

CITY OF BLOOMFIELD

SAFETY POLICIES AND PROCEDURES

Rev. 1-12-2015 GD

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**CHLORINE EMERGENCIES
EMERGENCY RESPONSE PLAN**

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GENERAL INFORMATION

OSHA GENERAL DUTY CLAUSE

The City of Bloomfield is committed to the OSHA General Duty clause which states:

a) Each employer --

(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

OSHA SPECIFIC STANDARDS

The City shall insure that OSHA's specific safety standards for General Industry are followed. All employees shall adhere to such.

Such standards shall be followed even if not specifically stated or provided in this manual.

SAFETY PLANS

OSHA may require the following plans. If not contained in this manual each department is responsible for their own.

- Emergency Action Plan
- Fire Safety Plan
- General Safety Plan
- Hazard Assessment and PPE
- Hazard Communication Plan
- Process Safety Plan
- Workplace Violence Prevention Plan

TRAINING

The City shall provide or cause to be provided the following types of training for all employees:

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- General Training which shall alert workers to the safety and health aspects of their jobs.
- Specific training trains workers who do specific tasks or job.

All training will be documented and maintained for the duration of the employee's employment. Documentation as to the type of training, date, time, who attended, hours spent per session, reference material used and instructor(s) shall be provided on the training report.

Although not inclusive the following training shall be provided and is required

- Asbestos
- Bloodborne Pathogens
- Control of Hazardous Energy (lockout/tagout)
- Crane Operations
- Excavations and Trenching
- Fire Brigades
- Fire Extinguishers
- Fire Protection and Prevention
- Forklift operations
- Hazardous Communication
- Mechanical Power Presses
- Medical Services / First Aid and CPR
- Noise Exposure
- Permit Required Confined Space
- Personal Protective Equipment
- Powered Platforms
- Process Safety Management

POSTING REQUIREMENTS

Each department will insure that all required OSHA publications or documents are posted. These include but are not limited to:

- OSHA poster publication 3165
- OSHA log 300A
- Any OSHA abatement efforts
- Any OSHA Variance Petition Summaries
- Any OSHA violation

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CONTRACTORS

All contractors working for the City shall adhere to all applicable Federal and State standards and City of Bloomfield policies and procedures. The City of Bloomfield is not responsible for providing safety equipment or clothing to the contractor or his employees.

VISITORS

All visitors to hazard areas are subject to these policies and procedures. Each department shall provide visitors with the appropriate safety equipment. materials are provided "as is" with no warranties of any kind, including implied, expressed, or statutory, and including but not limited to the warranties of ~~non-infringement of third party rights, title, merchantability,~~ fitness for a particular purpose or freedom from computer virus, that such manual is in compliance with any OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of the manual. The City of Bloomfield further assumes no legal liability or responsibility for any damages resulting, in whole or in part, from any viewer's use of or reliance upon the material contained in the manual. The City of Bloomfield reserves the right to change, update, revise or amend any existing policy or procedure contained in the manual without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice to viewers. Reference in the manual to any specific commercial product, process, or service, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the City of Bloomfield."

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ACCIDENTS and INJURIES

INJURIES AND FIRST AID

Treat all injuries, no matter how minor.

Treatment of the injured and ill shall not be delayed in an attempt to contact a supervisor.

All accidents and injuries, however minor, must be reported immediately both verbally and on the proper forms. Notification of any accident/incident must be reported to the Human Resource office within 8 hours of occurrence, this notification may be by telephone 632-6371 or e-mail to the warranties of non-infringement of third party rights, title, merchantability, fitness for a Any injury that occurs while on duty that requires the attention of a medical provider must be observed by a city designated medical provider. This shall not apply if it entails an emergency of transport. Id makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and Reports requiring medical treatment shall be forwarded to the Human Resources office in keeping with the Health Insurance Portability and Accountability Act (HIPAA) requirements. or reliance upon the material contained in the manual. The City of Bloomfield reserves the right Employees shall not attempt or give unqualified First Aid treatment to anyone, such as, removing foreign bodies from the eye, etc. ll as to adopt new policies and/or procedures at any time without notice to viewers. Reference in the manual to any specific commercial product, process, or Any accident involving city employees or property shall be reported immediately to the proper law enforcement agency and appropriate supervisor recommendation, or favoring by the City of Bloomfield."

REPORTING PROCEDURES

In the event of an accident the following shall be adhered to:

- Call for emergency assistance. In San Juan County call 9-1-1. If you are unable to get help by calling 9-1-1 call the Operator (push O on your phone).
- If you are injured do not move unless by remaining where you are you may sustain further injury.
- Treat anyone that is injured. Do not move the injured unless they may risk further injury or death by remaining where they are.
- Report the location of the incident, injuries and other pertinent information as requested by the Dispatch Operator. Stay on the phone with the operator until released.
- As soon as possible call your supervisor or any city Department Head.
- Take photos of the entire incident from all angles.

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- As soon as possible document the following
 1. Where did the accident or incident occur?
 2. What time did it occur?
 3. What was the weather?
 4. What people were present? Get witnesses names, addresses and telephone numbers.

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5. What was occurring at the time of the accident or incident?
6. What happened during the accident or incident?
• Do not speak to anyone about the accident except city Department heads and law enforcement.
• Do Not Admit fault.

POST ACCIDENT: Substance abuse testing may be required as per the City of Bloomfield Employee handbook.

6. "For Cause" Substance Testing
"For-cause" substance testing may be required for, but not limited to involvement in a work-related vehicle (City owned or leased) crashes, industrial accidents, police shootings, or incidents that did or could have caused property damage.

All City of Bloomfield employees are subject to post-accident drug and alcohol testing when their actions or conduct contributed to an accident or vehicle crash; or cannot be completely discounted as a contributing factor to the accident; and where medical attention, greater than on-site first aid treatment, is required or where property damage exceeds \$1,000.00.

MULTIPLE INJURED AND DEATH

Do not move equipment involved in a work-related accident or incident if either of the following results: A death or 3 or more employees are admitted to the hospital.

Do not move the equipment until proper authorities (OSHA, etc.) investigates the incident and releases the equipment unless:

- Directed by a recognized law enforcement agency or fire/rescue department

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- Moving the equipment is necessary to:

Remove any victims

Prevent further incidents and injuries

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SAFETY EQUIPMENT and FIRE FIGHTING

SAFETY EQUIPMENT

The City provides safety equipment to guard the health and safety of employees. This equipment is useless unless it is properly used. Instructions and assistance are available along with the regular safety training meetings. All employees shall know the locations and use of the following:

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All telephones and first aid kits shall have the number 9-1-1 and Poison Control number 1-800-222-1212 affixed to them.

RADIO EQUIPMENT

It is vitally important that all personnel indicate their location and status when entering any area or situation that may be hazardous or evolve into a hazardous area or situation and that this information along with time and date be logged by the dispatcher or person(s) acting as the dispatcher. This notification may be made by radio or telephone.

All personnel shall operate any radio in compliance with F.C.C. rules and regulations.

All personnel shall be properly trained in the radio equipment they are expected to use.

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Mobile/Portable Radio/Telephone Operator Responsibilities

All personnel shall indicate to a responsible person/agency when they are entering a hazardous or potentially hazardous area or situation.

Personnel shall indicate their location and reason for concern.

When their assignment is completed they shall again indicate their status.

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Dispatch Operator Responsibilities
The dispatcher shall indicate when their station is in service. NOTE: City Hall radio Bloomfield is normally staffed only on weekdays (Monday-Friday) from 0800-1700 hrs. except on Holidays.

The dispatcher shall log all information received and transmitted by their respective station in addition they shall log times (using military time only), dates and unit numbers. The dispatcher(s) shall be responsible for the radio logs and these logs shall be filed for inspection.

The dispatcher shall indicate on the air when they are out of service.

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San Juan County Communications Authority Joint Dispatch

After hours (5:00 pm), weekends and holidays all communications for the MOC, Parks, Street Department, Water and Waste Water Departments shall be handled by SJCCA.

Departments subject to emergency and/or immediate call out shall make available to SJCCA a contact list with phone numbers. Such list shall be maintained as needed.

FIRE SAFETY

All buildings of the city are subject to the fire code as adopted by the City and other rules and regulations promulgated by the State Fire Marshall.

Fire safety and prevention is everyone's responsibility.

FIREFIGHTING EQUIPMENT AND FIREFIGHTING OPERATIONS

All City vehicles and buildings shall be equipped with the approved fire extinguishers as required by the fire department.

Fire extinguishers shall be located in buildings so that travel distance does not exceed 50 feet to any extinguisher.

All personnel shall be trained in the use, inspection and maintenance of fire extinguishers.

All fire extinguishers shall be inspected monthly by persons designated to do so.

All fire extinguishers shall be maintained at least annually by an approved fire extinguisher company.

Chemical from fire extinguishers must not be used for any purpose except fire fighting.

Fire blankets must not be taken from fire blanket boxes and seals must not be broken except in case of an emergency.

Never attempt to extinguish a fire on or about electrical apparatus with water or foam. Water is a conductor of electricity, use a dry chemical or carbon dioxide fire extinguisher that is rated and approved for such use.

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Do not delay contacting the fire department in an attempt to extinguish a fire.

If your clothing is on fire protect your face with hands and arms, run out of the fire and immediately **STOP - DROP and ROLL** to extinguish the fire.

Dry chemical fire extinguishers can be used on people (if the nozzle is kept at least 4 feet from the person) whose clothes are on fire.

FIRE SUPPRESSION SYSTEMS

Fire suppression extinguishing systems shall be inspected and maintained annually or when discharged. Such inspection and maintenance shall be conducted by an approved company.

If fire suppression systems use agents that are serious health hazards such as carbon dioxide or Halon, the following shall apply.

1. Signs will be posted in areas protected by the system.
2. The system shall be equipped with an alarm system to warn employees of the impending discharge and allow them time to evacuate the area.

FIRE PREVENTION

Fire prevention is everyone's responsibility.

Potential ignition sources include but are not limited to:

- Open flames from matches, candles and cutting torches
- Open flames from fusees
- Open flames from pilot lights on stoves, furnaces, hot water heaters and pressure washers.
- Electric arcs from welding equipment
- Over loaded electrical systems
- Chemical reactions
- Compression type actions
- Friction producing actions
- Lightning
- Smoking

The installation of stoves and ranges and the cooking on such is prohibited unless said appliance is provided with an approved vapor/grease removal type hood; an approved

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extinguishing system and an approved automatic fuel gas terminating valve.

Good housekeeping shall be incorporated using the International Fire Code as a standard.

All doors shall be kept closed at night or when the building is not in use, this is to limit the spread of fire if such should occur.

Oil soaked rags shall be placed in an approved self closing metal container and disposed of as soon as possible.

Burning of debris is prohibited unless the proper permits have been received from the fire department. Only yard type waste may be burned. Burning of plastics, rubbers, paper and construction material is prohibited. Burning of flammable and combustible liquids and gases is prohibited. The only exception is fire department supervised burning of said materials for training or removal of fuels for fire control.

Only approved cleaning materials shall be used for cleaning purposes.

Flammable liquid storage shall be in accordance with the International Fire Code.

Paint, solvents, etc. shall be stored in their original containers. All such containers shall be kept in approved Flammable Liquid Cabinets.

Combustible and flammable liquids used for fueling operations shall be kept in approved containers with self closing lids.

Combustible and flammable liquid containers stored inside buildings shall be done so in accordance with the fire code and all such shall be kept in approved flammable liquid cabinets with the exception of fire apparatus or maintenance vehicles where such are kept within closed compartments or beds of trucks. Combustible and flammable liquids and gases shall not be carried inside the passenger compartment of any vehicle.

Candles or any open flame device for decorative purpose(s) shall not be used in any city building.

Dead or dying vegetation such as Christmas trees or hay shall not be brought into any city building.

Smoking is prohibited where signs are posted and is not permitted in city vehicles, city buildings or within 50 ft. of any door of any city building.

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Approved “butt” cans shall be provided outside of buildings at smoking designated areas.

Smoking and the use of matches, lighters and other open flames are prohibited during fueling operations or while in the vicinity of any combustible or flammable liquid or gas.

"Strike anywhere" type matches are prohibited.

The use of butane lighters are discouraged.

Matches and lighters shall be removed from clothing prior to commencement of welding/cutting or firefighting operations.

FIRE / EVACUATION PROCEDURE and DRILLS

All employees shall be trained in fire / evacuation procedures and drills.

A means to alert employees of a drill, fire or other emergency shall be provided in all city buildings. This shall sound an audible signal such as voice, bells, whistles and or horns.

