



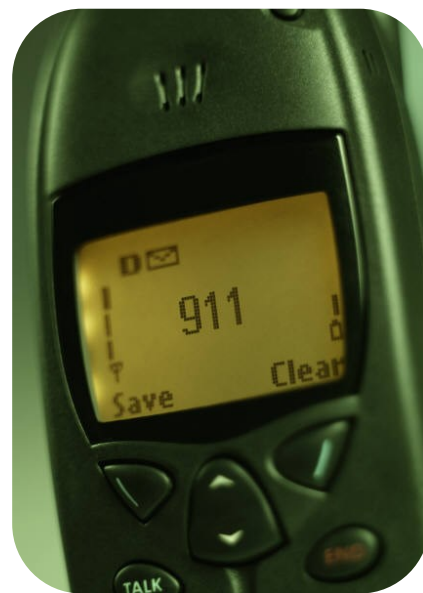
**Tooele City Employees'  
Health, Safety, &  
Emergency Preparedness Guidelines**

Effective September 1, 2004  
Updated October 2014

## Emergency Phone Numbers

Police, Fire, Ambulance, and  
Hospital Emergencies

**Dial 911 or  
if inside City Hall, 9-911**



## Non-emergency Phone Numbers

Mountain West Medical Center  
Non-emergency 843-3600

Tooele Police Department  
Non-emergency 882-8900  
Dispatch Services 882-5600

Utah Poison Control 1-800-222-1222

To All Employees:

Your safety matters to Tooele City. The following safety guidelines have been developed to:

- ensure Tooele City's compliance with various safety regulations;
- reduce the potential for employee and public injury;
- provide some guidelines regarding emergencies, work practices, and work requirements; and
- reduce Tooele City's potential for general liability regarding health, safety, and emergency preparedness issues.

This document is an informative reference tool and includes administrative rules to be followed in the course of your work. These rules have been developed with your best interest in mind. Please take time to review this document and carefully read those topics that relate to your specific work location and duties.

These guidelines change from time-to-time as deemed necessary. Please submit any comments or suggestions to the human resource department.

If you have questions regarding Tooele City's health, safety, and emergency preparedness program, please discuss them with your supervisor.

Health and safety on the job is everyone's concern!

-Tooele City Human Resource Department

## ***TABLE OF CONTENTS***

### **GENERAL SAFETY**

Safety Responsibilities .....	7
Training .....	8
Drug and Alcohol Policy .....	8
Identifying Hazards .....	8
Reporting Hazardous Conditions .....	9
Reporting Accidents .....	10
Employee Work Injuries .....	10
Visitor Injuries .....	10
Vehicle Accidents .....	10
Reporting Critical Incidents.....	11
Investigating Accidents or Critical Incidents and Establishing Emergency Plans as Necessary.....	11
Fire Prevention and Protection.....	11
Housekeeping.....	11
Smoking.....	12
Fire Protection and Fire Extinguishers .....	12
Evacuation & Meeting Location.....	13
Sheltering in Place.....	13
Earthquakes .....	14
Natural Gas Leak.....	14
Terrorist Attack .....	14
Workplace Violence.....	14
Other Threats.....	14
Face-to-Face Threats or Violent Customers .....	15
Over the Phone Threats .....	15
Third-party Threats .....	15
Bomb Threats.....	15
Robbery .....	16
Emergency Communication .....	17
Media and Public .....	17
Employee Questions.....	17

### **FIRST AID & MEDICAL**

First Aid and Medical .....	18
General.....	18
First Aid Kits .....	18
Wounds and Bleeding Control .....	18
Shock .....	18
Burns.....	19
Eye Injuries.....	19
Frostbite.....	20
Heat Exhaustion.....	20
Heatstroke .....	21
Artificial Resuscitation.....	21
Cardiopulmonary Resuscitation (CPR).....	22

### **OCCUPATIONAL & EQUIPMENT SAFETY**

Ergonomic Safety .....	23
Vehicle Safety .....	23
Authorized Driver / Driver License Requirements .....	23
Driving Records .....	24
Seat Belts .....	24
Use of Electronic Communications Equipment While Driving.....	24
Transporting Items & People.....	24
Reporting Unsafe Vehicle Conditions .....	24
Forklifts.....	24

Training.....	24
Safe Operation.....	24
Lockout/Tagout.....	25
Hand and Power Tools.....	26
Trenching and Excavation.....	26
Maximum Allowable Slopes for Excavations Less than 20 feet.....	27
Sloping for Excavations Greater than 20 feet.....	27
Heavy Equipment.....	27
Securing Loads.....	28
Ladders.....	28
Fall Protection.....	28
Conventional Fall Protection Systems.....	28
Guardrail Systems.....	29
Scaffolding.....	29
Ariel Manlifts.....	29
Non Conventional Fall Protection Systems.....	29
Lifting and Material Handling.....	29
Confined Space Entry Program.....	29
Confined Space Classification.....	29
Employee Roles & Responsibilities.....	32
Employee training & Competency Certification.....	33
Permit Required Confined Space (PRCS) Entry Procedures.....	33
Alternative Entry Permit Space (AEPRCS) Entry Procedures.....	37
Non-permit Confined Space (NPCS) Entry Procedures.....	38
Contractor Compliance.....	38
Bloodborne Pathogens Exposure Control Plans.....	38
Dried/Minute Blood, Vomit, Fecal Matter, and Other Bodily Fluids Exposure Control Plan.....	39
Safe Task Completion.....	39
Disposal of Potentially Infectious Material.....	40
Hepatitis AB Vaccine.....	40
Employee Exposure & Treatment Procedures.....	40

**PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment.....	41
Eye and Face Protection.....	41
Hearing Protection.....	41
Head Protection (Hard hats).....	41
Foot Protection (Hard-toe safety shoes).....	41
Protective Clothing.....	41
Warning Vests.....	43
Respiratory Protection.....	43

**HAZARD COMMUNICATION PROGRAM**

Hazardous Communication Program.....	43
--------------------------------------	----

**APPENDIX A**

Employee Safety Orientation Check Sheet.....	46
--	----

**APPENDIX B**

Incident Report Form.....	46
Incident Investigation Form.....	46



# General Safety

## **SAFETY RESPONSIBILITIES**

### **Tooele City's Responsibilities**

Tooele City has developed these guidelines in an effort to comply with applicable safety laws. Tooele City will

1. Furnish each employee with a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm.
2. Comply with occupational health and safety standards and rules, regulations, and orders that are applicable to City business and operation.
3. Comply with, and require all employees to comply with, occupational safety and health standards and regulations which are applicable to their actions and situations.
4. Encourage employees to contact their immediate supervisor for information that will help them understand their health, safety, and emergency preparedness responsibilities.

### **Supervisor's Responsibilities**

Supervisors are responsible for providing first-line enforcement of safety procedures and guidelines and will:

1. Become familiar with health and safety regulations related to their area of responsibility.
2. Direct and coordinate health and safety activities within their area of responsibility.
3. Observe work operations and ensure safety compliance.
4. Ensure arrangements for prompt medical attention in case of serious injury, including transportation, communication, and emergency telephone numbers. Obtaining a person with certified first aid training is available if required.
5. Require all employees supervised to use required personal protective equipment and safety devices.
6. Ensure that safety equipment is available, maintained, used, and stored correctly.
7. Conduct frequent and regular health and safety inspections of work area(s). Direct correction of unsafe conditions.
8. Conduct safety briefings and training sessions with workers and maintain record of those sessions.
9. Ensure that employees are aware of, and comply with, requirements for safe practices as outlined in this guidebook and through other means, i.e. verbal, job specific safety, etc.
10. Review accidents/incidents and ensure that timely corrective action is taken to eliminate the cause of the accident.
11. Require subcontractors and subcontractor personnel to comply with safety and health regulations.
12. Provide "feedback" information and recommendations to your supervisor concerning safety and health matters.
13. Maintain copies of applicable programs and OSHA forms on site, in accordance with company guidelines and legal requirements, i.e. the hazard communication program, material data safety sheets, OSHA 300 Injury Log if not quickly available from the human resource office.

### **Employee Responsibilities**

You must accept responsibility for safety on the job and must:

1. Recognize your responsibility to follow the City's health, safety, and emergency preparedness guidelines and policies.

2. Identify and within means, help control hazards in your immediate work area.
3. Not be forced to perform a job that appears in your judgement, to be unsafe, until otherwise investigated and determined by a competent official to be safe.
4. Use required safety devices and proper personal protective equipment (PPE).
5. Notify your supervisor immediately of unsafe conditions and acts.
6. Participate in safety evaluations, inspections, and meetings.
7. Report all accidents immediately to your supervisor.
8. Read through and become familiar with the contents of this guidebook.

## TRAINING

1. All employees should be trained and required to follow the City's safe working procedures. They must become familiar with the safety policies and guidelines before performing work duties. It is the City's goal to provide the following training:
  - A. **New Employee Orientation** - Each new employee attends new employee orientation with both human resources and the site supervisor, or designee. New Employee Orientation provides supervisors with the opportunity to train staff on safety policies and procedures before being assigned to perform work.
  - B. **Team Safety Meetings**- Each supervisor is expected to be knowledgeable of safety matters that apply to their respective area of responsibility. Staff meetings, tool box meetings, and similar group trainings provide an excellent opportunity for supervisors to discuss and train staff on safety policies and procedures as well as to gain feedback on safety matters impacting the workplace.
  - C. **Task Training** - One-on-one task training should be conducted at time of assignment and monitored until the employee has demonstrated proficiency in safe completion of the task. One-on-one tasks training should also be conducted as deemed necessary or beneficial. This training is to provide time for an employee experienced in safe performance of duties to instruct other employees.
  - D. **City-wide Training**- A general safety topic that applies company wide may be shared at City-wide training sessions.
  - E. **Written Training** - Health, safety, and emergency preparedness topics will be occasionally included in employee communications. Such communications may include the employee newsletter, memorandums, e-mails, etc.
2. Safety training records of topics, material, and attendees should be maintained by the individual conducting the training. It is recommended that all records be forwarded to the human resource department to be filed in the employee's personnel file.

## DRUG & ALCOHOL POLICY

Tooele City is a Drug and Alcohol Free Work Environment. You are prohibited from reporting to work under the influence of alcohol or drugs and cannot possess or consume alcohol or illegal drugs while on duty or on City property. Tooele City conducts pre-employment testing of all employees. In addition, we perform random testing, post-accident, and follow-up testing of employees whose positions are deemed to be safety sensitive or require a Commercial Driver's License.

Tooele City provides rehabilitation assistance for any employee who voluntarily requests assistance prior to being selected for drug testing.

**See the Tooele City Personnel Policies and Procedures for detailed information regarding the City's Drug-free workplace policy and testing procedures.**

## IDENTIFYING HAZARDS

Hazard evaluation and control is an ongoing concern for all. It is the responsibility of all employees to identify, report, and correct all possible hazards.



## Examples of Unsafe Acts

1. Failing to conduct pre-operation inspections
2. Operating equipment without proper training
3. Failing to warn
4. Failing to secure
5. Operating at improper speed
6. Making safety devices inoperable
7. Removing safety devices
8. Using defective equipment
9. Using equipment improperly
10. Improperly loading
11. Improperly placing items
11. Improperly lifting
12. Improperly positioning for task
13. Servicing equipment while in operation
14. Engaging in horseplay



## Examples of Unsafe Conditions

1. Improper lockout
2. Improper guards or barriers
3. Improper or inadequate PPE
4. Defective tools, equipment, or materials
5. Inadequate warning systems
6. Fire and explosion hazards
7. Poor, disorderly housekeeping
8. Hazardous environmental conditions that may be present, i.e., gases, dust, smoke, fumes, vapors
9. Excessive noise level
10. Radiation exposure
11. High or low temperature exposures
12. Inadequate or excessive illumination
13. Inadequate ventilation
14. Improper ergonomics at work stations

## REPORTING HAZARDOUS CONDITIONS

You must report it when you see a hazardous condition that might cause injury, property damage, or interfere with services, regardless of the department in which the hazard exists guard it. It is also important to report it promptly to your supervisor or the human resource department and when necessary, guard it.

If you receive a public report of a hazardous condition, obtain the name of the informant, the exact location, and nature of the hazard. It should then be referred to the person responsible for the hazard.

