City of Aztec

Safety Policy

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SECTION 1. SAFETY PLAN

1.1 Objective

The development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount. Our goal will be a 100% reduction.

1.2 Mission

The City of Aztec's Safety Mission is to help assure the safety, health and welfare of all employees by setting and enforcing safety standards. The City will provide training, education and an ongoing commitment for workplace health, safety and public welfare. The City views not only the employees as invaluable assets but also the citizens and therefore will help assure that their safety, health and welfare is protected.

1.3 Motto

No job is so important and no service is so urgent that we cannot take time to perform our work safely.

1.4 Statement of Policy

It is the policy of the City of Aztec to provide a healthy and safe place of employment for all employees; to abide by all regulations as they pertain to the City of Aztec, which is set forth in Federal, State and Local standards, statutes and OSHA Standard 29 CFR 1910, 29 CFR 1926, 49 CFR Parts 325-399, and Department of Transportation Motor Vehicle Transportation requirements and to integrate good working safety habits into every aspect of the City of Aztec activity. Any safety concerns or issues will be reported to the Personnel Administrator Department (City Clerk's Office) or Safety Coordinator. To support this policy, six basic principals are inherent:

1. A positive belief that all personal injuries and vehicle incidents can be prevented.

2. An acceptance on the part of management, supervisors and employees of their responsibilities to prevent personal injuries.

3. A conviction that it is reasonably possible to safeguard all operating exposures, which may result in injuries.

4. Acceptance of the fact that the prevention of personal injuries and vehicle incidents is good business, both from the standpoint of efficiency and of economy.

5. A recognition that it is necessary to train all employees including temporary personnel to work safely and to understand it is to their advantage as well as the City of Aztec's to work safely; further, that they have a definite responsibility to do so.

6. An understanding that all vendors or sub-contractors are contractually obliged to abide to the most current City of Aztec Safety Policy and/or American Public Works Association Safety Manual, American Public Power Association Safety Manual or OSHA standards, whichever is more stringent.

1.5 Review and Updates

The Safety Policy will be reviewed on a regular basis. When changes to sections within this policy are necessary, a new amended policy shall be adopted by the City Commission via an ordinance. Changes or additions to Appendices and forms can be done through an Administrative Regulation procedure.

SECTION 2. SAFETY RESPONSIBILITIES AND DUTIES

2.1 Management

1. Responsibilities
   Safety begins with management commitment and participation. A poor safety record is a reflection of management. Management is required to abide by this policy as are all employees.

2. Duties
   1) Communicate safety commitment and policy.
   2) Attend Safety Trainings.
   3) Lead by example.
   4) Provide resources, including funding adequate to support this program.

2.2 Safety Coordinator

1. Responsibilities
   The City of Aztec will be responsible for the overall safety program. Although the Safety Coordinator is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with every employee, from the newest hire to senior management.

2. Duties
   (1) Develop educational materials and implement training programs.
   (2) Arrange for training of all employees.
   (3) Assure compliance with government regulations.
   (4) Arrange for work place inspections.
   (5) Review all incidents.
   (6) Ensure that the resources necessary to implement this program are available.
   (7) Ensure that this safety policy is communicated to all employees of the City of Aztec.

2.3 Department Heads

1. Responsibilities
   Safety begins with the Department Heads' commitment and participation. They set the Department goals, establish accountability, and become involved. A poor safety record is a reflection of department management. Department heads are required to abide by and enforce the safety policy and programs.

2. Duties
   (1) Communicate safety commitment and safety policy and programs.
   (2) Attend safety trainings.
   (3) Assure compliance with all government regulations and the City of Aztec safety programs.
   (4) Review accident reports.
   (5) Help develop and enforce the departmental safety programs.
   (6) Make needed budget appropriations.
   (7) Set a good example and support recommendations from Personnel Administrator and/or Safety Coordinator.

(8) Provide resources and time to support the safety program.

2.4 Supervisors

1. Responsibilities
   Supervisors have a direct responsibility for the safety of the employees. They will help build safety into the work process and be alert for safety and health problems.

2. Duties
   (1) Train new employees upon hire.
   (2) Train employees on job assignments and identified hazards.
   (3) Re-train present employees on an on-going basis.
   (4) Stop work if unsafe conditions exist or develop.
   (5) Ongoing informal inspections.
   (6) Prepare all accident/injury reports and document on appropriate forms
   (7) Enforce safety rules.
   (8) Correct unsafe acts and conditions.
   (9) Conduct weekly toolbox safety meetings/training sessions.
   (10) Conduct a hazard analysis of each new job, prior to commencement of work (see Appendix B for forms).
   (11) Attend scheduled safety trainings.

2.5 Employees

1. Responsibilities
   Workers must learn the hazards of their jobs and abide by The City of Aztec's safety policy, programs and rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to participate to the fullest extent in this safety program.

2. Duties
   (1) Abide by safety rules.
   (2) Report hazardous conditions or concerns.
   (3) Do not work in unsafe conditions.
   (4) Communicate safety to fellow employees.
   (5) Make suggestions to help improve safety.
   (6) Ensure personal protective equipment is maintained in good condition. If you need equipment or safety items, contact your supervisor.
   (7) Use and maintain personal protective equipment provided.
   (8) Attend scheduled safety trainings.
   (9) Show that you care about fellow employees by speaking up on unsafe work practices.

   Every employee can feel confident that identifying unsafe acts or conditions will not result in any type of reprisal to them.

2.6 Safety Committee

1. Safety Committee may meet quarterly (or as determined) to discuss workplace safety and health issues.

2. Conduct safety inspections in their respective departments.

3. Safety Committee may be responsible for assisting the Safety Coordinator(s) in reviewing and updating workplace safety rules and evacuation plans.

4. Safety Committee is responsible for promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety and health program.

5. The Safety Committee membership will be made up of the Safety Coordinator, one (1) representative each from the Electric Department, Public Works Department, General Services Department and three (3) representatives from other City Departments to be selected on a rotating basis by the Safety Coordinator. New members will be selected on an as needed basis.

2.7 Implementation

All City of Aztec employees, from top management to the newest hire are to be actively involved in the implementation of this program.

SECTION 3. ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

3.1 Responsibility for Disciplinary Action

Disciplinary action will be the direct responsibility of Management. All employees will be held equally accountable for compliance with safety policies and regulations.

1. If an accident occurs and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

2. The purpose of holding employees accountable is to help employees conform to the City of Aztec Safety Policy and work safely.

3.2 Policy of Progressive Discipline

A policy of progressive discipline will be followed in enforcing safety practices. The policy for violating safety rules are established in Section 6 of the City of Aztec Personnel Policy.

NOTE: Flagrant disregard for policies, procedures and regulations may warrant in immediate termination.

SECTION 4. GENERAL SAFETY RULES

4.1 In General

1. Follow the safe job procedures established by this Safety Policy and Departmental Safety Guidelines.

2. Wear the protective equipment required for your job. It is your responsibility to see that your protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately and replaced.

3. Written job hazard assessments should be utilized as outlined in Section 26, Job Hazard Analysis.

4. Report unsafe acts or unsafe conditions to your supervisor without delay.

5. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.

6. Keep all mechanical safeguards in position during operation. Don't allow machinery to operate unattended.

7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.

8. Horseplay, such as scuffling, playing practical jokes, or throwing articles at each other will not be tolerated.

9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. Electrical Equipment is not to be tampered with in any way.

10. Compressed air should never be used for cleaning clothes, cooling or practical jokes.

11. No worker will be permitted to use flammable solvents in an open container. Flammables must be stored and handled in approved safety containers.

12. Only maintenance personnel, authorized by the City of Aztec, are permitted to repair machinery and equipment.

13. Good housekeeping should be maintained at all times throughout all work areas.

14. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.

15. Areas on, around, in front and over electrical controls or panels and fire extinguishers are to be kept clear at all times. This includes emergency exits.

16. Employees who violate these safety rules will be subject to disciplinary action as described in the City of Aztec's Personnel Policy, Section 6 - Disciplinary Action and Terminations.

4.2 First Aid

1. The City of Aztec will provide and maintain first aid kits.

2. Medical and non-medical emergency telephone numbers will be posted on the site.

4.3 House Keeping

The City of Aztec employees will at all times keep all debris clear from work areas, passageways, and stairs and in and around buildings or other structures. The following will be performed to ensure a safe work environment:

1. Quarterly building safety inspections.

2. Segregation of hazardous and non-hazardous waste, along with documentation as needed and/or required.

3. Stored supplies, equipment, etc., are to be orderly stacked out of walkways and from in front of doors.

4. Oil, grease, and other such liquid spills shall be cleaned up at the time of spill and are not to be left unattended.

4.4 Office Safety

1. Never open more than one drawer of a file cabinet at a time.

2. Do not lay electrical extension cords in areas where people walk.

3. Do not overload circuits by plugging in more electrical devices than the electrical receptacle is designed to handle.

4. Do not place liquid containers near electrical machines.

5. Lifting heavy files or boxes beyond your physical ability is prohibited. When in doubt, get someone to help you.

6. You must know the location and proper use of fire extinguishers. Should it be necessary to discharge an extinguisher, report it to your supervisor immediately so they can get it recharged.

4.5 Safety Training and Communication

1. As a minimum, employees will receive the number of training hours as required by New Mexico Self Insurer's Fund. The training shall be relevant to their job positions. The City of Aztec will have Safety Counseling conduct one safety training every month.

2. All employees must sign in when attending the safety trainings. Documentation of the topic(s) discussed, the name of the trainer, the location of the training, the sign in sheet of employees participating is kept on record. Documentation is to be forwarded to the Personnel Administrator Department.

3. Refresher training will be conducted when required, and/or when any new job assignment is assigned or when conditions change.

4. Outside training, that is relevant to the employee's position, may count toward employees obtaining the number of training hours as required by New Mexico Self Insurer's Fund. In order to obtain credit, the training class will need prior approval by Department Head and Safety Coordinator. Proof of the training will be required through submittal of a copy of the sign in sheet, name of the trainer, topic(s), location and how long (time) the class was must be turned into the Personnel Administrator Department.

SECTION 5. ACCIDENT REPORTING AND INVESTIGATION PLAN

5.1 Policy Statement

It is the policy of the City of Aztec to identify any hazardous conditions or unsafe actions that occur after all appropriate safety controls are in place, to determine the causes of the hazards or unsafe actions, and to take immediate corrective action.

5.2 Scope

All accidents that cause or have the potential to cause serious injuries to employees, contractor employees, visitors, and damage to the property of are covered by this Safety Policy. Examples of forms are located in Appendix C. The accident reports generated under this Safety Policy may be used to fulfill in part the OSHA injury and illness reporting requirements under OSHA Standard 29 CFR 1904. In the event that contractors have their own safety policy, the more stringent of the two shall take precedence.

5.3 Program Administration

The personnel and contact information for the administration of accident investigations are as follows:

Function	*Department*
Safety and Health Program Administrator	Safety Coordinator
Principal Accident Investigator	Safety Coordinator
Human Resources Manager	Human Resources

1. Safety and Health Program Administrator. The Administrator will:
   (1) Develop and revise, when necessary, the Accident Investigation Plan.
   (2) Provide relevant training to ensure that accident investigators and other personnel involved in accident investigations properly carry out investigations.
   (3) Monitor corrective actions implemented as a result of accident investigations.
   (4) Make recommendations when needed concerning the effectiveness of corrective actions.

2. Principal Accident Investigator. The Principal Accident Investigator will direct investigations of all accidents and injuries sustained by employees, contractor employees while they are working at a City of Aztec work site, and visitors to City of Aztec work sites, according to the procedures outlined in this Plan. He or she will develop and implement corrective actions to prevent the causes of accidents and injuries identified through accident investigations.

3. Supervisor(s). Supervisors must:
   (1) Ensure that injured or ill employees receive immediate medical attention.

(2) Immediately notify the Department Head and Safety Coordinator of the accident, injury, or near-miss, including any damage to equipment or other property.

(3) Complete the appropriate form for the accident or near miss, including damage to City property form if applicable.

(4) Advise the employee of his or her accident reporting requirements and provide the employee with necessary forms then send the completed form to Safety Coordinator within twenty-four (24) hours.

4. Human Resources Manager. The Human Resources Manager will provide the authorization for medical treatment of employees prior to their employment. Such staff will contact the employee(s), describe benefits, and develop a plan for returning the employee(s) to work.

5. Employees. All employees of City of Aztec including employees of contractors working at City of Aztec work sites, must report work-related injuries and illnesses to their supervisor(s) and complete the employee section of the *Accident Investigation Form* (Appendix C).

5.4 Program Review and Update

This plan will be reviewed and updated as needed to maintain the integrity of the accident investigation and reporting program.

5.5 Definitions

Accident.
Any unplanned and undesired event that results in personal injury or in property damage.

Basic Cause
Poor management policies and decisions, or personal or environmental factors, which lead to indirect causes.

Direct Cause
A person or property receives an amount of energy or hazardous material that cannot be absorbed safely.

Indirect Cause
Unsafe acts and conditions.

Medical Treatment
Response by professional medical personnel to serious injuries and illnesses, such as puncture wounds, fractures, infections, second- and third-degree burns, and other injuries that require more than one-time treatment or observation.

Near Miss
Incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

Near-Miss Incident
An unplanned, undesired event that adversely affects completion of a task and does not result in an injury that requires medical treatment nor causes property damage.

5.6 Accident Investigation and Reporting Procedures for Injury or Damages

If an employee sustains a work-related injury, the employee or a co-worker will immediately notify the supervisor of the work-related injury or illness, and the supervisor will ensure the injured or ill employee receives prompt medical treatment. The employee will complete the employee part of the Accident Investigation Form (Appendix C). If the date and time of the injury or illness cannot be determined, such as an injury caused by cumulative or repeated stress, the date of the last time that the employee worked is entered on the form. Any person who observes or causes damage to property or equipment will immediately report such damage to a supervisor.

Injury to Visitors
Injuries sustained by visitors at a City of Aztec work site will be reported to the Department Head and the Safety Coordinator. Injured visitors will be provided immediate medical treatment if necessary. The causes of injuries to visitors will be investigated through the same processes as for an employee accident investigation.

Near-Miss Incident
The investigation procedures for near-miss incidents will follow an abbreviated outline derived from the Accident Investigation Report procedures. Near misses are investigated so that procedures or training can be put in place that may help prevent future accidents. Investigations of near misses will not result in disciplinary action. See Appendix C for a copy of the *Near-Miss Investigation Form*.

Accident Investigation Procedures
The Principal Accident Investigator will follow the procedures outlined below to conduct accident investigations:

1. Launch an accident investigation after a work-related injury or illness that requires medical treatment or property damage occurs at any City of Aztec work site. Near-miss incidents will also be investigated.

2. Assign supervisors to carry out specific tasks. Such tasks may include:
   - Inspect the accident site.
   - Interview witnesses and injured person(s).
   - Compile and review data.
   - Develop recommendations for corrective action(s).
   - Compile the written investigation report.

3. Present a preliminary briefing to the investigating team, may including:
   - A description of the accident, with damage estimates
   - Normal operating procedures
   - Maps (local and general)
   - The location of the accident site
   - List of witnesses
   - Events that preceded the accident

4. Visit the accident site to:
   - Secure the site to protect evidence and prevent further injuries.
   - Inspect the area, including walking and working surfaces, equipment, entrances and exits, air quality systems, and all other conditions, processes, or items that could possibly have contributed to the accident or injury.
   - Record by tape recorder (if feasible) and in writing the details of the accident site, including lighting conditions, other environmental factors, and any unsafe conditions, tools, equipment, or operations.
   - Document the location of victims, witnesses, machinery, energy sources, and hazardous materials.
   - Prepare drawings and/or and photographs, label each item carefully, and keep accurate records. Interview each injured person and witnesses. Also, interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved. See Appendix C for a copy of the *Accident Witness Statement Form* and instructions for conducting interviews.
   - After all information from the accident site and interviews have been collected, determine and record in writing:
     o What was not normal before the accident
     o Where the abnormality occurred
     o When the abnormality was first noted
     o How it occurred

5. Analyze the data collected from the determination/analysis of accident causes. Repeat any of the prior steps, if necessary. Determine:
   - Why the accident occurred
   - A likely sequence of events and probable causes (direct, indirect, and basic)
   - Alternative sequences

6. Develop recommendations for corrective action, if needed.

7. Conduct a post-investigation briefing.

8. Prepare a summary report including the recommended actions to prevent a recurrence, and distribute the report according to applicable instructions. See Appendix C for a copy of the *Accident Investigation Form* and instructions.

5.7 Motor Vehicle Accident Investigation Accident Investigation of Motor Vehicles

Employees must notify their supervisor of any work-related accident with on-road motorized vehicles. The process for investigating accidents involving motorized vehicles will be conducted by the appropriate government authorities and the vehicle insurance provider. As stated in Section 12 of the City of Aztec Personnel Policy, any employee who has an automobile accident caused by the employee must submit to a drug screen within two (2) hours of accident. In the event the employee is injured and medical attention is required, the drug screen shall be administered at the hospital or urgent care.

All City of Aztec owned on-road motorized vehicles are for operator liability and operator liability for personal injury and property damage. Any accident involving a City of Aztec vehicle must be

reported to the police. If the police do not come to the scene of the accident, the person operating the vehicle, if possible, must go to the police to file an accident report.

An employee of City of Aztec who is involved in an accident while operating a personal motorized vehicle and performing a work-related task must immediately report the accident to police, and notify his or her supervisor of the accident. The employee must file an accident report with the police and make a copy of the report available to their Department Head and the Safety Coordinator.

Accident Investigation Reports

All investigations of accidents and injuries will be reported on the prescribed *Accident Investigation Report Form* (Appendix C). All near-miss incidents and injuries that do not require medical treatment will be reported promptly to their Supervisor and a *Near-Miss Incident Form* shall be completed (Appendix C). Accident investigators will submit all completed accident investigation reports to the Safety Coordinator for review.

5.8 Corrective Actions

Department Heads must approve the recommendations for corrective action outlined in the *Accident Investigation Form*.

5.9 Training

The Administrator will ensure that investigators and others engaged in accident investigations are trained in the techniques of workplace accident investigation, and that they receive all manuals, guides, and other information related to accident investigation.

The training program will include the following topics:

- Initiating the accident investigation
- Inspection and documentation of the accident scene
- Interviews
- Accident analysis
- Root cause determination
- Development of recommendations for corrective action
- Writing the Accident Investigation Report

5.10 Recordkeeping

The Safety Coordinator will maintain comprehensive accident and injury records and will maintain records of all accident investigation reports and data for three years.

5.11 Supporting Materials

All forms related to Accident and Near Miss investigations are located in Appendix C:

- Accident Investigation Form
- Accident Witness Form
- Near-Miss Form

SECTION 6. BLOOD BORNE PATHOGENS / EXPOSURE CONTROL PLAN

6.1 Purpose

The purpose of the Exposure Control Plan for this facility is to implement the requirements of OSHA Standard 29 CFR 1910.1030 Blood Borne Pathogens, and thereby reduce the risk of employee infection with blood borne pathogens such as, but not limited to, Hepatitis B Virus (HBV), and Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV), which results in the disease commonly known as AIDS. The OSHA standard is included as Appendix A of this plan. This plan shall be reviewed and updated as least annually and as needed, to reflect any changes.

6.2 Policy

The policy of the City of Aztec is that employees shall adhere to universal precautions. Universal precautions are an approach to infection control. According to this concept, all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other blood borne pathogens.

6.3 Definitions

Appropriate Personal Protective Equipment
Means that it does not permit blood or other potential infectious materials to pass through to or reach the employee's work cloths, street cloths, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. See OSHA Standard 29 CFR 1910.1030(d)(3)(1).

Blood Borne Diseases and Pathogens
Diseases that are generally spread though blood to blood contact.

Contaminated
Means the presence or reasonable anticipated presence of blood or other potentially infectious material on an area or surface.

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

Exposure Control Officer
Individual responsible for receiving reports of blood borne pathogen exposures and ensuring proper follow-up and compliance.

Exposure Incident
Means a specific eye, mouth, other mucous membrane, non-intact skin, or other potential contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Mode of Transmission
Needle Sticks, Splashes, Wastewater, etc.

Occupational Exposure
Means reasonably anticipated skin, eye, mucous, membrane or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials (OPIM)

1. The following human body fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between fluids;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead);

3. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood or other tissues from experimental animal infected with HIV or HBV.

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

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, contaminated sharps, pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps
Any contaminated object that can penetrate the skin includes but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Work Practice Controls
Means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping a needle is a two hand technique).

For definitions of other terms used in this exposure control plan see OSHA Standard 29 CFR 1910.1030(b) definitions.

6.4 Methods of Compliance

1. General

   (1) Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.

   (2) Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious material.

   (3) Each department of the City of Aztec is responsible for ensuring the employees, identified as having occupational exposure, is knowledgeable of this plan, and is

properly trained at the time of initial assignment, at least annually, in the proper methods of avoiding exposure and contamination from human blood and other potentially infectious materials.

(4) Once the employee has been trained, the employee must act in a responsible manner when dealing with situations that are addressed in this policy.

2. Engineering and Work Practice Controls

(1) Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. If hand-washing facilities are not immediately available, employees shall use antiseptic hand cleaner or towelets and shall wash hands with soap and water as soon as feasible.

(2) All personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately labeled and designated area or container for storage, washing, decontamination or disposal.

(3) All clothing which has come in contact with blood or other potentially infectious material shall be removed immediately or as soon as possible or feasible and the employee will:

- Wash that body area with soap and water.
- Place contaminate clothing in the provided leak proof bag and handle according to procedures.
- Employees are not responsible for laundering personal protective equipment (PPE).
- Employees are responsible for laundering of their own clothing.

(4) Used needles shall not be shared, bent, broken, recapped or removed by hand. Any exception must comply with OSHA Standard 29 CFR 1910.1030(d)(2)(vii).

(5) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood for occupational exposure.

(6) Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counters or bench tops or anywhere else where blood or other potentially infectious materials have a potential to be present.

(7) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets.

(8) Mouth pipeting/suctioning of blood or other potentially infectious materials is prohibited. (In the event of a snake bite seek medical attention immediately. Snake bite kites shall be used only if properly trained).

(9) Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

- The container for storage, transport or shipping shall be closed and labeled or color coded according to paragraph VII, A of this plan.
- If outside contamination of the primary container occurs, it shall be placed within a second container which prevents leakage during handling, processing, storage, transport or shipping. The second container shall be labeled or color coded.
- If the specimen could puncture the primary container, it shall be placed in a puncture resistant second container meeting the characteristics of the above paragraph.

(10) Equipment which may become contaminated with blood or other potentially infectious material shall be decontaminated as necessary unless decontamination is not feasible.

- Contaminated equipment shall be labeled and shall state which portions remain contaminated.
- It is the responsibility of the City of Aztec to notify all affected employees, the servicing representative and/or manufacturer as appropriate prior to handling, servicing or shipping of contaminated equipment so that appropriate precautions can be taken.

3. <u>Personal Protective Equipment</u>

(1) When there is occupational exposure, after engineering and work practice controls, then employees will be provided and shall use appropriate personal protective equipment such as: Gloves, aprons, lab coats, head and foot coverings, face shields, or masks and eye protection; and mouthpieces, resuscitation bags, pocket masks or other ventilation devices. The appropriate personal protective equipment shall be discussed with each employee and shall be required based upon the written job hazard assessment. The equipment shall be readily accessible.

