# VILLAGE OF PALMETTO BAY

# WORKPLACE SAFETY PROGRAM MANUAL

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Approved by: _____
Ron E. Williams, Village Manager

Date: 2-17-12

## Introduction

The Village of Palmetto Bay is dedicated to providing a safe and healthful environment for employees, protecting the public and preserving Village assets. To that extent, the Village of Palmetto Bay will adhere to regulatory state and federal laws pertaining to safety and health issues.

An effective safety and health program is an important part of the Village of Palmetto Bay and one that must be part of every Village operation to be equally implemented by all employees at any level. The safety and health program will assist managerial as well as non-supervisory employees to control hazards and risks, which minimize injuries and damage to property.

All employees of the Village are expected to follow the rules described herein. Managerial level staff will be responsible and accountable for implementing these rules and ensuring that they are adhered to. The program is designed to encourage all employees to adopt practices that promote their own safety as well as the safety of their fellow workers and residents. Our safety and health goals are to attain zero accidents and injuries.

It is the objective of the Village of Palmetto Bay to promote and operate a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum. Our goal is to provide working equipment, adequate tools and training, safe facilities, and all of the necessary protective gear in order to attain zero accidents and injuries.

## Retention

In accordance with the State of Florida, General Records Schedule GS1-SL for State and Local Governments (dated Nov. 1, 2006 with Aug. 1, 2010 revisions), this document shall be retained for a period of five (5) calendar years, after superseded.

## TABLE OF CONTENTS

Introduction and Retention..... 2
Table of Contents..... 3

Section 1 – Management Commitment and Involvement
Policy Statement..... 5

Section 2 – Management Responsibilities
Department Head..... 6
Foreman or First Line Supervisor..... 6
Employees..... 7

Section 3 – Safety Committee
Safety Committee Organization..... 8
Responsibilities..... 8
Communication..... 8
Meetings..... 9
Response..... 9

Section 4 – Safety and Health Training
Safety and Health Orientation..... 10
Job-Specific Training..... 10
Periodic Retraining of Employees..... 10

Section 5 – First Aid Procedures
Emergency Phone Numbers..... 11
Minor First Aid Treatment..... 11
Non-Emergency Medical Treatment..... 11
Emergency Medical Treatment..... 11
First Aid and CPR Training..... 12
First Aid Instruction..... 12

Section 6 – Accident Investigation
Accident Investigation Procedures..... 14

Section 7 – Recordkeeping
Recordkeeping Procedures..... 15

Section 8 – Safety Policies and Procedures
A. Office Safety..... 17
B. Housekeeping..... 19
C. Fire Prevention..... 20
D. Material Handling..... 22
E. Personal Protective Equipment (PPE)..... 23
F. Hand Tools.....25
G. Power Tools and Equipment..... 26
H. Electrical Hazards..... 33

I. Ladders and Scaffolding..... 34
J. Working in Confined Spaces..... 36
K. Motor Vehicle and Mobile Equipment..... 37
L. Working in the Public Right-of-Way..... 39
M. Chemical Hazards..... 41

Appendix A Sample Safety Committee Minutes
Appendix B Supervisor's Accident Investigation Report Form
Appendix C Workers' Compensation Notice of Injury Reports DWC 1
Appendix D Log and Summary of Occupational Injuries and Illnesses LES SAF 1-00
Appendix E Safety Committee Recommendation Form
Appendix F Suggestion Form
Appendix G Job Hazard Analysis

## SECTION 1 - MANAGEMENT COMMITMENT AND INVOLVEMENT

### Policy Statement

The Village of Palmetto Bay is committed to protecting the health and safety of our employees by providing safe and clean working conditions that encourage efficient operations and satisfied employees. Additionally, the Village will also undertake a program of vigilance to ensure the safety of the general public. It is the policy of this organization that employees report unsafe conditions and not perform work tasks that are unsafe or detrimental to their health.

Employees must report all accidents, injuries, and unsafe conditions to their supervisors immediately and follow-up in writing. Failure to report an unsafe condition shall result in disciplinary action.

Employee recommendations to improve safety and health conditions will be considered by the Safety Committee. Recommendations for safety improvements from the Safety Committee will be given top priority, as the correction of unsafe conditions is essential in maintaining a healthy work environment.

Any employee who willfully or repeatedly violates workplace safety rules shall be subject to disciplinary action. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to the Department of Human Resources who shall assign a Safety Program Coordinator to oversee the Village's safety program.

Employees must notify their direct supervisor in writing of any unsafe conditions. Supervisors will be actively involved with employees in establishing and maintaining an effective Safety Program.

Our Safety Committee, along with our management team, will provide and facilitate ongoing safety and health program activities, which include:

- Providing safety and health education and training
- Reviewing and updating workplace safety policies and procedures
- Recommending corrective action

This policy statement serves to express management's commitment to and involvement in providing our employees a safe workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Ron E. Williams
Village Manager

## SECTION 2- MANAGEMENT RESPONSIBILITIES

### A. Department Head

The department head shall be primarily responsible for the safe operation of his or her department. The department head has regular contact with both first line supervisors (foreman) and employees in general. The department head must ensure the safety of each employee and the efficient operation of the departmental functions.

Responsibilities:

- Assign an employee to be part of the Safety Committee
- Meet with the Safety Program Coordinator and attend Safety Committee meetings as necessary
- Maintain safety inspection checklists completed by supervisors; bring them to department staff meetings and comment on actions taken
- Distribute the Department Safety Rules to all employees and forward copies to the Safety Coordinator
- Notify the Human Resourced Department of all injuries as they occur and, when applicable, complete the Accident Injury Report immediately following an incident and/or injury
- Stress accountability to supervisors and/or employees for compliance with the program

### B. Foreman or First Line Supervisor

The foreman or first line supervisor has the primary responsibility for the implementation of definite safety policies established by the Village's management.

Responsibilities:

- Provide adequate basic job training and safety instruction to employees on an ongoing basis. Training must be documented
- Promptly investigate accidents and complete the Accident Injury Report form
- Complete the Monthly Safety Activities Report for the department
- Provide continuing safety instruction on daily work assignments to focus attention upon potential hazards, changes in work conditions, or conditions detrimental to the public
- Actively support safety promotional measures
- Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices
- Attend Safety Committee meetings as necessary
- Encourage employees to report unsafe practices and conditions at work and in the community, and to submit practical suggestions for correction
- Participate in training courses designed to increase knowledge of safety supervision principles and techniques
- Maintain high standards in housekeeping, and personal and environmental sanitation in work activities. Be conscious of public liability concerns such as playgrounds, streets, sidewalks, etc…
- Ensure that tools, equipment and protective devices are properly maintained and properly utilized through regular documented inspections

- Become thoroughly familiar with, and actively encourage all safety procedures applicable to the work that is being supervised
- Assist the department director in developing safety rules. This may be accomplished through the completion of a Job Hazard Analysis (Appendix G)

### C. Employees

Employees are expected to follow all safety procedures. This cooperation is needed to ensure protection of employees, Village equipment, Village buildings, and the general public. Employees are required develop safe work habits and report to supervisors or safety committee representatives, any hazardous conditions, practices, and behaviors, and to make suggestions for their correction in writing. Suggestions may be made anonymously if desired.

Responsibilities of all Employees:

- Promptly report to their supervisor all accidents and injuries occurring within the course of their employment
- Promptly report to their supervisor all unsafe practices or conditions they observe on the job or while in the community
- Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence
- Actively support and participate in safety promotional and educational measures utilized in department safety programs
- Become familiar with and observe approved safe work procedures, especially those developed by Job Hazard analysis for their work activities. Constantly be on the look-out for unsafe conditions in the community they represent, advising management of hazards noted
- Understand that their safety performance is taken into account at the time of their review
- Understand that adhering to the village's safety and health policies is a condition of their employment

## SECTION 3- SAFETY COMMITTEE

### A. Safety Committee Organization

A safety committee has been established to recommend improvements to our Workplace Safety Program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of one representative appointed by the department director from each department/division and the Safety Program Coordinator.

