

COMPREHENSIVE SAFETY

AND

HEALTH MANUAL

CITY OF ASHLAND

Implementation Date: 7/1997
Revised 5/2003
Revised 10/2011

Reference
Burch & Associates

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**SAFETY POLICY
FOR
THE EMPLOYEES
OF
THE CITY OF ASHLAND**

- The City of Ashland is concerned with each employee's safety and health on the job and is committed to providing the safest working conditions possible.
- The City will strive to maintain a workplace as free from recognized hazards as possible by providing each employee with proper training and safe equipment and tools.
- Safety on the job is a team effort. Employees can assist in achieving and maintaining a safe workplace by following established safety rules and the safety practices of the City of Ashland that are outlined in this safety and health manual.
- Most accidents can be avoided by using common sense and personal initiative. The City asks each employee to be a part of this program and the City's commitment to safety.
- The City of Ashland has adopted this safety and health program that all employees are encouraged and expected to follow.

This policy has been adopted by the Mayor and City Council of the City of Ashland according to the laws of the State of Ohio and has been made a part of the official records of the City.

INJURY AND ILLNESS PREVENTION PROGRAM

Written Plan

Every employer should have a written injury Prevention Plan. This is our plan. Please read it carefully. It is the intention of City management that this plan, and its written practices, exists as a framework in which changes in process, method, and technology are reflected through regular review. While no plan can guarantee an accident free workplace, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for being a responsible participant in safety.

Introduction to Our Program

State and federal law, as well as the City of Ashland's policy, make the safety and health of our employees the first consideration in operating our business of public service. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of the City of Ashland to comply with all laws concerning the operation of the business and the safety and health of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to undertake a job in a manner known to be unsafe or dangerous to personal health. Your cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is an important part of your responsibility as an employee. Inform your supervisor immediately of any situation beyond your ability, or authority, to correct. You will not be disciplined, or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee of the City of Ashland is of primary importance. Prevention of work-related injuries and illnesses is of such importance that it will be given precedence in all City operations. It is the philosophy of the City of Ashland that work performed in the safest manner possible ultimately contributes to the greatest productivity. Management will provide mechanical and physical protection required for personal safety and health, but employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

The City of Ashland maintains a safety and health program conforming to the best practices of safety in the public service sector. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the individual cooperation of each employee in all safety and health matters. This cooperation must exist not only between the City and each employee, but also between each employee and their co-workers. An effective safety program in the best interest of all can only be established and preserved through cooperative effort.

Safety Program Goals

The objective of the City of Ashland is to establish and maintain a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations.

Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of the City of Ashland that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of the City of Ashland's management to provide safe and healthy working conditions and to establish and insist upon compliance with safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of City operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a supervisor, or other designated qualified person, for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to the supervisor as soon as possible during the shift in which it occurred, and within 24 hours in any case. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

This policy statement is signed by the City officials and is included as a part of the City's permanent records.

Safety Rules for All Employees

It is the policy of the City of Ashland that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring ever-present safety consciousness on the part of every employee. If an employee is injured, prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents.

To ensure that the City safety rules will be effectively administered, the City will

- Provide each employee with a copy of the safety rules.
- Review the rules with all new employees before they begin work.
- Discuss the rules **periodically at department safety meetings**.
- Post the rules in a conspicuous place in each department and office.
- Maintain accessible copies of the rules for employee review.

The safety rules contained in this Safety and Health Manual are not all-inclusive; they should be considered, along with other rules that may be issued from time to time, as the safety rules of the City of Ashland.

Violation of any one of these rules is cause for disciplinary action, up to and including dismissal from employment, even on the first violation.

To carry out this policy, the following general rules apply in all situations:

- a) No employee should undertake a job in what appears to be an unsafe work procedure.
- b) No employee is expected to undertake a job until he/she has received adequate safety instruction, and is authorized to perform the task.
- c) If an employee does not know, or does not remember the safe procedures for an operation, he or she must ask the supervisor, or other competent person to demonstrate the approved safe operation method.
- d) No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- e) Mechanical safeguards must be kept in place; employees must never remove or bypass any safety equipment.
- f) Employees must report any unsafe conditions immediately to the job site supervisor and/or department head.
- g) **Any work-related injury or illness must be reported** to the job site supervisor or department head **before the end of the shift**, and as soon as practical to obtain necessary medical attention.
- h) **Personal protective equipment must be used** when and where required, and in the manner specified. All such equipment must be properly maintained.
- i) Employees must practice good housekeeping in all work areas at all times. No materials should be left in aisles, walkways, stairways, or roads.
- j) The use, possession, transportation, solicitation or sale of alcohol or drugs, including illegal drugs and misuse of prescription drugs, on City property or any City work project is prohibited. (See Drug and Alcohol Policy.)
- k) Employees must maintain and take responsibility for the personal protective equipment assigned to them.
- l) All tools must be inspected frequently for damage, and City owned tools turned in to the job supervisor for repair or replacement; hand tools may not be used for any purpose other than those intended.
- m) Employees are prohibited from improperly riding on equipment; employees must not approach equipment if the operator is unaware of their presence.
- n) Sources of ignition are prohibited in areas where flammable liquids are stored or issued. Appropriate warning signs are posted at these locations.
- o) Disciplinary action will result from violation of these safety rules, the safe work practices outlined in this manual, and additional safe work practices established for specific operations in each department.