A mean for all employees to report emergencies shall be made available in all city buildings, facilities and vehicles.

A procedure for accounting for all employees shall be provided.

Procedures to evacuate physically impaired employees and the public shall be provided.

All employees shall be familiar with and trained in all procedures and their specific roles in the procedures.

Drills shall be conducted on a monthly basis and logged.

Drills shall be conducted in the same manner as a real emergency “Practice Like You Play”.

In the event of a drill, fire, smoke, hazardous material incident, bomb threat or other similar hazard the following shall be adhered to:

- Immediately call 9-1-1 and report the incident type and location and other information as requested by the 9-1-1 operator.

Do Not Use Cell Phone, Walkie Talkies or Mobile Radios In The Event Of A Bomb Threat until you are away from the affected area by a minimum of 1/4 mile.

In the event of a drill this procedure shall be simulated by a designee.

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- Sound the alarm if has not already been activated.
- Upon receipt of an alarm all persons (employees, visitors and citizens) shall be immediately evacuated or sheltered in placed based on the hazard/emergency at hand.
- A “quick sweep” of a given area to determine evacuation or sheltering shall be made by employees designated to do so.

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- Utilize floor plans/site plans and evacuate via shortest routes.
- Insure all windows and doors are closed.
- The last person out of each area shall insure total evacuation.
- Do not lock doors unless sheltering from other hazards.
- Evacuation of a fire station shall include all apparatus. Dispatch shall be apprized immediately by telephone or radio and confirm that Automatic Aid is responding. At a minimum this shall include two (2) engines and one (1) ladder truck.
- Gather all employees in a pre-determined area and take roll call. Several pre-determined areas for each facility shall be identified in order to reduce familiarity with procedures.
- Treat the injured or ill within your qualifications. Call for assistance for such.
- Do not move vehicles as their movement may impede emergency apparatus.
- The right of way around all buildings must be provided to fire apparatus.
- Meet with Command Personnel from the fire or police departments.
- Follow directions from Emergency Responders.
- Do not re-enter facilities until given the All Clear by Emergency Responders.
- The person in charge shall meet with Command and apprise them of the situation.

Be cognizant of the possibility of persons armed and seeking harm to utilize evacuation of a building to lure people out.

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GENERAL SAFETY RULES

GENERAL SAFETY RULES

Familiarity with any job may foster carelessness. Every employee must constantly remind himself of the hazards present and reconsider whether his habits and procedures are safe. He/she must examine whether there is something unique or different about the particular job at hand.

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ALCOHOL, NON-PRESCRIPTION AND PRESCRIPTION DRUGS
Use or possession of alcohol or non-prescription drugs is prohibited in compliance with any OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield further assumes no legal liability for any damage, in whole or in part, from any viewer's use of or reliance upon the material contained in the manual. The City of Bloomfield reserves the right to change, revise or amend any existing policy or procedure contained in the manual without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice. The following standards regarding asbestos shall be adhered to:

Use of prescription or over the counter drugs that may impair an employee in any manner while engaged in his/her job are prohibited and expressly disclaims liability for errors and omissions in the contents of the manual. The City of Bloomfield further assumes no legal liability for any damage, in whole or in part, from any viewer's use of or reliance upon the material contained in the manual. The City of Bloomfield reserves the right to change, revise or amend any existing policy or procedure contained in the manual without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice. The following standards regarding asbestos shall be adhered to:

ASBESTOS
The following standards regarding asbestos shall be adhered to:

CFR 1910.1001 Industry
CFR 1926.1101 Asbestos in Construction

Please note that some of the water line pipe used by the City contains asbestos.

BATTERY CHARGING:

Charging of batteries can prevent a number of hazards. The following should be adhered to:

- Insure proper ventilation
- Provide fire protection
- Provide PPE for all involved including eye and face protection.
- Provide emergency eye wash and flushing
- Prohibit smoking, open flames and arcing
- Insure proper polarity

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CARBON MONOXIDE

Carbon monoxide is a colorless odorless gas produced by fuel powered engines including but not limited to vehicles, mowers, chain saws, pumps, weed wackers, welders, compressors, landscaping equipment, pressure washers and heavy equipment. Carbon monoxide is also present in stoves, ovens, heaters and furnaces.

Carbon monoxide accumulates rapidly. Over exposure can cause illness, permanent neurological damage and death. The use of engines and other carbon monoxide emitting equipment inside of buildings or confined spaces is extremely dangerous and proper venting must be provided. Be cognizant of the following signs and symptoms:

- headache
- nausea
- weakness
- dizziness
- visual disturbances
- changes in personality
- loss of consciousness

OSHA standards limit employee exposure to an average of 50 parts CO per million parts of air during an 8 hours work shift in a 40 hour work week. If in doubt monitor the area with properly calibrated monitoring equipment.

Use the proper respirator as may be required..

CELLULAR, MOBILE PHONES, WIRELESS DEVICES and COMPUTER USE WHILE DRIVING or OPERATING MACHINERY.

This shall sections shall apply to all wireless devices, including cellular telephones, pads, laptops and computers except as noted.

City Ordinance #456 places limitations on the use of cellular telephones while driving.

New Mexico State Statute 66-7-374. Texting while driving . (2014) states, in part:

A. A person shall not read or view a text message or manually type on a handheld mobile communication device for any purpose while driving a motor vehicle, except to summon

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medical or other emergency help or unless that device is an amateur radio and the driver holds a valid amateur radio operator license issued by the federal communications commission.

Based on the City ordinance and State Statutes the City of Bloomfield Safety policy prohibits employees, while operating a vehicle (including watercraft, aircraft and heavy equipment), from using a wireless device for voice communication, any form of messaging or the use of keyboards. . All operators while operating a vehicle shall pull to a safe location, place the vehicle in park or neutral and apply the parking brake prior to using any wireless device except to summon medical or other emergency help.

City Ordinance does allow Law enforcement, fire personnel and emergency service personnel to use cellular telephone for voice communications while performing official duties however they shall not use a cellular telephone to compose or send a message of any type or read a message of any type while operating a vehicle.

This shall not apply to police and fire/EMS/rescue personnel communicating through the use of a computer aided dispatch service.

The fire department policy further prohibits use of any communication device by the operator. The operator may, however, use a mobile or portable 2-way radio for voice communications if he or she is the only occupant of the vehicle.

This policy does not apply to the use of AM/FM or satellite receiver type radios.

This policy does not apply to the use of devices used only for navigation provided the vehicle is not in motion when the destination is entered into the device.

This policy shall not apply to the use of a mobile or portable 2-way radio for voice communications.

COLD ENVIRONMENTS

Environmental emergencies can lead to serious injury including death.

The signs and symptoms of cold emergencies include

1. tingling sensation followed by numbness
2. hard and numb skin
3. pale, waxy white skin color
4. usually affect the extremities, fingers, toes ears and nose
5. blisters

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6. gangrene (dead tissue in extreme cases)

Affect of Cold Emergencies include

7. fatigue or drowsiness
8. uncontrolled shivering
9. cool bluish skin
10. slurred speech

11. clumsy movements

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COMPRESSED GASES

Gas cylinders shall always be secured to a compartment, bed of truck, cart or wall.

Never use a hammer or cheater wrench to open or close a valve. If valves cannot be opened by hand with the approved wrench/handle the cylinder should be sent back to the vendor. If a special wrench is required it must be left in position on the stem of the valves while the cylinder is in use.

Use all gases only for their intended purpose.

Treat all cylinders with respect as they contain high pressures.

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ELECTRIC OPERATED TOOLS

All such tools shall be properly grounded. This does not apply to U.L. approved double insulated construction tools.

Read and understand all the instructions and safety precautions provided by the manufacturer of all power type tools.

Inspect all tools for worn or deteriorated insulation or other parts. Repair or replace as is needed.

ELEVATORS

All elevators shall be maintained and inspected by a firm licensed to do so. Elevator pits are considered confined spaces.

EMERGENCY TELEPHONE NUMBERS.

Emergency phone numbers shall be posted on all telephones, location of fire extinguishers and first aid kits. The number 9-1-1 will obtain emergency assistance anywhere in San Juan County. Emergency phone numbers shall also be posted on the front door of:

- Fire Stations
- Police Stations
- Water Treatment plants
- Waste Water Treatment plants
- Any facility that contains extremely hazardous materials

Emergency phone numbers shall also be posted on gates that prohibit entry to a front door of the aforementioned facilities.

Emergency phone numbers shall be posted in conspicuous locations at

- Parks
- Locations where swimming or boating facilities are provided
- Reservoirs

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FALL ARREST SYSTEMS

Personal fall arrest systems must be rigged to prevent an employee from free falling more than six feet or contacting any lower level. In order to ensure this, the tie off attachment point to the lifeline or anchor should be located at or above the connection point of the fall arrest equipment to the belt or harness.

The body belt must be attached to the center of the wearer's back. The body harness must attach either at the center of the wearer's back near shoulder level or above the wearer's head. If vertical lifelines are used, each employee must have a separate line. All systems and equipment necessary for rescue must be readily activated or accessed.

FALL PROTECTION Fall protection must be provided at:
• 12 floor openings including temporary floor openings.
• protection at wall openings and holes from which there is a drop of more than four feet, including temporary wall openings and holes.
• protection at open-sided floors, platforms and runways that are four feet or more above or ground level, including temporary ones.
• stairway railings and rails that meet certain specifications.
• protection for workers on scaffolds.

FIRE EXITS

All exits and means of egress shall comply with all applicable fire and building codes.

All exits and means of egress shall be maintained and clear of any obstructions.

All employees shall be familiar with all exits and means of egress.

All buildings shall be provided with floor plans indicating all means of egress and exits from buildings. These plans shall be prominently displayed for all occupants.

FLAMMABLE AND COMBUSTIBLES

Gasoline and other flammable liquids shall not be used for any cleaning purposes.

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All cleaning vats shall be of the type that have self closing lids equipped with fusible links.

Flammable liquids and combustible liquids shall be maintained, stored and used in keeping with this policy and the fire code.

Storage of all flammable liquids shall be maintained in self closing safety cans and flammable liquid cabinets, except as approved by the fire chief.

"Although reasonable efforts have been made to ensure the accuracy, reliability and completeness of the **HEARING PROTECTION (noise exposure)** all materials are provided "as is" with no warranties of any kind, including implied, expressed, or statutory, and including but not limited to the hearing protection required whenever engineering and work practice controls cannot reduce noise to required levels. computer virus, that such manual is in compliance with any OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield shall provide hearing protection to all workers when required or requested. The city shall allow employees the opportunity to select their protective devices from a variety of approved choices. The City of Bloomfield further assumes no legal liability or responsibility for any damages resulting, in whole or in part, from any viewer's use of or reliance on any content, text, graphics, images, audio, or video appearing on this website. Hearing protection must be worn by employees who are exposed to an 8-hour time weighted average (TWA) above 90 decibels or any other level shown on the table below. If levels equal or exceed an 8 hour TWA of 85 decibels the city must give employees the option of wearing city provided hearing protection. Duration Per Day Hours Sound Level Decibel (dBA) Slow Response

Duration Per Day Hours	Sound Level Decibel (dBA) Slow Response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
1/4 or less	115

HOT ENVIRONMENTS

Environmental emergencies can lead to serious injury including death.

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The three (3) heat emergencies that are most common are:

- Heat Cramps. This includes muscular pain and spasms. Caused by loss of water and salt through sweating Place victim in cool area and give water and/or energy drinks such as Gatorade.
- Heat Exhaustion. Symptoms include cool, pale and moist skin. First Aid should include getting the victim into the shade, place in shock position, lying down with feet raised. Cool by fanning, misters, applying cold packs, wet sheets or towels. If conscious give water.
- Heat Stroke - Symptoms include skin that is HOT, RED and DRY, pupils are constricted and body temperature is very High. First Aid get victim into cool place and begin aggressive cooling. Call for HELP... Now!
Provide plenty of water and energy drinks. All workers should drink plenty of water, about a quart of water each hour. Avoid caffeine as it dehydrates you.
Use misters and/or ventilation during extreme conditions.
Encourage workers to wear lightweight, loose-fitting and light colored clothing.
Provide sufficient work breaks.
Seek professional advice for any workers that may have heart conditions or other medical issues that may increase their risk to heat related illnesses.

JOKES AND HORSEPLAY

Tricks, practical jokes and horseplay are prohibited.

LIGHT GUARDS

Lamps or bulbs shall be protected from accidental contact or breakage.

LIGHTING OF WORK AREAS

Provide sufficient lighting to all areas. The following are good practice procedures in most working environments.

