SURPRISE
ARIZONA

MUNICIPAL

SAFETY

GUIDELINES

CITY OF SURPRISE MUNICIPAL SAFETY GUIDELINES

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MUNICIPAL SAFETY GUIDELINES

PREFACE

Safety is of the utmost importance in the discharge of work or duty. These safety guidelines are designed to explain proper safety practices in detail. They are not intended to replace current city directives, departmental standard operating procedures (SOP), federal, state or local laws, rules and regulations. They outline safety practices to be followed by all city employees. These guidelines should be understood by all employees and observed at all times wherever they relate to the proper discharge of duties.

Precaution must be taken to prevent personal injury and accidents. When carrying out the safety guidelines, assistance and guidance to new employees must be given so that they may acquire proper safety habits.

The City of Surprise does not expect its employees to incur any risk when conditions arise that are not covered by these safety guidelines. Employees are expected to use sound judgment in the performance of their duties with regards to the application of safety principals.

Department directors, managers and supervisors shall make frequent observations of compliance with these safety guidelines. They will take action as necessary to insure compliance with these guidelines and departmental instructions issued in the interest of safety.

It is imperative that all unsafe conditions, whether corrected immediately or not, be reported by employees to their immediate supervisor. Supervisors will utilize the Safety Advisory Form located in Appendix "A" to report safety issues and forward a coy to Risk Management.

If these safety guidelines conflict with any city, departmental or division standard operational procedure, directive and/or regulations, the SOP, directive and/or regulation will take precedence.

In all instances, employees are encouraged to refer often to division, department and city directives, regulations, SOP's, and laws for further clarification.

Any conflict or further discussion of these guidelines should be brought to the attention of the division supervisor and the Municipal Safety Committee.

Violations of these required safety guidelines may result in disciplinary action.

REFERENCE MATERIAL

Throughout these safety guidelines, employees are referred to several resources for specific instructions, and/or detail as follows:

- Division/Department Standard Operational Procedures (SOP)
- Division/Departmental Directives
- City of Surprise Administrative Regulations
- Equipment Operator's Manuals
- Arizona OSHA Safety and Health Standards
- Arizona Blue Stake Regulations
- Construction Standards for Excavations
- Arizona Motor Vehicle Codes

All City of Surprise employees should familiarize themselves with any procedures, directives, regulations, laws and standards that are applicable to their duties. In addition, all employees should be familiar with the following City of Surprise policies, but not limited to:

- City of Surprise Administrative Regulation – Sexual Harassment Policy
- City of Surprise Administrative Regulation – Drug Free Workplace Policy
- City of Surprise Administrative Regulation – Equal Employment Opportunity Policy
- City of Surprise Administrative Regulation – Affirmative Action Policy
- City of Surprise Administrative Regulation – Disciplinary Action
- City of Surprise Ordinance #93-47 – Weapons Ordinance

The Safety Committee Chair has access to all of the above information and may be contacted if you have questions or need additional information on a safety issue. Contact Risk Management for the name and phone number of the current Safety Committee Chair.

SCOPE AND PURPOSE

The guidelines contained in this division are general. They apply to all personnel and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein, or will supply reference material, ie. directives, regulations, SOP's, laws, etc.

PROPER DRESS FOR WORK

1. All city employees when performing their duties shall wear appropriate clothing. Appropriate clothing means clothing and other accessories (such as jewelry) that will minimize injury from moving machinery, overhead work, hot or dangerous substances, sunburn, heat stroke or any other harmful agent or exposure.

2. Individuals with hair long enough to present a safety hazard shall keep their hair confined to prevent injury, i.e., cap, net or ponytail, etc., while working around machines.

3. Individuals required to wear breathing devices for any reason shall be clean-shaven where the mask contacts the face.

FIRST AID TRAINING

1. If emergency medical, fire or police assistance is needed, dial 9-1-1 for help. However, if you are calling from a phone within a city building it will be necessary to notify the operator of your actual location.

2. Each department is responsible for review of basic first aid practices and to make information available to all employees.

