, the operator should enter the basket while the basket and beams are resting firmly in the stored position.
2. Raising the Basket:
- a. The operator should note the location of all obstructions so that the basket or beam will not contact such obstructions when it is raised, lowered, or rotated. Contacting fixed objects and continuing to apply pressure from the basket controls can cause serious damage to the equipment and must be avoided.
 - b. The operator should always face in the direction in which the basket is moving.
 - c. Before reaching any area containing obstructions, the operator should operate all controls of booms and baskets to assure that they are in proper working order.
 - d. When the beam must be maneuvered over a street or highway, a flagman should be used to avoid accidents with traffic and pedestrians.
3. Working Aloft:
- a. Wire hooks and other metallic attachments should not be placed on baskets.
 - b. Adequate clearance should be maintained so that protruding tools will not come in contact with conductors, cables, limbs, or other obstructions.
 - c. The operator should not stand on top of the basket, on planks placed across the top of the basket, on stools, or on boxes placed in the basket.
 - d. The operator should not belt to an adjacent pole, structure, or equipment while performing work from the basket.
 - e. Air and hydraulic operated tools must be made inoperative when not in use. When working aloft, all tools should be secured when not in use.
 - f. Lines, cables, conductors, and ropes should not be secured to the basket during operations. It is permissible to attach a hand line to the basket for raising and lowering small hand tools only.
4. Ground Operations:
- a. Before entering, leaving, or touching the vehicle, employees shall assure themselves that the beam or basket is not in contact with electrical equipment.
 - b. Employees should stay away from directly below the work area of the basket unless their assignment requires their presence.
 - c. Tools or materials should not be thrown to or from the elevated basket.

5. Inspection:

- a. Beam and outrigger fail safe valves should be checked periodically by contracted personnel.
- b. Aerial basket equipment shall be inspected daily by the operator. Special attention will be given to the following:
 - i. Drain air reservoir and moisture separator daily or more often if necessary.
 - ii. Inspect hydraulic hoses and remote controls for twisting, chafing, and proper adjustment.
 - iii. With oil lines under pressure, visually inspect all hydraulic fittings, pump, and cylinders for evidence of leakage.
 - iv. Check oil level of hydraulic reservoirs. If the fluid level is low, contact the Shop.
 - v. Check unit for drift and proper operating speed. Drifting or improper speed should be reported immediately.
 - vi. Check for and remove any material which will damage the basket.
 - vii. Check operation of all controls to see that they respond properly.
 - viii. Check chains, cables, etc. at elbow to see that they are on the sprockets and in the sheaves, etc. and free from foreign objects, such as limbs.
 - ix. Check basket leveling system for proper operations.
 - x. Visually check beams, pedestal or beam insert, cylinders, etc., for cracks, cracked welds, or distorted members, etc.
- c. Inspection by a certified safety inspector of bucket lift equipment will be done on an annual basis. Records of safety inspections will be kept by the Department.

C. DRIVER SELECTION

Before employing a driver or placing an employee in a job requiring operation of a motor vehicle, the following will be required:

1. Application for Employment: All information should be completed by prospective drivers.
2. Reference Check: All reference checks should be thoroughly reviewed before employment. Past employers' remarks should be indicated in file (either in letter form from employer, documented on application blank itself, or telephone record check).
3. Motor Vehicle Reports (MVR): Human Resources will pull a Motor Vehicle Report from the Georgia Department of Public Safety upon hiring and annually after employment. Drivers with poor records should not be placed in a driving assignment. Violations noted should be discussed with existing drivers and corrective action taken to assure future losses will not occur because of poor driving practices. Remember that these reports reflect a driver's attitude toward operating a motor vehicle.
4. Driver's License: Each driver should have a valid driver's license. A photocopy of the license should be obtained and placed in the driver's file.

5. Driver Qualification Files: Information on each driver or employee who operates a City vehicle will be kept concerning driving performance. Information may be kept in personnel records after and during course of employment.

Files should also contain the following items, in addition to Human Resources compliance forms:

- a. Employment application
- b. Motor Vehicle Reports (MVR's)
- c. Photocopy of valid driver's license
- d. Disciplinary action notes for poor vehicle operation
- e. Any driver training and/or annual evaluation reports
- f. Inquiry into past employment (for last 3 years, signed and completed)
- g. Driver's authorization to obtain periodic MVR's

D. DRIVER TRAINING

1. Initial Driver Training. Before drivers are placed on their own, they are to be trained in the following areas:
 - a. Safety policies and procedures
 - b. Equipment Familiarization
 - c. Cargo Handling
 - d. Emergency Procedures
 - e. Accident Reporting
 - f. Defensive Driving
 - g. DOT regulations (as applicable)
 - h. Preventable accidents
 - i. Departmental Procedures
2. Continual Driver Training

All drivers will receive training on a continual basis. The training will include but not be limited to the following:

- a. Defensive Driving
- b. Hazard recognition
- c. Preventable Accidents
- d. Monthly Safety Meetings
- e. Individual Meetings
- f. New Equipment
- g. Applicable laws

NOTE: Drivers will be monitored on a continual basis within their department

VII. HAZARDOUS MATERIALS

A. BACKGROUND

It is very important that each employee of the City of Tifton work under the safest and healthiest conditions at all times. The City Manager requires that each employee complies with all safety and health guidelines as established throughout

the City. It will be left up to all employees to follow the safest and healthiest guidelines as established.

