



SAFETY HANDBOOK

*No job is so important, no task so urgent, that we cannot take
the time to do our jobs safely.*

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Avoid the Top 10 Most Frequently Cited Safety Standards



1. **Fall Protection, construction** ([29 CFR 1926.501](#))
2. **Hazard Communication Standard, general industry** ([29 CFR 1910.1200](#))
3. **Scaffolding, general requirements, construction** ([29 CFR 1926.451](#))
4. **Control of Hazardous Energy (lockout/tagout), general industry** ([29 CFR 1910.147](#))
5. **Respiratory Protection, general industry** ([29 CFR 1910.134](#))
6. **Ladders, construction** ([29 CFR 1926.1053](#))
7. **Powered Industrial Trucks, general industry** ([29 CFR 1910.178](#))
8. **Fall Protection–Training Requirements** ([29 CFR 1926.503](#))
9. **Machinery and Machine Guarding, general requirements** ([29 CFR 1910.212](#))
10. **Eye and Face Protection** ([29 CFR 1926.102](#))

Awareness and teamwork will help to keep our City safe!

INTRODUCTION

Welcome to the City of Lebanon. The skills and talents you bring to the city are vital to our mission of providing the best service for the Citizens of Lebanon. One of the keys to accomplishing that mission is a safe and healthy work environment. This city-wide safety handbook has been produced and is intended to apply to all City employees regardless of their job function or location, whether they are full time, part time, temporary or seasonal.

Safety standards shall meet all OSHA, state, and City requirements. Department-specific safety handbooks shall be produced by department heads and meet or exceed OSHA, state, and city requirements.

- Training shall be an ongoing process including retraining for employees who transfer to another job/department.
- Disciplinary actions shall be taken when safety standards are ignored or broken in accordance with the City of Lebanon disciplinary guidelines.

This handbook is not intended to create any contractual or other legal rights. It does not alter the City's *for cause* employment policy, nor does it create an employment contract for any period. Its sole purpose is to provide employees with the required mode of safety discipline.

“The Safety of the City of Lebanon begins with YOU!”

SAFETY POLICY STATEMENT

The safety, health and wellbeing of all employees and the public it serves is a major concern of the City of Lebanon. Therefore, accident prevention is of primary importance. Safety will always take precedence over operational demands and shortcuts should always be avoided. Establishing safe practices, policies and procedures is not a onetime step nor is it accomplished by directive. A safety culture is a mindset that must be constantly held by our employees during their everyday routine. We must continue to evaluate our safety habits and strive to improve our processes so that we are effective at protecting each other and the public we serve.

The management of the City of Lebanon will take all practical steps to provide a safe and healthful workplace. By working together, we can perform municipal operations without accidents if we set our minds and actions to that end. The Safety Handbook is designed to acquaint all employees with the City's basic safety rules and policies and formally establishes the organizational goal and commitment to reducing the risks of bodily injury and property damage. Where it is not all inclusive, its primary goal is giving general safety rules that help to establish a safety culture.

It is the responsibility of all employees to read, understand and comply with these procedures. It is expected that every employee will work together to achieve the common goal of accident prevention.

A. HEALTH AND SAFETY PROGRAM RESPONSIBILITY

Employees often ask who is responsible for safety. The answer is simple, we all are. The same people responsible for the work are responsible for seeing it is done safely. As a team we are responsible for ensuring compliance with the City of Lebanon safety program and all TOSHA regulations. To ensure policy conformance in daily business operations, the training, verification, communication, and reporting needs must be identified within the safety program. To encourage active employee participation, a safety committee including volunteer members from various departments shall assist the Risk Manager in program review and implementation.

However, the foundation of any successful safety program is management commitment and employee involvement.

We maintain safety and health programs to assure that laws and regulations applicable to our operations are known and obeyed. Where laws and regulations do not exist or are not spelled out, we must develop our own standards and procedures. Every employee must learn to identify hazards and

submit corrective actions that will make our daily operations safer for everyone. We must be committed to a safety culture.

(A.1.) All Employees

Report any unsafe working condition or actions to immediate supervisor.

- Keep individual work areas clean and safe.
- Report ALL accidents immediately to immediate supervisor.
- Follow all safety rules.
- When in doubt – Always ask your supervisor.
- Maintain positive attitude toward safety and cooperate fully to ensure a safe, healthful workplace for all employees and the public.

(A.2.) Managers and Supervisors

As front-line leaders you are one of the key components to a successful safety process. Your employees will normally emulate you. A supervisor or manager who does not make a total commitment to an accident-free work environment or integrate safety into every aspect of his or her job can expect the same from their workers.

- Responsible for ensuring safety of all employees under their management.
- Responsible for training employees in safe working practices and safety regulations.
- Ensure all employees are sufficiently trained to operate all equipment and tools before assigning that employee to a task.
- Remove all unsafe working conditions immediately upon discovery and ensure situation is resolved appropriately. Report all such activities to the Risk Manager.
- Investigate any reported accident or serious near miss immediately and complete the First Report of Injury/Incident report within one working day. Provide reports to the Risk Manager.
- Consider an employee's accident record and attitude toward safety when evaluating that employee for a salary increase or promotion.
- Continually look for ways to improve the safety of the tasks and procedures of the department.
- Enforce all safety rules with a positive attitude and stress the importance of a safe working environment to all.
- Lead by example.

(A.3.) Safety Committee

- The Safety Committee will meet regularly and participate in improving the safety of the work environment. During those meetings they will discuss, among other things, Injury/Incident reports, safety audit results, changes to existing safety policies, etc.,
- Communicate the need for safety, the objective of the safety program and the importance of compliance to all fellow employees.
- Report any potential safety program flaws or noncompliance work conditions to the Risk Manager.
- Assist in reviewing safety program compliance and conduct safety audits of all areas.
- Safety Committee members will be available for employees to bring recommendations and/or concerns to the committee to discuss.
- Safety Committee members will serve as their building's safety monitor.

(A.4.) Risk Manager

- Coordinate all safety program activities within the company.
- Evaluate safety procedures and activities to assure compliance with the safety policy.
- Ensure safety training is performed and is adequate.
- Review accident investigations and corrective action recommendations to ensure implementation.
- Monitor the documented safety program to ensure effectiveness in achieving the objective of the safety policy. Recommend appropriate changes.
- Manage safety inspections and audits to ensure safe working conditions.
- Ensure the City of Lebanon follows all OSHA and TOSHA rules and regulations.

(A.5.) Senior Management

- Provide guidelines for the safety program operation under their direction. Ensure departmental safety guidelines met or exceed the company's policy.
- Evaluate departmental procedures to ensure compliance with the City's safety program.
- Approve expenditures required to ensure a safe working environment and correction of any potential safety hazard.
- Actively support and participate in the safety program.
- Ensure adequate training programs are in place for all levels of employees.
- Ensure employees can attend all safety related training that is required annually.

B. WORKERS COMPENSATION

Workers' Compensation is covered by the Tennessee Department of Labor. All work-related injuries should be reported to the Risk Manager immediately so an insurance claim can be initiated, and proper notification can be made to the Tennessee Department of Labor. All workers compensation claims will be handled by the Risk Manager.

(B.1.) Injury/Illness Procedures

- In the event of an injury, the injured employee is to immediately report that injury to their direct supervisor. If that supervisor is not available, report injuries to the Risk Manager at 615-443-2839.
- Except for emergency medical care, do not seek medical treatment for a work-related injury or illness prior to formally reporting that injury or illness to an immediate supervisor or the Risk Manager.
- Work related injuries and illnesses are required to be documented on the City of Lebanon's First Report of Injury Form immediately. The employee and their supervisor should work together to complete the form and turn it in to the Risk Manager immediately.
- Investigation of injury/illness cause should be conducted immediately if applicable.
- Within two (2) hours of the injury or illness the employee is to be taken for a post injury/illness drug and alcohol screen.
- If the employee requires or requests medical attention the employee will be given a panel of doctors/clinics to choose their initial care. All additional care will be directed by the Workers Compensation nurse assigned to their care.
- All questions about this procedure should be directed to the Risk Manager.