(2) Appropriate personal protective equipment in the appropriate sizes will be provided at the work site. If deemed appropriate, non-disposable multi-use equipment may be assigned to individual employees.

(3) The City shall provide without additional cost to the employee, any city issued clothing, and/or personal protective equipment that is no longer deemed “safe.”

(4) When necessary, issued personal protective equipment will be repaired or replaced by the City of Aztec. Employees must notify their supervisor when the equipment needs repairing or replacing.

(5) Gloves shall be worn when it can reasonably be anticipated for the hands to have contact with blood, other potentially infectious materials, mucous membranes, non-intact skin and when touching or handling contaminated items or surfaces.

- Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as possible when contaminated, torn, and punctured or when their ability to function as a barrio is compromised. Disposable gloves shall not be washed or disinfected for re-use.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised, however they must be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.
- Special Kevlar/leather gloves for body searches maybe needed by law enforcement.
- Gloves shall be worn when performing vascular access procedures except as specified in 1910.1030(d) (3) (ix) (D).

(6) Masks and eye protection or chin length face shield shall be worn whenever splashed, spray, spatter, droplets or aerosols of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonable anticipated.

(7) Gowns, aprons and other protective body clothing: appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situation. The type and characteristics will depend upon the task and degrees of exposure anticipated.

(8) Surgical caps or hoods and/or shoe covers shall be worn in instances when gross contamination can be anticipated (i.e., homicide investigation scenes.)

4. Housekeeping

(1) The work site is to be maintained in clean and sanitary condition. Each department will determine and implement the appropriate written schedule for cleaning and method of decontamination based upon the location within this facility, type of surface to be clean, type of soil present, and tasks and procedures being performed in the area.

(2) Cleaning and disinfection. All equipment and environmental working surfaces shall be properly cleaned and decontaminated after contact with blood or other potentially infectious materials.

- Work surfaces shall be decontaminated with a 1 part bleach to 10 parts water solution or another approved antiviral disinfectant after completion of procedures; whenever surfaces maybe overtly contaminated; immediately or as soon as feasible, after any spill of blood or other potentially infectious materials, at the end of the work shift if contaminated since the last cleaning and as scheduled.
- Protective coverings such as plastic wrap aluminum foil or imperviously backed absorbent paper may be used to cover equipment and environmental surfaces. These covering shall be removed and replaced at the end of the work shift or when they become overtly contaminated.
- All bins, cans and similar receptacles intended for re-use which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly

scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination.

- Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such a brush and dust pan, tongs or litter grippers and deposited directly into an approved sharp container.

5. Regulated Waste - Contaminated Sharps.

(1) Contaminated sharps shall be discarded immediately or as soon as feasible in closeable, puncture resistant, leak proof (on sides and bottom) container. The container shall be labeled in accordance with this plan.

(2) Contaminated sharps containers shall be easily accessible to employees and located as close as feasible to the immediate area where sharps are used or can reasonably anticipated to be found.

(3) Contaminated sharps containers shall be kept upright throughout use and not allowed to over fill more than 3/4‘s of capacity of container.

(4) If leakage is possibly, contaminated sharps containers shall be placed in a closeable, appropriately labeled container constructed to contain all contents and prevent leakage.

6. Record Keeping - Medical Records.

(1) The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with OSHA Standard 29 CFR 1910.1020.

(2) This record shall include:

- Name of employee;
- A copy of the employee’s hepatitis A/B vaccine status including the dates of all the hepatitis A/B vaccinations and any medical records relative to the employee’s ability to receive vaccination.
- A copy of all results of examinations, medical testing, treatments and follow-up procedures.
- A copy of the information provided to the healthcare professional.

(3) Confidentiality. The employer shall ensure that the employee medical records required are:

- Kept confidential; and
- Not disclosed or reported without the employee’s express written consent to any person within or outside the workplace except as required by law and OSHA Standard 29 CFR 1910.1020.

(4) The employer shall maintain the records for at least the duration of employment plus 30 years in accordance with OSHA Standard 29 CFR 1910.1020.

6.5 Vaccinations

Hepatitis B vaccination shall be made available to all employees with occupational exposure at no cost to the employee according to the requirements and procedures specified in OSHA Standard 29 CFR 1910.1030(f) in Appendix A of this plan. Any employee refusing vaccination must sign a release found in Appendix B, which will be kept in his/her medical record. If the employee later change his/her mind and still has occupational exposure, the vaccination will be provided at no cost to the employee. The Hepatitis B Declination Form is in Appendix B.

Vaccination will also be made available to the employee, if exposure incident occurs and the medical provider determines it is necessary, using current U. S. Public Health Service guidelines.

6.6 Post Exposure

Post exposure evaluation and follow-up shall be made immediately available following the report of an exposure incident, and shall follow the procedures and requirements of OSHA Standard 29 CFR 1910.1030(f)(1) through (6).

1. Post Exposure evaluation will be done by the appointed medical provider and the Exposure Control Officer will be notified immediately.

2. The exposure control officer will receive the medical provider's written report and insure the employee receives a copy of the report within 15 days.

3. The exposure control officer shall document the;

    1) Routes of exposure and circumstances of the exposure incident.
    2) Identification of source individual, if known.

4. Source individual's blood shall be tested as soon as consent can be obtained, and if consent is not given then legal means must be pursued.

5. If the source individual status is known, then testing is not required.

6. The Medical Provider will provide post exposure prophylaxis treatment, when medically indicated as recommended by the US Department of Public Health Service, when the employee chooses to do so and counseling will be provided by medical provider.

6.7 Communication of Hazards to Employees

1. Labels and Signs

    (1) Warning signs shall be affixed to containers of regulated waste, containing blood or other potentially infectious material.

    (2) Labels shall include the following legend:

(3) Labels shall be florescent orange or orange red with lettering or symbols in a contrasting color.

(4) Labels shall be affixed as close as possible to the container by string, wire, adhesive, or other method to prevent their loss or unintentional removal.

(5) Red bags or red containers may be substituted for labels.

(6) Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, shipping, transport, or disposal are exempt from the labeling requirement.

(7) Labels required for contaminated equipment shall state which portion of the equipment is contaminated.

2. Employee Information and Training

(1) All Employees identified as having occupational exposure and potential occupational exposure will attend a training program.

(2) Employees will be trained at the time of initial assignment to tasks where occupational exposure may occur and at least annually thereafter. Documentation that the training has been done will be turned in to the Safety Coordinator.

(3) Additional training shall occur when changes such as modification of tasks or procedures or when new tasks or procedures may affect employees occupational exposure.

(4) At a minimum, the training for employees with occupational exposure will include:

- The location of an accessible copy of OSHA's Blood borne Pathogen Standard 1910.1030 and an explanation of its contents.
- A general explanation of the epidemiology (signs) and symptoms of blood borne disease.
- An explanation of the modes of transmission of blood borne disease. (E.g. needle sticks, splashes, wastewater).
- An explanation of this Exposure Control Plan and the location where an easily accessible copy will be kept.
- An explanation of methods employees may use to recognize tasks that may involve occupational exposure.
- An explanation of engineering and work practice controls and their limitations that could reduce occupational exposure.

- Information on the selection, limitations, locations, decontamination and proper disposal of personal protective equipment.

- Information on Hepatitis B, vaccine, including information on its effectiveness, safety, method of administration, benefits of vaccination, and that vaccine will be administered without cost to the employee, as well as information regarding Hepatitis C and HIV and any other blood borne pathogens.

- Information on appropriate actions and the person to contact in the event of an emergency involving blood or other potentially infectious materials.

- An explanation of proper procedures to follow if an exposure incident occurs, including reporting procedures and the medical follow-up that will be made available.

- Information on post exposure follow-up that the employer is required to provide.

- An explanation of the labels and/or color coding system used by the City of Aztec.

- An opportunity for the employee to ask questions and to obtain answers during the training.

(5) This record will be maintained for the duration of employment plus a minimum thirty (30) years past employment.

6.8 Infection Control Directive

To be completed specifically for each department with exposures.

1. <u>Methods of Compliance</u>

(1) All City of Aztec personnel that have occupational exposure to blood borne pathogens shall be trained at the time of initial assignment, and at least annually, in the proper methods of avoiding exposure and contamination from human blood and certain other body fluids.

(2) The employees of the City of Aztec will have required access to the full series HBV Vaccinations and to must sign a release found in this policy.

SECTION 7. COMPRESSED GAS SAFETY

The following sub-section is a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

7.1 In General

1. Employees shall exercise care when handling all compressed gas cylinders. Cylinders shall not be dropped, laid on their sides or be exposed to temperature extremes.

2. Cylinders shall have valve protections caps in place at all times, except when in actual use or connected to a welding set.

3. Cylinders shall not be rolled or lifted by the valve or valve cap.

4. Cylinders shall be properly identified as to their contents.

5. Cylinders without fixed hand wheels shall have keys, handles, or non-adjustable wrenches on the valve stems while the cylinders are in service.

6. All compressed gas cylinders, whether full or empty, shall be stored and transported in an upright position and be chained or secured, have protective caps in place (transported) and never allowed in a confined space.

7. Oxygen cylinders shall be separated from fuel gas cylinders a minimum of 20 feet when being stored.

8. All cylinders shall not be placed within 5 feet of an electrical outlet or where they may become part of an electric circuit.

9. Employees shall not force connections that do not fit or tamper with any pressure relief devices.

10. Before any pressure regulator is removed from a cylinder, the valve shall be closed and all pressure shall be released from the regulator.

11. Any leaking cylinder WILL NOT BE USED! Cylinders found to be leaking shall be taken to a well-ventilated area away from any potential sources of ignition and contact your supervisor.

12. Matches or cigarette lighters shall NEVER be used to detect leaks.

13. Oil, grease or similar materials shall not be allowed to come into contact with any valve fitting, regulator or pressure gauge on oxygen cylinders.

14. Oxygen is not to be used as a substitute for compressed air.

15. Oxygen valves shall be opened fully to prevent leakage around the valve stem.

16. Acetylene and other cylinders shall be properly secured in a vertical position during transportation. Acetylene or other cylinders shall NOT be stored horizontally! Acetylene shall not be used at pressures greater than 15 psi.

SECTION 8. ELECTRICAL SAFETY RULES

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

8.1 Rules

1. Electricity is “ground seeking” and will take every route available to ground, not just through the most conductive material. Therefore, if electrical equipment is not already at ground potential (“grounded”), electricity will flow through any conductor (including City of Aztec employees) that come into close proximity or contact with the equipment.

2. An electric current of 1/3 of 1 amp passing through a human body can kill in 1/3 of a second. To avoid injury or death from electric shock, you must never touch any electrical equipment until you have positively determined that the equipment has been isolated and grounded.

3. Electrical equipment and lines will always be considered energized until they are positively known to be isolated and grounded.

4. Turn the main switch to "Off" before removing and replacing power fuses.

5. Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.

6. Before leaving the job, test insulators and equipment to ensure they are free from defects.

7. Do not work near any circuit that is in service without first installing barricades approved by your supervisor.

8. Do not touch field brushes or a synchronous motor until the motor is up to synchronous speed and the field switch is closed.

9. If objects to be worked on are found to be energized, stop work immediately and notify your Supervisor.

10. When working in the vicinity of power lines, perform work in a manner that will prevent contact with power lines by your body, tools or equipment. Use particular caution when working near overhead power lines.

11. Observe a minimum of 10 feet of distance from your body, and tools, ladders, etc., when working near energized electrical lines and apparatus. This is the minimum distance – maintain greater distances whenever practical.

12. Do not use tools, ropes, lines, or measuring tapes made of metal or other materials that conduct electricity when working in the vicinity of energized electrical apparatus. If

these items touch or come near to energized apparatus, an electrical circuit through the workers body may be created, resulting in serious burns or death by electrocution.

13. Never use a metal ladder near power lines or equipment.

14. Always use GFCI protected outlets and cords.

15. If a telephone line or other communication equipment comes in contact with power lines:

    (1) Immediately barricade the area.
    (2) Keep the public away from area.
    (3) Notify your Supervisor and the Power Company.

8.2 Responsibilities

The City of Aztec shall ensure that their employees will be responsible for performing electrical work in a safe manner by assessing and controlling the hazards associated with performing the work and by adhering to safe work practices. The City of Aztec has established company specific requirements that their employees must follow to complete their assignments in a safe manner. If changes occurred beforehand, or changes occurring during the performance of the work and the conditional are not assessed, the work will stop or not commence until the hazards are mitigated. The City of Aztec will implement a hierarchy of control to mitigate the hazards to include, but not limited to:

- De-energizing the system
- Using engineering controls such as barriers, shield or interlocks
- Using administrative controls such as a safety plan, or a special electrical work permit
- Using PPE such as ANSI-Approved safety glasses, protective glasses, protective footwear, or insulated tools.

8.3 First Aid Services

The City of Aztec requires any employee of the city who incurs even a mild electrical shock to seek medical attention immediately, since body tissue may be damaged unbeknownst to the injured employee. Delayed swelling and irritation of internal tissues may be possible without the employee's knowledge. In fact, imperceptible heart arrhythmia may progress to a total fibrillation, hours later, after the shock was incurred. Therefore, whenever a mild shock is incurred, the employee will immediately seek medical attention.

8.4 Qualified Employees

The City of Aztec shall only allow the employees to perform the work they are currently trained for. The City of Aztec will not allow unqualified, untrained, or unprotected workers to attempt electrical work. Additionally, the qualified worker must be knowledgeable about the proper use of special precautionary techniques and PPE.

If changes occur during the scope and direction of work, the Supervisor will be notified and the work will stop and not commence until the hazards are mitigated.

SECTION 9. EXCAVATION AND TRENCHING

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

9.1 Excavation General Requirements

1. No City of Aztec employees may enter any excavation or trench without prior authorization from a City of Aztec Competent Person.

2. A registered professional engineer shall design sloping or benching for excavations deeper than twenty (20') feet deep.

3. During excavation work a Competent Person shall be on the job site at all times when personnel are working within or around the excavation of three (3') feet or greater, in order to monitor soil conditions and protection systems employed. The Competent Person shall evaluate any excavation regardless of depth prior to any employee entry.

4. The location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installation that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation. This will be done by calling One Call and/or the Site Owner, and anyone else with easements in the area, not notified by One Call.

5. Precautions shall be taken to protect employees working in excavations against water accumulation hazards.

6. Excavated or other stockpiled materials or equipment that could pose a hazard by falling or rolling into excavations must be stored away from the edge of the excavation. Whenever possible, placing and keeping such materials or equipment at least five (5') feet from the edge of excavations is recommended (minimum of two feet (2') is required).

7. Stairway, ladder, or ramp shall be used as a means of access or egress in trench excavations that are four (4') feet or more in depth. The ladder (s), stairway(s), or ramp shall be spaced so that no employee in the trench excavation is more than twenty-five (25') feet from a means of egress. When ladder(s) are employed, the top of the ladder shall extend a minimum of three (3') feet above the ground and be properly secured.

8. When exposed to vehicular traffic, each employee in the excavation shall wear a vest made with reflective material or high visibility material.

9. Employees shall not be permitted to stand under loads handled by lifting or digging equipment. Employees must stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling material.

10. In excavations where oxygen deficiency or gaseous conditions exist, or could reasonably be expected to exist, a confined space permit must be obtained. Work in

potentially oxygen deficient excavations must be approved in advance by the Supervisor and City Manager.

11. Where oxygen levels are below 19.5% or above 23.5%, the area must be continuously ventilated until the oxygen levels return to normal levels.

12. Where a gas or flammable condition exists, the area shall be ventilated until the flammable gas concentration is below 10% of the lower flammable limits.

13. No employee may enter an oxygen deficit excavation or permitted confined space until the atmosphere has been tested and oxygen levels are determined to be between 19.5% and 23.5%.

14. Whenever oxygen deficiency or gaseous conditions exist or could reasonably exist, the area shall be monitored continuously to assure that employees are protected.

15. Where the stability of adjoining buildings, walls, or other structures are endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees. The support system will be designed by a registered professional engineer.

16. Sidewalks, pavement, and appurtenant structure shall not be undermined unless a support system such as shoring is provided to protect employees from the possible collapse of such structures. This will be designed by a registered professional engineer.

17. Personnel Protective Systems:

    (1) Employees in excavations shall be protected from cave-ins by an adequate protective system such as shoring or sloping, which shall be inspected by the City of Aztec Competent Person.

    (2) The use of protective systems is required for all excavations, in excess of five (5') feet, except when the excavation is within stable rock.

    (3) Trenches or excavations less than five (5') feet in depth may not require the use of protective systems, unless soil or other conditions indicate the potential of a cave-in. The Competent Person shall determine the need for use of protective systems when such conditions exist.

    (4) Whenever support or shoring systems, shield systems, or other protective systems are being used, a copy of the manufacturer's specifications shall be in written form and maintained at the job site.

9.2 Competent Person(s)

In order to be a City of Aztec "Competent Person" for excavation and trenching, the employee must complete specialized training in and be knowledgeable about soils analysis, the use of protective systems, including sloping, shoring and trenching, and the requirements of OSHA

Standard 29 CFR 1926.650-652, Subpart P. Excavations. Responsibilities of the Competent Person include:

1. Perform daily inspection of protection equipment, trench conditions, and adjacent areas.
2. Inspections shall be made prior to the start of work and as needed throughout the shift.
3. Inspections shall be made after every rainstorm or other hazard-increasing occurrence.
4. Categorize soil conditions and conduct visual and manual tests as a preliminary effort.
5. Determine the appropriate protection system to be used.
6. Obtain appropriate permits and supply necessary notices when needed.
7. Maintain on-site records in relation to all excavation and trenching activities.

9.3 Job Planning

Before an excavation contractor arrives at a work site, obtain the following items:

1. Permit for excavation/ trenching activities.
2. Excavation and trenching plans.
3. Name(s) Competent Person if the City of Aztec competent person will not be entering the excavation.

9.4 Excavation / Trenching Plan

The excavation/trenching plan must provide an overall scope of the work and identify potential hazards and method(s) for abatement. The plan must be prepared by the City of Aztec Competent Person, before any work begins, and include:

1. The Excavation Checklist, which is an inspection report to be completed by the Competent Person on a daily basis or when changing conditions occur.

9.5 Summary of Excavation and Trenching Hazards

1. Surface encumbrances are safe guarded.
2. Underground utilities.
3. Access and egress.
4. Vehicular traffic.
5. Falling loads.
6. Warning systems/ mobile equipment.
7. Hazardous atmospheres. Less than 19.5% or greater than 23.5% oxygen.
8. Emergency rescue and escape.
9. Water accumulations.
10. Stability of adjacent structures.

11. Loose rock and soil stockpiled within 2 feet of edge.
12. Inspections.
13. Fall protection.

9.6 Soil Types

The following general information describes soil types and testing methodologies used by a Competent Person:

1. Type A Soil. A cohesive soil with an unconfined, compressive strength of 1.5 tons per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are clay, silty clay, sandy clay, clay loam, and in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

   (1) The soil is fissured; or
   (2) The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
   (3) The soil has been previously disturbed; or
   (4) The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
   (5) The material is subject to other factors that would require it to be classified as a less stable material.

2. Type B Soil.

   (1) Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or
   (2) Granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam, and, in some cases, silty clay loam, and sandy clay loam.
   (3) Previously disturbed soils, except those that would otherwise be classified as Type C soil.
   (4) Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
   (5) Dry rock that is not stable; or
   (6) Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

3. Type C Soil.

   (1) Cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or
   (2) Granular soils including gravel, sand, and loamy sand; or
   (3) Submerged soil or soil from which water is freely seeping; or
   (4) Submerged rock that is not stable; or
   (5) Material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.

4. Methods for Determining Soil Types.

(1) Manual Tests. An informal manual analysis of soil samples can be conducted to determine quantitative as well as qualitative properties of soil and to provide more information in order to classify soil.

- *Plasticity*. Mold a moist or wet sample of soil into a ball and attempt to roll it into threads as thin as 1/8" in diameter. Cohesive material can be successfully rolled into threads without crumbling. For example, if at least a two-inch length of 1/8" thread can be held on to one end without tearing, the soil is cohesive.
- *Dry Strength*. If the soil is dry and crumbles on its own or with moderate pressure into individual grains of fine powder, it is granular (any combination of gravel, sand, or silt). If the soil is dry and falls into clumps, which break up into smaller clumps, but the smaller clumps can only be broken up with difficulty, it may be clay in any combination with gravel, sand or silt. If the dry soil breaks into clumps which do not break up into smaller clumps and which can only be further broken with difficulty, and there is no visual indication the soil is fissured, the soil may be considered non-fissured.
- *Thumb Penetration*. The thumb penetration test can be used to estimate the unconfined compressive strength of cohesive soils. The thumb can readily indent Type A soils with an unconfined compressive strength of 1.5 tsf only with very great effort. Type C soils with an unconfined compressive strength of 0.5 tsf can be easily penetrated several inches by the thumb, and can be molded by light finger pressure. This test shall be conducted on an undisturbed soil sample, such as a large clump of soil, as soon as practicable after excavation to minimize the effects of exposure.

(2) Visual Tests. Visual analysis is conducted to determine qualitative information regarding the excavation site in general, the soil adjacent to the excavation, the soil forming the sides of the open excavation, and the soil taken as samples from excavated material.

- Observe samples of soil that are excavated and soil in the sides of the excavation. Estimate the range of particle sizes and the relative amounts of the particle sizes. Soil that is primarily composed of fine-grained material is cohesive material. Soil composed primarily of coarse-grained sand or gravel is granular material.
- Observe soil as it is excavated. Soil that remains in clumps when excavated is cohesive. Soil that breaks up easily and does not stay in clumps is granular.
- Observe the side of the opened excavation and the surface area adjacent to the excavation. Crack-like openings such as tension cracks could indicate fissured material. If chunks of soil spill off a vertical side, the soil could be fissured. Small spills are evidence of moving ground and are indications of potentially hazardous situations.
- Observe the area adjacent to the excavation and the excavation itself for evidence of existing utility and other underground structures, and to identify previously disturbed soil.
- Observe the opened side of the excavation to identify layered systems. Examine layered systems to identify if the layers slope toward the excavation. Estimate the degree of slope of the layers.

- Observe the area adjacent to the excavation and the sides of the opened excavation for evidence of surface water, water seeping from the sides of the excavation, or the location of the level of the water table.
- Observe the area adjacent to the excavation and the area within the excavation for sources of vibration that may affect the stability of the excavation face.

SECTION 10. FLEET SAFETY

10.1 Driver Responsibility and Fleet Safety Basics

1. Anyone who operates a licensed vehicle owned or controlled by the City of Aztec must maintain a current driver's license as required by Federal and/or State regulations.

2. Transportation of non-employee passengers is prohibited unless approved by the immediate supervisor. Use of City of Aztec vehicles by non-employees or unqualified employees is prohibited, unless permission has been given, by the City Manager.

3. All drivers are required to inspect their vehicle on a monthly basis in the first week of the month. A vehicle check list will be provided to all drivers. All drivers are expected to do a daily walk around and report any deficiencies or issues. Vehicles must be kept clean.

