



The City of Midlothian

Employee Safety Handbook

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SAFETY POLICY

The purpose of the City of Midlothian Safety Policy is to promote the safety and health of every City employee. The City's goal, as an employer, is to provide the safest possible working conditions for the employees and, as a government service organization, to provide a safe environment for the public that uses our service.

INTRODUCTION

This Safety Handbook is designed to give you a broad look at the safest methods of doing your job. It contains general safety rules and is not intended to be all inclusive. It is designed to assist you in preventing accidents and to assist each department in development of departmental safety guidelines.

Each rule contained in this handbook may apply to a variety of work situations whether they are in the office or in a work area such as in a shop or on a public access area. Employees are expected to be aware of and to practice safety both on and off the job.

SAFETY RESPONSIBILITY

CITY MANAGER. The City Manager has the overall responsibility for the safety program of The City of Midlothian. As part of his/her responsibility, the City Manager will assure all safety inspections and accident reports are properly reviewed, appropriate action taken to eliminate safety hazards or causes of accidents, and the safety program is promoted in each department to reach all employees.

SAFETY ADMINISTRATOR. The Safety Administrator is responsible for coordinating safety activities for the City through liaison with department heads, supervisors, and Safety Committee Members. The Safety Administrator will hold regular Safety Committee meetings to review and/or investigate all accidents involving employees, vehicles, equipment, or other property. Additionally, (s)he will assist the City Manager in assuring the safety program is promoted in each department.

DEPARTMENT HEADS. Department Heads will promote the safety program through their department supervisors. They will review all accident investigation reports from the Safety Committee and take appropriate action to eliminate identified safety hazards, correct work procedures that may be unsafe, take appropriate disciplinary action against employees found violating the City's safety rules, and any other action to assure a safe workplace. They will provide the leadership and positive direction in maintaining the City's safety policies.

SUPERVISORS, MANAGERS, AND “LEAD WORKERS”. Supervisors, managers, and “lead workers” have the responsibility for the safe actions of their employees, and the safe performance of machines and equipment within their operating area. They have the authority to enforce the provisions of the Safety Policies as outlined in this handbook, and to keep losses at a minimum. They will promote safety awareness and encourage a proper safety attitude by their example. They are responsible for training their employees in the safe way to do their respective jobs and point out where hazards may exist. They will assure each of their employees has the protective equipment and devices with which to do their job. They will conduct periodic inspections of all work areas and operations to improve housekeeping, eliminate unsafe conditions and encourage safe work methods. Additionally, they will conduct thorough investigations into the causes of all accidents and take prompt corrective action, including the reporting of personal injury or property damage.

EMPLOYEES. Every employee has responsibility for prevention of accidents. Each employee must:

- a. know and follow the safety rules that apply to each job;
- b. follow their supervisor’s instructions;
- c. report all unsafe conditions to their supervisor and, if possible, correct those unsafe conditions;
- d. keep work areas clean and orderly at all times;
- e. use all safety equipment and devices required for the job;
- f. operate only the equipment they are authorized to operate or are trained to use safely;
- g. report all accidents (personal injury or property damage) to their supervisor immediately;
- h. Employees are encouraged to make safety suggestions and report unsafe conditions to their supervisor or to the Safety Committee. Suggestions or reports submitted to the Safety Committee should be addressed via the Human Resources Department.

GENERAL RULES

1. Be familiar with, and observe the safe methods of doing your job.
2. Good housekeeping (clean and orderly work areas and equipment) is fundamental to accident and fire prevention.
3. Controlled-substance or alcohol abuse is prohibited. Any employee reporting for work while under the influence shall be subject to disciplinary action.
4. Horseplay of any kind is strictly forbidden.
5. Do not operate equipment you are unfamiliar with or have not been trained to safely operate.

6. Smoking is prohibited in all City facilities. Smoking is allowed only in areas specifically designated as smoking areas. If you are unsure where a smoking area is, ask your supervisor.
7. Report all accidents, hazardous conditions, hazardous actions and/or practices to your supervisor.
8. Serious injuries or accidents must be reported immediately to your supervisor. Minor injuries or accidents must be reported to your supervisor within 24 hours.
9. First aid kits are provided in certain work areas for your protection. They are to be used only until appropriate medical attention can be obtained.
10. First aid, artificial respiration and/or CPR should be performed only by trained personnel until appropriate medical help can be obtained.
11. The supervisor will arrange for emergency transportation if required, and will accompany the injured employee.
12. Fire extinguishers are to be properly located and marked. All employees should know the location and proper use of fire extinguishers.
13. All employees are expected to be responsible for exercising personal safety to protect themselves and others.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection

1. Suitable safety glasses, goggles, or face shields will be worn when the work may result in hazardous exposure of foreign substances to your eyes.
2. Examples of where proper eye protection devices will be worn, but are not limited to, are:
 - a. Chipping, grinding, edging, mowing, etc. where relatively large flying particles can be involved.
 - b. Dust and small flying particles such as found when using power tools, grinding, or woodworking.
 - c. Transfer of chemicals or hazardous liquids where splashing may occur.
 - d. Injurious gases, fumes, or mists when spraying, using chemicals or industrial gases, etc.
 - e. Injurious radiant energy such as that found when welding, tending a furnace, etc.
The above examples includes using air or electric driven power tools such as grinders, drills, jack hammers, saws, compressed air lines, etc., and when working near or in, or visiting work areas where eye protection is required.
3. Eye protection devices will be kept in a sanitary and serviceable condition and will be replaced when the device becomes warped, scratched or pitted.
4. Safety goggles or glasses will be provided by the City to those employees working in areas requiring eye protection.

Head Protection

1. Approved head protection (hard hat) is to be worn whenever working in or visiting areas where there is the probability of striking the head against objects or obstructions, or where you may be struck by falling or flying objects.
2. Examples of where hard hats are to be worn, but are not limited to, are:
 - a. Designated hard hat areas. Such areas are usually posted.
 - b. Digging holes, trenches, or clearing right-of-ways (ROW).
 - c. Working aloft on towers, tanks, structures. Or ladders.
 - d. Working in construction areas.

Hand Protection

1. Gloves suitable for the work will be worn by all employees handling rough material or when engaged in other work where hand injuries may result.
2. Special gloves will be furnished by the City to employees to wear when they perform duties requiring them to handle hot materials, acid, or other chemicals that might burn or irritate the skin.

Clothing

1. Steel toed shoes suitable for the type of work to be done will be worn at all times. Foot protection is required where there is a hazard to the feet.
2. Loose clothing will not be worn while working around or near moving machinery or equipment.
3. Avoid wearing clothing soiled by oil or chemicals to prevent skin irritation or toxic reaction.
4. Wear gloves and long sleeved shirts when handling cement or dry chemicals to prevent skin burns and/or rashes.
5. When working with hot asphalt or oil for surfacing, protect your hands with the appropriate gloves. Wear sturdy shoes and heavy trousers with close fitting cuffs to protect against splashes.
6. Wear reflectorized warning vests when working in or adjacent to streets, alleys, highways, or other area where the possibility exists of being struck by a moving vehicle or equipment.

Hearing Protection

1. Ear plugs or ear muffs will be worn when working in an area where there is exposure to high noise levels.

LADDERS AND SCAFFOLDS

1. Inspect ladders prior to each use and properly repair or replace those found to be defective. Ladders that have broken, loose or cracked rungs, side rails, or braces will not be used and will be removed from service to be repaired or discarded.

2. Ladders carried on vehicles will be adequately supported to avoid sagging, and will be securely fastened in position to minimize damage to the ladder and to avoid falling off the vehicle.
3. Only one person will work from a ladder. If the work requires more than one person, each person will use a separate ladder.
4. Always face the ladder when going up or going down, using both hands to hold on to the ladder to avoid falls.
5. Do not overreach when on a ladder. Relocate the ladder as closely as possible to the work to be performed.
6. Do not use chairs, boxes, or other objects in the place of using a ladder. Use a ladder for any job that cannot be reached by standing on the floor/ground.
7. Avoid setting up ladders within the arc of doors or near a blind corner. If it is necessary to do so, secure the door so it cannot be opened or have a co-worker guard the door/blind corner to warn passersby of the presence of the ladder.
8. Keep ladder rungs clean and free of grease, oil, and “caked-on” dirt.
9. Do not work or stand on either of the top two rungs of the ladder or use a ladder as a scaffold platform unless the ladder has been designed specifically for that purpose.
10. Metal ladders will not be used in the vicinity of electrical circuits.
11. Nonskid feet should be used on all straight and extension ladders.
12. A straight ladder should be long enough to extend at least three to four rungs above the level to which the user is climbing. Stepladders must not be used in place of the straight ladder unless the stepladder meets the same above requirement as for straight ladders.
13. If the feet of a straight ladder are to rest on an insecure surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats or other anti-slip devices, or by stationing a co-worker at the base of the ladder to hold it in position during use.
14. A co-worker holding the base of a ladder for another co-worker should look straight ahead rather than up the ladder. The co-worker at the base should wear a hard hat and eye protection.
15. When using a stepladder, fully spread the legs of the stepladder when it is in use.
16. Do not work from a stepladder at a height of more than six feet above the ground or floor unless another co-worker holds the stepladder.
17. Do not exceed the maximum load limit of the ladder.
18. Planks and other material used in building scaffolding must be sound and free of knots. Keep planks in good condition with a spar varnish. Never paint the planks.
19. Planking should be adequately cleated. The scaffolding used for work over ten feet off the ground or floor should have toe boards, mid-rails, and handrails.