Responsibilities of the Safety Committee Members

- Develop and maintain the interest of all employees by promoting safety and health awareness and co-worker participation in the safety program
- Conduct periodic safety inspections
- Observe unsafe conditions and work practices and report them to supervisors
- Encourage and listen to suggestions from employees, report them to the committee so that recommendations may be made to management
- Discuss accident problems as reported in monthly accident summaries and recommending preventative measures
- Review and update workplace safety policies and procedures based on accident investigation findings, any inspection findings, and employee reports of unsafe condition or work practices
- Recommend amendments to the Workplace Safety Program by evaluating employee injury and accident records, identifying trends and patterns, and formulating and suggesting corrective measures to prevent recurrence
- Implement and encourage the implementation of the recommendations made by the committee and approved by management
- Participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is properly documented

### B. Safety Program Coordinator

The Safety Coordinator shall be the person assigned to oversee the development, implementation and updating of the Workplace Safety Program. The Safety Committee and all employees shall be advised of the name and contact information for the Safety Program Coordinator and/or designee.

Responsibilities of the Safety Program Coordinator

- Ensure that written safety and health programs and plans are appropriately implemented
- Coordinate the activities of the Safety Committee, including periodic safety walk-through inspections of all workplace facilities, employee training activities, accident investigations, etc…
- Maintain OK-300 log of occupational injuries and illnesses. Post the annual results at each work station in accordance with OSHA rules
- Establish and monitor a program for reporting unsafe conditions and/or situations

- Conduct investigations into employee inquiries, suggestions and complaints and discuss with the members of the Safety Committee when appropriate to develop a resolution
- Maintain required safety and health documents
- Record and distribute minutes of each Safety Committee meeting to all committee members (see Appendix A)
- Obtain copies of all vehicle maintenance records from the Department of Public Works

### C. Communication

Within five working days after each Safety Committee meeting, the Safety Program Coordinator shall communicate to management in writing; those issues determined by the Safety Committee and provide minutes to the Village Manager.

### D. Meetings

Safety Committee meetings shall be held quarterly. It is important for all Committee members to participate and deliberate in the discussions and decisions made during the meetings. Any member who is willfully absent for three consecutive meetings shall be removed from the committee. The removal will be communicated to the Department Director who shall assign a new committee member to represent the department.

### E. Response

Management's response to any recommendation of the Safety Committee will be disseminated to the Safety Committee Members and Department Directors.

## SECTION 4 - SAFETY AND HEALTH TRAINING

### A. Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Upon initial employment or job transfer, employees are required to read and verify by signature that they have read and understood identified parts of the Workplace Safety Program Manual. Each employee has access to a copy of this safety manual for review and future reference, through his or her supervisor or the Human Resources Department.

A personal copy of the safety policies and procedures pertaining to his or her job will be provided, if requested. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety policies and job specific procedures described in our Workplace Safety Program Manual. Supervisors will inform all employees that compliance with the safety policies and procedures described in the Workplace Safety Program Manual is required.

### B. Job-Specific Training

1. Supervisors will train employees on how to perform assigned job tasks in a safe manner.
2. Supervisors will carefully review with each employee the specific safety policies and procedures that are applicable and that are described in the Workplace Safety Program Manual.
3. Supervisors will give employees verbal instructions and specific directions on how to perform the work safely.
4. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
5. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
6. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### C. Periodic Retraining of Employees

All employees will be retrained periodically on safety policies and procedures and when changes are made to the Workplace Safety Program Manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice and when a supervisor observes an employee displaying unsafe acts, practices, or behaviors.

## SECTION 5- FIRST AID PROCEDURES

### A. Emergency Phone Numbers

| | |
|---|---|
| Emergency | 911- Police or Ambulance |
| Safety Coordinator | (305) 259-1236 |
| Policing Unit | (305) 278-4000 |
| Poison Control | 1-800-222-1222 |
| CHEMTREC | 1-800-262-8200 |

### B. Minor First Aid Treatment

First aid kits are kept in every Village facility building (see your supervisor for specific locations) and in every Village vehicle. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your supervisor.
2. Administer first aid treatment to the injury or wound.
3. If a first aid kit is used, indicate usage on the accident report.
4. Access to a first aid kit is not intended to be a substitute for medical attention.
5. Provide details for the completion of the accident report.

Departments responsible for maintaining first aid kits shall ensure that the kits are fully stocked and shall order supplies as needed.

### C. Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, you must advise your supervisor immediately and the injury must be reported to the Human Resources Department for the purpose of securing authorization for the medical treatment through the employer's insurance provider. If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor.
2. Proceed to the medical facility designated by the Village. Your supervisor will arrange transportation.
3. Provide details for the completion of the accident report.

### D. Emergency Medical Treatment

If you sustain a severe injury during your workday requiring emergency treatment

1. **Call 9-1-1 immediately**. Request assistance and transportation to the local hospital emergency room. If unable to call 9-1-1, call out for help.
2. Seek assistance from a co-worker.
3. Provide details for the completion of the accident report.

## E. First Aid and CPR Training

Each employee will receive information and instructions from his or her supervisor on basic first aid procedures for non-life-threatening injuries as more specifically detailed in Section F below. In addition, the Village will provide formal First Aid and CPR training by a certified instructor to selected employees periodically. A list of the employees receiving certifiable First Aid and CPR training shall be forwarded to the Safety Committee members and Department Directors to disseminate to their employees. Such list shall include the type of certification received by the individual employee and the expiration date.

## F. First Aid Instructions

*Wounds:*

*Minor:* cuts, lacerations, abrasions, or punctures

1. Wash the wound using soap and water; rinse it well.
2. Cover the wound using clean dressing.

*Major:* large, deep and bleeding

1. Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
2. **Call Emergency Assistance (9-1-1)**
3. Keep pressure on the wound until medical help arrives.

*Broken Bones:*

1. Do not move the victim unless it is absolutely necessary. If the victim must be moved, "splint" the injured area. Use a board, cardboard, rolled newspaper or similar as a splint.
2. Seek medical treatment

*Burns:*

*Thermal:* Heat

1. Rinse the burned area without scrubbing it, and immerse it in cold water; do not use ice water.
2. Blot-dry the area and cover it using sterile gauze or a clean cloth.
3. Seek medical treatment

*Chemical:*

1. Flush the exposed area with cool water immediately for 15 to 20 minutes
2. Seek medical treatment

*Eye Injury:*

*Small particles:*

1. Do not rub eyes.

2. Use the corner of a soft clean cloth to draw particles out or hold eyelids open and flush the eyes continuously with water using clean water .
3. Seek medical treatment if necessary

*Large or stuck particles:*

1. If a particle is stuck in the eye, do not attempt to remove it.
2. Cover both eyes with a bandage.
3. Seek medical treatment

*Chemical:*

1. Immediately irrigate the eyes and under the eyelids with clean water for 30 minutes.
2. Seek medical treatment

*Neck and Spine Injury:*

1. If the victim appears to have injured his or her neck or spine or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.
2. Seek medical attention

*Heat Exhaustion:*

1. Make the victim lie down in a cooler place with the feet raised.
2. Loosen the victim's tight clothing.
3. Give the victim "sips" of cool water.
4. Cool the person by spraying or sponging him or her with cool water and fanning.
5. Monitor the victim and seek medical treatment if necessary

## SECTION 6 - ACCIDENT INVESTIGATION

### A. Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation and will complete the Accident Investigation Report form. The Safety Program Coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries and occupational diseases using the following investigation procedures:

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operations and processes to gain an understanding of the accident situation.
3. Identify and interview each witness and any other person who might provide clues to the accident's cause.
4. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
5. Complete the Accident Investigation Report.
6. Provide recommendations for corrective actions.
7. Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the Safety Program Coordinator within 24 hours of the accident.