Safety and Health Training

Employee safety training is another requirement of an effective injury and illness prevention program. The City of Ashland believes that effective skills training is also a valuable method of establishing and informing employees about safe working practices. Through the implementation of this safety and health program, the City will also emphasize safety training for specific job functions, and as a regular aspect of employment. Training is one of the most important elements of any injury and illness prevention program. Training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action.

Each employee should begin his/her safety training by reading this manual and discussing any problems or safety concerns with his/her direct supervisor. Notes may be made in the margin of this manual where it applies to specific departmental procedures.

Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to address the following:

- a) The success of the City of Ashland's injury and illness prevention program depends on the actions of individual employees as well as a commitment by City officials.
- b) Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required, or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the workplace.
- e) Each employee will be taught to recognize and avoid general workplace hazards as well as hazards and regulations specific to a particular line of work.
- f) Certain employees will be designated to receive specialized training to become certified in particular areas, or to become designated as "competent" or "qualified" persons under federal and state regulations.
- g) All employees will become familiar with the City's safety program, policies, and procedures, including the penalties for violations.

Safety training will be an ongoing process, and will be conducted for all employees, including office staff, management, and temporary or seasonal workers. Documentation will be maintained for each training program, which will include attendance lists, subjects covered, and questions or suggestions discussed. The purpose of all training sessions will be to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, material safety data sheets, and applicable state or federal regulations.

The City of Ashland's training program will include the following specific components:

- **Safety Policy**

At the installation of this program, each employee will be issued a copy of the City's safety policy. Supervisors will review the policy and the City's safety and health program with each employee. **A signed acknowledgment that the employee has read and understands the policy will be maintained on record.**

- **Supervisor Training**

Department heads, supervisors, and site supervisors will receive periodic instruction to maintain and enhance their communication and instructional skills, as well as their knowledge of the safety regulations and practices that they supervise.

- **New Employee Training**

New employees will be oriented to safety rules, policies and proper working practices in addition to their orientation about other aspects of City operations. **This operation will be completed before the employee is assigned specific operational duties.** This training will also be provided to all temporary or seasonal help, regardless of whether they have been previously employed by the City.

- **Weekly Safety Meetings**

Jobsite safety meetings, or "tool box talks" will be held frequently at a regular and specific time, to reinforce City rules and practices and to discuss site-specific conditions.

- **Personal Protective Equipment**

When issued personal protective equipment or tools, employees will be instructed in the proper and safe operation of the equipment and tools.

- **New Assignments and Changed Conditions**

Employees changing to a new position or to a new work routine or location will be trained in task-specific requirements and safety procedures for their newly assigned responsibilities. The City of Ashland does not assume that an employee has been trained for a new task simply because the employee already works for the City.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of the City of Ashland's injury and illness prevention program. They have a primary responsibility for actually implementing the injury and illness prevention program in the workplace.

Supervisors are responsible for becoming familiar with safety and health hazards to which employees are exposed, how to recognize them the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. **Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.**

Workplace Self-Inspections

In addition to the periodic examination of records, regular workplace safety inspections and evaluations will occur when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and the City of Ashland Code of Safe Work Practices.

Records and Reporting Requirements

The City of Ashland maintains records of employee training, hazard identification, hazard abatement, and accident investigation. All serious accidents must be reported to state authorities within specific time limits and according to a format prescribed by state regulations. In cases of hospitalization, or death, additional investigation and reporting will be required. **In all cases, the City will develop an investigation report for disclosure to its insurance carrier and, more importantly, for internal review and remedial action at the work site and with affected employees.**

ACCIDENT INVESTIGATION

All accidents, including "near miss" incidents, must be immediately reported to a supervisor, and will be investigated to determine the cause of the accident. Investigations will be "fact finding" but not "fault finding." After the cause is determined, immediate action may be taken to control or eliminate the hazard before another incident can occur.

Depending on the severity of the accident, the job superintendent or foreman, and possibly the Safety Director and/or other management personnel will participate in the investigation. All reports will be forwarded to management for review, for worker's compensation notification, and for appropriate notification to state and federal agencies.

A number of specific steps will be followed in the City of Ashland after an incident occurs. These are described in greater detail below. Employees who were at the scene, or who have other information about the situation, will be asked to provide information and to assist management in determining the factors that gave rise to the event. Information will be compiled as soon as practical after the event. Details will be documented, and sketches, diagrams or photographs taken as needed. Typical assessments will include obtaining information through steps such as:

- Visits to the scene
- Discussions with the injured worker(s)
- Collection of job site information
- Review of pertinent safety rules
- Identification of hazards
- Analysis of what happened, how it happened, and how it could have been prevented

Each investigation will conclude with recommendations of steps to be taken for prevention of future accidents. As part of the effort to prevent future occurrences, the

assistance of all employees even vaguely involved will be needed in completing accident and incident investigations and assessments.

Standard accident forms are available through each Division or through Human Resources.