3. Precautions must be taken when working outside during the summer months. Some of the dangers of working in the heat are:

    a. Heat Stress: Hot, dry skin, red and mottled (blotchy)

    b. Heat Exhaustion: Clammy and moist skin, fatigue.

    c. Heat Cramps: Caused by taking in large amounts of liquid after perspiring profusely.

If you suspect any of the above conditions, obtain medical assistance immediately.

4. Each department is responsible for regularly checking department first aid kits to ensure first aid supplies are available and replenished when necessary.

5. Applicable city vehicles shall be equipped with potable water containers, which should be kept filled year round. Common drinking cups are prohibited. Paper drinking cups are provided by each division. All city potable water containers shall be clearly marked "FOR DRINKING WATER ONLY." Containers for washing shall be clearly marked "FOR WASHING ONLY."

MEDICATIONS & MEDICAL PROCEDURES

Any employee taking prescription or over the counter medications(s) that may cause drowsiness or otherwise cause an adverse impact on their normal ability to perform their necessary job functions, or who has recently been involved in a medical procedure, i.e., donating blood, surgery etc., is to immediately contact their immediate supervisor. These employees shall be cleared through their immediate supervisor prior to returning to duty. The city will keep this information confidential to the extent permitted by law.

TRAINING

1. Each department/division is responsible for:

    a. Instructing their personnel in the proper techniques and procedures of job safety in their area.

    b. Orienting employee adherence to all safety rules and regulations on a monthly basis.

    c. Scheduling counseling or retraining sessions, if necessary.

    d. Developing, maintaining, updating and monitoring Safety Training Programs.

2. Supervisory personnel at all levels should continually foster and encourage attitudes, which will promote on-the-job safety.

INCIDENT/NJURY REPORTS AND UNSAFE CONDITIONS

1. Every employee shall be alert for possible conditions that could result in accidents, injury, or contamination exposure and act promptly to eliminate any unsafe condition. Whether or not the condition is corrected, it should immediately be reported to the division supervisor by utilizing the Safety Advisory Form located in Appendix "A".

2. Immediately report all accidents or incidents involving injury or non-injury to your immediate supervisor. Refer to division and departmental directives and regulations per your work assignment.

3. The Safety Advisory forms will be available in all work divisions. The form is to be used to report observed unsafe conditions that could cause or contribute to a possible accident or injury.

4. Supervisors will promptly investigate all reported unsafe conditions and/or accidents. Conditions that could cause or contribute to accidents will be immediately corrected. After correction, a follow-up inspection will be scheduled to assure that the corrections have remained effective.

5. A copy of each reported unsafe condition and/or accident/incident shall be forwarded to Risk Management.

6. Any unsafe condition that has specifically resulted in an accident/injury shall be so noted on the form.

7. The Safety Advisory Form, Incident Injury Report and a copy of the Supervisors Report of Industrial Injury shall be submitted to Risk Management as soon as the forms have been completed.

SCOPE AND PURPOSE

The guidelines contained in this section are general. They apply to all personnel and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein, or will supply reference material, i.e., directives, regulations, SOP's, laws etc.

UNIFORM

City issued uniforms, as defined by each division/department, are issued to employees by the City of Surprise where required. Uniforms are to be worn while on the job and in a presentable manner as specified in the City of Surprise Administrative Regulations.

FOOT PROTECTION

The city provides a $100 annual allowance to employees who are required by their division/department to wear foot protection. Steel-toed boots/shoes are to be worn while on the job and will meet or exceed minimum standards set forth by OSHA.

SAFETY VEST

An approved safety vest or city issued orange shirt will be worn by all employees while working on, in, or near traffic areas.

HEAD PROTECTION

Approved hard hats shall be provided by the city and shall be worn at all times wherever required. Refer to division, department and city directives and regulations.

EYE AND FACE PROTECTION

Protective eye and face equipment is required where there is reasonable probability of injury that can be prevented by such equipment or required by OSHA. Example: when operating a bench grinder, power equipment, drill presses, air hammers, hydraulic equipment or any task in which a foreign object may cause injury.

HEARING PROTECTION

Employees working with equipment, or near others operating equipment, in which excessive noise is present shall wear appropriate hearing protection. Refer to division, department and city directives and regulations as well as OSHA mandated requirements.