C. SAFETY POLICY VIOLATIONS

Employee Safety Policy violations will be addressed through progressive discipline procedures. *(refer to the City of Lebanon Human Resource Policies, Rule X: Separation, Disciplinary Action and Suspension)*

- Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide for a safe and healthy place of employment. To enforce standard safety practice, discipline is utilized with the intent of educating the employee to the importance of safe practices.
- Supervisory Accountability-the immediate crew leader is responsible for enforcement of established safety policy. If the immediate supervisor fails to enforce safety policy and a member of the crew receives a safety disciplinary action, then the supervisor may also receive disciplinary action for failure to supervise.

D. SAFETY RULES

These General Safety Rules have been developed with input from supervision and employees. While held to a minimum, the rules address behaviors and work practices that can lead to accidents and injuries. Employees should become familiar with and follow General Safety Rules. Supervisors must enforce safe work practices through strict adherence to Safety Rules. Specific Department Safety Rules will be covered in department procedures/policies.

(D.1) General Safety Rules

- Report all work injuries and illnesses immediately.
- Report all unsafe acts or unsafe conditions immediately to your supervisor or the Risk Manager.
- While on City business employees are required to wear a seatbelt in any vehicle or piece of equipment that is equipped with a seatbelt. Note: some positions and tasks may be exempt from compliance with Department Head authorization.
- Firearms, weapons, or explosives are not permitted on City Property, except for law enforcement or facility guards.
- Employees who are required to work in the sun will always wear shirts which at a minimum cover their back and shoulders. (lifeguards excluded) Sunscreen is highly recommended and will be provided by your department upon request.
- Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on City Property or while "on duty".
- Only authorized and trained employees may repair or adjust machinery and equipment. Lock and Tag Out Procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when the job is completed.
- Only qualified and trained employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Industry Standard Electrical Safety Rules when working with electrically powered machinery and equipment.

- Only authorized and trained employees may enter a posted Confined Space. All confined spaces will be posted Confined Space - Permit Required. Entry is allowed only after permits are properly issued.
- Only authorized and trained Employees may dispense or use chemicals. It is your responsibility to know where Safety Data Sheets (SDS) are located and that they are available for your use and review.
- Keep work areas clean and clear of “Slip, Trip, and Fall’ Hazards. Do not block emergency equipment or exits.
- Wear and use the prescribed Personal Protective Safety Equipment. This includes foot protection, head protection, eye protection, hand protection, etc.
- The use of alcohol or any other controlled substances during working hours, including lunch break are prohibited.
- Extension cords should be used for temporary use only. All extension cords should be inspected for damage or evidence of modification prior to use. Furthermore, extension cords shall not be run through holes in walls, across walkways, or run across pinch points.
- Employees will ensure that any material being carried on open vehicles is secured properly. Small material which can be affected by wind or bounced off the vehicle will be covered with a secured tarp.
- At any time, an employee feels they are not sufficiently trained to continue a task, they are to immediately stop the task and ask the supervisor for additional training.

(D.2.) Safety Signage

- Obey all warnings, tags, or stickers such as stop signs, personal protective equipment notification, and danger signage. (Examples: Hearing Protection Area, Danger, High Voltage, Keep Out)
- Employees that fail to observe safety signage will be subject to the City of Lebanon Disciplinary policy.

(D.3.) City Vehicles, Equipment and Tools

- Never attempt to operate vehicles, equipment, and or tools unless you are qualified and trained in its proper use.
- Never operate equipment if you are taking medication that may make you drowsy, dizzy or can impair judgment. Notify your HR Generalist or the HR Director immediately to determine if you require a doctor’s note or fit for duty exam to work while taking the prescribed medication.
- Pre- and Post- shift self-inspection are required for City vehicle, equipment, and tools.

(D.4.) Operational use of City Vehicle/Equipment

- Drive courteously, you are representing the City of Lebanon.
- City Vehicle/Equipment shall be used exclusively for public good and benefit for the City of Lebanon.
- At no time should a City Employee operate a vehicle/equipment that they are not qualified by Job Position and/or Certification to do so. Any employee who operates a City Vehicle/Equipment that they are not qualified to operate will be subject to Disciplinary Action.
- Department Heads will be responsible for overseeing and authorizing use of City Vehicle/Equipment on a take home basis.

- Incidental personal use may be allowed in conjunction with take home vehicles in off duty or after-hours situations or during certain emergency situations. Employees are required to report any emergency to the employee's respective Department Head and Mayor's Office as soon as reasonably possible to document the emergency use.
- Use of any City Vehicle/Equipment may be tracked through use of a global positioning satellite (GPS) technology at the Department Heads discretion. Any employee driving a City vehicle acknowledges that said GPS tracking could be used and therefore waives any objection to same.
- Every operator of a City Vehicle/Equipment has a duty to drive in a safe and courteous manner. Drivers are expected to drive defensively but not in an aggressive manner. Complaints from citizens of reckless driving by a City driver will be investigated and may result in disciplinary action. ***City of Lebanon Human Resource Policies, Rule X: Separation, Disciplinary Action and Suspension.***
- The use of a City Vehicle/Equipment does not provide an exception to any ordinance, policy, or law of the City of Lebanon. Operators shall not park, drive or operate a City Vehicle/Equipment in any manner inconsistent with the Public "Rules of the Road". In emergency or urgent situations, the former is not applicable.
- All employees that drive a City vehicle should become familiar with the ***Motor Vehicle Policy, Rule XIV: Section 2***, located in the Human Resource Policies Booklet.
- In the event a conflict occurs between the City Policy and the LPD policy, the motor vehicle policy with the stricter language shall prevail.

(D.5) Vehicle and Equipment Security

- City Employees are responsible for the security of City Vehicles and Equipment assigned to them.
- The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. Exceptions may apply to Emergency Responders.
- In the event the vehicle or equipment's strobes will not function without the engine running, notify your supervisor immediately. Vehicles should never be left running unattended. The vehicle or equipment should be taken to the City garage to be wired so the vehicle or equipment strobe can function without the engine running or the key in the on position.

(D.6.) Parking

- When parking a City vehicle, the driver should back into the parking space whenever possible, rather than pulling into the parking space.
- When parking at non-City property (i.e., gas stations, fast food restaurants, etc.) City vehicles will not park at or near front curb parking. (example: parking at the front door entrance parking of a gas station) Exceptions may apply to Emergency Responders.

(D.7.) Vehicle Backing

- At no time should a City vehicle be backed without a ground guide or spotter.
- If no City employee is available to serve as a spotter/ground guide, the driver shall **Get Out and Look (GOAL)** 360 degrees around the vehicle before backing.

- If backing into a parking space, the driver can pull past the space and visibly verify there are no backing hazards and then back into the parking space.

(D.8.) Cell Phones, Distracted Driving/Equipment Operation

The City of Lebanon values the safety and well-being of all employees. To increase employee and public safety and to eliminate unnecessary risks resulting from distracted driving and equipment operations we have implemented Distraction Free Driving guidelines. City of Lebanon employees may not use personal or city-issued cellular telephones or mobile electronic data devices unless used hands free in accordance with the Tennessee Hands Free Law.

Engaging in any other type of cognitive, physical, or visual distraction that may cause a driver to become inattentive during the operation of vehicles and equipment is prohibited.

- These guidelines also apply when the City Employee is operating a personal motor vehicle/equipment in connection with City of Lebanon business.
- City employees are required to park in a safe location prior to engaging in use of cell phones and mobile electronic data devices unless using them handsfree.
- Employees may not write, send, or read any text-based communications, watch movies, or record/ broadcast video on a cell phone or mobile device while operating a City vehicle or piece of equipment.
- Equipment operators must stop equipment operations and put equipment into a safe resting or parked position prior to engaging in the use of cell phones and mobile electronic data devices.
- Program electronic navigation devices prior to the operation of vehicles/ equipment.
- Use of tobacco products in a City of Lebanon vehicle is prohibited.
- Employees should refrain from eating while driving a City of Lebanon vehicle.