EXCAVATIONS

1. Trenches and other excavations will have the sides supported by adequate sheeting, shoring, or bracing, where the depth of the excavation exceeds four (4) feet. Air monitoring equipment must be used if the trench or excavation is deeper than four (4) feet. Trenches may be sloped if adequate space is available. All trenching and shoring will be in compliance with current OSHA rules and regulations.
2. No materials, soil, debris, equipment, etc., will be stored, moved or placed within four (4) feet of an open trench, excavation, etc.
3. Employees will not work in any trench or excavation in the immediate area where power digging equipment (such as a backhoe or shovel) is in operation.
4. No material or tools will be dropped into the trench or excavation near where employees are working. Such material or tools must be carried down or passed to the employee below.
5. Do not get out of a trench or excavation without first looking to make sure there is no danger of being struck by moving traffic.
6. All employees engaged in trenching or excavation must wear hard hats and safety goggles.

BARRICADES

1. When excavations are made, manhole covers removed, or any time the work area extends into the street or highway, the work area will be adequately protected with signs, barricades, cones, and/or warning lights.
2. When possible, the crew's work truck will be used as part of the barricade, especially in heavy traffic.
3. Refer to the Texas Manual on Uniform Traffic Control Devices for additional information on barricading. This reference manual is available in the Public Works Department office.

SHOP MACHINES

1. Operators of shop machines will be thoroughly familiar with and trained in the safe operation of such equipment.
2. All machine guards must be in place before operating the equipment.
3. Operators will be thoroughly familiar with the procedures for safe operation of any machinery they use.
4. All guards must be in-place before equipment may be operated.
5. The floor around machines/equipment must be kept clean and orderly to prevent slipping or tripping hazards.
6. Never use compressed air to blow off equipment or clothing. Use a brush or other appropriate cleaning instrument.
7. Machines/equipment will not be left running while unattended.
8. Loose clothing will not be worn by personnel working around or must pass near moving machinery/equipment.

9. Operation of a grinder or other power tools will be operated only by employees who have received proper operating instructions/training.
10. Approved eye protection will be worn when operating or working near machinery/equipment such as saws, drill presses, shapers, grinders, etc.
11. Hoists will be kept out of the immediate work area when not in use.
12. Access to fire extinguishers, exits, and electrical switches and panels will be kept free from all stored materials, equipment, etc. which would prevent or hinder easy access to such.
13. Floors and workbenches will be kept free from debris and oily rags.
14. All machinery/equipment must be stopped and locked-out before making any repairs.
15. Defective equipment must be reported to the supervisor.
16. Only approved grounded safety extension cords will be used.
17. All compressed gas cylinders will be stored and transported in an upright position and lashed or chained in place.
18. Do not store combustible material around grinders or other spark or heat producing tools, machines, or equipment.

POWER MOWERS

1. Read operating instructions carefully. Know the controls so the motor can be stopped or the clutch disengaged quickly in an emergency.
2. Learn the capacity and limitations of the equipment.
3. Plan each job thoroughly. Anticipate hazards. Plan emergency action.
4. Wear safety goggles/glasses when mowing. Avoid wearing ties, jewelry and loose clothing.
5. Stand clear when starting the motor. Have firm footing and keep hands and feet clear. Be sure all parts move freely before attempting to start.
6. Disengage clutch before starting, especially on self-propelled equipment.
7. Before making adjustments or clearing jammed objects from mowing equipment, shut off the power, wait for the machine to stop, and lock-out starting switch (disconnect electrical plug or spark plug wire).
8. Operate machines/equipment with guards in place. Replace guards immediately when they are removed to adjust, clean or grease the equipment. Keep guards adjusted and in good working condition.
9. Operating equipment will not be left unattended.
10. Operate engines at the slowest speed needed for effective operation.
11. Good maintenance is essential. Inspect equipment periodically for loose connections, broken or badly worn parts. Make sure cutting knives or blades are tight, sharp and in good condition.
12. Refuel outdoors with engine turned off. Use only approved containers to carry or store gasoline. Store fuel in a safe place and avoid spillage. Never smoke when refueling.