The Hazardous Materials Program has been developed and will outline policies and procedures required of the City of Tifton and contracted personnel to provide a healthy workplace for employees. All employees must understand that basic hazardous materials are involved in their jobs and work to prevent injuries which can result. Compliance with the hazardous materials portion of this safety manual is imperative.

B. SCOPE

Hazardous materials or chemicals apply to any material used in the City of Tifton which constitutes any type of health or physical hazard. The City of Tifton's goals and objectives are to identify the hazardous chemicals used and train employees in proper use of such chemicals and provide the safest environment possible.

C. RESPONSIBILITIES

The Tifton Fire Department will maintain an MSDS database for all City chemicals used within the City Departments as part of their Hazmat Safety Program. This database will be available to all depts. for the purpose of retrieving MSDS information through the City of Tifton. It will be the responsibility of each department to forward the appropriate MSDS sheets for all hazardous chemicals to the Tifton Fire Department. It will be the responsibility of the Safety Coordinator to periodically review MSDS sheets for the City. This process will be in coordination with the Fire Department and individual City Depts. *Training sessions will be coordinated by the Safety Coordinator as needed.*

1. Supervisors- Each supervisor should be aware of hazardous chemicals used in his or her department. It will be necessary for all supervisors to notify the Fire Department of hazardous chemicals and forward the required safety data sheets so that Material Safety Data Sheets can be requested from the supplier.
2. Employee- The employee is responsible for complying with proper safeguards when using hazardous chemicals and identifying them as such on a continuing basis. Employees are responsible for identifying problem areas and reporting these unsafe conditions to supervisors for correction.

D. DEFINING HAZARDOUS CHEMICALS

The City of Tifton will use basic OSHA definitions for defining hazardous chemicals. These are divided into basic health hazards and physical hazards.

1. Health Hazard - means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers,

hepatotoxins, nephrotoxins, neurotoxins, agents that act with the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.

2. Physical Hazard - means a chemical for which there is scientifically valid evidence that is a combustible liquid, a compressed gas, explosive, flammable, or an organic peroxide, and oxidizer, pyrophoric, unstable or water-reactive.
3. The City of Tifton is required to maintain Material Safety Data Sheets on any chemical which poses a health hazard or physical hazard. It will be necessary for supervisors to train employees in the use of such chemicals on a continuing basis.

E. LABELS AND OTHER WARNINGS

Chemical manufacturers are required to label and/or tag hazardous chemicals used in the workplace. Labels must contain suitable information to identify the chemical, state hazard warnings, list the name and address of importer or responsible party and recommended personal protective equipment. Each employee and/or supervisor should read labels and obtain information. Information found on the label should be cross-referenced to the Material Safety Data Sheets. Material Safety Data Sheets provide additional information.

F. MATERIAL SAFETY DATA SHEETS

1. The City of Tifton will be required to maintain Material Safety Data Sheets for all hazardous chemicals used in each department, as applicable. This requirement will be met through the MSDS database maintained by the Tifton-Tift County Fire Dept. This database will be available to all employees through the City of Tifton internal network.
2. MSDS Information required:
 - a. Physical and chemical characteristics of the chemical: these are characteristics such as melting point, vapor pressure, specific gravity or density compared to water or air, evaporation rate compared to a stated reference material, color, viscosity, odor threshold, ph, molecular weight, and the like.
 - b. Description of applicable precautionary measures and control measures these include, but are not limited to:
 - i. Hygienic practices
 - ii. Personal Protective Equipment
 - iii. Engineering controls
 - iv. Work practices
 - v. Special protective measures and procedures during repair, maintenance and similar operations.
 - c. Describe suitable emergency and first aid procedures for accidents, over-exposures, spills, leaks, fire, etc.
 - d. Date of preparation or revision.
 - e. Identification of the name and address of the company that prepared the Material Safety Data Sheet. Give the telephone number and name of a responsible person who can supply additional information, including appropriate emergency procedures.

G. EMPLOYEE TRAINING

1. Employees will be provided with information on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazardous material is introduced in the work area. Specific training will include methods and observations used to detect the presence of hazardous chemicals as well as the physical and health hazards concerning same. Measures employees can take to protect themselves from hazards should be included in the training, such as proper eye protection, gloves, aprons, and so forth. Contractors working in the area should also be informed of the hazardous chemicals used in the work areas. Employees should be instructed where to find the Material Safety Data Sheets available in the database and how to use the same.
2. Employee training records should be kept on a continuing basis to indicate that employees have been trained in how to use and identify hazardous chemicals. Records should be kept and maintained on a continuing basis.

H. HAZARDOUS CHEMICAL LIST

A hazardous chemical list should be maintained at all times by the Tifton Fire Dept. and made available to the City of Tifton employees, if needed.. The list should be reviewed periodically by Safety Coordinator, Fire Dept., and appropriate departmental personnel. The chemicals on the list should coincide with labels found on the containers of hazardous chemicals and identity portion of the Material Safety Data Sheets.

I. HAZARDOUS CLEANUP AND CONTAINMENT

It will be the responsibility of each department to maintain adequate spill containment materials for any and all hazardous material used within their department. It will also be required that each department supply adequate storage areas for all hazardous materials used within their departments. All containment and storage of hazardous material must meet the specifications required by the manufacturer/MSDS sheet.