The Supervisor's Accident Investigation Report Form is attached to this manual as Appendix B.

An accident investigation is not designated to find fault or place blame, but is an analysis of the accident to determine causes that can be controlled or eliminated.

## SECTION 7- RECORD-KEEPING PROCEDURES

### A. Record-keeping Procedures

The Safety Program Coordinator will control and maintain all employee accident/injury records and Safety Committee records. Records are maintained for a minimum of five (5) years and include:

1. Safety committee agendas, minutes, and correspondence, Appendix A.
2. Supervisor's Accident Investigation Reports and supplements, Appendix B.
3. Worker's Compensation Notice of Injury Reports DWC 1, Appendix C.
4. Log and Summary of Occupational Injuries and Illnesses LES SAF 1-00, Appendix D.
5. Safety Committee Recommendation Form, Appendix E
6. Safety Suggestion Form, Appendix F
7. Job Hazard Analysis (JHA), Appendix G

## SECTION 8 - SAFETY POLICIES AND PROCEDURES

The safety policies and procedures contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.


| SUB-SECTION | TOPIC | PAGE |
|---|---|---|
| A | OFFICE SAFETY | 17 |
| B | HOUSEKEEPING | 19 |
| C | FIRE PREVENTION | 20 |
| D | MATERIAL HANDLING | 22 |
| E | PERSONAL PROTECTIVE EQUIPMENT (PPE) | 23 |
| F | HAND TOOLS | 25 |
| G | POWER TOOLS AND EQUIPMENT | 26 |
| H | ELECTRICAL HAZARDS | 33 |
| I | LADDERS AND SCAFFOLDING | 34 |
| J | WORKING IN CONFINED SPACES | 36 |
| K | MOTOR VEHICLE AND MOBILE EQUIPMENT | 37 |
| L | WORKING IN THE PUBLIC RIGHT-OF-WAY | 39 |
| M | CHEMICAL HAZARDS | 41 |

## 8A - OFFICE SAFETY

1. Keep an eye open for loose or rough floor covering and report same to your supervisor.

2. Exercise caution when approaching a door that can be pushed open towards you.

3. Gently push doors open and slow down when coning to a blind corner.

4. Walking hastily between desks will result in bruises and falls. Slow down and pay attention to your movements.

5. Electrical cords should not be placed near foot traffic; however, if this is necessary, an approved cord cover must be utilized to minimize tripping hazards.

6. All file, desk, and table drawers shall be kept closed when not in use. Close drawers immediately after each use. Never open more than one file drawer at a time.

7. Overloading the top drawer of unsecured file cabinets is dangerous. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.

8. Furniture such as tables, desks, and chairs must be maintained in good condition and free of sharp corners, projected edges, wobbly legs, etc. Notify your supervisor immediately of any deficiencies.

9. It is a hazard to tilt chairs or use them improperly. Avoid using chairs as a stepping stool as they may fall over. Be sure the chair is behind you before you sit down.

10. Never use chairs, desks, or other furniture as a makeshift ladder. Always use a step ladder or safety step stool.

11. Message spindles should not be used unless a suitable blunt cover protects the point and/or the point is bent at a horizontal angle.

12. Keep the blades of paper cutters closed when not in use. Keep fingers and hands clear of blades when operating the paper cutter.

13. Pencils are safest when carried point down in pockets.

14. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such accidents at once to your supervisor and protect yourself from infection.

15. Keep paperclips, thumb tacks, and pins in a secure place so as not to cause any unnecessary wounds. Keep razor blades covered. Even a little scratch can get infected.

16. Be sure equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, UNPLUG IT, and immediately report it to your supervisor.

17. In order to prevent repetitive strain injury make sure your monitor is directly in front of you, with the top of the screen at eye level.

18. Make sure your keyboard is mounted placed appropriately to maximize your own individual comfort.

19. Make sure your keyboard and mouse are low enough to allow you to relax your shoulders.

20. Never rest your wrists on the desk, wrist pad or armrests while you are typing or using a mouse to avoid strain on your wrist.

21. To avoid eyestrain or computer vision syndrome experts advise that you take a one minute break when working on a computer every half hour. During the break, you should look away from the computer and focus on an object that is 15 feet or more away.

22. Use of candles in the office is prohibited. Candles left unattended can be a fire hazard.

## 8B. HOUSEKEEPING

1. All work areas and storage facilities must be kept clean, neat and orderly. All aisles, stairways, passageways, exits, and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.

2. Do not place supplies on top of the lockers, hampers, boxes or other moveable containers at a height where they are not visible from the floor. Store heavy items below shoulder level.

3. When piling materials for storage, make sure the base is firm and level. Cross-tie each layer. Keep piles leveled and not stacked too high. Keep isles clean and with adequate space to work in them.

4. When storing materials suspended from racks or hooks, secure them from falling. Route any walkways a safe distance from beneath the suspended materials.

5. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.

6. Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor immediately.

7. Return tools and equipment to their proper storage place when not in use.

8. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way as to minimize tripping hazards or obstruction to traffic. If these objects must be used in areas of high traffic, place "caution" signs and guard the area.

9. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.

10. Nail points and tire wires must not be left exposed when packing and unpacking boxes, crates, and other storage packages. Nails are to be removed and appropriately discarded as soon as lumber is disassembled.

11. Sharp or pointed objects should be stored as to prevent persons from coming in contact with the sharp edges or points. Place sharp objects into a scaled, labeled, sturdy container (i.e. cardboard box) prior to disposal.

12. All packing materials should be properly disposed of to prevent fires.

13. Wastebaskets are to be emptied into approved containers.

14. Oil and greasy rags shall be put into a designated metal container for that purpose.

15. Adequate lighting in obscure areas shall be secured for the protection of both employees and public. Notify your supervisor of areas with inadequate lighting.

## 8C. FIRE PREVENTION

1. Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.

2. Know the location and type of fire extinguishers and how to use them. After using an extinguisher, report its use immediately to your supervisor, so a replacement may be obtained or the extinguisher recharged.

3. Different types of fires require different types of extinguishers. The following describes extinguisher ratings and how they should be used:

   - A rating – fires involving wood, rubber, paper, cloth and plastics
   - B rating – fires involving flammable liquids, gases and greases such as motor oil, paint thinner, gasoline, propane or natural gas.
   - C rating – fires involving live electrical equipment. Prevents possible severe electrical shock.
   - D rating – fires involving metals such as sodium and magnesium.

4. Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from the shop building as soon as possible and, in no case, shall be left unattended in a building overnight.

5. Cleaning solvents that have flammable properties shall be kept in approved safety containers.

6. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning floors or any parts of buildings.

7. Gasoline used in small quantities in shops for fueling engines under repairs, being tested or adjusted, shall be handled and dispersed in the smaller (one gallon) approved metal safety containers. Containers must be labeled as to their contents.

8. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can be filled in order to guard against the build-up of static electrical charge.

9. Never fill a tank to its full capacity to allow room for expansion of the liquid.

10. No artificial light, except UL approved flashlights will be used near escaping gasoline or other flammable vapors, or when entering an enclosure suspected of containing gas.

11. The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed. Fuel oil or kerosene will not be used for starting fires in stoves. Under no circumstances will gasoline be used for starting fires.