The City of Lebanon and its employees will comply with all state and local laws related to Distracted Driving and the Tennessee Hands Free Law.

For Police Department Employees refer to Police Department: General Order XI-B Operation of Police Vehicles (Procedure 3)

(D.8.3) Violations

Violations of this policy will be handled in accordance with the ***City of Lebanon Human Resource Polices, Rule X: Separation, Disciplinary Action and Suspension.***

(D.8.4.) Emergency Exclusions

- Drivers/Operators may use cellular phones to report a collision or other immediately dangerous life or health situation to emergency responders. If a driver/operator must use such devices to make a call or report an emergency, the driver/ operator should first make all efforts to stop in a protected area, secure the vehicle and then make the call.
- Employees may use electronic mobile data devices while driving/operating during public safety emergency response situations or while conducting City business to abate illegal activity.
- The use of the City's two-way communication radio system while driving/operating is excluded from this policy.

(D.8.5.) Management Responsibilities

- Shall ensure that all employees are informed of this policy, understand, and comply with its directive.
- Shall periodically refresh employees on the contents of this policy.
- Shall create a plan to communicate with their employees in a way that eliminates distracted driving/operation opportunities.
- Shall observe employees driving habits and appropriately manage and discipline employees for distracted driving/operation behaviors and noncompliance of this policy.

(D.8.6.) Employee Responsibilities

- Shall comply with this policy as a driver/operator and passenger. Passengers may use mobile communication devices for short term City business and private use while the vehicle or equipment is in operation by another employee.
- Electronic game playing and personal social media use is not an acceptable use of mobile electronic data devices while working. Passengers are to be attentive co-pilots and not cause distractions to the driver.
- Shall bring to the attention of management any issues that are causing the non-compliance of this policy.

Definitions:

- Cognitive Distraction: When a driver/operator's mind becomes unsafely distracted while driving or operating equipment.
- Physical Distraction: When a driver/operator removes their hands and/or feet off the controls while driving or operating vehicles/equipment.
- Visual Distraction: When a driver/operator takes their eyes away from the road or area they are operating in for an unsafe amount of time while driving or operating vehicles/equipment.
- Mobile Electronic Data Devices: Devices that allow for data communications, data viewing/recording, navigation, and other similar devices.
- Safe Location: Safe areas to park vehicles/equipment to perform duties that may cause distractions if performed while driving/operating. These areas can include parking lots, curbside of residential streets or other curbside areas of low speed and low traffic volume locations. Special consideration shall be given to parking in well-lit areas during low.

(D.9.) Seatbelt Usage In/On City Vehicles/Equipment

(D.9.1) Policy Statements

Operators and passengers of vehicles/equipment being operated on behalf of the City of Lebanon shall be required to use seatbelts. Regardless of location, a seatbelt shall be worn during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.

(D.9.2.) Purpose

To enhance and protect the lives and safety of City Employees, and to reduce the losses in work hours and productivity resulting from injuries from vehicle/equipment incidents, and to better serve City Employees and the citizens of the City of Lebanon.

(D.9.3.) Program Administration

- The management of the seatbelt use program shall be the responsibility of the Risk Manager, Department Heads and Managers.
- Each City department given control of City vehicles/equipment shall be responsible for properly maintaining and/or installing the required seatbelts.
- Seatbelts that are not operational shall be grounds for removing a City vehicle or piece of equipment from service temporarily until maintenance, repair or installation has been satisfactorily completed.

(D.9.4.) Enforcement and Disciplinary Actions

- A City Employee who fails to use the seatbelt during the operation of, or as a passenger in, a vehicle/equipment being operated on behalf of the City of Lebanon shall be considered in violation and disciplinary action of this section shall apply. (*refer to the City of Lebanon Human Resource Polices, Rule X: Separation, Disciplinary Action and Suspension*)

(D.9.5.) Police Exemption Guidelines

- Whenever a City Police Officer may reasonably anticipate an emergency exit from the police unit, taking into consideration the officer's duty to report his/her status on the radio, or to obtain police equipment (i.e., police helmet, safety vest, etc.) the officer is exempt from the seatbelt usage policy. This would necessitate a decision on the officer's part when to remove the seatbelt within a reasonable distance (normally hundreds of feet from any type of call).
- Operators and police passengers during routine transportation of prisoners may be free from seatbelt restraints if it is felt the person being transported could become violent or combative.

Refer to Police Department: General Order XI-B Operation of Police Vehicles (Procedure 2b)

(D.10) Unsafe Equipment

- All City vehicles, equipment, and tools will have a pre-operational inspection prior to operating. Any vehicle, equipment, or tool that does not pass inspection shall not be operated.
- Do not attempt to operate until the unsafe condition can be corrected. Vehicles, equipment, or tools should be tagged as "Do Not Operate" and locked out when necessary, for repairs.
- Never attempt to operate a piece of equipment that has been locked out or tagged. Only authorized personnel may remove these locks or tags. Any employee, supervisor, or manager who operates tagged vehicles, equipment, or tools before the deviation is corrected shall be subject to disciplinary action.
- Never operate a piece of equipment unless you have been trained on its proper use.

(D.11.) Housekeeping

Housekeeping is important for everyone's safety and health. Keep your work area (to include vehicles), whether it be an office or a maintenance shop, in orderly condition. Keep desks,

workbenches, and common areas clean. Keep tools, parts, supplies, and equipment stored securely and neatly. Keep floors and aisles clear to prevent slips, trips, and falls.

(D.11.1) Offices and Administrative Areas

General Rules for all City of Lebanon offices and Administrative areas:

- Office machines shall be turned off or unplugged prior to dislodging of paper jams.
- When moving equipment, cords should be carried or taped up so as not to create a hazard or tripping risk.
- Desk and filing cabinets drawers should be kept closed except when being used.
- If suspicious looking mail is received and there is a question as to its purpose or hazard potential, employees should contact the Police Department for assistance.
- Due diligence should be observed when operating paper shredders and paper cutters. Return safety locks when done using paper cutters.
- Employees shall walk cautiously up and down stairs; the handrail shall be used whenever possible.
- Do not sit on the edge of a chair. Do not tilt back when sitting in a straight chair.
- Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.
- All emergency exits and emergency equipment such as fire extinguishers and fire hose cabinets shall be kept clear of all obstructions.
- Employees shall not attempt to clean, oil, or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the “off” position, it shall be disconnected from its power source.
- Unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition shall be reported.
- Broken glass and other sharp objects shall not be placed in wastepaper containers.
- Common or sharp-pointed pins shall not be used for fastening paper together. Staples, paper clips, or other approved fasteners shall be used.

(D.12) Stop-work Authority

- Any City Employee: at any level, is permitted to halt a job or task when a hazardous situation appears imminent. Immediately notify a supervisor.
- At no time is a City employee to perform any work-related task that he or she has not been trained to perform.

(D.13.) Working Alone

- When working alone, outside of an office setting, notify your supervisor or a coworker of where you will be working.
- Any City Employee working alone will be provided with a means of communications, either a cell phone or radio.
- Do not work alone unless instructed by your supervisor, in following your department policies, or in the following situations:
 - Working at elevated levels
 - Entering a confined space or manhole
 - Electrical or hot work

(D.14.) Visitors

- The *personnel or department hosting* a visitor or vendor will always be responsible for the visitor or vendor, while they are on City property and informing them of applicable safety rules of the department, facility, or plant. Ensure that the visitor follows all safety rules.
- If the visitor or vendor is planning to visit other departments, a representative of the originating department shall escort the visitor or vendor to the next department or a representative from the follow-on department shall escort the visitor or vendor from the originating department. But at no time should a visitor or vendor be unaccompanied in City facilities.
- The host will ensure that the visitor follows emergency procedures, and, in the event of an emergency requiring evacuation, that the visitor safely exits the building or plant.