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13. 20 to 30 foot candle power for service areas
14. 50 to 60 foot candle power for areas where specific tasks are performed

LIGHTNING

New Mexico has a high incidence of lightning and lightning strikes and as such extreme caution must be exercised.

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MATCHES AND LIGHTERS

"Strike anywhere" type matches are prohibited. The use of butane lighters are discouraged. Matches and lighters shall be removed from clothing prior to commencement of welding/cutting or firefighting operations.

PNEUMATIC TYPE TOOLS

Read and understand all the instructions and safety precautions provided by the manufacturer of all such tools.

Only compressed air shall be used for pneumatic tools.

Never exceed the pressure that the tools is designed for.

Hose and hose connection for connecting compressed air to tools must be designed for the pressure and service to which they are subjected.

Inspect all tools prior to use including cracks in housings. Repair or replace as required.

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SCAFFOLDS

Scaffolds shall be used when the work cannot be done safely from the ground or other solid structure. Scaffolds must be maintained in safe condition and repaired immediately.

SIGNS, SIGNALS AND BARRICADES

In order to protect city workers and the public all construction sites and work sites along streets, roads, right of ways and other locations shall have proper signage, signal and completeness of barricades erected. This shall include construction sites, trenches/ditches/open excavation sites, highway/street construction and repair sites, water and sewer line installation and repair sites and surveying crews.

Flaggers shall be used as required. Management of third party rights, title, merchantability, fitness for a particular purpose or freedom from computer virus, that such manual is in compliance with any OS/2, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of the manual. The City of Bloomfield further assumes no legal liability for any use of the manual.

SMOKING Smoking is prohibited where signs are posted and is not permitted in city vehicles, city buildings or within 50 ft. of any door of any city building. Smoking and the use of matches, lighters and other open flames are prohibited during fueling operations or while in the vicinity of any combustible or flammable liquid or gas.

SPRAY FINISHING Spraying of combustible or flammable materials inside of buildings is forbidden unless an approved spray booth is provided. This shall not prevent the use of consumer type aerosol cans provided that proper ventilation is provided.

SUPERVISORS SAFETY RULES

For purpose of definition, the person in charge of people, regardless of ordinary title, is the "Supervisor".

The Supervisor shall satisfy himself that the people working under him are competent to perform their work or task safely..

The Supervisor, when receiving a new person whether newly employed or transferred from another department, shall give attention to the persons mental and physical fitness for the work to be performed.

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The Supervisor shall explain in detail the particular hazards of the department in which the employee is working and the precautions to be taken to insure his safety. The Supervisor shall promulgate written rules, policies, procedures and plans that are unique to that specific department and tasks (jobs) to be performed.

The Supervisor shall not permit the use of improper or unsafe tools or equipment. If before starting or during the progress of any work, conditions arise which, in the opinion of the Supervisor, make it unsafe to proceed, he shall stop the work and take steps to correct the situation or notify his own superior.

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TOE BOARDS Railings protecting floor openings, platforms, scaffolds and the like must be equipped with toe boards if falling material could cause a hazard. A minimum height of 4 inches for such is required.

TRAINING The City shall provide or cause to be provided the following types of training for all City of Bloomfield employees:

- General Training which shall alert workers to the safety and health aspects of their jobs.
- Specific training trains workers who do specific tasks or job.

All training will be documented and maintained for the duration of the employee's employment.

TRAINING REPORTS

Each department shall maintain all records of training for each employee for the duration of the employee's employment.. At a minimum the following fields of information are required on the reports:

- Date of training

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- Time of training
- Contact hours
- Type of training / Reference Material
- Signature of persons attending
- Signature of instructors

WORKING ABOVE GROUND

When working above ground, tools and equipment must be handled carefully to prevent dropping. Do not throw tools or equipment. Raise or lower them in a bucket or canvas bag.

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PERSONAL PROTECTION and EQUIPMENT

CLOTHING

Work clothing shall be of substantial quality, in good repair and clean. Nylon material is discouraged due to a low flashpoint.

Only cotton or flame resistant clothing such as Nomex shall be worn by personnel engaged in welding or cutting operations.

Fire and police personnel shall wear clothing and/or PPE as required by their respective departments.

Loose or baggy clothing, neckties and dangling jewelry shall not be worn by persons working in shops, around equipment or by persons engaged in maintenance or construction activities.

High visibility vests, jackets and/or coats with reflective material shall be worn when employees are working in streets, roads, highways or right of ways.

EYE PROTECTION

It is the intent of the City to minimize the potential for eye injuries to all employees as stated in CFR 1910.133. This policy shall define the type of eye protection required, when eye protection is required and the reimbursement program for prescription type lenses.

All safety glasses, goggles and face shields shall meet ANSI Z87.1-2003

Proper eye protection and/or face protection shall be used when employees are exposed to flying particles, molten metal, chemical liquids, gases or vapors, or potentially dangerous light radiation. When there is a hazard from flying objects, eye protection offering side protection must be used. Eye and/or face protection shall be utilized but is not limited to the following operations.

- Air tools (chisels, etc.) use
- Air cylinder filling (SCBA).
- Brush/grass firefighting.
- Chalking.
- Chipping also a shield is required.
- Concrete breaking also a shield is required.
- Exposure to blood borne pathogens also a shield is required.

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- Gas Cutting - Tinted goggles required.
- Grinding also a shield is required.
- Handling acid or caustic solutions, also a shield is required
- Hydraulic tools.
- Laboratory areas.
- Mowing.
- Power tools (saws, drills, etc.).
- Shop areas.

Although Wire brushing and scraping. made to ensure the accuracy, reliability and completeness of the policies and procedures contained in this manual, all materials are provided "as is" with no warranties, expressed or statutory, and including but not limited to the warranties of merchantability, fitness for a particular purpose or device where the need for eye protection or face protection is posted. OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield is not all inclusive, if in doubt use the protection which offers the most protection to the eyes and face. In addition the aforementioned list does not purport to exclude the use of other forms of protection as may be required such as respiratory protection.

The aforementioned list is not all inclusive, if in doubt use the protection which offers the most protection to the eyes and face. In addition the aforementioned list does not purport to exclude the use of other forms of protection as may be required such as respiratory protection.

Goggles, shields and other forms of eye protection shall be provided by the appropriate department head of the City of Bloomfield. Those employees requiring prescription type glasses shall follow the procedures set forth below.

Reimbursement

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As provided by in the City of Bloomfield Employee Handbook the City will provide reimbursement to employees for prescription type safety glasses and/or prescription "in the face piece types lenses for SCBA" per fiscal year.

If your eyes have been examined within the last 24 months you need only to obtain your current prescription from your doctor and acquire the prescribed eye wear.

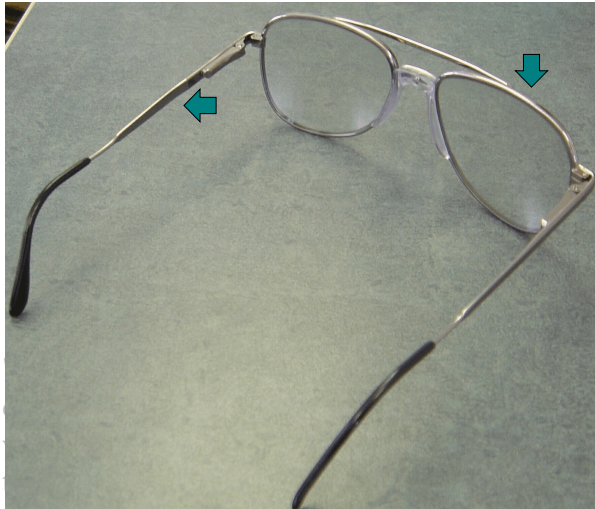
If your eyes have not been examined within the last 24 months, it will be necessary for you to have your eyes examined.

All eye examinations cost are the responsibility of the employee, not the City of Bloomfield. In order that reimbursement to the employee be granted such eye wear must meet ANSI standard

Z87.2. Prescription type glasses/eyewear that meet this standard are identified as follows:

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The manufacturer's monogram must be etched directly on the lens.

The marking Z87.2 must be marked on the earpiece of the frames.

Eyewear that does not display this marking will not be approved for reimbursement.

Safety glasses/eyewear purchased that require reimbursement shall be displayed to the City of

Bloomfield Purchasing Agent to insure concurrence with this policy prior to any reimbursement taking place.

Special Jobs
Special jobs exist that may require additional or special eye protection. Some of these include but are not limited to working in oils, chemicals, irritants, dust, body fluids or other materials that are harmful to human tissue or skin. Each special job shall be evaluated by the Supervisor on a job by job basis to determine the need for special eye wear. Jobs requiring safety glasses, goggles or shields are identified elsewhere in this manual.

FOOTWEAR
The City of Bloomfield does not constitute endorsement, recommendation, or favoring by the City of Bloomfield."

It is the intent of the City to minimize the potential for foot injuries to all employees as stated in CFR 1926.96.

All employees must wear protective footwear when working in areas where foot injuries may result from:

- falling or rolling objects
- objects piercing the sole or
- the exposure of the employee's feet to electrical hazards

All personnel who regularly work in or whose job requires them to perform rescue operations, firefighting, hazardous materials operations, maintenance, construction or repair activities are required to wear footwear that are of substantial quality and material and approved for the activities they are used for. This policy shall apply to all employees of all departments engaged in said aforementioned activities.

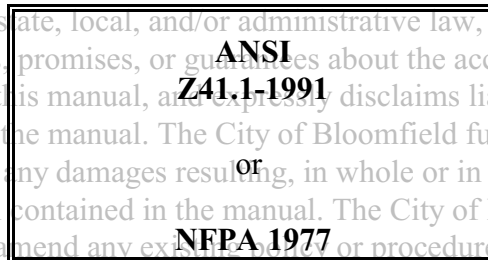
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Reimbursement

As provided by in the City of Bloomfield Employee handbook the City will provide reimbursement, to employees engaged in aforementioned activities, for steel toed shoes or boots.

In order that reimbursement to the employee be granted such footwear must meet ANSI standard Z41.1-1991 or NFPA 1977 and shall be constructed entirely of leather with the exception of the soles, eyelets and shoelaces. Shoes or boots with the outer layers constructed of synthetic material are not allowed. Shoes or boots that meet this standard must also be identified by a legible stamp on the inside quarter, shank or tongue of at least one of the shoes. An example of such a stamp is shown below.



Shoes that do not display this marking will not be approved for reimbursement. Shoes purchased that require reimbursement shall be displayed to the City of Bloomfield Purchasing Agent to insure compliance with this policy prior to any reimbursement taking place. The purchasing agent shall affix his/her signature along with the current date to the inside of the shoes or boots .

Firefighters provided by the City with NFPA type footwear approved by the Chief of the Fire Department shall not be eligible for said reimbursement. Special footwear not provided by the City for firefighters but required by the Chief shall be eligible for said reimbursement.

Special Jobs

Special jobs exist that do require employees to regularly enter process or maintenance areas of the work site. Some of these include but are not limited to working in oils or chemicals harmful to the human skin so rubber boots shall be worn. Other jobs such as jackhammering of concrete require additional foot protection such as steel toes, metatarsal guards and shin guards. Each special job shall be evaluated by the Supervisor on a job by job basis to determine the need for special footwear.

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Visitors

Visitors to the work site and employees whose jobs do not require them to regularly be exposed to construction, maintenance or repair sites or other sites that pose a hazard in regard to injury to the feet are not covered by this policy since their exposure is minimal. However, open toed shoes or high heels are still not to be worn by any individual in these restricted areas.

If a visitor or above mentioned employee is to spend extended periods of time or have continued repeated visits which require significant time in the hazard area must wear the proper footwear. The employee who is responsible for the visitor is also responsible for ensuring the visitor's proper footwear.

HAIR AND BEARDS

Workers with hair or beards that extend 1-1/8" or more from the head or face that work around open gears, belts, pulleys, and/or moving or rotating parts or machines and equipment or where a possibility exists of hair and beards being attracted to the same by charges of static or electricity, must wear hair nets and/or beard protectors.

Personnel expected to use self contained breathing apparatus shall not have hair that "breaks" the seal of the face piece.

HAND PROTECTION

Leather gloves must be worn when handling sharp or rough objects such as rough lumber, glass, sheet metal, etc.

Rubber gloves shall be worn when handling acids or caustics.

Latex or nitril gloves shall be worn by all personnel when handling or exposed to bloodborne pathogens. Latex or nitril gloves may be worn under leather gloves. Leather gloves exposed to bloodborne pathogens shall be disposed of properly.

HEARING PROTECTION

Approved hearing protective devices are required as needed in posted areas.