DELEGATION OF RESPONSIBILITIES

To ensure that the safety and health program for the City of Ashland is implemented, the following assignments of responsibility have been established. All employees have the full support of management in executing their assigned duties and are expected to fulfill their responsibilities.

Management Responsibilities

- Establish the overall safety and health program for the City of Ashland.
- Show 100% commitment to the safety and health of all employees.
- Establish rules and programs designed to promote safety and health.
- Delegate safety responsibilities among employees, and stress the importance of a complete team effort to ensure a safe work environment.
- Make available the necessary training for employees to perform their job safely.
- Make available all necessary personal protective equipment for employees.
- Investigate accidents and "near miss" incidents.
- Conduct periodic safety inspections on all job sites and work locations.
- As necessary, discipline employees who violate established safety policies and safety rules.
- Require all outside contractors, suppliers and visitors on City property to adhere to the City's safety rules and practices.

Employee Responsibilities

- Become acquainted with all potential hazards in the area in which they work.
- Learn and follow appropriate standards, procedures, and hazard-control methods.
- Never undertake a potentially hazardous operation without consulting with appropriate supervisor.
- Stop an operation you believe is being undertaken in hazardous manner.
- Notify a supervisor of any condition or behavior that poses a potential hazard.
- Wear and use appropriate protective equipment.
- Immediately report any occupational injury or illness to the appropriate supervisor.

Each employee acting in a supervisory capacity also has specific safety responsibilities. These include:

- Developing an attitude and awareness of safety in the people supervised and seeing that individual safety responsibilities are fully carried out.
- Maintaining a safe work environment and taking corrective action on any potentially hazardous operation or condition.
- Ensuring that the personnel he/she directs are knowledgeable and trained in the tasks they are asked to perform.
- Ensuring that contract personnel are properly protected by means of instructions, signs, barriers, or other appropriate resources.
- Ensuring that no employee assigned to potentially hazardous work appears to be fatigued, ill, emotionally disturbed, or under the influence of alcohol or drugs.

The City of Ashland has also assigned specific responsibilities for coordinating and maintaining the City's safety and health program. These include the following functions, assigned as noted:

Mayor - Ultimate authority and responsibility to provide trained leadership and essential equipment to ensure safety for City of Ashland employees as they perform the work of the City and to enforce consequences on those who disregard safety thereby endangering their own life or the lives of others.

- Act as the City's representative for all inspections, surveys, consultations conducted by state, federal or local authorities.
- Periodically evaluate the effectiveness of safety and health programs.

Director of Human Resources - Responsibility to provide information and opportunities for training as it relates to public sector safety standards; to require compliance by all divisions of the City to appropriate safety standards and to keep necessary documentation.

- Coordinate and ensure implementation of all City safety activities, including the Hazard Communication Plan, Lock Out/Tag Out Programs, and an Emergency Response Plan.
- Work directly with superintendents regarding their safety responsibilities.
- Make recommendations regarding standards, regulations and enforcement procedures, including new and changed laws.
- Monitor the City inspection and auditing program and coordinate periodic assessments.
- Act as the City's representative for all inspections, surveys and consultations conducted by state, federal or local authorities.
- Review all accident reports and monitor accident recordkeeping.
- Coordinate training programs for supervisors and employees.

- Coordinate the purchase of general materials and supplies to assist City safety efforts, including required posters, forms, first aid kits, eye protection, and educational materials.

Division Directors - Responsibility to direct the implementation of all City of Ashland safety policies and procedures. To assess all potential provisions for specific training and equipment required for all safe performance of work procedures. To establish written work procedures which ensure the greatest degree of safety for employees and to enforce consequences when safety procedures are not followed.

- Act as the City's representative for all inspections, surveys and consultations conducted by state, federal or local authorities.
- Work with other City supervision to coordinate disciplinary procedures.

Supervisors - Responsible to enforce safety daily in the work sites of the City of Ashland. Responsible to provide on-the-job training and review safe work practices. Responsible to enforce the use of appropriate personal protective equipment. Responsible to create an environment in which each employee feels equipped to perform work safely.

City Law Director - Acts as the City's representative for all inspections, surveys and consultations conducted by state, federal or local authorities.

GENERAL CODE OF SAFE WORK PRACTICES

The following information is provided to acquaint all employees with the general aspects of work place safety that are in place at the City of Ashland as part of this safety and health plan. These provisions are enforced throughout the City's work places, and are supplemented at each work place by additional specific operating procedures. Employees are responsible for becoming familiar with this information and for directing questions about these or any other work practices to the appropriate supervision.

General Fire Safety

The local fire department must be acquainted with the facility, its location and specific hazards.

Portable fire extinguishers must be provided in adequate number and type and be located throughout the facility. Fire extinguishers must be mounted in readily accessible locations. Fire extinguishers must be recharged regularly and the date of last inspection noted on their tags. All employees must be periodically instructed in the use of extinguishers and fire protection procedures. Notify your immediate supervisor or the Safety Director of any damage to fire protection equipment.

Lock - Block - Tag Out Procedures
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All machinery or equipment capable of movement must be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required. **The locking out of the control circuits in lieu of locking out**

main power disconnects is prohibited. All equipment control valve handles must be provided with a means of locking out. The lock out procedure requires that stored energy (i.e. mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs.

