

# **CITY OF WEST ALLIS**

## **SAFETY MANUAL**

City Safety Policy  
General Safety Rules  
Safe Work Procedures  
Implemented 1991  
Revised 2014

Human Resources Department

## INTRODUCTION

The purpose of these rules is to assist you in the safe and efficient performance of your duties as part of the City of West Allis' employment structure and as part of the continuing program of safety, which the City has adopted. This program of safety in work habits will provide better services to you and the public. You owe it to yourself, your family and dependents, your fellow employees and the City of West Allis to be safe and efficient employees at all times.

Rules cannot be written to cover every possible situation that may arise in connection with your work. In case you are in doubt as to the SAFE method or procedure in any situation, consult your supervisor before performing the work.

Safety depends upon you. Know and observe the safety rules. Use your good, common sense and sound judgment. DO NOT TAKE CHANCES!

It is recommended that you review the rules in this booklet and ask your supervisor to explain any parts, which you do not understand.

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Approved:

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## CITY OF WEST ALLIS

### SAFETY POLICY

The City shall comply with state and federal laws and regulations concerning occupational health and safety. The City strongly maintains, however, that the best source of protection for the health and safety of the workforce is the individual employee. The City therefore requires employees to follow strictly all health and safety policies and procedures.

The City shall designate a Safety Director to develop and administer policies and procedures.

The City shall strive to protect the health, safety, and security of all employees, using accepted and feasible procedures. It also recognizes its responsibility to protect the health and safety of the general public near its facilities and job sites.

To fulfill these goals, the City shall:

- \* Maintain ongoing programs at all levels to identify employee health and safety risks. The City shall ensure that all employees clearly understand all facets of the City health and safety programs that directly affect them and their duties.
- \* Make control and elimination of such risks a priority in all City financial and business plans and budgets. The City shall provide the necessary funds to implement health and safety programs.
- \* Control and reduce employee exposure to all known or clearly suspected occupational health and safety risks, and attempt to lower exposure levels as quickly as governmental regulations, technology, and economic feasibility allow.
- \* Provide incentive programs to encourage employees to identify, control, and eliminate occupational health and safety risks.
- \* Communicate City positions on occupational health and safety concerns as they affect the City and its employees.
- \* Plan, design, and construct all new City facilities to provide the safest and most healthful working environment possible.
- \* Recognize that despite every effort the City makes, the basic responsibility for employee health and safety rests with the individual. It is a condition of employment for all employees to conduct their work in a safe and healthful manner.

**Conditions of Work** - The City will provide safe and healthful working conditions in all of its facilities.

**DSPS (Department of Safety and Professional Services) Compliance** - The City will comply with or exceed applicable Department of Safety and Professional Services rules and regulations. Safety officials are encouraged to make periodic inspections to gauge each facility's compliance with these rules.

The City shall cooperate in a reasonable manner with DSPS reviews and inspections. Each facility division head or designee will be present at such inspections or reviews, along with the facility's safety and health officials.

**Worker's Compensation** - The City shall comply with the worker's compensation laws of Wisconsin. The Human Resources Department will administer worker's compensation claims and payments in accordance with applicable rules and regulations.

The City shall also strive to reduce worker's compensation claims by providing the best possible working conditions. The status of an employee shall not be affected by the filing of a worker's compensation claim. No job application shall be rejected for having applied for and received worker's compensation payments.

**Environmental Health** - The City recognizes its duties under various state and federal environmental health laws and shall try to prevent the development or continuation of harmful environmental conditions resulting from City operations.

**Safety Programs** - The City shall establish and maintain the best practical safety programs under the authority of the Safety Director. While safety is the direct responsibility of each employee, the City shall designate a Safety and Training Coordinator whose primary responsibility is the development and implementation of safety and training programs. These programs may include, but are not limited to:

- \* Educational programs for employees.
- \* Spot checks to simulate DSPS or other governmental inspections and to promote employee interest in appropriate safety and health practices.

**City Property** - Each employee is responsible for the safe and proper operation of City property, equipment, and vehicles in use either temporarily or permanently.

The employee shall notify his or her immediate supervisor of any malfunction of, or damage to, City property. Only in cases of willful destruction or abuse will an employee be held liable for damages to City property. Each employee should be aware that it is his or her duty to minimize damage to City equipment and property.

Appropriate City employees shall develop and conduct adequate property, equipment, and vehicle maintenance programs. Employees should realize that regular maintenance is essential to the safe use and long-term operation of City equipment and vehicles.

**Protective Equipment** - Employees are required to wear all appropriate protective equipment at the proper times and in the proper environments. Failure to wear required protective equipment is cause for a written reprimand. The City is legally and morally bound to make sure each employee complies with this policy. Supervisors shall strictly enforce this policy.

The City of West Allis Safe Work Procedures outlined here are designed to give employees a broad look at the safest methods of performing many of the job functions required in City operations.

Employees are asked to follow both the general procedures listed here and the additional procedures required by their own division/section, which pertains to their own safety.

Employees are expected to take some time to learn those safety guidelines which pertain to your job. Remember that no hazard is too small for corrections.

Safety suggestions are welcomed--in fact, requested. If an employee knows a way to make a job safer, he/she should tell a supervisor.

NO JOB IS SO IMPORTANT  
AND NO SERVICE IS SO URGENT  
THAT IT CANNOT BE DONE SAFELY

IN CASE OF INJURY

A. Medical Treatment Options

1. Injured employees may seek treatment at the following clinics:

- a) U.S. HealthWorks Clinic; Layton Square; 875 W. Layton Avenue; Milwaukee, WI 53224 during the hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Phone (414) 489-3800; Fax (414) 489-3811.
- b) Aurora Health Clinics; New Berlin; 14555 W. National Avenue, Suite 195; New Berlin, WI 53151 during the hours of Monday through Friday 8:00 a.m. – 5:00 p.m. Phone (262) 827-3290; Fax (262) 827-3292; **OR** Milwaukee; 4111 W. Mitchell Street, Suite 300A; Milwaukee, WI 53215 during the hours of Monday through Friday 7:30 a.m. – 5:00 p.m. Phone (414) 385-8850; Fax (414) 385-8868.

“After Hours” treatment options include but not limited to the following:

**OR**

- 2. Injured employees may seek treatment from their own personal physician. If they cannot schedule an appointment to see their physician at the onset of injury, the employee should report to the Aurora Health Clinic at New Berlin or Milwaukee (see addresses above) for injury/illness diagnosis. This is for the employee’s protection, as well as the City’s, to guard against complications from undiagnosed injuries/illnesses.
- 3. A hospital emergency room should be used only when directed by a paramedic, serious injury/illness or in a life-threatening situation.
- 4. All invoices shall be forwarded to the City’s Third Party Administrator for Worker’s Compensation claims at the address given:

Cities and Villages Mutual Insurance Company (CVMIC)  
9898 W. Bluemound Road  
Wauwatosa, WI 53226-4319  
(262) 784-5666

- 5. The City reserves the right to investigate all claims before compensation is paid per worker’s compensation statute.

B. Employee Responsibility

- 1. Employees who work at the Municipal Yard and receive a MINOR injury should:
  - a. Notify the supervisor of the injury, no matter how slight the injury may be.
  - b. If needed, thoroughly clean injury and apply the necessary first aid materials. (See supervisor for location(s) of first aid material.)
  - c. Report the injury to the Main Office or the Safety and Training Coordinator.

2. Employees who work at the Municipal Yard and receive an injury that requires MEDICAL ATTENTION should:
  - a. Notify the supervisor of the injury.
  - b.
    1. Report to the Main Office or the Safety and Training Coordinator. (Unless the injury requires immediate medical attention.)
    2. Fill out Report of Injury to Employer form. **Form must be completed in full.**
    3. Obtain a Return to Work Recommendations Record form to give to the treating physician for each physician appointment. Employee will receive a copy of Procedures for DPW Employees Re: Worker's Compensation (WC) Appointments and Injury/Illness Information Requirements for Employees.
    4. Report to a medical facility for treatment. (See Section A (1), (2), (3) for medical treatment options.)
  - c. If, after treatment, you are released to work, give the supervisor or the Main Office the signed report from the treating physician or clinic.
  - d. If follow-up medical visit(s) are necessary after being released to work, notify the supervisor of the date and time of treatment. After treatment, return to work and give the supervisor or the Main Office a copy of the Return to Work Recommendations Record report. (See WC Procedures form.)
  - e. If not released to work, follow WC Procedures form. You must still report to your supervisor, Main Office, or Safety and Training Coordinator. Notify the physician or clinic that they must sign a Return to Work Recommendations Record form authorizing time off work due to the injury. The release form must be submitted to the supervisor as soon as practicable. (See WC Procedures form.)
  - f. Head injuries of any type should be given special attention and may require immediate care by an employee's physician or affiliated Occupational Health clinics or emergency room. When in doubt, utilize the West Allis Fire Department paramedic services.

C. Supervisor's Responsibility

1. Upon notification by employee of injury the supervisor will determine the severity of the injury.
  - a. If immediate treatment is recommended the supervisor will direct the injured employee to a medical facility. (See Section A (1), (2), (3) for medical treatment options.) Head injuries of any type should be given special attention and may require immediate care by an employee's physician or affiliated Occupational Health clinics or emergency room. When in doubt, utilize the West Allis Fire Department paramedic services.
    1. Notify the Safety and Training Coordinator as soon as possible of the injury/illness.



- b.
  1. If the injury is minor or the severity of the injury doesn't warrant immediate medical attention:  
  
Supervisors - When suitable direct the employee to the Main Office to complete Report of Injury to Employer form.
  2. Upon completion of Report of Injury to Employer form, if the injured employee requires medical treatment give the employee a Return to Work Recommendations Record form; Light-Duty Letter to Physician; Procedures for DPW Employees Re: Worker's Compensation (WC) Appointments and Injury/Illness Information Requirements for Employees; and authorization and information notice and direct him/her to a medical facility. (See Section A (1), (2), (3) for medical treatment options.)
2. Investigate the site of the injury/accident as soon as possible with the Safety and Training Coordinator.
3. Fill out the Supervisor's Report of Accident within one working day of the injury date.
4. Have injured employee go to Main Office to fill out Report of Injury to Employer form if not previously completed. Main Office personnel will fill out form WKC-12 and submit to the Worker's Compensation carrier.
5. Review completed Return to Work Recommendations form by a physician and communicate to the Safety and Training Coordinator status. Forward a copy to Main Office for distribution.
6. If the employee is released to work, make sure the employee has submitted a signed release from the treating doctor or clinic before returning to work.
7. If the employee has follow-up medical appointments after returning to work, make sure the employee keeps the appointments and reports his/her status upon returning to work using the Return to Work Recommendations Record form and the WC Procedures form. Verify appointment time on the Return to Work Recommendations form with time given on time card.
8. If the employee is not released to work, verify the expected date of return.
9. When an employee returns to work after being off work due to an injury, obtain a copy of the signed release form from the treating physician or clinic before allowing the employee to work.
10. Send a copy of all reports to the Main Office.