BACK SUPPORTS

Although the use of back supports is not required, upon completion of appropriate training for their use, they shall be provided by the city when requested by employees for use to perform lifting tasks.

BLUE STAKE PROGRAM

The City of Surprise has joined with local utilities and other governmental agencies to form a one-call system for locating utilities. This is called the Blue Stake Program and is governed by the Arizona Corporation Commission. Prior to excavating ground surfaces, work shall be performed in accordance with Blue Stake Regulations.

When a Blue Stake is required, contact the Public Services Department Blue Stake Division or Blue Stake Directly at (602) 263-1100, or 1-800-STAKE IT (1-800-782-5348)

TWO-PERSON CONCEPT

When the situation warrants, a two-person concept must be used. This concept requires a minimum of two people present within audible and visual range.

Some examples of when the two-person concept should be utilized are when working with or in trenches, confines spaces, electrical, hot patching, striping, front and rear loader operations, chemical handling, moving heavy or awkward objects, etc.

This list is not all-inclusive. Good judgment and common sense are necessary to determine if an additional person will insure your safety, and the safe operation of city vehicles and/or equipment.

SCOPE AND PURPOSE

The guidelines contained in this division are general. They apply to all personnel and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein, or will supply reference material, i.e., directives, regulations, SOP's, laws, etc.

OFFICE SAFETY

The following guidelines should be followed to avoid common office injuries:

1. Sharp objects, such as knives, pencils, pins, scissors or letter openers, shall not be left on the edge of a desk or in any place that may cause an injury. They shall be carried in a manner to avoid accidents and used only for the purpose intended.

2. Use care when handling paper to avoid paper cuts. Use rubber finger guards when working with stacks of papers and a wetting device (**NOT THE TONGUE**) for sealing envelopes.

3. To avoid possible injury, throwing articles such as cards, paper clips, pencils, etc., is strictly **PROHIBITED.**

4. Do not attempt to lift or move bulky or heavy items alone or without the assistance of proper equipment or additional personnel.

5. Wastebaskets shall not be used for disposal of sharp objects, glass or other articles, which may cause injury. Such articles should be placed in special containers provided by each division, or wrapped, marked and placed beside wastebaskets for disposal.

6. Report any sharp edges, splinters, or defective parts on office furniture to avoid injury from the defective furniture.

7. Leaving drawers, cabinet doors and file cabinets open is **PROHIBITED.**

8. Contents of filing cabinets and bookcases shall be arranged so as not to over balance the cabinet or bookcase; heaviest items on the bottom shelves or bottom drawers. If necessary to maintain stability, cabinets and bookcases may need to be fastened securely to a wall or permanent structure.

9. Caution must be used in operating paper cutters, shredders, trimmers, staplers, and power punches. Keep fingers clear of cutting blades. Leaving the blade of a paper cutter unlatched when not in use is prohibited.

10. Electrical appliances, such as heaters, fans and coffee pots, must be approved by the Facilities Superintendent, or his designated representative, prior to use.

    a. Electric: fans are not to be handled while in operation or be placed in locations where likely to cause injury. Use of unguarded fan blades is **PROHIBITED.**

    b. Heaters are not to be handled while in operation or placed in locations where likely to cause injury or fire.

    c. Small appliances, such as fans, heaters, coffee pots, etc., are to be unplugged at the end of each business day.

11. All cords and cables in walking areas are to be properly encased or taped down to prevent tripping.

12. Office equipment must never be adjusted or cleaned while in motion. If a jam occurs, power shall be disconnected prior to making adjustments.

13. All exposed rotating gears; bells, couplings and other moving parts in which clothing, jewelry, fingers, hands, or hair might be caught are to be covered with adequate guards. Such guards are not to be removed.

14. A qualified technician shall perform all office equipment maintenance.

15. Work areas shall be kept in a neat and orderly manner to prevent fires, tripping or other hazards from occurring.

16. Office equipment shall not be placed or stacked on any unapproved device.

17. Extreme caution shall be used at all times when opening and closing doors.

SCOPE AND PURPOSE

City vehicles and equipment are a familiar and easily recognizable sight to the public we serve. Your driving courtesy will be judged as another extension of government-public relations. If our drivers are courteous and considerate, the city will be judged the same. Refer to City of Surprise Administrative Regulations and department, division and city SOP directives.