## REPORTING ACCIDENTS

### Employee Work Injuries

As soon as practical, notify your supervisor and the human resources department of any injury sustained on the job regardless of whether or not medical attention is needed.

If the injury is too serious for normal first aid, or if there is any doubt as to the severity of the injury, immediately call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*) or proceed to **Mountain West Worx, 2055 N. Main, Tooele, UT** or another doctor. Either you or the person accompanying you to the doctor or hospital must tell the doctor that the injury being treated occurred on the job and give the doctor or hospital the following information:

Insurance carrier and policy number:

**Workers Compensation Fund of Utah**

**Policy 1639001**

**392 E 6400 S, SLC, UT 84107**

**(801) 288-8000 or (800) 446-2667**



Even if the injury only requires first aid, it needs to be reported to a supervisor and to the human resource office. Fill out an Incident Report Form and if necessary, a Workers Compensation Claim Form, which are available from the human resource office.

You must report the injury because it provides the City with a written record. Without this report, you may lose the right to Workers' Compensation if complications later develop which require professional medical treatment.

If an injury requires medical treatment, the department head, supervisor, or a human resource representative may accompany the employee as they visit the health care provider.

If time away from work for recovery is necessary, a full-duty or restricted work release is required from the doctor in order to return to work. This should be given to your supervisor when you return to work. When a work release recommends transitional duty, you may be assigned duties consistent with the doctor's instructions, if transitional work is available. As you recover from an injury and are ready to assume normal work, a full-duty work release from the doctor is required. Once you have been released by a physician to full duty after a work-related injury, you must inform your supervisor and human resources before receiving medical treatment from a doctor for further complications resulting from that injury.

### Visitor Injuries

Report all accidents involving the public to your supervisor immediately. Your supervisor will determine appropriate follow-up. If necessary, call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*) for assistance. Follow your department's policies and procedures regarding visitor injuries. If your department does not have a specific policy, fill out an Incident Report Form and submit it to your supervisor.

### Vehicle Accidents

If you are involved in a work-related vehicle accident:

1. Stop the vehicle at the scene of the accident.
2. Ask all passengers trained in first aid techniques to assist the injured. If someone is seriously injured, call 911 or a doctor. If the only communication device is a radio, call applicable office staff and instruct them to call 911. Give them all the information regarding your location and nature of the accident. Stay on the radio with this individual if possible.
3. Call your supervisor as soon as practical.
4. Get names, addresses, and telephone numbers of all persons who have information about the accident. Get the names, addresses, and vehicle registration numbers of all other drivers involved in the accident and ask to see their driver's licenses.
5. Get the names of the other drivers' liability and collision insurance carriers.
6. Cooperate with the police.
7. Don't admit to the cause of the accident and don't sign statements relating to the accident. (If you are cited, however, you must sign the citation as a promise to appear in court).

8. Complete the State "Report of Traffic Accident" form obtained from the police officer, which report must be filed within five days if the accident results in injury or death to any person, or if there is a significant property damage.

An employee who is involved in a vehicle accident may be required to submit to post-accident drug testing and in accordance with City policy shall remain readily available. **This information can be found in the Personnel Policies and Procedures Manual under Drug-Free Workplace.**

## REPORTING CRITICAL INCIDENTS

You are encouraged to report critical incidents such as threats, suspicious activities, suspicious individuals, etc. by using the Incident Report Form (See Appendix D).

If you are unable to, or uncomfortable writing a report, verbal reports should be made to the appropriate supervisor, the human resource manager, city attorney, or mayor.

## INVESTIGATING ACCIDENTS OR CRITICAL INCIDENTS & ESTABLISHING EMERGENCY PLANS AS NECESSARY

The credibility of Tooele City's emergency preparedness and safety program depends in part upon how quickly and effectively reports are handled. It is Tooele City's intent to conduct preliminary investigations, and if necessary, follow-up investigations on all reported accidents or critical incidents.

As soon as a report is received, the seriousness of the incident shall be determined by competent personnel. Although the team may change as deemed beneficial to the particular incident, the investigation team may consist of any number of representatives from management, human resources, legal, police, and the employee safety team.

If after conducting the preliminary or detailed investigation, there is imminent danger, steps shall be taken to address it. Examples of steps which may be taken include emergency notifications and calling trees, alternate work schedules, temporary job procedures, time off work or away from the incident, instructions to call 911 in given circumstances (*some areas require that you dial 9-911 to connect to phones outside of the building*), installing mirrors or other safety devices, reviewing emergency plans, distributing photos of individuals suspected of being threatening, etc. Tooele City believes that affected employees are also a critical part of determining appropriate safety measures and may seek their input.

While every attempt will be made to maintain confidentiality, it can not be guaranteed. The results of such investigations, necessary safety plans, or precautionary measures may need to be communicated to all involved or potentially affected. Investigations will be conducted with fairness and objectivity, with full appreciation of relevant legal and ethical considerations, and with particular attention to privacy rights.

Tooele City believes that when sufficient facts exist to constitute a perceived threat, the safety of our workforce outweighs an individual's right to privacy. Those who may be targeted for critical incidents have a right to know so they are aware.

## FIRE PREVENTION AND PROTECTION

### Housekeeping

1. Keep work locations, vehicles, and the inside and outside of buildings clean and orderly at all times.
2. Keep combustible materials such as oil-soaked rags, waste and shavings in approved metal containers with metal covers.
3. Keep both clean and used rags in approved metal or metal-lined bins with metal covers.
4. Do not use flammable liquids such as gasoline and paint thinner for cleaning.
5. Keep all flammables in approved, properly labeled containers or storage cabinets. Handle and dispense gasoline, paint thinners and other flammables only in U.L. listed, approved, properly labeled safety cans.

6. Keep aisles, passageways, hallways, stairways, and exits free of clutter at all times.
7. Keep floors and platforms clear and reasonably free of oil, grease, and water. If slippery, use mats, grates, cleats, or other methods to reduce the danger of slipping.
8. Store materials and supplies in a neat manner to keep them from falling or spreading. Tripping hazards caused by stored materials should be avoided.
9. Do not allow paper and other combustible materials to collect. Do not allow weeds or other plants to grow in or around garages, supply yards, or other structures since they can become fire hazards.
10. When pouring or pumping flammable liquids such as gasoline and paint thinner from one container to another, make sure the pouring and receiving containers are bonded to each other (touching or connected) at all times.
11. When transferring flammable liquids from drums to smaller containers, make sure the drum is grounded and a bonding cable is attached to both the drum and the receiving container to prevent static sparks.
12. When dispensing to a container in a vehicle equipped with a bed protector (sprayed on, mat, or liner), the receiving container must be connected to the bare metal of the vehicle to prevent static build-up.

## Smoking

**Smoking is not permitted in the facilities or vehicles of Tooele City. Employees must comply with the Utah Indoor Clean Air Act.**

It is extremely dangerous to smoke in areas where dangerous gases may be present. Co-workers should help enforce the no smoking rules in order to provide for their own health and safety. Absence of "NO SMOKING" and "STOP YOUR MOTOR" signs does not excuse smoking in dangerous places.

## Fire Protection and Fire Extinguishers

1. Keep fire-protection equipment in proper locations at all times. Equipment should not be moved except for actual use. Never block access to fire extinguishers. A 3-foot-square clear area must be available in front of this equipment at all times.
2. Properly mount all fire extinguishers, except for wheeled equipment.
3. Be familiar with the location and the operation of all fire-protection equipment in your work area.
4. Inspect fire extinguishers in buildings and vehicles monthly. All extinguishers must be serviced annually.
5. Know the proper extinguishing agent to control the fire.
  - A. *Class "A"* fires involve ordinary combustibles such as wood and paper. Extinguishing agents include water and multi-purpose dry chemical.\*
  - B. *Class "B"* fires involve oils and flammable liquids. Extinguishing agents include carbon dioxide and dry chemical.\*
  - C. *Class "C"* fires involve electrical equipment. Extinguishing agents include carbon dioxide and dry chemical.\*



\*(Halon 1301 and Halon 1211 are gaseous extinguishing agents available for Class "A," "B," and "C," fires, where other extinguishing agents could damage or destroy electronic equipment).

Do not enter confined spaces after using carbon dioxide or halon extinguishers until the area has been thoroughly ventilated. See "Confined Spaces" herein.

## EVACUATIONS & MEETING LOCATIONS

### Ordering an Evacuation & Evacuation Procedure

When there is a clear and present danger, any employee may order an evacuation of a public building. For all other reasons, a public safety official, an elected official, department head, or any supervisor may order evacuation of a building.

To announce an evacuation, various methods of communication should be used including verbal instruction, intercom instruction, and activation of available internal alarms such as a fire alarm.

Be aware of at least two evacuation routes from your primary work area. If a normal route is too dangerous, follow an alternate route. Never use elevators. Only use enclosed staircases if no other direct outside route is available.

Leave personal items behind. Your primary concern is to get out safely. Close doors behind you as you leave and if possible, place a message on your door indicating the room is cleared.

Once you are outside the building, call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*). Maintenance personnel or facility designee should ensure, if safe to do so, that building is secured and utilities are shut off when appropriate.

### Alarms & Alarm Testing

Many City buildings are equipped with fire alarms, smoke detectors, and carbon monoxide detectors. Periodic testing may be conducted to ensure proper operation of such systems. Unless clear notice has been given that testing is being conducted during a specified time period, employees should respond to all alarms as if they are real emergencies and evacuate the building.

### Meeting locations

Evacuation orders may be made to one of these locations:

1. ***Pre-established Meeting Location.*** An area outside the building but likely to be on facility grounds, when short term evacuation is anticipated. For example, Tooele City Hall evacuates to the gravel parking lot behind City Hall.
2. ***A primary Relocation Center.*** A building or other designated area within walking distance from the facility where staff can be collected and protected from the weather, when remaining on facility grounds is unsafe or too chaotic, or the expected duration of the evacuation is unknown. For example, Tooele City Hall evacuates to the Senior Citizen Center.

### Reentering a Building

Do not return back into a building until the building has been deemed safe by public safety and/or maintenance personnel.

### Accountability Procedures

After evacuating to your meeting location, find your department head or supervisor. He/she will account for his/her employees and/or visitors. It is important that you not leave the meeting location until authorized to do so because each department head or work site will notify authorities of unaccounted employees and/or visitors. This may result in emergency personnel unnecessarily reentering the building to find you.

## SHELTERING IN PLACE

Lock downs or sheltering in place may also be necessary when evacuation routes are blocked or it is deemed unsafe to evacuate the building.

Your supervisor should inform you of the safest area to move to. Lock downs may entail moving to a rear office far from public access, locking doors in between public and employees, placing wet cloth in front of door cracks, or moving to area with a breakable and escapable window.

Remain in your sheltering location until informed by public safety personnel or management that it is safe to exit.

## EARTHQUAKES

In the event of an earthquake, stay calm and stay put. If you are inside, stay inside; if you are outdoors, stay there.

Immediately take cover. If indoors, take cover under a sturdy desk, table or bench, or stand in a supported doorway, or along an inside wall or corner. If outside, get into an open area away from buildings, brick or block walls, trees, walls and power lines. If in an automobile, get as low as possible and stay in the automobile until the shaking stops. Avoid stopping near trees, power lines, or overpasses.

After the earthquake is over, there could be damage to building structures, so stay away until a safety assessment can be made. Trained personnel should render first aid where needed.

Check for fires and fire hazards, loose power lines, smells or sounds of leaking gasses and take the necessary safety measures not to be injured by either. Do not light a cigarette or light a match. Only trained individuals should turn off main water valves, if water leaks are suspected, and main circuit breakers or fuse boxes, if damage to the electrical system is suspected.

Be prepared for aftershocks. Although normally smaller in magnitude, some may be large enough to cause additional damage to weakened structures.

If you are working outside of your office, attempt to use your radio to call in and notify staff of your status. Use phones only for emergency calls.

## NATURAL GAS LEAK

In the event a natural gas leak is suspected, you should evacuate the building. Once outside, call 911. Do not light a match, lighter, or other ignition source. Do not try to "fix" the leak yourself. Trained maintenance personnel or representatives of the gas company will take care of this. Employees primary concern is to evacuate safely.