12. "No Smoking" shall be enforced in all areas where hazardous substances are stored or used, and any other areas where posted.

13. Exits shall not be locked (chained or otherwise) from the inside.

14. All Village of Palmetto Bay vehicles shall have a 2A513C, 2 ½ lb. fire extinguisher securely mounted in a convenient location.

15. All fire extinguishers must be inspected and certified annually by a licensed Florida State extinguisher company. Each department shall have a designated person to inspect fire extinguishers on a monthly basis. Discrepancies shall be reported to the supervisor who shall be responsible for obtaining a replacement unit.

16. There shall be a 2.5 lb. fire extinguisher located in all Village trucks.

17. It is necessary that shops and fixed activities that contain fire hazards have an Emergency Action and Fire Prevention Plan. Frequent training shall be provided to employees to ensure that all are familiar with the plan.

18. All fires shall be reported to the Metro-Dade Fire Rescue Department immediately.

## 8D. MATERIAL HANDLING

Accidents can be avoided by taking time to plan ahead, using mechanical equipment whenever possible, and thinking about the proper way to do the task and tile proper tools to use while performing it.

a. *4-Step Manual Lifting Process*

Step 1 – Getting Ready

1. Size up the load. If it is too heavy or bulky, play it safe – get help.
2. Check the load over and remove any protruding materials such as nails, splinters, sharp edges, or anything that could cause you to lose your grip such as oil or grease.
3. Wear gloves if the surface is rough.
4. Be sure the path you take is clear from any obstacles.

Step 2 – Picking it up

1. Ensure firm footing and balance, and try to stand with feet about shoulder width apart, grip load firmly.
2. If load below waist, bend knees to get into position, keep your back straight, stomach muscles tight and lift slowly with your legs.
3. Lift object or load close to the body.

Step 3 – Carrying it carefully

1. Be sure you can see where you are going; turn your body in the direction of your feet.
2. Use extra care in tight places as not to smash hands and fingers.

Step 4 – Putting it down

1. If receiving surface is about waist high, use the surface edge to take part of the load, and then push it forward.
2. If you must lower the load to the floor or ground, bend your knees, keep back straight, stomach muscles tight, and again use your legs.

Employees who are issued a back belt should be sure to use it properly. Your supervisor will provide initial training at the time of issuance and periodic retraining when necessary.

b. *Cylinder Handling (Oxygen, Acetylene, Chlorine, Sulfur Dioxide)*

1. Always secure cylinders containing gas in an upright position.
2. Valve protection caps shall be in place and secured tightly when moving and storing cylinders.
3. Valve protection caps shall not be used for lifting cylinders.
4. Do not tamper with safety devices on cylinders or valves.
5. If a valve cannot be opened by hand, do not use a hammer or wrench to open cylinder valves with fixed hand wheels.
6. Cylinders shall be identified as full or empty at all times.
7. Only trained personnel shall be allowed to change out cylinders or tanks.

## 8E. PERSONAL PROTECTIVE EQUIPMENT (PPE)

*a.* *Clothing*

1. The wearing of loose, flowing or ragged clothing on or near moving machinery or equipment is prohibited (i.e. long sleeves, shirt tails, etc.)
2. To avoid injuries footwear should be in good condition. Wear appropriate footwear required for the work being done. If you have any doubts about the appropriate type of footwear necessary ask your supervisor.
3. Hair should be pulled back and secured on the head, so as not to get in the way, especially around moving equipment.
4. Gas and oil soaked clothes are a serious hazard. Keep clothes oil free.
5. Safety vests shall be worn at all times when working on the right-of-way, roadways, and areas of reduced visibility.

*b.* *Head Protection*

Hard hats shall be worn in the following situations:

1. All personnel working on a site involving construction.
2. All personnel working with high voltage electrical equipment.
3. All personnel engaged in tree trimming or cutting operations.
4. All personnel engaged in inspections or supervision of the above activities.
5. Supervisors may designate additional areas where hard hat usage is required, as the need arises.

c. *Face and Eye Protection*

Hazards involving the possibility of injuries to the face and eyes exist with both indoor and outdoor tasks. They range from dust, particles of steel, concrete, sand, and splashes from corrosive and liquid chemicals. Safety glasses, goggles, or face shields made of plastic or glass offer a vital protection when used properly. Dirty or scratched lenses may provide another hazard from reduced visibility and should be cleaned or replaced immediately.

All employees in the Village of Palmetto Bay are expected to follow the below safety procedures regarding face and eye protection:

1. Safety goggles or safety glasses should be worn when:

    a. Grinding, cutting, milling, or drilling with powered tools.

    b. Using impact wrenches, compressed air tools and pressure washers.

    c. Chipping, scraping or scaling paint, rust, carbon, or other materials.

    d. Using punches, chisels, or other impact tools.

    e. Cutting or breaking glass.

f. Chipping or breaking concrete.

g. Soldering.

h. Cleaning dirt from vehicles, machinery, etc.

i. Sand blasting or air cleaning operations.

j. Using power woodworking machinery, both fixed and portable.

k. Tree trimming, brush cutting or slump removal.

l. Using any lawn mowing equipment (mowers, blowers, edgers, etc.)

2. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.

3. A proper face shield with Jens or welders' lens shall be worn at all times during metal cutting and welding operations. Warning signs shall be posted to warn others prior to any welding operations. Additionally, welding screens shall be used if available.

4. A face shield should always be used with other eye protection such as goggles or glasses.

d. *Finger, Palm and Hand Protection*

1. Do not wear rings, metal, bracelets, and other jewelry when working around machinery. Jewelry increases the danger of electrical shock and can cause fingers or hands to be badly injured.

2. Gloves should be worn when handling hot, cold, abrasive, caustic, infectious, or any other hard to handle materials. Several types of gloves are available to employees; be sure to choose gloves appropriate for the task at hand.

3. Any allergic reactions or rashes thought to have been caused by gloves shall be reported at once.

## 8F. HAND TOOLS

All employees are required to follow the safety procedures detailed below:

1. Employees that are inexperienced in the use of a hand or power tool shall not use the tool unless properly trained and supervised.

2. Employees must sign a training completion form once they have completed the full training for the use of a hand or power tool.

3. Select the correct tool for the job.

4. Sharpen and carry all cutting tools with the sharp edge down.

5. Check the handles of all tools for tightness and splinters prior to use.

6. Check the head of each tool, such as hammers, chisels, punches, and etc. If the tool needs to be dressed, repair it prior to use or do not use it.

7. Wear shatterproof glasses or goggles when using chisels, punches, and/or wedges.

8. Use only properly insulated tools when working around electrical circuits or equipment.

9. Avoid using metal measuring tapes, fabric containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.

10. Return all tools to their proper place.

## 8G. POWER TOOLS AND EQUIPMENT

Potentially serious injuries can occur from the operation of both portable and stationary power tools. All employees who use power tools or equipment must first be trained and display adequate knowledge of safety operating procedures.

### 1. General Safety Rules

a. All power tools should be visibly inspected for damages, prior to each use (i.e. cords, housings, blades, etc.).

b. Make sure all machine guards are in proper place prior to operation.

c. Install or repair equipment only if you are qualified. Unplug equipment prior to repairing or making adjustments.

d. Be sure equipment is properly grounded. Check all ground connections regularly for tightness.

e. Wear all proper protective equipment required for the job.

f. Unplug power cords by pulling on the plug, not the cord.

g. Work area should be clean, well lit, and dry.

h. Do not carry tools by the cord.

i. Always be aware of your surroundings. Stay alert and safe!