Appropriate employees are provided with individually keyed personal safety locks. Employees are required to keep personal control of their key(s) while they have safety locks in use. Employees must check the safety of the lock out by attempting to start up after making sure no one is exposed.

Electrical enclosures must be identified in those places where the power disconnect does not also disconnect the electrical control circuit. The control circuit can also be disconnected and locked out.

Welding, Cutting and Brazing

Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment. A copy of the appropriate operating instructions is available and operators are directed to follow them.

Confined Spaces

Certain places in which work must be performed at the City of Ashland are not designed for continuous occupancy and are locations which are difficult to enter or to exit. These "confined" spaces present special hazards because they may contain dangerous concentrations of hazardous gases or vapors or an oxygen deficient atmosphere. Entry to these spaces is rigorously controlled to prevent serious injury or death.

Environmental Controls

All employees must be aware of the hazards involved when working with chemicals and the remedies that need to be used when an accident does occur. A training program will give instructions on how to handle the chemical being used and first aid to be applied to victims of chemical exposure. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis. Charts identifying the chemicals utilized in the workplace, their symptoms and effects must also be posted. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with a chemical. Staff should also be aware of new chemical products which may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

Any water that is provided to an employee throughout the facility should be clearly identified as to whether it is for drinking, washing or cooking. All restrooms must be kept clean and sanitary.

Hazardous Substances Communication

Because hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling and employee training is in operation. Material Safety Data Sheets or "MSDS" are readily available for each hazardous substance used. A training program on dealing with hazardous

materials is conducted to keep employees informed. Regular question and answer sessions are also part of the daily operating routine.

The program includes:

- An explanation of what an MSDS is, and how to obtain and use one
- A review of the MSDS contents for each hazardous substance or class of substances
- An explanation of the "Right to Know" established under state and federal law
- The location of the City's written hazard communication program
- Identification of hazardous substances that are present in City work areas
- The health hazards of the substances in the work area and how to detect their presence
- Specific protective measures to be used
- The hazards of non-routine tasks and unlabeled pipes

Employees may request to review this information at any time by contacting supervision.

Electrical

Employees will be required to report any hazard to life or property that is observed in connection with electrical equipment or lines. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliances must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adapters are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

Noise

Whenever employees are exposed to excessive noise levels, feasible engineering or administrative controls must be used to reduce these levels. When these control measures cannot be completely accomplished and/or while such controls are being initiated, employees are protected from the effects of excessive noise levels. Such protection can, in most cases, be provided by wearing suitable protective hearing devices.

The City of Ashland will supply earplugs for employees upon request or before going into a high noise area. There is a need for medical supervision when earplugs are used because their effectiveness depends on proper fitting. Only approved plugs should be used. Earplugs should be cleaned daily to prevent ear infections.

Engineering controls will be used to reduce excessive noise levels. When engineering controls are not feasible, administrative controls (i.e., worker rotation) will be used to minimize individual employee exposure to noise.

Fueling

Where flammable liquids are used, employees are trained to deal with spillage during fueling operations, how it is to be cleaned, the types and designs of fueling hoses and the specific types to fuel it can handle, whether fueling is being done with a nozzle that is a gravity flow system or self-closing, how to avoid spills and recognition that if a spill does occur, the safety of restarting an engine.

Fuel nozzles can not be left unattended during fueling, and the nozzle must be grounded to the vehicle during the fueling process. All fueling must be done outside of any building unless proper ventilation is established. Employees must be aware that an open flame or light near any fuel is prohibited when fueling or the transfer of fuel is occurring.

"NO SMOKING" signs will be posted conspicuously.

Piping Systems

Substances that are transported through piping are identified by color or labeling. Signs are posted identifying the substance being transported through the pipes as to whether it is hazardous and where turn-off valves, connections and outlets are located. All tags used for labeling are of a durable material with distinguishable and clearly written print.

When non-potable water is piped through a facility, outlets or taps, notices are posted to alert employees that it is unsafe and not to be used for drinking, washing or personal use. When pipelines are heated by electricity, steam or other external sources, warning signs or tags placed at unions, valves, or other serviceable parts will be part of the system.

Material Handling

In the handling of materials, employees must be aware of the following:

- Aisle ways must be designated, permanently marked, and kept clear to allow unhindered passage.
- Motorized vehicles and mechanized equipment will be inspected daily or prior to use.
- Vehicles must be shut off and brakes must be set prior to loading or unloading.
- Containers or combustibles or flammables, when stacked while being moved must be separated by dunnage sufficient to provide stability.
- Trucks and trailers will be secured from movement during loading and unloading operations.
- Pallets must be inspected before being loaded or moved.
- Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings or load attachments won't accidentally slip off the hoist hooks.
- Securing chains, ropes, chokers or slings must be adequate for the job to be performed.
- When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.
- Material Safety Data Sheets will be available to employees handling hazardous substances.

Transporting Employees and Materials

When employees are transporting either employees or materials, they must have an operator's license for that classification of vehicle and be certified or trained in the operation of that vehicle. For a safety program to be effective, they must also have on-going training in the particular applications and hazards associated with the vehicle.