## TERRORISTS ATTACK

Terrorist threats and attacks may come in many forms including workplace threats, fires, bombings, robbery, etc. Follow the same guidelines listed in this booklet under each topic.

## WORKPLACE VIOLENCE

Violence can erupt from individuals outside the organization and from individuals inside the organization. When necessary, Tooele City will consider applying temporary or permanent withdrawal of services to members of the public who engage in acts which constitute workplace violence.

Tooele City desires to take precautions to avoid incidents of workplace violence and to establish appropriate safety plans. Be alert to the fact that despite all proactive efforts, violence can occur. Be alert, calm, and confident in how to report and handle acts of violence.

Workplace violence includes, but is not limited to, verbal or written threats to an employee or an employee's family member, harassment, stalking, physical intimidation, physical fights or assault, displaying weapons or making comments about using weapons that are deemed to be threatening, or hostage situations. You may not engage in such behavior or acts. **Disciplinary action may be taken in accordance with Tooele City Personnel Policies and Procedures.**

In accordance with the above section "Reporting Critical Incidents," you are encouraged to complete the Incident Report Form (Appendix D) and return it to your supervisor. Concerns about workplace violence, whether real or perceived, or potential for workplace violence should be immediately reported to management even if a form is not completed.

Tooele City takes workplace violence issues seriously and believes timely implementation of preventative measures is critical. Incidents are investigated to determine the best course of action for employee safety.

## OTHER THREATS

Threats should be reported no matter how innocent or insignificant they may appear. You are encouraged to complete the Incident Report Form (Appendix D) and return it to your supervisor.

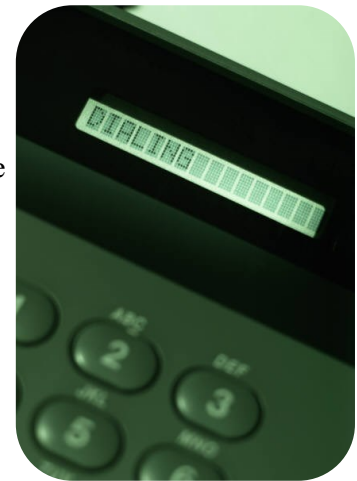
Threats generally come in three main forms: (1) face-to-face, (2) over the phone, or (3) from a third party who claims to have heard or heard about an alleged threat. Use the following guidelines:

### Face-to-face threats

1. Remove yourself from the situation.
2. Politely inform the individual that you will get your supervisor or another employee to try to assist them.
3. If the individual does not calm down or blocks your ability to move away, ask another employee to call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*).
4. You may also activate the City page system or applicable pager system in your work environment if available.

### Over the phone

1. Check the caller ID number and write it down.
2. Press the record button on your telephone, if available.
3. Keep the caller on the phone. Talk in a calm voice and assume the call is serious. Never make jokes with a caller or attempt to make light of the situation. Do not get defensive. If the caller hangs-up, immediately write down all the information you remember.
4. Gather and document information. Fill out the Incident Report Form (Appendix D). It will help you ask pertinent information.
5. Ask who is calling, what the threat is for and what the caller would like resolved. Ask if you can summon someone else to help resolve their source of frustration.
6. Immediately report the threat to your supervisor. If unavailable, contact human resources, the city attorney, the mayor, or the police.
7. Call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*)any time you feel yours or your co-worker's safety is in jeopardy. Tooele City believes that such calls are better than ignoring a potential problem. If a threat to life or bodily harm was made, the police must be called by the employee or the person to whom the employee reported the information.



### Third-party

1. Ask the informant to provide you with a written statement including who, what, when, where, and how the threat was made.
2. Gather and document information. Fill out the Incident Report Form (Appendix D). It will help you answer pertinent information.
3. Immediately report the threat to your supervisor. If not available, contact human resources, the city attorney, the police department, or the mayor.
4. Call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*)any time they feel you or your co-worker's safety is in jeopardy. Tooele City believe that false calls are better than ignoring a potential problem. If a threat to life was made, the police must be called by the employee or the person to whom the employee reported the information.

## BOMB THREATS

Any bomb threat is to be taken seriously. The following should be done if you receive a bomb threat over the phone.

1. Check the caller ID. If the number is still on the phone, write it down.
2. Press the record button on your phone, if available.

3. Ask who is calling, where the bomb is, what type of bomb it is, and why it was planted.
4. Summon a co-worker and inform them of the call. Discretely instruct them to call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*) and get the building evacuated (See Evacuation and Meeting Locations herein this book). It may be good to write this information on a paper and show them.
5. Keep the caller on the phone. Talk in a calm voice and assume the call is serious. Never make jokes with a caller or attempt to make light of the situation. If the caller hangs-up, evacuate the building and write down all the information you remember and make yourself immediately available to law enforcement personnel.
6. Evacuate the building. (See Evacuation and Meeting Locations herein this book).
7. Gather and document information. Fill out the Incident Report Form (Appendix D).

## ROBBERY

We can diminish our risk of robbery and the consequences by implementing the following guidelines:

1. Always report suspicious circumstances to the police. Call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*) immediately if you observe suspicious behavior in the parking lot, building, or surrounding work area.
2. Make sure that there is a clear line of sight to the door for any employee handling cash. Employees should practice cleanliness and avoid clutter on counters. Keep windows free of advertisements. Keep doors open during business hours whenever possible.
3. If a robbery occurs, your number one responsibility is to survive safely. Comply with the demands of the robber. Resistance will greatly increase the risk of further injury or violent acts.
4. Make the robber's job easy. Be prepared to give the robber your best customer service. This is one transaction that you will want to conduct as calm as possible.
5. Robbers bring weapons to ensure they have control of the situation. If the robber states they have a weapon, believe him.
6. Tell the robber that you are going to do exactly what he/she wants. Talk to the robber and explain what can be expected from you. Don't leave the robber guessing.
7. Don't make unexpected moves.
8. Don't resist, argue, fight, or threaten back.
9. Don't follow the robber out of the store. You will be safe after he/she is gone.
10. Call 911 when you are safe.
11. Make the job easy for the police. Get a good description of the offender. Carefully observe and remember as much as possible about appearance and behavior. Try to memorize and write down details of the person's physical identity (approximate age, height, weight, color of eyes and hair). A good way to determine height and weight is to compare the person to yourself or someone you know, or to note the person's size and build relative to an object or a doorway located where the crime is occurring. Look for distinguishing personal characteristics, such as scars, tattoos, hair style, or other prominent features. Observe the person's clothing (style and colors), jewelry, gait and manner of speech. If a car is involved in the incident, note the make, model, color, and license number.
12. Once the police arrive, remain available and have a list of witnesses available. Designate one person as the point of contact for police.



## EMERGENCY COMMUNICATION

### Media & Public

In the event of any City emergency, all inquiries from the media or public will be directed to the city attorney's office unless notified otherwise. Employees should not talk with the media or public about emergencies unless instructed and authorized to do so.

### Employee Questions

In rare occasions, it may be difficult to communicate emergencies or instructions with employees. Circumstances may include returning to work after a critical incident in which offices had to be closed (significant snow storms, power outages, etc.). First try to contact your supervisor. If you can not contact your supervisor, check the website or call the designated employee emergency communication lines. Tooele City will attempt to post information on the City web-site, [www.tooelecity.gov](http://www.tooelecity.gov), or leave messages on the following phones, in order:

- 435-843-2105—City Hall Human Resources
- 435-882-2182—City Library
- 435-882-1952—Waste Water Treatment Facility
- 435-882-1445—Golf Course Maintenance Shops

*Enter revised numbers here:*

\_\_\_\_\_

Date Revised	New Number
--------------	------------

\_\_\_\_\_

Date Revised	New Number
--------------	------------

\_\_\_\_\_

Date Revised	New Number
--------------	------------



# First Aid & Medical

## FIRST AID & MEDICAL

### General

The information in this section is a guide to first aid. This information is not a self-teaching course. It only reviews first aid for those who have had first-aid training.

1. Know basic first aid so you can give emergency treatment if needed. Most important are the Heimlich maneuver, traumatic shock treatment, CPR, rescue breathing, and control of bleeding
2. Remember to protect yourself when providing first aid. Wear latex or nitrile gloves if you will be in contact with body fluids. Use an artificial respiration face shield, if available, when providing mouth-to-mouth resuscitation. Otherwise, don't.
3. If you are involved in excavating, trenching, tunneling, or work in manholes or confined areas, you should learn rescue breathing techniques and how to use them in an emergency.

### First Aid Kits

First aid kits should be maintained in each City vehicle as well as at each work site. Regularly check the inventory supply list in each kit and notify your supervisor of materials needing restocking.

### Wounds and Bleeding Control

Remember shock occurs in all cases of serious bleeding and treatment for shock should be used along with control of bleeding.

Bleeding may be controlled by the following methods:

1. **Direct Pressure.** Apply pressure directly on the wound. Use of a sterile dressing is preferred. In an emergency, use any dressing such as the victim's clothing.
2. **Indirect Pressure.** Apply pressure on the arterial pressure points in the arm or leg. Pressure points may be combined with direct pressure to stop serious bleeding.
3. **Elevation.** Raise the wound above the level of the heart to reduce blood loss.

### Shock

1. Shock usually occurs with a serious blood loss or some other serious injury. However, it can occur from a minor injury or even from anxiety or emotional stress.
2. Shock is easier to prevent than to cure. Every injured person should be treated as a shock victim, even if symptoms of shock are not present.
3. Shock symptoms include chalk-like appearance, dull or anxious expression, shallow breathing, weak, rapid pulse, and cool or moist skin.
4. Follow these guidelines to treat a victim for shock:
  - A. Call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*) for emergency assistance.
  - B. Keep victim warm and comfortable. Cover the victim underneath as well as on top to prevent loss of body heat.

- C. Keep the victim lying down, with the feet at least 6 inches higher than the head, if possible, unless the legs are injured. Keep the victim's head low, unless a patient has a chest injury and breathing problems. In this case, keep the victim lying down, with head raised a little to make breathing easier.
- D. Make sure the patient is breathing well.
- E. Loosen tight clothing at the neck, chest, and waist.
- F. Remain on the phone until emergency assistance arrives.

## Burns

1. **First-Degree Burn** (red skin, mild swelling/pain)  
Apply cold water or soak the burned area in cold water. If available, use water gel found in a first-aid kit.
2. **Second-Degree Burn** (red, mottled appearance; blisters, wet skin appearance)
  - A. Soak the burned part in cold water (not ice water) until the pain eases.
  - B. Apply clean cloths that have been soaked in ice water and wrung.
  - C. Gently blot dry.
  - D. Apply dry, sterile gauze or clean cloth as a protective bandage.
  - E. Do not break blisters or remove tissue.
  - F. Do not use an antiseptic preparation, ointment, spray or home remedy on a severe burn.
  - G. If the arms or legs are burned, keep them raised.
  - H. If available use water gel found in the first-aid kit.
  - I. Seek medical assistance.
3. **Third-degree Burns.** (deep tissue destruction; white or charred appearance; complete loss of all skin layers)
  - A. Call 911 (*some areas require that you dial 9-911 to connect to phones outside of the building*).
  - B. Do not use cold water or ice on a badly burned area because cold may make the shock reaction worse.
  - C. Do not remove the sticking pieces of burned clothing.
  - D. Cover burns with thick, sterile dressings, a clean sheet or other household linen.
  - E. If the hands are badly burned, keep them above the level of the victim's heart.
  - F. Keep burned feet or legs raised.
  - G. Have victims with face burns sit up or prop them up, and watch them closely for breathing problems. If breathing problems develop, an open airway must be maintained.
  - H. Remain on the phone until emergency assistance arrives.
4. **Chemical Burns.**
  - A. Remove the victim's clothing from the burned areas.
  - B. Review MSDS Sheet for proper treatment and follow the instructions.

## Eye Injuries

All eye-injury cases must be checked and treated by a doctor.

1. **Foreign Objects.** (Foreign material enters the eye)
  - A. Do not remove embedded foreign objects from the eye. This should be done only by a doctor.
  - B. Bandage both eyes of the injured person loosely and take him/her to the doctor right away. Do not put pressure on embedded objects.
  - C. Tell the victim to relax and to try not to move their eyes.

