

Safety Manual

1.0 RESPONSIBILITIES

1.01 All Employees are responsible for doing their part in a collaborative team effort. The principle duties and responsibilities for all employees are as follows:

1. Assumes an active role in accident prevention.
2. Remind yourself and others of the value of performing without accidents.
3. Don't create or allow conditions that may result in an accident.
4. Become familiar with all Municipal Safety rules and regulations.
5. Excel in housekeeping.
6. Make a constant effort to improve conditions within the work environment.
7. Identify opportunities to improve health, safety policies, and procedures.

1.02 The Manager or his designee is responsible for the development, organization, coordination, and implementation of safety programs and safety education. The Manager will be in full cooperation with the Safety Committee, will advise the Department Administrators, supervisors and employees of unsafe conditions, accident prevention programs and recommend loss control measures. The Manager will also respond to requests for resources needed to be used in meeting health and safety objectives.

1.03 Department Administrator is responsible for maximizing the protection of health and safety for employees in his department; as well as obtaining maximum level of services and production from the human and material resources made available to him. It is normal practice for department heads to delegate authority to carry out safety policy to supervisors; but the responsibility for meeting objectives and the protection of employees in the performance of their assignments cannot be transferred to subordinates. The principle duties of department heads are as follows:

1. Promote on the job safety awareness.
2. Set a good example.
3. Ensure the necessary resources are provided.
4. Respond to requests for resources to be used to help meet health and safety program objectives.
5. Ensure accident investigations and follow ups are conducted to prevent recurrences.
6. Ensure that safe and healthful working conditions exist within the workplace.

1.04 Supervisor will assume the responsibility of thoroughly instructing their subordinates in safe practices that are to be observed while performing their work routine they will vigilantly enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards associated with activities under their jurisdiction and will set the example of good safety practice in the department.

The principal duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.

2. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
3. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through safety education, adjusting operating procedures or modifying equipment.
4. Provide employees with complete safety instructions regarding their duties prior to employees actually starting work.
5. Make sure that safe and healthful working conditions exist in your work area.
6. Encourage employees to have a positive attitude toward environment, health, and safety efforts.
7. Conduct periodic inspections of work areas, to identify, evaluate and control workplace hazards.
8. Give full support to all safety procedures, activities and programs.

1.05 Employees as a part of the comprehensive safety and loss prevention program is expected to follow all Municipal safety rules and regulation and consider safety as a high priority as they go about their daily tasks. Each employee's safety commitment must include, but is not limited to the following:

1. Wearing the prescribed uniform and required safety equipment.
2. Not operating equipment or using tools for which training or orientation has been received.
3. Warning co-workers of unsafe conditions or practices which could cause an accident.
4. Reporting defective equipment immediately to the responsible supervisor.
5. Reporting dangerous or unsafe conditions that exist in the workplace; as well as throughout the municipality. This would include defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins and sewers, missing signs, etc.
6. Reporting all injuries and accidents regardless of severity.
7. Appropriate warning and protection of unsafe conditions that result from municipal work activities; so as to protect the general public from the hazard.
8. Take care not to abuse tools and equipment, so that these items will be in a safe and usable condition for the next occasion of their use.
9. Recognize that adherence to safety rules is a condition of employment and that infraction of municipal rules will be dealt with in accordance with disciplinary procedures described in this manual.

2.0 SAFETY EQUIPMENT

2.01 Providing Safety Equipment Employees will receive only those safety devices and equipment applicable to their regular work routine. Supervisors may authorize the use of safety items that would be required for special work assignments. Employees will be required to acknowledge receiving prescribed safety devices by signing an equipment card. This card will be used to verify that the employee was issued those safety items listed on the card. The record

will be consulted in the event the employee is involved in an accident that could have been prevented by use of safety equipment and on the occasion of the employee's separation from municipal employment. Any safety items not returned or returned in unusable condition shall be charged against the employees wages at separation. Lost or abused safety equipment must be purchased by the employee; the cost of which will be deducted from be weekly earnings. Safety items available from the municipal stores will include:

Safety Shoes	Rain Gear	Gloves
Boots	Protective headgear	Goggles
Hearing protection	Visibility Vests	Gas monitoring devices
Welding Clothing/Shields	Breathing Apparatus	Special Application Tools
Protective Clothing		

Failure to use personal protective equipment will result in disciplinary action against the employee and/or responsible supervisor.

