EMPLOYEE
SAFETY MANUAL

CITY OF PITTSBURG
PITTSBURG, KANSAS

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1. INTRODUCTION

Employee safety is a prime concern at the City of PITTSBURG. In order to further the goal of a safe and healthful workplace, in 1994 a Safety and Loss Prevention Committee was established. This Committee is composed of employees representing each department and addresses such safety concerns as accident reviews; employee suggestions; safety training and education; and injury prevention.
For a list of committee members or if interested in serving on the committee, contact the Human Resources Department.

The City of Pittsburg wishes to ensure that each employee stays safe while at work. Following are some basic rules to follow which will help each employee enjoy a safe and healthy lifestyle.

1. Look the job over and make it safe *before* you start to work.
2. Have the proper tools in good condition to do the job.
3. Wear the proper safety equipment for the necessary job.
4. Stay alert and watch for changing conditions and situations.
5. Make sure all employees know his or her responsibilities and what they are to accomplish.
6. Don't get in such a rush that hazards are overlooked, or unnecessary chances are taken.
7. Make sure all employees are aware of people and equipment working in the area.
8. Make sure all equipment is properly locked and tagged out before servicing.
9. Report any hazards.
10. Keep work areas clean and free of litter.
11. Secure first-aid immediately and report injuries as soon as possible on the day of the injury.

THIS MANUAL IS INTENDED FOR USE AS AN EMPLOYEE POLICY AND PROCEDURE TO SAFE WORK PRACTICES. INDIVIDUAL DEPARTMENTS MAY HAVE SPECIFIC SAFETY RULES NOT ADDRESSED HEREIN, AND MAY HAVE EXPANDED DESCRIPTIONS OF SOME SAFETY RULES AND REGULATIONS. *IF YOU HAVE QUESTIONS OR SUGGESTIONS, TALK TO YOUR SUPERVISOR OR A MEMBER OF THE EMPLOYEE SAFETY COMMITTEE.*

2. BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

BLOOD BORNE pathogens are disease and infection-causing microorganisms carried by blood and other potentially infectious materials. Two serious BLOOD BORNE pathogens are the human immunodeficiency virus (HIV) and the hepatitis B virus (HBV). Although there is only a small risk of on-the-job infection from BLOOD BORNE pathogens, the City of Pittsburg offers HBV vaccinations for employees who may be exposed to BLOOD BORNE diseases in the course of their work. Due to the nature of the job, fire, police, parks, and wastewater treatment employees, may come into contact with blood or other bodily fluids which may contain the disease. These employees and certain other employees will be offered the HBV vaccinations. If an employee is offered the vaccinations and chooses not to have them, he or she will be required to sign a refusal form. There is no cost to the employee for this protection. If an employee terminates during the vaccination series, remaining vaccinations will be administered at employee expense.

<u>WORK PRACTICE CONTROLS</u>

The most important work practice control is *Universal Precautions*: treating all blood and other potentially infectious body fluids as if the are infected.

Employees should wash hands repeatedly during the work day. Wash thoroughly with soap and water, even between fingers, for 10 to 15 seconds. Rinse thoroughly and dry with a clean towel.

Wear gloves any time there is a possibility of contact with potentially infectious materials, contaminated items, or surfaces. Wear gloves that fit tightly around the wrist. Bandage any cuts or broken skin before putting on gloves.

When removing gloves, use the gloved hand to remove the other glove from top to bottom. Hold the removed glove with the gloved hand. Use the ungloved hand to remove the other glove from the inside. Place the first glove in the second glove. Discard used disposable gloves or torn, peeling, and punctured gloves.

Avoid eating, drinking, smoking, applying makeup or lip balm, or handling contact lenses in work areas where there is a likelihood of exposure to blood or other potentially infectious materials.

All procedures should be conducted to minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Personal Protective Equipment (PPE) - gloves, goggles, face masks if needed, will be provided at no cost to employees.

Employees should know this sign means BIOHAZARD. It is used to communicate content of hazardous materials for storage, transportation, or shipping. Should

any employee find a package or article bearing this symbol, he or she should contact supervisory personnel immediately for proper containment and disposal.

3. CHEMICAL SAFETY

Not all chemicals are hazardous, but if household and workplace chemicals are used and not handled with care, they can pose many hazards such as being highly toxic, carcinogenic, flammable and an irritant.