4. Obey all traffic laws. All fines are the responsibility of the driver. You are required to report all citations to your supervisor in writing. Violations are cause for disciplinary action, including suspension and/or dismissal.

5. Seat belts will be worn by all occupants, at all times.

6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.

7. Consumption of alcohol or non-prescribed drugs is grounds for immediate termination whether reporting to work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.

8. All incidents involving damage to city property, property of others, personal injury of employee or to others, must be reported to the supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.

9. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for the city.

10. Any employee that is in charge of a vehicle is also responsible for all tools and equipment assigned to that vehicle.

10. All vehicles will be equipped with an appropriate fire extinguisher and a first aid kit.

11. All drivers will abide by city and state laws while operating city vehicles.

12. Employees who violate these safety rules may be subject to disciplinary action.

SECTION 11. FALL PROTECTION PROGRAM

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

11.1 Introduction

The City of Aztec's fall protection program promotes employee safety during maintenance and equipment installation work. This program focuses on fall hazards, appropriate fall protection equipment, equipment limitations, proper use and wear of the equipment, and the dynamic forces that could apply to such equipment and personnel in the event of a fall.

Fall protection equipment will be supplied and must meet or exceed all requirements of ANSI Z359.1 and OSHA Standards 29 CFR 1926 (Subpart M). All items of fall protection equipment must be properly labeled, stating compliance with this standard, date of manufacture and date of purchase.

A total fall arrest system must be used every time the employee is six (6) feet or more above a lower working surface. All employees must be tied off at all times when climbing; there are no exceptions to this requirement. If any fall protective equipment is subjected to a fall or damaged, it must be immediately replaced with new equipment and the old equipment will be returned in a timely manner for destruction. Any employee who violates any portion of this policy will be subject to disciplinary action that will likely result in termination of employment.

11.2 Fall Protection

1. Employees who have attended the City of Aztec's training course in Fall Protection, and satisfactorily meet the City of Aztec's performance and safety standards, are permitted to climb. No other employees are authorized to climb towers or other structures for any purpose.

2. Constant awareness of and respect for fall hazards while climbing and compliance with all applicable safety rules are considered conditions of employment.

3. Employees climbing a structure must wear prescribed positioning and fall arrest equipment. Employees must be tied off to the structure 100 % of the time.

4. Employees will not ascend or descend any structures or be elevated or lowered by way of a mechanically driven cable (i.e., "ride the ball").

11.3 Buddy System Requirements

1. Before climbing, employees must use the buddy system to check and approve each other's Fall Protection Equipment, lanyards, safety climbs, rope grabs, and other safety equipment to make sure it works.

2. Any equipment noticed as broken or worn during the buddy system check and check off must be replaced before climbing.

11.4 Three-Point Stance Requirements

1. Every employee will maintain a three-point stance at all times when climbing.

2. An employee maintains a three-point stance during a climb by always having either two hands and one foot or one hand and two feet always in firm contact with and support from the ladder being climbed. Three points of contact are required at all times.

11.5 Fall Protection Equipment

At no time will two employees be connected to any of the fall protection devices or equipment at the same time. All employees must have separate fall arrest systems, and if more than one system is connected to the same anchorage point, that point must be capable of supporting a multiple of each person (i.e., 1 person = 5,000 pounds, 2 persons=10,000 pounds, etc.). If a professional engineer certifies both the system and installation of an anchorage point, that point must be capable of supporting 3,600 pounds (or multiples thereof).

1. Full Body Harness. A full body harness must be used by each City of Aztec employee when climbing. No employees may use body belts alone while climbing. All full body harnesses will be capable of supporting 5,000 ~ pounds and will have compatible D-rings for work positioning and both a front center D-ring and a dorsal (back) center D-ring for the fall arrest system. All straps and buckles are required to be connected, fitted, and properly used when wearing the harness. Instructions for fit and adjustment:

   (1) Spread the harness out on a flat surface with the Dorsal D-ring down.

   (2) Undo the chest strap, leg loops and waist belt.

   (3) Put the harness on with the upper straps over the shoulders, locate the sub pelvic strap.

   (4) Be sure the Dorsal D-ring is located between the shoulder blades.

   (5) Adjust the sub pelvic strap to fit snugly under the buttocks by adjusting the front adjuster buckles. (This is most easily done by sliding the strap keepers well back from the buckles).

   (6) Pass the leg straps (from behind), between the legs, around the front of the groin and through the harness adjuster buckles (quick connects) located on the front of the hips and adjust to a snug fit. Do not over tighten. Repeat on other leg.

   (7) Thread the chest strap through the friction buckle and adjust to a snug fit. Do not over tighten. The chest strap or center D-ring shall be positioned over the sternum and held in place by the strap keepers.

   (8) Tighten the waist belt to a snug fit. Do not over tighten. Slide all the buckle keepers near the edge of the buckles to minimize creeping. Strap end keepers shall be pushed as close to the end of the strap as possible.

(9) Magic marker, paint, and other marking devices can deteriorate the webbing and will not be used on the harness. Additionally, harnesses that have excess amounts of paint or other chemicals on the fabric must be replaced.

2. Shock Absorbing Lanyards and Connectors. Shock absorbing lanyards are provided to each employee and must be used by employees as an integral part of the fall protection system. The shock-absorbing lanyard (energy absorber) is a component whose primary function is to dissipate energy and limit deceleration forces, which the system imposes on the body during fall arrest. Different styles and lengths are available for various applications but at no time will any person be subjected to a free fall in excess of 6 feet or a shock load in excess of 1800 pounds. Shock absorbing lanyards will be connected at the back center D-ring with the fabric pack towards the body. Knots are not allowed to be tied in these lanyards as they may reduce the strength of the lanyard by as much as 50%. All lanyards will be equipped with self-closing, self-locking snap hooks for APPENDIX to harness and with various self-closing, self-locking devices at opposite ends for APPENDIX to additional safety devices. Removal of self-closing and/or self-locking devices is strictly prohibited. Any lanyard found to be defective upon inspection should be replaced immediately.

3. Rope Grabs and Lifelines. Rope grabs are provided to each employee and are to be used with complimentary, approved lifelines. The use is dictated when you cannot connect your shock-absorbing lanyard to a point directly above. The vertical lifeline system is used with compatible hardware i.e., rope grabs, and energy absorbing lanyards and full body harnesses. The vertical lifeline system is designed to allow the worker to move in a vertical and slight horizontally work area with a minimum fall potential. The user can work in intervals without detaching from the lifeline. When rope grabs and lifelines are used, they must be compatible with the snap hooks and lanyards supplied. Rope grabs will be capable of supporting 5000 pounds and will be matched with the proper strength and diameter of lifeline. Rope grabs must always be positioned properly (upright) on the rope to insure prior operation in the event of a fall. Check your rope grab before each use and especially after extended periods of storage to insure that operation is not impaired due to corrosion. Lifelines will be capable of supporting 5,000 pounds and will have no knots tied anywhere on the line. A small counterweight may be fabricated and tied to the line (with an attaching cord) to keep it taunt. Lifelines will not be hooked back to themselves. Anchorage straps or other certified anchorage devices are the only authorized means to anchor a lifeline.

4. Self-Retracting Lifelines (SRL's). Self–retracting lifelines are provided as part of crew fall protection. Their use is dictated by the specific job requests. SRL's allow an individual to move up and down from a central point. SRL's will be capable of supporting ,000 pounds and have an internal deceleration device built in that limits shock exposures to pounds or less (1/2 of the OSHA reg. for full body harnesses). Careful evaluation of the job site is required to insure an employee using a cable type SRL is not exposed to an electrical energy hazard. The nylon web SRL must be serviced at least once a year. If an SRL is shock loaded, it must be removed from service and be returned to the Safety Department for inspection immediately. The retractable lifeline or lanyard should be positioned directly above the worker in an upright manner. To support the unit, an anchor tie-off adapter and/or steel auto-locking carabineer can be used to connect directly to the anchorage above. Retraction of the lifeline back into the housing shall be controlled to ensure proper winding onto the drum. Releasing the line from a long distance can render the unit inoperable for future

use. When in use, the lifeline shall be protected against any sharp edges. The lifeline, which transmits a portion of the impact force to an edge, could cause the lifeline to fail at a lower breaking point than anticipated. This can also occur if the unit is employed in the horizontal plane, and the worker falls over a sharp edge, possibly severing the line.

5. Anchorage.

   1) Anchorage Straps. Anchorage straps with compatible D-rings are supplied with crew fall protection. These are for direct connection of shock absorbing lanyards, or for the APPENDIX of the properly selected lifeline. Anchorage straps will be capable of supporting 5000 pounds. These straps must not be attached in such a manner as to pass over sharp edges. Additionally, anchorage straps shall be used in the choker configuration and never in basket configuration.

   2) Anchorage Points. Anchorage points must be capable of supporting 5,000 pounds/person, before connecting fall protection devices to any anchorage point.

11.6 Training

All employees who will climb must complete a fall protection training program. This training will address:

1. ANSI Z359. Standards
2. OSHA Reg. 1926.500-503 (Construction)
3. OSHA Reg. 1910.66 (Fixed Facilities)
4. Proper Harness Donning
5. Use of Fisk Descent Controller
6. Care and Use of Fall Arrest Equipment
7. Proper Tie off to Anchorage
8. Suggested Anchorage Points
9. Limitations of Fall Arrest Equipment
10. Components of a Personal Fall Arrest System

Each employee shall obtain a “User Instruction Manual” from the manufacturer for each piece of Fall Arrest Equipment. Each employee must read each section of the manual and understand the instructions.

11.7 Duty to Have Fall Protection

Supervisors and Foremen are required to assess the workplace to determine if the walking/working surfaces on which employees are to work have the strength and structural integrity to safely support workers. Employees are not permitted to work on those surfaces until it has been determined that the surfaces have the requisite strength and structural integrity to support the workers. Once it has been determined that the surface is safe for employees to work on, an appropriate fall protection system must be implemented.

For example: if an employee is exposed to falling six (6) feet (1.8 meters) or more from an unprotected side or edge, the employer must select either a guardrail system, safety net system, or personal fall arrest system to protect the worker. Similar requirements are prescribed for other fall hazards as follows.

11.8 Controlled Access Zones

A Controlled access zone is a work area designated and clearly marked in which certain types of work may take place without the use of conventional fall protection systems – guardrails, personal arrest or safety net – to protect the employees working in the zone. Controlled access zones are used to keep out workers other than those authorized to enter work areas from which guardrails have been removed.

1. Excavations. Each employee at the edge of an excavation 6 feet (1.8 meters) deep or deeper must be protected from falling by guardrail systems, fences, barricades or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

2. Hoist Areas. Each employee in a hoist area must be protected from falling 6 feet (1.8 meters) or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system.

3. Holes. Personal fall arrest systems, covers, or guardrail systems shall be erected around holes (including skylights) that are more than 6 feet (1.8 meters) above lower levels.

4. Leading Edges. Each employee who is constructing a leading edge 6 feet (1.8 meters) or more above lower levels must be protected guardrail systems, safety net systems, or personal fall arrest systems. If it can be demonstrated that it is not feasible or that it creates a greater hazard to implement these systems, an alternative fall protection plan must be established.

5. Roofing.

   (1) Low-slope Roofs. Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet (1.8 meters) or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems or a combination of a warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet (15.24 meters) or less in width, the use of a safety monitoring system without a warning line system is permitted.

   (2) Steep Roofs. Each employee on a steep roof with unprotected sides and edges 6 feet (1.8 meters) or more above lower level shall be protected by guardrail system with toe boards, safety net systems, or personal fall arrest systems.

6. Wall Openings. Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8 meters) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0 meters) above the walking/working surface must be protected from falling by the use of a guardrail system, a safety net system, or a personal fall arrest system.

11.9 Fall Protection Systems Criteria and Practices

1. Guardrail Systems. If the employer chooses to use guardrail systems to protect workers from falls, the systems must meet the following criteria.

   (1) Top rails and mid-rails of guardrail systems must be at least one-quarter inch (0.6 centimeters) nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it must be flagged at not more than 6 feet intervals (1.8 meters) with high-visibility material. Steel and plastic banding cannot be used as top rails or mid-rails. Manila, plastic, or synthetic rope used for top rails or mid-rails must be inspected as frequently as necessary to ensure strength and stability.

   (2) The top edge height of top rails, or (equivalent) guardrails must be 42 inches (1.1 meters) plus or minus 3 inches (8 centimeters), above the walking/working level. When workers are using stilts, the top edge height of the top rail, or equivalent member, must be increased an amount equal to the height of the stilts.

   (3) Screens, mid-rails, mesh, intermediate vertical members, or equivalent intermediate structure members must be installed between the top edge of the guardrail system and the walking/working surface when there are no walls or parapet walls at least 21 inches (53 centimeters) high. When mid-rails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking/working level. When screens and mesh are used, they must extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members, such as balusters, when used between posts, shall not be more than 19 inches (48 centimeters) apart.

   (4) Other structural members, such as additional mid-rails and architectural panels, shall be installed so that there are no openings in the guardrail system more than 19 inches (48 centimeters).

   (5) The guardrail system must be capable of withstanding a force of at least 200 pounds (890 newtons) applied within 2 inches of the top edge in any outward or downward direction. When the 200-pound (890 newtons) test is applied in a downward direction, the top edge of the guardrail must not deflect to a height less than 39 inches (1 meter) above the walking/working level.

   (6) Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding a force of at least 150 pounds (667 newtons) applied in any downward or outward direction at any point along the mid-rail or other member.

   (7) Guardrail systems shall be surfaced to protect workers from punctures or lacerations and to prevent clothing from snagging.

   (8) The ends of top rails and mid-rails must not overhang terminal posts, except where such overhang does not constitute a projection hazard.

(9) When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section must be placed across the access opening between guardrail sections when hoisting operations are not taking place.

(10) At holes, guardrail systems must be set up on all unprotected sides or edges. When holes are used for the passage of materials, the hole shall have not more than two sides with removable guardrail sections. When the hole is not in use, it must be covered or provided with guardrails along all unprotected sides and edges.

(11) If guardrail systems are used around holes that are used as access points (such as ladder-ways), gates must be used or the point of access must be offset to prevent accidental walking into the hole.

(12) If guardrails are used at unprotected sides or edges of ramps and runways, they must be erected on each unprotected side or edge.

11.10 Personal Fall Arrest Systems

1. These consist of an anchorage, connectors, and a body belt or body harness and may include a deceleration device, lifeline, or suitable combinations. If a personal fall arrest system is used for fall protection, it must do the following:

   (1) No body belt use permitted, except as positioning device;

   (2) Limit maximum arresting force on an employee to 1,800 pounds (8 kilonewtons) when used with a body harness;

   (3) Be rigged so that an employee can neither free fall more than 6 feet (1.8 meters) nor contact any lower level;

   (4) Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and

   (5) Have sufficient strength to withstand twice the potential impact energy of an employee free-falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

2. The use of a body belt for fall arrest is prohibited. Personal fall arrest systems must be inspected prior to each use for wear damage, and other deterioration. Defective components must be removed from service. D-Rings and snap hooks must have minimum tensile strength of 5,000 pounds (22.2 kilonewtons). D-rings and snap hooks shall be proof-tested to a minimum tensile load of 3,600 pounds (16 kilonewtons) without cracking, breaking, or suffering permanent deformation.

3. Snap hooks shall be sized to be compatible with the member to whom they will be connected, or shall be of a locking configuration.

4. Unless the snap hook is a locking type and designed for the following connections, they shall not be engaged (a) directly to webbing, rope or wire rope; (b) to each other; (c) to a D-ring to which another snap hook or other connector is attached; (d) to a horizontal lifeline; or (e) to any object incompatible in shape or dimension relative to the snap hook, thereby causing the connected object to depress the snap hook keeper and release unintentionally.

5. A hook is compatible when the diameter of the d-ring to which the snap hook is attached is greater than the inside length of the snap hook when measured from the bottom (hinged end) of the snap hook keeper to the inside curve of the top of the snap hook. Thus, no matter how the d-ring is positioned or moved (rolls) with the snap hook attached, the d-ring cannot touch the outside of the keeper, thus depressing it open. The use of non-locking snap hooks is prohibited.

6. On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.

7. Horizontal lifelines shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two. Lifelines shall be protected against being cut or abraded.

8. Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet (0.61 meters) or less shall be capable of sustaining a minimum tensile load of 3,000 pounds (13.3 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.

9. Self-retracting lifelines and lanyards that do not limit free fall distance to 2 feet (0.61 meters) or less, rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds (22.2 kilonewtons) applied to the device with the lifeline or lanyard in the fully extended position.

10. Ropes and straps (webbing) used in lanyards, lifelines, and strength body harnesses shall be made of synthetic fibers.

11. Anchorages shall be designed, installed, and used under the supervision of a qualified person, as part of a complete personal fall arrest system that maintains a safety factor of at least two, i.e., capable of supporting at least twice the weight expected to be imposed upon it. Anchorages used to attach personal fall arrest systems shall be independent of any anchorage being used to support or suspend platforms and must be capable of supporting at least 5,000 pounds (22.2 kilonewtons) per person attached.

12. Lanyards and vertical lifelines must have a minimum breaking strength of 5,000 pounds (22.2 kilonewtons).

11.11 Positioning Device Systems

These body belt or body harness systems are to be set up so that workers can free fall no farther than 2 feet (0.6 meters). They shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds (13.3 kilonewtons), whichever is greater. Requirements for snap hooks, d-rings, and other connectors used with positioning device systems must meet the same criteria as those for personal fall arrest systems.

11.12 Warning Line Systems

1. Warning line systems consist of ropes, wires, or chains, and supporting stanchions and are set up as follows:

(1) Flagged at not more than 6-foot (1.8 meters) intervals with high-visibility material;

(2) Rigged and supported so that the lowest point (including sag) is no less than 34 inches (0.9 meters) from the walking/working surface and its highest point is no more than 39 inches (1 meter) from the walking /working surface.

(3) Stanchions, after being rigged with warning lines, shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 newtons) applied horizontally against the stanchion, 30 inches (0.8 meters) above the walking/working surface, perpendicular to the warning line and in the direction of the floor, roof, or platform edge.

(4) The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kilonewtons) and after being attached to the stanchions, must support without breaking, the load applied to the stanchions as prescribed above.

(5) Shall be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in the adjacent section before the stanchion tips over.

2. Warning lines shall be erected around all sides of roof work areas. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8 meters) from the roof edge parallel to the direction of mechanical equipment operation, and not less than 10 feet (3 meters) from the roof edge perpendicular to the direction of mechanical equipment operations.

3. When mechanical equipment is not being used, the warning line must be erected not less than six (6) feet (1.8 meters) from the roof edge.

11.13 Covers

Covers located in roadways and vehicular aisles must be able to support at least twice the maximum axle load of the largest vehicle to which the cover might be subjected. All other covers must be able to support at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time. To prevent accidental displacement resulting from wind, equipment, or workers' activities, all covers must be secured. All covers shall be color-coded or bear the markings "HOLE" or "COVER".

11.14 Protection from Falling Objects

1. When guardrail systems are used to prevent materials from falling from one level to another, any openings must be small enough to prevent passage of potential falling objects. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 meters) of working edges.

2. During roofing work, materials and equipment shall not be stored within 6 feet (1.8 meters) of a roof edge unless guardrails are erected at the edge, and materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

11.15 Canopies

When used as protection from falling objects canopies must be strong enough to prevent collapse and to prevent penetration by any objects that may fall onto them.

11.16 Toe Boards

1. When toe boards are used as protection from falling objects, they must be erected along the edges of the overhead walking/working surface for a distance sufficient to protect persons working below. Toe boards shall be capable of withstanding a force of at least 50 pounds (222 newtons) applied in any downward or outward direction at any point along the toe board. Toe boards shall be a minimum of 3.5 inches (9 centimeters) tall from their top edge to the level of the walking/working surface, have no more than 0.25 inches (0.6 centimeters) clearance above the walking/working surface, and be solid or have openings no larger than 1 inch (2.5 centimeters) in size.

2. Where tools, equipment, or materials are piled higher than the top edge of a toe board, paneling or screening must be erected from the walking/working surface to toe board to the top of a guardrail system's top rail or mid-rail, for a distance sufficient to protect employees below.

SECTION 12. HAZARD COMMUNICATION PROGRAM

12.1 Purpose

The purpose of this program is to insure that the hazards of all chemicals produced or brought on to City of Aztec property are evaluated, and that information of their hazards is transmitted to employees and outside contractors. This transmittal of information shall be accomplished by means of comprehensive hazard communication programs, which include container labeling, material safety data sheets, and training of employees and outside contractors.

12.2 Scope

Scope: The scope of this program shall include all chemicals present in the workplace that employees are or could be exposed too. Chemicals shall include; any element, chemical compound or mixture of elements and/or compounds. The scope of this program shall include information concerning the labeling, material safety data sheets, and the training program as they apply to chemicals that employees may be exposed under normal conditions of use or in a foreseeable emergency.

12.3 Hazard Determination

1. Chemicals Brought to the City of Aztec.
   Shall depend upon the chemical manufacturer for hazard evaluation of all products imported into the facility. This hazard determination, contained on the material safety data sheet supplied by the manufacturer, and the precautions listed shall be followed by all employees.

2. Chemicals Manufactured at the City of Aztec**.**
   The Department Director or designee shall take responsibility for all chemicals manufactured at our facility including those that may be by-products produced at our facility. We will evaluate hazards, label, produce material safety data sheets, and train employees on determinations and precautions. Before remodeling, rebuilding, or demolition of any part of our facilities is allowed; management shall provide training to employees of any potential chemical hazards of such work (i.e., Releasing of asbestos in demolition or renovation; Breaking cement creates silica dust).

12.4 List of Hazardous Chemicals

Our "chemical inventory" is a list of product identifiers of hazardous chemicals known to be present at our workplace. Anyone who comes in contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect themselves. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the chemical inventory can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists.

Sometimes hazardous chemicals can be identified using purchase orders. Identification of other chemicals may require an actual survey of the workplace. The Department Head or designee updates the hazardous chemical inventory as necessary.

The inventory is attached to this written Hazard Communication Program. However, the Program Coordinator also keeps a copy of the chemical inventory list located in the Safety

Coordinators Office at City Hall where it is accessible during work hours. The chemical inventory serves as a list of every hazardous chemical for which an SDS must be maintained.

12.5 Labeling Program

Hazardous chemical containers at the workplace must be clearly labeled, tagged, or marked in accordance with the Hazard Communication Standard, either with:

1. The product identifier, signal word, hazard statement(s), pictogram(s), and precautionary statement(s); or

2. The product identifier and words, pictures, symbols, or combination thereof, which provide at least "general" information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the Hazard Communication Program, will provide employees with the "specific" information regarding the physical and health hazards of the hazardous chemical.

While not required for in-house labeling, the name and address of the manufacturer, importer, or other responsible party may also be found on the label, tag, or marking because shipped containers of hazardous chemicals must bear this information. Hazards not otherwise classified, if any, do not have to be addressed on a container but must be addressed on the SDS.

Because the product identifier is found on the label, the SDS, and our chemical inventory, the product identifier links these three sources of information, permitting cross-referencing. The product identifier used by the supplier may be a common or trade name, a chemical name, or a number. Employees should be aware that label information can be verified by referring to the corresponding SDS.