(D.15.) Horseplay

Horseplay can cause injuries. Horse play is not an accident. Actions such as wrestling, running in a building, throwing objects, and practical jokes are not allowed on the job. Injuries as a result from horseplay will result in disciplinary actions. (*refer to the City of Lebanon Human Resource Polices, Rule X: Separation, Disciplinary Action and Suspension*)

(D.16.) Workplace Violence

The City has a “zero tolerance” policy regarding workplace violence. This includes: physical attacks, threats, menacing and harassing behaviors in the workplace. Employees found violating this policy will be subject to disciplinary (*refer to the City of Lebanon Human Resource Polices, Rule XVI: Section 10: Workplace Violence, Harassment, and Bullying*)

E. PERSONAL PROTECTIVE EQUIPMENT:

City Employees will be required to wear personal protective equipment (**PPE**) while performing their jobs or in certain environments (for example, “confined space”). Your Department will inform you of the specific **PPE** required based upon the department, job, or task. The following is a general guideline for selecting what may be necessary.

(E.1.) Eye Protection: (29CFR1910.133, ANSI Z87.1)

- Safety glasses with side shields should be worn when potential eye injury exists, and when required in your work area.
- Potential for eye injury may include flying particles or objects, molten metal, chemical splashes, acids or caustics, gases, vapors, or potentially injurious radiation.
- Eye protection must be worn by all employees in designated (posted) areas.
- Safety goggles should be worn where the potential for chemical splash or irritation from vapors may occur.
- Eyeglasses must be approved before use as safety glasses and must have affixed side shields.

- The City of Lebanon has a prescription safety glasses program. Please contact your immediate supervisor if your job requires the use of safety glasses and you wear prescription eye wear.
- **NOTE:** Refer to your department policy/procedures for specification on Eye Protection.

(E.2.) Foot Protection (29CFR1910.136, ANSI Z41)

- Where there is a danger of foot injury due to falling or rolling objects, objects piercing the sole, or exposure to electrical hazards, protective footwear is necessary.
- Safety toe shoes are required in areas, and where specifically designated.
- The City of Lebanon has a safety shoe program for departments that require safety shoes and have budgeted for this expense.
- **NOTE:** Refer to your department for specification on Specialized Foot Protection.

(E.3.) Head Protection (29CFR1910.135, ANSI Z89)

- Where there is danger of head injury due to falling objects, head protection is required.
- Hard hats may be necessary in utility work and are required when working in bucket trucks and near heavy equipment while in operation.

(E.4.) Hearing Protection (29CFR1910.95, ANSI S3.19)

- Approved hearing protection (earplugs, earmuffs) must be worn in marked and designated areas. If you are unsure whether a work area requires hearing protection, consult a supervisor.
- Hearing protection may also be required for a specific task in your facility. Hearing protection is required in accordance with annual hearing conservation training.
- Ear buds and other entertainment devices are not approved hearing protection unless the manufacturer states in the user's manual that it meets ANSI S#.19.
- Supervisors are responsible for identifying hearing protection areas and generally provide training on the use of hearing protection equipment.
- Certain work areas or tasks may be designated as requiring additional protective measures. If you have questions about high noise levels in your work area, ask your supervisor or contact the Risk Manager for more information.

(E.5.) Hand, Arm, and Body Protection (29CFR1910.138)

- Proper hand protection must be worn based on the hazards of a specific job task.
- Leather gloves (cut and heat resistant) are needed for certain refuse, maintenance, and light electrical work. 50 **volts** or greater, while energized, the use of **voltage-rated gloves** is required.
- When using hazardous chemicals, specialized gloves offering protection for specific chemical families and at times a splash apron are the appropriate PPE.
- Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials.
- **NOTE:** Refer to your department annex for specification on Hand, Arm and Body Protection.

(E.6.) Respiratory Protection (29CFR1910.134)

- Some employees are required to wear respirators for specific job duties.
- Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices.
- Respiratory protection is necessary when the airborne concentration of a contaminant is at a level that could pose a health risk as determined by chemical information or monitoring.
- Respirators (including “dust masks”) shall not be worn until a medical evaluation and a “fit test” have been completed and trained before using it on your job.
- Departments with employees wearing respirators must have a written Respiratory Protection Program. Please contact the Risk Manager for more information.
- **NOTE:** Refer to your department annex for specification on Respiratory Protection.

(E.7.) Special PPE

- Special PPE may be required for a job or when working in a specific area.
- Such PPE for these areas may include:
 - welding helmets,
 - chemical protective aprons or suits,
 - or fall protection harnesses,
 - Fire Retardant clothing, or
 - Face Shield.
- **NOTE:** Refer to your department annex for specification on Special PPE.

F. EMERGENCY SITUATIONS

The establishment of well thought out emergency plans is one of the cornerstones of an effective safety program. Evaluating potential emergency situations, developing emergency procedures, and conducting practice exercises can help save lives. Managers will ensure that the buildings under their charge have a detailed evacuation plan posted. All City of Lebanon Employees should become familiar with the posted evacuation plan for your building.

(F.1.) Emergency Equipment

- Familiarize yourself with the location of emergency equipment such as fire extinguishers, AEDs, safety showers, eyewash stations, and emergency spill or rescue equipment.
- Only use this equipment if you are trained in its proper use.
- Help maintain access to all emergency equipment by keeping the storage area free of clutter and other barriers.

(F.2.) Emergency Egress

- Identify where the nearest emergency exits are located where you work. When a fire alarm or emergency alarm sounds for evacuation, exit at the nearest exit, and go to your facility’s designated area.
- When a tornado siren is sounded, go immediately to the designated safe zone in your building.

(F.3.) Fire Procedure

- Evacuate the building when a fire alarm sounds.
- Leave the building immediately via the nearest exit, closing the doors behind you.
- Do not try to locate or fight the fire when the alarm sounds.
- Do not reenter the building until the "all clear" signal is given by fire officials.
- **If you discover a fire:** Leave the building immediately, *pulling the fire alarm on your way out*, then call 911 from a safe location to report the fire.
- It is City of Lebanon's policy that a building be evacuated when the fire alarm sounds.
- Corridors use policy:
 - The National Fire Protection's Life Safety Code requires that exit corridors and stairwells be kept clear and unobstructed for emergency egress.
 - Corridors cannot be used to store office equipment, files, or furniture.
- **In an Emergency- call 911 or City Dispatcher at 615-444-2323, dial 0.**
 - Give your name.
 - Department/Supervisor name.
 - Tell the dispatcher specifically what the emergency is.
 - Give the exact location, such as the building name, the room number, the street location, and any helpful directions to quickly locate the area.
 - Describe the severity of the accident.
 - Stay on the line until released by the dispatcher.
- Do not attempt to put out a large fire—only use a fire extinguisher for small fires and for employee evacuations if you have been previously trained. Otherwise, close off the area and evacuate until the fire is extinguished.

(F.3.) Fire Extinguisher

- Fire extinguishers must not be blocked or hidden behind material or machines.
- All fire extinguishers shall be conspicuously marked and shall be located close to the exit.
- Fire extinguishers shall be inspected visually at least once a month and thoroughly inspected at least annually. Annual fire extinguisher inspections will be done by an outside agency. Monthly inspections will be conducted by each department.
- The following general guidelines shall be considered when using a portable fire extinguisher:
 - Look to see what is burning and be sure to use the correct extinguisher.
 - Approach the fire from upwind if possible. Try to get approximately 6-8 feet close to the fire (depending on the size and type of fire).
 - Hold the extinguisher upright and aim it at the base of the fire.
 - Be efficient. Most fire extinguishers are emptied in a few seconds.
 - If a fire extinguisher is used (even accidental use), report the incident to your supervisor to ensure that the extinguisher is replaced.
 - Know your fire extinguishers.