13. Keep children and pets away from mechanized equipment.
14. When operating a power mower:
 - Mow only when there is sufficient daylight.
 - Inspect the lawn ahead of mower and remove stones, branches, and other debris.
 - Wear safety shoes.
 - Keep in step with the mower to maintain control.
 - Do not lift a running mower.
 - Shut off the power when going from one level to another.
 - On slopes – maintain your footing, balance, and control of the mower.
 - Never push the mower down a slope.
 - Never pull a mower toward you.
 - When using a riding mower use extreme caution to avoid overturning on steep slopes and when making turns.
 - Do not permit others to ride with you.
 - Watch out for low hanging branches or other low hanging obstacles.
 - When possible, direct the grass discharge away from traffic, pedestrians, or others.

WELDING OPERATIONS

1. Wear clothing which will protect all the body from the rays of the arc and from metal sparks. Use shields to protect passersby whenever necessary.
2. Wear shoes that extend above the ankle, or approved spats, and trousers extending below the tops of the shoes. Trousers cannot have cuffs.
3. Hoods must be in place before you strike an arc and at all times while welding.
4. Welder's helpers will be protected in the same manner as welders.
5. An appropriate fire extinguisher will be near the welding operation at all times.
6. Put rod stubs in an appropriate container. Do not drop any rod stubs on the floor where they will become a slipping/tripping hazard.
7. All compressed gas cylinders will be stored and transported in an upright position and lashed or chained so they cannot topple over.
8. Caps will be kept on all cylinders when not in use. All compressed gas Cylinders will be shut off at the cylinder valve and not at the regulator. A regulator is not a shutoff valve.
9. Empty cylinders will be plainly marked "empty" or "MT". The valves of empty cylinders will be closed. The cylinders will be returned to pick-up point when they become empty.
10. Protect or move flammable materials before starting work in hazardous areas.

HAND TOOLS

1. Hand tools will be kept in good repair and used only for the purpose for which they are designed.
2. Tools having defects that will impair their intended use will be removed from service immediately.
3. Do not leave tools on overhead work areas where they could fall and strike someone below.
4. Throwing tools or materials from one location to another, or dropping them to lower levels, will not be permitted.
5. When using hand tools or helping someone who is using hand tools, place yourself in a position that will preclude injury if the tool should slip or break.
6. Edged or pointed tools will not be carried in belts or pockets unless the point or edge is protected.
7. Only “non-sparking” tools will be used in locations where sources of ignition may contribute to a fire or explosion.
8. Pocket knives and other exposed blade knives should be used as a cutting tool only.
9. Do not use hammers with metal handles, or screwdrivers or knives that have metal continuing through to the end or side of the handle, on or near energized electrical equipment.

PORTABLE TOOLS

1. Power tools will be inspected, tested, and determined to be in safe operating condition prior to use. Continued periodic inspections will be made to assure safe operating conditions and proper maintenance.
2. Never use or try to repair power equipment with which you are unfamiliar.
3. Power tools must have their frames effectively grounded whenever they are connected to a power source. Exception to this rule are those with a self-contained power supply or those that have received the UL seal of approval.
4. Hand-held power tools will be equipped with a constant-pressure switch that will remove power when the pressure is released.
5. Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe.
6. Hydraulic or pneumatic tools used on or around energized lines or equipment will be equipped with non-conducting hoses having adequate strength for the normal operating pressures.
7. The following items will not be worn while working with any power tool or machine:
 - Loose, fringed or frayed clothing.
 - Loose, untied, long hair.
 - Dangling jewelry, rings, chains, or wristwatches.

8. Do not use power tools in wet locations except in extreme emergencies. Wear appropriate protective equipment or clothing including insulated rubber gloves.
9. Guard electric cords against damage from heat, oil, or sharp objects. Inspect electric cords for damage before use.
10. Shut off any sparking motors or overheating equipment. Report the condition to your supervisor at once.