In-house labeling program: The Department Head or designee has been designated as the responsible person for ensuring that all in-house containers are labeled. Should any containers be found without a label, this person shall be responsible to replace the label. All incoming shipments of chemicals shall be inspected for labeling before accepting the shipment.

Labeling for chemicals being shipped: The Department Head or designee have been designated as the responsible person for ensuring that all chemicals being shipped are properly labeled. The departments shall use their appropriate labels for all chemicals being shipped out.

The designated and responsible persons shall review labeling procedures on a regular basis. Should this review show deficiencies in the labeling program, the deficiencies shall be brought to the attention of management. Management will determine how to up-date the labeling program to correct any and all deficiencies.

By June 1, 2015 the following pictograms will be required for chemical hazards:

Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame** • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark** • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder • Gases Under Pressure	**Corrosion** • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb** • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle • Oxidizers	**Environment** (Non-Mandatory) • Aquatic Toxicity	**Skull and Crossbones** • Acute Toxicity (fatal or toxic)

12.6 Safety Data Sheets (SDS)

1. Obtaining SDS's.
   The Department Head or designee is the responsible person to obtain all SDS's from suppliers and contractors. This will be done by comparing the department's chemical inventory list to the SDS's on hand. Once obtained they shall be cataloged as per below procedures and checked annually as to their being the most current up to date SDS. Should any chemicals be found at the facility without an SDS, the designated person will contact the supplier or manufacturer immediately. The missing SDS's will be faxed or be provided as quickly as possible. The designated person shall be responsible to meet with all outside contractors before, work begins to exchange SDS's and chemical list and then on a regular basis to stay current as to all chemicals located or being used at the facility.

2. Maintenance of SDS's.
   The Department Head or designee is designated as the responsible person to maintain all SDS's received. SDS's shall be maintained in each department and reviewed annually to ensure the most current SDS's are on hand.

   The master copy of all SDS's shall be maintained in each Department. The SDS's in these notebooks shall be kept in alphabetical order and cross-referenced to the departments in which they are stored and used.

   Each Department shall be provided with an SDS's notebook containing the chemical inventory list, and all SDS's of chemicals stored and used in the area. These notebooks shall keep the SDS's in alphabetical order by product name and crossed reference with the chemical name for ease of use by all employees and outside contractor employees. The SDS notebook will be readily available to all employees.

   These Department SDS's notebooks shall be up-dated whenever there is an addition or deletion of any chemical in the Department.

   SDS's shall be in English and when necessary and at least annually provided in other languages to meet the needs of current employees. They shall be filed in alphabetical order matching the name shown on the container label. Names other than listed on the label shall not be used.

   Safety data sheets shall contain the following 16 OSHA required elements:
   - Identification
   - Hazard (s) identification
   - Composition/Ingredients
   - First Aid Measures
   - Fire-fighting methods
   - Accidental Release Measures
   - Handling and Storage
   - Exposure Control/Personal Protection
   - Physical and Chemical properties
   - Stability and Reactivity
   - Toxicology Information
   - Ecological Information
   - Disposal Considerations

- Transport Information
- Regulatory Information
- Other Information

3. Coordination of SDS's with Outside Contractors. The Department Head or designee is the responsible person to coordinate the exchange of SDSs with outside contractors. This information shall then be cataloged and up-dated to all applicable SDS notebooks. The exchange of information required to protect both outside contractor employees as well as the City of Aztec employees is as follows: copies of SDSs exchanged, quantity of each chemical at the site, and the location of each chemical at the site.

12.7 Responsibility Profiles

There are three (3) major categories of responsibility that are essential to the effective implementation of this program. They are:

1. The "Right-to-Know" Coordinator
2. Safety Coordinator
3. All City of Aztec Employees

The following sections define the roles played by each of these groups in carrying out the program.

1. The "Right-To-Know" Coordinator

   The Department Head or designee is the "Right-To-Know" coordinator. They will be responsible for overall management and support of the City of Aztec's hazard communication program. Activities which are delegated to the Right-to-Know coordinator include, but are not limited to:

   - Overall responsibility for implementing the hazard communication program for the entire department.
   - Develop and administer any additional policies and procedures needed to support the effective implementation of this program.
   - Revise and up-date this program as necessary. At least annually.
   - Collect and maintain a suitable reference file on the federal hazard communication regulations and chemical safety information.
   - Act as liaison during OSHA inspections
   - Maintain master inventory list(s) of hazardous chemicals, SDS file and the written communication program.
   - Maintain work area inventory list(s) of hazardous chemicals.
   - Conduct yearly audits to maintain an up-to-date hazardous chemical inventory.
   - Delegate responsibility to appropriate personnel for support of the hazard communication program. Such activities will include:
     - Designation of an alternate "right-to-know" coordinator.
     - Designation of hazard communication trailers.
     - Designation of personnel to develop SDS's for hazardous materials produced (or are by-products) at this facility.

- o Designation of personnel responsible for conducting periodic audits to update hazardous chemical inventory and to assure general compliance with the program.

Department Heads or designee person will be responsible for the on-site management of the hazard communication program. Activities which they will be held responsible for include:

- See that all employees in their work area have received training in the hazard communication program before beginning work in their area
- See that all employees in their work area properly use personal protective equipment.
- Maintain a supply of personal protective equipment (i.e. gloves, face shields, respirators, etc.), as necessary.
- Maintain an inventory list of hazardous substances in their work area in conduction with this program. This list will be update by doing an annual inventory.
- Informing all affected employees of any and all new chemicals brought into the work area.
- Insure all containers, including transfer containers, are appropriately labeled.
- Consult with right-to-know coordinator regarding any questions concerning the hazard communication program and any new hazardous chemicals in the work area.

2. Safety Coordinator.

The Safety Coordinator will be responsible for the education and training of all personnel who are exposed to or handle hazardous substances. Activities falling under the direction of the trainer include:

- Maintaining an up-to-date list of all personnel employed or contracted with the City of Aztec.
- Developing suitable training programs utilizing the methods identified in this program. Scheduling periodic training seminars for affected employees.
- Maintaining appropriate training documentation such as sign in sheets, manuals, quizzes, etc.
- Periodically reviewing the training programs with the right-to-know coordinators and designee to include appropriate new information.

Safety Counseling Inc. has been selected to be the City of Aztec, hazard communication trainer. With the exception of all New Employees will be trained initially by the Department Head or designee.

3. City of Aztec Employees.

As with all of the cities activities, the employees have the most important role in the hazard communication program, for the ultimate execution of the program rest in their hands. In this role employees must:

- Know which chemicals in their work area are hazardous, and the hazards of those chemicals.

- Attend and attentively gather information from the hazard communication training sessions conducted by the hazard communication trainer.
- Become familiar with the information on the MSDS's for the hazardous chemicals in their Department.
- Observe all the handling precautions noted on the MSDS's and as discussed in the training sessions.
- Inform Department Head or designee:
- Before performing a non-routine task in which hazardous chemicals are involved.
- When encountering hazardous materials in the work areas which are either not labeled properly, not identified in the inventory listing, or do not have an MESS'S in the right-to-know compliance manual.

12.8 Hazardous Chemical List

A hazardous chemical list has been complied for our operations from inspection/inventories conducted annually. Additional inspection/inventories are and will be conducted periodically to assure the accuracy of this list. In general, we will rely on the Safety Data Sheet (SDS) information provided by the manufacturer or supplier to determine if a specific chemical or product is to be included in the "hazardous chemical list". In situations where products are unique mixtures or where no data is available, the hazard determination procedure outlined in the "hazard determination" section of this plan will be used as a method of evaluation.

The following classes of materials are excluded from the hazard determination requirements contained with this program, as provided by OSHA Standard 29 CFR 1910. 1200(b)(6) and therefore, have not been included on the hazardous chemical list:

- Any federally regulated hazardous waste
- Tobacco or tobacco products
- Wood or wood products (unless the downstream use creates a potential for hazardous exposure; IE. Cutting, sawing, grinding, etc.) articles
- Food, drugs or cosmetics intended for personal consumption by employees while in the workplace
- Any drug, as that term is defined in the federal food, drug, and cosmetic act, when it is in solid, final form for direct administration to the patient (i.e. Tablets or pills).

The hazardous chemicals list four operations located in your specific Department. Recognizing that a significant "employee right" under the standard is to receive a copy of this list, the Department Head or designee has been assigned the responsibility of making sure that all employees requesting copies of the list receive them within five (5) working days of the date the list is requested. To make sure that employees have "Department access" to this list, copies of the hazardous chemical list are also kept at appropriate locations throughout our Department areas, along with copies of SDS's for chemicals used in the surrounding Department areas. The Material Safety Data Sheets (MSDS's) in this section are broken down by each Department (or locations) where they are used or stored within the facility.

12.9 Hazard Communication Education and Training

Pursuant to the hazard communication program, an employee education and training program has been instituted at our facility regarding the handling and related dangers of exposure to chemicals in the work place. All personnel who are exposed to chemical hazards in their job assignments will be trained at the time of their initial assignment, and whenever circumstances

in the workplace change involving the addition of a new hazard, or new hazardous chemical. All new employees will be trained by the Department Head or designee as part of our "new employee orientation program" so that they are adequately prepared to deal with the chemicals they will be using and are exposed to in their new jobs. Additionally, this education and training program will be given to all of our employees at least annually, by the hazard communication-training instructor, to keep their knowledge in these areas current. Should an employee transfer to a new job position there will be additional training provided to prepare that employee for the potential chemical exposures related to the new position.

The topics covered in the education program include, but not limited to, all of the following subjects:

- The OSHA Standard 29 CFR 1910.1200 hazard communications standards.
- All employee rights under the standard.
- All employee responsibilities under the standard.
- The location and contents of our hazard communication program and “right-to-know compliance manual".
- The work area hazardous substance list.
- The work area Safety Data Sheet notebook.
- Physical and health hazards associated with the types of hazardous chemicals identified on the list.
- Methods and observations, which can be used by employees to detect the presence of hazardous chemicals in the work area.
- Engineering controls that have been instituted to reduce the potential exposure of hazardous substances to the employees.
- Recommended work practices for the employees to follow to protect themselves from exposure.
- Appropriate personal protective equipment to be used to protect the employees from potential exposures.
- Location and availability of personal protective equipment.
- Proper use, care, and maintenance of personal protective equipment that employees are expected to utilize.
- To read and interpret information contained on the material safety data sheets.
- How to read and interpret container-labeling information.
- Emergency procedures and first aid procedures required during an incident involving a hazardous substance.
- A review of the terminology used in the hazard communication program, including that which is found on Mess’s and labeling.
- A review of any and all hazardous substances brought on the property by contractor and sub-contractor's.
- A review of the hazards of non-routine tasks.

Our education and training presentations make use of several training techniques including, but not limited to, those listed below:

- Classroom type atmosphere with personal instruction. A competent instructor for the topic being presented provides this.
- Videotape programs are used as a training aid not as a training program and consist of no more than one third of the training provided for this program.

- Employee handouts/training manuals will be used to supplement this training program and employees are expected to take notes.
- Supervisors are expected to implement review sessions with employees periodically to assess the retention of the material presented.
- A competency quiz is taken by all employees following the presentation of materials to assess the adequacy of the training program, and the understanding of the employees.

These activities are being conducted/overseen by our hazard communication trainer.

Training, scheduling, and documentation to facilitate the training of all our employees, as well as document the training process, we have developed several tools for use in these areas. A tracking system has been developed that will perform the following tasks:

- List all employees date of initial training, last review, and last update training session.
- List work area that each employee has been trained to work in.
- Listing of the next review date and up-date training for each employee.
- Copy of each employee's competency quiz shall be kept on file.
- Copy of each employee periodic review shall be kept on file.

EACH DEPARTMENT IS REQUIRED TO INCLUDE A HAZARD LIST WITH THE SPECIFICS FOR EACH AREA (see examples in Appendix B).

SECTION 13. HAND AND POWER TOOL SAFETY

13.1 General Tool Safety

1. You must wear safety glasses, goggles, or a face shield at all times when operating power tools, to protect against flying debris that can result in eye injuries or blindness.
2. Never use a tool, machine, or device that you do not know how to use.
3. Use only tools that are provided by or specifically approved by the City of Aztec.
4. All tools must be kept in good repair and working order.
5. Examine tools before and after use and return them to their designated place when finished.
6. If a tool is defective, clearly tag it as defective and remove it from the work area or job site.
7. Do not attempt to repair any tool, machine, or device unless you are qualified to do so.
8. Use tools only for their intended purpose and use the correct tool for the job to be performed.
9. Do not use an axe as a hammer or sledge.
10. Cracked handles on tools must be replaced. Do not tape or try to secure broken handles with wire.
11. Never drop or throw tools.
12. Never point tools at people.
13. Never leave tools unattended or unsecured on elevated places such as pole steps, ladder platforms, and ladder seats where they can fall. Use a tool bucket, tool belt, or other effective means to protect tools from falling when they are not in actual use.
14. Cutting tools, such as saws, chisels, and drill bits must be kept properly sharpened and must be guarded or sheathed when not in use.
15. Sharp edge tools must be guarded when they are carried on vehicles.
16. Do not carry sharp or pointed tools in pockets.
17. Do not carry or place sharp or pointed tools where they might stab or otherwise injure the person carrying them or others in the area.
18. Do not carry tools over your stomach or the middle of your back when working in an elevated position, to avoid injury to internal organs and spine in case of a fall.

> Any hand tool believed to be damaged or defective must be taken out of service immediately, tagged and given to supervision for replacement.

13.2 Electric Power Tools

1. Before using any power tool, set yourself in a solid and balanced position and arrange attachments and accessories in a safe place within easy reach. Never overreach. When necessary, turn off the tool and move or rearrange the work.
2. Keep cords out of the way of vehicular and pedestrian traffic.
3. Check the cords on power tools before using them. Worn, cracked, or frayed cords must be replaced before using.

4. All metal and non-double insulated tools must have a three-wire, three-prong plug to provide adequate grounding to protect against electric shock. Double insulated tools do not need a grounding wire.
5. The plastic housing of double insulated power tools provides one of the levels of the “double” insulation. Do not use a double insulated tool if the housing is cracked or broken.
6. Never attempt to bypass or tamper with grounding devices, insulation, or guards on electrical tools and equipment.
7. Never hoist or carry a power tool by its cord.
8. Never change parts or service a power tool while it is plugged in.
9. If a power tool develops a defect during use, stop using it immediately, until it is properly repaired.
10. Never alter the on-off controls on any tool to keep it in the “on” position.
11. Extension cords must be of the same or heavier gauge or capacity than the tool.
12. When power for electrical power tools is supplied from a portable generator or a truck-mounted generator, metal parts must be properly grounded.
13. Extension cords will be plugged into Ground Fault Circuit Interrupter (GFCI).
14. All tools & equipment used in wet locations will be protected by a GFCI.

13.3 Compressors

1. The force generated by compressors can inject chemicals and particles into and through clothing and skin, which can result in disfigurement, the loss of fingers, hands, feet and even death.
2. You must never point a compressor hose in the direction of or at another person.
3. Use extreme caution not to place any part of your own body in front of a compressor hose. This includes compressed air.
4. Never use compressed air to clean off clothing or hair.
5. When using a portable compressor on wheels that is not attached to other equipment, make sure the wheels are positively locked, blocked, or otherwise secured to prevent the compressor from rolling.
6. Drain compressed air tanks of liquid as recommended by the manufacturer’s specifications.
7. Pop compressor safety valves regularly.

13.4 Working Near Power Lines and Electrical Circuits

1. When working on or near power lines or electrical circuits or equipment, never use hammers with metal handles, screw drivers with a metal shaft that continues through the handle, metal measuring tapes, or ladders, probes or other items made of metal or other material that conducts electricity.
2. Arrange and position power tools and extension cords so that they will not come in contact with energized power lines or other conductors.
3. To protect against electric shock, in areas where it is not known where power lines & circuits are located, wear insulated gloves when you are operating power tools unless they are specifically intended for use in such an environment.

13.5 Dust or Explosive Vapors

1. Ordinary electric tools create sparks that may ignite flammable or explosive vapors, gases, or dust. If flammable or explosive conditions exist, do not use electric power tools unless they are specifically intended for use in such an environment.

13.6 Chain Saws

1. Before using a chain saw, carefully inspect the work area, the condition of the saw and the items to be cut. Remove obstructions that could become tangled in the saw, become projectiles, or create other hazards.
2. When operating a chain saw, never wear loose or torn clothing or any other articles that could get caught in the saw. Keep long hair tied back and out of the way. Wear eye protection and a face guard. Wear chain saw chaps and gloves.
3. Wear protective gloves, safety goggles, and hearing protection while operating a chain saw.
4. Do not use a power saw if the chain is loose or any teeth are broken or missing from the chains.
5. When you are starting a gas power chain saw, you must place the saw on or against a solid support and you must be standing in a solid and secure position.
6. After starting the saw, check the running condition before cutting and before raising the saw to an elevated position.
7. You must grip the saw firmly with both hands during the entire cutting operation. Do not attempt to use a chain saw above shoulder level.
8. Always turn off the saw (and if it is electrically powered, disconnect it):

   - When it is unattended.
   - When you are changing work positions or moving the saw.
   - Before working on the saw or touching the chain or cutting bar.
   - Gas powered saws must be turned off before refueling. If any gas spills on the saw wipe it off before starting the saw.

13.7 Gas Powered Tools

1. To avoid explosions, smoking or open flames are not permitted in the area when gas powered tools are being fueled.
2. Carbon monoxide from gas-powered engines can kill you in a matter of minutes. To protect against carbon monoxide poisoning, never operate a gas-powered tool in an enclosed area.
3. Never use gasoline for cleaning floors, tools, clothes or hands.
4. Always store gasoline in an approved, closed safety container.
5. Pouring gasoline from one container to another may generate a charge of static electricity, which could ignite the gasoline. To avoid this, maintain metal-to-metal contact when pouring.
6. If gasoline spills near an electrical switch, make sure the spill is cleaned up and all vapors have completely evaporated before turning on the switch, to avoid igniting vapors by electrical sparks.

SECTION 14. EQUIPMENT LOCKOUT / TAGOUT PROGRAM

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

14.1 Program

All City of Aztec employees will be protected from injuries caused by unexpected energizing or start up of machines or equipment, or release of stored energy during service, repair, maintenance, operation, and associated activities. This policy establishes minimum performance requirements for the control of such potentially hazardous conditions. This will be accomplished by locking out and tagging out energy isolating devices, and otherwise disabling machines or equipment to prevent unexpected energizing, start-up or release of stored energy. Repairing and/or maintaining equipment during normal production operations are covered by this program only if:

1. An employee is required to remove or bypass a guard or other safety device; or
2. An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

This policy does not apply to the following:

1. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing maintenance or repair.
2. Hot tap operations involving transmission and distribution systems when they are performed on pressurized pipelines, provided that

   (1) Continuity of service is essential;
   (2) Shutdown of the system is impractical;
   (3) Documented procedures are followed, and
   (4) Special equipment is used which will provide proven effective protection for employees.

14.2 Definitions

<u>Affected Employee</u>
An employee whose job requires him/her to operate or use a machine or equipment on which maintenance or repair is being performed under this lockout/tagout policy, or whose job requires him/her to work in an area in which such maintenance or repair is being performed.

<u>Authorized Individual</u>
A knowledgeable individual to whom the supervisor has given the authority and responsibility to lock or implement a lockout/tagout procedure on machines or equipment to perform maintenance or repair. An authorized individual and an affected employee may be the same person when the affected employee's duties also include performing maintenance or repair of a machine or equipment which must be locked and tagged out.

Lockout Device
A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Lockout/Tagout
The placement of a lock and tag on the energy isolating device in accordance with an established procedure, indicating that the energy isolating device shall not be operated until removal of the lock/tag in accordance with an established procedure. (The term "lockout/tagout requires the combination of a lockout device and a tagout device).

Maintenance and Repair.
Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. These activities include but are not limited to lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected start-up of the equipment or release of hazardous energy.

Shall
The word "shall" always implies a mandatory requirement.

Tagout Device
A prominent warning device, such as a tag, that can be securely attached to equipment or machinery for the purpose of warning personnel not to operate an energy isolating device and identifying the applier or authority who has control of the procedure.

14.3 Responsibilities

1. Supervisor.

   (1) Maintains awareness of all aspects of the City of Aztec lockout/tagout policy.

   (2) Ensures that all employees under their supervision understand the requirements for compliance with this policy and are made aware of the lockout/tagout procedure and are issued appropriate locks/tags.

   (3) Conducts a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this policy are being followed.

   (4) Certifies that the periodic inspections have been performed.

2. Employee.

   1) Maintains awareness of all aspects of the lockout/tagout policy and complies with all procedures.

3. Safety Coordinator/Department Head.

   1) Provides necessary employee training for lockout/tagout procedures.

   2) Conducts periodic inspections of work sites to ensure compliance with lockout/tagout procedures.

   3) Provides guidance regarding the applicability of the lockout/tagout policy.

4) Approves/disapproves exceptions of the lockout/tagout policy.

14.4 General

1. Simple Lockout/Tagout.

   1) Implementation of lockout/tagout shall be performed only by authorized employees.
   2) Before any employee performs any maintenance or repair of a machine or equipment where unexpected start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative.
   3) If an energy isolating device is capable of being locked out, then this policy requires that a lockout and tagout be utilized. If an energy isolating device is not capable of being locked out, then a tagout shall be utilized.
   4) Whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.
   5) Procedures during repairs on above devices shall include at least two persons. One person shall be at the disconnect area, while the other person performs repair and/or testing.

2. Energy Control Procedure.

   (1) The City of Aztec shall develop, document and utilize procedures to control potentially hazardous energy when employees are engaged in the activities covered by this policy.

   (2) The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to the following:

   - A specific statement of the intended use of the procedure;
   - Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
   - Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and
   - Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

3. Protective Materials and Hardware.

   1) Lockout and tagout devices shall be provided by the City of Aztec and shall be the only authorized device(s) used for lockout/tagout of energy devices and shall not be used for other purposes. Lockout devices are identified by a label or sticker on each device. Each lockout device is to be stamped with the employees name and color coded to indicate type of trade or craft. Each employee will be issued two

keys and no two key configurations shall be the same. No one else shall have duplicate keys.

2) Tagout devices, including their means of APPENDIX, shall be substantial enough to prevent inadvertent or accidental removal. APPENDIX means shall be a one-piece, nylon cable tie which shall be non-reusable, self- locking and non-releasable with a minimum unlocking strength of no less than 50 pounds.

4. Periodic Inspections.

1) The periodic inspections shall be performed by a City of Aztec Supervisor. The inspections shall be designed to correct any deviations or inadequacies observed.
2) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
3) The inspector shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection.
4) Copies of the inspection report shall be sent to the Safety Coordinator.

5. Training and Communication.

(1) The City of Aztec will provide joint training to ensure that the purpose and function of the energy control program is understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are required by employees. The training will include the following:

- Train each authorized employee in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and methods and means necessary for energy isolation and control.
- Instruct each affected employee in the purpose and use of the energy control procedure.
- Instruct all other employees whose work operations are or may be in an area where energy control procedures may be utilized, about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

(2) The City of Aztec will train employees in the limitations of tags when tags are used in lieu of lockout devices.
(3) Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
(4) Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or

inadequacies in the employee's knowledge or use of the energy control procedures.