Fire Extinguisher Classifications / Types of Fires

		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

(F.4.) Severe Weather Procedures

Severe weather can happen anytime, in any part of the country. Severe weather can include hazardous conditions produced by thunderstorms, including damaging winds, tornadoes, large hail, and flooding and flash flooding. In the event of a severe weather warning or upon hearing the emergency sirens:

- Be familiar with the Emergency Evacuation and Shelter plan in your department or building. Each department will be responsible to develop a plan for City Employees who work primarily outdoors.
- Each department should have procedures in place to address any hazardous materials that are on-site.
- Employees should seek shelter. Refer to the buildings Emergency diagram for the building shelter area or seek shelter in an interior corridor.
- Remain in the shelter until the warning has expired and your supervisor has accounted for you.
- If a tornado occurs and affects your building:
 - Evaluate the shelter area for injuries.
 - Be extremely cautious of hazards, falling debris and electric sources.
 - Call 911 or 615-444-2323, press 0.
 - Remain in place until you are accounted for by emergency personnel.

(F.5.) Active Shooter

- Active shooter protocols set out a standard for employee behavior similar to emergency evacuation procedures.
- The City of Lebanon provides employees with a method to come forward if they feel threatened. Early warning may come before an active shooter incident and it could give the City of Lebanon time to prevent the incident.
- These protocols also guide the actions of employees during an active shooter incident. The U.S. Department of Homeland Security recommends the following actions when faced with an active shooter:
 - **Run, or evacuate the area.** The first goal should be to get as far away from the active shooter as possible.
 - **Hide.** In situations where escaping the active shooter's area is not an option, staying hidden is the next best option. Try to find a room with a locked door if possible and make sure any electronic devices are silenced. Remaining calm and quiet are important if this strategy is to be effective.

- **Fight, or act.** Acting against the active shooter should be the last resort. This could include yelling, throwing something or using an improvised weapon, or taking another form of aggressive action.

G. SAFETY PROCEDURES

(G.1.) Hazard Communication (29CFR1910.1200)

- Whether it be in an office setting, a maintenance shop, or a utility building, may require the use of hazardous chemicals. If handled improperly, these chemicals may pose a threat to your health or the environment.
- The City of Lebanon has a Hazard Communication program/procedure to identify and communicate hazards to employees. Annual training will be conducted.
- Highlights of the plan:
 - A chemical inventory to identify all hazardous materials used onsite.
 - Safety data sheets (SDS), which provide specific hazard information for each chemical used at your facility.
 - Training requirements for each employee, based on extent of exposure to chemicals in the workplace
 - Be familiar with the location of MSDS in your facility.

(G.2.) Chemical Storage and Handling

- Keep all hazardous materials and waste containers closed when not in use.
- Never handle or transport a material unless you have been trained and instructed to do so.
- If you are unfamiliar with a material, talk to your supervisor and refer to an SDS for safe handling instructions.
- Never store food, drinks, or cigarettes where hazardous materials are present. Do not eat, drink, or smoke in chemical handling or storage areas.
- All flammable liquids not used during your shift should be stored in appropriate containers in a flammable cabinet.
- Labeling requirements—
 - when a material is transferred from its original container,
 - the label information must be transferred as well (name of chemical, manufacturer, hazard warnings)
- **Report any spills to your supervisor immediately. Do not attempt to clean up spills unless it has been determined safe to do so.**

(G.3.) Bloodborne Pathogens (29CFR1910.1030)

- Bloodborne pathogens are viruses or bacteria (HIV, Hepatitis B) that cause disease, and can be present in body fluids such as blood, vomit, and urine.
- The City aims to protect employees by using the “universal precautions” rule. Universal precaution means treating all body fluids as if infectious.
- Employees are not required to respond to medical emergencies and must not handle blood or body fluids unless properly trained. Employees should never come in to contact with blood or body fluids without proper personal protective equipment (PPE).

- Annual training will be conducted for all departments with potential contact with blood borne pathogens.
- The City of Lebanon encourages all employees with at BBP at risk jobs to be vaccinated for Hepatitis B at no cost to the employee. Employees have the right to refuse the vaccination but must sign a waiver.

(G.4.) Compressed Gas Cylinders

Handle all gas cylinders with care to prevent sudden pressure release, which can cause serious injury.

- Avoid dropping, striking, or bumping.
- Secure cylinders to a good support.
- Use a chain to secure tightly.
- Store upright unless otherwise instructed or specified by the supplier.
- Remove valves and connections after use.
- Install protective caps when not in use and before transporting.
- Verify that you have the correct gas.
- Never force the wrong regulator on a cylinder.
- Store tanks separately, and never use a flammable gas around a flame source.

(G.5.) Compressed Air

- Do not point compressed air hoses at another employee or use for blowing particles off the clothing or body.
- Utilize the correct pressure, check that connections are tight, and connect to the proper line for compressed air.

(G.6.) Confined Space Entry (29CFR1910.146)

A **confined space**, despite its name, is not necessarily small. **Examples of confined spaces** include silos, vats, hoppers, utility vaults, tanks, water supply towers, sewers, trenches, pipes, access shafts, truck or rail tank cars, aircraft wings, boilers, manholes, pump stations, digesters, manure pits and storage bins.

- **A confined space is a space that:** Is large enough for an employee to enter fully and perform assigned work, is not designed for continuous occupancy by the employee; and has a limited or restricted means of entry or exit.
- A **permit-required confined space** has one or more of these characteristics:
 - Contains or has the potential to contain a hazardous atmosphere.
 - Contains a material with the potential to engulf someone who enters the space.
 - Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or contains any other recognized serious safety or health hazards.
 - Confined spaces should be treated as potentially hazardous atmospheres.
 - Depending on the type of work being performed and the conditions, the space may be deemed a “permit required confined space”.

- The space will require specific paperwork, monitoring, and PPE before entry.
- You must not enter a confined space until authorized to do so.
- Employees, attendants, and entry supervisors must be trained before entering a confined space.
- Understand the entry process and what part you play.

Contact your supervisor for assistance in identifying permit required confined spaces and for permit assistance.

(G.7.) Electrical Equipment

- NEVER operate or repair electrical equipment or electrical control panels unless you are authorized to do so and are wearing appropriate PPE.
- Help maintain access to all electrical panels.
- Inspect all electrical equipment before use or repair. Look for exposed wires, improper grounding, or damaged insulation before use.
- Immediately remove any equipment that appears to be unsafe or faulty. Tag the equipment as “out of service”. Report the problem to a supervisor.
- Ensure that all electrical equipment is grounded. Use only 3-pronged plugs or those that are UL approved. Do not use equipment when the 3-pronged plug is damaged or missing.
- Use approved ground fault circuit interrupters (GFCI) in or near wet locations whenever possible or available.

(G.8.) Lockout/Tagout (L.O.T.O.) (29CFR1910.147)

Follow all site specific LOTO procedures before working on a piece of equipment unless it is a cord and plug piece of equipment. Hazardous energy sources (mechanical, electrical, pneumatic, pressurized liquid or gas) must be safely isolated by authorized associates before performing work on equipment.

ALWAYS:

- Identify possible energy sources.
- LOCK OUT the equipment and TAG it with the appropriate warning.
- Communicate your work activities with others to prevent accidental energization of the equipment.
- Verify that the energy source is isolated before performing work.
- Ensure that when more than one person performs work, each person attaches their own lock.
- ***Never remove another employee’s lock! Only an employee’s supervisor, after verifying that it is safe to do so, is permitted to remove another employee’s lock. Removing another employee’s lock without authorization will result in immediate discipline.***

(G.9.) Hot Work

When hot work (welding, cutting, grinding or other spark or flame producing processes) may ignite combustible materials, a hot work permit must be obtained. Contact your supervisor when performing hot work:

- All combustible materials must be moved away from the hot work operation.
- Provide easy access to a fire extinguisher.
- Shield all combustible walls or partitions.
- Do not perform hot work on drums or containers until they are cleaned properly and free of any chemical residue.
- **A fire watch is required during all hot work.**
- The fire watch must be maintained for 30 minutes after completion of hot work.
- Hot work is performed on a regular basis in some water and wastewater plant operations.
- Check with a supervisor before performing any hot work to ensure that all measures are in place for your safety.