### 2. Portable Power Tools

#### a. Saws

1. Do not use dull or loose blades.
2. Do not overload tile motor by pushing too hard or cutting material that is too heavy.
3. Before cutting, inspect the material to be cut for nails or foreign objects.
4. Be sure you have firm footing and balance.

#### b. Drills

1. Select the correct drill bit for the job and be sure that it is sharp.
2. Make sure the material being drilled is secured or clamped firmly.

3. Hold the drill firmly and at the correct angle. Don't force it to work or lean on it with all of your strength.

4. Always remove the bit from the drill when you are finished.

**c. Routers**

1. Never start the router when the cutting edge of the bit is in contact with tile work.

2. Hold the router firmly, especially when starting.

3. When the cut is complete, turn off the motor. Do not lift the machine from tile work until the motor has come to a complete stop.

4. Always keep router base flat on work surface.

**d. Grinding Wheels**

1. Before use, make sure that wheels are firmly held on spindles and work rests are tight.

2. Stand to one side while starting motor, until operating speed is reached. This prevents injury if a defective wheel breaks apart.

3. Use light pressure when you begin grinding, too much on a cold wheel may cause failure.

**e. Portable Sanders**

1. Arrange cord so that it will not be damaged by the abrasive belt.

2. Keep both hands on the tool to ensure good control.

3. Hold onto the sander when you plug it in.

4. Clean dust and debris from the motor and vent holes and lubricate regularly.

**3. Stationary Power Tools**

a. Never reach over the saw to push stock that has been sawed.

b. Stand slightly to one side, never in line with the saw.

c. To avoid 'kickback' (the greatest hazard of running a table saw):

1. Never use a dull blade.
2. Do not cut 'freehand' or attempt to rip badly warped wood.
3. Use splinter guard.
4. Do not drop wood on an unguarded saw.

**a. Radial-Arm Saw**

1. The saw and motor should always be returned to the rear of the table against the column after a cut is made.

2. If the motor slows while cutting, it means it is overloaded. Can be due to low voltage, bad blades or material being fed too fast.

3. Keep machine in good alignment and adjustment to prevent excessive vibration.

**b. Bandsaw**

1. Stand to left front of the saw. If the blade breaks, it will fly out to the right.

2. Do not cut until saw is moving at full speed.

**c. Jigsaw**

1. Be sure the blade is secured tightly.

2. Handle material being cut with both hands and keep fingers away from blade.

3. When making curved cuts, do not push stock into blade. Turn stock on the table until curve has been cut.

**d. Drill Press**

1. Clamp or securely fasten the material being drilled whenever possible.

2. Make sure any attachments are fastened and adjusted.

**e. Lathes**

1. Use only sharp cutting tools.

2. When operating a lathe, stand to the side. This will prevent injury if the tool catches and is thrown out of your hand.

3. Make sure the wood you are going to turn is free of knots, cracks, and other defects.

### f. Jointer

1. Never run a piece of wood shorter than 10 inches across jointer.
2. Use a push block when working with boards thinner than three-quarters of an inch.
3. Always keep your hands on top of the work to avoid injury.
4. Always try to plane in the direction of the grain.

## 4. Welding Machines

1. All welding equipment should be kept clean (free from grease and oil) and in good repair.
2. Proper welding shields or goggles and gloves should be worn.
3. An appropriate fire extinguisher shall be available for instant use.
4. Before any welding operations begin, proper warning signs and/or screens shall be placed to ward and protect other employees. Employees entering the area must wear appropriate eye protection.
5. At the completion of the work, the welder should make a careful inspection of the jobsite to ensure that hot articles have not been left smoldering, which might later develop into a serious fire.

## 5. Compressed Air

1. The use of compressed air for cleaning purposes is prohibited.
2. Eye protection is required.
3. Be sure that the discharge end of the air hose is securely fastened prior to turning compressed air into the hose.
4. Always maintain a secure hold on any air-powered tool to prevent injury to the operator or anyone nearby.

## 6. Grounds Maintenance Equipment

### a. Mowers

1. Wear employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, and hearing protection during mowing operations.

2. Make sure all equipment is in good operating condition prior to use.

3. No mowing equipment will be left unattended with the motor running.

4. Visually inspect the area to be mowed. Remove or allow around hazards.

5. If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn off the engine, wait for all motion to stop and inspect for damages. Raise the cutting decks when driving from one area to another.

6. Do not run the engine in a confined area without adequate ventilation.

7. Bystanders should be warned by the operator of the danger of flying objects. Do not direct discharge towards bystanders.

8. Become familiar with the controls and know how to stop the engine quickly.

9. Keep all safety devices and decals in place, replace as needed.

10. Operator must keep feet and hands away from the undercarriage of the mower.

11. Check safety switches daily.

12. No mowing equipment shall be operated without the manufactured safety guards in place.

13. Do not touch the engine, muffler, or exhaust pipe while engine is running.

14. Never refuel with engine running.

15. Use only approved gasoline containers.

16. Do not smoke while handling gasoline.

17. Do not use mowers in stormy weather.

**b. Chain Saws**

1. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard. Secure the chain saw to prevent fuel spillage and damage.

2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.

3. Always start a chain saw with a 10 inch or larger bar on the ground.

4. Do not place a chain saw on your knee when starting it.

5. Always use both hands to maintain control of the chain saw using only the grip locations specified by the manufacturer.

6. When moving from tree, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.

7. Do not operate a chain saw above your shoulder height.

8. Do not set a saw down while the blade is engaged.

9. Stop the engine and turn the switch to 'OFF' when the chain saw is left unattended or refueled. Do not overfill the fuel tank.

10. Place cones and barricades in the area where you are performing chain saw operations.

11. Choose an area for cut branches to fall before beginning work. Alert co-workers by yelling, 'Timber!' to notify them of falling branches.

12. Disengage spark plug wire before attempting to remove jammed material from blade.

### c. Edgers

1. Do not start an edger if the blade is touching the ground.

2. Operate the edger at full blade speed.

3. When edging along roads, stay as close to the curb as possible.

4. Wear your employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, breathing filters, and hearing protection.

5. Do not use the edger in stormy weather.

6. Do not use the edger if it has loose or worn blades, belts, or other parts. If these conditions exist, tag the edger out of service and do not use it.

7. Visually inspect the area to be edged for possible hazards.

8. When working in close proximity to roadways, always wear a safety vest.

### d. Line Trimming / Weed Eater / Brush Cutter

1. Before refueling the trimmer, remove if from your harness, place it on the ground and allow the engine to cool.

2. Wear employer prescribed Personal Protection Equipment (PPE), such as eye/face protection, gloves, breathing filters, long pants, and hearing protection.

3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit; keep both hands in the unit during operations.

4. Visually inspect for and trim around hazards.

5. Do not perform trimming operations above 10 feet in height alone; co-workers must assist you.

6. When working in close proximity to roadways, always wear a safety vest.

### e. Backpack Blowers

1. Do not use the blower to clean yourself.

2. Do not direct the blower towards bystanders.

### f. Chippers

1. Daily maintenance and inspection of equipment should be performed prior to operation (i.e. belts, hoses, fluid levels, leaks, bolt tightness, etc.). Only qualified personnel may operate this equipment.

2. Wear employer prescribed Personal Protection Equipment (PPE), such as eye/face protection, gloves, and a hard hat.

3. Avoid wearing loose clothing when operating the chipper. Short sleeve shirts are preferred to prevent a limb from catching on a shirt and pulling you into the chipper feed housing.