2. **Chemicals.** (Acid or caustic material enters the eye)
  - A. Tell the victim to relax and to try not to move his/her eyes. In most circumstances, the MSDS sheet will instruct you to wash the eye quickly with large amounts of clean water and to wash the eye with running water for at least 15 minutes.
  - B. Review and follow the MSDS sheet for the chemical in the eye.

## **Frostbite**

1. Frostbite is localized freezing of tissues, most commonly in the face, hands, and feet.
2. Symptoms:
  - A. Appearance of white waxy skin that has no feeling and is hard to the touch, or thawing skin, where skin is soft, is tingling and blisters develop in a few hours.
  - B. Headache, nausea, and dizziness
  - C. Rapid pulse
  - D. Thirst and profuse sweating
  - E. Gooseflesh, chills, and pale skin
  - F. Extreme weakness or fatigue
3. Treatment:
  - A. Take the employee to a hospital or medical facility. If this is not possible, bring patient indoors.
  - B. Apply warm towels or immerse the area in circulating lukewarm water for twenty minutes. Hot water should not be used and the area should not be rubbed in any way. If blisters are present, leave them intact.
  - C. Do not hold the affected area near fire since the area may be burned due to the reduced feeling in the area.
  - D. Offer the patient warm coffee or tea, if alert, but never alcohol.
  - E. Keep the affected area raised.

## **Heat Exhaustion**

1. Heat exhaustion includes several clinical disorders having symptoms which may resemble the early symptoms of heat stroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt.
2. Symptoms:
  - A. Extreme weakness or fatigue
  - B. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated.
  - C. giddiness
  - D. nausea
  - E. headache
  - F. In more serious cases, the victim may vomit or lose consciousness.
3. Treatment:
  - A. Have the victim rest in a cool place
  - B. Drink plenty of liquids

## Heatstroke

1. Heat stroke is an EMERGENCY. Heat stroke occurs in otherwise healthy, fit people of any age who undertake heavy exertion in hot climates.
2. Symptoms include:
  - A. Headache
  - B. Drowsiness, irritability, unsteadiness in victim; the sudden confusion, delirium, with convulsions and coma
  - C. Rapid pulse and low blood pressure
  - D. Dry or sweat-moistened hot skin
3. Treatment:
  - A. Remove victim from heat.
  - B. Remove all victim's clothing down to the underwear to accelerate cooling.
  - C. Cool victim by soaking victim's body in stream or cold bath.
  - D. Stop cooling when mental status improves.
  - E. Monitor the victim since they may relapse.
  - F. Get immediate medical attention.

## Artificial Resuscitation (Mouth-to-Mask/Mouth-to-Mouth Rescue Breathing)

1. Whenever a person is found unconscious, always determine if he/she is breathing. Call 911 or instruct someone to call 911. Immediately begin rescue breathing. Artificial resuscitation must be started within 3 to 4 minutes after the patient has stopped breathing or permanent brain damage could occur.
2. In electric shock cases, do not rush in and become a victim yourself. Safely remove the victim from electrical contacts and/or shut off power before starting artificial respiration.
3. Try to stop any serious blood flow.
4. Observe victim closely to see that mucus or stomach contents do not clog airway.
5. Determine if victim is unconscious by tapping the victim on the shoulder and asking loudly "Are you okay?" (look for a verbal response).
6. If there is no verbal response, place your ear close to the victim's mouth and nose. Look at the victim's chest to see if it rises and falls and listen and feel for breathing for about 5 seconds.
7. Use the head tilt/chin lift method to open the victim's airway.
8. If there is no breathing, pinch the victim's nostrils shut with the thumb and index finger of your hand with your palm pressing on the victim's forehead.
9. Begin respiratory resuscitation
  - A. Place resuscitation mask over victim's mouth per instructions with mask.
  - B. Open your mouth wide, take a deep breath, assure an airtight seal around the victim's mouth and blow into his/her mouth.
  - C. If the chest does not rise, sweep the victim's mouth with your fingers and perform abdominal thrusts to unblock airway.
  - D. Give two quick, full breaths without letting the lungs empty fully between each breath.
  - E. Maintain the head tilt/chin lift and once more look, listen, and feel for breathing and check pulse for at least 5, but no more than 10, seconds.

- F. If there is no pulse and no breathing, begin CPR if you have been trained or are instructed by emergency personnel.
- G. If there is a pulse but no breathing, provide at least one breath every 5 seconds for adults (or 12 per minute). A child (1-8 years) should be given one breath every 4 seconds. An infant (up to 1 year) should be given one breath every 3 seconds. Use light puffs for infants so their lungs will not be damaged.
- H. Continue rescue breathing without stopping until victim is breathing without help or until relieved by another person as capable or with higher training.
- I. If you must change resuscitators, do so as smoothly as possible without breaking the rhythm. If you must move the victim, continue resuscitation without stopping.
- J. Watch victim carefully after he/she revives. Do not permit victim to exert him/herself.
- K. Treat victim for shock.
- L. Get medical assistance.

### **Cardio-pulmonary Resuscitation (CPR)**

CPR is the combination of artificial circulation and artificial resuscitation that is used in cases of cardiac arrest (no pulse). CPR requires in-depth, individual training. If you find a victim with no pulse, call 911 immediately. Dispatchers may give you instructions and direct you how to provide CPR to the victim. Be calm and follow instructions carefully.



# Occupational & Equipment Safety

## ERGONOMIC SAFETY

Work-related musculoskeletal disorders (WMSDs) have many names including repetitive stress injuries, cumulative trauma disorders, over use syndrome, repetitive motion injuries, golfer's elbow, tennis elbow, white finger and game keeper's thumb. The most popular term, and perhaps the most prevalent in the workplace, is carpal tunnel syndrome.

If there is a problem, Tooele City may be able to help you identify how to resolve problems. Professionals are available to help with evaluation as needed. However, you should be aware of the factors that contribute to the development of WMSDs and review your own work areas. Factors include:

1. Force - strength needed to perform task;
2. Repetition - frequency or number of times a task is performed during shift;
3. Posture - positioning of the body to perform a task;
4. Vibration;
5. Temperature - cold temperatures are more harmful; or
6. Non-work related issues - health, lifestyles, hobbies, sports, activities, etc.

Once a WMSD has been identified or work processes indicates there is a risk, you and your supervisor should develop prevention plans to help which may include:

1. Identifying tasks that may cause a problem and evaluate them;
2. Looking at possible solutions such as equipment changes, administrative changes, or retraining; or
3. Modifying the task whenever possible; or following up and making additional modifications as needed.

## VEHICLE SAFETY

### **Authorized Driver Roster / Driver's License Requirements**

Tooele City maintains an Authorized Driver Roster. Employees must be on the authorized driver roster to drive a City vehicle or a personal vehicle for city purposes. Although many factors are taken into consideration drivers must:

1. Be at least 17 years old and had a driver's license (not learner's permit) for at least 12 months; and,
2. Possess and maintain a valid Utah Driver's License with any job required endorsement, or for individuals who possess a valid out of State licenses, obtain a valid Utah Driver's License with any job required endorsements within 6 months

## Driving Records

Our insurance provider may determine that you are an uninsurable driver if you have experienced substantial driving violations. An example includes, but is not limited to, receiving two alcohol-related driving offenses within a 10-year period or one within a 3-year period.

If your job requires you to drive, your off duty driving record is critical. Your on and off duty driving violations may jeopardize your continued employment with Tooele City.

## Seat Belts

You must wear seat belts, if installed, while operating or riding in city owned vehicle (or other equipment) while in a City owned vehicle.

## Texting & Use of Electronic Communications Equipment While Driving

As of May 13, 2014, It is illegal to drive and do the following:

- Text
- Dial a number
- Use the Internet (to send email or any other purpose)
- Watch or record video
- Enter data into device

Motorists can still use their device to view navigation and GPS, but must pull over to input data. Motorists are barred from dialing phone numbers, but can talk on cell phones

## Transporting Items & People

City vehicles may not be used for personal use, except where allowed for in Tooele City Personnel Policies and Procedures. You may not allow alcoholic beverages, illegal drugs, chemicals not used in the customary nature of the job, or firearms aboard a company vehicle at any time. Exceptions to firearms and chemicals are made for bona fide job responsibilities. See the Tooele City Personnel Policies and Procedures Manual for more information on vehicle use.

## Reporting Unsafe Vehicle Conditions

You are responsible for inspecting your vehicle at the beginning of each shift and during use to make sure it is in a safe operating condition. If you determine the vehicle to be unsafe, report it to your supervisor or the maintenance shop and request temporary use of another vehicle. Trained individuals will evaluate current status and issue safety determinations.

## FORKLIFTS

### Training & Operator Certification

Only employees "Certified" by Tooele City Corporation may operate City-owned forklifts. Certification is issued by a designated forklift trainer and consists of a combination of classroom instruction (lecture, video-tape and/or written exam) and practical training and observation. Certification is specific to the type of forklift the employee is authorized to operate. Certifications expire every three (3) years.

### Safe Operation

Drivers must exercise individual care and good judgement while operating a forklift. The following guidelines will help to minimize risk of injury and should be followed:

1. Whether you are new to the job or experienced, you should visually check the forklift prior to use. Items to check for include, but are not limited to, cracked or bent attachments, brakes, gouges or large chunks missing from solid tires, blind corners, leaky connectors and hydraulic cylinders, too much free play in the steering, unsafe refueling or recharging devices, or missing safety protection devices



- (including horns, overhead protection guard, on-board fire extinguisher, etc.).
2. Practice safe driving habits. Follow all traffic regulations. Operate forklift at speeds that allow stopping in a safe manner.
  3. Do not drive up to anyone standing in front of a fixed object; do not allow others to ride on the forklift; do not allow others to stand or pass under elevated fork lifts.
  4. The proper truck (size, loadcapacity, and use) must be selected and inspected prior to use.
  5. Stunt driving, horesplay of any kind or riding on the outside of a forklife is not acceptable.

## LOCKOUT/TAGOUT

Equipment or machinery used within the City must occasionally be shut down to safely allow service or repair. The intentional isolation of machinery or equipment from the energy source is referred to as lockout/tagout.

Operating equipment that is locked/tagged out may cause injury or death to employees working on the equipment. Never operate a switch, starter, circuit breaker, control or valve that has been locked or tagged out.

If machinery or equipment can be locked out (by means of lockable positions or controls), a lockout device must be used in combination with a tagout device. A tag used to intentionally disable a system will be marked "DANGER - DO NOT OPERATE," (or a similar warning) and a lock will be attached to an isolation point, such as a switch, circuit breaker or control panel.

Energy sources that may require lockout/tagout include, but are not limited to electrical equipment (equipment that cannot be unplugged with the plug insight of the worker), mechanical (controls for machine tools, compressor engines, and valves), hydraulic (mobile cranes, hoists and hydraulic lifts); and pneumatic (tools and air compressors).

If you are required to bypass or remove guards or other safety equipment from operational equipment, you must ensure that lockout/tagout devices are used.

If any part of your body must be placed in an area of equipment operation or machine processing to do repairs, service or inspection, you must install lockout/tagout devices to disable the equipment for as long as it takes to perform the operation.

If a lockout device cannot be used on a piece of equipment, isolate and tagout the complete system of which the equipment is part.

If machinery or equipment has multiple points of energy isolation or control, lockout/tagout devices should be provided for every energy isolation point.

If your operating area is affected by a lockout/tagout operation, or you will be affecting another area by your intended lockout/tagout, you must communicate this to all personnel involved in the intended inactivation of equipment.

If more than one employee or crew is required to work on a system, each must place a separate lock and tag on the locking device before commencing work.

Before assuming that equipment or machinery is inactivated because the controlling energy is isolated, test for remaining energy in a manner that does not threaten injury to yourself or other employees. Energy remaining in the equipment could activate a process of cycle of operation. Remaining energy could be in the form of electricity, hose, pipe or cylinder pressure (from air, gas, steam, hydraulics, water, or other retained fluids), spring pressure or gravity.

Never remove a lockout/tagout device that you did not apply. If lockout is no longer required, contact the responsible supervisor to coordinate and communicate the inactivation of the lockout/tagout system.

Unauthorized removal of tags and lockout mechanisms is dangerous and is not permitted. Infraction of this safety rule is serious and may result in severe disciplinary action and probable dismissal.