## SAFETY RESPONSIBILITIES

### 1. Supervisor's Responsibility

- a. The supervisor shall be responsible for the safety of the employees working under his/her direction, and for the general public affected by his/her work.
- b. The supervisor shall give new or transferred employees safety orientation on the special hazards and precautions of the new job.
- c. When a new or unfamiliar job must be done, the supervisor shall brief his/her employees regarding the hazards of the new job and the equipment needed to perform the job safely.
- d. The supervisor shall instruct employees how to work in a safe manner, and assure himself or herself that they understand and follow the instructions.
- e. The supervisor shall issue instructions regarding conditions not covered in this handbook.
- f. The supervisor shall be responsible for the proper use and placement of cones, barricades, warning signs, guards, etc., to assure a safe work site when and wherever needed.

### 2. Employee's Responsibility

- a. It is the responsibility of each employee to perform his/her job safely.
- b. The employee is expected to understand the work to be done, know what equipment is necessary, and follow the safety procedures needed to start the job.
- c. Employees are expected, as part of the job, to take an active part in the safety program and apply it to everyday work.
- d. If an employee is unsure about the safety of a job, he/she shall contact his/her supervisor for instruction before continuing with the job. It is not the employees' responsibility to attempt a job, which appears to be unsafe.
- e. Employees shall wear suitable clothing for the job to be performed. Employees shall not wear clothing, jewelry, or other apparel that may injure themselves or others or become tangled in any moving parts of equipment or machinery.
- f. Employees shall wear a suitable work boot for the job they will perform. Employees shall not wear tennis shoes, sneakers, jogging shoes, walking shoes, etc. that are not deemed appropriate for the job.
- g. Employees shall report all unsafe acts or conditions to their supervisors immediately.
- h. The employee shall contact his/her supervisor regarding conditions not found in this book for instructions on how to perform the work safely.

The City of West Allis believes that safety and accident prevention requires the cooperation of all employees. It is expected that their employees will exercise good judgment and common sense in carrying out their work in a safe manner.

## GENERAL SAFETY RULES

1. Be sure you know how to do the job. If you don't, ASK!
2. Learn the safety precautions for your job from your supervisor.
3. Use no equipment without authorization.
4. Do not use unsafe equipment. Report it to your supervisor immediately.
5. Do not expose yourself needlessly to danger.
6. Avoid running, practical jokes, and any type of horseplay.
7. Wear safe clothing, safety glasses, safety shoes, and the required personal protective equipment for every job. If in doubt, ask your supervisor.
8. Learn to handle material safely.
9. Keep your work area clean and orderly.
10. Report all injuries to your supervisor immediately, and get first aid or advanced care if needed.
11. Smoking is permitted only in designated areas. No smoking within City facilities and/or City vehicles is allowed.
12. Seat belts are required to be worn while traveling in City vehicles. Each person in a City vehicle must have a seat belt and use it.
13. Employees are not permitted to consume alcoholic beverages during working hours.
14. Employees are not permitted to possess, use, ingest or consume illegal, controlled substances during working hours.
15. Do not tamper with fire hoses, extinguishers, or sprinklers on any City property.
16. Do not tamper with chemical warning labels on drums, containers, or tanks.

### Conduct on the Job

1. Employees shall comply with safety and health standards and all rules, regulations and orders that apply to his/her actions or conduct. Violations shall be sufficient grounds for disciplinary action, up to and including termination.
2. Employees are not expected to sacrifice their own or other's safety to perform their jobs. No job is so important and no service is so urgent that it cannot be done safely.

3. An employee shall avoid distracting the attention of another employee while working.
4. A fellow employee should cautiously warn another employee in a dangerous situation, to avoid confusing or startling him/her.
5. Horseplay, rowdiness, and practical jokes shall not be permitted under any circumstances.
6. Employees shall not read personal reading materials or listen to radios (other than work radios) during working hours.
7. No radio/stereo headphones or earphones shall be worn when operating any City vehicle or equipment or at any time during working hours.
8. Employees shall not enter taverns, bars, etc., during working hours except on City business.
9. Employees shall not store, carry or consume alcoholic beverages during working hours.
10. Employees shall not have in their possession firearms, ammunition, or illegal weapons during working hours.
11. Pocket knives, with a blade longer than three inches in length, are prohibited.

#### Personal Hygiene

1. Employees reporting to work must be clean, free of body odor, and/or anything else which may be construed as exhibiting poor personal hygiene.
2. Keep hands and fingers away from your mouth, nose, and eyes.
3. Where the skin is broken, take special care to keep the area covered.
4. Before eating, before smoking, after working, or whenever the occasion demands, wash hands with soap and hot water. When this is not possible, use a waterless hand cleaner or sanitizer.
5. Never use compressed air or other compressed gases for cleaning yourself or your clothing.
6. Change work clothing when it becomes dirty or contaminated.
7. Employees issued work clothes should wear them and change before leaving work.
8. Washing and toilet facilities are to be left in a clean and sanitary condition.

## SAFE WORK PROCEDURES

You are required to be familiar with, and to observe, safe methods in doing your job. Violation of safe work procedures may be cause for discipline, up to and including termination.

### 1.00 General - All Departments

- 1.01 Maintain clean equipment and orderly work areas--they are important to accident and fire prevention.
- 1.02 The use of non-prescribed drugs or alcoholic beverages during working hours, or reporting to work under the influence, is prohibited and will subject the violator to disciplinary action, up to and including termination.
- 1.03 Horseplay will not be tolerated.
- 1.04 Do not operate, adjust or repair machines or equipment unless authorized to do so.
- 1.05 Smoking is prohibited in the vicinity of flammables and where "NO SMOKING" signs are posted within the City facilities and/or City vehicles.
- 1.06 Know the locations and proper use of fire extinguishing equipment. Learn the emergency evacuation procedures for your work area.
- 1.07 First aid kits are provided in certain work areas for your protection. They are to be used only until adequate medical attention can be obtained.
- 1.08 Report all accidents immediately to your supervisor.
- 1.09 Employees working in streets and areas exposed to traffic hazards must wear high-visibility safety vests in compliance with ANSI/ISEA 107 Class 2 or greater.
- 1.10 Improving Communication Between Divisions Concerning Electrical Work

Each morning the Electrical Division supplies all other DPW Divisions with a circuit notification sheet that indicates where they will be working during the day. This is done to alert other Divisions to not dig, stump, grind, or breakout in that area until an all clear is given by the Electrical personnel.

This is important because lines can still be energized in a given area while Electrical conducts its troubleshooting. It is not adequate for other Divisions to drive to the location on the worksheet and assume if they don't see the Electrical Division employees that it is OK to do their own scheduled work. It is possible the Electrical employees may have been called away, or may be driving the circuit noted on the worksheet, but out of view of the actual address listed on the morning worksheet.

Therefore, to prevent the possibility of serious injury to employees, the employees who want to enter an area listed on the circuit notification sheet must call the Electrical crew listed on the circuit notification sheet (see the truck number or the name of the Electrical crew member on the notification sheet, upper right corner). The Electrical crew upon notification will give the "OK" to enter the **requested** area.\* If you are unable to contact the Electrical crew member listed on the sheet, stay out of the area, do not assume the area can be entered and work performed.

\*No excavating/breakout work will be performed until cleared by your immediate supervisor and Electrical Division employees. An excavation is defined by WI Statute 182.0175 and used by Digger's Hotline as:

(b) "Excavation" means any operation in which earth, rock or other material in or on the ground is moved, removed or otherwise displaced by means of any tools, equipment or explosives and includes grading, trenching, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing and driving and means any operation by which a structure or mass of material is wrecked, razed, rended, moved or removed.

When an energized circuit is identified, no excavating or digging will be allowed with a machine or by hand.

Even in an emergency defined by Statute as:

(am) "Emergency" means a condition that poses a clear and immediate danger to life or health, or a significant loss of property.

a crew is not allowed to enter without a supervisor's or Electrical Division employee's permission.

#### 1.11 Overhead and/or Downed Utility Lines

In the past, City employees have been involved in an accident where part of the vehicle came in contact with an energized power line. While the vehicle was in contact with the energized power line, the employees elected to exit the vehicle, exposing themselves to high voltage that could have caused severe harm to each employee and/or electrocution.

Follow the best practices listed below when dealing with overhead and/or downed utility lines:

- a. If you see a downed power line, move away from it and anything touching it. The ground around power lines – up to 35 feet away – may be energized.

- b. You cannot tell whether or not a power line is energized just by looking at it. You should assume that all downed power lines are live.
- c. The proper way to move away from the power line is to shuffle away with small steps, keeping your feet together and on the ground at all times. This will minimize the potential for a strong electric shock.
- d. If you see someone who is in direct or indirect contact with the downed line, do not touch the person. You could become the next victim. Call 911 for help.
- e. Do not attempt to move a downed power line or anything else in contact with it by using an object such as a broom or stick. Even non-conductive materials like wood or cloth can conduct electricity if even slightly wet.
- f. Be careful not to touch or step in water near where a downed power line is located.
- g. Do not drive over downed power lines.
- h. If your vehicle comes in contact with a downed power line while you are inside, stay in the vehicle. Honk your horn to summon help, but direct others to stay away from your vehicle.
- i. If you must leave your vehicle because it is on fire, jump out of the vehicle with both feet together and avoid contact with both the vehicle and the ground at the same time. Shuffle away from the vehicle.

2.00 Personal Protective Equipment

- 2.01 Suitable personal protective equipment shall be used whenever required by instructions, or when it provides greater safety.
- 2.02 Employees must wear their personal protective equipment provided for their work. Before starting work, the employee shall inspect these items to insure that they are in safe condition.

3.00 Eye Protection

- 3.01 Eye protection is provided by the City for those employees who require it. The employee must pay for his own eye examination and the City will pay for the glasses. Non-prescription safety glasses, goggles, face shields, etc. is provided at no cost to the employee.