2.02 Additional Safety Equipment Other protective equipment shall be provided in order to protect employees from high risk exposures; e.g. barricades, cones, warning signs, warning lights and other specialty safety items. Supervisors are responsible for making certain that appropriate safety accessories are provided when known hazards exists in the work environment or that may be directly associated with the performance of a particular task.

3.0 JOB SAFETY PROCEDURES AND PERSONAL PROTECTIVE EQUIPMENT USE

3.01 Personal Protective Equipment

1. Head Protection

- a) Any employee serving as a flagger must wear an orange hard hat.
- b) Hard hats will be worn anytime an employee is working in a ditch, manhole, or performing any other below surface work.
- c) Any employee working from aerial lifts will wear hard hats to protect from possible contact with over head hazards.
- d) Hard hats will be worn anytime there is an overhead hazard present (i.e., working around earth moving equipment, trimming trees, etc.)

2. Face and Eye Protection

- a) Face and eye protection must be worn when there is a reasonable probability of injury that can be prevented by such protection.
- b) Face and/or eye protection will be worn when:
 1. Grinding, cutting or drilling with power tools, i.e. chain saws, etc.
 2. Using compressed air tools
 3. Cutting or breaking glass
 4. Collecting refuse, garbage and recycling materials
 5. Using power woodworking machinery (both fixed and portable)
 6. While riding on or operating a vehicle without benefit of a windshield

7. Operating or while in the immediate area of snow blowers, lawnmowers, salt spreaders, etc.
3. Hand Protection
 - a) Suitable gloves should be worn when:
 1. handling heavy, sharp, jagged, or rough materials and objects
 2. welding or cutting
 3. while collecting refuse, garbage, and recycling materials
 4. when handling corrosive, toxic and/or possible carcinogenic chemicals that may be absorbed through the skin
4. Foot Protection
 - a) All public works employees are required to wear steel toe safety shoes.
 - b) Metatarsal protection must be worn when operating a jackhammer.

***ALL EMPLOYEES ARE ENCOURAGED TO WEAR BACK BRACES WHEN DOING HEAVY LIFTING!!!!**

3.02 Operating Power Tools When Employee's are using fixed or portable power tools, they are required to follow the below listed guidelines:

1. All power tools will be kept in good repair and used only for the purposes for which they are designed for.
2. Power tools shall be inspected and determined to be safe prior to use.
3. Loose, fringed and frayed clothing and jewelry shall not be worn while operating any power tools.
4. Power tools shall not be left running unattended.

3.03 Welding

1. Each welding or cutting unit shall be equipped with a complete fire extinguisher.
2. Objects to be welded, cut, or heated shall be moved to a designated safe location. If the objects can not be moved, all movable hazards in the vicinity shall be taken to a safe place or the combustible material shall be protected from heat, slags, and sparks from the welding.
3. Workmen and the public shall be shielded from welding rays, flashes, sparks, molten metal slag.
4. No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentration may create a potential hazard.

3.04 Working in Traffic Areas

1. All employees must follow guidelines in the WORK ZONE TRAFFIC CONTROL GUIDE PUBLICATION 203 (67 PA CODE).
2. Reflective vests or orange shirts are required when doing work on roads or within 5 ft. of curb.

3.05 Working In or Around Confined Spaces

1. All employees must follow safety procedures outlined in the Municipality of Monroeville confined space program.

3.06 Office Safety

1. Every employee shall be responsible to see that his/her own desk area is clean and orderly. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose floor coverings.
3. All file, desk, and table shall be kept closed when not in use.
4. Office tables, desks, and chairs must maintain in good condition free from sharp corners, projecting edges, wobbly legs, etc.
5. Never use chairs, desks or other office furniture as a make-shift ladder. Always use a step ladder.
6. Smoking will only be in designated areas.

3.07 Resolving Safety Problems Often, the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable and over-reactionary. This is generally due to failure to consider alternative solution that once evaluated prove to be both timely and cost effective for the situation. Supervisors and employees are encouraged to make field decisions to eliminate a clear and present threat to employee safety. In making such judgments employees should apply one or more of the below approaches to resolving safety problems:

1. Eliminate the hazard by removal of the machine, method, material or structure.
2. Provide control of the hazard by enclosing or guarding the point of hazard at the source.
3. Revise work routine in light of hazardous condition and provide safe avoidance procedures for the hazard.
4. Provide personal protective equipment to shield employee from the hazard.