MATERIALS HANDLING AND STORAGE

1. When lifting objects:
 - Place your feet solidly on the ground, spaced apart and close to the load.
 - Bend your knees outward and crouch over the load, keeping your back as straight as possible, and grasp the load securely.
 - To lift the load, push up with your legs and at the same time bring your back to a vertical or upright position.
 - Keep the load close to your body and lift it with a smooth, even movement. Avoid a jerking or “quick” motion.
 - Be careful not to twist your body when lifting. Instead turn your body by changes in foot position.
2. Employees should never attempt to lift objects which they believe are too heavy for safe handling. Get help or, if possible, divide the load.
3. Work gloves should be used when handling heavy or rough objects. Foot protection is required where there is a hazard to the feet.
4. Portable cranes, hand trucks, skids, hoists or power lift trucks should be used to move heavy objects when possible.
5. When moving materials with hand trucks or dollies, push rather than pull the load whenever possible.
6. When handling powdered chemicals (which can cause skin, nose, or throat irritation upon contact or inhalation) keep hands as dry as possible, and keep clothing well buttoned or fastened. Do not dump the material in a manner that raises a cloud of “dust”.
7. When handling chemicals, appropriate protective equipment and/or clothing will be worn.
8. Materials will be stacked in a neat and orderly manner. Damaged containers should not be used from a pile.
9. Do not allow rubbish or flammable materials to accumulate in storage areas.

LIFT TRUCKS

1. Only trained and authorized personnel will operate lift trucks.
2. Operators will look in the direction of travel and be observant of all objects in the area.
3. When a lift truck is left unattended, controls will be neutralized, power shut off, brakes set, and forks left in the down position.
4. Never refuel a lift truck with the motor running.

5. Operate lift trucks only in a well-ventilated area.
6. The operator will not allow any riders on the lift truck.
7. Operators will never put arms or legs between the uprights of the mast or outside the running lines of the lift truck.
8. Lift trucks will be driven downgrade with the load last, and upgrade with the first.
9. All lift trucks will be equipped with overhead guards whenever the operator is exposed to the possibility of the load falling or overturning.
10. Operators of lift trucks will observe posted warning signs, and will use caution when in an unfamiliar area.

HEAVY EQUIPMENT

1. Do not attempt to operate any heavy equipment, such as cranes, sweepers, rollers, graders, or bulldozers without proper instruction and authorization.
2. Keep clear of heavy equipment, especially when at the rear of the equipment where the operator's vision may be impaired to the point that he cannot see you.
3. Do not work under a suspended load.
4. Do not overload trucks so that materials can fall off into streets or other areas. Make sure loads are properly secured and do not project where they can strike other vehicles or persons.
5. Do not ride on trucks or other equipment unless designed for this purpose and you are authorized by the supervisor to do so.
6. Use barricades and warning signs to protect your work area.
7. If assigned duty as a flagman, keep a close watch on approaching traffic and give clear signals to stop (arm and flag horizontal), or to proceed (motion without flag). Keep clear of the traffic lane.
8. If more than one flagman is needed and distances are far apart, use radio communication between flagmen.
9. When painting center lines, parking or crosswalk markings on pavement, make sure warning signs are set out to slow down traffic. A flagman is desirable on any heavily traveled road.

VEHICLE MAINTENANCE GARAGES OR REPAIR SHOPS

1. Floors in all shops will be kept free of grease and oil spots, drop lights, air hoses, and parts, to prevent injury from slipping or tripping.
2. Gasoline is not to be kept in open containers in any shop.
3. Oil rags and other debris must be disposed of in covered metal containers.
4. All fire extinguisher stations and electrical control panels must be accessible at all times.
5. Never smoke while fueling any equipment.
6. All vehicles must stop at the garage or shop doors before entering or leaving.