(G.10.) Powered Industrial Trucks (29CFR1910.178)

- Only trained and authorized employees are permitted to use forklifts and other powered material handling equipment.
- Operators must drive slowly and be alert for pedestrians. Pedestrians must yield for trucks.
- Operators must sound the horn when rounding a corner.
- Seatbelts must be worn on all trucks equipped with seatbelts. Passengers are not allowed on material handling equipment.
- If at any time a powered industrial truck is found to need repairs or is any way unsafe, contact your supervisor.

(G.11.) Machine Guarding (29CFR1910.212)

- Machine guards control hazards such as those created at the point of operation, nip points, rotating parts, flying chips and sparks.
- The purpose is to prevent the equipment operator from having a body part in the danger zone during operation of the equipment.
- Guards must be kept in place during machine operation, including mowers, weed eaters and bush hogs.
- Never operate equipment if guards have been removed.
- Never adjust a guard during operation of equipment.
- Always replace guards before operation if removed for machine repairs.
- Machine repairs involving removal of a guard will probably require lockout of equipment.
- Power saws and portable power tools generally require point of operation guarding. **DO NOT REMOVE GUARDS.**
- **If you see a piece of equipment that should be guarded, inform your supervisor.**

(G.12.) Contractor Safety

The City frequently performs work that involves the use of contractors. Contractors are required to have a safety and health program in place which, at a minimum, follows all applicable laws and standards (including OSHA general industry and construction).

Contractors are also required to follow all City safety procedures.

- This includes obtaining permits when required, obeying traffic and safety signage, and wearing PPE in designated areas.
- Contractors must be informed of hazards and safety requirements of the area where they will be working.
- Though contractors will generally follow their own safety and health program, if you have a concern about contractor actions that may impact the safety or health of employees, please notify your supervisor, or the City Risk Manager.
- All contractors doing work for the City of Lebanon must provide a Certificate of Liability Insurance.

(G.13.) Heavy Lifting and Back Safety

Back injuries are very common and are very easy to prevent. Before you lift a heavy item, follow these steps to prevent injury:

- Assess the situation.
- Size up the load—test a corner before you lift the whole object.
- If the load is light enough to lift, lift with your back straight or slightly arched, and use your legs to lift.
- Use your feet to change direction instead of twisting your back.
- Avoid leaning and lifting above the head.
- To set the load down...squat with your legs and keep your back straight.
- BE FLEXIBLE! Stretch before heavy lifting and keep your back muscles strong and flexible.
- Ask for assistance if an item is bulky or too heavy or use a mechanical aide when possible. ***Do not be afraid to ask for assistance.***

(G.14.) Ladder Safety

Ladder Categories:

- Type IA-300 pounds extra heavy duty
- Type I-250 pounds, heavy duty
- Type II-225 pounds, medium duty
- Type III-200 pounds, light duty

All employees who use ladders must inspect them for defects or possible hazards before the ladders each use. Ladders with loose parts or faulty rungs should be taken out of service immediately. **THEY ARE TO BE REPAIRED OR DESTROYED!** Ladders that are taken out of service should be tagged “Defective” and removed from the work area. Whenever possible have someone within shouting distance while on a ladder.

(G.14.1) Safe Ladder Setup

- All ladders must be placed on firm ground.
- Do not set ladders on boxes, blocks or other objects that might move.

- Do not lean or reach out while standing on ladders.
- Secure ladders whenever a danger of slippage might occur.
- Do not use ladders in high wind or during inclement weather conditions.
- Never set up ladders in front of or around doors unless the door is posted or locked.
- Do not sit on ladders.
- Use safety shoes or other rubber sole shoes when climbing a ladder.

(G.14.2) Climbing and Standing on Ladders Safely

- Always have three points of contact when climbing up or down the ladder.
- Always face a ladder when climbing up or down.
- Avoid carrying materials or tools when climbing a ladder. Climb the ladder first then pull up the materials with a rope.
- Rungs and steps should be clear of grease, oil, wet paint, snow, and ice before climbing.
- Do not climb onto a ladder from the side.
- Do not slide down a ladder.
- Climb or stand on a ladder with your feet in the center of the rung.
- Do not stand on the top rung or step of a ladder.

(G.14.3) Proper Use and Care of Ladders

- Never use metal ladders near exposed electrical wires.
- Place warning signs or setup barriers around a ladder before use.
- Do not move a ladder while someone is on it.
- Do not leave tools or materials on top of ladders.
- Only one person should be on a ladder at a time.
- Do not use a ladder on a scaffold.
- Do not try to rock a ladder to move it.
- Store wood ladders where they will not be exposed to the elements.
- Make sure ladders are properly secured when transported.
- Do not paint wood ladders. Painting could hide potentially dangerous defects.

(G.15) Elevated Work/Fall Protection

- Fall protection is required when working at locations 6 feet or higher when no guardrails are available.
- Fall protection (harnesses and other equipment) must be approved for use by your supervisor and inspected by employees before each use.
- The following are situations where fall protection is typically required:
 - Utility work (bucket trucks, aerial lifts)
 - Confined space entry
 - Plant use of aerial lifts, platforms
- Bucket trucks and aerial lifts (articulating booms) always require the use of fall protection equipment while in use.
- Never climb on stools, chairs, shelves, etc. to reach objects over your head or perform work. Use an approved ladder, scaffold, or lift to perform the task.

(G.16) Best Practices for Computer Workstations

To increase overall comfort and prevent injury, follow these simple procedures when working at a computer workstation. Prolonged periods in poor postures can create unnecessary strain and tension. Employees using monitors for extended periods of time shall consider the following:

- Keep back straight with feet resting firmly on the ground.
- Use a back-support cushion for lower back.
- Position monitor so the operator's eyes are level with the top of the screen.
- Position the monitor directly in front of the user and adjust to avoid glare.
- Adjust the height of the chair or keyboard so that shoulder-elbow-arm angle is at 90 degrees.
- Use a cushioned wrist rest to keep user's hands and fingers in the same plane as the forearm.
- Monitor users should adjust position frequently to avoid muscle stiffness.
- If you work at a computer for long periods of time, step away frequently to give your eyes a chance to rest.
- Try to avoid glare on your computer and use task lighting if possible.

(G.17) Tips for properly loading a trailer

There are several different types of trucks, trailers and equipment that could be used for City business. The following is some basic tips to consider when loading a trailer.

- Be aware of the weight. Know the truck weight limit, the trailer weight limit, and the weight of the item you are hauling.
- Use well matched truck and trailer hitches and balls.
- Be sure to attach the safety chains to the truck.
- Be sure the bulk of the weight is positioned over the trailer tires.
- Secure the load with a 4-point tie down process. Four corners of the item to the four corners of the trailer. Some equipment has factory tie down points.
- Be sure the chains, tiedowns, binders or straps are rated for the equipment you are tying down.
- Make sure the trailer lights and breaks are working properly before moving the vehicle.
- Please ask for assistance if you are not familiar with these processes or new to the truck or equipment you need to haul. Safety must come first.

H. ENVIRONMENTAL PROCEDURES

(H.1.) General Environmental Procedures

Take pride in yourself and your workplace. Practice environmental responsibility by doing the following:

- Do not litter or dump anything on City property or in storm sewers (e.g., parking lot drains).
- Report leaks, spills, or unsafe conditions.
- Understand emergency plans for your facility and for the City.
- Work safely—wear the proper PPE and be aware of hazards in the workplace.
- Segregate hazardous waste from garbage.
- Consider environmental consequences of your actions.
- Comply with applicable environmental laws, regulations, City policy and accepted environmentally responsible work practices.