Labels provide essential information and appear on cans, cylinders, barrels, drums, tanks, and boxes. Every container of a hazardous chemical, even common household chemicals such as pesticides, paints or cleaning products must have a label. It is the manufacturers responsibility to analyze chemicals and provide accurate information.

Before handling, using, or storing chemicals, **READ THE LABEL**. All labels contain basic information. Labels use words, pictures, symbols or a combination to explain their product. Pay attention to the chemical's physical hazards. This section will list in a word or two, such as "FLAMMABLE" or "EXPLOSIVE" which describes the physical hazard of the product. Usually the label will contain a symbol describing the physical hazard.

The following symbols represent chemicals that can cause physical hazards:

Explosive must be handled with extreme caution.

Flammable chemicals catch fire quickly

Reactive Chemicals are not stable. They can burn, explode, or release toxic vapors if they come in contact with heat, air, and water.

The following symbols represent chemicals that can cause health hazards :

Target Organ Toxic (poison) can injure specific organs in your body.

Toxic can cause illness or death. These can be dangerous in liquid or vapor form.

Corrosive can destroy other materials on contact, such as skin or eyes. Breathing corrosive mists or gases can burn lungs or damage internal organs. Corrosives may also cause death.

Some labels will give you instructions on how to safely handle and store containers. A label might provide such information as:

- “use only in ventilated areas”
- “keep away from sparks, heat, and flame”
- “harmful if inhaled”

Some labels will report symptoms of exposure such as: “loud breathing”, “headache”, “Nausea”, etc. Some labels will also report first aid instructions.

To use chemicals properly follow this label checklist for safety:

- Read the label before starting any job.
- Read the hazard warning.
- Don’t depend on the label alone for protective information. See Material Safety Data Sheets (MSDS sheets) which are provided by the manufacturer and should be easily accessible in each affected department.
- Never use any chemical that doesn’t have a label on the container.
- Report missing, dirty, or illegible labels so they can be replaced.
- Follow the instructions on the label
- Direct any questions to the supervisor.

4. CONFINED SPACE ENTRY

All City employees assigned to work in and around confined spaces must be trained and protected from the hazards that may be encountered. All persons including supervisors and management working in or around confined spaces shall follow these guidelines.

DEFINITIONS

1. Confined Space: Any space having a limited opening for entry or exit, which does not have sufficient natural or mechanical ventilation.

   Confined Spaces include but are not limited to:
   a. Storage tanks, sewers, bins, boilers, and other tank like compartments usually with only a manhole for entry.
   b. Open-topped spaces of more than 5 feet in depth such as pits, vaults, and vessels not subject to adequate ventilation.
   c. Septic tanks, sewers, underground utility tunnels, pipelines, and similar structures.
2. Oxygen Deficient Atmosphere is atmosphere that contains less than 19.5% oxygen.
3. Toxic Atmosphere is atmospheres having concentrations of airborne contaminants in excess of the Permissible Exposure Limits (P.E.L.).
4. Combustible Atmosphere is atmosphere in excess of 20% of the Lower Explosive Limit (L.E.L.).
5. Contaminant is any organic or inorganic substance, dust, fume, mist, vapor, or gas, the presence of which, in air, can be harmful or hazardous to human beings.

6. Qualified Person is one who, by reason of training and experience, is familiar with proper confined space entry procedures and hazards involved; including proper operation of all equipment to be used.

TESTING and MONITORING

Entry into a confined space is prohibited until the testing of the atmosphere has been completed from outside the structure prior to each entry or re-entry. Appropriate tests shall be made by a qualified person to ensure that the atmosphere is safe. The tests performed shall include those for oxygen content, combustibles, and toxic materials as applicable.

Entry into a confined space shall be prohibited when tests indicate the concentration of combustible gases in the atmosphere is greater than 20% of the lower flammability limit. The percentage of oxygen for entry shall be no less than 19.5%.

All areas and levels of the confined space are to be tested. Some atmospheric contaminants are heavier than air, and will be found in the lower levels of the confined space, whereas, others are lighter than air and will be found in the upper levels of the confined space.

A continuous monitoring of the atmosphere is preferred. However, when it is not practical, a re-test of the atmosphere should be made at least every thirty (30) minutes.

SAFETY EQUIPMENT

For the purpose of this procedure, at least the following is to be available:

1. Gas detector
2. Two escape breathing apparatus (EBA)
3. Safety harness and life line with rope grab
4. Appropriate traffic control devices and/or guards to protect the workers from traffic hazards.
5. Proper protective equipment, as required by departmental policy for the job being conducted.
6. Entry/egress retrieval system.