The purpose of these guidelines is to assist in preventing traffic accidents by developing careful and courteous driving practices.

DEFENSIVE DRIVING

Operators of city vehicles and equipment are urged to practice defensive driving at all times. Alert drivers anticipate that someone may step from between parked cars, that a car may pull out from the curb without warning, or that the driver ahead may turn or stop suddenly. Be alert and concentrate on being a courteous, safe driver.

LICENSE AND TESTING

Operators of city vehicles/equipment shall have in their possession, a valid Arizona Operator's License or Commercial Driver's License (CDL), whichever is required. Refer to the City of Surprise Administrative Regulation loss of job requirement. On an annual basis, Risk Management may request for review, a three-year motor vehicle report on all city employees who have access to the use of city vehicles/equipment.

KNOWLEDGE AND COMPLIANCE WITH LAWS

1. Operators of city vehicles/equipment shall be familiar with and obey all state Motor Vehicle Code (laws), local traffic rules and regulations, ordinances, and all city rules and regulations governing both vehicle and equipment operations.

2. AS A DRIVER OR PASSENGER, SEAT BELTS SHALL BE WORN AND SECURED AT ALL TIMES WHEN OPERATING OR RIDING IN A CITY VEHICLE/EQUIPMENT AS MANDATED BY STATE LAW.

3. Speeds in parking lots, maintenance yards, parking garages, or in close proximity to persons or equipment shall be at a reduced speed to prevent property damage and/or injury.

PHYSICAL/MENTAL CONDITION OF OPERATOR

No city employee shall operate any city vehicles/equipment while their physical or mental condition is such as to impair their normal judgment and ability.

UNAUTHORIZED PASSENGERS

1. Unless authorized, non-city employees are not permitted to operate or ride in or on city vehicles/equipment. An exception to this rule would be a civilian ride-along pre-approved by a department or division.

2. All operators of city vehicles/equipment are responsible for assuring that all passengers are seated and properly secured before the vehicle is moved. Under no circumstances shall passengers ride on fenders, running boards, the tops/beds of vehicles, or any place not specifically designed to transport passengers.

TOWING/TRANSPORT OF MATERIALS, EQUIPMENT, CHEMICALS & HAZARDOUS WASTE

1. City vehicles/equipment transporting materials and/or equipment shall not be loaded to a height of greater than 13’- 6” from the ground surface. The operator of the vehicle/equipment is responsible for assuring the materials are properly secured and distributed to minimize movement during transport. Loose materials are to be covered to prevent materials from falling from vehicles and equipment while in motion. All material that extends 4’ beyond the end of the bed shall be clearly marked with a bright orange/red flag no less than 16” square.

2. City vehicles/equipment will be towed by city-authorized personnel only!

3. The transportation of equipment, materials, chemicals and hazardous waste shall be accomplished in accordance with all state and local laws. All regulations concerning speeds and load limits shall be strictly observed by personnel operating the vehicles/equipment.

4. Operators of vehicles in tow will reduce their speed to allow for an increased braking distance.

5. Refer to division, department, city SOP, directives and administrative regulations for specific information.

VEHICLE MAINTENANCE

1. To maintain a safe vehicle, operators are responsible for checking vehicles they will be operating at the time of each use. At the beginning of each shift, the operator's weekly inspection guide shall be utilized.

2. City vehicles/equipment with mechanical and/or operational defects shall not be operated.

3. Operators are to report any vehicle/equipment failures immediately to Fleet Services. Repairs shall be done by authorized personnel only. Refer to division, department, city SOP, directives and administrative regulations.

4. Caution must be used at all times when changing a tire. The use of original equipment, i.e., manufacturer's jack and lug wrench are required for field use.

BACKING

When backing heavy equipment and oversized vehicles, the operator shall utilize the two-person concept to guide the operator. Agreed upon hand signals will be utilized. The operator will utilize the outside side view mirrors. Do not open the door and look back!