- 3.02 Safety glasses and face shields, safety goggles, or safety goggles and face shields shall be worn at all times when engaged in the following activities: (All safety glasses and face shields shall comply with requirements of ANSI Z 87.1 2010, or revisions to this standard.)
- a. Grinding, cutting, milling or drilling with power tools.
  - b. Using impact wrenches and compressed air tools.
  - c. Using punches, chisels, wedges, picks or other impact tools.
  - d. Chipping, scraping or scaling paint, rust, carbon or other materials.
  - e. Chipping, saw cutting or breaking concrete.
  - f. Pipe cutting and threading.
  - g. Using paint remover.
  - h. Using power activated tools.
  - i. Soldering.
  - j. Sandblasting or air cleaning operations.
  - k. Using metal cutting lathes, shapers, drill press, power hacksaw and other metal working tools.
  - l. Using power woodworking machinery, both fixed and portable.
  - m. Tree removal or trimming, brush chipping or stump removal.
  - n. Using brush cutters.
  - o. Steam cleaning.
  - p. Washing vehicle parts with soaps or solvents.
  - q. Working under vehicles.
  - r. Using all types of lawn mowers, trimmers and edgers.
  - s. When performing electrical switching operations or activating high voltage circuits where arcs may occur.
  - t. A full plastic face shield shall be worn when handling acids, caustics and other harmful dusts, liquids or gases.



- u. A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations, or in any other circumstance that would expose the employee to a risk of eye injury.

3.03 Eye protection shall be kept in a sanitary and serviceable condition by the employee.

3.04 Approved ANSI Z 87.1 2010 Safety glasses must be worn at all work sites.

#### 4.00 Head Protection

4.01 Approved head protection (hard hat) is to be worn whenever working in or visiting areas where there is danger of being struck by falling objects or of striking the head against objects or obstructions.

#### 5.00 Foot Protection

5.01 Work Shoes/Boots. Approved work shoes/boots shall be interpreted to mean hard-soled, oxford or work type shoes/boots. To meet these guidelines, a shoe/boot must be designed for use in the working environment in which it is being worn. Hard-sole is interpreted to mean a sole that is made from hard leather, composite or other manmade materials that are resistant to puncture and absorption of oil and other substances. In case of dispute, the Safety and Training Coordinator shall be the final deciding authority.

#### 6.00 Hand Protection

6.01 Gloves shall be worn whenever engaged in the following activities:

- a. Laboratory activities (as required).
- b. Solid waste collection.
- c. When handling hot asphalt or oil for surfacing.
- d. Rubber gloves shall be included in all first aid kits and shall be used when in contact with human blood or body fluids.

#### 7.00 Clothing

7.01 Wear clothing suitable to your job. In general, full length pants must be worn. But, if working during high temperatures and/or humidity, proper shorts may be allowed for certain jobs. Please check with your supervisor and get his/her permission. At all times, inappropriate shorts and cut off jeans are prohibited.

- 7.02 Loose clothing, etc. shall not be worn when working in the vicinity of moving parts of machinery or equipment.
- 7.03 A shirt is always required. The minimum requirement to meet the intent of this paragraph is the common "t-shirt" with short sleeves. Halter tops, tube tops, and shirts rolled up above the waist are not allowed. (Note: While a safety vest is required, it shall not be worn in lieu of a shirt.) For additional information, refer to the City's Dress Code Policy.
- 8.00 Hearing Protection
  - 8.01 Approved hearing protection devices shall be worn when it has been determined that employees will be exposed to hazardous noise levels.
- 9.00 Respiratory Protection
  - 9.01 Respirators shall be used on jobs that require respiratory protection. The supervisor or Safety and Training Coordinator will determine respirator use.
  - 9.02 Employees using respirators shall be medically tested, fit tested, and trained in the use, care, and limitations of the equipment.
  - 9.03 Respiratory equipment shall be cleaned and disinfected immediately after use and stored properly.
- 10.00 Housekeeping
  - 10.01 Good housekeeping shall be maintained in all yards, buildings, shops, vehicles and job sites.
  - 10.02 Walkways, aisles, stairways, fire escapes, and other passageways shall be kept clear of obstructions and tripping hazards.
  - 10.03 Access to electrical control panels, control valves, fire extinguishers, etc., shall be kept clear of obstructions.
  - 10.04 Tools and materials shall not be placed where they may fall and hit anyone or create a tripping hazard.
  - 10.05 Puddles of oil, paint, water, etc., shall be cleaned up promptly.
  - 10.06 Nails in board shall be removed if the boards are to be reused. Nails in boards to be discarded shall be bent over or removed.
  - 10.07 Scrap wood or metal shall be placed in a suitable container or area.

- 10.08 Dirty and oily rags, trash, and other waste materials shall be placed in approved containers and disposed of as soon as possible.
- 10.09 Employees shall keep rest rooms, locker areas, drinking fountains, and other facilities in a neat, clean, sanitary condition.
- 10.10 Spitting on floors, in drinking fountains, or sinks is prohibited.
- 10.11 Do not place anything in front of or on top of fire extinguishers. Maintain free access to the fire extinguishers.

11.00 Ladders and Scaffolds

- 11.01 Report defective ladders to your supervisor. Tag them "DO NOT USE" and remove them from service at once if they cannot be repaired. If they are removed from the facility, they must be adequately destroyed before being thrown away.
- 11.02 Straight ladders should be positioned so that the distance from the base of the support to the foot of the ladder is about 1/4 the length of the ladder.
- 11.03 Portable straight and extension ladders must be equipped with safety feet.
- 11.04 Never work higher than the third rung from the top of a straight ladder nor the second step from the top of a stepladder.
- 11.05 Always face the ladder and grip runs securely when climbing or descending. Always use three points of contact when ascending or descending a ladder.
- 11.06 Metal ladders are never to be used near electrical wires or electrical equipment.
- 11.07 Do not place a ladder in front of a closed door unless the door is locked or someone is guarding it.
- 11.08 No more than one person shall be on a ladder at a time.
- 11.09 Ladders shall not be painted, especially the labels on the side rails.
- 11.10 Scaffolds shall be substantially braced, set firmly and built with sound material capable of sustaining a load of at least three times the combined weight of the workers and materials to be placed upon them.
- 11.11 Scaffolds should be large enough to permit workers to operate in a free and uncramped position.

- 11.12 Scaffolding over ten feet high should have toe boards, midrails and handrails.
- 11.13 When there is foot traffic below, adequate warning signs and barricades must be provided.
- 11.14 Adequate clearance should be maintained between scaffold and overhead electrical wires. Wires may need to be blanketed or power shut off to prevent arcing.

## 12.00 Trenches and Excavations

- 12.01 Trenches and excavations in which personnel are present must be adequately braced and shored per requirements of the Department of Safety and Professional Services.
- 12.02 No materials, soil, debris, equipment, etc. shall be stored or placed within 2 feet of an open trench or excavation.
- 12.03 No materials or tools shall be dropped into the excavation near workers. Such materials should be carried down or lowered to the workmen below.
- 12.04 Do not exit an excavation without first looking for danger of moving traffic.
- 12.05 All employees in trenches or excavations must wear hard hats.
- 12.06 In trenches or excavations 4 feet or more in depth, an adequate means of exit, such as a ladder or steps, shall be located so as to require no more than 25 feet of lateral travel. This requirement applies at all times that employees are in a trench or excavations.
- 12.07 Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" (call 811).
- 12.08 When working in or very near the street, all employees shall wear a high visibility vest or other approved clothing.

## 13.00 Guarding Work Sites

- 13.01 Before beginning work that may endanger the public, warning signs and traffic control devices shall be conspicuously placed to warn the public. If further protection is needed, suitable barricades shall be used. If the work and traffic require it, a flagman shall be used to control traffic.

- 13.02 If openings or obstacles in the street, sidewalks, or on private property are being worked on or left unattended, danger signs or other devices shall be displayed. Under these conditions at night, suitable barricades and warning lights shall be used.
- 13.03 All reasonable efforts shall be made to avoid creating hazards to persons or causing unnecessary property damage.
- 13.04 If obstructions or equipment must be left overnight, the following precautions shall be taken:
  - a. They shall not be left next to fire hydrants or in front of entrances to buildings, parks, playgrounds, schools, churches, and houses.
  - b. They shall be locked, blocked, covered, or otherwise secured.
  - c. Conspicuously place warning devices wherever needed.
- 13.05 The public shall not be allowed to assist employees with their work.
- 13.06 Guards, covers, etc. removed from protected openings (pits, vaults, tanks, docks, etc.) shall be replaced before leaving the area unattended.
- 13.07 Should there be a dispute as to whether or not a job site in the street, parkway, or sidewalk is adequately marked, the Traffic Engineer shall be deciding authority.

14.00 Hand Tools

- 14.01 Hand tools should be used only for the purpose for which they are designed.
- 14.02 Tools with burrs, cracks, mushroomed heads; loose or damaged handles must not be used. They shall be marked "DEFECTIVE DO NOT USE" and removed from service.
- 14.03 Do not leave tools at overhead locations where they may fall and strike someone below.
- 14.04 Never leave tools in a position where they become tripping hazards.
- 14.05 Do not carry edged or pointed tools in pockets or belts unless sheathed.
- 14.06 Keep screwdriver tips in good condition to avoid slipping. Use the screwdriver that properly fits the screw. Never use a screwdriver as a punch, pry or a chisel.

14.07 Long handled tools should be laid down out of the way or stored in racks.

15.00 Power Tools

15.01 Employees shall be instructed in the proper use and care of power tools before using them.

15.02 Power tools designed with a guard shall have the guard in place when the tool is used. Guards shall be inspected regularly and kept in safe working condition.

15.03 Power tools shall be inspected, tested, and determined to be in safe condition before use.

15.04 Only qualified personnel shall operate power-activated tools.

15.05 Personal protective equipment shall be worn when using portable power tools.

15.06 When using an electric drill:

- a. Employees shall secure the work with a clamp, jig, vise, etc., not with his or her hands.
- b. Employees shall not sweep away chips with his or her hands.
- c. Adequate eye protection shall be worn whenever a drill is in use. This may mean safety glasses and a face shield.
- d. Before the drill is started, employees shall remove the chuck key or drift from the chuck.

15.07 When using portable electric cords:

- a. Electric cords shall be maintained in safe condition. Worn or defective plugs shall be repaired or replaced. A plug that is missing the grounding pin shall not be used.
- b. Disconnecting electric cords shall be done by pulling on the plug, not the cord.
- c. Extension cord hand lamps used in an explosive atmosphere shall be of the explosion-proof type.
- d. Extension cord hand lamps shall be of the molded composition type or other type approved for the purpose. Hand lamps shall be equipped with a handle and a substantial guard over the bulb. Metallic bulb guards shall be grounded.