4. Prior to starting the machine, block the tongue and chock the wheels.

5. Check the chipper housing intake and engine area for foreign objects.

6. Make sure no one is in the path of the discharge flipper.

7. Keep all bystanders away from the machine.

8. Never place hands, feet or any foreign objects into the feed chute while feed wheels are turning.

9. Do not allow the machine to run unattended.

10. At least two people must be present to operate this machinery.

11. Only one person should feed the machine at one time.

12. Do not stand in front of the chopper during feeding operations; stand to the 'left' or 'right' side of the hopper.

## 8H. ELECTRICAL HAZARDS

1. Where electrical equipment must be used in damp or wet locations, use low voltage equipment and wear rubber boots and gloves.

2. Proper lockout procedures shall be followed when performing installation, repair, maintenance, modification, or any other adjustments to power equipment where unexpected energy surges or start-up of the equipment could harm employees.

3. Never attempt work in or near overhead lines, underground power lines or gas lines. Contact the appropriate personnel prior to any work being performed.

4. In the event of a downed power line, stay away from the danger area, keep others away and contact the appropriate personnel prior to any work being performed.

5. In case of contact with live wires, do not touch the victim. **Call 911 immediately**.

6. Control and/or fuse boxes should be kept closed at all times and should be labeled to indicate the areas or machinery they operate.

7. Extension cords should not be run across aisles or through oil or water. Extension cords should not be bound tightly as they may become damaged and dangerous. Cords should be inspected for kinks, worn insulation and exposed strands or wire before use. Dispose of and replace any cords exhibiting wear.

8. When fuses blow continually, it is an indication of an overload or a short. This condition should be reported to your supervisor immediately.

9. Keep electrical equipment properly oiled and free of grease and dirt.

## 8I. LADDERS AND SCAFFOLDING

The following procedures will prevent accidents and possible injury relating to ladders and scaffolding:

### 1. Ladders

2. Metal ladders shall not be used in the vicinity of electrical circuits.

3. Inspect for defects before using. Keep rungs clean and free of grease and oil.

4. Ladders should not be placed against a window sash.

5. Straight ladders form a triangle when placed against a wall or object for climbing. When properly placed, the bottom side of the triangle should be about ¼ as long as the vertical (i.e. if the ladder is leaned against the wall 8 feet high, the feet should be set for two feet from the wall).

6. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step-ladders are not designed to be used as straight ladders.

7. If the bottom of a ladder is placed on an insecure surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats or other anti-slip devices, or by stationing an employee at the ladder base to hold it in position during use.

8. Never stand on the top step of a ladder to work.

9. Only one person should be on a ladder at a time.

10. If it is necessary to place a ladder near a door or where there is potential traffic, set up necessary warning signals, or take other precautions to prevent accidental contacts which might upset the ladder.

11. Wear proper shoes when climbing ladders.

### 2. Scaffolding

1. Planks and other materials used in building scaffolding must be sound and free from knots. Keep planks in good condition with a spar varnish (never use paint on planks).

2. Planking should be adequately cleated; the scaffolding over ten feet high should have toe boards, mid-rails and handrails.

3. Be sure staging is on a sound base.

4. Loose tools on top of scaffolding are liable to fall and injure someone. Keep tools in a bucket or box secured on the scaffolding.

## 8J. WORKING IN CONFINED SPACES

The OSHA confined space standard defines a confined space as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Examples of confined spaces are storage tanks and bins, ducts, tunnels, sewers, manholes and wet wells. The most common confined space areas for village employees will be sewers, manholes and wet walls.

Specific confined space hazards include physical hazards (mechanical equipment, temperature, sound, collapse, entrapment, etc.), oxygen deficiency (identified as the primary hazard), combustibility (fire and explosion) and toxic air containments. The presence of any one or combination of these hazards constitutes a Permit Required Confined Space (PRCS). Before entry into a PRCS, a written permit must be obtained according to the Confined Space Operating and Rescue Procedures Plan.

### 1. General Safety Procedures

a. Before entering confined spaces, test for oxygen and explosive/toxic vapors and gases.

b. Venting of hazardous atmosphere shall be accomplished before entering, whenever possible.

c. Maintain adequate ventilation while working.

d. When using portable blowers to ventilate, make sure the air intake will not pick up carbon monoxide fumes from the engine.

e. Adequate respiratory equipment shall be available for use, if necessary, and all potential users shall be instructed in the proper use of such equipment.

f. No employees shall enter a manhole sewer, tank, or other underground confined space without a safety belt or harness and an attached lifeline, tended by another employee at the point of entry.

g. Use barricades and warning signs to protect pedestrian traffic and to alert vehicle traffic to the hazard when opening manholes in the streets.

h. Never allow exits to be blocked.

i. Ladders shall be used when entering manholes, when there is any doubt about the safety of manhole steps.

j. Only lights approved and provided by the Village shall be used in manholes on areas where explosive vapors or gases may exist.

## 8K. MOTOR VEHICLE AND MOBILE EQUIPMENT

Village vehicles are easily identified and, therefore, constitute a traveling advertisement seen by many citizens. We exercise an important influence upon good or bad public relations through our relationship with other motorists. By utilizing courteous, considerate, and safe driving habits, we shall build good public relations as well as avoid needless accidents.

### 1. General Safety Procedures (Motor Vehicles)

a. If employees must ride in the back of a truck, they shall sit on the floor of the bed, or in seats constructed for that purpose.

b. All employees shall be responsible for a safety check WEEKLY of any vehicle or mobile equipment he/she is assigned to drive. Safety checks shall be documented on the appropriate form provided by the department.

c. Supervisors shall be notified immediately of any necessary repairs needed.

d. Position all adjustments for safe driving before starting vehicle (i.e. seat, mirrors, etc…).

e. Drivers of Village vehicles must possess a valid Florida driver's license and they must be thoroughly familiar with state and local regulations governing motor vehicle operation.

f. All slow moving equipment operated in public right-of-ways shall be equipped with a triangular shaped reflecting sign and flashing lights in accordance with Florida Motor Vehicle Code.

g. Be sure all loads are secured prior to movement of vehicle.

h. Never take drugs or strong medicine before operating a vehicle. Remember that drugs, illnesses or extreme fatigue may affect your ability to judge distances, speed, and driving conditions.

i. Supervisors are responsible for ensuring that employees are utilizing seat belts. Failure to utilize the seat belts may result in disciplinary action.

j. No more than three (3) persons shall be permitted to ride in the front seat of any vehicle at one time.

k. Never leave the vehicle unattended with the motor running.

l. Stay within posted speed limits. Slow down when conditions warrant.

m. Be particularly cautious and alert while driving around children.

n. Do not assume the right-of-way.

o. Avoid tailgating and keep a safe distance behind other vehicles and slow down or stop to let tailgaters pass.

p. **Do not** text or read text messages while driving.

## 8L. WORKING IN THE PUBLIC RIGHT-OF-WAY

a. Turn on low beam headlights during rain storms and fog.

b. When refueling, shut off the motor and do not smoke.

### 1. Aerial Platforms and Baskets

a. Exercise extreme care when operating this type of equipment near overhead power lines.

b. Only those employees who are trained and well-versed in this type of equipment operation shall be allowed to perform these operations.

c. Vehicle must remain parked while platform or basket is raised.

d. When outriggers are part of the vehicle's equipment, use them.

e. Strategically place appropriate warning devices to warn on-coming traffic while working in or near roadways.

### 2. Motor Vehicle Accident Procedures

a. Obtain first aid or medical treatment, if required.

b. Notify the Police Department of the jurisdiction where accident occurred immediately, and request an investigation at the scene. Notify both the Department Head and Supervisor.

c. Accident kit should be located in Village vehicles.

d. Exchange names, driver's license numbers and vehicle numbers with the other person(s) involved. Offer no information regarding the responsibility for the accident or what should have been done to avoid the accident.

e. Municipal employees are often required to work in or along public roads and right-of-ways, normally used for vehicle or pedestrian traffic to repair utility services, or perform tree-trimming, or landscaping tasks, and other maintenance activities. It is recommended that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns.