Vehicles should be in good working condition and inspected on a regular basis according to an established checklist. Each vehicle with lamps, brakes, horns, mirrors, windshields and turn signals should be in good working order. Vehicles equipped with handrails, steps, stirrups or similar devices, placed and arranged so that employees can safely mount or dismount.

Safety measures to ensure passenger safety should be observed. When cutting tools with sharp edges are carried in passenger compartment they must be placed in closed boxes or secured containers. Carrying flares and two reflective type flares and a fire extinguisher are part of the standard emergency equipment carried in vehicles at all times. Passengers are not permitted except in the passenger compartment.

Safety Posters

The City of Ashland is required to post certain information that pertains to worker safety and health. The required information as well as other information helpful to ensuring worker safety is maintained on the central bulletin board in each department.

- OSHA Safety and Health Protection on the Job
- Notice of Workers Compensation Carrier
- Access to Medical and Exposure Records
- The location of a copy of City of Ashland Injury Prevention Program
- Summary of Work-Related Injuries and Illnesses (OSHA 300A Log)
- The location of a copy of City of Ashland's Code of Safe Work Practices
- A Fire Prevention and Evacuation Plan

When employees are required to work on the premises of any other employer, such as a service call or installation situation, the job site will maintain a collection of Material Data Safety Sheets that describe any hazards unique to that site. Check with the other employer's job site coordinator or supervisor for the exact location of the MSDS information.

In addition to these required safety postings, emergency numbers are maintained in each department and posted by at least one telephone. In most cases of real emergency call 911. State your name, nature of the emergency, and exact location of the injury. Answer all questions completely. Do NOT use 911 for routine calls to police or fire departments.

Licenses and Permits

In addition to other postings required by law, the City of Ashland maintains a copy of all necessary business licenses, permits, and notices required by the National Labor Relations Board or other governmental bodies, notices of citations during abatement

periods, and other required information which are posted during the appropriate times on the bulletin board.

Personal Protective Equipment

The City of Ashland provides personal protective equipment in accordance with state and federal regulations and recognized safety codes. Employees must wear equipment in the proper manner and at all times according to supervisory instruction. Employees are expected to maintain personal protective equipment in proper working order and ready for use. Any damage or need for repair must be reported immediately and the equipment restored to its proper condition before it is returned to service. Employees must report any difficulties in use or fit to supervision immediately. In addition to specific equipment requirements established in each department for particular operations, the following general rules will apply in all situations:

1. Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields.
2. Employees are required to wear safety glasses at all times in areas where there is risk of eye injuries such as punctures, contusions or burns.
3. Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles, or other medically approved precautionary procedures when working in areas with harmful exposures, or risk of eye injury. Contact lenses may not be permitted in all working areas where exposure to hazardous chemicals may occur.
4. Employees are required to wear protective gloves, aprons, shields and other means provided in areas where they may be subject to cuts, corrosive liquids and/or harmful chemicals.
5. Hard hats must be worn in areas subject to falling objects, and at all times while at construction sites.
6. Appropriate footwear including steel toed shoes or approved hard toed shoes must be worn in an area where there is any risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating action.
7. When necessary, employees must use the approved respirators which are provided for regular and emergency use. Facial hair may not be permitted in all areas in which the use of respirators is required.
8. An eye wash facility is located in the work area or first aid kit. If any irritant gets into an employee's eyes, call for medical assistance immediately and flush the eye out with clean water.
9. A shower is provided for emergencies in some divisions.
10. Food may not be eaten in work areas, or in places where there is any danger of exposure to toxic materials or other health hazards. Ask your supervisor to identify safe eating places.
11. In cases where the noise level exceeds certain levels, ear protection is required.
12. In cases of cleaning toxic or hazardous materials, protective clothing provided must be worn.

Work Environment and Housekeeping

- Work sites must be clean and orderly
- Good housekeeping practices prevent accidents

Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant. All combustible scrap, debris and waste must be stored safely and removed promptly. Combustible dust must be cleaned up with a vacuum system to prevent the dust from going into suspension. The accumulated combustible dust must be removed routinely. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.

Waste containers must be covered. Only containers approved by supervision for use as trash receptacles may be used for the disposal of materials. Oily and paint soaked rags are combustible and should be discarded in sealable metal containers only.

All oil and gas fired devices should be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working. Ask your supervisor where these controls are located.

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well lighted and unlocked during work hours. Excessive combustibles (paper) may be not stored in work areas.

Aisles and hallways must be kept clear at all times. Designated employees have been trained to respond to a fire or other emergencies. Workplaces are to be kept free of debris, floor storage and electrical cords.

Proper lifting techniques are to be used by employees to avoid over-exertion and strain when carrying loads.

Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards. All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces.

Floor and Wall Openings

All floor openings (holes) should be guarded by a cover, guardrail or equivalent barrier on all sides except at the entrance to stairways and ladders. Toe boards must be installed around the edges of a permanent floor opening. In roadways and driveways, covers with the capacity to carry a truck rear axle load of at least 20,000 pounds must protect all manholes and trenches.