7. Use of gasoline for cleaning hands or parts is prohibited. Instead, wash hands or clean parts with approved cleaning solvents.
8. Do not depend upon hydraulic jacks or hoists as the only means of support for a vehicle. Also, use vehicle blocks.
9. All electric tools, grinders, sanders, etc., will be properly grounded when working on or around vehicles. Safety glasses will be worn when operating such equipment. Only grounded safety extension cords may be used.
10. Make sure all guards have been replaced before operating any equipment which has been repaired or adjusted.
11. Keep repair shops and yard areas free of unnecessary debris and equipment parts.
12. Keep repair shops adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas or other toxic gases or vapors. Move any equipment with a running engine to the outside of the shop or attach a hose to the exhaust leading to the outside.
13. Always work under adequate illumination at work benches, lubrication pits, and other areas.
14. Wear personal protective equipment such as goggles, aprons, safety shoes, welders' masks, etc., where necessary.
15. Do not attempt to lift heavy parts by yourself. Get help or use a hoist, jack, or other lifting device.
16. Never overload hand operated or electric hoists. Always check the hoist's capacity before using.
17. When inflating a tire, turn your face away from the tire. Never hold the tire between your legs. Always use a safety cage when inflating tires equipped with lock rings.
18. Do not use compressed air for blowing dirt from hands, face, or clothing or for cleaning parts.
19. Drain air compressors of condensation on a weekly basis.
20. All compressed gas cylinders will be racked and chained in carts, or chained to walls and/or posts to prevent their being knocked over.
21. Carry or store small quantities of gasoline or other flammable solvents only in a container approved for that purpose.
22. Use a safety solvent for cleaning parts. Never use carbon tetrachloride, gasoline, or other hazardous materials.
23. When it is necessary to work under the body of a dump truck, use safety blocks to secure the truck bed in the raised position.
24. Report all defective equipment to your supervisor.

PESTICIDE/HERBICIDE SAFETY

1. WHEN APPLICABLE, all employees who apply pesticides or herbicides will be licensed.
2. Before using any pesticide or herbicide, employees will read the label carefully and follow the directions and precautions.
3. Pesticides will be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building, room, or structure will be clearly marked with pesticide warnings.
4. Before handling any pesticide/herbicide, the user should review the material safety data sheet and label to identify any personal protective equipment that will be needed to prevent a possible exposure.
5. Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only at recommended rates and apply only at specified dosages.
6. Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.
7. Employees will avoid contact with skin or inhalation of mists or spray.
8. Material Safety Data Sheets (MSDS) will be maintained and kept near material and storage locations.
9. Spray equipment will be cleansed daily when using oil-based solutions.
10. Pesticides/herbicides will not be stored or disposed of where they could contaminate people, property, or waterways.
11. Empty containers will be disposed of in a safe manner.
12. Pesticides/herbicides should only be applied under favorable time and weather conditions.
13. Do not eat, drink, or use tobacco products while handling pesticides/herbicides.

POISON IVY, OAK, OR SUMAC AWARENESS

1. Sensitivity to these plants can vary and some people who do not appear sensitive may develop a sensitivity on later exposures.
2. Exposures to poison ivy, poison oak, or sumac are greatest in the spring and summer months when the oil (urushiol) is most abundant.
3. Onset of the rash is from a few hours to several days after exposure. The skin becomes red, blisters appear, usually accompanied by itching. As symptoms progress, swelling and fever may develop.
4. Common poison ivy can be recognized by its three green, glossy leaflets that turn yellow in the fall.
5. Western poison oak can be recognized by its vine form and three leaflets that are green or brown in color with yellow veins and brownish/yellow stems. In addition, the leaves are covered with hair on the underside and there are groups of hairy, yellowish berries.
6. Poison sumac is recognizable as a woody shrub or small tree, five to twenty-five feet tall and containing seven to thirteen leaflets per stem. The leaves turn red in

the fall. Poison sumac has cream-colored berries that hang in loose groups from the branches.

7. If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeved shirts, and if practical, gloves and boots. Your best protection is to identify the plant and avoid contact. For highly sensitive persons, a barrier cream can provide even greater protection.
8. Be aware that the plant's oily resin sticks to almost all surfaces and can even be carried in the wind (on particles of dust or ash) when there is a fire burning.

IF YOU THINK YOU HAVE CONTACTED POISON IVY, OAK, OR SUMAC, follow these simple procedures:

- a. Wash all exposed areas with cold running water as soon as you can. If this is done within five minutes, the water should neutralize or deactivate the urushiol in the plant's oil before it can bond with your skin and create a rash. Soap is not necessary and may even spread the oil.
- b. If possible, change clothes. Wash all clothing outside with a water hose before taking it into the work area or home to prevent the oil from being transferred to furniture or rugs. Resinous oils can last on tools and clothing for months unless properly cleaned or laundered.
- c. Mild rashes can be treated with lotions and by soaking in an oatmeal bath or covering the rash with wet compresses. Contact a physician for treatment of severe cases or if the irritation is not cleared up in three or four days.