Visitors

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Visitors to the work site where hearing protection is required shall be supplied with hearing protection.

RESPIRATORY EQUIPMENT

It is the intent of the City to minimize the potential for respiratory injuries to all employees as stated in CFR 1910.134. Standard CFR 1910.134 shall be adhered to by all personnel engaged in the use of respiratory equipment.

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A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The City shall provide the respirators which are applicable and suitable for the purpose intended. The City shall be responsible for the establishment and maintenance of a respiratory protection program which shall include the requirements outlined in paragraph (c) of the Standard. The program shall cover each employee required to use a respirator.

The proper respiratory equipment shall be provided and used for the task to be accomplished. The supervisor shall determine the proper respiratory equipment required for each job or task. Although not inclusive the proper respiratory equipment shall be used during the following operations:

Sand blasting
Spray painting
Handling Lime

- Handling or in proximity to Aluminum Sulfate
- Handling or in proximity to HTH or granular chlorine
- Handling or in proximity to Chlorine-Liquid
- Handling or in proximity to Chlorine-Gas
- Handling or in proximity to granular chlorine
- Handling or in proximity to Hydrogen Sulfide
- Handling toxic Chemicals, Poisons, Corrosives, Caustics or Acids
- Entering any Oxygen deficient atmosphere
- Entering any area suspected of being hazardous or which may become hazardous

Self Contained Breathing Apparatus (S.C.B.A.) shall be inspected and tested at least once each week.

S.C.B.A. shall be maintained and overhauled as per the manufacturer's instructions.

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Hydrostatic test on cylinders shall be conducted as per the manufacturer's instructions.

All employees of the water plant, sewer plant, municipal operations center (maintenance) fire department expected to use S.C.B.A. shall be instructed in the use, care, inspection and maintenance of S.C.B.A. and shall demonstrate their competency in such. All employees shall be trained initially and receive annual refresher training.

When using breathing equipment employees shall work in pairs - **never alone.**

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Visitors materials are provided "as is" with no warranties of any kind, including implied, expressed, or statutory, and including but not limited to the operation of the equipment. Third party products, titles, responsibilities, firms for a particular purpose or freedom from computer virus, that such manual is in compliance with any applicable local, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of the manual. The City of Bloomfield further assumes no legal liability or responsibility for any damages resulting in whole or in part, from any viewer's use of or reliance upon the material contained in the manual. The City of Bloomfield reserves the right to change, update, revise or amend any existing policy or procedure contained in the manual without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice to viewers. Reference in the manual to any specific commercial product, process, or service, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the City of Bloomfield."

Visitors shall not be allowed in any area requiring the use of respiratory protection.

SAFETY OR HARD HATS

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets as provided in CFR 1926.100.

All personnel shall be issued and wear helmets for the protection against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.

Helmets for the head protection of employees exposed to high voltage electrical shock and burns shall meet the specifications contained in American National Standards Institute, Z89.2-1971.

In addition to the requirements of Standard CFR 1926.100 all employees will adhere to the following for utilizing hard hats or helmets.

- While engaged in repair, maintenance or construction work outside of any building.
- When engaged in work inside a building when such work entails the use of an overhead crane, hoist, chain fall, Com-a-Long and/or the suspension or elevating of any object. Hardhats will also be worn inside of buildings when personnel are placed in a position below a catwalk, grating, scaffolding or any situation that poses a threat to the safety of personnel.

Hardhats are not required by operators of heavy equipment unless the cab is of the open type.

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Hardhats are not required by operators of mowing machines.

Hardhats are not required to be worn during the operation of automotive vehicles such as cars, pickups and trucks.

Police Officers and Firefighters shall wear approved helmets issued to them whenever they enter a hazardous area or any area that may evolve into a hazardous situation. Police and Fire personnel shall adhere to specific departmental policy or standard operating procedures as set forth.

Office workers are excepted unless they enter a hazardous area or any area that may evolve into a hazardous area.

Hardhats shall be worn at all times in areas that have been designated or posted as requiring hardhats.

All hardhats and helmets shall be utilized in the manner prescribed by the manufacturer. All helmets and hardhats shall be worn with the suspension system installed and intact. The suspension system and/or shell shall in no way be modified.

Hardhats and helmets shall be worn squarely on top of the head and not allowed to ride down in the back, front or sides of the head.

Hardhats and helmets receiving a blow or being impacted by an object shall immediately be turned in to their Supervisor and replaced by an approved helmet or hardhat.

Hardhats shall be replaced as recommended by the manufacturer.

Visitors

Visitors shall be issued and wear approved hardhats while visiting any City related hazardous area.

All city buildings shall keep on hand a minimum of two (2) additional approved hardhats for the express purpose of issuing them to visitors.

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MATERIAL HANDLING

LIFTING

The NIOSH Lifting Equation 1993 shall be used as a guide to lifting.

In any event lifting of any object greater than 50 lbs. by a single individual is prohibited.

Employees are urged to use hand trucks or a buddy system whenever possible. Hand trucks or other approved devices shall be used for any item in excess of 50 lbs.

Do not attempt to lift a heavier weight than you can handle safely. Get help when needed. In lifting, keep your back straight and as nearly upright as possible. Lift with the strong leg muscles, not with the weaker muscles of the back and abdomen. Never lift when the body is in an awkward position, as when twisting or when footing is insecure.

The use of cranes, backhoes, loaders and other devices designed and used properly for the load anticipated is encouraged and shall be used for loads exceeding the weight of 50 lbs. or when such load is awkward, bulky and/or places the material handler in an unsafe position or compromises his/her personal safety or the safety of another.

Wear proper hand and feet protection when lifting objects.

Work Smarter, Not Harder. Use a buddy to help lift whenever possible.

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EQUIPMENT

GENERAL PRECAUTIONS

Riding tandem on any vehicle/equipment is forbidden unless such vehicle is designed for such use.

Riding in the rear of pickups or flatbed type truck is forbidden.

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Seatbelts shall be used at all times.

All vehicles and equipment where the operators field of vision is obscured (backhoes, loaders maintainers, dump trucks, fire apparatus etc.) shall be equipped with reverse or backup signal alarms. In instances where a reverse or backup signal is not provided a person designated to be the backup guard shall be utilized. The backup guard shall be in visual contact with the driver of the vehicle/equipment at all times and shall employ hand signals or voice communications between the driver and backup guard.

No equipment shall be overloaded - beyond the vehicles gross weight.

All operators shall be responsible that the equipment is in safe operating condition - the operator shall check his equipment before beginning each work day. No equipment shall be used that is found to be in an unsafe condition or is defective. Operators shall comply with the equipment manufacturers operation and maintenance manual.

Equipment shall not be left running unattended except for Fire and Police vehicles if locked or a "watch person" is provided.

BACKHOES AND LOADERS

No one shall ride in the bucket of any backhoe or loader.

No one shall be lifted in the bucket of a backhoe or loader.

When using chains for lifting - hardened hooks shall be used - do not hook chain on teeth.

CHIPPER / SHREDDER

It is the intent of this policy is to protect personnel against injury when engaged in work involving the chipper/shredder.

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In addition to following all rules posted and/or supplied with the machine the following shall be adhered to by all personnel.

1. All personnel will receive adequate training in the use of the chipper/shredder prior to operating said machine.
2. All safety rules and procedures posted on the machine shall be maintained in an legible manner.

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CRANES, HOISTS AND AERIAL DEVICES

When working around cranes, "keep from under" and be sure you are in the clear. Due caution shall be used when operating any crane, cherry picker or aerial device around electrical lines, at least 15 ft. shall be maintained between any crane, cherry picker or aerial device and any electrical line.

All such equipment must be visually inspected daily. At least monthly a full written, date and signed report of the condition of the entire crane shall be prepared. All such reports be kept on file.

Any worn or defective part shall be immediately be repaired or replaced.

The rated load shall be clearly marked on each side of the crane. All markings must legible from the ground.

The manufacturer's recommendations in regard to inspection and maintenance must be adhered to.

See CFR 1910.179.

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CROWBARS AND PRY BARS

When using crowbars, pinch bars, etc., be sure that you have them placed so that they cannot slip. When pulling down on them, keep your feet under you and extend your fingers so they will not be injured if the handle should slip.

ELECTRICAL

Repair of any electrical equipment or installation of any electrical equipment with the exception of 12/24 volt DC for automotive purposes, shall be conducted by a licensed electrician or qualified service person.

Keep all electric cords out of water.

Ground Fault Interrupters shall be used in all damp locations and as required by the National Electric Code.

All electric cords, equipment and tools shall be properly grounded. Never remove a ground plug.

All extension cords must be of type that are three (3) prong (separate ground).

Cords with ground plugs cut/broken/removed shall be destroyed.

HAND TOOLS

Use only the proper tools and be sure that they are in good condition. Files should not be used without handles. Hammers, axes, shovels, rakes, hoes and other similar types of tools shall not be used if the handles are loose, cracked or splintered. Keep all tools clean, free from oil and grease. Never carry sharp tools in your pockets. Keep a safe distance from the person next to you while using picks, axes, shovels, sledge hammers and similar tools.

JACK HAMMERS

Proper PPE shall be used when utilizing jack type hammers. This shall include eye and face protection and feet and leg protection.

JACKS

When using jacks, be sure that they cannot slip. Place them solidly and see that you are in the

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clear should the jack slip.

Always use shoring when jacking or lifting.

LADDERS

Never use a ladder that is defective in any respect. Ladders shall be inspected and tested as per the manufacturers recommendation.

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Before climbing a ladder, be sure the pawls or dogs are securely latched. Ladders shall be tied off or held by co-workers. Face the ladder when ascending or descending and use every rung. Materials such as tools, tackle, insulations, etc., shall be raised or lowered in a bucket or canvas bag so that both hands will be free to grasp the ladder. Ladders shall be set at 70 degrees. Ladders shall be used with the fly out. Never stand on the top of a stepladder. The top of a ladder should extend at least 3 ft. above the point of contact. Use caution when manipulating aluminum ladders so that they do not come in contact with electrical lines.

Only fiberglass ladders shall be used when performing any electrical installation, maintenance or repair, including the changing of light bulbs.

Proper fall protection shall be utilized.

MECHANICAL GUARDS

Mechanical guards have been provided to protect the worker from personal injury that might arise from moving machinery, burns from hot materials, falls from elevated positions and other causes. These guards are not to be removed except as authorized and shall be replaced immediately upon completion of repairs.

MOWERS

Mowers shall only be operated with all guards and safety devices in place.

Always remove the spark plug prior to removing or installing a blade on a mower.

PAVING BREAKERS AND TAMPERS

When using paving breaker, tamper etc., the operator must wear toe guards, shin guards, face shields and goggles. All other persons in the immediate area must wear goggles.

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POWER TOOLS

Use only tools and equipment which are in good conditions and only for the purpose for which they are intended. All tools and equipment shall be inspected at regular intervals and repaired as needed prior to their use.

Electric powered tools, with the exception of battery operated 12 volt DC, shall not be used in ditches or wet or damp locations.

Always wear a face shield and goggle when using any grinding wheel.

Always insure that the rated speed of grinding wheels exceed the maximum speed of the grinder.

Do not grind on the side of grinding wheel unless the wheel is designed for such use.

Inspect all grinding discs/wheels and cutting wheels prior to their use. Discs or wheels found to have cracks or splits or have been contaminated with chemicals shall be discarded.

On equipment equipped with tool rests, the tool rest shall be adjusted to a maximum of 1/8 inch from the wheel. Never adjust any tool rest while the wheel is in motion.

SAWS (power saws)

This shall apply to band saws, portable circular saws, radial arm saws, table saws, cut off saws, sliding type saws, rip saws.

When using stationary saws short sleeves shall be worn with hair securely pulled back

Read and understand all the instructions provided by the manufacturer of all power type tools.

All saws shall be properly grounded.

All stationary saws shall have a mechanism to prevent unwanted starts and/or unauthorized use.

Never modify any switch.

Magnetic switches are recommended on fixed location saws.

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All guards shall remain in place and shall not be modified.

Inspect saw for cracks in housing, poor condition of electrical cords, proper operation of switches, proper operation of guards and blade retaining devices are tight. Repair as may be required.

Saws designed for a fixed location must be securely anchored to prevent walking.

Tension band saws to proper tension as recommended by the manufacturer.

Use the proper blade for the operation and material used.

Unplug saws from electrical power prior to changing or modifying the blade or making any modifications to the saw that will bring you into close proximity to the blade or other moving part.

Radial arm saws shall only be used for crosscutting NEVER ripping of material.

Wobble type blades (dado) shall not be used.