- Follow safe operating procedures and Safety Data Sheet (SDS) guidance applicable to work performed if the work involves hazardous materials.
- Report all unsafe conditions to a supervisor, the Risk Manager, or safety committee as soon as is reasonably possible.
- Participate in required inspection and monitoring programs.

(H.2.) Waste Handling

The City generates many types of wastes. Follow these general rules, as well as those specific to your division, to ensure proper waste handling.

Remember: *not all waste goes in the garbage!*

- Avoid generating waste when possible – reuse or recycle when you can.
- Take and use only what you need.
- Follow proper procedures for disposal.
- Know what can go in the trash vs. what should be handled in a special manner.

I. OPERATIONS IN THE PUBLIC WAY

As employees of a municipality, you have an additional need for due care. Operation in the public way subjects you to many unique situations in your daily job duties. Extreme care is needed to protect you and the citizens of the City of Lebanon. The public cannot be expected to be continually on guard for City operations. Our City employees must take responsibility for clearly warning the public of any change to normal environment caused by City operation.

- All work on City streets or sidewalks will be planned to minimize changes to the flow of traffic and pedestrians.
- Where there are changes to traffic patterns or the surroundings of a public street, road, sidewalk, public land or easement, appropriate warning will be placed to clearly advise the public well in advance. Consideration will be given to every direction from which traffic or pedestrians might approach.
- Barriers or warnings left overnight will be checked by the supervisor to make sure that they are suited for night use. When left for more than a day, supervisors will arrange for them to be checked each day, including weekends, to ensure they are still in place and clearly visible.
- No employee will be under the influence of alcohol or drugs while on ON CALL duty.
- Employees must notify their supervisor or HR of any prescription medication taken which could interfere with their judgement or physical ability.
- Where a supervisor has reasonable cause to believe an employee may be under the influence of alcohol or drugs that employee will be subject to a reasonable suspicion drug and/or alcohol test.
- Employees working near roadways or high construction areas will always wear high visibility vests or clothing. This includes employees directing traffic.
- Open holes will be surrounded by barriers to prevent traffic or pedestrians from going over them or will be covered with appropriate material adequately secured to prevent inadvertent movement or vandalism. They will also be marked to provide appropriate warning of their presence.
- Missing or inoperative traffic control devices, including traffic signals and signs which are important to safe control of traffic, will be reported and repaired as an emergency.

- All City facilities which are not occupied, including playgrounds, parks, sewer, and water stations, will be inspected at a minimum monthly. These inspections should be documented on a dated checklist of the items to be inspected with notations of any items needing attention or follow up.
- Employee driving emergency vehicles will place the immediate safety of the public before the emergency they are responding to.

J. SAFETY PRACTICES

(J.1.) Job Briefings

A Job Briefing will be conducted by the employee in charge; also known as the PERSON IN CHARGE, as designated by the supervisor.

The briefing shall cover at least the following subjects:

- Hazards associated with the job, work procedures involved, special precautions, energy-source controls, and personal protective equipment requirements.
- At least one job briefing shall be conducted before the start of the first job of each day or shift. Additional job briefings shall be held if significant changes, which might affect the safety of the employees, occur during the work.
- A brief discussion is satisfactory if the work involved is routine and if the employees, by virtue of training and experience, can reasonably be expected to recognize and avoid the hazards involved in the job.
- A more extensive discussion shall be conducted:
 - If the work is complicated or particularly hazardous, or
 - If the employee cannot be expected to recognize and avoid the hazards involved in the job

(J.2.) Communication of Hazards in the Workplace

The City of Lebanon Employees must be informed of any recognized hazards in their workplace.

- It is the responsibility of supervisors to provide adequate health and safety orientation related policies, programs, procedures, personal protective equipment, and to existing hazards.
- This orientation shall be provided prior to working in the area.
- Information given by supervisors must be presented in a manner that is understandable by all affected employees. This includes attention to literacy levels and language barriers.
- Appropriate signage shall be posted. Regulations and policies affecting employees, vendors, contractors, and citizenry must be made available to them.

Communication of Safety Rules

Communication of safety rules is accomplished by:

- Discussion during New Hire Orientation
- Published in the Safety Handbook
- Postings throughout the facility
- Annual refresher training for required subject matter
- On-the-spot corrections and reinforcement by supervisors.

(J.3.) Training Programs

- Department managers will establish training programs, evaluations on specified training, and maintain training records that are specific to their departments.

- Employees will be required to attend all job specific training sessions or programs according to the department specific program.
- City wide training will also be conducted on topics such as Hazardous Communication, Emergency Action Plan, Etc. When possible, classes will be provided during regular work hours.
- Other training may have to be provided by outside vendors; however, the goal is to have qualified instructors in the departments as to ensure the training and evaluations are applicable to the independent need of those departments (e.g., forklift, bucket truck operation, excavation, etc.).
- At a minimum, health and safety training for employees must include:
 - recognition of health and safety hazards,
 - general and job-specific health and safety practices; and
 - state and federal regulations and the City of Lebanon’s Health and Safety Policies and Procedures.
- Training shall occur when an employee is hired, when an employee is given a new work assignment for which training has not previously been given, when refresher training is required by regulation and when a new hazard (chemical or physical) is introduced into the workplace.
- Each department will follow the industry standard to establish the length of training need for specified task.

(J.4.) Workplace Hazard Inspections

- To identify hazardous conditions, it is necessary for managers, supervisors, and employees to conduct routine inspections of their work areas.
- The Risk Manager will assist in inspection activities, or in the coordination of outside agency inspections, and may conduct independent compliance inspections upon request, or as deemed necessary.
- Imminent hazards must be corrected immediately. If the means of correction are not readily apparent or available, the condition must be reported immediately to your supervisor and the Risk Manager.
- DO NOT continue to work exposing employees and others to an imminent hazard. If your supervisor is unavailable, report the condition to your manager or department head and the Risk Manager.
- Supervisors must also inform any employee, vendor, contractor, or public who may be affected by the condition.
- Employees must not be discriminated against for reporting health or safety hazard to their supervisors or to the Risk Manager.
- Supervisors are to encourage their employee to report all workplace hazards.

(J.5.) Documentation

- Supervisors are responsible for maintaining written copies of training programs and employee training documentation for their specific department. This documentation is a requirement of most regulatory standards.
- The Risk Manager will maintain required City-wide training documentation.

K. INCIDENTS/ ACCIDENTS/ NEAR MISS PROCEDURES

Most incidents and accidents can be prevented. Safety is an important work practice; in fact, you should be aware that safety is one of your job performances measures. Safety is a behavior and

should be what you expect of yourself. Supervisors shall make sure that a high level of safety awareness exists in each facility, job site, in route to the job site in a City Vehicle and that all employees are thoroughly trained in their duty assignments, including proper safety practices and procedures. If an incident occurs, it must be reported to your supervisor as quickly as possible. The Risk Manager has the responsibility to report certain instances to the state. Those instances are any fatal accident, any amputation, any accident requiring hospitalization, or any serious injury involving an employee. The following sections describe the forms and procedures used to report accidents. All accidents, injuries and near misses will be recorded on a FIRST REPORT OF INJURY/ACCIDENT FORM. (see Department Manager or Risk Manager) If allowed or appropriate it is recommended you take photos of the damages immediately following an incident.

(K.1.) Employee Incidents/Accidents

- Employee incident resulting in injuries, or an employee illness should be reported immediately to the employee's supervisor. Even if the employee does not want to seek medical treatment.
- The supervisor is required to report the injury to their department manager and Risk Manager.
- Followed by sending a First Report of Injury/Accident Form to the Risk Manager preferably within four (4) hours from the time of the incident, no later than twenty-four (24) hours from the time of the incident.
- All incidents will be reviewed by the Risk Manager and the Safety Committee to evaluate if safety procedures were followed and/or if new procedures should be implemented to prevent future incidents.

(K.2.) Near Miss Incidents

OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near miss incidents allow us an opportunity to make corrections to a behavior, circumstance, procedure, etc. before it results in an injury or property damage.