If this equipment is not immediately available, wait for it. DO NOT DO THE JOB WITHOUT IT.

Qualified person(s) are to evaluate, plan and implement the procedures necessary to safeguard the personnel assigned to the job, and ensure proper equipment is available and used. Before entering a manhole or other confined space:

1. Warning devices, barricades or guards should be installed to provide an adequate protection to the workers and public. (The Police Department and Fire Department is to be notified of street closings).
2. Check the atmosphere of the space at all levels for potential toxic atmosphere, combustibility, and oxygen content.
3. If all of the tests are satisfactory, the space may be entered. The employee entering the confined space must be equipped with a safety harness and EBA pack.
4. A person is to be stationed at the opening at all times and in frequent contact

with the worker located in the confined space.

5. All work shall stop and the confined space evacuated if the monitoring equipment at anytime indicates a possible hazardous atmosphere. Should the employee smell any strange odor or feel any unusual symptoms, work shall be stopped and the space evacuated immediately. Space should not be re-entered for any reason before a complete evaluation of the situation has been made.
6. All workers must wear proper protective clothing.
7. No smoking is permitted in or within ten feet of the confined space.
8. No matches, lighters, or any other items capable of producing a spark or flame are allowed in a manhole or vault.
9. A person monitoring the confined space shall ensure that adequate procedures are implemented to prevent objects such as tools, rocks, dirt., etc. from falling into the confined space.

RESPIRATOR & ESCAPE BREATHING APPARATUS PROGRAM

Only respirators or EBAs approved by MSHA (Mine Safety and Health Administration) and NIOSH (National Institute of Occupational Safety and Health) are to be used.

TRAINING

The user is to be instructed and trained in the proper use of the respirator or EBA and their limitations.

CLEANING and SANITIZING

Each escape breathing apparatus shall be cleaned and sanitized to ensure that the EBA wearer is provided with a clean and sanitized unit at all times. An escape breathing apparatus issued for other than continuous personal use by a particular worker such as with routine, non-routine, emergency or rescue use, shall be cleaned, checked and sanitized after each use.

INSPECTION

Escape breathing apparatus inspection shall include a check for tightness of connections; for the condition of respirator-inlet covering, valves, connecting tubes, harness assembly, and for the proper function of the regulator.

Each flexible rubber part is to be inspected for pliability and signs of deterioration. Each air and oxygen cylinder shall be inspected, according to the manufacturer's instructions, to ensure that it is fully charged.

A record of inspection dates, findings, and remedial actions is to be kept for each respirator maintained for emergency or rescue use and initialed or signed by the person making the inspection. There may also be random inspections by qualified individual to assure the units are being properly used, cleaned, inspected and maintained.

REPAIR

Replacement of parts or repairs are to be done only by persons trained in proper assembly and correction of possible malfunctions and defects. Replacement parts shall be only those designed for the specific model being repaired.

STORAGE

The respirator or escape breathing apparatus are to be stored in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals. They are not to be stored in such places as lockers or tool boxes unless they are protected from contamination and damage. They are to be quickly accessible at all times, and the storage cabinet or container in which they are stored is to be clearly marked.

SEWER CLEANING

Sanitary sewer cleaning operations that involve entering manholes to rod out accumulated blockage require strict attention to safe practices.

I. ENTERING MANHOLES

A. Because of potential dangers in sanitary sewer cleaning operations, at least two persons should work on every sewer maintenance job.
B. Metal rungs or ladders are not to be used for entry or egress.
C. Check side walls for danger of collapse.
D. All workers entering sanitary sewer manholes shall wear a life line to permit rapid removal in case of collapse.
E. Smoking shall not be permitted in or within 10' of a sanitary sewer manhole.
F. Because the atmosphere in a sanitary sewer can change quickly and without warning, it is advisable to continually monitor the atmosphere.

II. EQUIPMENT HANDLING

A. When bucket scooping, the employee in the manhole should work with extra caution.
B. All materials shall be kept as far away as practical from the edge of the open manhole.
C. Debris should not be allowed to lie where it can accidentally be kicked or knocked into the manhole.
D. Manhole covers shall be placed out of the work area.
E. Cloth gloves shall never be used in handling sewer related equipment. Only non-absorbent covered gloves should be used.
F. Hydraulic cutter and jet nozzle operator should make sure personnel are clear from cleaning tools before operating the machine.
G. High pressure hose (2000-25000 P.S.I.) And connections shall be inspected daily for defects and necessary repairs made immediately.