WINCHES
Do not operate or permit to be operated any winch in an unsafe manner. Do not stand near any cable under strain.

Only wire rope or cable rated for the load of the winch shall be used.

Wire rope or cable that is flattened or frayed shall be discarded.

Always lay a blanket over a winch cable. This will help to dampen any whipping effect if the cable should break.

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VEHICLES

DRIVER'S LICENSE

All operators of any city vehicle shall have a valid New Mexico operators (drivers) license, this license shall be of the appropriate classification for the vehicle being operated.

OBSERVANCE OF LAWS

Operators of vehicles shall observe all local, county and state traffic laws. Emergency vehicles are excepted as provided by law and/or department policy.

Seatbelts and/or shoulder harnesses shall be worn at all times by the operator and passengers.

DEFENSIVE DRIVING TYPE COURSE

All operators of any City vehicle shall have a valid Defensive Driving or Emergency Vehicle Operator card/certification which shall be renewed every three (3) years.

SAFE OPERATING CONDITION AND INSPECTION

All operators of city vehicles shall be responsible for insuring that said vehicle is in a safe working condition. Operation of unsafe vehicles is forbidden.

All vehicles shall be checked weekly or prior to use. A written record of the inspection shall be maintained by the department.

WARNING LIGHTS AND EQUIPMENT

All vehicles engaged in maintenance of streets, water, and sewer lines, installation of meters and any other duties that require said vehicle to be used on any public street or highway shall be equipped with a revolving or flashing light (Amber lens) attached to cab of vehicle. Such lights shall be visible 360 degrees around the vehicle. This light shall be operated at all times when the vehicle is being used to perform any duties in a street or right-of-way.

Police and Fire vehicles used to run "Code" or to request the right of way, block or inhibit traffic shall be equipped with appropriate warning lights and audible warning devices.

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OPERATIONS OF VEHICLES

A backup person or spotter shall be used anytime a vehicle is backed up. If a backup person or spotter is not available the operator of the vehicle shall walk completely around the vehicle prior to moving the vehicles.

All vehicles and equipment where the operators field of vision is obscured (backhoes, maintainers, dump trucks, fire apparatus etc.) shall be equipped with reverse or backup signal alarms. In instances where a reverse or backup signal is not provided a person designated to be the backup guard shall be utilized. The backup guard shall be in visual contact with the driver of the vehicle/equipment at all times and shall employ hand signals or voice communications between the driver and backup guard. Backup cameras are encouraged.

When pulling a vehicle forward and the operator's vision is impaired or limited to the point that he/she cannot clearly see any object in the path of travel the operator shall walk around the vehicle if a spotter is not available.

City vehicles shall not be driven by anyone except City employees (Volunteer Firefighters and Police Reservist are considered city employees). Exception: In the event of a dire emergency the person in charge may designate someone to drive or operate a city vehicle.

Employees shall not ride in the back, on the sides, in the front or tops of vehicles except in instances where a policy has been written and approved by the safety coordinator. (Note:

This action is necessary for certain operations such as re-loading large diameter fire hose.)

The picking up of hitch-hikers is forbidden.

EQUIPMENT TO BE MAINTAINED ON VEHICLES

All City Vehicles shall contain the following equipment and shall be maintained.

- An approved ten (10) unit First Aid Kit.
- An approved cartridge operated fire extinguisher with a minimum rating of 1A-10 BC.
- All vehicles shall have two-way VHF-FM radio or a cellular telephone.
- Jumper cables
- Tow strap
- Blanket
- Gloves
- Mat

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- Warning reflectors
- Shovel (military type or larger)
- Flashlight
- Camera (disposable will suffice)

SECURING LOADS and TRAILERS

All loads shall be adequately secured.

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Proper flagging and signs shall be required on any load that extends beyond the sides of rear end of a truck, trailer or tractor.

Trailers shall be secured to the vehicle with the proper sized ball and with safety chains in use. All lighting shall be hooked up and operational. All trailers requiring electric type brakes due to loading shall be used.

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CITY BUILDINGS

All City Buildings shall be subject to inspection by the fire department. Any violation of any applicable Municipal Code (fire, building, electric, etc.) or Safety Policy and Procedure shall be recorded, these violations shall be immediately corrected.

Each municipal structure shall have the following safety equipment:

1. Fire extinguishers (type and size to be determined by fire department).
2. First Aid Station - with a 24 unit First Aid Kit, and eyewash.
3. Fire Blanket.
4. Provisions for running water.
5. Telephone, cellular telephone and/or two-way VHF-FM radio.

GENERAL RULES

- All doors shall be kept closed at night or when the building is not in use, this is to limit the spread of fire if such should occur.
- Good housekeeping shall be incorporated using the International Fire Code as a standard.
- Oil soaked rags shall be placed in a self-closing metal container and disposed of as soon as possible.

Paint, solvents, etc. shall be stored in an approved metal containers.

Flammable liquid storage shall be in accordance with the International Fire Code. All combustibile and flammable liquids shall be kept in an approved safety can.

Storage of combustibile and flammable liquids containers including paints, solvents, fuel etc. shall be kept in approved paint cabinets.

Do not leave tools or other articles on steps, elevated walks, or platforms. They may cause an employee to fall or may become dislodged and fall on someone passing below.

Do not block any exit or means of egress.

All required exits shall never be inoperable from the inside.

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Repair or replace any Exit sign or emergency lighting.

Do not exceed posted occupancy load requirements.

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OPERATIONS

CHLORINE HANDLING

Exhaust fans shall be turned on prior to entering any area containing chlorine or sodium bisulphite, metering, feeding or injection system.

Employees shall be familiar with MSDS for chlorine and sodium bisulphite and the inherent risks associated with such. All precautions provided by the MSDS shall be adhered to. Proper PPE shall be used at all times.

When unloading or loading cylinders or handling chlorine or sodium bisulphite two (2) persons shall be present. One person shall be outside the hazard area and shall as the safety person or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or guarantees about the accuracy, completeness, or

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When changing chlorine cylinders or working on any system used for the dispensing or injecting of chlorine entry personnel shall don S.C.B.A. and the proper protective clothing. A standby crew equal in number to the entry crew shall be equipped with S.C.B.A. and the proper protective clothing and be ready to enter the area should the entry crew become disabled.

Any suspected leaks shall be reported at once to the Fire Department before entering the hazardous area.

A wrench capable of turning chlorine cylinder valves off shall be easily accessible.

Bottles of ammonia shall be readily available for the detections of chlorine leaks

In the event of a chlorine or sulfur dioxide emergency the City of Bloomfield Chlorine Emergency Response Plan shall be adhered to.

Employees shall completely familiarize themselves and adhere to the precautions contained within the Material Safety Data Sheets for chlorine.

KEEP chlorine areas clear of any debris.

KEEP empty cylinder valves closed.

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CONFINED SPACES

It is the intent of this policy and procedure to protect personnel against hazards associated with oxygen-deficient, toxic, combustible/flammable atmospheres or other hazards within enclosed and/or confined spaces as stated in CRF 1910.146.

A confined space:

• Has limited or restricted means of entry or exit.
• Is large enough for an employee to enter and perform assigned work, and
• Is not designed for continuous occupancy by the employee.

These spaces may include, but are not limited to, underground vaults, tanks, storage bins, pits and diked areas, vessels, silos, sewers, manholes and pump houses.

A permit-required confined space is one that meets the definition of a confined space and has one or more of these characteristics:

1. Contains or has the potential to contain a hazardous atmosphere,
2. Contains a material that has the potential for engulfing the entrant,
3. Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section, and/or
4. Contains any other recognized serious safety or health hazards.

Confined Spaces shall include but are not limited to pits, sewer manholes, pump houses, etc.

Condition For Entry Into Confined Spaces

The confined space must be thoroughly cleaned and decontaminated to place it in a safe condition prior to entry.

All connecting lines (liquid, steam or electrical) to the confined space must be physically disconnected, or turned off locked and tagged or blinded.

All power-driven electrical equipment internal to the area (pumps, etc.) except exhaust fans shall be locked-out or the breaker disconnected in accordance with the City's Lock Out Tag Out policy/procedure.

An independent fresh air ventilation system must be provided and be in operation for

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all vessel entry.

IN ALL CASES, the atmosphere inside the confined space must be checked for and continually monitored for explosive, oxygen-deficiency and toxic vapors. The inside work atmosphere must meet the following criteria:

Explosivity - -Zero (0).

Oxygen-Deficiency- A minimum of 19.5% v of oxygen.

Toxicity - Below applicable threshold limit values (TLV) or permissible exposure limits (OEL), whichever is lower.

The area shall be continually monitored for explosivity, oxygen deficiency and toxic vapor.

A standby person (hole watch) shall be required when persons are entering confined spaces. The hole watch shall be instructed by the supervisor of the personnel entering the vessel and shall be familiar with the "Hole Watch" instructions.

Electrically driven tools may not be used inside confined spaces unless specifically authorized by the Supervisor of the Department.

Lighting shall be limited to 12 volts maximum. All lighting in an explosive type atmosphere must be intrinsically safe.

All communication devices or other electrical equipment in the confined space must be intrinsically safe.

Pneumatic-driven tools shall be powered only by air. Use of any other compressed gas can cause extreme hazard of fire or suffocation.

Minimum Oxygen Requirements

Work planning and preparations shall insure that a minimum oxygen content of 19.5% v is achieved and sustained prior to authorizing entry. Entry will not be permitted into a vessel or confined space containing less than 19.5% v oxygen, with two exceptions, as follows:

EMERGENCY RESCUE: Entry for emergency rescue of personnel will be permitted

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regardless of oxygen content, providing that the person entering the vessel wears air-supplied breathing apparatus and a life-line and additional trained personnel are immediately available and prepared to assist. A standby person shall not enter a confined space until help has arrived.

SPECIAL TASKS: Entry may be permitted into oxygen deficient or alien atmospheres for special tasks with appropriate advanced planning and Safety Department approval. For such planned entry into oxygen deficient or alien atmospheres, a contractor who specialized in such work should be employed. In addition to the "Conditions for Entry" outlined previously, minimum planning shall also include a joint meeting prior to starting the job between the City of Bloomfield department(s) requiring said work, Safety and the contractor. In addition to all normal approvals, the entry permit shall also be signed by the City Safety Officer.

The persons entering the vessel must wear air-supplied breathing apparatus, appropriate protective clothing or suits and a lifeline. Standby personnel shall include at least one person wearing the appropriate respirators and equipment, ready to execute a pre-planned rescue.

Protection From Materials

In some cases, it may be necessary to enter vessels or confined spaces that are not completely cleaned or purged of all materials, even though sufficient oxygen level has been achieved and insured. In these cases, entry will be permitted provided the "Conditions for Entry" previously outlined are followed, coupled with protective equipment appropriate for the situation. The respiratory protection and other protective equipment required (such as rubber suits, gloves, boots, goggles, etc.) will be specified on the Permit, and will be based on the following guidelines:

Protective clothing shall be worn if irritation to the skin is possible.

Protective clothing shall be utilized if blood borne pathogens, human waste or other contaminants are present or is anticipated.

Appropriate respirators shall be worn when vapors or dusts may be irritation to the eyes or respiratory system or when present in excess of the permissible exposure limits or when such material may be encountered during the course of the work.

A standby person will be required in all cases where respiratory protection is required. The standby person shall be supplied with equivalent protection.

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Special Procedures For Entry Permits

Entry permits will be issued in accordance with set policies, after the appropriate conditions for entry defined in this order have been met. Further, the following special procedures will be followed:

A copy of the permit will be posted at the job site in a special plastic envelope provided for that purpose.

A copy of the permit will be provided to the Safety Department.

When an approved entry permit has been issued and posted, employees and contractor employees may enter. However, a representative from each contractor or City of Bloomfield department that enters the area must sign in and sign off the posted white copy of the permit in the space provided. "Signing In" means that employees of a particular City of Bloomfield department or contract firm are implementing work inside the vessel. "Signing Off" means that the work of that department or firm is complete and that employees of that department or firm are out of the vessel.

"Closing Out" of an entry permit will be as follows:

a. The City of Bloomfield Supervisor responsible for the job shall check that all maintenance personnel (contract and City) have completed their tasks, exited the area and signed-off the entry permit. The City Supervisor shall advise the Safety supervisor that all maintenance responsibilities have been fulfilled and complete the job closeout area of the white copy with name, date and time, indicating that all maintenance work is complete.

- b. The Supervisor shall close out the entry permit by removing the white and yellow copies of the entry permit and by advising the appropriate persons. Both copies of the permit should be forwarded to the Safety Department for retention with the blue copy.