- e. Special care shall be taken when using a portable hand lamp near energized electrical equipment.
  - f. Extension cords shall be of the three-wire grounding type.
  - g. A ground fault interrupter shall be used when working in damp or wet conditions.
- 15.08 Portable electric tools, equipment and appliances shall meet one or more of the following requirements:
- a. The exposed non-current carrying metal parts of portable or plug-connected equipment which may become energized shall be grounded.
  - b. Be of the approved double-insulated type and conspicuously marked as such.
  - c. Be completely self-contained and battery operated.
- 15.09 The power cord shall be disconnected before working on tools.
- 15.10 Impact cutting tools shall have a locking device for retaining the cutter.
- 15.11 Before disconnecting a pneumatic tool or connection, pressure shall be shut off and exhausted from the line.
- 15.12 Pneumatic equipment shall be pressure rated by the manufacturer and the pressure rating shall not be exceeded. Defective equipment shall be removed from service, marked as "DEFECTIVE DO NOT USE" until it is repaired.
- 15.13 Only approved hydraulic fluid power tools shall be used.
- 15.14 The manufacturer's safe operating pressures for hydraulic equipment shall not be exceeded.
- 15.15 All hydraulic or pneumatic tools used on or around energized lines shall have nonconducting hoses having adequate strength for the normal operating pressures.
- 16.00 Machines and Machine Guarding
- 16.01 Machine operators shall wear personal protective equipment as required by the manufacturer or City safety rules.
- 16.02 Do not operate any equipment or machinery unless all guards are in place.

- 16.03 Any equipment, machinery, valve or switch that has been locked and tagged "out of service" shall not be operated.
- 16.04 A machine guard removed for maintenance or repairs shall be replaced as soon as maintenance or repairs are completed. The machine should be marked as "DO NOT USE" until the guard is replaced.
- 16.05 Do not fuel, lubricate or service moving machinery.
- 16.06 When operating grinding wheels:
- a. Employees shall wear adequate eye and face protection. This may require the use of both safety glasses and a face shield.
  - b. The employee shall be sure that the rated speed of the wheel exceeds the maximum speed of the spindle. The employee shall inspect the wheel and give it a "ring" test by supporting it free and tapping it lightly with a wood object. If the wheel is not defective, it should produce a clear metallic tone.
  - c. The area in front of the wheel shall be clear and employees shall stand to one side away from the grinder each time a grinder is started.
  - d. New wheels shall be run at full operating speed for at least one minute before work is applied.
  - e. Work rests shall be rigidly supported at a distance no more than 1/8 inch from the grinding surface of the wheel. Work rests shall never be adjusted while a wheel is in motion.
  - f. Tongue guards shall be adjusted to within 1/4 inch of the surface of the wheel.
  - g. Employees shall not grind on the side of a grinding wheel unless it is designed for side grinding.
- 16.07 The floor area around machines should be kept clean and free of slipping or tripping hazards.
- 16.08 Machines shall not be left running while unattended.
- 16.09 Operators shall not wear long sleeves, neckties, rings, watches, etc., in the vicinity of moving parts of machine tools or other equipment.
- 16.10 Defective equipment must be reported to the supervisor at once, marked "DEFECTIVE DO NOT USE" until it is repaired.



17.00 Welding Operations

- 17.01 Wear flame resistant clothing, which will protect the body from the rays of the arc and from metal sparks.
- 17.02 Wear shoes that extend above ankles, or welding spats, and trousers extending below tops of shoes. Trousers should not have cuffs. Never tuck trouser into top of shoes or boots.
- 17.03 Be sure hood is in place before striking an arc, and at all times while welding. Wear hardened filter lens goggles under hood or shield.
- 17.04 Keep screen in place to protect others from the rays of the arc. Warn them to avoid looking at the arc.
- 17.05 If persons working nearby are not protected by the screen, urge them to wear appropriate eye protection.
- 17.06 Keep a fire extinguisher nearby on all welding jobs.
- 17.07 Use non-combustible surface to support work.
- 17.08 Avoid tangled cables. Where possible, keep welding cables on overhead brackets. Check cable insulation condition before use.
- 17.09 Put rod stubs into a container; if thrown on the floor, they are a slipping hazard. Remove rod from holder when leaving work area.
- 17.10 Before welding any drum or container, which has held gasoline, oils, or other flammable liquids, ask the supervisor for instructions.

18.00 Compressed Gases

- 18.01 Keep connections gas-tight between cylinders, apparatus, hose and piping.
- 18.02 Keep hose, apparatus and cylinder valve free from grease, oil, dust and dirt.
- 18.03 Inspect hose before use. Replace old or worn hose.
- 18.04 Never use a cylinder of oxygen or acetylene without reducing the pressure through a suitable pressure regulator.
- 18.05 Make sure regulator pressure adjusting screw is released before opening the cylinder valve.
- 18.06 Stand to one side of and away from front of pressure regulator gauge when opening cylinder valve.

- 18.07 Open cylinder valves slowly.
  - 18.08 Do not use matches for lighting torches. Use friction lighters or stationary pilot flames. Never light a torch from hot metal in a small cavity or hole where gas might accumulate.
  - 18.09 If a torch flashes back or burns back inside the blowpipe, immediately shut off the torch oxygen valve, then close the torch acetylene valve.
  - 18.10 When equipment is not in use, see that all valves are closed and pressure is released from hose and regulators.
  - 18.11 Never use acetylene at pressure in excess of 15 lbs. or oxygen in excess of 30 lbs.
  - 18.12 Do not allow sparks, molten metal or slag to fall on cylinders, apparatus or hose.
  - 18.13 Do not allow oxygen under pressure to come in contact with oil and grease.
  - 18.14 All cylinders are to be stored upright and secured in place.
  - 18.15 Do not store oxygen indoors within 20 ft. of flammable gases unless separated by a fire resistant wall or partition with a 1/2 hour fire rating.
- 19.00 Flammable Liquids
- 19.01 Flammable liquids shall be stored in accordance with the Flammable Liquids Code of the State of Wisconsin (Chapter 8 of the Administrative Code) and the directives of the West Allis Fire Department.
  - 19.02 Gasoline and other flammable liquids shall be kept in appropriate safety containers and be properly marked.
  - 19.03 Never use gasoline to clean machinery parts. A nonflammable cleaner will be furnished and must be used.
  - 19.04 Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.
  - 19.05 No artificial lights, except UL approved electric flashlights will be used near escaping gasoline or other flammable vapors or when entering the enclosure suspected of containing gas. Stay out of the area completely and call the Fire Department.
  - 19.06 No storage of flammable or combustible materials shall be allowed in furnace and/or boiler rooms or any other unauthorized areas.

20.00 Painting Operations

- 20.01 Employees shall avoid inhaling the vapors of paints, thinners, solvents, etc. Employees using these materials should wash their hands carefully before eating or smoking and wear the appropriate hand protection.
- 20.02 Employees wearing clothing contaminated with paint or thinner shall not use or go near open flames.
- 20.03 Paint spraying areas shall have adequate mechanical ventilation that exhausts to a safe location. This ventilation shall be used when spraying and for a sufficient time thereafter to allow vapors to be exhausted.
- 20.04 Smoking, welding, open flames and sparks shall not be permitted in spraying areas or near combustible material.
- 20.05 "No Smoking" signs shall be conspicuously posted in spraying areas and in paint storage areas.
- 20.06 Only approved portable safety lamps shall be used in areas where flammable vapors, mists, etc., are present.
- 20.07 Fire protection sprinklers shall be kept clean and sprinkler heads covered by a very light weight paper bag that would not hinder the operation of the sprinkler.
- 20.08 Suitable portable fire extinguishers shall be installed near paint spraying areas.
- 20.09 Employees shall wear an approved respirator and eye protection when using spray-painting equipment.

21.00 Material Handling

- 21.01 When lifting heavy objects, lift by keeping the back as straight as possible, bending the knees and lifting with the leg muscles. The motion should be smooth and steady.
- 21.02 Never attempt to lift objects, which are too heavy or bulky. Get help or divide the load.
- 21.03 Material handling equipment should be used to move heavy objects.
- 21.04 Work gloves should be worn when handling heavy or rough objects.
- 21.05 When moving materials on hand trucks or dollies, push rather than pull whenever possible. Make sure that you can see ahead.

- 21.06 When power equipment is being used to raise or lower materials, only one person (in clear view of the operator) will give the hand signals.
- 21.07 Exits and aisles must be kept clear at all times.
- 21.08 Materials should be securely stacked in a neat and orderly manner.

22.00 Rigging and Hoisting

- 22.01 Material handling equipment shall be operated only by authorized persons. Employees and operators engaged in crane or hoisting operations shall use proper operating signals. There shall not be unnecessary conversation with the operators of equipment in use.
- 22.02 Chain hoists, digger derricks and other hoisting and rigging equipment shall be inspected prior to use, and as necessary during use, to insure that they are safe. Defective equipment shall be removed from service, and not used until it has been properly repaired.
- 22.03 Constant care shall be taken to see that cables, slings, chains and other hoisting equipment is not overstressed by improper use.
- 22.04 Ropes, slings, chains, etc., shall not be used when they have worn or deteriorated to the point where their safe use is questionable.
- 22.05 Employees shall not work within contact distance of unprotected energized trolleys for cranes, hoists, etc.
- 22.06 If a crane is to be operated near energized lines, it shall be grounded and its boom, cable, load, etc., shall not get closer than ten (10) feet to unprotected conductors.
- 22.07 Before moving a crane near overhead electric lines, the boom shall be lowered as much as possible.
- 22.08 Cranks on hand-operated winches shall be operated with care.
- 22.09 Handles shall be secured to the shaft when the winch is in use.
- 22.10 Equipment shall be inspected frequently and kept in safe operating condition.
- 22.11 When a digger derrick is in transit, the load line and hook shall be restrained.
- 22.12 An approved fire extinguisher shall be kept in the cab of hoisting equipment.