III. PERSONAL PROTECTIVE EQUIPMENT

A. Protective clothing for sanitary sewer workers shall include protective gloves, hard hats, steel toed rubber boots, and goggles or safety glasses.

B. Ten minute escape packs of self contained breathing apparatus (SCBA's) should be readily available for use.
C. Protective clothing and equipment used in sewer line cleaning shall be inspected for flaws and defects after each use.
D. Safety glasses with side shields or chemical goggles should be worn to prevent raw sewage from splashing into eyes.

IV. PERSONAL HYGIENE

Employees shall wear protective gloves when in contact with contaminated water, wastewater or sludge in any form.

5. DRUG FREE WORKPLACE

It is the policy of the City of Pittsburg to maintain a safe work environment. All personnel, equipment, and operating practices must be consistent with the highest standards of health and safety. The City considers the consumption of, or being under the influence of, intoxicating beverages or drugs while on duty as just cause for termination.

The unlawful possession, use, distribution, or manufacture of alcohol, drugs, controlled substances or drug paraphernalia on or in City buildings, parking lots, vehicles, or other City property by any employee is prohibited.

Any employee in drug and alcohol abuse violation on City premises is subject to the following actions:

1. Suspension from work up to and including termination from employment and/or/;
2. Referral for prosecution under State and Federal laws.

6. FIRE SAFETY

The dangers of fire go beyond flame, heat and smoke. A fire can:

- Cause suffocation by using up the oxygen in the air.
- Release toxic vapors by reacting with chemicals.
- Cause explosions by combining with explosive chemicals.

Each employee should know the location of the fire extinguisher in his or her building and work area.

SAFETY PROCEDURES FOR FIRE

The City of Pittsburg is extremely concerned about protecting all employees from the danger of a fire. The following guidelines are suggested:

In the event of a fire:

1. If you spot a fire or smell smoke, call 911 immediately; give as much information as possible.

2. Use fire extinguisher only for safe escape.
3. Don't attempt to rescue others unless you can do so safely.
4. Never use elevators to evacuate.
5. Leave the building by the nearest exit when the alarm sounds.
6. Remain at least 50 feet from the building and do not re-enter until an "all clear" signal is given by the fire department officials.

Evacuation from fire area:

1. Do not panic.
2. Feel door from top to bottom. If it is hot, do not open.
3. If door is cool, crouch low and open door slowly. Close door quickly if smoke is present.
4. If it is clear, exit via the nearest exit. Stay low if smoke conditions exist.
5. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
6. If trapped in a room, do the following: a.) Stuff wet towels or clothing under the door to keep smoke out. b.) Open windows. Wave something out window and yell for help. c.) If possible, dial 911 and report your situation and location. d.) Keep a soaked towel over your head. e.) Stay low, breathe fresh air near the windows.

All City employees are responsible for keeping operating areas safe from fire.

All City vehicles will be equipped with fire extinguishers.

SMOKING

Smoking is allowed only in designated areas.

7. FIRST AID KIT

The CITY maintains first aid kits in all departments.

City Hall	Copier Room East Side Main Floor
Memorial Auditorium	Office on Main Floor
	Maintenance Area Downstairs
Police Station	Employee Break Room
	Basic kits for emergency field use in each patrol car
Animal Shelter	Euthanasia Room
Fire Station	All stations
	Trauma kits in pumpers for field use
Airport	Main Lobby Office
Water Treatment Plant	Inside Lab Supply Room
Wastewater Plant	Main Office
Public Works Garage	Wall by ice machine
	Street Dept. end lunchroom
Asphalt Plant	Control house
	Mobile kit for crack machine
Electronics Shop	South wall next to the restroom
	Mobile kits in every vehicle
Aquatic Center	Bathhouse

Four Oaks Clubhouse	Behind the counter
Schlanger Wading Pool	Bathhouse
Mt. Olive Cemetery	Caretaker shop
Community Development	Middle bathroom
Parks Maintenance Bldg.	Wall to the right of entrance
Library	Behind Circulation Desk
	Youth Services Dept.

8. LIFTING and CARRYING

Manual lifting and carrying of material must be done by methods that ensure the safety of both the employee and the material.

Studies have shown, back injuries can be reduced by improving posture, regular exercise, weight control and proper lifting techniques.