SPEED

Speed not reasonable and prudent and stunt driving are **STRICTLY PROHIBITED.**

VEHICLE FIRST AID KITS AND FIRE EXTINGUISHERS

Each department will be responsible for maintaining first aid kits and approved fire extinguishers in city vehicles required to carry them. [Refer to GENERAL section, item 4 on page 2]

MECHANICAL EQUIPMENT HANDLING

SCOPE AND PURPOSE

The guidelines contained in this division are general. They apply to all personnel and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein, or will supply you with additional reference material, i.e., directives, regulations, SOP's, laws, etc.

GENERAL EQUIPMENT USE

1. Mechanical material handling equipment, such as trucks, dollies and forklifts. Shall be used when loads are too heavy or bulky to be carried efficiently and safely by hand. **FORK LIFT OPERATORS SHALL BE PROPERLY TRAINED AS REQUIRED BY OSHA AND HAVE IN THEIR POSSESSION THE FORK LIFT TRAINING CARD PROVIDED BY OSHA OR AN APPROVED TRAINING ORGANIZATION.**

2. Hand trucks (dollies) shall be pushed rather than pulled. Pallet jacks shall be pulled rather than pushed. Truck handles that expose the hands to possible injury shall be equipped with knuckle guards.

3. When moving materials, the load center of gravity shall be kept low by placing the heavier objects on the bottom and the lighter objects on the top.

4. All loads shall be secured where there is a possibility of material toppling. Maximum load limits shall be placed on material-handling equipment and strictly enforced.

5. Use caution on all surfaces used in transporting materials. Use care when approaching doorways, aisle crossings, and other intersections.

6. When using self-propelled equipment, refer to the operator's guidelines (instructions)

7. Gasoline powered equipment shall not be fueled or stored in occupied buildings unless specifically designated. Equipment shall not be serviced, cleaned or repaired while the equipment is running, except by authorized Fleet Services personnel.

ELEVATED POSITIONS

1. Employees shall use safety belts, lifelines, or other devices that are approved for maximum protection while working at heights. Refer to OSHA Standards for the Construction Industry, part E, 1926.1044.

2. Personnel, material and equipment shall be lifted from the ground by approved supports or lines and properly secured in place. Refer to OSHA Standards for the Construction Industry, subpart E, 1926.1044.

3. Scaffold material shall be sturdy enough to support the maximum weight of the user and equipment. Refer to OSHA Standards for the Construction Industry, subpart L, 1926.451.

LADDERS

Ladders shall be used in accordance with department, division, city SOP's, directives and OSHA Standards for the Construction Industry, subpart L, 1926.450.

1. Be certain all ladders are in good condition before use. Damaged ladders shall be repaired or replaced prior to use.

2. Metal ladders shall not be used around electrical equipment or in trench applications.

3. Use caution with ladders on uneven ground. Ladders must be securely tied or braced to prevent falling.

4. Position the ladder correctly; move it along with the work and do not over reach.

5. Employees should face the ladder and use both hands when ascending and descending. Material, which will interfere with the free use of both hands, must not be carried up or down a ladder.

6. Only one person at a time is permitted to climb any single ladder.

7. Keep objects off the tops or steps of stepladders.

8. Using benches, boxes, chairs, tables or other makeshift substitutes are prohibited.

9. Fire Department ladders and their use are to be in accordance with Fire Department SOP's.

EXTENSION CORDS

1. Be certain that all extension cords are in good condition before use. Replace worn or frayed extension cords immediately. Three pronged extension cords must be used where indicated on equipment.

2. It is highly recommended that two pronged extension cords be replaced with three pronged extension cords.

SCOPE AND PURPOSE

The guidelines contained in this division are general. They apply to all sanitation personnel and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations, which are outlined herein, or will supply reference material, i.e., directives, regulations, SOP's, and laws.

The collection and disposal of refuse and trash is a municipal responsibility in our city. Therefore, as a city employee, you are expected to observe all regulations to insure maximum safety for yourself, your fellow workers and the general public. Each employee is expected to maintain a high level of safety awareness, report all potential or actual work hazards and correct hazards within their ability.