Standby ("Hole Watch") Instructions

You should be thoroughly familiar with the following duties when you assume the responsibilities of Standby for persons working inside a vessel or confined space.

Your primary responsibilities are:

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The safety of personnel working in the vessel or confined space.

Maintaining the conditions and requirements listed on the fire and safety permit.

Continually monitor the atmosphere of the space including oxygen levels, toxic substance levels and combustible/flammable levels.

Evacuating the space if you observe any condition which you consider hazardous.

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Get help if an emergency develops-NEVER ATTEMPT TO ENTER THE VESSEL OR CONFINED SPACE, EVEN IN AN EMERGENCY, UNTIL HELP HAS ARRIVED and ONLY IF YOU ARE PROPERLY TRAINED AND EQUIPPED.

The circumstances and conditions of the job will determine the safety requirements and what your standby duties are. However, the following duties are basic to all jobs.

Do not leave your assignment while personnel are inside the vessel or confined space (the only exception is to get help in an emergency). If other duties require you to leave your standby assignment, have all personnel evacuate the space.

If you have any questions regarding the job, check with your Supervisor.

BE ON THE ALERT. Try to anticipate and prevent any conditions that would be hazardous.

Prevent the fouling of air lines and/or lifelines (when required).

If you are required to have respiratory equipment or lifelines available, be certain that you know how to use this equipment.

Be equipped with a two way radio capable of summoning help directly from the Communications Center or be equipped with a Cellular telephone or land line telephone.

Upon completion of the job, clean and return all special equipment to its original location.

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FUELING of VEHICLES/EQUIPMENT

The following procedures will be adhered to by all employees during the fueling of vehicles and equipment.

- Extinguish all smoking material, matches and lighters prior to entering fuel dispensing area.

Smoking or the use of open flames or unapproved lights is prohibited during any fueling operation.

Shut off engine.

Allow sufficient time for engines to cool (5 minutes minimum) when engines are adjacent to fuel tanks such as the case with lawn mowers, generators, etc., or

If fueling cans, remove the can from the vehicle and place on ground (this will allow the can to be grounded and lessen the chance of static electricity causing a fire). Under no circumstances should cans be left in or on the vehicle. Insure that the fueling nozzle is in contact with the metal of the fuel can, this insures proper grounding.

ONLY APPROVED SAFETY CAN WITH A SELF CLOSING LID SHALL BE USED.

- Refuel vehicle/equipment. Do not use any device "to lock" or "hold open" the nozzle except for approved devices installed on the nozzle.
- Stay in attendance during the fueling operation.
- Do not use cellular telephones, 2 way radios or other electronic equipment while fueling.
- Shut off dispenser (pump) and place the nozzle back in its bracket, insure delivery hose is placed back in hanging rack. Hoses shall not be allowed to lay in a manner that will subject them to vehicular traffic.

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In the EVENT OF FIRE

- Contact the Fire Dispatcher by radio or telephone (911) them of the situation. The Dispatcher will notify the fire department.
- You may attempt to shut off the pumps and/or move the vehicle involved BUT you should attempt this ONLY if you are not placing yourself in danger and such action WILL NOT delay notification of the Dispatcher

"Although reasonable efforts have been made to ensure the accuracy, reliability and completeness

of the policies Utilize fire extinguisher & attempt to extinguish fire only if you can safely do so.

warranties of DO NOT place your personal safety in jeopardy. and including but not limited to the warranties of non-infringement of third party rights, title, merchantability, fitness for a

particular purpose. If the fire is out of control or escalates out of control move a safe distance (200 ft.

OSHA or any minimum) and wait for arrival of fire apparatus. law, rule, or standard. The City of

Bloomfield makes no claims, promises, or guarantees about the accuracy, completeness, or

IN the EVENT OF A FUEL SPILL - NO FIRE, expressly disclaims liability for errors and

omissions in the contents of the manual. The City of Bloomfield further assumes no legal

If the spill is substantial enough to warrant your concern. whole or in part, from any viewer's use of

or reliance upon the material contained in the manual. The City of Bloomfield reserves the right

to change, update, or replace the existing policies and/or procedure contained in the manual

without notice. will notify the fire department. new policies and/or procedures at any time without

notice to viewers. Reference in the manual to any specific commercial product, process, or

service, or the You may attempt to shut off the pumps ONLY if you are not placing yourself in

of the public, danger & such action WILL NOT delay notification of the Dispatcher. the City of

Bloomfield."

- DO NOT attempt to start or move the vehicle/equipment.
- Move a safe distance from the area (200 ft. minimum) and wait for arrival of fire apparatus.
- DO NOT discharge the dry chemical extinguisher on the fuel unless a fire occurs. The dry chemical will not prevent ignition.

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LOCK OUT / TAG OUT PROCEDURES

It is the intent of the City to control of hazardous energy activities in such a manner that minimizes employee exposure to hazards as stated in CFR 1910.147

General

It is the purpose of this order to define those procedures necessary to assure the safe lockout and/or tagout of equipment found to be defective and not in safe operating condition; and to assure the safe lockout and/or tagout of equipment prior to maintenance work. These procedures are mandatory and considered the minimum of protective measures to be utilized. Special situations where the "locking out" prior to work is not possible are defined in the Special Considerations of the policy/procedure.

Definitions

Equipment: any engine, pump, motor, compressor, piping, vehicle, etc.

Energy source: any source of electrical, mechanical, hydraulic, pneumatic, or other energy that will cause movement of mechanical parts of equipment.

Energy Isolating Device: a mechanical device that physically prevents the transmission of energy to a piece of equipment. (electrical breaker, switch, valve, gas shutoff, isolation blind, etc.)

NOTE: start/stop stations are not an "Energy Isolation Device".

Process Source: any hazardous liquid, chemical, gas, or other material that could be released to the atmosphere or any other undesirable location.

Process Isolating Device: any mechanical device that physically prevents the release of a product source to the atmosphere or other undesirable area. (i.e. valve, isolation blind, gas shutoff, etc.)

Lockout: the placement of a positive lock mechanism ensuring that the "Energy Isolating Device" and the equipment controlled cannot be operated until the lockout device is removed.

Tagout: the placement of a tag on a "Process Source" to indicate that the "Process Isolating Device" and equipment may not be operated until the tagout is removed.

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Training

It shall be the responsibility of the Supervisor to ensure employees are informed of the requirements for compliance with this order and that each employee is properly trained in methods of safe operation and lockout/tagout of equipment.

Supervisors shall conduct periodic audits of work in progress to assure strict compliance.

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Tags used to comply with this order shall be uniform as approved by the Safety Coordinator.

Lockout / Tagout Identification
All padlocks used to comply with this order will be color coded by department as follows:
Yellow - Waste Water Plant
Blue - Water Plant
Green - MOC
Purple - Parks
Red - Safety/Fire Department
White - Contractors

Identification of Electrical Equipment
The maintenance department shall be responsible for labeling all electrical equipment so the disconnect/breaker and its companion equipment can be identified. Identification labeling shall be in accordance with the following:

A. Breakers, Disconnects, etc

1. Current Identified (AC or DC)
2. Voltage
3. Service Type
4. Equipment Number

B. Start/ Stop Devices

1. Equipment Number
2. Service Type

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Purchase and Maintenance of Equipment

The user and maintenance departments shall have the joint responsibility to specify, install and maintain equipment which may be locked out in accordance with this order.

Danger Tag Procedures

Any equipment found to be defective, malfunctioning or other wise in an unsafe condition shall be tagged with a danger tag, the person applying the tag shall sign it, date it and state the cause for placement of the tag.

Only the person placing the danger tag shall have the authority to remove such tag and only after the equipment is rendered safe.

Lockout Procedures

Any equipment found to be defective and/or in need of maintenance shall be rendered inoperable in the following manner:

1. Shut down and prepare equipment for maintenance.
2. If the equipment is electrical, rotating reciprocating or otherwise has moving mechanical parts, locate and secure the appropriate "Energy Isolating Devices" and attach the "Multiple Padlock Attachment" and the appropriate padlock.

- a. on electrical equipment this will include locking out of the breaker and returning to the equipment to try field mounted start/stop devices to verify the proper breaker was pulled and the equipment disabled.
- b. on mechanical, pneumatic, steam, and hydraulic equipment this will include locking out of the energy isolating devices (i.e. valves) and verifying total release of any stored or residual energy by opening bleeders and verifying complete depressurization. (chain or other similar item may be required to accomplish this step).
- c. on vehicles, tractors, etc. this will include the removing of the key and/or other starting device.

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3. Locate and Isolate all "Process Isolation Devices and tag each with a signed and dated Do No Operate Tag. De-pressure and otherwise prepare equipment for maintenance.

STOP ! Inspect the job site with the workman to positively identify the equipment and the safety measures taken to isolate the equipment.

The Operations Lockout and/or Tagout shall remain attached to the "Energy Isolating Devices" and although reasonable efforts have been made to ensure the accuracy, reliability and completeness of the policies and procedures found in the manual, all materials are provided "as is" with no "Process Isolation Devices" until all maintenance work is complete. Each workman shall remove only their own padlock and tags when they have completed the job, have been reassigned to other duties, or have completed their work shift.

Re-Energizing Procedure

1. The operator of the equipment in question shall perform an on-site audit of the work area to be certain all equipment components are operationally intact, all maintenance padlocks, tags and non-essential items have been removed. If a problem is discovered which would effect safe operation of the equipment, the problem shall be corrected before the operator's padlock is removed.

2. If the equipment is found to be in satisfactory operating condition, the operations padlock, tags and "Multiple Padlock Attachment" may be removed and the equipment put back in service.

Special Considerations

- A. Disabling Equipment by Pulling Fuses, Wiring, etc.

Work involving the opening of energized electrical (greater than 12 volts) equipment for the purpose of pulling fuses, disconnecting wiring, etc., shall be the sole responsibility of an electrician. Once the circuits have been disabled, the lockout procedures defined by this order shall apply.

- B. Equipment Requiring Special Isolation Procedures

Equipment that has special isolation procedures, wiring configuration, automatic start

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mechanisms or other items that would present potential safety hazards or variations in this Lockout/Tagout procedure will be identified and clearly labeled by the maintenance department to identify such differences.

C. Trouble Shooting Equipment, Motors, circuits, etc.

When circuits must be energized or equipment operating for the purpose of trouble shooting or minor equipment adjustments, the padlock and the "Multiple Padlock Attachments" may not be required. However, signed and dated "Do Not Operate" tags must be placed on the circuit breaker, "Energy Isolation" devices, and all remote operation stations by both the operator and the workman.

Close communication must be maintained between the operator and workman for the duration of the project. Trouble shooting must be clearly indicated on the permit and the "Do Not Operate" tags.

D. Energy Isolating Devices That Cannot be Locked Out.

If an Energy Isolating Device is not capable of being Locked out the Tagout procedure must be followed and notification made to the supervisor of the deficiency.

E. Blinding of Open Equipment

If any equipment, piping, etc., is to be left open to the atmosphere past the shift in which it was opened and will be unattended it must be blinded or otherwise isolated.

F. Stored Energy

After application of a lockout/tagout all stored or residual energy must be relieved, dissipated, restrained, or disconnected rendering the equipment safe, If there is a possibility of re-accumulation of stored energy to a dangerous level, verification of isolation shall continue until repair, or servicing is completed.

J. Special Lockout/Tagout Removal Procedure

If a Lockout/Tagout (other than operations) has been mistakenly left on any equipment and there is a need to re-energize the equipment, the following procedure shall apply:

It shall be the sole responsibility of the supervisor directly responsible for the workman to conduct an investigation to determine beyond a doubt that it is safe to energize the

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equipment.

Such an investigation shall include contacting the workman by phone or in person and/or by verifying the workman is not present at the work site. The responsible supervisor shall communicate the investigation results to the supervisor.

Only the responsible supervisor may remove the lockout/tagout. **THIS RESPONSIBILITY CAN NOT BE DELEGATED.**

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WORKING IN TRENCHES, DITCHES and EXCAVATIONS. It is the intent of the City to conduct excavation/trenching activities in such a manner that minimizes employee exposure to hazards as stated in CFR 1926.650.

OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or **Training** about the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of the manual. The City of Bloomfield further disclaims any liability for use of or reliance upon the material contained in the manual. The City of Bloomfield reserves the right to change, update, revise or amend any existing policies or procedure contained in the manual without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice to viewers. Supervisors shall insure that excavation activities are coordinated, communicated, and conducted in accordance with the provisions of this section and other regulatory requirements.