(5) The City of Aztec will certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

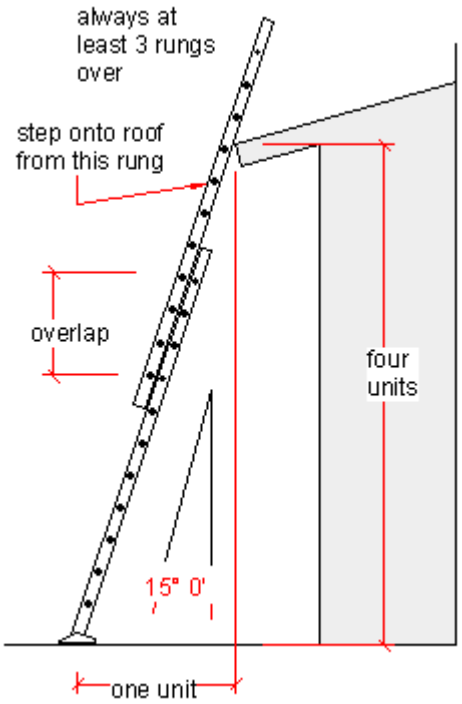
SECTION 15. LADDER SAFETY

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

15.1 General

Visually inspect ladders before using. Do not use a ladder if:

1. Hardware and fittings are not clean, intact, and operational.
2. Ropes or cables on extension ladders do not move freely and are worn or frayed.
3. Locks on extension ladders, brakes on rolling ladders, and spreaders in stepladders do not operate securely.
4. Rungs are worn, damaged, or dented or contaminated with oil or grease.
5. Rungs are not securely attached to side rail.
6. Side rails are shaky, warped, or decayed.
7. Surfaces of rungs and steps must be corrugated, serrated, or similarly textured or must be coated with skid-resistant material to provide traction. Do not use a ladder if the rungs on the steps are worn smooth, cracked, or contaminated with grease, oil, or other slippery material.
8. Do not use a ladder if rungs or steps or side rails used for gripping are splintered, or have sharp edges, burrs, or dangerous projections.
9. Never use metal ladders near electrical lines or equipment.
10. Do not paint wooden or fiberglass ladders. Only a clear, non-conductive finish should be used. Paint will cover defects that may develop in the ladder.
11. Portable ladders must be firmly positioned with all feet securely in place.
12. Ladders must be equipped with non-slip bases.
13. Ladders load rating is below the combined weight of employee and tools.



15.2 Straight Ladders

1. Straight ladders must be held, tied, or otherwise made secure. Ladders over 16 feet must be tied in place.
2. Both side rails of a straight ladder must be supported at the top.
3. Straight ladders shall be placed at a 4-to-1 pitch: For every 4 feet of height the ladder should be 1 foot from the base.
4. When working on a straight ladder, stand at least 3 rungs from the top of the ladder.

5. Use a ladder of sufficient length for the job. A ladder shall extend 3 feet above the level of the top point of support.

15.3 Step Ladders

1. Never use a self-supporting stepladder as a straight ladder.
2. The top two rungs of a stepladder must not be used to support a person.

15.4 Extension Ladders

1. When extending or lowering an extension ladder, always keep hands on the side rails and never on the rungs, to avoid crushing hands or fingers between the sections of the ladder as they move up and down.
2. Use only the manufacturer's fittings to extend a ladder. Never extend ladders by tying ladders together with rope or by other make shift arrangements. If a ladder is not long enough for the job, suspend work until a ladder of the proper length is obtained, or another appropriate method of climbing is provided.
3. Once an extension ladder is extended, make sure it is securely locked before using.
4. The overlap on two-section extension ladders must be at least as follows:
   - 36' ladder
   - 3' overlap
   - 36-48' ladder
   - 4' overlap
   - 48-60' ladder
   - 5' overlap
5. Ladders placed in traffic areas such as doorways, passageways, or driveways must be protected by barricades, or an employee must be posted at the base of the ladder.
6. Do not place ladders on top of boxes, vehicles, or other objects to increase height.
7. Do not use ladders horizontally for walkways, gangplanks, scaffolding, or other such uses.
8. Ladders must not be used by more than one individual at a time, unless designed for that purpose.

15.5 Climbing

1. Ladders must be positioned so there is adequate clearance for the user. For ladders that are fixed at a 90 degree angle, clearance on the climbing side of the ladder must be no less than 30 inches from the rung to the nearest fixed object. Clearance behind the ladder must be not less than 7 inches from the nearest fixed object to allow for a good foothold.
2. Step-across distance from a ladder to adjacent equipment or a structure must not be more than 12 inches. If the distance is more than 12 inches, a landing platform must be present.
3. Ladders must always be positioned so that the user faces the ladder when going up or going down.
4. Do not carry items when going up or down the ladder. Both hands must be free for climbing and employee must have three point of contact at all times.

5. When not in use, the hand line must be tied out of the way of traffic or pulled aloft.
6. When on a ladder, do not lean so that your outside shoulder is more than 12 inches from the side of the ladder. Shifting weight in this way can cause the ladder to slip.

15.6 Moving Ladders

1. When moving a ladder, always carry it in a horizontal position. Never move a ladder in a vertical position if you are in the vicinity of power lines or apparatus.
2. Never move a ladder when a person or any equipment or materials are on the ladder.
3. When carrying a ladder on a vehicle, make sure it is secured in a horizontal position and adequately supported to prevent sagging and stress.
4. Extension ladders must not be carried while extended. Stepladders shall not be moved while the legs are spread.

15.7 Working Ladders

1. Use a hand line to raise and lower materials, tools, and equipment when working on a ladder. The hand line must not be connected to the ladder.
2. Do not allow hand lines, wires, cords, etc. to hang down where they may be struck by passing vehicles or pedestrians.
3. Wooden ladders shall not be longitudinally (up and down the length of the ladder) reinforced with metal. The metal will make the wooden ladder a conductor of electricity, which could result in injury of death from electric shock.
4. Rolling ladders must be properly secured before using, to prevent movement.
5. Ladders used to climb up and down from scaffolding must be properly secured and positioned so that the ladder does not disturb the stability of the scaffold.
6. Ladders that are placed against aerial stands, trees, poles, etc., must first be securely tied to the supporting item, and then the climber must be secured by a safety strap to the ladder. This will help prevent falls if the climber slips or loses balance, if the ladder is bumped, or something else goes wrong.
7. While on a ladder never wear tools over you abdomen or the middle of your back.
8. Do not place tools or materials on the steps of a ladder. This is unsafe to the person on the ladder and for people below the ladder.
9. Never “walk” a ladder. Get off the ladder and move it.
10. Use extreme caution when moving a ladder in the area of energized power lines or apparatus to avoid contact with energized equipment.

15.8 Storing Ladders

1. When a ladder is not in active use, it must be removed and stored in a horizontal position. Never store ladders in a vertical position.

15.9 Fixed Ladders

1. Cages must be provided on fixed ladders of more than twenty (20) feet unless fall arrest devices are used.

2. Fixed ladders used to ascend to heights exceeding twenty (20) feet must be provided with landing platform for each thirty (30) feet of height.
3. If work is to be performed from platforms accessed by fixed ladders, the platforms must have gates or barriers to prevent falls down the ladder cage.
4. Paint or treat metal ladders and appurtenances to resist corrosion and rusting when the location demands.
5. Maintain all ladders in a safe condition.

SECTION 16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

16.1 General

Protective equipment including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields, and barrier devices will be provided, used, and maintained in clean and serviceable condition. The equipment will be used whenever it is necessary to protect personnel from hazards of processes or the environment, chemical hazards, radiological or mechanical hazards that are capable of causing injury, illness, or impairment of any part of the body through absorption, inhalation, injection, or physical contact.

Employee owned PPE must meet the same requirements as department PPE, and is subject to inspection just the same as if it were the City of Aztec owned PPE. Damaged or defective PPE will not be used. All PPE must be shown to meet the appropriate safety standard in use and should bear that information on the PPE label whenever possible.

16.2 Training

All personnel required to use protective equipment must be trained and be able to demonstrate understanding of the training and the ability to use the equipment before being exposed to the hazards that requiring the protective equipment.

1. Training must cover at the following:
   (1) When is PPE necessary?
   (2) What type of PPE is necessary?
   (3) How to properly use, adjust, wear and take off the PPE.
   (4) The limitations of the PPE.
   (5) How to inspect the PPE.
   (6) The proper care, maintenance, useful life, and disposal of the PPE.

2. Personnel will be retrained when there is reason to believe that the employee has failed to retain an understanding of the training or the ability to properly use the PPE.
   (1) Retraining will be done when there are changes in the workplace, the hazards present in the workplace, or the type of PPE that renders previous training obsolete.
   (2) The City of Aztec will verify that all exposed employees have been trained with written documentation that contains the name of the person trained, the date of that training, what was covered, and the instructor.
   (3) A copy of the training documentation will be forwarded to the safety coordinator.

16.3 Eye and Face Protection

1. Always use the correct eye and face protection if you work with or near:
   (1) Molten Metals
   (2) Liquid Chemicals
   (3) Hazardous Gases

(4) Flying Particles
(5) Injurious radiant energy
(6) Power tools or equipment

16.4 Safety Eyewear

Safety glasses are the basic form of eye protection.

1. Coverage from the front and the sides is required anytime there is a hazard from flying objects.
2. Types of eye and face protection include:
   (1) Safety glasses
   (2) Goggles
   (3) Face shields
   (4) Welding helmets
   (5) Full hoods
3. Safety glasses or goggles shall be worn under face shields and welding helmets for added protection.
4. Tinted or shaded lenses may be needed when working in a bright environment.
5. Tinted or phototropic lenses can limit vision when moving from a bright area to a dim area.
6. Specially numbered filtering lens are necessary to protect your eyes from welding or any other radiant energy. Check to see which lenses will best protect your eyes.
7. Manufacturer identification must be listed on the eye protection equipment.
8. They must meet ANSI Z.87.1-1989 requirements, and provide adequate protection against the particular hazards the employee is exposed to.
9. All eye protection should carry the ANSI stamp on the protection itself. ANSI issued a new standard in 2010 which changed the way impact rated eye protection is labeled. Impact rated eye protection is labeled Z87+.

16.5 Prescription Lenses

1. If you wear contact lenses, you may face additional hazards such as:
   (1) Dust caught underneath the lenses that may cause painful abrasions.
   (2) Some chemicals can react with your contact lenses causing permanent injury.
   (3) Keep in mind that contact lenses are not considered protective devices. If eye hazards are present, you must wear eye protection in addition to or instead of contact lenses.
2. If you wear prescription glasses, you must wear one of the following:
   (1) Goggles or other protective devices designed to fit over your glasses.
   (2) Protective eyewear ground specifically to your prescription.

16.6 Head Protection

Head protection is required if you work where there is risk of injury from falling objects, flying/swinging objects, or if you work near exposed electrical conductors which could contact the head.

1. Hard Hats
   Hard hats are designed to protect you from impact and penetration caused by objects hitting your head, and from limited electrical shock or burns.

   (1) The shell of the hard hat is designed to absorb some of the impact.
   (2) The suspension, which consists of the headband and strapping, is even more critical for absorbing impact. It must be adjusted to fit the wearer and to keep the shell a minimum distance of one-and-one-fourth inches above the wearer's head.
   (3) Hard hats are tested to withstand the impact of an eight-pound weight dropped five feet – that is about the same as a two-pound hammer dropped 20 feet and landing on your head.
   (4) Hard hats must also meet other requirements including weight, flammability and electrical insulation.
   (5) Never drill holes in a hard hat for ventilation.
   (6) Must meet ANSI Z-89.1-2009 requirements.

2. Types and Classes of Hard Hats

   Type 1: Helmets intended to reduce the force of impact resulting from a blow only to the top of the head.
   Type 2: Helmets intended to reduce the force of impact resulting from a blow to the top or sides of the head.

   Class G: Made from insulating material to protect you from falling objects and electric shock from voltages up to 2,200 volts.
   Class E: Made from insulating material to protect you from falling objects and electric shock from voltages up to 20,000 volts.
   Class C: Designed to protect you from falling objects, but are not designed for use around live electrical wires or corrosive substances.

16.7 Hand Protection

Fingers, hands and arms are injured more often than any other parts of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extreme.

1. Gloves
   Gloves are the most common protectors for the hands.
   (1) When working with chemicals, gloves must be taped at the top, or folded with a cuff to keep liquids from running inside your glove or onto your arm.
   (2) Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products, a synthetic glove will be

needed. Always check the chemical's MSDS for the proper type of glove to use with that chemical.

(3) Leather or cotton knitted gloves is appropriate for handling most abrasive materials. Gloves reinforced with metal staples offer greater protection from sharp objects.

(4) Do not wear metal-reinforced gloves when working with electrical equipment.

(5) It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine.

(6) Your Supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected, make sure they fit properly.

16.8 Foot Protection

Foot injuries are most likely to occur when:

- Heavy or sharp objects fall on your foot.
- Something rolls over your foot.
- An object pierces the sole of your shoe.

Some safety shoes and boots are made with a steel or hardened plastic-reinforced box toe to protect your foot from being crushed or pierced. Many safety shoes/boots now offer puncture-resistant soles.

If you work around exposed electrical wires/conductors you will need to wear metal-free non-conductive shoes or boots.

Rubber or synthetic footwear may be needed when working around chemicals. The proper type will depend on the hazards you are exposed to, and will identify on the JHA.

All safety footwear will meet the appropriate ANSI Z-41 requirements

16.9 Hearing Protection

Hearing loss is a common workplace injury, all too often ignored because it usually happens gradually over a period of time. Workers may suffer permanent hearing loss because loud noises can be damaging without causing pain. Hearing protection worn incorrectly can be almost as damaging as wearing no hearing protection at all.

You need to protect your ears when:

- The sounds in your work area are irritating.
- There are signs indicating hearing protection is required.
- Sound levels reach 85 decibels or higher for an 8-hour time period.
- There are short bursts of sound that can cause hearing damage, e.g. 140 decibels.

All hearing protection purchased should have an NRR (Noise Reduction Rating) on the packaging. The NRR is the measurement, in decibels, of how well a hearing protector reduces noises. The higher the NRR number the greater the noise reduction. While wearing hearing protection your exposure to noise is equal to the total noise level minus the NRR of the hearing

protection in use. For example, iy you were exposed to 80db of noise but wearing earplugs with and NRR of 29, your actual noise exposure would only be 51db. Here are some examples of common decibel levels:

Painful:

150 dB = Rock Concerts at Peak

140 dB = Firearms, Air-Raid Siren, Jet Engine

130 dB = Jackhammer

120 dB = Jet Plane Take-off, Amplified Music at 4-6 ft., Car Stereo,

Extremely loud:

110 dB = Machinery, Model Airplanes

100 dB = Snowmobile, Chain saw, Pneumatic Drill

90 dB = Lawnmower, Shop Tools, Truck Traffic, Subway

Very loud:

80 dB = Alarm Clock, Busy Street

70 dB = Vacuum Cleaner

60 dB = Conversation, Dishwasher

Moderate:

50 dB = Moderate Rainfall

40 dB = Quiet room

Faint:

30 dB = Whisper, Quiet Library

Types of hearing protection:

1. <u>Earplugs</u>

   Earplugs offer the most protection. Foam earplugs that fit snugly are the most effective. To insert properly:

   - Roll the plug into a small diameter.
   - Place it well into the ear canal.
   - You may find it helpful to pull your ear back and up as you insert the plug.
   - After you have inserted it, hold the plug in your ear for a few seconds to insure a good fit.
   - Do not wear dirty or damaged ear protection.

2. Earmuffs

   Earmuffs may also be used to protect your hearing. Earmuffs fit over the outside of the ear. Although they look like they would provide better protection than earplugs, the effectiveness of earmuffs is limited by the seal they form around the ear. The cups on the earmuffs should be made of sponge to give a good seal. The following can reduce the effectiveness of earmuffs:

   - Facial hair can decrease your protection by breaking the seal.
   - Wearing earrings and eyeglasses with earmuffs can pose a similar problem.

16.10 Safety Vests

Any employee who may be exposed to the roadways must have a Class 2 or Class 3 reflective vest. The manufacturers recommendations should be followed in maintaining the reflectivity of the vest through regular cleanings and replacement. Safety vests should meet the ANSI 107-2010 standard and have a label that indicates this and the vest type.

16.11 Inspection

1. Earmuffs with cracked, cut or missing gaskets reduce your protection.
2. Dirty or scratched eyewear could limit your vision.
3. Periodically, check the suspension of your hard hat. Look for loose or torn cradle straps, loose rivets, broken sewing lines or other defects.
4. Replace your hard hat at least every five years, or after a major impact.
5. PPE must fit properly to protect you. If you are not wearing the right size shoe, you may be in danger more from tripping that you would from any other hazard.

16.12 Limitations of PPE

You must know the limitations of your PPE. PPE won't protect you from everything. You must determine the limitations of your equipment. For example, your gloves may protect you from the chemicals you work with, but may dissolve if they come into contact with chemicals used in the shop next door.

16.13 PPE Maintenance

PPE must be properly maintained, sanitized and stored in accordance with manufacturer specifications. This should include:

1. Air tight containers for respirators.
2. Vests should be washed regularly to maintain reflectivity and replaced after the maximum number of washed recommended by the manufacturer.
3. Hard Hats should be kept free of dirt and grease.
4. Fall protections should be cleaned and stored in a bag or container where it will not be scuffed or torn.

16.14 Prohibitions on Use of Respiratory Protection PPE

Employees may not utilize half face, full face or supplied air respirators without proper training as is required per the Respiratory Protection Program.

SECTION 17. PROPER LIFTING TECHNIQUES

17.1 General

1. Lift with your legs, instead of your back!
2. Plan ahead!
3. If something looks awkward, it probably is!

17.2 Before Lifting

1. Evaluate and test the weight before you lift.
2. Back injuries have occurred when an employee jerks suddenly to avoid injury. Be properly equipped:
   - Do you need gloves?
   - Are your feet protected?
   - Do you need help?
3. Can you slide or push the object and eliminate the lift?
4. Do you know where you're going with the item?
5. Is there a clear path so you don't trip or fall?
6. Prepare to lift without twisting or bending.
7. Do not reach to lift an item when you are sitting.
8. Do not reach!

17.3 When Lifting

1. Use the large leg muscles, not your small back muscles.
2. Hold your abdominal muscles in tightly while lifting.
3. Maintain the natural curves of your back; chest and chin up, bending your legs, rear-end out.
4. Lift smoothly, no jerking motion.
5. Keep the item close to your body.
6. Always use proper lifting equipment provided, or another person to "TEAM LIFT" with you.

17.4 Types of Lifts

1. Squat Lift
2. Power Lift
3. Team Lift
4. Tripod Lift
5. Diagonal Lift

SECTION 18. WELDING AND CUTTING SAFETY

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

18.1 Gas Welding

1. All welding and cutting operations shall be performed by trained personnel.
2. Suitable fire extinguishing equipment shall be readily available whenever welding or cutting operations are taking place.
3. Matches or cigarette lighters are not to be carried by welders or their helpers when engaged in welding or cutting operations.
4. Where combustible materials are present, such as paper, wood shavings, etc., the floor shall be swept clean for a radius of at least 35 feet before welding or cutting operations begin.
5. Proper eye, face, and hand protection shall be worn at all times.
6. Welding hoses, cables and other related equipment shall be placed free of aisle ways, ladders and stairwells.
7. Approved back-flow protectors shall be used on all oxygen and acetylene welding sets.
8. Welding hoses shall NOT be repaired with tape.
9. Only friction lighters will be used to light welding torches.
10. All rules and instructions supplied by the manufacturer are to be followed at all times.
11. A fire watch shall remain at least 30 minutes after all hot-work, thus all hot-work will stop 1 hour before the end of the day or shift.
12. A hot-work permit must be completed prior to the start of any hot work. This will come from either the site owner or the superintendent.
13. Any hot work being done in confined spaces will require a special permit, before being allowed.

18.2 Arc Welding

1. All cables will have intact insulation at all times.
2. All personnel will be protected from arc radiation.
3. All fire prevention/protection requirements required for gas welding and hot work will be met.

SECTION 19. PORTABLE ELECTRIC SPACE HEATER

19.1 Purpose

To set forth the policy for use and prohibition of portable space heaters in City facilities.

19.2 General

Electric space heaters, when used properly, can provide additional degree of comfort over and above a facility's heating system. Unfortunately, with the use of these heaters come the increased risk of fire and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such appliances.

19.3 Policy

Portable electric space heaters shall only be permitted in office areas for temporary use and only after the following conditions are met:

1. Approval. Before use, any portable electric space heater shall be inspected for the following:

   - Portable electric space heaters shall ear a UL listing label.
   - Portable space heater shall be inspected by Safety Personnel to insure that the amperage draw will not overload the electrical circuit intended to power the heater.
   - Portable electric space heaters shall not have worn or damaged electrical cords, and the plugs shall be in good condition.
   - Portable electric space heaters shall have a low center of gravity and shall contain a mechanism whereby the heater shuts off automatically if tipped over.

2. Use.

   (1) Portable electric space heaters shall be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.
   (2) Portable electric space heaters shall be turned off when not in use.
   (3) Portable electric space heaters shall be inspected monthly.
   (4) Portable electric space heaters shall be placed a minimum of three (3) feet from any combustible material (e.g. curtains, paper, cloth, etc) and in a well ventilated area.
   (5) Any portable electric space heater found to be in poor operating condition, damaged, or used improperly, shall immediately be turned off, unplugged, and removed from service.

3. Prohibition.

   (1) The use of any portable heater that is fueled by kerosene or that produces open flame is strictly prohibited.
   (2) The use of any portable heater for permanent heating is strictly prohibited.
   (3) Portable electric space heater shall not be placed underneath desks, in any means of egress (exit path), or any high traffic area.

SECTION 20. PERMIT-REQUIRED CONFINED SPACE ENTRY PROGRAM

The following sub-sections are a brief summary. For those departments with departmental safety policies, the employee should refer to those departmental polices as they will be more detailed and restrictive.

20.1 Purpose

The purpose of this program is to inform interested persons, including employees that City of Aztec is complying with the OSHA Standard 29 CFR 1910.146. We have determined that this workplace needs written procedures for the evaluation of confined spaces, and where permit-required spaces are identified, we have developed and implemented a permit-required confined space entry program. This program applies to all work operations at City of Aztec where employees must enter a permit-required confined space as part of their job duties.

The Safety Coordinator has overall responsibility for coordinating safety and health programs in the City of Aztec. The Safety Coordinator is the person having overall responsibility for the Permit-Required Confined Space Program. The Safety Coordinator will review and update the program, as necessary.

Copies of the written program may be obtained from the Safety Coordinator in the Safety Coordinator's Office in the City Hall Complex.

Under this program, we identify permit-required spaces in City of Aztec, and provide training for our employees according to their responsibilities in the permit space. These employees receive instructions for safe entry into our specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities.

This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.