- Employees shall notify their immediate supervisor when a near miss circumstance has occurred.
- A First Report of Incident/Accident Form will be submitted clearly marked as a NEAR MISS.
- An investigation of the near miss circumstance should be completed by the supervisor, to ensure safety procedures were followed and if applicable a corrective action should be added to the form.
- The Near Miss will be turned in to the Risk Manager and reviewed by the Safety Committee. Any further recommendations will be conveyed back to the supervisor.

(K.3.) Visitor Incidents/Accidents

- Any City Employee who witnesses, is involved in, or is informed of a serious incident, injury or accident involving a vendor, contractor, citizen, or visitor on City of Lebanon property shall:
 - Report the incident to your supervisor immediately.
 - Call 911 immediately if it is a Medical Emergency.

- Call Dispatch 615-444-2323 (dial 0) if there is property damage.
- Complete a First Report of Incident/Accident Form and notify the Risk Manager or HR Director immediately of the incident.

(K.4.) Vehicle/Equipment Incidents/Accidents with the Public

- Incidents involving City of Lebanon-owned or leased vehicles/equipment/property with a non-City-owned or leased vehicle/property shall be reported immediately to the City of Lebanon Police (615-444-2323) and the Risk Manager (615-443-2839).
 - Do not discuss the City's blame or responsibility. You may be sympathetic to a citizen's feelings, but do not offer opinion on whether the City is responsible. Citizens should be directed to the Risk Manager to discuss the City's liability.
 - Remember as much as possible about what happened, what was done, what was said, and write it all down immediately afterwards.
 - You may assist in taking reasonable steps to prevent further damage or to remove any immediate hazards, but do not in any way indicate that the City is taking responsibility for the damage.
 - Complete the First Report of Incident/Accident Form with your immediate supervisor and turn it in to Risk Management immediately.
 - Take pictures of any damaged property and/or vehicles immediately and include them with the report.
- Single vehicle incidents, i.e., backing into a pole or another City-owned or lease vehicle/equipment will require an Incident Report Form with photos of all four sides and each corner of the vehicle or equipment involved in the incident.

(K.5.) Post Incident Drug/Alcohol Testing

All "at fault" incidents will require the employees involved to have a drug and alcohol test within two (2) hours of the incident. A supervisor must take the employee to the test facility and wait with them until they are released with a negative test. In cases where there is an immediate positive test, the employee is to be driven back to the department office so they can arrange to be picked up. The employee will be put on paid administrative leave pending a hearing notification by Human Resources.

See the **City of Lebanon Drug Free Workplace policy and procedures** for details.

L. ADDITIONAL STANDARDS OF CONDUCT FOR CITY EMPLOYEES.

The City of Lebanon wants to provide a safe and healthy work environment for all its employees. Employees shall follow all safety rules, polices, procedures, and regulations under Occupational Safety and Health Administration (OSHA), Tennessee Occupational Safety and Health Administration (TOSHA), and any other state or federal regulatory agency as well as City policies and directives regarding safety, and shall use all necessary safety equipment and protective gear as directed.

Employees are required to do the following:

- All employees are required to wear proper safety equipment as instructed by management and in accordance with applicable state and/or federal standards.
- Proper eye and hearing protection must be worn when operating specified equipment or in designated work areas.
- Hard hats must be worn when working in active construction areas or as directed by management.
- Proper footwear must be worn to provide the greatest amount of protection.
- Any other prescribed personal protective equipment must be worn as required by any department or division.
- All City employees are required to maintain their respective work areas and City vehicles and all City properties in a clean, neat, and orderly fashion to prevent fire and accidents.
- All employees are required to use the proper tools to safely perform jobs. All defective and improper tools must be reported to appropriate supervision as soon as possible.
- All employees shall dress in clothing appropriate to their jobs, which includes but is not limited to the following considerations:
 - Clothing should provide the employee with maximum protection from chemicals, sun, or any other hazards, in accordance with OSHA standards.
 - Hair should be arranged and secured in a restrained fashion when working around moving machinery.
 - Jewelry, neckties, scarves, and any other items that might get caught in moving equipment should be removed when operating moving equipment, unless they are necessary to perform the job.
- Employees are required to operate City vehicles in a safe and courteous manner and in accordance with all the motor vehicle laws of the State of Tennessee and the City of Lebanon.
- Employees may not use City vehicles to transport unauthorized passengers.
- All employees are required to comply with the safety rules, policies, and procedures of their respective departments. The safety rules and policies of state and federal regulatory agencies as well as general industry and construction standards will prevail.

M. REQUIRED HEALTH AND SAFETY TRAINING

The City of Lebanon requires all employees participate in the state and/or City required annual training:

- Drug Free Workplace Policy
- Hazardous Communication Training
- Harassment Prevention Training
- Title VI Training
- Emergency Action Plan

Note: Additional safety training for specialized departments and tasks/ procedures will be the responsibility of and provided by the department manager. Training will be conducted by an authorized or certified trainer, on the job training or a third-party training company. Each department is responsible for maintaining and documenting all required department and job specific training.

N. SAFETY STANDARDS OF CONDUCT

As a City of Lebanon employee, you represent the City in your daily activities. You must always present yourself in a safe and respectful manner. Following the safety rules set forth in this City of Lebanon Safety Handbook and the by following the policies in the Human Resources Polices.

Safety starts with leadership. Therefore, the City of Lebanon leadership shall follow all the above rules. Because those employees who hold positions of accountability and responsibility at the levels of department head, supervisor, superintendents, manager, directors, administrators, crew leaders must be held to the same standard as the employees they supervise, they must always conduct themselves with diligence and in a manner above reproach.

(refer to the City of Lebanon Human Resource Polices, Rule XIX: Code of Ethics)

These policies do not attempt to address every situation that may arise in the workplace. However, when combined with good judgment, training, and knowledge, employees, supervisors, and managers can work together to provide the safest possible work environment for the employees of the City of Lebanon.

A complete detailed list of general industry occupational safety and health standards can be found on the OSHA website. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>

In the event of a conflict between the content of this Handbook and department specific safety requirements, the stronger policy will prevail, in consultation with the Risk Manager and Department Head.

(This Safety Handbook supports the Safety Program Policy that is set forth in the Employee Handbook under Rule XIV: SAFETY PROGRAM.)

O. HAZARDOUS WORKPLACE COMPLAINTS AND WORKER RIGHTS

Workers have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards. Further, the OSH Act gives complainants the right to request that their names not be revealed to their employers. It is also against the law for an employer to fire, demote, transfer, or retaliate in any way against a worker for filing a complaint or using other OSHA rights.

If a workplace has unsafe or unhealthful working conditions, workers may want to file a complaint. However, often the best and fastest way to get a hazard corrected is to notify a supervisor or employer.

Workers or their representatives may file a complaint online or over the phone, mail, or fax with the nearest OSHA office and request an inspection. A worker may also ask OSHA not to

reveal his or her name. To file a complaint, call 1-800-321-OSHA (6742) or contact the nearest OSHA regional, area, state plan or consultation office listed at www.osha.gov.

Written, signed complaints submitted to OSHA area offices are more likely to result in an on-site OSHA inspection. Most online or unsigned complaints are resolved informally over the phone with the employer. Complaints from workers in states with an OSHA-approved state plan will be forwarded to the appropriate state plan for response.

Workers can call 1-800-321-OSHA (6742) to request a complaint form from their local OSHA office or visit www.osh.gov/pls/osha7/ecomplaintform.html to submit the form online. Completed forms can be faxed or mailed to the local OSHA office. Include your name, address, and telephone number so that OSHA can contact you.

P. SAFETY CULTURE

The CITY OF LEBANON is committed to the belief that every accident, and therefore every injury, is preventable. We are committed to providing a safe workplace and to building a workforce that embraces a safety culture. Our largest opportunity to improve the safety of our workplace is by engaging our workforce.