- 22.13 The rated load of any lifting device shall be plainly marked and clearly legible from the ground or floor.
- 22.14 Load blocks, hooks, chains, etc., shall never be left at a height where employees might bump into them.
- 22.15 If power to an overhead crane goes off, all switches shall open and all controls move to the "off" position.
- 22.16 The operator shall test the brakes of an overhead crane by raising the load a few inches and then stopping it each time a load approaching the rated capacity is handled.
- 22.17 The operator shall see that hoisting equipment is properly hung and the supporting member will carry the load. Before lifting the load, straighten the cable to recheck the hitch.
- 22.18 All ground jacks and outriggers shall be used to prevent overturning a mobile crane.
- 22.19 The manufacturer's recommendations shall be followed when using out-rigger equipped hoisting equipment.
- 22.20 Ground jacks shall be blocked or cribbed if a firm foundation is not available.
- 22.21 Hoisting cables shall not be wrapped around the load. The load shall be attached to the hoisting cable hook with slings or other approved devices.
- 22.22 Rigging and hoisting equipment hooks shall be equipped with an approved safety latch.
- 22.23 Hoisting equipment shall not be loaded beyond its rated capacity.
- 22.24 Employees shall familiarize themselves with the safe working loads for ropes, cables, slings, etc. and proper methods of hooking and slinging required for their work.
- 22.25 Chains shall not be spliced or joined by makeshift means. New links shall be inserted by an approved method or sent to the manufacturer for repair.
- 22.26 Wire ropes shall not be allowed to kink, as this weakens them.
- 22.27 Cables shall be protected from sharp objects and corners.
- 22.28 The ratings of hooks, rings, devices, and other fittings used on cables and chains shall not exceed the carrying capacity of the cables or chains.

- 22.29 Digger derricks shall not be used for dragging loads sideways.
- 22.30 Operators shall not leave the controls of a lifting device while the load is suspended.
- 22.31 Inspect all lifting cable before use.
- 22.32 Operators should avoid carrying loads over people, but when it is necessary to do so, a warning shall be given. Employees shall not be hoisted, lowered, etc. by standing on the headache ball or hook or any other unapproved method.
- 22.33 Employees shall not work under a suspended load.
- 22.34 Employees shall use a guiding device when guiding winch and hoist lines, ropes, wires, etc.
- 22.35 Unless directed by a designated employee, digger derricks shall not be moved with the boom elevated.
- 22.36 A designated employee shall be responsible for the lift of a single load.
- 22.37 There should be no strain on the line of a lifting device when releasing the load line. Employees should be alert for springing or shifting of the load.

23.00 Lift Trucks

- 23.01 Only authorized personnel shall operate lift trucks. Pre-Trip inspection is required prior to use. See the Inventory Division for authorization of use of a lift truck.
- 23.02 Operators must look in the direction of travel and be alert for potential hazards. When empty, travel with forks close to floor.
- 23.03 When the truck is unattended, the controls must be neutralized, power shut off, brakes set, and forks set within 6 inches of floor.
- 23.04 Never refuel with the motor running.
- 23.05 Operate only in well-ventilated areas.
- 23.06 Only the operator may ride on the lift truck. Seat belt use is required.
- 23.07 On grades in excess of 10%, lift trucks are to be driven downgrade with the load following, and upgrade with the load ahead.

## 24.00 Vehicle Operation

### Qualifications and Responsibilities

- 24.01 Only employees with a valid State of Wisconsin operator's license may drive a City of West Allis vehicle. It is the employee's responsibility to possess a valid State of Wisconsin Commercial Driver's License (CDL) if, during the course of employment they operate a Commercial Motor Vehicle (any vehicle in excess of 26,000 lbs.). Any employee that drives a City of West Allis vehicle shall obey the State and local motor vehicle laws that apply to them.
- 24.02 The Human Resource Department will record license information when the employee is hired. The Safety and Training Coordinator will update license information periodically by requesting the employee's license number. The employee's supervisor will inspect and record the employee's license information and forward it to the Safety and Training Coordinator.
- 24.03 Authorization to drive vehicles other than passenger cars and pick-up trucks may be determined not only by the employee's possession of a State of Wisconsin operator's license, but also by the employee's successful completion of training and testing in the safe operation of that type of vehicle.
- 24.04 Employees shall not operate any vehicle when medically, physically, or mentally unfit to do so as determined by appropriate personnel.

### Vehicle Inspections

- 24.05 The driver of a vehicle shall conduct a safety check each workday using a checklist appropriate for the type of vehicle about to be driven.
- 24.06 The driver shall report any noted vehicle defects to his/her supervisor.
- 24.07 Vehicles with defects, which could affect the safe operation of the vehicle, shall not be operated until repaired.

### Vehicle Operations (General)

- 24.08 Employees shall obey all State and local rules of the road and any other applicable laws. Employees shall be personally responsible for any fines or penalties resulting from their violation of such rules.
- 24.09 Rotating yellow lights do not exempt employees from obeying traffic regulations.

- 24.10 The law requires drivers to shift lanes or slow down in order to provide a “safety zone” for a squad car, ambulance, fire truck, tow truck, or highway maintenance vehicle that is stopped on the side of a road with its warning lights flashing.
- 24.11 Employees shall utilize all equipment on the vehicle, including safety equipment, appropriate to performing a work assignment **and** as required by law. This includes, but is not limited to, safety belts, flasher lights, strobe lights, back-up alarms, etc. Employees may, as deemed appropriate, be personally responsible for any fines or penalties resulting from their violation of such.
- 24.12 Supervisors shall not permit unauthorized employees or persons to drive vehicles.
- 24.13 Employees shall not transport unauthorized persons.
- 24.14 Drivers shall know the capacity and required clearances for the safe use of the vehicle.
- 24.15 Windshields and windows shall be kept clean and clear of unnecessary items that may obstruct the driver's vision.
- 24.16 Drivers shall not permit more than two additional persons in the front seat of a vehicle. Each person must have and use a seat belt.
- 24.17 Objects or passengers shall be located so that the driver's view is not obstructed.
- 24.18 When fueling a vehicle:
- a. The engine shall be shut off.
  - b. The fuel hose nozzle shall be kept in contact with the vehicle fuel tank fill pipe to avoid static sparks.
  - c. Radio transmitters shall not be used.
  - d. Smoking and open flames shall not be permitted in the fueling area.
- 24.19 Drivers shall not permit riders on the running boards, fenders, or any other part of the vehicle not intended for passengers.
- 24.20 Where work requires vehicles or equipment to be parked on a street or highway, traffic controls shall be used. This may be cones, barricades, or blocker vehicles.



- 24.21 When an occupied vehicle is parked with the engine running, the windows shall be partially opened for adequate ventilation to prevent carbon monoxide asphyxiation.
- 24.22 Gasoline or diesel engines shall not be operated in an enclosed structure unless adequate ventilation is provided.
- 24.23 When a driver is backing a vehicle and another employee is available, the employee shall be stationed to warn the driver of danger and assist directing the driver.
- 24.24 Where material extends beyond the rear of a vehicle, the projecting end shall be marked with a red flag or red light.
- 24.25 The use of personal cell phones during working hours shall be extremely limited. Cell phone use shall not interfere with the productivity or safety of the employee or others.
- 24.26 Text messaging while driving is prohibited.
- 24.27 Driving while distracted is prohibited.

Vehicle Operations (Heavy Equipment)

- 24.28 Braking systems shall be maintained in a condition capable of stopping and holding equipment when fully loaded.
- 24.29 Employees shall not operate equipment having an obstructed view to the rear unless:
  - a. The equipment has a reverse signal alarm audible above the surrounding noise level.
  - b. The equipment is backed up only when an observer signals that it is safe to do so.
  - c. The driver has exited the vehicle; visually inspected the area he will be backing into, and determines it is safe.
- 24.30 Tools and materials shall be secured to prevent their movement, especially if transported in the employee's compartment.
- 24.31 Operating controls shall be in neutral before starting the engine.
- 24.32 Controls shall be operated only when seated in the operator's seat or at the operator's control panel.
- 24.33 Keep vehicle in gear when going down steep grades.

- 24.34 Reduce speed when traveling over rough terrain, going downhill, turning, or braking.
- 24.35 Do not drive too close to the edge of a ditch/deviation.
- 24.36 Do not downshift when operating at high speed.
- 24.37 Never leave the engine running while the equipment is unattended.
- 24.38 Never dismount from the equipment when it is in motion.
- 24.39 Persons other than the operator shall not ride in equipment.
- 24.40 Do not stand between a tractor and machine when hitching unless all controls are in neutral and the brakes are locked.
- 24.41 Do not oil, grease, or adjust equipment when the engine is running.
- 24.42 Carry the bucket as low as possible at all times.
- 24.43 Do not use a loader as a battering ram.
- 24.44 Never allow anyone to work, walk, or stand under a raised bucket.
- 24.45 While a truck is being loaded, the truck should be positioned so that the load does not pass over the driver. If the truck cannot be so positioned, the driver shall stand clear of the truck and loading equipment.
- 24.46 If parking a machine on a hill, securely block the wheels and lower the bucket to the ground.
- 24.47 Do not attempt to work on hoses when they are under pressure, when the boom is raised, or when the engine is running.
- 24.48 Check overhead clearance before driving under power lines, bridges, entering or leaving buildings, etc.
- 24.49 Always carry a properly charged fire extinguisher and, if possible, a first aid kit.

#### Vehicle Accident Reporting

- 24.50 All accidents involving City vehicles shall be reported to the Police Department. (Note the time of accident.)
- 24.51 Employees shall not discuss any accident with other individuals unless directed to do so by their supervisor.

- 24.52 Employees shall not admit responsibility for an accident, offer to make any kind of settlement, or sign any statement at the scene of an accident.
- 24.53 The instructions below shall be followed by employees involved in a vehicle accident:
- a. Stop at the scene of the accident. If there are no injuries and the vehicles are causing traffic congestion move to the side of road.
  - b. Do **NOT** leave the scene of an accident.
  - c. Notify the Police Department (302-8000 or 911).
  - d. Notify your supervisor as soon as possible.
  - e. Assist injured persons if you can. Do not move injured persons unless necessary for their protection. Call for medical help if needed (302-8000 or 911).
  - f. Set traffic controls if available and necessary.
  - g. Obtain witnesses' names, addresses and phone numbers before they leave the scene if possible, or wait until the Police arrive to conduct the accident investigation.
  - h. If requested, give your name, address, and driver's license information to the other driver, or wait until the Police arrive to conduct the accident investigation.
  - i. If the accident involves an unattended vehicle or fixed object, notify the police and they will contact the owner.