If, after reading this program, you find that improvements can be made, please contact Safety Coordinator. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a safe and effective permit-required confined space entry program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

20.2 Hazard Evaluation for Permit Spaces

To determine if there are permit-required confined spaces in City of Aztec, the Safety Coordinator has conducted a hazard evaluation of our workplace. This evaluation has provided us with the information necessary to identify the existence and location of permit-required confined spaces in our workplace that must be covered by the *Confined Space Entry Permit Form* (Appendix B). This written hazard evaluation is kept in the Safety Coordinator's Office in the City Hall Complex.

20.3 Preventing Unauthorized Entry

To provide a safe work environment and to prevent exposed employees from accidentally entering a permit space, we have implemented the following procedures to inform all employees

of the existence, location, and danger posed by permit spaces in City of Aztec. To inform employees of the existence of a permit space, we use appropriate warning signs. To ensure that unauthorized employees do not enter and work in permit spaces, we use barricades, signal cones, tape or other appropriate barriers to entering the permit space. At the City of Aztec all employees required to work in confined spaces receive training for entry into permit spaces.

20.4 Safe Permit Space Entry Procedures

The assigned Department Supervisor is the Entry Supervisor responsible for authorizing entry and issuing entry permits for work in our permit spaces (Appendix B). The file of permits and related documents are kept in Safety Coordinators Office in the City Hall Complex. The procedures we follow for preparing, issuing, and canceling entry permits includes the following elements:

1. Before entry is authorized, the Entry Supervisor shall document the completion of measures required by preparing an entry permit.

2. Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

3. The completed permit shall be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means; so that the entrants can confirm that pre-entry preparations have been completed.

4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

5. The entry supervisor shall terminate entry and cancel the entry permit when:

   (1) The entry operations covered by the entry permit have been completed; or
   (2) A condition that is not allowed under the entry permit arises in or near the permit space.

6. The Safety Coordinator shall retain each canceled entry permit for at least 1 year. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

An entry permit must be completed by the Entry Supervisor before any employee will be allowed to enter a permit only confined space. The entry permit will contain the following information:

1. The permit space to be entered;

2. The purpose of the entry;

3. The date and the authorized duration of the entry permit;

4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;

5. The personnel, by name, currently serving as attendants;

6. The individual, by name, currently serving as Entry Supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;

7. The hazards of the permit space to be entered;

8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

9. The acceptable entry conditions;

10. The results of initial and periodic tests performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed;

11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;

12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;

13. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;

14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and

15. Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

Only employees that have successfully completed the 8-Hour Confined Space Permit only training course are allowed to work in or near a permit space. Job duties are assigned based on the needs of the work involved.

20.5 Pre-Entry Evaluation

To ensure the safety and health of our employees, before allowing authorized workers to enter a permit space, we evaluate conditions in that space to determine if the conditions are safe for entry. Any employee, who enters the space, or that employee's authorized representative, has the opportunity to observe the pre-entry and any subsequent testing. The authorized entrant or that employee's representative also has the option of requesting a reevaluation of the space if they feel that the evaluation was not adequate.

The City of Aztec follows the procedures to evaluate each permit space before entry according to OSHA Standard 29 CFR 1910.146(c)(5)(ii)(C). This includes testing the internal atmosphere with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants. We also periodically test the atmosphere of the space to ensure that the continuous ventilation is preventing the accumulation of a hazardous atmosphere.

1. Oxygen content must be 19.5 - 23.5%;

2. Flammable Gas Concentrations limited to 10% of the Lower Flammable Level;

3. Flammable Dust Concentrations less than its Lower Flammable Level;

4. Toxic Air Contaminants to levels that will not impair Employees.

5. Internal Configuration of the confined space will be measured for use in preplanning, rescue, and monitoring.

If unsafe atmospheric conditions are found purging, inerting, flushing, or ventilating the permit space is required to eliminate or control hazards that could create immediate dangers to life.

Any Hot Work will require a Hot Work Permit in addition to the Confined Space Entry Permit. No Hot Work will be performed without a permit. The Hot Work Permit contains a checklist of precautions that must be completed. The Hot Work Permit must be signed by the Entry Supervisor.

City of Aztec Lock Out Tag Out procedures will be followed to ensure that electrical hazards are eliminated.

20.6 Certification

The City of Aztec verifies that the space is safe for entry and that the pre-entry measures required by OSHA Standard 29 CFR 1910.146(c)(5)(ii) have been taken, through a written certification that contains the date, location of the space, and signature of the person providing the certification. At our company, the Department Supervisor is responsible for verifying these procedures. The certification is made before entry and is available to each employee entering the space.

20.7 Equipment

To ensure the safety and health of our employees, City of Aztec provides appropriate equipment to all employees who work in or near our permit spaces. According to OSHA Standard 29 CFR 1910.146(k)(3)(I), each authorized entrant will use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which City of Aztec can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used instead of the chest or full body harness if City of Aztec can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

We provide the following additional equipment to all employees who work in or near our permit spaces:

1. Air Testing and monitoring equipment necessary to monitor the conditions inside the permit space;

2. Ventilating equipment needed to obtain acceptable entry conditions;

3. Communications equipment;

4. Personal protective equipment including Eye Protection, Head Protections, Fall Protection, and Repertory Protection if engineering controls cannot feasibly maintain healthful oxygen levels;

5. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;

6. Barriers and shields;

7. Ladders, needed for safe ingress and egress by authorized entrants;

8. Emergency Equipment;

9. Any other equipment necessary for safe entry into and rescue from permit spaces.

We maintain all equipment in excellent working condition, train the entrants in the correct usage of this equipment, and ensure that all equipment, including that used for personal protection, is used properly.

The Entry Supervisor will inspect all equipment before use is allowed in the permit space.

A log of all Equipment Calibrations will be maintained by the Department Supervisor. A written log will be maintained including the date, time, person performing the calibration, piece of equipment, and results.

20.8 Duties: Authorized Entrants

Those persons who have completed the training and are authorized to enter our permit spaces (Authorized Entrants) are assigned specific duties and responsibilities that they must perform when they work in the permit space. Their duties and responsibilities include:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

2. Properly trained in the use of necessary equipment;

3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;

4. Alert the attendant whenever;

   (1) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
   (2) The entrant detects a prohibited condition

5. Exit the permit space as quickly as possible whenever:

   (1) An order to evacuate is given by the attendant or the entry supervisor,

(2) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
(3) The entrant detects a prohibited condition, or
(4) An evacuation alarm is activated.

Authorized Entrants are required to successfully complete an 8 hour confined space permit entry training class administered by an OSHA approved training provider.

20.9 Duties: Attendants

Those persons who have completed the training and have been designated as permit space Attendants are assigned specific duties and responsibilities that they must perform in permit space job duties.

Their duties and responsibilities include:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

2. Is aware of possible behavioral effects of hazard exposure in authorized entrants;

3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space;

4. Remains outside the permit space during entry operations until relieved by another attendant;

5. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the permit space;

6. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;

   (1) If the attendant detects a prohibited condition;
   (2) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
   (3) If the attendant detects a situation outside the space that could endanger the authorized entrants; or
   (4) If the attendant cannot effectively and safely perform all the duties required

7. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;

8. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:

   (1) Warn the unauthorized persons that they must stay away from the permit space;

(2) Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
(3) Inform the authorized entrants and the Entry Supervisor if unauthorized persons have entered the permit space;

(4) Performs non-entry rescues as specified by the employer's rescue procedure; and

(5) Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

> Authorized Attendants are required to successfully complete an 8 hour confined space permit entry training class administered by an OSHA approved training provider.

20.10 Duties: Entry Supervisors

Those persons who have completed the training and have been designated as permit space Entry Supervisors are assigned specific duties and responsibilities that they must perform in permit space job duties. Their duties and responsibilities include:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;

2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

3. Terminates the entry and cancels the permit;

4. Verifies that rescue services are available and that the means for summoning them are operable;

5. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and

6. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, and that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

> Authorized Entry Supervisors are required to successfully complete an 8 hour confined space permit entry training class administered by an OSHA approved training provider.

20.11 Training Program

Every employee at City of Aztec who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge and skills necessary for the safe performance of the duties assigned to them. Safety Coordinator or Safety Counseling conducts our permit-required confined space training. All training related materials,

documents, and signed certificates are kept in the Safety Coordinator Office in the City Hall Complex.

At the City of Aztec all employees required to work in confined spaces receive training for entry into permit spaces.

When we conduct the training, we use classroom training that utilizes printed and audiovisual materials. New employees are always trained before their initial assignment of duties. Employees are required to successfully complete the required 8 hour permit only confined space training before initially being assigned to a permit space. When changes occur in permit-required confined space areas of our company, we require appropriate re-training that reflects the changes made to the process. If we have reason to believe that an employee has deviated from a previously trained upon procedure or that their knowledge seems inadequate, we will require that employee to be retrained in any area where their knowledge and skill are lacking before they can return to a permit space.

Upon successful completion of City of Aztec permit-required confined space training program, each participant receives a certificate which they sign verifying that they understand the material presented, and that they will follow all company policies and procedures regarding permit space entry.

Training is conducted annually or when required by changes in the process. After initial training each employees is required to retrain every two years or whenever there us a change in the process.

20.12 Rescue and Emergency Services

City of Aztec utilizes San Juan County Fire and Rescue to perform rescue and emergency services in the event of a permit space incident. To familiarize this service with our facility and emergency needs, we provide access to all permit spaces from which rescue may be necessary so the rescue team can develop appropriate rescue plans and practice rescue operations. We also inform the rescue team of the hazards they may confront when called on to perform rescue at the site.

San Juan County Fire and Rescue has the capability to reach the victim(s) within an appropriate time frame for the permit space hazard(s) identified, and is equipped for and proficient in performing the needed rescue services.

20.13 Multiple Employer Entry Procedures

When outside employers/contractors enter our facility to perform work in permit spaces, we coordinate entry and work operations. All employers/contractors are required to follow City of Aztec Safety Programs and Policies.

20.14 Post-operations Procedures

Upon completion of work in a permit space, we follow these procedures to close off the space and cancel the permit:

1. Cancel the entry permit;

2. Replace any barricades or barrier, lock out/tag out procedures, or signage identifying the permit space after entry operations are completed;

3. A new entry permit must be issued for any new or additional work not included in the original permit to be completed in the permit space.

20.15 Review-Procedures

To ensure that all employees participating in entry operations are protected from permit space hazards, City of Aztec reviews the Permit-Required Confined Space Entry Program on a regular basis. We use the retained canceled permits from the past 12 months within one year after each entry and revise the program as necessary. City of Aztec performs a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review will be performed.

20.16 Enforcement

Constant awareness of and respect for permit-required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.

20.17 Forms

The forms associated with this program can be found in Appendix B of this policy.

- Confined Space Hot Work Permit Form
- Confined Space Entry Permit Form
- Equipment Calibration Log

SECTION 21. JOB HAZARD ANALYSIS

21.1 Policy Statement

The City of Aztec is committed to providing for the occupational safety and health of personnel, preventing accidental loss of material resources (e.g., property damage), and avoiding interruptions to essential services resulting from accident and other incidents. An effective occupational safety and health program must include procedures to evaluate job hazards and to eliminate or control the related risks to employees or property. Although identification of possible property damage losses is important, the primary objective of a Job Hazard Analysis (JHA) is to identify the risk of injury associated with systems or equipment, a task or series of tasks, and to recommend solutions to reduce the risk to a standard or acceptable level.

A JHA facilitates the discovery and evaluation of hazards that exist in the workplace and the selection of control measures to reduce or eliminate the hazard. Once the hazards have been identified, an evaluation by technically qualified safety personnel will determine the priority for the establishment of appropriate control measures. Based on the potential severity and risk of injury or property damage, hazards will be promptly eliminated or controlled.

21.2 Definitions

Activity
A named process, procedure, function, or task, or grouping of tasks, that occur(s) over time and has recognizable results.

Hazard
Potential for harm to people or property.

Job Hazard Analysis *(JHA)*
A technique that focuses on the relationship between the worker, the worker's activities or job task(s), the tools, and the work environment to identify hazards before accidents, injuries, or illnesses occur.

21.3 Plan Administration

Function	*Name/Department*	*Contact Information*
Safety and Health Program Administrator	Matthew Clark Safety Coordinator	Work: 505-334-7697

Plan Administrator
The plan administrator will ensure that JHAs are conducted for all workplace activities, tasks, and projects in a timely manner, and will be responsible for maintaining certifications and other documentation related to JHAs.

Supervisor
Supervisors and other applicable personnel will participate in JHAs. Completed JHAs will be reviewed by the department head.

Plan Review and Update

JHAs will be reviewed annually and updated as needed to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review. All employees affected by any changes in engineering controls or work procedures after a JHA review will be trained in the new job methods, procedures, or protective measures adopted.

21.4 JHA Plan Overview

Activities Subject to JHA

A JHA will be conducted for each work project and activity. Part of the purpose of the JHA process is to determine whether hazards exist, through careful and regular examination of the location(s) and procedures involved in the project. The assumption that some work does not have potential for hazards to exist has led to unnecessary and costly injuries, such as cumulative trauma disorders, back injuries, and electrical shock. If there is a project or activity that truly has no potential for employees to be exposed to hazards, the JHA would demonstrate that.

Activity Selection

Personnel authorized by the department head to perform JHAs (i.e., JHA Analysts) will select the job(s), tasks, operations, or processes to be analyzed by reviewing:

- Injury and illness data
- Near-miss reports
- New or modified work tasks, activities, or projects
- Employee safety process comments, surveys, and reports
- Regulatory requirements

Initial JHAs will be scheduled by priority starting with those that have the highest injury and illness rates as recorded in OSHA Form 300, Injury and Illness Log. Where accident or near-miss data are lacking, a review of the nature of the job and the equipment and/or materials being used will be conducted to help determine which jobs will receive a JHA. Employee participation in the JHA selection and implementation process will be encouraged and solicited. The analysis of methods to control hazards will incorporate regulatory requirements for each type of activity.

Employees' input in the JHA process will be collected and reviewed.

All supervisors will consider the potential for all types of physical, chemical, and atmospheric exposures, and the likelihood of accidents in their operations when determining the priorities.

21.5 JHA Uses

The primary use of a JHA is to identify and resolve safety issues before beginning a work activity or project. JHAs will also support other functions related to workplace safety and health, including:

- Cost projections
- Employee orientation
- Training needs determination
- Performance evaluation
- Accident investigation

21.6 JHA Process

A JHA is conducted in two basic steps:

1. Identify each potential hazard that might exist because of the characteristics of the worksite, the procedures, and/or tasks that are involved in that project.
2. Determine what action(s) must be taken to prevent exposure of employees to each hazard.

During each of these steps, the person(s) conducting the analysis will gather information from such resources as:

- Personal experience
- Jobsite observations
- Input from employees who will be working in the area or on the project affected by the JHA
- People who have done similar work on other projects
- Occupational safety and health specialists
- Material safety data sheets (MSDSs)
- Equipment manuals
- Equipment manufacturers' technical representatives
- Health and safety handbooks
- Existing health and safety plans and handbooks

NOTE: See OSHA Publication 3071, *Job Hazard Analysis*, for useful examples of the level of detail needed in a JHA. The publication also contains descriptions of common workplace hazards.

21.7 JHA Procedures

The following are the specific JHA procedures, listed in the order that they will be performed. See Appendix B for examples of Job Hazard Analysis forms which include Simple, Complex, and Chemical worksheets.

1. List Specific Activities. Make a list of specific activities that will be performed by employees at a particular location (work area or jobsite), for the use of machines and equipment, or for a specific process or project. Where projects are very broad and involve diverse activities, conduct a JHA for each activity.

   (1) When a project or activity involves the same tasks and the same conditions over a wide range of work areas, a single job hazard analysis will suffice. For a simple activity, *Job Hazard Analysis Simple Worksheet* (Appendix B).

   (2) For an activity with complicated tasks that require multiple steps, use the *Job Hazard Analysis Complex Worksheet* (Appendix B).

   (3) When an activity involves unique site characteristics or unusual equipment at a particular site, conduct a JHA that focuses on the site.

(4) For activities that involve specific chemicals use the *Job Hazard Analysis Chemical Worksheet* (Appendix B).

> **NOTE**: The worksheets may be modified to the needs of the City of Aztec, provided the minimum information shown on the form is retained. Review the worksheet or certificate to ensure it is thorough, accurate, and that the task or activity is broken down into a sufficient number of steps.

2. List Each Potential Hazard. Examine the hazards or potential hazards associated with each task or activity. Continue to use the worksheet used to list the specific tasks.

   (1) Examine the location where the activities are or will be performed to determine if there are any apparent hazards, such as poor lighting, live electrical contacts, improperly stored materials or waste, adjacent operations that may affect the safe operation of the job under review, etc.

   (2) Interview appropriate personnel who are familiar with the job and/or equipment. The intent of the interviews is to determine the orderly sequence of job tasks and any perceived hazards.

   (3) Observe, where possible, employees performing the actual job tasks. Thoroughly document the findings on the JHA worksheet. Refer to OSHA Publication 3071 for examples.

   (4) Review available literature associated with the particular activity for additional hazards, including SDSs, equipment manuals, safety checklists, and existing health and safety plans and manuals.

3. List Corrective Controls. Once the hazards are identified, select the corrective controls that will be implemented to ensure employee safety and health, and list them on the appropriate worksheet or certificate. Corrective controls will be considered in the following order of precedence:

   (1) Elimination - removing the hazard or hazardous work practice from the workplace. This is the most effective control measure.

   (2) Substitution - substituting or replacing a hazard or hazardous work practice with a less hazardous one. For example, substitution of a less hazardous or toxic solvent for a highly flammable or carcinogenic solvent.

   (3) Engineering control - if the hazard cannot be eliminated or substituted, an engineering control is the next preferred measure. This may include modifications to tools or equipment, such as providing guards to machinery or equipment, or providing local exhaust or general ventilation to control emissions of toxic or hazardous gases, vapors, or particulates.

   (4) Isolation - isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. This can be done by marking off hazardous areas or by installing screens or barriers.

(5) Administrative control - introducing work practices that reduce the exposure to workers. Some examples include limiting the amount of time a person is exposed to a particular hazard, demarcating exclusion areas and establishing physical access controls to prevent workers from entering hazardous areas, and ensuring proper training of employees.

(6) Personal protective equipment - consider the use of PPE when other control measures are not feasible or as an interim control until one of the other described controls can be implemented.

4. Certify the JHA. Ensure that the JHA is reviewed and signed by a a supervisor and shared with and signed by all of the employees who will be doing the work.

5. Review and Modify JHA as Necessary. Repeat the JHA process, as necessary, by evaluating new equipment or work processes, reviewing accident records, and periodically reevaluating the suitability of previously selected PPE and/or engineering controls.

21.8 Implementation of Corrective Actions

Once the JHA has been conducted for each project or activity, corrective actions recommended in the JHA that are approved by management will be implemented. Supervisors will inform employees of the hazards and corrective actions, and conduct employee training before the commencement of related tasks.

21.9 JHA Training

Before any designated job hazard analyst, manager, supervisor, or other employee conducts or participates in a JHA, he or she will receive training in the JHA process. JHAs will be conducted by technically qualified safety personnel who have the experience and training to identify hazards in the workplace.

21.10 Documentation and Recordkeeping

All JHAs will be documented on the Job Hazard Analysis Worksheet or related assessment forms. See Appendix B for a copy of the worksheet.

JHA worksheets and certificates will be maintained by the department performing the task for one year.

21.11 Contractors

A JHA conducted for City of Aztec employees does not necessarily address the work of a contractor or the contractor's employees; however, the JHA for a project or activity that involves City of Aztec employees working in an area affected by contract activities will address any hazards that such activities present for the City of Aztec employees.

21.12 Supporting Materials

All forms related to Job Hazard Analysis are located in Appendix B:

- Hazard Communication Program Form
- Job Hazard Analysis Simple Worksheet
- Job Hazard Analysis Complex Worksheet
- Job Hazard Analysis Chemical Worksheet

SECTION 22. EMERGENCY ACTION PLAN

22.1 Purpose and Objectives

Potential emergencies at the City of Aztec Administration located at 201 W. Chaco St. in Aztec, New Mexico, such as fire, explosion, spill, chemical releases, and all other emergencies require employees to evacuate the building. An Emergency Action Plan and adequate occupant familiarity with a building minimize threats to life and property. In addition, OSHA standard, found at OSHA Standard 29 CFR 1910.38(a) requires that the Administration have a written Emergency Action Plan. This plan applies to all emergencies where employees may need to evacuate for personal safety.

This Emergency Action Plan (EAP) is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan will be distributed to employees as part of their orientation. A copy of the plan is also available upon request to employees and is kept in the Safety Coordinators Office in City Hall.

Under this plan, employees will be informed of:

1. The plan's purpose;
2. Preferred means of reporting fires and other emergencies;
3. Emergency escape procedures and route assignments;
4. Procedures to be followed by employees who remain to control critical operations before they evacuate;
5. Procedures to account for all employees after emergency evacuation has been completed;
6. Rescue and medical duties for those employees who perform them;
7. How to respond to cases of bomb threats, domestic violence situations, and workplace violence situations; and
8. The alarm system.

The Safety Coordinator will review and update the plan annually or as necessary. Copies of this plan will be maintained in the City of Aztec's Safety Coordinator's Office and posted on the city's intranet.

22.2 Employee Awareness

1. All personnel should be aware of fire extinguisher locations.

2. All personnel should be aware of first aid equipment locations.

3. All personnel should have a list of emergency phone numbers.

4. All equipment and first aid boxes shall be inspected monthly and expired or missing items replaced.

22.3 General Guidelines

The following guidelines apply to this Emergency Action Plan:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

2. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the Emergency Action Plan. Color-coding aids employees in determining their route assignments. Floor plans and maps should be posted at all times in main areas to provide guidance in an emergency.

3. No employee is permitted to re-enter the building until advised by the Fire Department, Police Officer, or the immediate supervisor for that building or department.

This Emergency Action Plan will be coordinated with efforts in connected buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather. The Safety Coordinator is available for consultation to assist with the implementation of joint Emergency Action Plans.

22.4 Types of Emergencies

The Emergency Action Plan may be implemented when a potentially damaging or disruptive situation takes place. Types of situations addressed by the plan include emergencies as listed below. Appendix D provides additional information on the evacuation procedures for each of these situations:

- Fire in Buildings
- Smell of Gas in Building
- Workplace Violence
- Bomb threats
- Verbal or Written Threats to Employees, Suspicious Packages
- Serious Injury in a Department

22.5 Responsibilities for Evacuation

1. General. In an emergency situation all employees are responsible for knowing and understanding the procedures to be followed during an evacuation. If an employee comes into contact with the public during an evacuation and it is possible alert the public to the nature of the emergency and direct them away from the building and towards a designated meeting site. Employees are not directly responsible for evacuating the public from common areas outside City buildings.

2. Safety Coordinator. The Safety Coordinator will oversee the preparations of employees for evacuations during emergency situations. The Safety Coordinator is responsible for:

   (1) Obtaining and posting floor plans and route evacuation maps.

(2) Overseeing the development, communication, implementation, and maintenance of the overall Emergency Action Plan.

(3) Ensuring the training of building occupants, Immediate supervisors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.