Before beginning work at a new location, inspect it to insure that all floor openings which must remain open, such as floor drains, are covered with grates or similar covers. In office buildings, fire resistive construction requires that doors and hallway closures be properly rated and be equipped with self-closing features. Be sure that there are at least two fire emergency exits accessible from our location at all times.

Driving

Drive safely. If vehicles are used during the work day, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic.

Seatbelts

All employees, including permanent, seasonal, temporary agency employees, intermittent and part-time, are to wear seatbelts while operating or riding in a motorized City owned vehicle equipped with seatbelts including the back seat.

Seatbelts shall be worn in accordance with the vehicle's operator's manual. If the manufacturer equips the vehicle with seatbelts, they are to be worn.

Employees using equipment with Roll Over Protection System (ROPS) must wear seat belts according to the manufacturers operating instructions. ROPS is a rollcage or other device designed to protect the operator in the event of a rollover. If the ROPS is disabled, seatbelts should not be worn. Examples of vehicles with ROPS include mowers, backhoes, loaders and rollers.

Vehicle Maintenance

Where tires are mounted and/or inflated on drop center wheels, a safe practice procedure will be enforced. Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, a safe practice procedure will be enforced. Each tire inflation hose must have a clip-on chuck with a least 24 inches of hose between the chuck and an in-line hand valve and gauge. The tire inflation control valve should automatically shut off the air flow when the valve is released. A tire restraining device such as a cage, rack or other effective means must be used while inflating tires mounted on split rims, or rims using retainer rings.

Employees are strictly forbidden from taking position directly over or in front of a tire while it's being inflated. Proper lifting techniques must be used by employees to avoid over-exertion when lifting packages.

Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees are responsible for ensuring that tools and equipment used by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced regularly. Appropriate handles must be used on files and similar tools. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving on tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be wedged tightly into the

heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending.

Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.

It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as braces, skids, gin poles, or for other than intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Portable Power Tools

Portable power tools pose a special danger because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screw drivers.

Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer.

Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked periodically and before each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded.

All rotating or moving parts of equipment should be guarded to prevent physical contact. All cone-connected, electrically-operated tools and equipment should be effectively grounded or of the approved double insulated type. Effective guards must be in place over belts, pulleys, chains, sprockets, or equipment such as concrete mixers, air

compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings ½ inch or less.

Do not attempt to lift heavy objects without proper equipment. Hoisting equipment will be made available for lifting heavy objects, with hoist ratings and characteristics for the task.

Power tools are either battery operator or wired. If battery operated, don't underestimate their power. A small electric drill or power screw driver can cause a severe injury. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source.

Hard wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Combustible Materials

All combustible scrap, debris and waste materials (oily rags, etc.) must be stored in covered metal receptacles and removed from the work site promptly. Proper storage to minimize the risk of fire, including spontaneous combustion must be practiced. Only approved containers and tanks are to be used for the storage and handling of flammable and combustible liquids. All connections on drums and combustible liquid piping, vapor and liquid must be kept tight. All flammable liquids should be kept in closed containers when not in use (e.g., parts-cleaning tanks, pans, etc.).

Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing. Storage rooms for flammable and combustible liquids must have explosion-proof lights. Storage rooms for flammable and combustible liquids should have mechanical or gravity ventilation. Liquefied petroleum gas must be stored, handled, and used in accordance with safe practices and standards.

"No Smoking" signs are posted on liquefied petroleum gas tanks. Liquefied petroleum storage tanks should be guarded to prevent damage from vehicles. All solvent wastes and flammable liquids should be kept in fire-resistant, covered containers until they are removed from work sites.

Vacuuming should be used whenever possible rather than blowing or sweeping combustible dust. Fire separators should be placed between containers of combustibles or flammables when stacked one upon another to assure their support and stability. Fuel gas cylinders and oxygen cylinders must be separated by distance, fire resistant barriers, etc., while in storage.

Excavation Practices

Certain work responsibilities at the City of Ashland involve duties at excavation sites, including work in or around trenches. Note that some of these sites may also qualify as confined spaces, discussed elsewhere in this manual.

Specific regulations apply to all open excavations made in the earth's surface, which include trenches. A trench is actually a narrow excavation made below the surface of the earth in which the depth is greater than the width, and the width does not exceed 15 feet. An excavation is any man-made cut, cavity, trench or depression in the earth's surface formed by earth removal. Excavations can include excavation for water and sewer lines, and highway construction and repair.

Excavation work must proceed under the immediate supervision of a "competent person". The competent person on the job is capable of identifying and anticipating hazards associated with the excavation site and work in progress and has the authority to modify the work methods as necessary to provide greater safety. These individuals will have special training in excavation methods, soil conditions, and the protective systems used for sloping, benching, sheeting and shoring. The competent person has the responsibility of conducting daily inspections and after rains and other changes in weather conditions that may affect the site.

Outside Contractors

Many projects within the City of Ashland utilize the services of independent contractors. The Division Director is responsible for coordinating workplace safety information with contractors before work begins on a project. The City's objective is to ensure that all work performed at City work sites is accomplished in a manner that is safe and in compliance with all applicable state and federal regulations. The City can request information and/or certification regarding contractor safety plans, work practices, designated competent persons, and training programs. Requests for this information are typically incorporated into the bid specifications for a project and discussed at preconstruction meetings. The Safety Director has also established a method for communicating with contractors about safety issues that arise on the job, and for resolving any concerns in a timely manner.