LIFTING SAFELY

- Inspect the load to be lifted for sharp edges, slivers and wet or greasy spots.
- Test the load to see if it can be lifted safely -- if not, get help from a co-worker or use mechanical aids.
- Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.
- Keep a wide stance and solid footing. Feet should be about 10 to 15 inches apart.
- Assume a knee-bend or squatting position, keeping back straight and upright.
- Tighten stomach muscles.
- Breathe normally, do not hold breath.
- Get a good grasp on the load.
- Keep load close to body to reduce strain.
- Lift steadily with legs, not back.
- Point feet in the direction of the move, don't twist.
- Set the load down by squatting down and keeping the spine vertically aligned.

9. LOCKOUT/ TAGOUT PROCEDURE

Machinery and equipment operate because some form of energy gives them power. During normal machinery operation it is evident energy is on because the machine is operating. During service or maintenance, a machine is turned off, but the energy source must also be turned off. Failure to do so could activate the machine during servicing and cause serious injury and even death.

Lockout is the preferred method of isolating machines or equipment from energy sources. That means placing a lockout device (lock) on an energy isolating device to ensure the energy isolating device and equipment being controlled can't be operated until the lockout device is removed.

If a lockout device is not available or will not work on a particular piece of equipment, a Tagout device may be used. A tagout device is a tag that warns people not to start the

machine.

DEFINITION

Tagout: Use of "Tag" only to warn employees not to use the equipment.
Lockout: Use of a padlock and tag to prohibit operation of the equipment.

PURPOSE

This procedure shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

RESPONSIBILITY

Appropriate employees shall be instructed in the safety significance of the lockout (or tagout) procedure. Each new or transferred employee and other employees whose work operations are in or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure.

PREPARATION FOR LOCKOUT OR TAGOUT

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source may be involved. All energy sources must be locked out or tagged out.

SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefor. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

   Energized equipment includes all forms of energy --- electrical, hydraulic (any type of liquid, including water under pressure), pneumatic (gas, air, etc. under pressure), and mechanical (potential or "built-up" energy, such as spring energy, that may cause equipment parts to move without warning).

2. If the machine or equipment is operating, shut it down by the normal stopping procedure.

3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

4. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).

5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

   CAUTION: Return operating control(s) to “neutral” or “off” position after the test.

6. The equipment is now locked out or tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that the area is clear of people or other obstacles.

2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. Each employee will then use his/her own lock to secure the energy isolating device. As each person no longer needs to maintain his or her lockout protection, that person will remove his or her lock from the energy isolating device.

BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE

1. All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

2. Each employee authorized to use the lockout or tagout procedures shall use a tag which will identify the person that has locked out or tagged out the equipment. This shall be used in conjunction with any locks and shall be the preferred procedure. Only in special circumstances may a “tag” only be used and only with extreme caution.

3. Only the employee who installed the lockout or tagout may remove it. (A supervisor, after conferring with the employee who installed it, may remove the lockout or tagout, if necessary).

DISCIPLINARY ACTION

Violations of the lockout or tagout procedures may result in disciplinary action as outlined in the affirmative action plan.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

In addition to First Aid items, the City of Pittsburg maintains a supply of some personal protective equipment (PPE). Some jobs require specific PPE, including clothes requirements, and may be the employee's responsibility. PPE supplies will vary from department to department, but generally include

Face masks will be maintained on all emergency response vehicles. Face masks will be used in situations where splash contact with the face is possible.

Goggles or shatterproof safety glasses with side shields protect against flying chips or particles and harmful light from welding, cutting, brazing, or soldering.

Ear plugs -- if continuous loud noise is prevalent in a work area, ear plugs may be provided.

Disposable latex gloves should be used when cleaning up liquids. Do not reuse, dispose after using as described in *CHEMICAL SAFETY*.

Work gloves -- cloth or leather, should be used when working in extreme heat or cold, around electricity, open flames, and collecting refuse. Not every job requires gloves. In fact, gloves can be hazardous if caught in a machine. Employees should check with supervisors to find out if gloves are needed.

Hard hats -- should be worn when falling object hazards are present, including working below other workers and on construction sites.

Safety Vests are bright orange and are used by street crews for notifying approaching vehicles and pedestrians

Respirators EBA approved by OSHA and NIOSH.

Additional occupational personal protective equipment specific to public safety employees is issued to the Fire Department and Police Department employees and public works employees.

11. TRAFFIC AND TRANSPORTATION

The City of Pittsburg requires all operators of a City vehicle to have a valid driver's license and maintain a good driving record. Use of a City vehicle must be specifically authorized.