*The following are general guidelines to be followed when working in these situations:*

1. Notify all of the appropriate agencies prior to partial or full closure of a road as necessary.

2. Wear employer prescribed Personal Protective Equipment (PPE) such as a safety vest, hard hat, safety shoes, gloves, etc.

3. Individuals working in roadways and right-of-ways must be properly trained in current traffic control practices.

4. The Traffic Control and Work zone Safety Plan shall serve as the standard for all related activities and should be referred to often.

## 8M. CHEMICAL HAZARDS

### 1. General Safety Policies

2. Never eat, drink, or smoke around chemicals in the work area.

3. Keep flammable and explosive material away from any heat sources.

4. Make sure there is enough ventilation in the work area. If you feel the slightest amount of dizziness or nausea, report the incident immediately to your supervisor.

5. Use the proper personal protective equipment. This may include gloves, safety glasses, masks, respirators, and work clothes depending on the type of chemicals you are using.

6. Know how to properly dispose of all contaminated materials.

7. Always use established procedures for handling, storing or transporting hazardous chemicals.

8. Material Safety Data Sheets (MSDS) are available for every chemical on-site and should be referred to often.

9. Special care should be taken when mixing chemicals or loading chemical application devices as most injuries occur at that time.

10. Contact CHEMTREC and 9-1-1 in the event of a chemical spill

## SAFETY COMMITTEE
## MEETING MINUTES

Meeting Date: Meeting Time:

Minutes Prepared By: Location:

*Period Covered:*

Members in Attendance:

A. Previous Action Items:

B. Review of Accidents since Previous Meeting:

C. Recommendation for Prevention:

D. Suggestions from Employees:

E. Recommended Updates to Safety Program:

F. Recommendations from Accident Investigation Reports:

G. Safety Training Recommendations:

H. Comments:

(Written format may vary as long as all identified areas are included)

**ACCIDENT/INJURY REPORT**
*Complete this form in its entirety immediately after any accident/injury.*

## Supervisor's Accident / Injury Investigation Form Instructions

***First Steps***

1. Investigate each accident immediately after it occurs, no matter how minor.
2. Return the completed form to the Personnel Department no later than the workday after the accident occurs.
3. Keep one copy for your department's file.

***Using the Form***

**What happened?**

- GET ALL THE FACTS by studying the job and conditions where the accident occurred.
- STATE WHAT THE EMPLOYEE WAS DOING when injured (BE SPECIFIC, if the employee was using tools, handling equipment or handling material, name and state what the employee was doing with them).
- STATE HOW THE ACCIDENT OCCURRED. Fully describe the events in which resulted in injury. Tell what happened and how it happened. Name any objects or substances which were involved and how they were involved. Give full details on all factors which led or contributed to the accident.
- STATE WHAT OBJECT DIRECTLY INJURED THE EMPLOYEE. Name object struck against or struck by. If strain or hernia, name the object lifted, pulled, pushed, etc. If injury resulted solely from bodily motion, state the stretching, twisting, etc. which caused the injury).

**Why did it happen?**

- Describe in detail as to the CONDITION RESPONSIBLE for the accident. It will always involve one or more of the OPERATIONS CONTROL FACTORS listed.
- Be specific in identifying the equipment, material and people involved and how they contributed to the accident.

**Were there any Witnesses?**
Provide names and include phone numbers and addresses if not already on file.

**What should be done?**
Determine what CORRECTIVE ACTION is needed to prevent a similar accident in the future. The OPERATIONS CONTROL FACTORS used in no. 2 should help you determine what should be done.

**What have you done thus far?**
State what CORRECTIVE ACTION you have taken or recommended to your supervisor.

**How will this improve operations?**
State how the CORRECTIVE ACTION you have taken or recommended will help prevent future accidents.

# ACCIDENT/INJURY REPORT

*Complete this form in its entirety immediately after any accident/injury.*

**Employee Name** _____ **Date & Time of Accident** _____

**Where did accident occur?**
Facility Name: _____
Physical Location: _____

**Type of Injury** _____ **Body Part** _____

**What happened?** *(Provide details of the incident- nature of injury, location where accident occurred and the sequence of events leading to the accident)*

_____
_____
_____
_____
_____
_____

**Was 911 contacted?** YES NO **Was First Aid administered?** YES NO

**Describe any other steps and/or measures that were taken after the accident?**
(Indicate whether the employee was transported to a medical facility and provide the name of the facility.)

_____
_____

**Were there any witnesses? Did you question the witnesses?** (include names/location if any) _____
_____
_____

**Accident Occurred Because (check all that apply):**

- □ Uncontrolled slip/fall hazards
- □ Unsafe conditions
- □ Equipment was defective
- □ Equipment utilized the wrong way
- □ Equipment maintained poorly
- □ Incorrect of unauthorized equipment for the job

Employees was:

- □ Physically unable to do the job
- □ Not trained to do the job
- □ In violation of a law, statute, ordinance, or safety rule
- □ Not following proper procedures
- □ Other _____

**Future Preventative Action; To prevent similar accidents in the future:**

- □ Inspection
- □ Training
- □ Better communication
- □ Personal Protective Equipment
- □ Teamwork
- □ Improved Procedures
- □ Selection of Personnel

**What should be done and how will it improve operations?**

_____
_____

**What have you done so far (such as recommendations, etc.) to address this incident?**

_____
_____

**Do you believe ANYTHING can be done to eliminate or prevent future accidents of a similar nature?** □ **Yes** □ **No**

**Do you agree with the description of the injury provided herein?** YES NO

**Name of Supervisor Completing Form** _____

**Signature of Supervisor Completing Form** _____ **Date** _____

**To be completed by the Human Resources Department:**

**Was the Florida League of Cities notified** (1-877-676-3890)? _____ YES (Please see below) _____ NO

**Date:** _____ **Time:** _____ **Name of Representative:**_____

**Hire Date:**_____ **Date of Birth:**_____ **Position:**_____

**Address:** _____ **Telephone:** _____

**Social Security Number:**_____

**Current Pay Rate:** _____Annual/ Hourly

*Please return the original form to the Human Resources Department and keep a copy for your records.*

FLORIDA DEPT. OF LABOR & EMPLOYMENT SECURITY
DIVISION OF WORKERS' COMPENSATION
2728 Centerview Drive, 202 Forrest Building
Tallahassee, Florida 32399-0685

# FIRST REPORT OF INJURY OR ILLNESS

For assistance call 1-800-342-1741
or contact your local EAO Office
Report all deaths within 24 hours 800-219-8953

| RECEIVED BY CARRIER | SENT TO DIVISION | DIVISION REC'D DATE |
|---|---|---|
| | | |

PLEASE PRINT OR TYPE

**EMPLOYEE INFORMATION**

NAME (First, Middle, Last)

Social Security Number

Date of Accident (Month/Day/Year)

Time of Accident ☐ AM ☐ PM

HOME ADDRESS
Street/Apt #: _____
City: _____ State: _____ Zip: _____

TELEPHONE Area Code Number

EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)

OCCUPATION

INJURY/ILLNESS THAT OCCURRED

PART OF BODY AFFECTED

DATE OF BIRTH ____/____/____

SEX ☐ M ☐ F

**EMPLOYER INFORMATION**

COMPANY NAME: _____
D. B. A.: _____
Street: _____
City: _____ State: _____ Zip: _____

FEDERAL I.D. NUMBER (FEIN)

DATE FIRST REPORTED (Month/Day/Year)