Fire Extinguishers

Fire extinguishers are selected for the types of materials and placed in areas where they are to be used. These fire extinguishers are classified as follows:

- Class A** - Ordinary combustible materials fires.
- Class B** - Flammable liquid, gas or grease fires.
- Class C** - Energized-electrical equipment fires.

Appropriate fire extinguishers are mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials. All extinguishers are serviced, maintained and tagged at intervals not to exceed one year. Extinguishers are placed free from obstructions or blockage. All extinguishers must be fully charged and in their designated places unless in use.

"NO SMOKING" rules will be enforced in areas involving storage and use of hazardous materials. "NO SMOKING" signs have been posted where appropriate in areas where flammable or combustible materials are used and/or stored. Safety cans must be used for dispensing flammable or combustible liquids at point of use. All spills of flammable or combustible liquids must be cleaned up promptly.

Storage tanks should be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes. Storage tanks are equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.

First Aid Kits

First aid kits are available in each department and are physician-approved.

Eyewash and Shower

Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided, within the work area, for immediate emergency use. A poster is fastened and maintained either on the cover of each first aid kit and at or near all phones plainly stating the phone numbers of available doctors, hospitals, and ambulance services within the district of the work site.

HAZARD COMMUNICATION PLAN

Introduction

The objective of this section of the overall safety plan is to provide guidance to employees of the City of Ashland who use hazardous materials so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact.

To avoid injury and/or property damage, persons who handle chemicals on City property or in any area under the jurisdiction or control of the City must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is provided.

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees.

This section describes how the City of Ashland employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Employees are informed about the hazards of chemicals to which they may be exposed:

- Under normal working conditions
- During the performance of non-routine tasks
- In an emergency

Components of this program include labeling, material safety data sheet (MSDS) information, and training.

MSDS Information

With regard to MSDS, the City of Ashland has limited coverage under the OSHA Hazard Communication Standard. Employers who use hazardous chemicals - but do not produce them or import them - are not required to evaluate the chemicals in their facilities for hazardous properties. Suppliers and manufacturers are responsible for determining which chemicals are hazardous, and for supplying the user, in this case, the City of Ashland, with all necessary material safety data sheets. The City is required to maintain only those sheets that are received with incoming shipments.

No standardized format is required for MSDS, and manufacturers use a wide variety of forms. Regardless of the format, the MSDS should contain:

- Information on the manufacturer
- Hazardous ingredients and identity information
- Physical and chemical characteristics
- Fire and explosion data
- Reactivity data
- Health hazard data
- Precautions for safe handling and use
- Control measures

If Material Safety Data Sheets are not automatically provided, the Division Director or designee will be responsible for obtaining the information from the supplier/manufacturer and for updating and distributing the sheets to the various City departments. If a personal request to obtain this information from the responsible party is unsuccessful, a request will be made in writing, via certified mail, for the necessary MSDS.

Material Safety Data Sheets will be obtained before chemicals are used at any City location or any City job site. If any new or significant information arises about chemicals already in use, the supplier/manufacturer must send an updated MSDS to the City.

The MSDS will be maintained in a notebook in highly visible and easily accessible locations for employees and all outside contractors, on all job sites, during all shifts.

The Division Director or designee is responsible for coordinating a review of the MSDS information with all outside contractors.

Contractor Responsibilities

All contractors and subcontractors are required to maintain their own MSDS notebooks on site at a City job. Each general contractor is responsible for keeping one master job site MSDS notebook, and for communicating the necessary information about hazardous chemicals to his employees and those of the subcontractors. Each Division Director is responsible for developing and maintaining the necessary communication with general contractors about MSDS locations and labeling systems in use. In the administration of the City's Hazard Communication Plan, the following responsibilities are assigned among the employees of the City of Ashland.

Responsibilities of Supervisors/Management:

- Identify hazards for respective work areas.
- Ensure hazards are properly labeled.
- Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in work areas, make them accessible to employees during each work shift.
- Have the written Hazard Communication Program available to all employees.
- Provide hazard-specific training for employees.
- Identify hazardous materials in the hazard review section of the City of Ashland purchase requisition form.
- Alert on-site contractors to hazardous materials in work areas.
- Alert on-site contractors that they must provide to their employees information on hazardous materials they bring to the work site

Employees must:

- Attend safety training meetings.
- Perform operations in a safe manner.
- Notify management immediately of any safety hazards or injuries.
- When ordering materials, identify hazardous chemicals in the hazard review section of the City of Ashland purchase requisition form.

The Responsible Safety Officer, Director of Human Resources, will:

- Develop a written Hazard Communication Program.
- Provide required training programs.
- Assist supervisors in developing hazard-specific training programs.
- Oversee the Hazard Communication Standard written policy and implementation plans.

The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events.