AGGRESSIVE ANIMAL AWARENESS

1. Any employees who are likely to encounter an aggressive animal during the performance of their normal duties, such as a policeman, fireman, meter reader, utility worker, etc. should be provided basic instructions to protect themselves.
2. Call animal control (911) immediately if you contact an aggressive animal.
3. Clear the area of other people while waiting for animal control. Crowds may scare the animal and cause it to attack.
4. Call for the animal's owner or handler.
5. Do not run away unless you are certain of quickly reaching a place of safety.
6. Back away slowly while continuing to speak in a firm, calm voice.
7. Back against any available object to prevent an attack from the rear if more than one animal is present.
8. If attacked, use a baton, billy club, or stick to strike the animal rather than throwing anything at it. Sprays may also be useful as a deterrent if available, but should only be used if you are not downwind and have been made familiar with its use.
9. Do not back an animal into a corner, as this may cause it to attack.

OFFICE AND PUBLIC BUILDINGS

1. Keep your work area neat and orderly.
2. Desk, cabinet, and file drawers will not be left open unattended. Open only one file drawer at a time to prevent the cabinet from toppling over.
3. Report all defective equipment such as chairs, worn electrical cords, or inoperative machines to your supervisor.
4. Report any unsafe conditions such as loose floor tiles, stair treads, railings, icy conditions, electrical shorts in machines, improper lighting, and so forth.
5. Chairs, wastebaskets, cords, etc. will not be left in the aisles or where they will create a tripping hazard.
6. Smoking is prohibited in all offices and public buildings except in areas designated for such an endeavor. Lighted matches, cigarettes, cigars, or other lighted smoking material will not be put in wastebaskets. Used smoking materials must be disposed of in approved receptacles.
7. Employees will not run in hallways or on stairways.
8. Paper clips, matches, rubber bands, and such materials will not be thrown or left on floors, landings, or stairways.
9. Watch for persons when opening or closing doors.
10. Only ladders or self-locking step-stools of an approved design will be used to gain access to high shelves or files. Never climb on chairs, boxes, or file cabinets.

FIRE PREVENTION-FIRE EXTINGUISHERS

1. Maintain a neat and orderly work location.
2. Keep combustible materials such as oil-soaked rags, waste and shavings in metal cans with self closing lids. Empty such cans each work day.
3. Flammable liquids will be stored only in approved safety containers.
4. Any extinguisher that has been used will be immediately turned-in to the supervisor for servicing.
5. Know the location of all fire extinguishers in your work area and how they are operated. New employees will attend fire extinguisher training provided by the Fire Department.
6. Obey "NO SMOKING" signs.
7. Fire doors, extinguishers, sprinklers, and exits must be kept clear at all times for immediate use.
8. In case of fire:
 - Stay calm – do not panic or get excited.
 - Evacuate your work area. Then, turn in an alarm at once by calling 911.
 - Know the exact location of the nearest exit and an alternate exit.
 - Walk – do not run – toward the nearest exit. Do not crowd or push others.
 - In a fire emergency, forget your tools and personal belongings. Your life and that of others are most important.
9. Know the procedure for fire reporting and fire escape. Be ready for emergencies.
10. Report all fires that occur, even though the fire may have been extinguished.

MOTOR VEHICLE OPERATION

1. Employees will not drive or operate City vehicles unless they have the appropriate State driver's license and are assigned or granted permission to drive or operate such vehicle.
2. City vehicles will be driven only by City employees and will be used only for official City business. Exception to this rule may be made by other City officials authorized to do so.
3. Employees, or others authorized to operate City vehicles, must have in their possession a proper, valid State of Texas operator's license when operating City vehicles.
4. It is the responsibility of every employee who operates a City vehicle to know and obey all state and local traffic laws. The employee is personally responsible for all fines and other penalties assessed for traffic violations.
5. City vehicles will be operated within the legal speed limit at all times and at lower speeds where conditions warrant. Exception is made for Public Safety Vehicles.
6. Seat belts will be used by both the driver and passengers in a City vehicle whenever the vehicle is in motion.
7. No vehicle will be operated with any controlling part, such as steering mechanism, brakes, lights, horn, or windshield wiper, in improper working condition. Report all known mechanical defects or unsafe conditions to your supervisor.
8. No one will be permitted to ride on City vehicles with their feet hanging over the sides, end, running boards, cab, hood, or fenders.
9. Employees will not ride on material or equipment being carried in or on a truck or on a trailer. No one will be permitted to ride on material trailers.
10. All drivers are cautioned to give their full attention to driving. Keep your mind on your driving and drive defensively.
11. Vehicles are to be driven in a manner that will create a favorable impression on the public.
12. "Slow moving" signs will be used on tractors and slow moving vehicles and equipment.
13. All vehicles, when parked on an incline, will have the emergency brake set. Vehicles in excess of one tone rating will have at least one wheel chock-blocked to prevent accidental rolling.
14. If a City vehicle is involved in an accident, notify the police immediately. Employees must not make or promise settlements of damage. As soon as possible after any accident, you must notify your supervisor.