(4) In the event of a fire or other emergency, relaying applicable information to 911 (9-911 City phone), the City Manager, and Immediate supervisors.

(5) Establishing Designated Meeting Sites for evacuees (Appendix D).

3. Immediate supervisors. In an emergency situation the immediate supervisor will take the lead in accounting for staff in their assigned building or department. The immediate supervisor shall be aware of and comfortable with the responsibilities of the position. The Safety Coordinator will supply the necessary training to meet the responsibilities of the immediate supervisor. The immediate supervisors are responsible for:

(1) Familiarizing personnel with emergency procedures.

(2) Acting as liaison between management and their work area.

(3) Maintaining up-to-date lists of building occupants, critical operations, personnel, and any other personnel with assigned duties under this plan.

(4) Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.

(5) Knowing where their Designated Meeting Site is and for communicating this information to occupants.

(6) Having an updated list of personnel in their area of coverage, so a head count can be made at their Designated Meeting Site.

(7) Ensuring that disabled persons, customers, and visitors are assisted in evacuating the building.

(8) Evaluating and reporting problems to the Safety Coordinator after an emergency event or practice drill.

(9) Posting the “Department Evacuation Plan” (Appendix D) in their work areas, communications plan to occupants, and updating the plan annually.

22.6 Alerting Building Occupants During Emergencies

In general, employees should only alert other occupants, emergency personnel, or staff when it does not put their own safety in jeopardy.

1. Fire

(1) Call 911 (9-911 City phone) to report the fire. If a fire alarm is available pull the alarm. The locations of the fire alarm boxes are noted on the evacuation floor plans. The fire alarm alerts building occupants of the need for evacuation.

(2) If possible notify the immediate supervisor.

(3) If your building does not have a fire alarm, and it is safe to do so, use a desk phone to alert the administration that there is an emergency. The City Manager will initiate the intercom notification system to alert City employees. If the City Manager is unavailable then the Safety Coordinator or the IT Director may initiate the intercom notification system.

(4) It may be necessary to verbally shout the alarm, if people are still in the building and the phone system alarm has stopped sounding, or if the alarm does not sound at all. This can be done while exiting the building.

(5) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

2. Gas Leak

(1) If you smell gas (often smells like rotten eggs) or detect a gas leak do not use any phones while inside the building. They could create a static spark that could cause an explosion. Verbally notify the other occupants of the building and evacuate.

(2) If possible notify the immediate supervisor.

(3) Once outside call 911.

(4) Next notify General Services about the leak at 505-793-4181 or 334-7664. Then contact the New Mexico Gas Company at 888-664-2726

(5) Next alert the administration that there is an emergency.

(6) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

3. Workplace Violence

(1) First call 911 (9-911 City phone).

(2) If possible notify the immediate supervisor.

(3) Next alert the administration that there is an emergency.

(4) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

4. Bomb Threat

(1) If you receive a bomb threat, notify your immediate supervisor. Do not use cell phones inside the building. Do not turn the lights or electrical equipment on or off. If it is possible notify the immediate supervisor.

(2) Once you are outside the building call 911 or 505-334-6622 to notify the Police.

(3) Next alert the administration that there is an emergency.

(4) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

5. Suspicious Package

(1) If you observe a suspicious package call 911 (9-911 City Phone) or 334-6622.

(2) If possible notify the immediate supervisor.

(3) Next alert the administration that there is an emergency.

(4) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

6. Other Emergencies

1) To report other emergencies, employees should call 911 (9-911 City phone).

2) If possible notify the immediate supervisor.

3) Next alert the administration that there is an emergency.

4) The administration should be contacted in the following order:

- City Manager
- Safety Coordinator
- IT Director

22.7 Evacuation Procedures for Building Occupants

1. When the fire alarm or intercom notification system sounds, all personnel should ensure that nearby personnel are aware of the emergency, close doors (but do not lock), and exit the building.

2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Immediate supervisor.

3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations, and Designated Meeting Sites are posted in the building.

4. Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential
5. All fires, even those that have been extinguished, must be reported to the San Juan County Communications Authority at 911 (9-911 City phone) immediately.
6. Never enter a room that is smoke filled.
7. Never enter a room if the door is warm to the touch
8. Observe the following precautions when dealing with fire:

Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Close doors to room with fire.

Alarm: Sound the alarm by pulling a fire box and calling 9-911 from a safe distance, to notify the Fire Department of precise location of fire.

Confine: Close all doors, windows, and other openings.

Evacuate: Evacuate the building.

22.8 Evacuation of Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Immediate supervisor must notify the emergency response personnel of the person's location. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

22.9 Accountability Procedures for Emergency Evacuation

1. Designated Assembly Area. In the event of an emergency evacuation each department will evacuate to the prearranged Designated Assembly Area identified in the Department Evacuation Plan.

2. Accountability Procedures. The Immediate supervisor will be responsible for accounting for employees in their assigned department or building during an emergency evacuation.

The employees selected as Immediate supervisors will be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during emergencies.

Each Immediate supervisor will maintain a roster of personnel in their assigned department or building to ensure that all members of the Immediate supervisors group have been evacuated. The list will be updated whenever there is a personnel change.

Before evacuating to the designated meeting site, the Immediate supervisors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area. If the Immediate supervisor is unable to account for an employee they will convey this information to emergency response personnel on site.

The Immediate supervisor will observe all City safety policies while executing their responsibilities.

Once each evacuated group of employees have reached their Designated Meeting Site, each Immediate supervisor:

(1) Assembles his/her group in the Designated Meeting Site.
(2) Takes head count of his / her group.
(3) Initiates calls as designated thru the notification process and Department Evacuation Plan.
(4) Instructs personnel to remain in area until further notice.
(5) Reports status to the Safety Coordinator or Emergency Personnel on site.
(6) Instructs personnel to remain at Designated Meeting Site until further notice.
(7) Communicate when it is safe for employees to return to work.

22.10 Rescue and Medical Duties

Whenever possible, the Fire Department and EMS will conduct all rescue and medical duties. Do NOT move injured personnel. Keep the injured person lying down, covered, and warm. City Staff should be prepared to offer basic first aid if necessary. Do not attempt rescues; wait for trained emergency responders to arrive.

1. All departments shall maintain in good order a basic first aid kit which includes latex gloves and mouth guards.
2. All staff shall have basic first aid training, and renew that training every two years.
3. Departments which contain an AED unit will provide first aid training that includes trainings for AED use.

22.11 Resource and Responsibilities List

1. Organization: The lists in Appendix D include the names of employees, managers, staff, or other personnel and their job titles, job positions, and relative Emergency Action Plan duties. The purposes served by the lists are:

(1) To tell employees who to see for additional information on the Emergency Action Plan.

(2) To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information about the fire, a chemical, a Hazardous waste location, etc.

(3) The lists should be updated by the Safety Coordinator on an as-needed basis.

22.12 Training and Communications

Each employee should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the Emergency Action Plan content is also required by OSHA Standard 29 CFR 1910.38(a).

All employees will be given a thorough briefing on the requirements of the Emergency Action Plan as part of their new hire orientation. The Immediate supervisor will make each employee in their assigned department or building aware of evacuation routes, and the designated assembly area identified in the Department Evacuation Plan.

The Emergency Action Plan should be reviewed by supervisors and employees during regular toolbox trainings. Annual practice drills are to be implemented and documented by the Safety Coordinator. Information from the drills will be used to evaluate and improve the Emergency Action Plan.

22.13 Employee Death

1. OSHA Fatality Inspections.
   OSHA regulations require employers to report deaths on the job within eight hours. Employers may call their local office or may use the agency's toll-free number: 800-321-OSHA (6742). www.OSHA.gov

2. Notification of Kin.

   (1) The Office of Human Resources will coordinate the notification of kin if there are serious or fatal injuries.

   (2) The Office of Human Resources will request critical incident stress management assistance, if appropriate.

APPENDIX A. OSHA INFORMATION

GENERAL INFORMATION

OSHA Website	www.osha.gov
OSHA NM State Office	www.osha.gov/dcsp/osp/stateprogs/new_mexico.html

LAWS & REGULATIONS

Standards – 1904 Record Keeping	www.osha.gov/recordkeeping/index.html
Standards – 1910 General Industry	www.osha.gov/law-regs.html
Standards – 1926 Construction	www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926

PUBLICATIONS

List of Publications (A-Z)	www.osha.gov/pls/publications/publication.html
Print Version of Publications (A-Z)	www.osha.gov/Publications/OSHA-pubs-listing.pdf
Bloodborne Pathogens 3186	www.osha.gov/Publications/osha3186.pdf
Confined Spaces 3138	www.osha.gov/Publications/osha3138.pdf
Emergency Action Plan 3088	www.osha.gov/Publications/osha3088.pdf
Fall Protection 3533	www.osha.gov/stopfalls/factsheet.pdf
Hazard Communication 3084	www.osha.gov/Publications/osha3084.pdf
Heat Safety 3438	www.osha.gov/OshDoc/data_Hurricane_Facts/heat_stress.pdf
Job Hazard Analysis 3017	www.osha.gov/Publications/osha3071.pdf

TRUCK INDUSTRY

49 CFR 325	Compliance with interstate motor carrier noise emission standards
49 CFR 350	Commercial motor carrier safety assistance program
49 CFR 382	Controlled substances and alcohol use and testing
49 CFR 383	Commercial driver's license standards; requirements and penalties
49 CFR 385	Safety fitness procedures
49 CFR 386	Rules of practice for motor carrier safety and hazardous materials proceedings
49 CFR 390	Federal motor carrier safety regulations; general
49 CFR 391	Qualifications of Drivers and longer combination vehicle (LCV) driver instructions
49 CFR 392	Driving of Commercial Motor Vehicles. Every motor carrier, its officers, agents, representatives, and employees responsible for the management, maintenance, operation, or driving of commercial motor vehicles, or the hiring, supervising, training, assigning, or dispatching of drivers, shall be instructed in and comply with the rules in this part.
49 CFR 393	Parts and Accessories Necessary for Safe Operation. Every employer and employee shall comply and be conversant with the requirements and

specifications of this part. No employer shall operate a commercial motor vehicle, or cause or permit it to be operated, unless it is equipped in accordance with the requirements and specifications of this part.

49 CFR 395 Hours of Service of Drivers

49 CFR 396 Inspection, Repair, and Maintenance. Every motor carrier, its officers, drivers, agents, representatives, and employees directly concerned with the inspection or maintenance of motor vehicles shall comply and be conversant with the rules of this part.

49 CFR 399 Employee Safety and Health Standards. Prescribes step, handhold, and deck requirements on commercial motor vehicles. These requirements are intended to enhance the safety of motor carrier employees.

APPENDIX B. HAZARD ANALYSIS FORMS

Employee Hepatitis B Vaccine Request / Deny Form

Employee Name: _____

Department: _____

Date: _____

I understand that due to my occupational exposure to blood or other infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

At this time, I choose NOT to have Hepatitis B Vaccine:

_____
Employee Signature

If I choose not to participate in the Hepatitis Vaccination and later decide that I would like to, I will contact my Department Director.

Fill this portion out only if you are requested the Hepatitis B Vaccine series

---

I request the Hepatitis B Vaccine:

_____
Employee Signature

I understand that by signing this request to have the vaccine series, the CITY OF AZTEC is paying for the cost of my vaccine series. I also understand that if I choose to not complete the series, I will immediately come to the Personnel Administrators Department and sign the declination form. I also acknowledge that I have received a copy of the procedures for obtaining the vaccine series.

HOT WORK PERMIT

PART A (For Records)

INSTRUCTIONS FOR ENTRY SUPERVISOR

1. Verify precautions listed at right (or do not proceed with the work).
2. Complete Page 1 and retain for job files.
3. Post Page 2 in vicinity of hot work.

DATE: _____

JOB NO.: _____

LOCATION/BUILDING & FLOOR (Be Specific)

_____

DESCRIPTION OF WORK BEING PERFORMED

_____

NAME OF PERSON DOING HOT WORK

_____

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED:

_____
(Fire Safety Supervisor)

SIGNED:

_____
(Person doing Hot Work)

SIGNED:

_____
(Fire Watch)

TIME STARTED:

Date: _____Time: _____
AM/PM

PERMIT EXPIRES:

Date: _____Time: _____
AM/PM

HOT WORK CHECKLIST

- O Sprinklers and hose streams in service/operable.
- O Hot Work Equipment in good condition (e.g., power source, welding leads, torches, etc.)
- O Multi-purpose fire extinguisher and/or water pump can.

REQUIREMENTS WITHIN 35 FEET OF WORK

- O Dust, Lint, Debris, Flammable Liquids and oily deposits removed.
- O Explosive atmosphere in area eliminated.
- O Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets.
- O Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards, or metal shields.
- O All wall and floor openings covered.
- O Walkways protected beneath hot work.

WORK ON WALLS OR CEILINGS

- O Combustibles moved away from other side of wall.

WORK IN CONFINED SPACES

- O Confined space cleaned of all combustibles (example: grease, oil, flammable vapors).
- O Containers purged of flammable liquids/vapors.
- O Follow confined space guidelines.

FIRE WATCH/HOT WORK AREA MONITORING

- O Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- O Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- O Fire watch is trained in use of this equipment and familiar with location of sounding alarm.
- O Fire watch may be required for opposite side of walls, above, and below floors and ceilings.

OTHER PRECAUTIONS TAKEN

- O Other _____

HOT WORK PERMIT

PART B (To be posted at hot work area)

INSTRUCTIONS FOR ENTRY SUPERVISOR

1. Verify precautions listed at right (or do not proceed with the work).
2. Complete Page 1 and retain for job files.
3. Post Page 2 in vicinity of hot work.

DATE: _____

JOB NO.: _____

LOCATION/BUILDING & FLOOR (Be Specific)

_____

DESCRIPTION OF WORK BEING PERFORMED

_____

NAME OF PERSON DOING HOT WORK

_____

The above location has been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED:

_____
(Fire Safety Supervisor)

SIGNED:

_____
(Person doing Hot Work)

SIGNED:

_____
(Fire Watch)

TIME STARTED:

Date: _____Time: _____ AM/PM

PERMIT EXPIRES:

Date: _____Time: _____ AM/PM

HOT WORK CHECKLIST

- O Sprinklers and hose streams in service/operable.
- O Hot Work Equipment in good condition (e.g., power source, welding leads, torches, etc.)
- O Multi-purpose fire extinguisher and/or water pump can.

REQUIREMENTS WITHIN 35 FEET OF WORK

- O Dust, Lint, Debris, Flammable Liquids and oily deposits removed.
- O Explosive atmosphere in area eliminated.
- O Combustible floors (e.g., wood, tile, carpeting) wet down, covered with damp sand or fire blankets.
- O Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards, or metal shields.
- O All wall and floor openings covered.
- O Walkways protected beneath hot work.

WORK ON WALLS OR CEILINGS

- O Combustibles moved away from other side of wall.

WORK IN CONFINED SPACES

- O Confined space cleaned of all combustibles (example: grease, oil, flammable vapors).
- O Containers purged of flammable liquids/vapors.
- O Follow confined space guidelines.

FIRE WATCH/HOT WORK AREA MONITORING

- O Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- O Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- O Fire watch is trained in use of this equipment and familiar with location of sounding alarm.
- O Fire watch may be required for opposite side of walls, above, and below floors and ceilings.

OTHER PRECAUTIONS TAKEN

- O Other _____

WARNING!

HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF AN EMERGENCY:

CALL: _____

AT: _____

WARNING!

City of Aztec New Mexico

CONFINED SPACE ENTRY PERMIT

DO NOT DESTROY THIS PERMIT
AFTER CANCELLATION THIS ENTRY PERMIT MUST BE RETAINED
BY EMPLOYER FOR AT LEAST ONE YEAR.

1. Permit Space To Be Entered: _____

2. Purpose of Entry: _____

3. Date of Entry: _____ Authorized Duration of Entry Permit: _____

4. Authorized Entrants: _____ _____

_____ _____

_____ _____

_____ _____

_____ _____

5. Attendants(s): _____ _____

_____ _____

6. Name of Current Entry Supervisor(s) _____ Time: _____

_____ Time: _____

Entry Supervisor who Originally Authorized Entry _____

Signature or Initials

7. Record hazards of the permit space to be entered.

HAZARD	*YES*	*NO*	*N/A*
A. Lack of Oxygen	O	O	O
B. Combustible Gases	O	O	O
C. Combustible Vapors	O	O	O
D. Combustible Dusts	O	O	O
E. Toxic Gases	O	O	O
F. Toxic Vapors	O	O	O
G. Chemical Contact	O	O	O
H. Electrical Hazards	O	O	O
I. Mechanical Exposure	O	O	O
J. Temperature	O	O	O
K. Engulfment	O	O	O
L. Entrapment	O	O	O
M. Others	O	O	O
	O	O	O
	O	O	O

8. Check or list the measures used to isolate the permit space and to eliminate or control permit space hazards before entry.

O A. Purge-Flush and Vent

O B. Ventilation

O C. Lockout/Tag Out

O D. Inerting

O E. Blanking, Blocking, Bleeding

O F. External Barricades

O G. Confined Space Identification/Signs

O H. Other

9. Acceptable Entry Conditions:

10. Test(s) Taken	Permissible Entry Levels	Test 1	Test 2	Test 3	Test 4
A. Percent of Oxygen	19.5% to 23.5%				
B. Flammable Atmosphere	10% or less LFL				
C. Toxic Atmosphere Exposure	At or below PEL				
D.					
E.					
F.					
G.					
Name or Initials of Tester					
Test Times					

11. Rescue and Emergency Services Available

Name _____ Name _____

Telephone _____ Telephone _____

Rescue and Emergency Services Notified O Yes O No

12. Communication procedures to be used by authorized entrants and attendants.

_____

13. Equipment supplied to the employee.

YES	*NO*	*N/A*	*EQUIPMENT*	*DESCRIPTION*		
O	O	O	Gas Test and Monitoring	Name	Model/Type	
				Serial/Unit No.		
O	O	O	Ventilating			
O	O	O	Communications			
O	O	O	Lighting			
O	O	O	PPE	O Safety Harness with Life Lines	O Eye	O Hard Hats
				O Wristlets (if appropriate)	O Ear	O Hand
				O Respiratory	O Face	O Foot
				O Clothing		
O	O	O	Barriers/ Shields	O Pedestrian	O Vehicle	O Other
O	O	O	Safe Ingress/Egress	O Ladders		
O	O	O	Rescue & Emergency	O Medical/First-aid	O Hoists	O Lifelines
O	O	O	Other Safety Equipment			

14. Other information for this particular confined space to ensure employee safety.

_____

15. Additional Permits Required. O Hot Work O Other _____

THIS CONFINED SPACE ENTRY PERMIT HAS BEEN CANCELLED:

BY _____ _____ am / pm _____

Entry Permit Supervisor Time Date

Equipment Calibration Log

EQUIPMENT	PERSON CALIBRATING	DATE	TIME	RESULT

HAZARD COMMUNICATION PROGRAM (HCP)

Department:

List all locations

Program Administrator:

Department head

Point of Contact:

For questions or concerns regarding the Hazard Communication Program, Personal Protective Equipment (PPE), proper handling of chemicals, and proper storage of chemicals.

Emergency Contact:

In the event of an emergency, list the name of contact, i.e. leak or spill or personal contact with a hazardous chemical.

Emergency Procedures:

For employees in this department are as follows: List here whatever you, the department head and fire department personnel have agreed that you will do.

Chemical Index:

List here all hazardous chemicals used in this department/location as they are in your Safety Data Sheet Book (SDS).

SDS Location:

Material Safety Data Sheets for Hazardous Chemicals found in this Department/Location are located at specific location.

Master List:

The Master List/File of all Safety Data Sheets (SDS) for Hazardous Chemicals used for City of Aztec wide is located at specific location.

HCP Documentation Location:

A copy of The City of Aztec Hazard Communication Program is located at this specific location.

PRE-TASK PLAN (Detailed)

Department: _____

Date: _____ Time: _____ am pm

Job Description: _____

Job Location: _____

Foreman or Person In Charge: _____

Local Emergency Phone Number: 911 or _____

Closest Emergency Service Provider: _____

Safety Procedures

PPE Being Used: Hard Hat Vest Gloves Eye Protection Ear Protection Type 3 Vest

Is this an emergency call out? NO YES

Have line spots been called? NO YES Time and Date: _____

Traffic control being used? Electric Temp Signs Both

Is there a lane being closed down? NO YES _____

Is there flagman involved? NO YES _____

Is the road closed? NO YES _____

Is it on the highway? NO YES _____

Is there a lane closed? NO YES _____

Are the proper signs being used? (Road Closed, Road Work Ahead, etc.) NO YES _____

Do we need reflectors for night work? NO YES _____

Chemicals Involved? NO YES _____

Equipment Inspection & Concerns

Is everything working and maintained? NO YES _____

Excavation? NO YES _____

Do we need shoring? NO YES _____

Other items that you need to be aware of: (over head power lines, etc) _____

_____

List Other Concerns: _____

_____

_____

_____

I have attended a briefing at the job site at hand. I am aware of the hazards presented and the personal protective equipment necessary to perform the work safely. I understand the work procedures involved for this task. I agree to follow all applicable safety rules.

PRINT NAME	SIGNATURE

Signature of the person conducting the safety briefing: _____

PRE-TASK PLAN
SIMPLE WORKSHEET

Written By: _____ Date: _____

Activity/project Description: _____

Activity/project Location: _____

Special tools/equipment required: _____

Task #	Task Description	Potential Hazard(s)	Hazard Control/Procedure(s)

Pre-Task Plan
(Electric Dept)

Date: _____ Time: _____ am pm

Job Description: _____

Job Location: _____

Foreman or Person In Charge: _____

Local Emergency Phone Number: 911 or _____

Closest Emergency Service Provider (ESP): _____

Address of ESP: _____

Primary Voltage Involved: _____ Secondary Voltage: _____

OCR on "Non-Reclose"? YES NO

Location of nearest opening point:
(Cutout, ABS, OCR, etc.) _____

Locates made? YES NO Ticket #: _____

Inspection & load ratings checked
for rigging equipment: _____

JOB HAZARDS & PPE

List all known hazards associated with this job: _____

Flame Retardant clothing for all employees performing energized work? YES NO Employees doing energized work may not wear synthetic materials (rayon, polyester, nylon, etc)

INSULATING EQUIPMENT INSPECTION

Rubber gloves visually and inflation tested, expiration date checked today?	Class:	0	I	II	III	IV
Rubber sleeves visually inspected and expiration date checked today?	Class:	0	I	II	III	IV
All other protective goods inspected & within test; expiration date? (Hoses, blankets, covers, hoods, hot sticks)	Class:	0	I	II	III	IV

DISCUSSION TOPICS (check any that are covered and described)

- ☐ Personal Protective Equipment
- ☐ Cover-up Requirements
- ☐ Possible sources of "back feed"
- ☐ Grounding of circuits
- ☐ Traffic control requirements
- ☐ Equipment setup and placement
- ☐ Other crew/workers involved
- ☐ Confined space entry procedures
- ☐ Excavation & trenching procedures
- ☐ Safety concerns
- ☐ Keeping properly hydrated
- ☐ Environmental issues
- ☐ Equipment checks
- ☐ Assignment of tasks (who will do what)

Additional comments, suggestions or special precautions: _____

I have attended a briefing at the job site at hand. I am aware of the hazards presented and the personal protective equipment necessary to perform the work safely. I understand the work procedures involved for this task. I agree to follow all applicable safety rules.