The following general safety precautions should be observed when working with chemicals:

- Keep the work area clean and orderly.
- Use the necessary safety equipment.
- Carefully label every container with the identity of its contents and appropriate hazard warnings.
- Store incomplete chemicals in separate areas.
- Limit the volume of volatile or flammable material to the minimum needed for short operation periods.
- Provide means of containing the material if equipment or containers should break or spill their contents.
- Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved.
- Obtain and read the Material Safety Data Sheets (MSDS).

Task Evaluation

Each task that requires the use of chemicals must be evaluated to determine the potential hazards associated with the work. This hazard evaluation must include the chemical or combination of chemicals that will be used in the work, as well as other materials that will be used near the work.

Supervisors are responsible for establishing safe procedures and for ensuring that the protective equipment needed to work with the chemicals is available. Supervisors must instruct their workers about possible hazards, safety precautions that must be observed, possible consequences of an accident, and procedures to follow if an accident does occur. The supervisor is required to enforce the proper use of protective equipment and the established safety practices.

It is the responsibility of employees and all who use the City of Ashland facilities to understand the properties of the chemicals with which they will work and to follow all precautions, that apply to each specific task.

Labels

All containers of hazardous chemicals on site will be labeled, tagged or marked by the supplier/manufacturer with the following information. This includes glassware, safety cans, and plastic squeeze bottles:

- identity of the hazardous chemical
- appropriate warnings
- name and address of the manufacturer, supplier, or responsible party.

All labels will be in legible English, and will be prominently displayed on the container or readily available in the work area during each shift. If chemicals are transferred from the original container to another container, the supervisor will ensure that the new container receives the proper labeling.

Chemical Storage

To reduce the possibility of unwanted chemical reactions caused by accidental mixing, chemicals are grouped for storage in the following categories:

- Flammable liquids (e.g., acetone, benzene, ethers, alcohols)
- Other liquids (e.g., chloroform, trichloroethane)
- Acids (e.g., nitric, sulfuric, hydrochloric, perchloric)
- Bases (e.g., sodium hydroxide, ammonium hydroxide)

Employees must follow established chemical storage procedures. Chemicals must not be stored in the same refrigerator used for food storage. Any refrigerators used for storing chemicals must be appropriately identified by placing label on the door.

Disposal of Chemicals

All the City of Ashland employees, participating guests, and visitors using hazardous chemicals are responsible for disposing of these chemicals safely. Federal and state regulations mandate strict disposal procedures for chemicals. To comply with these regulations all persons using City facilities must observe these procedures.

Routine Disposal of Chemicals

In general, the disposal of hazardous chemicals to the sanitary sewer is not permitted. The Division Director will consult with proper authorities to advise. In

using chemical waste storage containers, certain procedures must be observed, as listed below:

- Incompatible chemicals must not be mixed in the same container (e.g., acids should not be mixed with bases; organic liquids should not be mixed with strong oxidizing agents).
- Waste oils must be collected in 55 gallon drums. Disposal solids, and explosive materials must be stored in separate containers.
- Leaking containers of any sort will not be accepted.
- Unknown chemicals will require special handling. The responsible department must make every effort to identify the material that is to be disposed of. If all the user's attempts to identify the waste chemicals have failed, the Division Director will be contacted. The Division Director, Safety Director and Mayor will determine the appropriate action.

General Housekeeping Rules

- Maintain smallest possible inventory of chemicals to meet your immediate needs.
- Periodically review your stock of chemicals on hand.
- Ensure that storage areas, or equipment containing large quantities of chemicals, are secure from accidental spills.
- Rinse emptied bottles that contain acids or inflammable solvents before disposal.
- Recycle unused laboratory chemicals wherever possible.

DO NOT

- Place hazardous chemicals in salvage or garbage receptacles.
- Pour chemicals onto the ground.
- Dispose of chemicals through the storm drain system.
- Dispose of highly toxic, malodorous, or lachrymatory chemicals down sinks or sewer drains.

Employee Information and Training

All employees will be provided with training and information on hazardous chemicals in the work area at the time of their initial hire, and whenever a new hazard is introduced to the job site. In addition, the information contained in this Hazard Communication Program and specific information on various chemicals will be reviewed periodically at the weekly "tool box talks" and as part of other training conducted by the City of Ashland.

EMERGENCIES

Organization

The City of Ashland requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage.

All of the City of Ashland's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Building Emergency Plan

A specific emergency plan for each building or facility has been prepared by the Division Director and the Director of Human Resources. That plan contains the following information and procedures as appropriate for each building:

- A list of people with specific duties during an emergency and a description of their duties, for example, the supervision of evacuation.
- Floor plans showing evacuation routes, the location of shutoff switches and valves for the utility systems (water, gas electricity), and the locations of emergency equipment and supplies (including medical).
- Indications on the floor plans of areas where specific hazards (i.e., toxic, flammable, and/or radioactive materials) exist. Location and description of special hazards or hazardous devices should be included in the text together with shutdown procedures if applicable.
- Designation of a primary assembly point for evacuees, well away from the building. An alternate site should also be designated in case the first choice cannot be used.
- Re-entry procedures. No one should re-enter an evacuated building or area without specific instructions from the building manager or person in charge.

Employee Responsibilities

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. Employees must not re-enter an area that they have evacuated until notified that it is safe to return.

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

- If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
- Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.
- Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.
- Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.