RESPONSIBILITY

All drivers are responsible for reporting any damage or deficiency immediately to the appropriate department head so repairs, adjustments and maintenance can be made.

SAFETY BELTS

Employees operating or riding in City vehicles or personal vehicles on official City business are required to wear safety belts and/or safety restraints at all times.

ACCIDENTS

Any accident involving City vehicles (including private, rented, or leased vehicles used on official City business) must be reported to the driver's supervisor or department head immediately. If the driver is unable to make a report, another employee who knows the

details of the accident must make a report. The immediate supervisor shall then report the accident to the City Clerk and HR on required forms within an appropriate time.

12. TRENCHING/EXCAVATION PROGRAM

The City of PITTSBURG contracts most jobs involving excavation including sewer lines. Maintenance and installation of water lines which involve trenching and/or excavation is the responsibility of the Public Works Department. Waterlines may extend to depths of five feet, therefore the following procedure is to be followed by City employees involved in trenching and excavation of water lines.

UNDERGROUND

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations shall be determined prior to trenching or opening an excavation.

ONE-CALL shall be advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual trenching or excavation.

OPEN TRENCHES/EXCAVATIONS

While the trench is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

The method commonly used by the City of Pittsburg for trenching and excavations shallower than five feet is *sloping and benching* of the soil. Sloping means that the sides of an excavation are laid back to a “maximum allowable slope” from which they will not collapse. This is also known as the “angle of repose”, the angle closest to the horizontal at which the soil will remain stable. The angle of repose varies with different kinds of soil, and must be determined on each individual operation. When an excavation has water conditions, silty material, or loose boulders, or when it is being dug in areas where erosion, deep frost, or slide planes are apparent, the angle of repose must be flattened.

SUPERIMPOSED LOADS

Superimposed loads in the vicinity of a trench or excavation increase the pressure on excavation walls. Heavy equipment and materials such as pipes should be kept as far back from the excavation as possible.
Buildings, curbs, trees, utility poles; and other structures adjoining the excavation area also can place more stress on a trench side than it can safely accommodate. In addition, spoil, (the excavated material) can exert great pressure on the excavation walls. Spoil must be stored two feet or more from the edge of the excavation, and be barricaded or retained in an effective manner.

When internal combustion engines are used in or near trenches, precautions should be taken against exhaust gases entering the trenches. Where necessary, ducts should be attached to the exhaust to conduct the gases away from the trench.

When employees are required to be in trenches four feet deep or more, adequate means of exit, such as a ladder or steps, should be provided and located so as to require no more than 25 feet lateral travel. (See Section 4-Confined Space Entry)

Employees exposed to vehicular traffic shall be provided with and shall wear, warning vests of visible material.

As soon as work is completed, the trench should be backfilled.

13. WORKPLACE SAFETY

Hazards can be found almost everywhere in the workplace, and there are many different types, including slipping on a wet floor, accidents with machinery and other equipment, burns from chemicals, and fires from flammable materials. The City of Pittsburg tries to eliminate unsafe working conditions. Employees must also take the responsibility to learn and understand safety guidelines, ask questions, make suggestions, and report any potential hazard.

Employees must

- Read labels on all products and use only as directed.
- Use personal protective equipment as required to protect hands, eyes, feet, ears, heads, skin, lungs, and backs.
- Operate machines safely and never remove guards.
- Follow Lockout/Tagout Procedures.
- Follow fire safety guidelines.
- Use extreme caution when working on or near electrical circuits and equipment.
- Obey safety signs and warnings.
- Use seatbelts and/or safety restraints.
- Use the proper tool for the job.
- Don't "fool around" or show off on the job.
- Don't use drugs or alcohol on the job.
- Stay attentive at all times, regardless of how many times the job has been performed.

SAFETY IN THE WORKPLACE IS EVERYONE'S RESPONSIBILITY
TAKE THE RESPONSIBILITY SERIOUSLY!

EMPLOYEE SAFETY COMMITTEE
OCTOBER, 1997

ACKNOWLEDGMENT OF RECEIPT OF CITY OF PITTSBURG EMPLOYEE SAFETY MANUAL

I have received a copy of the ***City of Pittsburg Employee Safety Manual.*** I understand it is my responsibility to review the manual and become familiar with the proposed safety procedures as outlined there-in and agree to abide by them. I further understand that noncompliance any result in disciplinary actions.

Name _____ Date _____