3.08 Avoiding Hazardous Conditions The most effective way to avoid hazardous conditions is to engineer them out of the job. Supervisors and employees are to accomplished by job planning, drafting equipment specification to include safety features and devices, and pre-job site inspections to identify potential hazards. ***AT NO TIME SHOULD PROTECTIVE DEVICES OR SAFETY PRACTICES BE SET ASIDE TO GET DONE "SOONER" or "CHEAPER". The price Paid for such indiscretion may greatly outweigh the anticipated gain.***

4.0 TRAINING

4.01 Training Each Department has the responsibility of providing both classroom and on-the-job training to allow each employee to do his/her job in a safe and efficient manner. This training shall include:

1. Relevant skills training and testing.

2. Orientation to departmental and municipal-wide safety and work rules.
3. Procedures for reporting on-the-job injuries.
4. Municipal requirements for use of vehicles.
5. Field supervised instruction and certification of the use of particularly hazardous machines, equipment or materials.

4.02 Conformation Of Training Before assigning an employee to a particular hazardous task, it shall be the responsibility of the Supervisor to verbally confirm with the employee that they have been trained and are proficient in the skills required to perform the task in a safe and efficient manner.

5.0 HAZARD NOTIFICATION

5.01 Reporting Safety Hazards Employees are encouraged to report safety hazards whenever found. To the responsible supervisor. Department heads and supervisors are encouraged to act on verbal reports of safety hazards in a timely and effective manner.

5.02 Reporting Safety Hazards and Related Suggestions Employees may also report safety hazards and related suggestions in written form by filling out a hazard notification form (appendix A). Forms will be submitted in suggestion boxes at the public works lunch room or in the Municipal Building by the time clock. These forms will be reviewed and evaluated by the safety committee.

5.03 Grievance - Unsafe Working Conditions Employees observing an unsafe work condition or practice may file a grievance via the collective bargaining grievance procedure; if (1) asked to perform under hazardous conditions that have not been addressed with regards to making appropriate safety devices available or the job routine modified to manage and obvious hazardous condition, or (2) a hazard for which a hazard notification form has been generated has not been properly addressed by the department administrator; after ten working days of the date of the notification. In the latter instance the employee may grieve "unsafe working conditions or practices" as the basis for his/her grievance.

6.0 PURCHASING PROCEDURES FOR SAFETY EQUIPMENT

6.01 Conforming To Industry Standards The Safety Committee along with the relevant Department Head and Municipal Manager will work together to ensure that equipment, commodities and services that are purchased conform to industry standards as well as Federal, State, and Local code manufacturing requirements.

7.0 OPERATIONS IN THE PUBLIC WAY

7.01 Procedures For Working In Public Rights Of Ways Whenever work activity is taking place in streets, parkways, sidewalks or other places where citizens as well as employees may be endangered, the supervisor or crew leader on the work site is as responsible for the safety of the

public, in this type of operation, as he is for getting the job done. He must spend ample time before, during, and after the work to protect employees and the public from the hazards created by the work. The same expectation applies to independent contractors performing work or services on behalf of the Municipality. The following procedures are to be apply:

1. If street work is to be done, preparations will be made for traffic and pedestrian safety before work actually begins.
2. If traffic is affected by the operation, proper signs will be used to warn in advance of work area, (construction ahead) and traffic control signs in and around the work area will be properly placed and maintained through the period when work or traffic obstructions exist.
3. Where barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday before leaving.
4. Lighted barricades will be used whenever possible for overnight protection.
5. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of the roadway, a flagman with protective vest and hard hat will be used.
6. All employees working on the road or 5ft of the curb will wear reflective vests or orange shirts.
7. Flagmen will be used to slow or direct traffic where approach to the work area does not provide adequate visibility by drivers.
8. All plates used to cover holes in the street, on a temporary basis, will be spiked in place.
9. In any case where streets are significantly obstructed or closed for any period of time, the Police Department, Fire Department and Ambulance Service will be notified of the situation and approximately how long the closure will be in effect.