SIGNATURES

Signature of the person conducting the safety briefing: _____

APPENDIX C. ACCIDENT REPORTING FORMS

ACCIDENT INVESTIGATION FORM

Attention: This form contains information relating to employee health and other privacy concerns and must be used in a manner that protects the confidentiality of employees to the fullest extent possible while the information is being used for occupational safety and health purposes.

Reason for Report

O Injury O Illness O Accident O Fatality

Investigator Information

Primary Investigator's Name: _____ Date: _____

Job Title: _____ Phone: _____

Investigator(s): _____

Employee Injury/Property Damage Information

Employee Name: _____ Date of Birth: _____

Occupation: _____ Phone: _____

Gender (circle one): Male Female

Date Injury/Damage: _____ Time: _____ am / pm

Location of Accident: _____

_____

Witnesses: _____

Was medical treatment provided? Yes No

If so, describe the treatment: _____

_____

_____

Did the employee lose time from work? Yes No

Was the employee placed on restricted or light duty, or transferred to another job? Yes No

If so, describe: _____

_____

Was there damage to City property? Yes No

If so, describe: _____

_____

Accident Account

Describe the accident (in the sequence that events occurred):

Describe the extent of injury or illness and body parts affected:

Specify any unsafe acts:

Other factors:

Discussion

Direct Causes - Energy Sources or Hazardous Materials

Discuss the specific energy sources (e.g., moving object or machine part) or hazardous materials, including how and why the sources or materials resulted in injury or property damage:

_____

_____

_____

_____

_____

_____

Indirect Causes—Unsafe Acts or Hazardous Conditions

Discuss the normal or expected safe work conditions and practices, and the deviations from such conditions and practices that resulted in the injury or property damage:

_____

_____

_____

_____

_____

_____

_____

Basic Causes—Management Policies, Personal, or Environmental Factors

Was injury or damage caused by employee's willful misconduct, intoxication, or intent to injure self or another? If yes, describe on following page.	Yes	No
Was the incident a result of violation of established safety policies? If yes, describe on following page.	Yes	No
Has the employee received training to perform this procedure safely? If no, describe on following page.	Yes	No
Was adequate personal protective equipment provided for the required tasks? If no, describe on following page.	Yes	No
Are changes necessary in the operations or procedures to prevent this type of incident in the future? If no, describe on following page.	Yes	No

Recommended Corrective Actions

Describe recommendations for corrective action(s):

_____

_____

_____

_____

_____

Schedule for the completion of corrective action(s):

_____

_____

_____

_____

_____

Employee Name(s):

_____
Print Signature

_____
Print Signature

_____
Print Signature

_____
Print Signature

Supervisor Name:

_____
Print Signature

Primary Investigator:

_____
Print Signature

Date Completed: _____

ACCIDENT WITNESS FORM

Name: _____ **Job Title:** _____

Telephone: _____ **Supervisor:** _____

Work Location: _____

Location of Accident: _____

Accident Date: _____ **Time:** _____ am / pm

Please fully describe the accident sequence from start to finish.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please fully describe the work and conditions in progress leading up to the accident.

_____

_____

_____

_____

_____

_____

_____

_____

Note anything unusual you observed before or during the accident (sights, sounds, odors, etc.).

What was your role in the accident sequence?

What conditions influenced the accident (weather, time of day, equipment malfunctions, etc.)?

What do you think caused the accident?

How could the accident have been prevented?

Please list other possible witnesses:

Additional comments/observations:

Signature:

Date/Time:

Accident Witness Interview Instructions

In general, experienced personnel should conduct interviews. If possible, the team assigned to this task should include an individual with a legal background. Follow these procedures for conducting interviews:

1. Appoint a speaker for the group.

2. Get preliminary statements as soon as possible from all witnesses.

3. Locate the position of each witness on a master chart (including the direction of view).

4. Arrange for a convenient time and place to talk to each witness.

5. Explain the purpose of the investigation (accident prevention) and put each witness at ease.

6. Listen, let each witness speak freely, and be courteous and considerate.

7. Take notes without distracting the witness. Use a tape recorder only with consent of the witness.

8. Use sketches and diagrams to help the witness.

9. Emphasize areas of direct observation. Label hearsay accordingly.

10. Be sincere and do not argue with the witness.

11. Record the exact words used by the witness to describe each observation. Do not “put words into a witness’ mouth.”

12. Word each question carefully and be sure the witness understands.

13. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).

14. Supply each witness with a copy of his or her statements. Signed statements are desirable.

After interviewing all witnesses, analyze each witness’ statement. Re-interview one or more witnesses to confirm or clarify key points if needed. While there may be inconsistencies in witnesses’ statements, assemble the available testimony into a logical order. Analyze this information along with data from the accident site.

NEAR MISS INVESTIGATION FORM

Please complete and submit this form within 24 hours of the incident.

Date of Report: _____

Incident Date: _____ Incident Time: _____ am / pm

Exact Location: _____ Department: _____

Submitted by: _____ Supervisor: _____

Job activity at the time of the near-miss:

_____

_____

_____

_____

Description of the near-miss incident (attach photos or diagrams if available):

_____

_____

_____

_____

Specify the unsafe act or hazardous condition:

_____

_____

_____

Preventive action recommended:

_____

_____

_____

Corrective actions taken:

_____

_____

_____

APPENDIX D: EMERGENCY ACTION PLAN FORMS

FIRE IN BUILDING

1. Know the posted Evacuation Routes and follow to nearest exit.

2. Small fires can be extinguished only if you are trained to use a fire extinguisher.

3. Never enter a room that is smoke filled.

4. Never enter a room if the door is warm to the touch.

5. Assist physically impaired employees/citizens in the evacuation.

6. Go immediately to the designated assembly area and wait for further instructions. Do not leave the area until you are allowed to do so by the Evacuation Coordinator.

		Designated Assembly Area
City Complex	➔	Minium Park Pavilion
Senior Center	➔	City Hall
Electric Department	➔	Riverside Park Pavilion #1
Water Department	➔	Bulk Water Station
Wastewater Building	➔	Public Works Building
Public Works Building	➔	Wastewater Building
Animal Shelter	➔	Sabena Street
General Services Building	➔	Library
Library	➔	General Services Building

7. Stay clear of emergency response personnel and equipment.

8. Do not re-enter the building until emergency response officials have declared that it is safe to do so.

9. Emergency fire drills shall be conducted for each building at least once per year.

10. Observe the following precautions when dealing with a fire:

    Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Close doors to room with fire.

    Alarm: Sound the alarm by pulling a fire box and calling 9-911 from a safe distance, to notify the Fire Department of precise location of fire.

    Confine: Close all doors, windows, and other openings.

    Evacuate: Evacuate the building.

SMELL OF GAS IN BUILDING

If you smell a strong odor of Natural Gas in your building (smells like rotten eggs) follow procedures listed:

1. Do not switch on or off any electrical equipment.

2. Do not use telephones or cell phones inside the building.

3. Go immediately to the designated assembly area and wait for further instructions. Do not leave the area until you are allowed to do so by the Evacuation Coordinator.

		Designated Assembly Area
City Complex	➔	Minium Park Pavilion
Senior Center	➔	City Hall
Electric Department	➔	Riverside Park Pavilion #1
Water Department	➔	Bulk Water Station
Wastewater Building	➔	Public Works Building
Public Works Building	➔	Wastewater Building
Animal Shelter	➔	Sabena Street
General Services Building	➔	Library
Library	➔	General Services Building

4. Once outside building use your phone to call 911; then notify the following:

   1) General Services 505-793-4181
   2) New Mexico Gas Company 1-888-664-2726
   3) City Manager 505-334-7602

5. Do not re-enter building until notified it is safe to do so by the General Services Director or the Safety Coordinator.

WORKPLACE VIOLENCE

Workplace violence can be any act of physical violence. Harassment, intimidation, threatening or other disruptive behavior that occurs at work can trigger or cause workplace violence. Non-work related situations such as domestic violence or “road rage” can spill over into the workplace. Workplace violence is not limited to interactions between employees. It may also occur between employees and customers or citizens. It is important to take all signs of workplace violence seriously.

1. Identifying Potentially Violent Situations

1) Inappropriate and aggressive behavior.
2) Numerous conflicts with co-workers, supervisors, or staff.
3) Inappropriate references about using a weapon to harm someone.
4) Bringing a weapon to the workplace.
5) Statements of desperation (over family, financial or other personal problems).
6) Statements regarding suicide.
7) Threats of harm.
8) Extreme changes in normal behavior.

2. General Responsibilities

1) It is up to each employee to help make the City of Aztec a safe workplace for all.
2) Notify supervisor immediately of your observations.

3. Employee Responsibilities

1) Be familiar with policy regarding workplace violence.
2) Be responsible for securing your own workplace.
3) Be responsible for questioning and/or reporting strangers to supervisors.
4) Do not confront individuals who are a threat.
5) Take all threats seriously.
6) Be familiar with resources of the Employee Assistance Program.

4. Supervisors/Department Heads Responsibilities

1) Inform all employees of the Emergency Action Plan and location within your department.
2) Ensure that your employees know procedures for dealing with workplace violence.
3) Ensure that your employees know how to reach you in an emergency.
4) Provide training.
5) Respond to potential threats.
6) Take all threats seriously.

5. How to Respond to an Active Shooter

If an incident of workplace violence does take place it is important to have a plan in place prior to the event.

1) Evaluate your work area and have a plan.
2) Be aware of all available exits.
3) If an active shooter presents a weapon the proper reaction is one or a combination of the following: **Run Hide Fight**.

Run
Move quickly to the nearest exit away from the threat. Do not stop to gather any personal belongings. Encourage others to exit quickly and try to prevent others from entering the area. As soon as you feel secure call 9-911. Next call 505-334-7602 (7602 from a City phone) to report the shooter to the City Manager's office so they can initiate the intercom notification system. Remain there until you feel safe.

Hide
If you cannot run from the attacker you should quickly and quietly find a room or secure area, lock the doors, turn off the lights, silence your cell phone and if possible barricade the doors and windows. Stay hidden until authorities announce themselves. If you cannot find a room to hide in then conceal yourself behind a large object that may protect you from gun fire.

Fight
As a last resort you should improvise weapons, arm yourself and act aggressively. Commit to action at any cost.

6. Law Enforcement
Law enforcement's purpose is to stop the active shooter as soon as possible.

1) Officers will arrive.
2) Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
3) Officers may be armed with rifles, shotguns, handguns.
4) Officers may use pepper spray or tear gas to control the situation.
5) Officers may shout commands, and may push individuals to the ground for their safety.

7. How to React when Law Enforcement Arrives
Law enforcement officers will proceed directly to the area where shots were last heard.

1) Remain calm, and follow officers' instructions.
2) Put down any items in your hands (i.e., bags, jackets).
3) Immediately raise hands and spread fingers.
4) Keep hands visible at all times.
5) Avoid making quick movements toward officers such as holding on to them for safety.
6) Avoid pointing, screaming and/or yelling.
7) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

8. Information to Provide to Law Enforcement or 911 Operator:

1) Location of the active shooter.
2) Number of shooters, if more than one.
3) Physical description of shooter(s).
4) Number and type of weapons held by the shooter(s).
5) Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

BOMB THREAT

1. Know the Evacuation Procedures for Your Office Before an Emergency Situation Exists.

2. If you receive a threat over the phone use Threat Recording Form to get as much information as possible about the individual making the threat. The Threat Recording form is available on Kiva (City Intranet) and if possible one should be kept near the phone.

3. Once you become aware of a bomb threat notify your supervisor and if possible the Evacuation Coordinator.

4. Take a quick visual inventory of your surroundings to note anything out of the ordinary and/or suspicious.

5. Assist physically impaired employees/citizens in the evacuation.

6. Evacuate in an orderly manner by using designated emergency exit routes.

7. Do not use cell phones inside the building.

8. Do not turn lights or electrical equipment on or off.

9. Once outside call 911 or 505-334-6622 to notify the Police Department.

10. Next alert the City Manager's office at 505-334-7602.

11. Once outside your building, remain at designated assembly point until you are accounted for by the Evacuation Coordinator. Do not leave the area until you are allowed to do so by the Evacuation Coordinator.

		Designated Assembly Area
City Complex	➔	Minium Park Pavilion
Senior Center	➔	City Hall
Electric Department	➔	Riverside Park Pavilion #1
Water Department	➔	Bulk Water Station
Wastewater Building	➔	Public Works Building
Public Works Building	➔	Wastewater Building
Animal Shelter	➔	Sabena Street
General Services Building	➔	Library
Library	➔	General Services Building

City Complex Personnel will assemble at the Park Pavilion. All Departments outside of the City

You may be asked by law enforcement personnel to re-enter your building to assist them in sea

VERBAL & WRITTEN THREATS, SUSPICIOUS PACKAGES

1. Take all threats seriously whether verbal or written.

2. If you receive a verbal or written threat immediately notify your supervisor.

3. If you are in the field when threatened consult with your supervisor or department head before returning to your task. It may be necessary for you to return to the office. If your immediate safety is at risk call 911.

4. Document all threats. Notify the police department at 334-6622 (6622 on a City phone).

5. Provide as much detail as possible when completing threat reporting forms.

TELEPHONE THREAT

1. Take all threats seriously. Report the threat to your supervisor immediately.

2. Next notify the Aztec Police department at 334-6622 (6622 on a City phone).

3. Record the threat information using the threat reporting form.

VERBAL THREAT (A threat against a Specific Person)

1. Take all threats seriously.

2. Remove yourself from the confrontation if possible. Avoid saying anything to escalate the situation.

3. Report the threat to your supervisor immediately. Next notify the Aztec Police department at 334-6622 (6622 on a City phone).

4. Record the threat information using the threat reporting form. The Threat Reporting From is available on Kiva. If possible a copy of the form should be available to near the phone.

WRITTEN THREAT

1. Take all threats seriously. Report the threat to your supervisor immediately.

2, Next notify the Aztec Police Department at 334-6622 (6622 on a City phone).

3. Record the threat information using the threat reporting form.

4. If the packaging looks abnormal or contains any substances follow the procedures for a suspicious package.

WRITTEN THREAT via EMAIL

1. Take all threats seriously. Report the threat to your supervisor.

2. Do not delete the e-mail message, print a hard copy and notify your supervisor of the threatening e-mail immediately. Next notify the Aztec Police department at 334-6622 (6622 on a City phone). Your immediate Supervisor will contact the IT Department to report the e-mail.

3. Record the threat information using the threat reporting form.

SUSPICIOUS PACKAGES

1. If you observe a suspicious package leave the package where it rests. Do not move it. Report the package to your supervisor.

2. Call 911 (9-911) or 334-6622 (6622 on a City phone) to notify emergency personnel.

3. Contact the City Manager's office at 334-7602 (7602 on a City phone). The City Manager will determine if the intercom notification system and evacuation procedures will be initiated.

4. Do not handle the letter or package any further. If package was handled, make sure you immediately wash your hands with warm soapy water.

5. Unless ordered to do otherwise, try to stay in your general area so you do not spread the contamination. Do not be walking from office to office.

6. Avoid inhaling air from the immediate area of package/letter.

SERIOUS INJURY IN A DEPARTMENT

1. In case of serious injury or illness to an employee/citizen, immediately call 911 (9-911 City phone).

2. Give your name, location of the victim, and the nature of the problem. Follow the instructions of the 911 operator. They will provide you with direction.

3. Do not move a seriously injured person.

4. Always utilize PPE's (Personal Protective Equipment) i.e. gloves, masks etc.

5. Quickly perform these four steps:

    1) Assess welfare of victim by asking, "Are you okay," and "What is wrong?"

    2) If the victim is unconscious, check the pulse and Breathing. If you have the appropriate training provide CPR or artificial respiration as necessary.

    3) Control serious bleeding by direct pressure and elevation of the wound.

    4) Keep victim still and comfortable; have them lie down if necessary.

6. If you have a First Aid Reference manual available refer to that for additional direction.

7. For minor injuries follow the reporting procedures as established in the Personnel Policy in the Workers Comp Section (On-the-job-injuries).

EMERGENCY ACTION PLAN CONTACTS

Title	Name	Telephone
Safety Coordinator	Troy Morris	505-334-7622 (o)
City Manager	Josh Ray	505-334-7602 (o) 505-634-8319 (c)
Fire Extinguisher	Troy Morris	505-334-7622 (o)
First Aid/CPR/AED	Troy Morris	505-334-7622 (o)
Other Management Staff with Related EAP Duties		

Utility	Name/Job Title	Telephone
Any Emergency	San Juan County Emergency Dispatch	911 or 334-6622
Police	Mike Heal, Chief of Police	505-334-7621 505-402-6205
Electricity	Ken George, Electric Director	505-334-7665 (o) 505-330-7463 (c)
Water	Public Works On Call	505-486-1469
Gas	New Mexico Gas Company	800-664-2726
Heat	Steve Mueller, General Services	505-334-7664 (o) 505-793-4181 (c)
Plumber	Public Works On Call	505-486-1469
Sprinkler Mechanic Sprinkler Shutdown	Steve Mueller, General Services	505-334-7664 (o) 505-793-4181 (c)
HVAC	Steve Mueller, General Service	505-334-7664 (o) 505-793-4181 (c)
Custodian	Steve Mueller, General Services	505-334-7664 (o) 505-793-4181 (c)
Fire Suppression	Kevin Simpson, Fire Chief	911
Non-Emergency Dispatch		505-334-6622

DEPARTMENT EVACUATION PLAN

Department Name: _____

Building Name: _____

Building Address: _____

Evacuation Coordinator: _____

Evacuation Coordinator Phone Number: _____

Designated Meeting Site: _____

EMERGENCY NUMBERS

Fire, Medical, Law Enforcement is 911
(9-911 City phone)

CITY EMERGENCY NUMBERS

Non-Emergency Dispatch	505-334-6622
City Manager's Office	505-334-7602
Safety Coordinator	505-634-8273 (cell)

General Services Emergency (Call in Order)

1. Steve Mueller, General Services Director	505-793-4181 (cell)
2. Tristan Olguin, Buildings Supervisor	505-860-6858 (cell)
3. Jeff Blackburn, Athletic Fields Supervisor	505-330-4488 (cell)

Public Works Emergency (Call in Order)

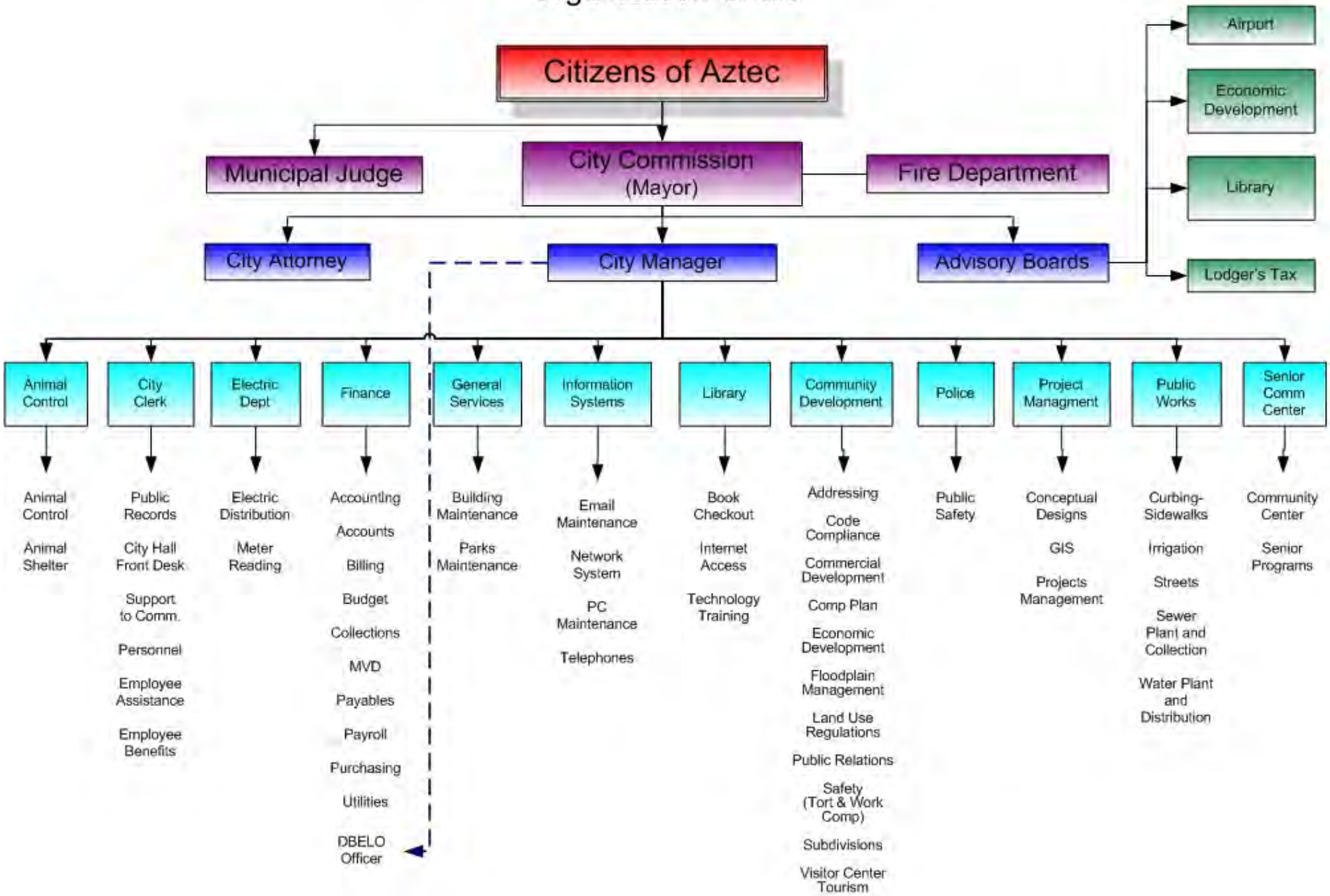
1. On Call Phone (for major service disruptions or catastrophes call Public Works Director first)	505-486-1469 (cell)
2. Sean Ostrander, PW Superintendant	626-940-8714 (cell)
3. Public Works Director	

DEPARTMENT PERSONNEL LIST

Use this form to keep an active accounting of personnel in your department. The Evacuation Coordinator will use this list to account for employees during and emergency situation. The list should be updated any time there are changes to your staff.

Employee Name	Notes:	Present	Absent

City of Aztec, New Mexico
Organization Chart



DISTRIBUTION LIST

Administration – City Hall
Animal Control
Community Development
Electric Department
Finance Department
Fire Department
Information Technology
Aztec Public Library
Motor Vehicles Department
Municipal Court
Parks & General Services Department
Police Department
Project Management
Public Works Department
Senior Center
Wastewater Plant
Water Plant
Utilities Department
Visitors Center

APPENDIX E. EMPLOYEE ACKNOWLEDGMENT

I, _____, have received a copy of the City of Aztec's Safety and Health Program/Policy and I fully understand that it is my responsibility to read and comply with the policies contained.

_____
(Print Name)

_____
(Signature)

_____
(Date)