NATURE OF BUSINESS

POLICY/MEMBER NUMBER

TELEPHONE Area Code Number

DATE EMPLOYED ____/____/____

PAID FOR DATE OF INJURY ☐ YES ☐ NO

EMPLOYER'S LOCATION ADDRESS (If different)
Street: _____
City: _____ State: _____ Zip: _____
LOCATION # (If applicable) _____

LAST DATE EMPLOYEE WORKED ____/____/____

RETURNED TO WORK ☐ YES ☐ NO
IF YES, GIVE DATE ____/____/____

WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? ☐ YES

LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP ____/____/____

PLACE OF ACCIDENT (Street, City, State, Zip)
Street: _____
City: _____ State: _____ Zip: _____
COUNTY OF ACCIDENT _____

DATE OF DEATH (If applicable) ____/____/____

AGREE WITH DESCRIPTION OF ACCIDENT? ☐ YES ☐ NO

RATE OF PAY ☐ HR ☐ WK
$ _____ PER ☐ DAY ☐ MO
Number of hours per day _____
Number of hours per week _____
Number of days per week _____

**Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information is guilty of a felony of the third degree. I have reviewed, understand and acknowledge the above statement.**

EMPLOYEE SIGNATURE (If available to sign) _____ DATE _____

EMPLOYER SIGNATURE _____ DATE _____

NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL

AUTHORIZED BY EMPLOYER ☐ YES ☐ NO

**CARRIER INFORMATION**

☐ 1. Case Denied - DWC-12, Notice of Denial Attached ☐ 2. Medical Only which became Lost Time Case (Complete all info in #3)

☐ 3. Lost Time Case - 1st day of disability ____/____/____ Salary continued in lieu of comp? ☐ YES Salary End Date ____/____/____

Date First Payment Mailed ____/____/____ AWW _____ Comp Rate _____

☐ T.T. ☐ T.T. - 80% ☐ T.P. ☐ I.B. ☐ P.T. ☐ DEATH

REMARKS:

CARRIER NAME, ADDRESS & TELEPHONE

CARRIER CODE #

EMPLOYEE'S RISK CLASS CODE

EMPLOYER'S SIC CODE

SERVICE CO/TPA CODE #

CARRIER FILE #

Is employer self-insured? ☐ YES ☐ NO

LES Form DWC-1 (11/94)

*OSHA's Form 300* (Rev. 01/2004)

# *Log of Work-Related Injuries and Illnesses*

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 __ __

**U.S. Department of Labor**
**Occupational Safety and Health Administration**

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

| Identify the person | | | Describe the case | | | Classify the case (CHECK ONLY ONE box for each case based on the most serious outcome for that case) | | | | Enter the number of days the injured or ill worker was: | | Check the "Injury" column or choose one type of illness: | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Remained at Work | | | | (M) | | | | | |
| (A) Case no. | (B) Employee's name | (C) Job title (e.g., Welder) | (D) Date of injury or onset of illness | (E) Where the event occurred (e.g., Loading dock north end) | (F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from coffee spill) | Death (G) | Days away from work (H) | Job transfer or restriction (I) | Other recordable cases (J) | Away from work (K) | On job transfer or restriction (L) | Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6) |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | / month/day | | | ❑ | ❑ | ❑ | ❑ | ___ days | ___ days | ❑ | ❑ | ❑ | ❑ | ❑ | ❑ |
| | | | | | **Page totals ➤** | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| | | | | | | | | | | | | Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6) |

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA, Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

An easier way to enter these totals is on the Summary page (Form 300A) before you post it.

Page __ of __

# SAFETY COMMITTEE RECOMMENDATION FORM

**To: Village Manager** **From: Safety Committee**

**Date:** _____

The Safety Committee is recommending the following action and forwarding to you for your approval.

**SAFETY CONCERN:**

_____

_____

_____

**SUGGESTED ACTION(S):**

_____

_____

_____

**ESTIMATED COST:** $_____

**SAFETY COMMITTEE CHAIRPERSON'S COMMENTS AND RECOMMENDATIONS:**

_____

_____

_____

**VILLAGE MANAGER:** _____

**VILLAGE MANAGER SIGNATURE:** _____

☐ **APPROVAL** ☐ **DISAPPROVAL** **DATE:** _____

**TO:** _____ **DEPT:** _____

**RESPONSE/ACTION TAKEN BY DEPARTMENT:**

_____

_____

_____

_____ _____

DEPT. HEAD SIGNATURE DATE

# SAFETY SUGGESTION FORM

## PLEASE SHARE YOUR IDEAS WITH US!

Name: _____

Department: _____

My Idea: _____

_____

_____

_____

_____

_____

_____

_____

_____

*Ideas may be submitted anonymously.

_____ _____

Employee's Name (please print) Department

_____ _____

Signature Date

Please Submit to the Human Resources Department

# JOB HAZARD ANALYSIS (JHA) FORM

| | |
|---|---|
| **JOB TITLE:** | |
| **DEPARTMENT:** | |
| **DATE ANALYZED:** | |
| **REVIEWED BY:** | |

| JOB STEP (TASKS TO BE ANALYZED) | LOSS EXPOSURES (INJURY, ILLNESS, PROPERTY DAMAGE, FIRE, QUALITY, ETC...) | LOSS SEVERITY POTENTIAL S- SERIOUS M- MODERATE L- LOW | EXPOSURE FREQUENCY | CRITICAL TASKS | |
|---|---|---|---|---|---|
| | | | | YES | NO |
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**Four Basic Steps of Doing a JHA**

The first is to define the job. This is a short explanation about the job and should not be too complex. However, enough detail should be provided to properly identify the job and differentiate it from other jobs.

The second is to break the job into a sequence of steps; each describing that is being done. This procedure requires the assistance of a safe, experienced worker. Care must be taken not to be too detailed. Each step should tell what is being done, not how. When recording the step, begin with action words like "remove", "carry", or "open", and end by identifying to what the action was applied. For example, "remove the die", "carry to bench", etc. After observing and recording the steps, the observed employee should verify all steps and explain any deviations that may occur. The deviations that occur irregularly could lead to an accident. The third step is to identify the hazards and determine what can go wrong and result in an accident. Question each step. Can the employee be struck by a moving object, strike against a stationary object, get caught in moving equipment, slip or fall, strain himself, or be exposed to a toxic substance or excessive noise performing the task? After documenting the possible sources of accidents, the observed employee should review the analysis and provide any final thoughts or suggestions.

The final step is to develop a recommended safe job procedure that eliminates or controls hazardous conditions or operations. The principal solutions include:

- Finding a new way to do the job
- Changing the physical conditions that create the hazard
- Providing additional personal protective equipment to the employee
- Providing additional training to the employee

## ACKNOWLEDGEMENT OF RECEIPT
## VILLAGE OF PALMETTO BAY WORKPLACE SAFETY PROGRAM MANUAL

I, _____, acknowledge that I have received the Village of Palmetto Bay Safety Program Manual, revised January 2012, which specifically outlines established guidelines and proper procedures for all employees related to the Village's safety and health program.

I also acknowledge and understand the Village's philosophy regarding workplace safety and health considerations, and that it is every employee's responsibility at all levels.

I understand that it is my responsibility to follow the procedures outlined in the manual on workplace safety and to report any instances I may observe where a potential safety issue or risk occurs or is observed, to higher management, the Department of Human Resources or the Village Manager. I further understand that the Village of Palmetto Bay has provided the Workplace Safety Program Manual to enhance my knowledge and perception of "workplace safety" in order to promote a safe working environment and health conditions.

I further state that I have read the foregoing acknowledgement and know the contents thereof and agree to abide by same as a condition of my employment with and during the daily execution of my duties at the Village of Palmetto Bay.

_____ _____

Employee Signature Date