## HAND AND POWER TOOLS

1. Do not use or operate tools you have not been trained to operate and have not been authorized to operate by your supervisor.
2. Use proper tool for the job to be performed. Do not use makeshift or substitute tools.
3. Never operate equipment with guards removed or safety devices inactivated. Never attempt to circumvent or defeat such mechanisms. **THEY ARE THERE TO PROTECT ALL EMPLOYEES.**
4. Do not use defective or damaged tools or equipment. Check all tools before use. Report problems to your supervisor.
5. Take special precaution when using power tools and remove defective tools from service.
6. Turn power tools off and wait for motion to stop before setting tools down. Disconnect tools from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.

## TRENCHING AND EXCAVATION

Trenching and excavating are extremely dangerous unless all safety precautions are taken. The following steps should be taken to adequately control the situation:

1. Remove surface encumbrances.
2. Locate all underground utilities prior to any digging.
3. Ensure a copy of the OSHA Excavation Standard is on site and easily available.
4. Make sure a competent person completes a daily inspection of the excavation.
5. Ensure hard hats are worn at all times by all personnel on the site.
6. Use personal protective equipment (PPE), including safety glasses, toe shields, etc., when a hazard exists.
7. Ensure workers who are exposed to vehicular traffic wear warning vests.
8. Keep workers out from under suspended loads.
9. Ensure the excavated material is stored and retained at least 2 feet from the edge.
10. Take steps to protect workers from falling rock hazards.
11. Ensure there is a way to exit such as a ladder, steps, ramp, etc. for every 25 feet of travel. Note: This rule applies to excavations 4 feet or deeper.
12. Ensure that the harness and lifeline provided for workers entering excavations are classified for a confined space. See Confined Spaces Section herein.
13. Ensure workers in an excavation 5 feet or deeper are protected by a trench box, shoring, sloping or other means of adequate cave-in protection.
14. Check for any evidence of a possible cave-in or slide. If so, precautions must be taken immediately to protect exposed workers.
15. Ensure guardrails are provided for walkways crossing over an excavation.



16. Ensure that physical barriers are provided for an excavation in a remote location.
17. Ensure that structural ramp runways are of uniform thickness and designed to prevent slipping.
18. Ensure barricade, stop log or hand signal systems are provided when equipment is operating close to the excavation.
19. Ensure sidewalks, streets, etc., are protected from undercuts.
20. Ensure adjoining buildings, and walls are braced or otherwise supported.
21. Test the air for any oxygen deficiency or hazardous atmosphere.
22. Obtain PPE if a hazardous atmosphere condition is detected.
23. Make sure surface or ground water accumulation is not a problem. Workers must be protected and equipment monitored by a competent person.
24. Determine whether or not the excavation interrupts a natural drainage. If it does, make sure a suitable means to divert potential water is provided.

### **Maximum Allowable Slopes For Excavations Less Than 20 Feet**

Simple slope excavations in Type A soil which are open 24 hours or less (short term) and are 12 feet or less in depth shall have a maximum allowable slope of 1/2:1 and 3/4:1 if open greater than 24 hours. Slope excavation in Type C soil should be 1 1/2:1 and Type B 1:1.

### **Sloping for Excavations Greater than 20 Feet**

Sloping or benching for all excavations greater than 20 feet deep shall be designed by a registered professional engineer.

## **HEAVY EQUIPMENT**

1. Operators must:
  - A. Be trained and authorized to operate heavy equipment;
  - B. Possess a valid operator's license for operation of such equipment when not in an official training program (i.e. CDL, forklift certified, etc.);
  - C. Obey all traffic laws;
  - D. Allow no one to ride on or in heavy equipment without a seat belt or proper personal restraint systems (i.e. harness);
  - E. Not allow alcoholic beverages or illegal drugs, chemicals, or firearms aboard at any time;
  - F. Be authorized City employees to operate City equipment;
  - G. Fulfill the requirements of the Federal Motor Carrier Safety Regulations by maintaining a current Medical Examiners Certificate at all times as evidence of the required examination.
  - H. Conduct pre-trip inspections of equipment and ensure that brakes, tires, steering, seat belt, operating controls, and safety devices are not damaged and are functioning properly. Report any issues to the maintenance shops. A trained and authorized individual will conduct a safety inspection and verify operating status.
2. Equipment
  - A. Whenever heavy equipment is parked, the parking brake must be set.
  - B. All equipment must be turned off before performing repairs, fueling, cleaning, or lubricating.
  - C. When transporting tools and materials, secure them to prevent movement.
  - D. Do not attempt to operate special equipment without permission or instructions.
  - E. Do not repair or adjust equipment while it is in operation. Never oil moving parts or

equipment while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.

- F. Never work under equipment that is supported by jacks or chain hoists without protective blocking in case of hoist or jack failures.
- G. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace them in proper order before starting.
- H. Ensure that the manually operated horn or other audible warning devices provided on heavy machinery as a safety feature are maintained in functional condition.

## SECURING LOADS

All loads for transport must be secured down and if necessary, covered.

## LADDERS

1. Use the appropriate ladder for the job.
2. Ensure the load capacity is appropriate (include not only the weight of the person using the ladder but the additional weight added by tools or material that will be carried up the ladder).
3. Ensure that the ladder is safe to use. Ladders should be periodically inspected to identify any unsafe conditions. Ladders with structural defects will be removed from service and repaired or replaced.
4. Ladder side rails should extend at least three (3) feet above the upper landing surface.
5. Do not climb higher than the third (3rd) rung from the top on straight ladders or the second (2nd) tread from the top on stepladders.
6. Straight ladders used on other than stable, level, and dry surfaces must be tied off, held, or secured for stability.

## FALL PROTECTION

OSHA standards require that employees be protected from fall hazards and falling objects whenever an affected employee is six (6) feet or more above a lower level and when an employee could fall into or onto dangerous equipment regardless of height. Any stairway, platform, floor hole, or opening must also be guarded.

This Fall Protection Plan addresses the use of conventional fall protection, as well as identifies specific activities that require non-conventional means of fall protection during the construction and inspection of buildings under 48 feet in height.

You and your supervisor must recognize the fall hazards associate with your job and establish the safest procedures to be followed in order to prevent falls to the lower levels. You must follow the procedures and strictly adhere to them except when doing so would pose a greater hazard. If in your opinion, this is the case, notify your supervisor of your concerns and have them addressed prior to proceeding.



### Conventional Fall Protection

Conventional fall protection systems (also referred to as personal fall arrest systems) are designed to limit your fall to six feet or less. Anchorage points must be included and must be capable of withstanding a force of 5,000 pounds or a safety factor of at least two as determined by a Competent Person [CFP 1926.502 (d)(15)].

Conventional fall protection systems must be used properly, as intended by the manufacturer.

Optimally, anchorage points and tie-off methods should minimize the free-fall distance to less than 2 feet. Rigging should limit the free-fall distance to no more than 6 feet.

## Guardrail Systems

Guardrail systems are conventional fall protection systems designed to prevent falls from leading edges. Guardrail systems are required to have top rails and mid-rails capable of withstanding, without failure, a force of at least 200 pounds applied within two inches of the top edge of any outward or downward direction, at any point along the top.

## Scaffolding

A scaffold is a temporary elevated-working platform used for supporting workers and materials. The legs or uprights of all scaffolds are required to be plumb and securely rigidly braced to prevent swaying and displacement.

## Aerial Manlifts

An aerial manlift is a mechanized arm hooked to a base piece of equipment and lifts an employee in the air. Only trained employees may operate an aerial work platform.

If you operate a manlift that extends away from the base, you must wear a full body harness and lanyard secured to the platform.



## Non-conventional Fall Protection Systems

In the regular and customary performance of duties, Tooele City does not anticipate the need for non-conventional fall protection systems. If in the rare circumstance the above listed fall protection methods do not satisfy the need of a job, specific fall protection plans should be developed prior to commencing work.

## LIFTING AND MATERIAL HANDLING

1. Get help to lift heavy objects or use power equipment.
2. Inspect the outside of the object to be lifted by hand for sharp, ragged, or protruding surfaces. Use gloves when necessary.
3. When two or more people are carrying one object, face the direction in which the object is being carried, if possible, and have a signal for releasing the load.
4. Avoid strains from lifting objects by being sure of footing, bending the knees, and keeping the back straight. When ready to lift, straighten the legs slowly, distributing the strain over the stronger muscles of the body.
5. Carry objects as close to the body as possible, and place at or near waist level when practicable.



## CONFINED SPACES

OSHA standard 29 CFR 1910.146 regulates confined space entry. Confined space entry is potentially an extremely hazardous assignment. Do not enter confined spaces unless you have been properly trained.

### Confined Space Classification

A "Confined Space" is any enclosed space that meets all three of the following criteria:

1. ***It can be bodily entered by an employee.*** Its size, configuration, and access would allow a person to get completely inside of it.

2. ***It has limited access and egress.*** The way in and out do not meet the standards for safe exits. As a general rule, if you have to use a ladder, stairway over 70 degrees steep, or enter through anything smaller than a typical room door, the space meets this criteria. Pipes and other obstacles inside the space may also make it meet this criteria.
3. ***It was not designed for continuous occupancy by employees.*** It was not designed for people to work in under normal, day-to-day, conditions. For example, some underground pumping stations meet criteria 1 and 2, but are provided with lighting and ventilation that makes them acceptable workplaces.

Some confined spaces in the workplace are easy to recognize, such as enclosed tanks, sewer/water manholes, PRV Vaults, large diameter pipelines, water tanks, and wells. Some confined spaces are not so easy to recognize. For example, how about crawl spaces, tank trucks, or clarifiers—they may be confined spaces pursuant to OSHA standards. It is important to note that a confined space can have an open top and many fatal accidents have occurred in spaces without any roof or top enclosure.

Tooele City, through its supervisors, evaluate confined spaces and classify them as follows:

1. ***Permit-Required Confined Space (PRCS).*** Space with one or more of the following:
  - A. Contains or has the potential to contain a hazardous atmosphere.
    - Atmospheric oxygen concentrations less than 19.5 percent or greater than 23.5 percent
    - Flammable gas, vapor or mist at a concentration in excess of 10 percent of the lower explosive limit (LEL)
    - Airborne combustible dust at a concentration that meets or exceeds its LFL
    - Atmospheric concentration of a toxic substance that exceeds its dose or permissible exposure limit (PEL)
    - Any other atmospheric concentration that is immediately dangerous to life and health
  - B. Contains material that has the potential for engulfing entrants.
  - C. Has an internal configuration that could trap an entrant.
  - D. Contains other recognized serious safety or health hazards.



2. ***Alternative Entry Permit-Required Confined Space (AE PRCS).*** Space that meets all of the following:
  - A. The only hazards in the Permit-Required Confined Space are atmospheric.
  - B. Hazards can be controlled by the use of continuous forced-air ventilation.
  - C. Atmosphere is tested periodically during entry. The certification consists of the date, location of the space, and signature of the person providing the certification.
3. ***Non-Permit Confined Spaces (NPCS).*** Space that meets all of the following:
  - A. The space poses no actual or potential hazardous atmospheres.
  - B. All hazards within the space can be eliminated without entry into the space, such as locking and tagging equipment so it cannot be operated while employees are working inside.
  - C. Forced-air ventilation to control atmospheric hazards does NOT constitute elimination of hazards.
  - D.