25.00 Chemical Spill Notification

- 25.01 It is essential that immediate notification occur in the event of a chemical spill. The term "chemical spill" includes all hazardous materials and is not limited to gasoline or petroleum products. An unidentified material must be considered hazardous until proven otherwise.
- 25.02 Any employee who sees or is told of a spill shall call his supervisor or the Main Office. If possible, employees should give the name of the substance, quantity, location, cause of the spill and any other relevant information.
- 25.03 The area around the spill or leak should be evacuated. If it is a visible spill, the area should be cordoned off and the appropriate specialist called for clean up. If it is a gaseous leak, a much larger area needs to be evacuated and cordoned off.

- 25.04 If a spill or leak occurs inside a building, know where the heating, ventilation, and air conditioning system shut-offs are so the system doesn't circulate toxic fumes into other areas of the facility.
- 25.05 Supervisors shall report the spill to the proper government agencies. Supervisors shall also notify the Safety and Training Coordinator.
- 25.06 Hazardous spill emergency numbers:
  - \* Call for emergency dispatch: 911 or Channel 16 on radio for Police dispatch. Contact the following agencies when time permits:
  - \* Emergency Spill (if not contained)
  - \* Wisconsin Division of Emergency Government
  - \* DNR
  - \* Milwaukee Metropolitan Sewerage District

26.00 Fire Safety

- 26.01 Waste paper, rags, and other combustible materials shall not be allowed to accumulate.
- 26.02 Matches, cigarettes, cigars, pipe tobacco and ashes shall be disposed of in ashtrays or other non-combustible containers. Smoking debris shall be emptied into metal containers, not wastepaper baskets.
- 26.03 Weeds, tall grass, or other vegetation shall be controlled in or around yards, buildings, structures or storage areas.
- 26.04 Fire fighting equipment shall not be used for purposes other than for fire fighting by personnel who have been trained.
- 26.05 Fire doors shall be properly marked, maintained, and checked periodically. Unless designed to close upon fire alarm activation, fire doors shall be kept closed at all times.
- 26.06 Do not use a flame or excessive heat near fire detectors or sprinkler heads. Proper clearances shall be maintained between the top of stored material and fire detectors or sprinkler heads.
- 26.07 Defective or inadequate electric wiring shall be immediately repaired, removed, or replaced.
- 26.08 Employees shall prevent electric sparks and not use matches or open flames in areas where combustible gases may exist. Such conditions may exist in confined spaces, manholes, vaults, battery rooms, paint booths, etc.

- 26.09 Open flames and smoking are prohibited in areas where flammable or combustible liquids are stored or being used. Such areas shall be conspicuously posted with "No Smoking" signs.
- 26.10 Flammable liquids, such as gasoline, naphtha, paint thinner, etc., shall be kept in approved safety cans and properly labeled. The quantity of flammable liquids shall be kept to a minimum except in approved areas. Flammable liquid containers shall be kept closed. Wherever flammable or combustible liquids are located, a fire extinguisher shall be provided within 25 feet.
- 26.11 Flammable liquids such as gasoline, naphtha, and lacquer thinner, etc., shall not be used for cleaning purposes.
- 26.12 When pouring or pumping flammable liquids from one container to another, metallic contact shall be maintained or an electrical bonding jumper connected between containers to minimize the possibility of static spark ignition.
- 26.13 Paint spray booths shall be properly vented and adequate fire fighting equipment provided. "No Smoking" signs shall be conspicuously posted.
- 26.14 Fire protection equipment shall not be blocked or hidden from view. Employees shall become familiar with the locations of fire extinguishers in their work area.
- 26.15 Portable fire extinguishers:
- a. Extinguishers shall be inspected periodically and repaired or recharged as necessary.
  - b. Extinguishers shall have a durable tag attached to show the annual maintenance or recharge date and the initials of the person who performed this service.
  - c. Multi-purpose dry chemicals for Class A, B, and C fires shall not be mixed with dry chemicals for Class B and C fires only.
- 26.16 The following chart will help you understand the use of fire extinguishers. (In case of fire, be sure you sound the alarm, get others out, and call the Fire Department as quickly as possible):

Type of Fire Hazard	Type of Extinguishing Agent
CLASS A - Ordinary Combustibles - paper, wood, grass, cloth, trash, etc.	WATER OR FOAM
CLASS B - Flammable Liquids-oil, paint, thinner, solvents, grease, gasoline, etc.	FOAM-Blankets the surface DRY CHEMICAL-Heat creates carbon dioxide eliminating oxygen
CLASS C-Electrical Equipment-wiring, power tools, office equipment, etc.	CARBON DIOXIDE-Cools quickly, leaves no residue
CLASS ABC-Multi-Purpose-Ordinary combustibles, flammable liquids, and electrical	A multi-purpose unit labeled ABC puts out the most common fires
CLASS D-Combustible Metals-Fires in metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium, and sodium	Special Agents-Generally dry powder

USE A FIRE EXTINGUISHER ONLY ON THE TYPE OF FIRE FOR WHICH IT IS RECOMMENDED

27.00 Office Safety

- 27.01 Keep your work area neat and orderly.
- 27.02 Desk, cabinet and file doors should not be left open when unattended. Only one file drawer should be opened at a time.
- 27.03 Report defective equipment and machines.
- 27.04 Report unsafe conditions, such as loose floor tiles, stair treads, railings, etc. to your supervisor at once.
- 27.05 Chairs, wastebaskets, cords, etc. must not be placed across aisles or where they will create a tripping hazard.
- 27.06 Do not dispose of broken glass or sharp objects in wastebaskets. Set safely aside and mark for pickup.
- 27.07 Do not put flammable material in wastebaskets.
- 27.08 When fans are located less than seven (7) feet above the floor or working level, the blades shall be guarded. The guard shall contain no openings larger than one-half (½) inch.
- 27.09 Do not run in hallways or on stairs; use handrails.

- 27.10 Keep walking surfaces clear of debris.
- 27.11 When opening or closing doors, be watchful for other employees.
- 27.12 Never climb on chairs, boxes, file cabinets, etc. Use a ladder or step-stool designed for that purpose.
- 27.13 Pedestrians walking in the DPW garage must stay within the designated marked aisles and report to the Main Office prior to entry.

28.00 Working in Confined Spaces

28.01 General Safety Requirements

- a. No smoking material shall be brought within ten (10) feet of a confined space.
- b. Openings to confined spaces shall be kept clear of hand tools and debris.
- c. When possible, entrances to confined spaces, which are located within a street, shall be guarded as follows:
  - i. The vehicle's beacon and 4-way flasher shall be activated while work is being completed in the confined space area.
  - ii. The vehicle shall be parked in such a way that traffic flows in an unobstructed manner and, where possible, the vehicle shall provide protection for the work crew.
  - iii. The vehicle shall be parked in such a manner that exhaust fumes cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe shall be extended away from the confined space.
  - iv. Before uncovering a confined space, traffic safety cones, which shall be visible to traffic in all directions, shall be placed around the confined space to protect the employees and to channel traffic flow.
  - v. In areas of high traffic volume or other sites warranting additional warning devices, illuminated traffic arrows, barricades, and warning signs shall be used around the confined space and any City vehicle.
  - vi. When placement of the vehicle creates a situation of having only one open lane of traffic in high traffic volume areas, a flagman shall be used to direct traffic flow.

- vii. City-approved safety vests shall be worn at all times when working on the street or easement surface in the field.

28.02 Sampling

- a. Prior to each entrance, the atmosphere of a confined space shall be sampled for:
  - i. oxygen,
  - ii. hydrogen sulfide,
  - iii. combustible gas,
  - iv. carbon monoxide.
- b. The sampling device shall be calibrated relative to the oxygen content in the surrounding air at the time of sampling. The natural oxygen in the air is 20.9%.
- c. A sampling device which has a zero set for hydrogen sulfide and carbon monoxide shall be zeroed before each use and shall be calibrated as often as necessary to assure accuracy, but at least once every 6 months.
- d. A sampling device which has a zero set for combustible gases shall be zeroed before each sampling and shall be calibrated with a standardized combustible gas supply as often as necessary to assure accuracy, but at least once every 6 months.
- e. A non-sparking probe attached to the sampling device or the sampling device itself shall be used to sample the atmosphere of a confined space. When entry to a confined space is by means of a manhole, the probe shall be inserted through the pick hole of the manhole cover, or the manhole cover shall be pried open on the downwind side to allow just enough room for insertion of the probe/sampling device.
- f. A multi-gas detector or other testing device shall be used to detect and measure the concentration of any toxic substances which may be present in a confined space.

28.03 Air Quality

- a. A confined space may not be entered unless the atmosphere of the confined space has:



- i. an oxygen content of at least 19.5%, but not more than 25%,
  - ii. a hydrogen sulfide content of less than 10 parts per million,
  - iii. a combustible gas content less than 20% of the lower explosive limit,
  - iv. a carbon monoxide content of not more than 35 parts per million.
- b. A confined space with an atmosphere which is not within any or all of the limits may be ventilated according to the procedure.
- c. A confined space with an atmosphere which cannot be brought within all of the limits will not be entered.
- d. A confined space with an atmosphere which is not within the limit shall not be entered under any circumstances.
- e. For the purposes of determining the specific entry procedure to be followed, a confined space, which may be entered, shall be classified as either an alternate entry or permit required space, based upon the air quality and the sources of possible contamination.
  - i. An Alternate Entry Space shall be confined space with an atmosphere within the limits and the only source of contamination expected or likely to affect the atmosphere is the employee's presence or activities.
  - ii. A Permit Required Space shall be a confined space with an atmosphere, which falls within one of the following conditions:
    - 1. The air quality is within the limits and the confined space contains sources of contamination other than the employee or the employee's activities which may affect the atmosphere; or
    - 2. The air quality is, or was at sometime previously, not within any or all of the limits.

28.04 Alternate Entry Space Entry Procedure

- a. Prior to entering an alternate entry confined space, procedures shall be established for acquiring additional help in the event of an emergency.

- b. No employee shall enter an alternate entry confined space until the atmosphere of the confined space is sampled and the air quality is determined.
- c. Safety equipment such as, but not limited to, gloves and any other needed protective clothing shall be worn by any employee entering an alternate entry confined space. Hard hats shall be worn when there is a likelihood of falling objects or when engaging in any overhead lifting.
- d. Except in a rescue attempt, no employee shall enter an alternate entry confined space without at least one employee stationed at the entrance of the confined space.
- e. While in an alternate entry confined space, an employee shall have voice or other means of communication with another employee stationed at the entrance of the confined space.
- f. If signals from the monitoring device indicate that the atmosphere falls outside any of the air quality limits for oxygen, hydrogen sulfide, carbon monoxide and combustible gases, or if any toxic or noxious odors develop, the employee shall immediately exit the confined space and the confined space shall be classified as a Permit Required Space.