HAZARDS ENCOUNTERED

Refuse collection can be very hazardous so use common sense and be alert at all times. Some of the hazards faced daily by sanitation employees arise from the unexpected, which are unwittingly laid within the residential service areas.

PACKING MECHANISM

The presence of moving mechanical parts on automatic packer type compaction units is potentially hazardous and could cause severe injury or amputation.

SIDE RAIL OPERATIONS

1. Operators are **NOT** to back up any time while in the process of emptying refuse containers.

2. Operators must use back-up cameras or the two-person concept when backing-up is necessary.

3. Before climbing into a garbage truck hopper, the truck must be completely shut down and CONTROL must be notified prior to working around the hopper. Refer to division and department SOP's for detailed procedures.

HUMAN STRESSORS

1. Some of the causes of human failure include insufficient rest, poor physical condition, personal problems which result in lack of proper attention to detail, fatigue, negligent attitude and "chance taking."

a. "Chance taking," such as attempts to salvage articles from the hopper of the refuse trucks is dangerous. Salvaging refuse from collection trucks or the landfill is prohibited by city ordinance.

RIDING TRUCKS

Riding trucks between stops should be done only on the steps provided. Sturdy riding steps and handholds are necessary required equipment. Members of each crew should keep their hair, arms and legs within the bodylines of the vehicle and away from the packing mechanism.

TWO-PERSON CONCEPT

When the situation warrants, a two-person concept must be used. This concept requires a minimum of two people present within audible and visual range.

Some examples of when the two-person concept should be utilized are when working with or in trenches, confined spaces, electrical lines, hot patching & striping, front and rear loader operations, chemical handling and moving heavy or awkward objects.

This list is not all-inclusive. Good logical judgment and common sense are necessary to determine if an additional person will insure the safety of all involved, and the safe operation of city vehicles and equipment.

SIGNALS TO DRIVERS

1. Signals to the driver should be visible and clearly understood.

    a. When backing a vehicle, the operator shall utilize a crewmember to guide him using approved hand signals. Use the outside rearview mirrors and back-up camera while moving the vehicles. Do not open the door and look back.

    b. Sanitation employees shall not ride on the rear steps of the vehicle while it is backing. They shall place themselves to the side of the vehicle so as to be constantly visible to the driver to assist him while backing. The driver must stop the vehicle upon losing sight of the spotter.

    c. Drivers operating trucks without a backup warning device shall sound the horn at least twice before backing up.

2. When making a tight turn into an alley, the workers shall assist the driver in making the turn safely and must remain visible to the driver at all times.

MOUNTING AND DISMOUNTING

Sanitation employees shall not jump on or off moving vehicles during collection. Trucks should be halted when the employees are boarding or getting off. Sanitation employees should exercise extreme care when dismounting from a vehicle onto loose or slippery surfaces.

DRIVERS

All drivers shall observe and comply with the vehicular safety rules outlined under the section "Motor Vehicle Operation" in these guidelines.

FIRE PREVENTION

1. Ashes: Those found in separate containers should be checked before pickup. Containers with smoldering embers should not be collected. Notify your supervisor of the situation and indicate the address.

2. Matches: If found should be removed from the debris. Match boxes if found should also be checked and emptied.

3. Chemicals: When known, chemicals in any form should not be picked up. When discovered, notify your supervisor and give the address.

4. Explosives & Ammunition: These are extremely hazardous and under no circumstances should be collected. If discovered, immediately notify the supervisor.

5. Combustible Materials: Combustible materials, i.e., oil-soaked rags, paint-covered rags, rubbish, etc. should not be allowed to accumulate in the yards, on floors or benches or inside vehicles.

IN CASE OF FIRE

1. Contained refuse:

    a. Compact the load using the ejection blade if possible. This will force oxygen out of the burning refuse and hold the fire to a minimum.

    b. Proceed immediately to the nearest safe area at a maximum safe speed and dump the refuse. Park the vehicle at a safe distance and call 9-1-1 for

c. Emergency fire assistance. Refer to division, department and city directives for further information.

d. **DO NOT** dump burned refuse in an alley, next to buildings, automobiles or in any dry vegetation.