All persons engaged in the work in or around excavations, trenches or ditches shall have received proper training. At least one person of each crew shall be certified as a Competent Person. **Procedures** Supervisors shall insure that excavation activities are coordinated, communicated, and conducted in accordance with the provisions of this section and other regulatory requirements. Bloomfield." Prior to excavating, the estimated location of any underground installations that reasonably may be expected to be encountered during excavation work, shall be determined.

- Call the participating "one call" center in the area of the excavation, if applicable. The number is:
1-800-321-2537 (1-800-321-ALERT).
- All surface encumbrances that create a hazard to employees shall be removed or supported, as necessary.
- All excavations over 20 feet in depth shall be designed by a person who is registered as a professional engineer in the State of New Mexico.
- Excavations that are to be left unguarded shall be barricaded in a manner that is appropriate considering location and conditions of excavation.

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- All excavations shall be adequately marked with barrels, flagging and barricades and shall be adequately lit with warning lights.
- Employees in an excavation shall be protected from cave-ins by an adequate protective system(s) except when:
- Excavations are made entirely in stable rock.

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- Excavations less than 5 feet in depth shall be examined by a Competent Person provides no indication of a potential cave-in. "as is" with no warranties of any kind, including implied, expressed, or statutory, and including but not limited to the warranties of fitness for a particular purpose, merchantability, fitness for a particular purpose, or any other warranties that may be provided by OSHA or any other regulatory agency.
- Adequate protective systems consist of sloping, shoring and shielding.
- Soils classification by a Competent Person, (three categories: type A, type B, and type C) is required when selecting protective system(s) to be used.
- All manufactured protective systems or tabulated data shall be approved by a registered (any state) professional engineer.
- Spoil, materials and equipment will be stored a minimum of 2 feet from the sides of the excavation and shall not impede the means of egress from excavations.
- Adequate protection shall be provided to protect employees from loose rock or soil, materials and equipment that could pose a hazard by falling or rolling into the excavation.

- Excavations, the adjacent areas, and the protective systems shall be inspected by a Competent Person prior to start of work and as needed throughout the work period.
- Where the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.
- Take added precautions to prevent slides or cave-ins when excavating next to back filled excavations or where vibrations from railroads, vehicular traffic, the operations of machinery such as backhoes, etc., could subject the excavation to a slide or cave in.
- Always work in teams - never enter a excavation, trench, ditch, hole or other

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confined space without other trained workers present.

- Stop excavation activities if anyone (non-employees) needs to approach the site, continue only after the person(s) leaves.
- Personal protective clothing and equipment shall be utilized.
- Two-way radios or telephones shall be available while working.

Test all excavations, trenches, confined spaces with a meter capable of testing oxygen deficiency, toxic atmospheres, combustibles atmospheres, flammable atmospheres prior to entering. When necessary utilize proper protective equipment including Self Contained Breathing Apparatus or Air Supplied Respirators prior to entering the area.

A stairway, ladder, ramp or other safe means of egress shall be located in, or excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

Methods used solely by employees as a means of access or egress from excavations shall be approved by a Competent Person.

Adequate precautions shall be taken to protect employees working in excavations, against the hazards posed by water accumulation.

Use caution when exiting any excavation, etc. to insure that you do not step into traffic.

- The Competent Person shall have authorization to take prompt corrective measures to eliminate any hazard.

Marking of Trenches/Ditches

All trenches shall be barricaded and lighted in such a manner so as to prevent vehicles and persons from inadvertently entering said ditch. All barricades and lighting shall be clearly visible.

WELDING OPERATIONS

It shall be the duty of each person engaged in welding to see that the arc is guarded as to protect the eyes of other workers in the vicinity.

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Approved hoods or goggles with the proper shade lens shall be used by all persons performing or assisting in a welding or cutting process. When grinding, both a face shield and goggles shall be worn.

Personnel shall plug their ears when doing overhead welding or cutting.

Leather gloves shall be worn during welding or cutting operations.

Only cotton or flame resistant clothing shall be worn during any welding or cutting operation. Clothing around the wrist, chest, neck and ankles shall be fastened. Clothing and gloves shall be free from oil or grease.

Contact lens shall not be worn during any welding operation.

Matches and lighters must be removed from clothing prior to any welding or cutting operation.

Proper and adequate ventilation shall be provided while welding or cutting in confined areas or while brazing, cutting or welding any zinc, brass, bronze, galvanized, lead-coated or other toxic materials. Appropriate respirators shall be utilized.

Ventilation

General Precautions

Valves on acetylene and oxygen cylinders shall be closed when not in use or when empty. No oil or grease shall be used on oxygen valves or near oxygen cylinders, hoses or appliances.

Acetylene cylinders shall be stored or used in a vertical position.

All compressed gas cylinders shall be properly secured.

All acetylene hoses shall be equipped with an in-line flash arrester.

Take care to protect all oxygen and acetylene hose from physical damage.

Where hose cross walkways they shall be either hung under the walkway or hung above the walkway.

Cutting and/or welding on sealed containers such as barrels is forbidden.

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Cutting and/or welding of any tank or reservoir that contains or is suspected of containing or having contained any flammable liquid is forbidden without first being properly cleaned, steamed and sniffed by a gas meter.

Welding or cutting in dusty areas is not permitted until properly ventilated.

An approved fire extinguisher shall be in the immediate area when any welding and/or cutting operation is in process.

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Check the perimeter and adjacent areas that welding or cutting operations are to take place in order to prevent ignition.

When welding or cutting on elevated positions protection shall be provided to prevent falling hot slag and debris from falling on to persons or combustibles.

Used rods shall be disposed of in metal containers used only for that purpose.

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HAZARD COMMUNICATION PROGRAM

Policy and Purpose

It is the policy and purpose the City of Bloomfield hereinafter referred to as the COB or City to enhance our employees health and safety through this policy and procedure known as the Hazard Communication Program.

As a municipality we intend to provide information about chemical hazards and other hazardous substances, and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling and disposal, Material Data Safety Sheets (MSDS) and training in compliance with CFR 1910.1200.

This program applies to all employees. The following describes the program including policies and procedures.

Review of Need of Chemicals.

All departments of the City will review the need to purchase any substance or material deemed hazardous. Unneeded items will not be purchased nor maintained on City property.

Labeling

Material received at **City of Bloomfield** shall be properly labeled. Labels shall be in English. If labels are not provided, the supplier shall be contacted to get the specific labels. Information contained on labels must not conflict with federal, state or local laws and/or regulations in labeling requirements. These labels should provide the following information:

- Identity of the chemical products or substance in the container.
- Hazard warnings.
- Name and address of the manufacturer or other responsible party.

The labels must not be removed and will be replaced if illegible.

All containers of chemical products, including laboratory bottles, solvent cans and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liters), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use," which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is

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transferred, are exempt from the labeling procedures described above.

In storage areas where similar chemical products are stored, signs or placards will be posted to identify the material and transmit the required information in lieu of individual container labels.

If any materials are to be transferred from a storage tank or container through a pipeline, labels with the required information will be affixed to the line at the discharge point (valve). [Although the law does not require this, it makes sense to provide this.]

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It is the policy of the City that no container of hazardous substances will be released for use until the supervisor verifies the following information:

- Identity of the chemical products or substance in the container.
- Hazard warnings.
- Name and address of the manufacturer or other responsible party.

Material Safety Data Sheets (MSDS)

Supervisors of each department will insure that copies of MSDS for all hazardous substances to which employees of the City may be exposed will be kept maintained in the following locations:
Bloomfield."

- The Human Resources office.
- Each department in which a specific MSDS is applicable to that department.
- The fire department.
- The safety department.

In addition a copy of these MSDS will be made available to all employees.

Each supervisor will review incoming MSDS for new and significant health and safety information. Supervisors will see that any new information is distributed to the affected employees and the aforementioned locations..

MSDS will be reviewed for completeness once per year, if not more often, by each supervisor and a date of review will be noted. If a MSDS is missing or incomplete a new MSDS will be requested within seven days, in writing from the manufacturer.

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MSDS must be available for all employees to review.

Employee Information and Training

Employees are to attend a health and safety orientation by their department supervisor, prior to beginning employment or a new position for information and training on:

- An overview of the requirements contained in the Hazards Communication Regulation, including their rights under the regulation.
 - Inform employees of any operations in their work area where hazardous substances are present and identify those substances.
 - Location and availability of the written hazard communication program.
 - Location and availability of the MSDS's.
 - Physical and health effects of the hazardous substances to which they may be exposed.
 - Methods and observation techniques used to determine the presence or release of hazardous substances in the work place.
 - How to lessen or prevent exposure to these hazardous substances through use of proper work practices and personal protective equipment.
 - Emergency and first aid procedures to follow if employees are exposed to a hazardous substance.
 - How to read labels and review MSDS to obtain appropriate hazard information.
- When new hazardous substances are introduced the supervisor will review these items with all employees affected.

List of Hazardous Substances

Since the City is not a chemical manufacturer, importer or distributor, **City of Bloomfield** is not required to assess the hazards or evaluate chemicals. The City shall maintain a list of all the chemical products used at each site. The City shall always evaluate to the best of it's ability the potential health exposure of a particular chemical product before deciding to use it.

The City will provide a system under which the Purchasing Department will obtain MSDS's from all suppliers of chemical products. This system includes the following:

- A. Sending form letters to suppliers requesting information/MSDS's.
- B. A flagging system to ensure that MSDS's are received and kept current.
- C. Maintenance of MSDS files that would be available to employees, their representatives,

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local jurisdictional authorities and health or medical officers as required by the regulations.

- D. A purchase requisition noting that the proper labels are either to be attached to all containers received, or to be sent with the order, and that the supplier certifies that all MSDS and labels comply with the standard.

A master list of hazardous chemicals will be maintained for reference in the operation Human Resource office. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled, and a MSDS obtained before receiving material at **City of Bloomfield**. [It is suggested that all MSDS's be kept even though the product is no longer used.]

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous, non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his/her supervisor about hazards to which he/she may be exposed.

This information will include:

- Specific hazards.
- Protective equipment and safety measures which must be utilized.
- Measures the City has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

Outside Contractors

To ensure that outside contractors work safely on City jobs, it is the responsibility of the person who established the relationship via contract or purchase order to provide the following information.*

- Hazardous substances to which they may be exposed on the job site.
- Precautions their employees may take to lessen the possibility of exposure by usage of proper protective measures.
- A copy of the City's hazardous communication program.

The person who established this relationship with an outside contractor must obtain a copy of the contractor's hazardous communication program.

All requirements must be met prior to commencement of project

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Disposal of Hazardous Materials

To dispose of any hazardous materials each department must take the following steps:

1. The using department shall collect excess hazardous waste in appropriate containers.
2. The using department will identify by chemical name the amount, concentration and hazard class of the hazardous materials in each container.

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3. The materials shall be collected in a centralized location and properly stored pending disposal.
4. At least once each quarter a list of excess Hazardous Materials will be compiled and reviewed by a licensed Hazardous Waste contractor. The contractor will review the materials and determine what items, if any, the City can dispose of themselves in a safe, legal and environmental sensitive manner.
5. Small spills (less than 5 gallons) shall be cleaned up by each respective department, if within their expertise, utilizing the appropriate personal protective equipment and transported to the Hazardous Waste Collection site for proper disposal.
6. Large spills will be handled a company trained and equipped in such operations.

Reporting Procedures

The City of Bloomfield will comply with all local, State and Federal Right to Know reporting requirements including but not limited to reporting reportable quantities of material to the local fire department, Local Emergency Planning Committee and State of New Mexico.

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INFECTIOUS DISEASE CONTROL PROGRAM

Purpose

To provide minimum criteria for Control of Infectious Diseases to which City personnel are exposed in the course of employment and to be in compliance with State and Federal O.S.H.A. Regulations as required by 29 CFR Part 1910.1030.

General Although reasonable efforts have been made to ensure the accuracy, reliability and completeness of the policies and procedures found in the manual, all materials are provided "as is" with no O.S.H.A. requires a written Exposure Control Plan for Bloodborne Pathogens and other potentially infectious materials. The plan must include: training and education, vaccination and testing, personal protective equipment, exposure reporting & training and medical record keeping.

Training and Education OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of Bloomfield makes no claims, promises, or warranties regarding the accuracy, completeness, or adequacy of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of the manual. Each department will conduct training and education programs for all personnel who are involved in emergency medical operations on patients with infectious diseases that pose a potential health risk.