28.05 Permit Required Confined Space Entry Procedure

- a. Prior to entering a permit required confined space; procedures shall be established for acquiring additional help in the event of an emergency rescue.
- b. Where entry to a permit required confined space is by means of a manhole or top opening, a winch/tripod shall be utilized for such entry.
- c. No employee shall enter a permit required confined space until the atmosphere of the confined space is sampled and the air quality is determined.
- d. Safety equipment such as, but not limited to, gloves and any other needed protective clothing shall be worn by any employee entering a permit required confined space. Hard hats, safety glasses, full-body harness, gas monitor, life line, communication device (if needed) shall be used.
- e. No employee shall enter a permit required confined space without at least one employee (attendant) stationed at the entrance of the confined space.

- f. While in a permit required confined space, an employee shall have voice or other means of communication with the employee stationed at the entrance of the confined space.
- g. An employee who is outside of a permit required confined space monitoring an employee inside the confined space shall be equipped with an escape air tank with a minimum capacity.
- h. While in a permit required confined space; the atmosphere within the employee's immediate area shall be continuously monitored for oxygen, hydrogen sulfide, carbon monoxide and combustible gas. Signals from the monitoring device shall immediately indicate when the atmosphere is not within any of the limits for these gases.
- i. While in a permit required confined space, if the air quality falls outside the limits for oxygen, hydrogen sulfide, carbon monoxide and toxic substances, the employee shall exit the confined space
- j. While in a permit required confined space, if the air quality falls outside the limit for combustible gas, the employee shall immediately exit the confined space as well.
- k. An employee entering vertically into a permit required confined space shall wear a full body harness secured to a lifeline. The full body harness shall have a waist belt, shoulder straps, leg straps, and "D" ring or shoulder ring attached no lower than the shoulder blades. The lifeline shall be attached to the winch/tripod or secured by some other method.
- l. An employee having to make horizontal movement into a permit required confined space, such as in a sewer, or having to descend in such a manner than renders a winch/tripod useless for a rescue attempt, shall:
  - i. be equipped with an escape air tank, which has at least a 5-minute air supply capacity. An employee who has facial hair which passes between the face and sealing surface of the face piece of the respirator shall not be permitted to wear said respirator.
  - ii. wear a full body harness having a waist belt, shoulder straps, leg straps, and a "D" ring or shoulder rings attached no lower than the shoulder blades attached to lifeline.

28.06 Confined Space Ventilation

- a. The hose of the power blower shall be purged at street level for a minimum of one minute before it is placed in the confined space.

- b. The blower shall be kept away or sheltered from the wind of the confined space and its blower shall be as far away from an open confined space as is practicable.
- c. To achieve maximum ventilation, the outlet portion of the blower hose shall be placed in a horizontal position along a sidewall of the confined space approximately midway between its floor/platform and roof. The hose outlet shall be directed toward an end wall, preferably away from the work area.
- d. The hose shall be kept out of the confined space when the blower is not operating.
- e. Forced ventilation shall not be used in lieu of monitoring devices.

28.07 Rescue

- a. Rescue will be performed using non-entry rescue as prescribed in training.
- b. Emergency service shall be notified in an event of an emergency by calling 911 or via radio – Police Dispatch.

28.08 Recordkeeping

- a. The Safety and Training Coordinator shall maintain a written record of all employee training.
- b. A written log detailing air quality, confined space inspections, hazards encountered, and work completed shall be maintained by the departmental supervisor for each confined space.
- c. All calibrations of sampling devices shall be thoroughly documented by the departmental supervisor.
- d. A bi-annual inspection of all equipment utilized in confined space entry shall be completed and documented by the departmental supervisor.

29.00 Forestry Division Safety Guidelines

29.01 Inspection and Use of Safety Lines and Saddles

- a. Safety lines are to be inspected at the outset of the day's work by the employee for abrasions, wear in the knot tying area, soft or swollen areas, breaks, etc. When any of these defects are noticed they should be brought to the attention of the immediate supervisor.

- b. Safety saddles are to be given similar inspection by the employee. Examine all rings for possible weld failures.
- c. As a further precaution, safety lines appearing in good condition shall have the knot tying area (2-3 feet) cut off periodically to assure full strength in tying area. Retain identification.
- d. Safety lines are to be maintained in as dry and clean condition as possible. Remove any free dirt to prevent it from working into the rope. Safety lines should be dried through normal processes. Never subject safety lines to fast drying methods such as direct or high temperatures.
- e. Safety lines shall never be used for any other reason while serviceable, than for its specific purpose; that is, a safety line to protect the employee.
- f. When safety lines have been condemned and taken out of service, they shall be given an identification mark to indicate they shall not be used as a safety line. The condemned rope shall have its ends dipped in red paint as a visual warning to the user not to use such rope as a safety line under any circumstances.
- g. Anyone finding defects existing in any of the equipment should immediately report this to their supervisor, take this equipment out of service for further examination leading to correction or replacement.
- h. It is the employee's responsibility to see that all condemned lines are properly marked as described in the directive above.
- i. Before putting a new line in service it should be laid out the entire length to make sure that all unnatural twisting is removed. This procedure should eliminate any future loosening of the strands of the rope.

Recommended Working Loads - Do Not Exceed - Use Additional Lines.

<u>Size</u>	<u>Working Loads</u>	
1/2	530 pounds	(Tensile strength 5,000 pounds)
5/8	720 pounds	(Tensile strength 7,000 pounds)
3/4	1080 pounds	(Tensile strength 9,500 pounds)
1	1800 pounds	(Tensile strength 17,000 pounds)

29.02 Tree Felling

- a. Each employee will be given thorough instruction in the work hazards and safe use of hand and power tools used in felling a tree.
- b. Before felling, a planned procedure with instructions to each man will be given.
- c. Before tree felling is begun, make sure that the area is properly guarded to warn traffic and pedestrians. The bottom man shall be responsible for said warning.
- d. The next step in the felling of a tree is the proper topping out.
- e. Trees are to be felled with a "notch" cut to help guide direction of fall. Adequate guidelines previously placed within the tree should be manned. Proceed with a back cut with uniform cutting being watched to assure correct direction of fall.

29.03 Power Saws

- a. Follow manufacturer's recommendation for operating and the safe procedure in handling a given type saw. Special recommended procedures for various types of cutting are to be given by supervisor.
- b. Each power saw is to be serviced completely before setting in operation. Use proper fuel, gas-oil mixture. Be sure chain oil reservoir is filled and chain oiler pump is operating. Be sure chain is properly tightened for the type of cutting that will be done. Refueling should be done over bare ground or in the street gutter area. Wipe motor dry and move ten feet away from fueling area before starting. Remember that before refueling is done, motor should be cooled for at least five minutes.
- c. Motor shall be started and operated only when all workers are clear of the saw and any falling limbs or shifting logs that may occur as cutting proceeds.
- d. Have good footing and a firm base for motor before pulling starter cord.
- e. The motor must be stopped before cleaning or clearing the saw and before any corrective work is done.
- f. When carrying a power saw the motor shall be stopped and carried to your side with the blade to the rear.

#### 29.04 Operation of the Chipper

- a. Chipper operators should be responsible for the safe operation of the chipper and all workmen should receive instructions before participating in the operation.

Further, the chipper operators should be responsible for the proper fueling, oil crankcase level and greasing requirements as indicated on the machine.

- b. **Important** - Drive motor must be stopped before any adjustments or cleaning of the machine is done.
- c. Chipper operators shall wear long sleeved clothing and gloves. A safety helmet with face shield or coverall goggles must be worn at all times when feeding a brush chipper or working near while chipper is in operation.
- d. If conditions warrant, dust mask should be worn.
- e. No one is to stand in front of exhaust chute while chipper is in operation.
- f. Feed only straight limbs. Crooked pieces must be looped to permit safe feeding.
- g. Feed butt end of all wood first.
- h. A pusher stick or another limb shall be used to clear hopper. Always stand to the side and do not reach into the hopper.
- i. Size of limbs is governed by the size of the chipper. Do not overload.
- j. Feed chipper by standing to the side.
- k. All sharpening is to be done in the shop. Honing in the field must be done under the direction of a supervisor and only after it is determined it will help the operation, and the employee has had proper instruction.
- l. Hearing protection is required when operating the chipper.

#### 29.05 Pruning in Trees Where Wires Are Present

It may be necessary for forestry personnel to work in trees in which there are wires, as all trees must be trimmed. The following rules must be followed:

- a. In the main, men are to stay below the wires to the side and in such a fashion that it would be impossible to come in contact with the wires.
- b. An evaluation of wires is to be made by supervision on the job. If there is any doubt about being able to do the job safely, he/she is to call WE Energies, before any work is done in the trees.
- c. If barricades are used, elevated flags well above the barricades should be used as advance warning plus the use of safety cones to direct traffic around the barricades.
- d. Working with traffic shall mean both complying with all posted traffic regulations as well as planning work so that interference with rush periods of traffic will be kept to a minimum.
- e. All workers are to be alert to the movement of traffic and be guided by signals from the ground man or supervision that they can proceed.
- f. The ground person shall be alert to the movement of traffic and pedestrians so that man working in trees will know when it is safe to saw, to lower branches, and to conduct regular pruning operations.

29.06 Aerial Lift

- a. Only trained personnel shall run an aerial lift.
- b. Before leaving yard, test controls, check for cracks in bucket, boom and for oil leaks.
- c. Boom and outriggers must be secured before moving truck.
- d. After the lift truck is put into position for work, proper barricading of the street for both traffic and pedestrians should be made.
- e. Setting of the outriggers shall be done before elevating basket. Use protective blocking if the outriggers extend onto soft ground.
- f. Employee working in the basket is to be fastened to safety line and full-body harness.
- g. Aerial lift truck shall not be moved when boom is in an elevated, working position with an employee in the bucket.
- h. A power saw must be tied in with a safety line. All other tools should be raised and lowered with a hand line as may be necessary.



- i. When operating aerial lift near electrical power lines 50kV or less, minimum clearance is 10 feet.
- j. The workbasket should be kept clean at all times and the floor slip proof.
- k. Head protection shall be worn in aerial lift and employees working on ground-level.