VEHICLE FIRES

All sanitation vehicles must be equipped with approved fire extinguishers. Fire extinguishers are to be checked daily. If an extinguisher upon checking has been discharged, immediately get a fully charged extinguisher prior to using the sanitation vehicle.

SCOPE AND PURPOSE

The guidelines contained in this division are general. They apply to all utility crews and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein, or will supply reference material, i.e., directives, regulations, SOP's, laws, etc.

WATER AND SEWER OPERATIONS

You should be aware of the hazards involved which include working in and around traffic, operating specialized equipment, slip and fall hazards, confined space entry and chemical handling. Good judgment and common sense are critical in this area.

EXCAVATION AND CONSTRUCTION (FIELD AREAS)

1. All work areas shall be designated by the proper markings of traffic control, i.e., cones, barricades, tape, etc., to insure the site is properly marked to notify the public, as well as employees, of any hazards that may be present, i.e., open trench, equipment, etc.

2. When traffic control is needed, properly trained personnel in accordance with the City of Phoenix Barricading Manual shall place it.

3. No trench, excavation, access hole or other job site shall be left unattended without taking the appropriate safety measures. Refer to division, department and city directives.

SHORING AND CAVE-IN PREVENTION

1. Site preparation should include a basic scope of work, which will designate the on-the-job storage of materials, tools, equipment, person in charge, etc.

2. Work crews shall use the proper safety equipment at all times when there is a potential for hazardous atmospheres to be present.

3. The nature of the soil being excavated shall be continually observed and evaluated by an onsite engineer where there is a potential for cave-ins. (Refer to the Construction Standard or Excavation Manual). The excavation shall be designed to provide continuous protection and a means of exit to all employees working in the area.

4. Work crews shall use the proper safety equipment at all times when working in and/or around any excavation. The basic guidelines in the Construction Standards or the Excavation Manual for the use of shoring, sloping or benching should be followed when an excavation is greater than five (5) feet in depth, or there is a potential for ground movement, i.e., sandy, we, loose soil conditions.

DEFINITION

A confined space is an area, which has anyone of the following characteristics:

- Limited openings for both entry and exit.
- Unfavorable natural ventilation.
- Is not designed for continuous worker occupancy.

A confined space found in the workplace may have combinations of these three characteristics, which can complicate working in and around these spaces as well as rescue operations during emergencies. If a survey of your working area identifies one or more workspaces with the above characteristics listed, your division/department must have an SOP. Refer to this SOP for more detailed instructions and guidance.

HAND/POWER TOOLS

Tools are such a common part of our lives that it is often difficult to remember that many pose a hazard to the user. All tools are manufactured with safety in mind, but tragically a serious accident often occurs before steps are ever taken to search out and avoid or eliminate tool related hazards. Personal protective equipment is at all times in order to avoid various types of potential tool related hazards. During the process of identifying the removal and/or avoiding tool hazards, workers must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent injury to personnel and damage to equipment.

1. Remember to use the proper tool for the job.

2. Only trained and authorized employees are to use power tools.

3. Make sure all hand and power tools are in good working condition, lacking in defect and maintained and inspected regularly.

4. Any defective tools are to be taken out of service, repaired or deemed defective and destroyed.

SPRAYING EQUIPMENT

This section covers a wide variety of spraying equipment. Always refer to your divisions SOP's when you are concerned about the proper use of any spraying equipment in the performance of your job.

Spraying equipment can cover almost every division with the city. An Administrative Clerk spraying a cleaner, the utilities workshops using high-pressure cleaners, paint sprayers, and parts cleaners are just a few examples. Personal protective equipment is mandatory at all times in order to avoid or eliminate many types of hazards. Employees must learn to recognize the hazards associated with the different types of spraying equipment and the safety precautions necessary to prevent injury to personnel and damage to equipment.

Certain spraying equipment may adversely affect air quality and should be used in accordance with issued permits, department policies, rules and/or SOP's.