DRIVER PROCEDURES

1. City owned vehicles and equipment will be used for official business only, and operated only by City employees. Any exception to this rule must be approved by the City Manager.
2. Each employee will be held responsible for the proper use, care and operation of their assigned vehicle or equipment. Abuse of City owned vehicles or equipment will be grounds for disciplinary action.
3. Employees operating City vehicles are required to observe all traffic laws and to operate the vehicles in a safe and conscientious manner. All vehicle operators are required to have an appropriate valid Texas Driver's License.
4. Persons cannot be hired in a driving position if they have outstanding traffic violations. Anyone convicted of substance abuse may not be offered employment.
5. Employees who drive City vehicles or operate vehicles on behalf of the City must maintain an acceptable driving record during their term of employment. Acceptable means no more than four (4) moving violations and/or accidents within a 24 month period, no D.U.I. or D.W.I. convictions in the preceding 24 month period.

POLICY COMPLIANCE

Department Directors and Supervisors must insure compliance with all safety rules, regulations, and procedures on every job. Maintaining compliance is central to accident avoidance, employee safety, and protecting the public from hazards of our operations. When violations are found it is necessary to take corrective action to make employees aware that safety rules and procedures are for their protection.

Deliberate violation of rules and practices will be considered sufficient cause for disciplinary action that may include discharge.

All employees are required to work safely at all times, and are urged to work courteously at all times, also.

ACCIDENT INVESTIGATION

1. It is the policy of the City of Midlothian to insure that every incident which has the potential or has actually produced a loss (either human or material, or both) is properly investigated so that preventative action may be taken.
2. Responsibilities and procedures for conducting an investigation are as follows.
 - City employees are responsible to notify their immediate supervisor when an incident/accident occurs.
 - Supervisors are responsible for the completion of the first report of injury for all incidents within a twenty-four (24) hour period from the time the incident occurred. The report will be submitted to the Insurance Administrator located in the Human Resources Department.

- Supervisors are responsible for the completion of the Supervisor's Investigation Report. The report will be reviewed with their immediate supervisor. It is the responsibility of the Department Director to review and approve the Supervisor's Investigation Report for accuracy and to insure that corrective action has been taken.
- The Department Director has the responsibility to submit the Supervisor's Investigation Report to the Safety Administrator within forty-eight (48) hours after the date of the incident. The Safety Administrator and the Employee Safety Committee will review the report and make the determination whether the incident was preventable or non-preventable. The Department Director and/or City Manager is responsible for follow-up to assure corrective action has been taken.

THE INVESTIGATION

The basic investigation should include:

- If injury has occurred, assure that the injured have been attended, and then secure the area to prevent other injuries and to preserve evidence.
- If the accident involves a motor vehicle, contact the Midlothian Police Department immediately to conduct the accident investigation.
- Identify witnesses and interview them as soon as possible. Identify those witnesses as "impact witnesses" (those who actually saw the incident take place) or as "other witnesses" (those who only saw a part of or saw the after-the-fact part). The injured will be classified as an impact witness.
- Determine the facts (list the sequence of events by asking what happened and in what order did it happen). Be specific in description of the facts.
- Determine why each event occurred (list causes).
- For each identified cause (the "why did it happen") decide what must be done to prevent a similar occurrence. List all things that must be done. The list works best if organized in order of the sequence of events.
- For each "what must be done" on the list, determine who will be responsible for correction and coordinate with this person. Solicit input from co-workers.
- Insure that the corrective action takes place, and establish a date or time (if possible) for each corrective action to be completed.
- Monitor changes and follow-up on recommendations.

MAJOR INCIDENT INVESTIGATION

- If a major accident occurs which involves several people, massive trauma, or death, notify the Fire Department Emergency Medical Service and the Police Department immediately. Then, notify your supervisor, Department Director, the City Manger, and the Safety Administrator.
- Secure the area to prevent other injuries and to preserve evidence.