29.07 Pesticides

- a. A supervisor will instruct all men in the proper use of a given material. This will be used in accordance with the manufacturer's recommendations.
- b. Pesticides requiring special handling will not be dispensed until a training school has been conducted and all necessary special protective equipment provided.
- c. The supervisor will instruct employees in the safe handling of all materials.
- d. If it becomes necessary to work with these materials within a building, special instructions on the label of the specific material must be followed.
- e. Always be careful when smoking and wash hands before eating. Protective clothing will be furnished when hazardous materials are handled. Each individual employee must avoid spilling or dropping material.

29.08 Power Mowers

- a. Keep hands and feet clear of blades and do not stand in front of grass discharge chute.
- b. Inspect area first and remove all debris.
- c. Always stop motor when you leave mower.
- d. Stop motor and disconnect spark plug wire before working on motor.
- e. Stop motor and allow to cool several minutes before filling gas tank. After filling, move mower to new location before starting motor.
- f. When mowing slopes, mow sideways rather than up and down the slopes. Slopes should not exceed a 15-degree angle. If in doubt, ask a supervisor.

- g. The manufacturer's instructions on operations and maintenance should be followed.
- h. Cut with discharge chute pointed down and in opposite direction of buildings, vehicles, and play areas.

30.00 Electrical Section Safety Guidelines

30.01 Safety Guidelines

- a. When working in the sub-station area, be alert for any obstacle or unsafe condition that could lead to an accident.
- b. If an unsafe condition is found, it must be reported to your supervisor immediately so it can be corrected.
- c. The use of high voltage rubber gloves is mandatory when working in any area containing voltages over 600 volts.
- d. When opening or closing sub-station switches, always check for malfunctions of switches or equipment you are working on.
- e. You will be supplied with a lockout tag and lock to be used when pulling switches. These tags will be used whenever a switch is opened to protect against two crews working on the same circuit becoming confused. Whenever removing the primary switch to do any work on a circuit, remove the switch and take it along with you until the work has been completed, then put switch back in. If the switch is removed when you go to the sub-station, put your hold-out-tag on. If you have the switch and go the sub-station and there is a hold-out-tag on, leave the switch open for the person with the tag to remove his tag and put the switch in.
- f. Before starting work on any circuit, inform your supervisor, the Water Division, Street and Sewer, and Forestry Division if lights are to be turned on.
- g. Write the station number, circuit number, date and nature of work on the Division blackboard before doing any work on circuits.
- h. If another crew works on the same circuit or sub-station, the senior man must also write the date, circuit, and station number on the blackboard, including the nature of work to be done. The senior person must then put his/her hold off tag on the switch.
- i. When work is completed, each person must personally remove his/her lockout tag and lock before you replace the switch.

- j. Until you have informed your supervisor, written the time, date, station number, circuit number, and nature of work on the blackboard, will anyone attempt to enter any sub-station.
- k. Before turning on lights during daylight hours, the circuit must be checked for people other than City personnel working in the area.

30.02

Emergency Or On-Watch Conditions

- a. When called while on-watch for a pole down or a pole burning, go to the site of the call and inform the Police or Fire Department at the scene that you are going to open the switch.
- b. Go to the sub-station and shut off the oil switch, then open the circuit switch.
- c. Return to the site and inform the Police or Fire personnel in charge that the switch is open.
- d. If possible, remove the pole to a clear area, crimp and tape underground leads, place a cone over the splice and a barricade over the cone.
- e. Return to the sub-station and close the circuit switch, then return the oil switch to automatic.
- f. If lights do not come on, press the button on the bottom of the open circuit protection device once only.
- g. If lights do not come on, remove the ground switch and press again. If lights do not come on, shut off oil switch and remove circuit switch. Call Police and inform them the lights will be off for the night.
- h. If called for a ground or light outage, drive out circuit, go to the station, turn off the oil switch, and remove the ground switch. Return the oil switch to automatic and press the open circuit protection button only once.
- i. If circuit does not come on, shut off oil switch and remove circuit switch. Call Police and inform them the circuit will be off for the night.
- j. For emergency weather conditions or any condition not covered, refer to Emergency or Storm Conditions.

30.03 Emergency Or Storm Conditions

- a. When working near primary lines, if you cannot assure yourself of at least three (3) feet of clearance, stop and notify your supervisor so provisions can be made to safeguard the work area.
- b. When working on a circuit with rubber gloves, your gloves must be put on before entering the work area and not removed until after leaving the hazardous area.
- c. When a hazardous overhead area (meaning any area where voltages are over 300 volts), a helmet must be worn. It must be put on before entering and after leaving this area.
- d. During storm conditions, take special care near downed trees, poles or other debris. There may be a primary line lying on the ground in the area. Do not go nearer than ten (10) feet from downed wire. Barricade the area and immediately inform the WE Energies while leaving someone in the area to safeguard the public against injury.
- e. When working in a hazardous location, the ground person must under no conditions approach the aerial truck while the bucket is elevated. This could result in severe shock or electrocution.
- f. When working during emergency conditions DO NOT attempt to do any work if WE Energies equipment is involved until WE Energies equipment has been repaired or replaced by WE Energies crews.

30.04 Rules For Aerial Basket Trucks

General

- a. Warning lights, caution signs and flagmen shall be used as necessary.
- b. Only authorized trained personnel shall be permitted to operate aerial baskets.
- c. No unauthorized person shall be carried aloft in the basket.
- d. No person shall ride aloft in the basket.
- e. Personnel shall keep all parts of their body clear of pressurized fluid escaping from ruptured lines or fittings.

- f. Aerial baskets shall not be used to lift weights in excess of their ratings.
- g. Electrical test, in addition to scheduled tests, shall be made of insulation where the need is indicated to insure that proper values are maintained.

#### Ground Operations

- h. When working on inclined surfaces, a stable setup shall be arranged with outriggers when truck is so equipped. The truck shall be approximately level as viewed from rear. Block the truck wheels.
- i. The truck shall not be moved with the boom or elevator extended.
- j. Riding in the basket shall not be permitted except when the boom is returned to the cradle-position and the truck is moved a short distance at the workstation.
- k. An employee on the ground shall not operate the controls unless absolutely necessary or is requested by the man aloft.
- l. High voltage rubber gloves must be worn when operating lower controls with the boom in the vicinity of energized conductors. Use caution that no other part of the operator's body contacts lower boom parts.
- m. Before making contact with the vehicle, employees on the ground shall make sure that the lower boom is not in contact with or near energized equipment.

#### Work Aloft

- n. Workers shall not stand on top of the basket, on planks placed across the top of the basket or on ladders placed in or on the basket.
- o. Workers shall not belt in to an adjacent structure or equipment while performing work from the basket. When transferring between the basket and a structure one safety belt shall be attached to either the basket or the structure during transfer. Such transfers shall be kept to a minimum.
- p. Only nylon or other synthetic rope hand lines shall be used from baskets. Do not short out basket to ground with conducting material on the hand line.

- q. When lowering boom to cradled position, workers and others shall stand clear of patch of basket and boom. Line up the boom with the cradle.
- r. The operator shall suspend operations if the unit is not operating properly until repairs are made or use is authorized by his/her immediate supervisor.
- s. With two workers in the baskets, one worker shall be responsible for all movements of the boom. Notify other worker before moving basket.
- t. The operator shall note the location of all obstructions so that the basket or boom does not contact such obstructions when it is raised, lowered, or rotated.
- u. Adequate clearance shall be maintained so that protruding tools will not come in contact with conductors, limbs, or other obstructions.
- v. Head protection shall be worn in aerial basket and ground-level operations.

31.00 Sanitation/Street Division Safety Guidelines

31.01 Refuse Collection Safety Guidelines

- a. Work smoothly when loading the packer. Jerking tends to increase the possibility of back injury.
- b. Crew members will not ride in the hopper. Packer blades have been known to cycle on their own during transit.
- c. Handle with extreme care those containers that have rusted bottoms, steel splinters, or other similar hazards. Report these containers to the route supervisor.
- d. Be especially observant for containers that are frozen to the ground in winter. They can cause severe strains when lifting is attempted because the effect weight is eight to ten times the actual weight.
- e. Watch for nails and splinters when gathering scrap.
- f. Do not lift bags from the bottom. Broken glass tends to settle to the bottom of the bag and could result in a forearm laceration.
- g. Do not lift cans or bags over fences or hedges. Walk around them.
- h. ALWAYS WATCH FOR TRAFFIC.

- i. Dump the containers from hip level whenever possible. This position results in the least strain being placed on the back.
- j. Do not antagonize animals.
- k. Do not throw empty cans from the truck to the sidewalk or full bags from the curb to the hopper. You may hit your partner coming around the truck.
- l. Do not reposition material in the hopper. Keep hands out of the hopper because of danger of recycle. Recycle is more apt to happen as the packer approaches capacity.
- m. Do not hold onto or ride the loading sill. The packing cycle may self-activate, which would result in injury to fingers, toes, or any other part of the body that is in the way.
- n. Observe the packing cycle. Make certain that the motion of the packer blade will not endanger another worker.
- o. Know where the emergency stop controls are and how to operate them properly.
- p. Do not override or disconnect the safety controls while working. If they are not working properly, get them fixed. They are there for your protection, not harassment.
- q. Do not scavenge. Junking or scrapping of materials collected or generated as a result of a work assignment or from the Department of Public Works Yard drop-off site is prohibited.
- r. Use a shovel and broom rather than your hands to clean up a spill. You could save a finger.
- s. Stand away from the opening to avoid being hit by the ejected garbage when loading the packer.
- t. Never stand under a raised hopper unless it is properly blocked and supported.
- u. Lock out the controls and keep the keys with you at all times if you must enter the packer body.
- v. Do not handle suspected hazardous materials. Report them to the route supervisor for disposal.
- w. Do not let children play around the packer.

- x. Employee shall wear gloves, approved work shoe/boot, safety glasses, hearing protection, and reflective safety vest during recycling and refuse.
- y. Learn to recognize and treat heat exhaustion.
- z. Observe correct lifting techniques. Protect your back.



## NON-DISCRIMINATION STATEMENT

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice, the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program, or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services, and/or benefits.

The objective of the City of West Allis safety program is to prevent injury to employees, the public, and to control damage to property. Hazards that can be eliminated or potential causes of accidents will not be permitted to interfere with this basic objective. It is the responsibility of all employees to work toward the achievement of a successful safety program. This handbook provides employees with general safety information and guidelines to help meet the City's objectives.

I acknowledge receipt of the City of West Allis Safety Rules and Work Procedures Handbook on the date indicated below.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Any questions regarding the safety rules or work procedures should be directed to your supervisor or the Safety and Training Coordinator.

Detach and return this page to the Human Resources Department after you have read and understood this manual.