The following confined spaces are Permit-Required Confined Spaces (PRCS) unless reclassified as Alternative Entry Permit-Required Confined Space (AE PRCS) during the pre-entry preparation and evaluation process:

Water Reclamation Facility

Manholes	Underground sewer pipes/collection lines	Grit Chamber
Oxidation Ditches	Clarifiers	Scum Vaults
Valve Pits	Thickeners	Sludge Holding
Tanks Chlorine Contact Basin	Ultraviolet Disinfection Channel	W3 Wet Well
Lift Station	Effluent Filters	Effluent Pump
Well		

Decommissioned Sewer Plant

Clarifier Tanks	Pump room—Underground	Digesters
Headworks	Pit	

Water Division

Water Meter Entry Vaults	Manholes	PRV Vaults
Water Tank Control Valve	Water Tanks	Water Wells
Underground Water Pipes/Distribution Lines		

Utilities Division

Water Meter Entry Vaults	Water Meter Crawl Spaces
--------------------------	--------------------------

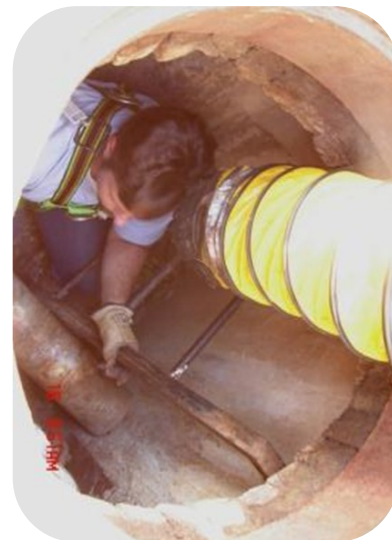
Leigh Pratt Aquatic Center

Surge Tank for Lap Pool—Located northeast corner of Pump Room  
 Discharge Water Vault—Located southeast corner of Pump Room  
 Sand Filers

Parks Division

**Parks division has certain staff trained for confined space entry.**

Water Meter Entry Vault—Located at England Acres Park  
 Manholes— Located at: Swimming Pool Park (southeast of park—  
 water changeover from irrigation to culinary; northwest side of park which is main water shutoff for  
 property; southwest side in middle of lawn which is the old piping to new sprinkler system connection;  
 Babe Ruth Baseball Field; North and South sides of Elton Park.



Oquirrh Hills Golf Course

**Golf course staff are not trained for confined space entry. If work is needed within these areas, trained parks, water, or utility division staff are to be called for entry and task completion.**

Pond Drainage Valve Vaults—Located next to T-box on hole 13 and another located north of the Pump House  
 Wet-well Intake Tank—Located south of the Pump House  
 Wet-well Vault—Located inside the Pump House

Cemetery Division

**Cemetery staff are not trained for confined space entry. If work is needed within these areas, trained water department or utility staff are to be called for entry and task completion.**

Water Valve Vaults (6 total) — Located at: Block 4 inside the fence line adjacent to 400 south and Shields Lane (culinary water only ); Clegg Drive adjacent to the flower garden in the street; block 7 adjacent to the Jensen and Van Otten lanes; street intersection of Stone Drive and Orme lane (northeast corner of Block 1); Stone Drive adjacent to the map kiosk in the road; and on the sidewalk outside the gate at Clegg Drive and 200 East

## **Employee Roles & Responsibilities**

1. **Entry Supervisor.** Entry into a confined space must always be authorized by a designated Entry Supervisor. The Entry Supervisor is the person (such as the lead, crew chief, or employee in charge) responsible for determining if acceptable entry conditions are present at the confined space where entry is planned, for authorizing entry, for overseeing entry operations, and for terminating entry.

The Entry Supervisor must have been trained in:

- Tooele City's Confined Space Entry policies and procedures and any department/division specific policies and procedures;
- Confined space entry and have competence in confined space entry risks, procedures, and safeguards;
- CPR and first-aid;
- Proper selection, calibration, and use of air monitoring equipment;
- Proper selection and use of safety equipment that may be used with confined space entry or emergency rescue;
- Proper selection and use of equipment that may be used within or around a confined space including tools, ventilation equipment, ladders, etc.

2. **Entrant(s).** Entry into a confined space must always be conducted by a designated Entrant or Entrants. An Entrant can serve as an Entry Supervisor as long as the employee has had the appropriate training and the duties of one activity do not conflict with the duties of the other. An Entrant can NOT serve as an External Monitor.

The Entrant must have been trained in:

- Tooele City's Confined Space Entry policies and procedures and any department/division specific policies and procedures;
- Confined space entry and have competence in confined space entry risks, procedures, and safeguards;
- Proper selection, calibration, and use of air monitoring equipment;
- Proper selection and use of safety equipment that may be used with confined space entry or emergency rescue;
- Proper selection and use of equipment that may be used within or around a confined space including tools, ventilation equipment, ladders, etc.

3. **External Monitor.** The External Monitor, also referred to as an Entry Attendant, serves as a safety observer outside of the confined space. The Entry Supervisor may also serve as the External Monitor but may not serve as an Entrant. The External Monitor must have been trained in:



- Tooele City's Confined Space Entry policies and procedures and any department/division specific policies and procedures;
  - Confined space entry and have competence in confined space entry risks, procedures, and safeguards;
  - CPR and First-Aid;
  - Proper selection, calibration, and use of air monitoring equipment;
  - Proper selection and use of safety equipment that may be used with confined space entry or emergency rescue;
  - Proper selection and use of equipment that may be used within or around a confined space including tools, ventilation equipment, ladders, etc.
4. **Rescue Team.** Term referring to employees or off-site rescue service providers who have been given responsibility for emergency response and rescue services as outlined on an Entry Permit.
5. **Entry Team.** Term referring to Entry Supervisor, Entrant, External Monitor, Rescue Team, and others present for the entry, collectively.

## **Employee Training & Competency Certification**

Employees who serve as a member of a confined space Entry Team must be trained and authorized. Tooele City provides confined space training to employees as follows:

1. When hired or assigned to a position that requires working in confined spaces.
2. Before an employee is assigned permit space entry duties.
3. When an employee's assigned entry duties change.
4. When there is a change in a space that creates hazards for which they have not been trained.
5. When first-aid or CPR certification expires.
6. It is Tooele City's goal to provide refresher training, regardless of changes, at least every 2 years. Refresher training can include classroom, hands-on, or a combination of both.

## **Permit-required Confined Space (PRCS) Entry**

Tooele City has implemented an entry program for confined spaces designated as Permit-Required Confined Spaces (PRCS). The PRCS program has been established to protect employees from hazards and to regulate employee entry into, and monitoring while in permit spaces. This written procedure will also address preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Where possible, Permit-Required Confined Spaces are marked with "**DANGER - PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER**" or similar warning. If a space can not be reasonably marked, such as manhole lids, affected employees are informed about such spaces and know that they are not to be opened without taking proper precautions. Where feasible, protection methods may also include locked entry covers or panels to confined spaces.

### **ENTRY SUPERVISOR & ENTRY PERMIT**

Prior to entering any confined space, the Entry Supervisor will:

1. Issue a written Entry Permit prior to the entry. The written Entry Permit will be in a form designed for the department/division. The Entry Supervisor will make available the Entry Permit to all authorized Entrants by posting it at the entry portal or by any other equally effective means, so that the Entrant can confirm that the pre-entry preparations have been completed.

2. Brief all participants on the task or assignment to be completed, the tools and equipment to be used, the potential hazards or risks involved, how to recognize symptoms of overexposure from various potential hazards, personal protective equipment to be utilized (This may include respiratory protection \*See Respiratory Protection Section herein, special gloves, protective suits, boots, eye and face protection etc.); emergency response actions, and team members responsibilities.
3. Ensure that procedures are followed and equipment is in place.
4. Ensure that existing hazards are abated.
5. Terminate the entry if necessary and cancel the permit.

Upon completion of the entry, the Entry Supervisor will close the permit and ensure that it is maintained in accordance with record keeping procedures.

### **PRE-ENTRY PREPARATION PROCEDURES**

The Entry Supervisor will ensure that pre-entry preparation is conducted. Pre-entry preparation includes, but is not limited to:

1. Ensuring that the Entrant has been trained to safely enter a PRCS.
2. Reviewing the Entry Permit with all participants.
3. Answering any questions participants may have regarding the entry.
4. Ensuring that an entry team has been established and trained on their responsibilities.
5. Verifying that safeguards are in good condition and are operating properly. Safeguards assure that risks eliminated as a result of pre-entry preparation and testing do not reappear. Several safeguards that should be considered include, but are not limited to, ladders, PPE, harnesses and retrieval devices, continuous ventilation equipment, and forced air ventilation.
6. Verifying that all equipment to be used or associated with the PRCS has been properly shut off, locked/tagged out, and blinded-off.
7. Ensure that the atmosphere has been tested.
8. Ensure that any condition making it unsafe to remove an entrance cover will be eliminated before the cover is removed. After entrance covers are removed, ensure that guardrails, barricade tape, etc., are erected to prevent accidental falls through the opening.

### **ATMOSPHERE TESTING & MONITORING PROCEDURES**

Prior to entering a confined space, the Entry Supervisor will ensure that pre-entry atmospheric testing is conducted by qualified personnel, using appropriate equipment. Equipment must be bump tested daily and should be calibrated at least annually. Atmospheric testing includes:

1. Ensuring that the atmospheric testing equipment is appropriate, has been bump tested at least once each day used, and that the equipment has been calibrated (at least annually is preferred).
2. Ensuring that air has been tested at all levels of the confined space and, if applicable, adjacent spaces that contain or have contained combustible or flammable liquids or gasses. The order in which testing should be completed is:
  - Oxygen content,
  - Flammable gas and vapors, and then,
  - Potential toxic air contaminants.
3. Ensuring that no one enters any confined space that has contained or may contain a hazardous atmosphere unless it has been proven safe.

The atmosphere inside a confined space will be considered hazardous when any of the following conditions exist:

- Oxygen content less than 19.5% by volume or greater than 23.5% by volume;
- Flammable bases, vapors, or dusts (at or above 10% of the lower explosive limit); or
- Toxic air contaminants (at or above the OSHA established permissible exposure level).

If a hazardous atmosphere is suspected or determined to exist in the confined space, the air must be cleared by forced ventilation. Atmospheric testing and forced air ventilation is repeated until a safe atmosphere has been achieved and proven by test.

4. Ensuring that the atmosphere inside the space is monitored continuously as long as the confined space is occupied by an Entrant. If a hazardous atmosphere is detected the Entry Supervisor must require that the Entrant leave the space immediately and the atmosphere must be retested and reevaluated.
5. Ensuring forced ventilation is used throughout the time a space is occupied if:
  - A. A hazardous atmosphere has been detected and initially cleared with ventilation, or
  - B. A hazardous atmosphere may develop.
8. Ensuring that lines that may contain hazardous substances must be disconnected or blocked off to prevent these substances from entering the space while work is in progress and that a warning tag is attached to the line or system notifying workers that it shall remain out of service until permitted by the Entry Supervisor.
9. There should be no hazardous atmosphere within the space whenever any Entrant is inside the space. However, special conditions or emergencies may arise in the course of work where entry into a PRCS may be necessary or unavoidable. If this occurs, all possible precautions, engineering controls, PPE, and other safeguards should be utilized to minimize the entrant's exposure to the hazardous condition. Individuals who participate in these situations should be experienced and thoroughly trained in handling all aspects of the special condition or emergency.
10. When conditions require the use of self-contained or airline breathing apparatus by an Entrant in the confined space, see the "Respiratory Protection" Section herein.

**EXTERNAL MONITOR/ATTENDANT**

The Entry Supervisor will ensure that at least one External Monitor is present outside the entry for the entire duration of the entry or until relieved by another qualified External Monitor. The External Monitor will:

1. Understand the potential hazards that may be encountered and the signs, symptoms, and consequences of the exposure.
2. Maintain an accurate account of authorized entrants in the confined space.
3. Remain outside the permit area during the entry until relieved by another External Monitor.
4. Communicate with the Entrant as necessary to monitor Entrant's status and alert Entrant of the need to evacuate.
5. Monitor activities inside and outside the permit space to determine safety of Entrant. If necessary, order Entrant to evacuate.
6. Perform non-entry rescues and summon rescue response team and other emergency services if determined Entrant needs assistance to escape from permit space.
7. Ensure that unauthorized persons stay away from the PRCS.

## EMERGENCY RESPONSE & RESCUE PLAN

The emergency response and rescue plan for a Permit-Required Confined Space will vary based on the complexities and unique elements of each space. It is possible for the same space to have different risk factors and emergency response and rescue plans because factors associated with each entry can change.