SCOPE AND PURPOSE

The guidelines contained in this section are general. They apply to all and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed; specific regulations then are outlined herein. They will supply you with reference material, i.e., directives, regulations, SOP's, laws and factory operational manuals.

ELECTRICAL (AC/DC)

1. Authorized, qualified maintenance personnel in accordance with division/department & OSHA standards shall perform all electrical work.

2. Proper lock out/tag out procedures will be followed at all times.

CAUTION: *ALL CHEMICALS HAVE THE POTENTIAL TO CAUSE SERIOUS INJURY, INCLUDING DEATH!*

SCOPE AND PURPOSE

Prior to handling chemicals/chlorine, refer to your department/division SOP's and MSDS sheets for specific detail. The two-person concept must be utilized where the situation warrants.

CHEMICAL AND CHLORINE STORAGE

Chemical/chlorine storage areas must be clearly marked and ventilated as specified in accordance with manufacturer specifications.

FIRST AID

1. If the area is contaminated, and if at all possible, **IMMEDIATELY** evacuate all personnel from the area.

2. **IMMEDIATELY** call 9-1-1.

HAZARDOUS MATERIAL
HANDLING, TRANSPORTING, STORAGE

SCOPE AND PURPOSE

The guidelines contained in this section are general. They apply to all and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein.

GENERAL GUIDELINES

1. Hazardous materials pose a risk to health, safety and property during transportation. The rules often require diamond shaped placards to be displayed on vehicles transporting hazardous materials.

2. You must be authorized and have a commercial driver's license with a hazardous materials endorsement before you are permitted to drive any city vehicle displaying a placard, such as: chlorine, paint, flammable material, etc.

SCOPE AND PURPOSE

The guidelines contained in this section are general. They apply to all and must be supplemented by common sense and good logical judgment. The supervisory staff will assist you with more detailed regulations then are outlined herein.

GENERAL GUIDELINES

1. Use a wet/dry vacuum when vacuuming wet carpet or floors.

2. Use caution when placing hands into a refuse container.

3. Always use warning signs when mopping or stripping floors (i.e. "Caution – Wet Floor").

4. Always unplug vacuums and buffers when changing pads, belts, bags and when cleaning or performing maintenance on the equipment.

5. Use two people when moving heavy or awkward objects such as tables, equipment, boxes and/or furniture.

6. When the potential for contact with bodily fluids exists, use protective equipment such as rubber gloves.

7. Use caution when disposing of smoking materials.

8. Always follow manufacturer's instructions when using chemicals and make sure all spray bottles are clearly marked. **THE MIXING OF CHEMICALS IS PROHIBITED.**

GENERAL GUIDELINES

The following guidelines should be followed to prevent common kitchen injuries:

1. Use dry hot pads when removing pans and kettles from the range, oven and microwave. Wet pads can cause severe burns from steam.

2. Do not place metal containers or utensils in microwaves.

3. Turn off unused burners and appliances.

4. Use extreme caution when wearing loose clothing and working around ranges, ovens or machines.

5. Keep pot handles turned away from burners and aisles.

6. If you must leave the area, inform others present of hot objects or possible unsafe conditions.

7. Wipe up all spills **IMMEDIATELY,**

8. Keep aisles and passageways clear at all times.

9. Know the location of fire extinguishers.

POLICY & PROCEDURE MANUAL

1. The City of Surprise Police Department Policy and Procedure Manual is established by the Police Department and is hereby adopted by reference.

2. Copies of the Policy and Procedures Manual are located at the Police Department Administration, the offices of the City Clerk, City Attorney, Mayor, Municipal Court Judge, Human Resources and are distributed to every sworn Police Department Employee.

3. These municipal safety guidelines are in addition to the Police Department Policy and Procedure Manual.

FIRE DEPARTMENT

STANDARD OPERATIONS PROCEDURES

1. The City of Surprise Fire Department Standard Operations Procedures are established by the fire department and are hereby adopted by reference.

2. Copies of the Standard Operations Procedures are located at the Fire Department Administration, all fire stations and on file with the City Manger, City Attorney and City Council Offices.

3. These municipal safety guidelines are in addition to the Fire Department Standard Operations Procedures.