Definitions The City of Bloomfield reserves the right to change, update, revise or amend any existing policy or procedure contained in the manual without notice to viewers, as well as to add, delete, modify, or amend any policies and/or procedures at any time without notice to viewers. Reference in the manual to any specific commercial product, process, or **Bloodborne Pathogens:** Means pathogenic microorganisms that are present in the human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Potentially Infectious Materials include: Semen, Vaginal Secretions, Cerebrospinal Fluid, Pleural Fluid, Pericardial Fluid, Peritoneal Fluid, Amniotic Fluid, any body fluid visibly contaminated with blood and all body fluid in situations where it is difficult or impossible to differentiate between body fluids.

They also include any unfixated tissue or organ other than intact skin from a human (living or dead) and Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) containing cell or tissue cultures.

Decontamination: Means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Exposure Incident: Means a specific Eye, Mouth, or Mucous Membrane, Non-intact skin, or

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Parenteral contact with blood or other infectious materials that results from the performance of an employee's duties

Infection Control Liaison: The person or persons within the department who is responsible for coordination efforts surrounding the investigation of an exposure. Each department shall designate a person to fill this position.

Parenteral: Means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment: Is specialized clothing or equipment worn by an employee for protection against a hazard.

General work clothes (e.g. uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste: Means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that could release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; containing sharps; pathological and microbiological wastes containing blood or other potentially infectious materials.

Exposures and Reporting Exposures

If any personnel sustain an exposure (as defined above), the exposed area shall be thoroughly washed immediately using water on mucosa; and soap and running water on skin surfaces. If soap and running water are not available, alcohol or other skin cleaning agents that do not require running water shall be used until soap and running water can be obtained.

An exposure shall be reported immediately and the Infection Control Liaison notified within 3 hours of the exposure. All exposures shall be recorded as soon as possible after the incident using a standardized form. The record of exposure form shall become part of the personnel confidential permanent health file. A complete record of the personnel exposure shall be available to the personnel on request. Due to the hazardous nature of some communicable diseases, personnel shall be required to report to the Infection Control Liaison when the personnel has received a confirmed exposure that occurred off-duty or is being medically treated or tested due to presenting signs or symptoms.

Verbal notification shall be followed up with a note or letter from the personnel's physician

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describing the disease exposed to, treatment required, and fitness for regular work related duties relative to communicability hazard to fellow workers and civilians.

Infection Control Liaison

Each department will designate a person to serve as their Infection control Liaison. The Liaison is responsible for maintaining communication with the health care facility and other appropriate health care professionals. When notified of an exposure, he/she will investigate the incident, notify all personnel who were potentially exposed, and ensure that those personnel receive appropriate medical follow-up. The Liaison will also ensure that proper documentation of exposure is recorded.

Vaccination and Testing

The City will make available Hepatitis B Vaccine and vaccination series to all Personnel who may have an occupational exposure, and post-exposure evaluation and follow-up to all personnel who have had an exposure incident. The Hepatitis B Vaccine and vaccination and booster dose of Hepatitis B Vaccine if it becomes recommended and post exposure evaluation and follow-up will be at no cost to department personnel. For personnel who have previously received the complete Hepatitis B Vaccination series; antibody testing has revealed that the personnel is immune; or the vaccine is contraindicated for medical reasons; may decline to take the vaccine. If any personnel declines the Hepatitis B Vaccine, but at a later date decides to accept the vaccination, the City will make it available at that time, any personnel who declines to accept Hepatitis B Vaccination offered by the Department must sign a statement, recommendation, or favoring by the City of Bloomfield."

Personal Protective Equipment

All personnel prior to any contact with patients, waste matter, urine, fecal matter, blood, condoms, sanitary napkins, tampons, will don as a minimum the latex gloves as provided by the department. Personnel with abraded, lacerated, chapped, irritated, or otherwise damaged skin will cover these areas with adhesive dressings. The City shall provide mask and eye protection that all personnel will use for incidents in which splashing of body fluids can occur, such as situations involving spurting blood or childbirth or combative patients or prisoners and working around sewage.

Substantial leather gloves shall be worn by personnel in any situation where sharps or rough surfaces are likely to be encountered such as extrication or maintenance, the medical latex gloves shall be worn under the leather gloves.

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Medical Record Keeping

Each department will establish and maintain an accurate record for all personnel with occupation exposure these records shall include: the name and social security number of the personnel. A copy of the personnel's Hepatitis B Vaccination status, including the dates of all the Hepatitis B Vaccinations, and any medical records relative to the personnel's ability to receive vaccination, a copy of all results of examinations, medical testing, and follow-up procedures, the employer's copy of the health care professional's written opinion, a copy of the information provided to the health care professional.

Efforts have been made to ensure the accuracy, reliability and completeness of the policies and procedures found in this manual. **Confidentiality** materials are provided "as is" with no warranties of any kind, including implied, expressed, or statutory, and including but not limited to the City of Bloomfield. The City will ensure that personnel medical records required are kept confidential and are not disclosed or reported without the personnel's express written consent to any person within or outside the work place except as required by law. The Department will maintain the medical records required for at least the duration of employment plus 30 years in accordance 29 CFR 1910.20

of the contents of this manual, and expressly disclaims liability for errors and omissions in the contents of this manual. **Disinfecting, Cleaning and Disposal Of Contaminated Items** The City of Bloomfield disclaims legal liability or responsibility for any damages resulting, in whole or in part, from any viewer's use of this manual. **Skin surfaces** that were not covered by clothing, protective clothing or equipment, or infection control garment shall be washed after providing emergency patient care or the any contact to bloodborne pathogens or suspected bloodborne pathogens. Hands shall be washed after each emergency medical incident, after cleaning protective clothing or equipment, after any cleaning function, before and after using the bathroom, before and after handling food or cooking and food utensils, and before and after handling cleaning and disinfected emergency medical equipment. Hands and contaminated skin surfaces shall be washed with soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least 10 seconds, followed by thorough rinsing under running water; this is to be done at the sink on the apparatus (bay) floor.

Disinfectants shall be approved by and registered with the U.S. Environmental Protection Agency and shall also be registered as Tuberculocidal. Personnel shall only disinfect equipment in sinks provided for this use. **DISINFECTION SHALL NOT TAKE PLACE IN THE KITCHEN, LIVING, SLEEPING OR PERSONAL HYGIENE AREAS.** Infection control garments and equipment for cleaning and disinfecting shall include splash resistant eye wear, heavy duty gloves, and fluid resistant clothing i.e: aprons, Infection control garments and equipment shall be used whenever there is a potential for exposure to body fluids or potentially infectious material during cleaning.

Substantial leather gloves shall be worn by personnel in any situation where sharps or rough surfaces are likely to be encountered such as extrication or maintenance; the medical latex gloves should be worn under the Firefighting gloves. If the leather gloves can not be disinfected, they must be discarded in the proper BIO-HAZARD container.

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Maintenance/Construction Department Responsibilities

City of Bloomfield maintenance/construction crews shall report to the staging area for assignment by Command.

The supervisor in charge shall meet with Fire Command in order to coordinate all activities.

Police Department Responsibilities

"Although reasonable efforts have been made to ensure the accuracy, reliability and completeness Police Department personnel shall secure the perimeter and evacuate civilians if conditions warrant and can be safely accomplished. Evacuation of civilians should be upwind and on high topography if this can be accomplished safely. Police personnel shall call for additional law enforcement personnel/agencies to accomplish this task. at such manual is in compliance with any OSHA or any other federal, state, local, and/or administrative law, rule, or standard. The City of

All resources available shall be used to notify civilians of the release. These shall include personal contact, telephone, radio, television and loudspeakers. Instructions as to the evacuation routes and precautions must be given in a most detailed manner. The City of Bloomfield further assumes no legal

liability or responsibility for any damages resulting, in whole or in part, from any viewer's use of The ranking police officer in charge shall meet with Fire Command personnel in order to coordinate all activities.

without notice to viewers, as well as to adopt new policies and/or procedures at any time without notice to viewers. Re

Water and Waste Water Department Responsibilities

process, or service, or the use of any trade, firm or corporation name is for the information and convenience On site Waste Water Plant employees shall immediately don SCBA and evacuate the area unless a rescue of downed personnel can be effected safely. On site personnel that evacuate shall report immediately to the pre-determined staging area with any and all available SCBA. Additional WP and WWP personnel shall report to the staging area with any and all available SCBA.

The supervisor in charge shall meet with Command in order to coordinate all activities.

Plant personnel shall brief Command on the situation if known.

San Juan Regional Medical Center Ambulance

All Medic units shall respond to the staging area and set up a triage, treatment and transportation area.

The supervisor in charge shall meet with Command in order to coordinate all activities.

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Size Up and Initial Actions

Rescue of down persons and evacuation of civilians shall be given the highest priority and shall be accomplished without delay without compromising the safety of emergency response personnel.

Responding personnel shall attempt to ascertain as much information as necessary from Dispatch regarding the leak or reported leak. This shall include chemical release, personnel down or injured, plume size and direction and all other pertinent information.

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The first unit on scene shall give a Size Up to Dispatch giving as much detail regarding the leak or situation as they can ascertain.

Responding apparatus and personnel shall respond from up wind and shall be acutely aware of any signs or indications of the presence of chlorine. The following are characteristics of chlorine.

Chlorine - is a greenish/yellowish, non flammable gas.

Chlorine is heavier than air and high topography is a safer refuge.

Personnel should also be aware that chlorine is a corrosive, poisonous gas that will also displace oxygen.

Chlorine will tend to "lay low" and be carried by prevailing winds, thus evacuation may be necessary.

Response personnel should reference all available resource information including but not limited to CHEMTREC for further information regarding hazards of these two substances

All responding personnel and apparatus shall report to the pre-determined staging areas, unless due to weather conditions such areas are deemed unsafe by the first arriving unit. In cases where pre-determined Level I Staging areas are deemed unsafe the first arriving unit shall designate an alternate staging area and transmit this information to Dispatch, Dispatch shall insure that all responding units are apprised of this alternate staging area.

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- Level I Staging Areas - Waste Water Plant - North entrance to plant on N. Church Street.
- Level II Staging Area - Along the upper portion of North Church near 550.

Rescue

Rescue of down persons and evacuation of civilians shall be given the highest priority and shall be accomplished without delay without compromising the safety of emergency response personnel.

"Although reasonable efforts have been made to ensure the accuracy, reliability and completeness

An Entry Crew equipped with SCBA and full protective clothing will enter the "hot zone" and attempt rescue of any downed personnel.

A Rapid Intervention Team equipped in the same manner as the Entry Crew and equal or greater in number to the Entry Crew shall be "ready to go" in the event the Entry Crew encounters difficulty.

A Safety Officer shall log the task/assignments, their S.C.B.A. pressure and the estimated safe working time of all personnel entering the hazardous area.

Unless deemed necessary by Command, vehicles and apparatus will not go beyond the Level I staging area.

All entry teams will be equipped with portable radios. All communications equipment beyond the staging area will be sealed in plastic bags (as these chemicals are highly corrosive the radios must be protected).

Downed personnel rescued by the Entry Crew will be immediately removed from the hazard area to the treatment area.

Injured personnel will be treated as per protocol and transported to San Juan Regional Medical Center in the most expeditious manner.

Confinement

The Entry Crew will confine the leak/spill using resources available.

Where the discharge is through the valve attempts shall be made to close the valve of the cylinder or container.

In instances where the valve is stuck the discharge may be stopped by "capping" the discharge.

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Leaks through fusible plugs or through the cylinder or container itself will require the use of the proper leak repair kit. Only personnel trained in the use of the repair kit shall attempt to use such.

Notification

The supervisor of the Water or Waste Water Treatment facility shall, within 24 hours, make notification of all regulatory agencies regarding the spill.

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SAFETY REVIEW BOARD

A Safety Review Board is hereby created. The duties of this board are as stated:

1. Review all “on the job related” injuries/illnesses of city employees.
2. Review all accidents involving City vehicles, equipment facilities and personnel when such accident exceeds \$500.00 in cost.

3. To make recommendations to the Supervisor of any employee involved in items 1 and 2 regarding **FAULT** or **NO FAULT** of said employee.

4. To make recommendations to the City Manager and Department Heads regarding OSHA or any other federal, state or local laws, regulations, policies, procedures or actions needed regarding safety related items.

The Safety Review Board shall consist of three (3) non-supervisory employees, one (1) supervisor and the Safety Coordinator. All appointments shall be made by the Safety Coordinator.

Meetings of the Safety Review Board shall be called by the Safety Coordinator when deemed necessary by him/her or whenever deemed necessary to review accidents/injuries.

A quorum shall consist of a majority of Board members present at any given meeting.

Actions taken by the Safety Review Board shall be decided by a majority consensus of those present.

There shall be no proxy representation or voting allowed on the Safety Review Board,