The Entry Supervisor is responsible for evaluating the PRCS to determine emergency response and rescue procedures. As a minimum, the emergency response and rescue procedures include:

1. Ensuring that the Entry Permit identifies the emergency response and rescue plan to be followed, should a need arise. Non-entry emergency response and rescue is a REQUIREMENT for EVERY ENTRY INTO A PRCS. There are two "EXCEPTIONS" to this requirement:
  - The retrieval equipment would increase the overall risk of entry; or,
  - The retrieval equipment would not contribute to the rescue of the entrant.
2. Ensuring that all members of the Entry Team are informed of the emergency response and rescue procedure and emphasizing that employees should never attempt to rescue a downed worker in a PRCS unless part of an established rescue team. If overcome by a hazardous atmosphere, the Entrant's only hope is that you are on the outside and able to summon help.
3. Ensuring that rescue equipment to be used is available and accessible on site or in a timely manner consistent with the hazards of the PRCS.
4. Ensuring that employees are trained and qualified to perform any assigned emergency response and rescue procedures and that they understand their role in the emergency response and rescue plan.
  - At least one person with current training and certification in first aid and CPR must be on-site, even if off-site rescue services are to be used. The easiest way to ensure a trained first-aid and CPR person is on hand is to have all employees trained and certified. The Entry Supervisor is responsible for checking employee training and certification status as part of the Entry Permit process.
5. Ensuring that the emergency services can be summoned by direct contact (i.e. not calling the office via radio and having them call for emergency services) and that the numbers to call for summoning those services are identified on the Entry Permit and communicated with the Entry Team. Within the Tooele City area, emergency services can be reached by calling 911.
6. Ensuring that the emergency response and rescue plan provides that off-site rescue service is to be summoned, the off-site provider has been notified of the scheduled entry into a PRCS and they are available to respond. If for any reason the off-site rescue service is unable to respond to a rescue summons, entry into the PRCS can not be authorized unless an adequate alternative rescue service is arranged.
  - The Tooele City Fire Department serves as the primary rescue service provider. They provide qualified responders who are certified to wear respiratory protection, including SCBA gear and have the required atmospheric testing and rescue equipment. If the Entry Permit includes summoning off-site rescue services, the fire department must be notified in advance and have responders on stand-by and able to respond timely, consistent with the risks associated with the hazard.
  - In the event the Tooele City Fire Department is not to serve as the off-site rescue service, the Tooele County Search and Rescue team and North Tooele County Fire Department may be contacted to obtain qualified responders. These off-site responders must also be notified in advance and have responders on stand-by and able to respond timely, consistent with the risks associated with the hazard.



## **Alternative Entry Permit-Required Confined Space (AEPRCS)**

Under certain circumstances, an Entry Supervisor may reclassify a confined space as an Alternative Entry Permit-Required Confined Space (AEPRCS) to allow for a streamlined approach to entering the confined space.

The Entry Supervisor may approve this alternative entry plan only when:

1. The only hazard posed by the permit space is an actual or potential hazardous atmosphere AND Continuous forced air ventilation alone is sufficient to maintain a safe atmosphere.
  - For entry where water is present, the water will be pumped out and visual observation from outside of the confined space will be conducted to ensure that there is no water gushing into the confined space. If water is gushing, or any other hazard continues to exist, the confined space remains Permit-Required and the Alternative Entry Permit may not be used until the gushing water is stopped by actions outside of the confined space (i.e. turning off the main water line valve).
  - For entry where entrapment hazard exists such as an unsecured ladder, unsafe means of egress, entry door can not be secured open, or similar hazards, the confined space is a Permit-Required and the Alternative Entry Permit may not be used until the entrapment hazard no longer exists.
2. Atmospheric monitoring will be done to support the claims in item 1 and all data to verify the proper reclassification to an Alternative Entry Permit are made available for all entrants to review.

### **ENTRY PROCEDURE FOR ALTERNATIVE-ENTRY PERMIT CONFINED SPACES**

The Procedure for Alternative Entry Permit-Required Confined Space Entry will follow the same requirements as the Permit-Required Confined Space Entry listed under headings:

1. Entry Supervisor & Issuance of An Entry Permit,
2. Pre-entry Preparation Procedures,
3. Atmospheric Testing & Monitoring Procedures, and,
4. External Monitor.

### **EMERGENCY RESPONSE & RESCUE PLAN FOR ALTERNATIVE ENTRY PERMIT-REQUIRED CONFINED SPACES**

Prior to issuing the Alternative Entry Permit, the Entry Supervisor is responsible for:

1. Evaluating the AEPRCS to determine emergency response and rescue procedures.
2. Ensuring that the Entry Permit identifies the emergency response and rescue plan to be followed, should a need arise. Non-entry emergency response and rescue is a REQUIREMENT for EVERY ENTRY INTO A AEPRCS.
3. Ensuring that the Entrant is able to receive, understand, and will follow evacuation orders given by the Entry Attendant or Entry Supervisor.
2. Ensuring that all members of the Entry Team are informed of the emergency response and rescue procedure and emphasizing that employees should never attempt to rescue a downed worker in a AEPRCS unless part of an established rescue team. If overcome by a hazardous atmosphere, the Entrant's only hope is that you are on the outside and able to summon help.
5. Ensuring that the emergency services can be summoned by direct contact (i.e. not calling the office via radio and having them call for emergency services) and that the numbers to call for summoning those services are identified on the Entry Permit and communicated with the Entry Team.

## **Non-permit Confined Space (NPCS) Entry Procedure**

A Confined Space may be reclassified as Non-permit Confined Spaces (NPCS) only when:

1. The permit space poses no actual or potential atmospheric hazards and all hazards within the space can be eliminated from outside the space. If it is necessary to enter the space to eliminate the hazards, then Permit-Required Confined Space or Alternative-Permit Required Confined procedures must be followed as applicable. The use of forced-air ventilation systems does not constitute the elimination of atmospheric hazards during Non-permit Required Confined Space entries.
2. The space must remain free of atmospheric hazards at all times.

All information must be documented, certifying the date, location of the space and signature of the person making the determination. This form must be made available to all employees entering the space.

If hazards arise while employees are working in the space, employees must immediately evacuate and reclassify the space as a permit-required confined space.

## **CONTRACTOR COMPLIANCE**

When an Tooele City arranges to have employees of another employer (contractor) perform work that involves Permit-Required Confined Space entry , the responsible supervisor will:

1. Inform the contractor that the workplace contains permit-required spaces and that entry is allowed only through compliance with a permit issued pursuant to the above guidelines.
2. Apprise the contractor of the elements, including the hazards identified and Tooele City's experience with the space that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that Tooele City has PRCs where contractor personnel will be working.
4. Coordinate entry operations with the contractor, when both Tooele City personnel and contractor personnel will be working in PRCs.
5. Debrief the contractor at the conclusion of the entry operations regarding the PRCs program followed and regarding any hazards confronted or created in PRCs during entry operations.

In addition to complying with the permit space requirements that apply to all employees, each contractor who is retained to perform PRCs entry operations will:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
2. Coordinate entry operations with Tooele City, when both City employees and contractor personnel will be working in or near permit spaces; and
3. Inform Tooele City of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLANS**

Tooele City has identified the following positions as having exposure to bloodborne and certain other potentially infectious bodily fluids other pursuant to OSHA's Bloodborne Pathogens Standard, 29 CFR 1910-1030. This determination was made without regard to the use of personal protective equipment:

- Police Officer and Reserve Police Officer, Evidence Handlers
- Lifeguard

Tooele City recognizes the unique responsibilities and exposure that may be expected to incur for these job classifications. As such, these work units have established Bloodborne Pathogens Exposure Control Plans unique to their work unit. The plans address, as a minimum, the following:

- Purpose and Scope of Plan
- Exposure Determination
- Exposure Control Officer for the work unit
- Universal Precautions
- PPE for Bloodborne Pathogens
- Hepatitis B (or AB Combo) Vaccine
- Work Procedures
- Post-Exposure Reporting & Follow-up Procedures
- Training

A copy of the **Tooele City Police Department Communicable Diseases** policy, including Hepatitis Immunization Eligibility, can be obtained by contacting the Chief of Police or the designated Exposure Control Officer.

A copy of the **Leigh Pratt Aquatic Center Bloodborne Pathogens Exposure Control Plan**, including Hepatitis Immunization Eligibility, can be obtained by contacting the Aquatic Center Superintendent or the designated Exposure Control Officer.

## **DRIED/MINUTE BLOOD, VOMIT, FECAL MATTER, AND OTHER BODILY FLUIDS EXPOSURE CONTROL PLAN**

Employees may be exposed to blood that is not subject to OSHA's Bloodborne Pathogen's Standard because it is not contaminated with visible liquid or semi-liquid blood, or is not "caked" with dried blood. Employees may also be exposed to other non-blood bodily fluids such as sweat, sputum, saliva, urine, feces, vomit, or tears. Exposure to these bodily fluids and fecal matter may occur when performing such tasks as:

- Working in or around sewer systems, collection lines, manholes
- Working at the water reclamation facility
- Cleaning and maintaining restrooms or facilities that include handling materials that have been exposed to human waste ( including materials and objects such as toilet paper, tissue, rags, Band-Aids, used feminine hygiene products)
- Maintaining parks and other public facilities where garbage, waste, and occasionally needles are left unattended or improperly discarded
- Exposure to injured or sick public (i.e. a child vomits at the library)

### **Safe Task Completion**

1. All bodily fluid is to be considered infectious regardless of the perceived status of the source individual.
2. Procedures have been put in place to safely complete assigned tasks. As a minimum, you must:
  - A. Always wear appropriate Personal Protective Equipment (PPE) when performing tasks that involve exposure. Gloves that prevent penetration of liquids should be worn even if the bodily fluid is dried.
  - B. Utilize absorption materials that are designed for the job to solidify liquids.
  - C. Don't handle needles or other items that could penetrate the skin. Use tools such as pliers, tweezers, shovel, etc. to pick up and discard these items.

- D. Always wash your hands after performing work tasks even if gloves were worn. Handwashing facilities are made available in most City buildings. However, if an exposure occurs, it is more likely to occur outside of these facilities. As such, employees with potential for exposure are provided with either antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes.
  - E. Disinfect the work area as appropriate according to the work area procedure. Disinfection procedures will vary based on the type, amount, and work location.
5. Supervisors are responsible for ensuring appropriate PPE and safety materials are available for safe task completion.

### **Disposal of Potentially Infectious Material**

1. Disposal of potentially infectious material will vary based on the type, amount, and work location. Follow your department's procedures for safe disposal.
2. In the rare case you are required to handle materials that exceed what you may be exposed to in your normal daily activities (i.e. a bloody tissue), you must place it in a container which prevents leakage during the collection, handling, processing, storage, and transportation of the material.
3. Any material which could puncture a primary container must be placed within a secondary container which is puncture resistant.
4. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage or puncture during the handling, processing, storage, transport, or shipping of the specimen material.

### **Hepatitis AB Vaccine**

1. The combination Hepatitis B or AB vaccine is recommended if you have exposure. Receiving the vaccine is a personal decision and is not required.
2. In some jobs, such as water reclamation and sewer operations, the supervisor may establish a department specific policy to offer the vaccination series to employees at no cost to the employee and make it available at a reasonable time and place, performed under the supervision of a licensed health care professional, and provided according to the recommendations of the U.S. Public Health Service.

### **Employee Exposure & Treatment Procedures**

Exposure occurs when the specimen penetrates the body through mouth, nose, eyes, or torn skin. In the event of an exposure, the following guidelines apply:

1. All exposures must be reported, investigated, and documented. Exposures should be reported to the employee's supervisor who reports the exposure to the human resource office.
2. Immediately after any exposure, or as soon as possible, remove any clothing that has been penetrated by blood or other potentially infectious bodily fluids and wash your hands and other potentially contaminated skin area with soap and water. For splashes to the eyes, nose or mouth, rinse with large amounts of water.
3. Complete a worker's compensation claim
4. Make arrangements to have a confidential medical evaluation and follow-up with a qualified medical professional. This evaluation may include:
  - A. Cleaning and treatment of the exposed area.
  - B. Issuance of a tetanus-diphtheria (TD) booster if you so desire and have not had one within ten years.
  - C. Counseling concerning signs and symptoms of Hepatitis A, B and HIV.
  - D. Counseling regarding the clinical and epidemiological probability of transmission specific to the exposure.
  - E. Instructions for follow-up as needed.
  - F. Collection of a sample of your blood to determine baseline status.
7. Medical records are maintained by the human resource director under limited access.



## PERSONAL PROTECTIVE EQUIPMENT

Tooele City, through division supervisors, assesses the workplace to determine if hazards are present or likely to be present which requires the use of Personal Protective Equipment (PPE).