7.02 Pedestrian Safety

1. When pedestrian traffic is impeded by municipal operations, barricades, restrictive tape or rope or other restraint will be used to direct pedestrians around the work or hazard area.
2. If pedestrian traffic must be routed into the street, protection will be provided by cones, barricades and signs.
3. Holes in the sidewalk or parkway which must be left open will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness and snow can present potential complications in such situations.

8.0 OPERATION OF MUNICIPAL MOTOR VEHICLES AND EQUIPMENT

Local Government the size of Monroeville has a large variety of motorized and equipment that are essential for the effective rendering of public health and safety services. It is the intent of this administration to achieve optimal levels of productivity and safety with regards to the use of this equipment. Therefore, the set of regulations presented below shall be stringently adhered to by supervisory and hourly personal having occasion to operate municipal owned, or personal, motorized vehicles and/or equipment on behalf of the Municipal of Monroeville.

8.01 Authorization to operate motorized vehicles and/or equipment on behalf of the Municipality must be obtained from the Office of Municipal Manager, which shall consider the following elements in granting such authorization.

1. The employee must possess a valid PA driver license, appropriate for the class of vehicle or equipment to be operated.
2. Satisfactorily complete the Municipality's Defensive Driving Course, and rectification in same at 3 year intervals.
3. Present written notice from the Vehicle Services Foreman indicating the employee has received specific instruction in the operation and maintenance routines prescribed for the particular vehicle or equipment he is to operate.
4. Orientation to municipal driving rules and insurance procedures.
5. Employee must receive a positive recommendation from the Municipality's Auto Insurance carrier; upon their review of the employee's motor vehicle driving record.

8.02 Procedures For Operating Municipal Vehicles And Equipment While operating municipal vehicles or equipment employees must adhere to all rules and regulation prescribed in the traffic codes of the State of Pennsylvania and any instructions or posting that may apply when operating on municipal property. In addition the following procedures are to apply.

1. Before operating any vehicle on behalf of the Municipality, the employee must conduct a "pre-operation check-out" to determine the vehicle's road-worthiness; this procedure shall include checking the following equipment:
 - a. headlights/spotlights
 - b. brake lights
 - c. turn signals
 - d. dashboard lights
 - e. radio equipment
 - f. emergency accessories
 - g. horn
 - h. windshield wipers and windshield
2. The operator of a municipal owned vehicle is to make certain the following safety equipment is contained in the vehicle and is operable.
 - a. flashlight with red reflector cone.
 - b. first aid kit
 - c. emergency flares or reflective road emergency triangles
 - d. reflective safety vest
 - e. seatbelts
 - f. fire extinguisher
3. Make the vehicle available to municipal mechanics for regularly scheduled maintenance and safety inspections; as prescribed by the Fleet Supervisor.

4. The driver assigned to a vehicle shall visually inspect the vehicle for any malfunctions (e.g. oil leafage, tire pressure, body damage, etc.). Any suspected malfunction should be referred to and cleared by the Vehicle Service Foreman before operating.
5. The driver shall report any vehicle malfunction during operation directly to his supervisor or municipal mechanic.
6. Vehicles stopping on public roadways shall have the emergency flashing lights operating. If mounted with a rotating caution beacon the beacon must be on when the vehicle is in use.
7. Unattended vehicles shall have the engine turned off, keys removed and emergency brake engaged (except police vehicles).
8. Wheel chuck (blocks) shall be placed in all wheel mounted construction equipment. This chuck is placed under the vehicle or equipment wheels when the vehicle is parked and the possibility exists that it could drift forward or backwards.
9. No employee is permitted to pick-up or transport any unauthorized personnel in municipal vehicles (i.e., hitchhikers, friends, etc.) Transport of any person, other than a municipal employee, will be permitted only after approval by the responsible supervisor.
10. Seat belts and restraining harnesses shall be worn by the driver and all passengers when municipal vehicles or equipment are in the operation mode. This also applies to those employees using their personal vehicles while on official municipal business. Employees will not be requested to ride in vehicles that do not have seat belts, except when the manufacturer excludes such devices.
11. No employee shall operate a vehicle that does not comply with the vehicle code of the State of Pennsylvania. Supervisors shall strictly adhere to this stipulation.
12. Municipal vehicles are not to be parked in "No Parking" or "Handicapped Parking" zones except in emergency situations or in required performance of official duty.
13. Vehicles are to be locked when not occupied.
14. Tailgates will be up and locked when vehicles are in motion. If a vehicle's use requires that the tailgate remain in the open position, a red flag will be attached to the outward corners of the gate or the extremities of the item being transported.
15. Transporting passengers in other than specifically designed passenger seating or running boards (fire/refuse exempt) is strictly prohibited. Operators as well as the responsible supervisor shall be responsible for enforcing this rule; ***NOTE: No employee is to be transported in the cargo section of municipal vehicles.** Violation of this standard will result in a three (3) day suspension without pay.
16. Operators of heavy equipment will always have a person guide them when backing up; if alone, the operator will get out of the vehicle and inspect the area before backing up.
17. Construction-type equipment will travel at less than 25 mph. - without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when operating the vehicle.
18. Use of special equipment without having received the appropriate training and authorization (see section (8.1) is strictly prohibited. Violators are subject to be terminated.
19. During periods of limited visibility or any time windshield wipers are in use, the headlights shall be in use.