If hazards are present or likely to be present, the supervisor:

1. Selects the type of PPE that will protect the employee.
2. Requires the employee to use the PPE
3. Communicates selection decisions to each affected employee.
4. Trains each employee on the proper use, maintenance, and storage of PPE.

Hazard assessments are performed through a written certification pursuant to OSHA 29 CFR 1910.132(d)(2). The certification:

1. Identifies the workplace where the assessment was performed.
2. Names the person certifying that the assessment was performed.
3. Gives the date(s) that the hazard assessment was performed.
4. Identifies the document as certification of hazard assessment for OSHA purposes.

Tooele City provides training to each employee who is required to use PPE. Training includes as least the following:

1. When PPE is necessary;
2. What PPE is necessary;
3. How to put on, take off, adjust, and wear PPE;
4. Limitations of PPE; and,
5. Proper care, maintenance, useful life, and disposal of the PPE.

The use of personal protective equipment (PPE) should be considered only after all engineering (substitution, ventilation isolation, etc.) and administrative (work practices, housekeeping, worker rotation, etc.) options have been evaluated to remove the safety hazard. After such items have been analyzed, PPE should become the necessary means for your safety.

### Eye and Face Protection

Tooele City provides non-prescription safety eye wear to all employees whose jobs involve potential eye hazards. Prescription safety eye wear will be approved on a case-by-case basis. Employees should wear protective eye and face protection when performing duties that possess a risk.

### Hearing Protection

Ear plugs or earmuffs are provided and must be worn while working with exposure to noise at high levels.

### Head Protection

You are required to wear a hard hat anytime you work in areas where there is danger of head injury.

### Foot Protection

Hard-toed shoes or boots may be required if working around materials that could fracture an employee's foot. Hard-toed shoes or boots are generally paid for by the City when . Allowed amounts and replacement times are determined by respective departments.

### Protective Clothing

Protective clothing is provided for operations which may involve exposure to fire, chemicals, or exposure to blood or other potentially infectious bodily fluids.

Material safety data sheets should be consulted for necessary protective clothing when handling chemicals. Supervisors should help to provide specialty clothing specified by material safety data sheets as necessary.

**Appendix D to Sec. 1910.134 Information for Voluntary Use of Dust Mask**



**VOLUNTARY USE OF DUST MASKS**

Tooele City allows the use of disposable dust masks on a voluntary basis and in some circumstances, it is highly encouraged. Dust masks are an effective method of protection against nuisance particulates when properly selected and properly worn. However, if a dust mask is used improperly or not kept clean, the dust mask can become a hazard to the worker.

Sometimes employees may wear disposable dust masks to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. Tooele City employees may use disposable dust masks whenever they feel a situation or task may be dusty or wish to avoid conditions such as pollen exposure when cutting lawns, using leaf blowers, changing filters in HVAC systems, and similar duties. None of these exposures would normally exceed recommended exposure limits but the use of a dust mask may be considered a good practice to avoid unwanted particulate exposures or employee discomfort.

If your supervisor provides dust masks for your voluntary use, or if you provide your own, you need to take certain precautions to be sure that the mask itself doesn't present a hazard for you.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the dust mask's limitations.
- Choose a dust mask certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the US Department of Health and Human Services, certifies dust masks. A label or statement of certification should appear on the dust mask or the packaging. It will tell you what the dust mask is designed for and how much it will protect you.
- Do not wear your dust mask into atmospheres containing contaminants for which it is not designed to protect against. For example, a dust mask designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your dust mask so that you do not mistakenly use someone else's.
- Discard and replace disposable masks when they become soiled, damp, or in any way contaminated.

Employee : \_\_\_\_\_ Emp. #: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Retain a copy in supervisor training files.  
Send original to HR for personnel file.**

## Warning Vests

The City provides reflective or highly visible orange warning vests for all employees engaged in work near vehicle traffic. All employees working on any road or street are required to wear warning vests or approved reflective or highly visible uniforms.

## Respiratory Protection

Employees may not wear respirators unless specifically authorized to do so.

Respiratory Protection Programs have been developed for Police and Fire personnel who are required to or allowed to voluntarily wear a respirator.

- A copy of the **Tooele City Police Department Respiratory Protection Program** can be obtained by contacting the Chief of Police or designated department training officer.
- A copy of the **Tooele City volunteer Fire Department Respiratory Protection Program** can be obtained by contacting the Fire Chief or designated training officer.

Tooele City does not permit the use of respirators beyond a disposable dust mask with no canister or filter for any other positions or departments. Hazard analysis has shown that the disposable dust mask is sufficient to filter particulates and other matter of discomfort.

Prior to using a disposable dust mask, an employee must read and sign OSHA 29 1910.134, Appendix D regarding Voluntary Use of Dust Masks.

## HAZARDOUS COMMUNICATION PROGRAM (HAZCOM)

Tooele City's Hazardous Communication Program is designed to alert workers about hazards of chemicals in their work environment. Under the Hazardous Communication Program, employees who work with hazardous chemicals have the right to know the following:

1. What chemical substances are present in the products they handle;
2. What health effects these chemicals are capable of causing in the event of overexposure;
3. What precautions are necessary to protect from exposure;
4. What physical hazards such as fire or explosion are possible if the product is not handled properly; and,
5. How to properly handle the product in order to avoid hazards.
- 6.

Our Hazardous Communication Program consists of five major elements: Hazard Evaluation, Safety Data Sheets, Labeling, Contractor Requirements, and Training.

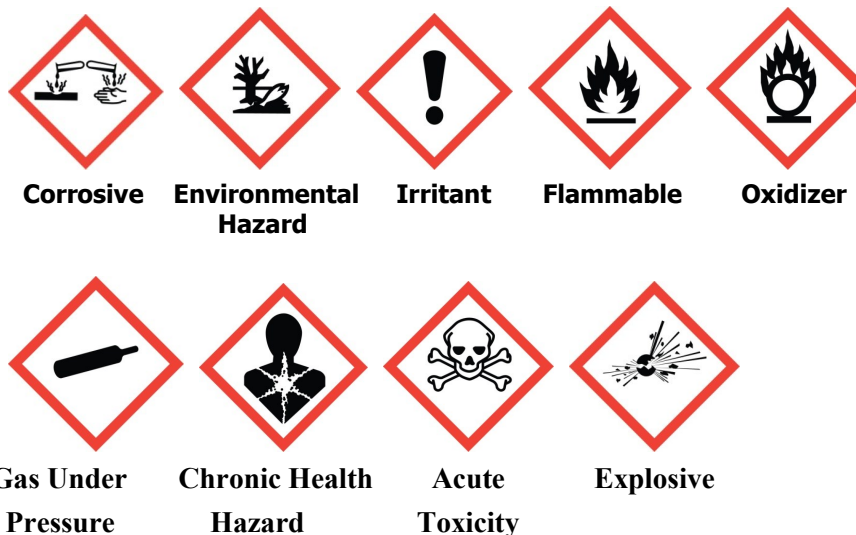
1. ***Hazard Evaluation & Hazardous Chemicals Inventory List.***
  - A. Manufacturers, importers, or distributors of chemicals are required to assess the physical and health hazards of their products. This information must be recorded on the product label and included on a Safety Data Sheet (SDS).
  - B. Supervisors evaluate chemicals used within their work environment and identify those which are to be included with the City's Hazardous Communication Program. Supervisors look for label information such as "DANGER", "WARNING", or "CAUTION" or one of the GHS pictograph warning labels.
  - C. Supervisors keep an inventory list of hazardous chemicals in their area of responsibility. When new hazardous chemicals are introduced to the workplace, they should be listed in the chemical inventory. When hazardous chemicals are removed from use in the workplace, they should be removed from the chemical inventory.
  - D. It is recommended that this list be alphabetical.
  - E. The Hazardous Chemicals Inventory List must be accessible to employees.

2. **Safety Data Sheets (SDS) or “HAZCOM Book”.**

- A. Supervisor, must obtain and maintain a Safety Data Sheet (SDS) for each hazardous chemical in their area of responsibility. If an SDS is not received with a chemical shipment, a SDS must be obtained within a reasonable amount of time.
- B. The SDSs are stored in a location that is accessible to individuals working with the chemical during all work hours. This location may be referred to as the “HAZCOM Book,” “SDS Book,” or “Right to Know Center.” It is recommended that the SDSs be stored alphabetical.

3. **Labeling.**

- A. Supervisors will verify that all containers received and used are properly labeled. The label should include the chemical name, hazard warnings, and the manufacturer’s name and address.
- B. The manufacturer’s label must not be removed or defaced. If the product is transferred from one container to another, the new container must be labeled with the product name, manufacturer’s name, and appropriate hazard warnings.
- C. Any containers that are filled from larger containers or moved from their original container during the work process (i.e. spray bottles, use containers, or waste containers) must be properly labeled. This labeling requirement does not include containers filled and completely used by the same person during one work shift. It is best, however, to label all containers to avoid mix-ups.
- D. Effective January 2014, Tooele City will begin transitioning our labeling to the Global Harmonization System of Classification of Chemicals (GHS). All new labels purchased after this date will be in accordance with the GHS pictograms and signal words for each hazard class and category as follows:



4. **Contractors/Contracted Companies.**

- A. Any contractors working in Tooele City’s worksites with exposure to hazardous materials will be informed of the written HAZCOM program, location of chemical use and storage, and location of SDSs.
- B. It is the responsibility of the contractor to properly train their employees in the avoidance or emergency procedures for these materials. The contractor is expected to inform and provide a chemical inventory and SDS for the materials that will be introduced into the work area in the course of their work for Tooele City.

## 5. *Training.*

- A. Supervisors conduct HAZCOM training with all individuals who work with hazardous chemicals during their initial orientation with their supervisor and a should provide refresher training to all employees annually thereafter.
- B. In general, this training should include:
  - The provisions of the hazard communication standard.
  - The location and availability of the written HAZCOM program, chemical inventory for the worksite, and SDSs for the worksite.
  - Which operations and products are hazardous, and what are the physical and health hazards.
  - What controls are in place to protect the employee and what they are expected to do to protect themselves including any PPE that is required when working with the chemical.
  - Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in their workplace.
  - What an SDS is and how to get information from it.
  - Proper labeling
  - Proper procedures for reporting of releases or threatened release of hazardous substances
- C. Training should also be given when new hazardous substances are introduced into the work area.
- D. Supervisors are expected to keep records of all HAZCOM training.

## 6. *Non-routine Hazardous Tasks.*

Since many tasks are not done on a routine basis (for example replacing hazardous chemical piping), the supervisor in charge will see that they will be handled through specific pre-tasks actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable SDSs; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential PPE and emergency equipment is available and operational. He/she will notify all other employees working in the area that a non-routine tasks is scheduled or being performed.

## APPENDIX A

### ORIENTATION

The following is a sample and is not an exhaustive list of the safety topics applicable to your work site. Your supervisor is responsible for discussing the following with you:

- Responsibilities for workplace safety
- Safety training you will receive
- Specific safety procedures that exist for your work area and where the written copies are located
- How to safely complete specific tasks on the job
- Hazard Communication Training (HAZCOM);** What hazardous chemicals are used in your work, proper training on the use of such chemicals, and where the SDS sheets are located
- Bloodborne Pathogen's Training;** whether or not you will be exposed to blood or other bodily fluids in the performance of your job, and if so, where a copy of the bloodborne pathogens program is located
- Forklift Safety & Certification (every 3-years)**
- Confined Space Entry Training**
- Lock-Out / Tag-Out**
- Required PPE and procedures relating to PPE purchase, use, storage, and cleaning
- Policy regarding use of respirators or dust masks and whether or not OSHA Respiratory Protection Plan Appendix D Form must be signed
- Emergency preparedness, evacuation routes, and where to meet after evacuation (I.e. meeting points)
- Fire safety; housekeeping; where fire extinguishers and fire alarms are located; and how to properly use fire extinguishers
- Driving safety; seat belts; and potential distractions that must be removed; hands free devices; etc.
- How to handle violent customers; where a panic button, pager, or other communication device is located and how to properly use it
- Who and how to summon for help as needed
- Where first aid kits are located

### APPENDIX B [Blank]

### APPENDIX C [Blank]

### APPENDIX D

### INCIDENT REPORT FORM

### INCIDENT INVESTIGATION FORM

These forms are available on the Tooele City website under City Departments, Human Resources, Forms.