20. Consumption of alcoholic beverages, narcotics or over the counter drug have in a warning not to operate a motorized vehicle when using that product, is strictly prohibited. Infraction of this rule could result in immediate dismissal.
21. Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
22. All items transported either in a truck or trailer, that may move around during transport, will be secured.
23. No more that three (3) persons will ride in the front seat of any vehicle, Where only two (2) single seats exist, only one (1) rider is permitted per seat.

9.0 ACCIDENT AND INJURY INVESTIGATION

9.01 Accident Injury Report Accident and Injury Reports shall be made of all employee accidents, which results in personal injury or property damage. Accident Report forms are available from Supervisors. The Municipal Employees Safety Committee and the responsible supervisor will conduct an investigation of all such accidents; with the intent of identifying casual factors and making recommendations on ways to avoid similar accidents in the future. The Safety Committee shall receive a copy of the investigative report and recommendation, to assist in the planning of its safety awareness activities.

1. Accidents should be reported immediately to the responsible supervisor who will forward an official report of same to the municipal payroll and benefits clerk with 48 hours. Failure to forward the report in a timely fashion may result in a delay of workman's compensation benefit or denial of supplementary payments from the municipality. Sever accidents which preclude an employee from completing the necessary report shall be reports by the immediate supervisor.
2. When an employee is involved in an vehicular accident; the employee is to:
 - a. stay at the site and request police assistance
 - b. get pertinent information of those involved, e.g. license plate number, operator's number, name, address, phone number, etc.
 - c. record witness names, addresses and phone numbers.
 - d. record time of accident and any extenuating circumstances.
 - e. make certain a police report is filed on the accident.

****Be certain not to volunteer** any admission of fault or other statement that may jeopardize the successful administration of the claim by the Municipality's insurance carrier. However do be courteous and inquire about the well being of anyone involved in the accident. Violation of this section will result in a 3 day suspension without pay.
3. All municipal vehicles, equipment, tools or apparatus involved in an accident are to be removed from service until such time that repair is completed or until the appropriate repair personnel has inspected and certified that the item is operable, having all safety features and devices available for use. Violation of this section will result in a 3 days suspension without pay.

10.0 DISCIPLINARY ACTION AND SAFETY

Disciplinary action against employees may occur if it can be demonstrated that the employee's work practices or operation of vehicles, equipment, tools, or apparatus does not comply with proper use or prescribed safety rules. Supervisor will also be required to consider an employee's overall safety rules. Supervisors will also be required to consider an employee's overall safety record and habits when completing annual employee performance appraisals. Discipline shall consist of:

1. First offense shall result in a verbal warning; if not deemed flagrant or it is found the employee is not entirely at fault.
2. Second offense shall require a written reprimand.
3. Third offense may lead to a written reprimand and a maximum 5 day suspension without pay.
4. Fourth offense, depending on the severity of the infraction, the violator may receive suspension of up to 30 days or termination.

**MUNICIPALITY OF MONROEVILLE
SAFETY HAZARD NOTIFICATION FORM**

Date Issued: _____

Please be advised that I have observed the following unsafe condition/work practice:

I recommend the following corrective action:

Employee's Name (Optional) _____