



City of Pelham

Safety Rules and Regulations

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GENERAL SAFETY RULES

- 1. Safety comes first in the daily activities of city employees. The safety of others, as well as themselves, should be the concern of all employees. Safety rules cannot be all inclusive and any rules not covered, sound judgment should be exercised in all cases. Teamwork is essential in maintaining a safe environment, so every city employee should follow the safest methods for their jobs at all times.**
- 2. All city employees must be professional and courteous at all times. City employees should assist new employees in learning their duties. City employees should not use abusive or indecent language at any time.**
- 3. City employees will practice good housekeeping rules at all times. Employees will keep their workplace in clean and orderly condition. Employees need to be alert of any potential hazards at all times and focused on the task assigned to them.**
- 4. City employees must not leave tools or materials on window sills, ledges, ladders or vehicles. Employees must avoid stepping or walking on slippery surfaces where practicable. Appropriate signs must be placed in any area considered to be hazardous. Horseplay, scuffle or practical jokes are prohibited.**
- 5. Employees are warned of danger in the holding of protruding articles such as pencils, pens, in the mouth while walking or engaging in any type of work for the city. Employees need to be aware at all times where they are walking or stepping. Employees must not walk or stand under suspended loads, ladders, scaffolds. Employees must not stand or attempt to stand on boxes, chairs, stools or improvised devices while reaching for shelves or high places.**
- 6. Employees allergic to certain chemicals, oils, greases or agents in their working environment must avoid using them. Employees should notify their supervisor**

immediately of any potential danger or risk to themselves or other employees during work.

7. Employees whose duties require the handling of hazardous materials must familiarize themselves with requirements of the manufacturer, governmental labels, regulations and instructions thereto, and conform to them.
8. Employees must report for duty at the designated time and place. Employees who have been off duty by reason of accident or illness or health may have become affected, may be required to take a satisfactory physical or mental examination.
9. Employees must not permit an employee under their charge to work if his or her condition renders them unfit to do so, and must report it to their supervisor. Employees injured while at work must report it to their supervisor and the risk manager. Medical attention should be rendered to the injured employee or employees immediately. If unable to do so, the report must be furnished by the employee supervisor.
10. Employees must perform their assigned duties in a safe and efficient manner and utilize their safety equipment at all times. Safety switches and devices must not be removed by operators on any type of equipment or machinery.
11. Employees must exercise fire prevention care at all times. Employees should not store, transport or use flammable materials unless designated to do so. All flammable materials will be stored, transported in proper and approved containers. Do not use flammable materials in closed areas or for cleaning equipment, parts, or tools. Do not use flammable materials to start or ignite a fire. Make sure when using any type of approved flammable material, it is done in a well ventilated area. Do not smoke around flammable materials or areas that they are used. Flammable materials should never be siphoned my mouth out of any kind of container.

12. Employees must bring to their supervisors attention of any condition which appears hazardous. If a fire is discovered employees need to act quickly and notify the fire department. Employees must make every effort possible to extinguish the fire without bringing harm to themselves or other employees. During a fire alarm employees must act calm and safely exit out of the nearest available passageway.
13. All city property building exits and passageways must be kept clear of any obstructions at all times.
14. Firefighting equipment must be maintained in working order and ready for use at all times. Portable fire extinguishers must be placed in accordance with the type of hazard to be protected. Firefighting equipment must be checked yearly.
15. All combustible materials must be removed and kept away from city structures that are subject to fire damage.
16. Smoking is prohibited by employees other than city designated areas.
17. Lifting and carrying beyond normal physical capabilities is prohibited. Employees must wear back support belts if performing lifting tasks during work.
18. Employees must use proper lifting techniques: Asses the load that is going to be lifted in case you need to gain assistance. Make sure the path is clear. Your feet should be shoulder width apart. Get a firm footing close to the load. Use the palmer grip for lifting. Your fingers and hands should be extended around the object being lifted. Lift smoothly without twisting or jerking. Carry the load close to your body always move your feet when turning. Keep your spine aligned with the natural curve in your back. Stay focused and alert while moving to keep from slipping or tripping.
19. While lifting heavy equipment and materials with jacks, chains, or back-hoe, etc. stand well clear of the object.
20. City radios are to be used for city business only. No employee shall transmit any false radio emergency, obscene or profane radio communication.

21. Employees will begin each transmission by advising which unit they are and wait for acknowledgement. The transmission should be brief and informative.
22. Employees are responsible for the radios assigned to them.
23. Employees must not use equipment for what it is not designed for or walk or crawl under equipment. Before dismounting equipment make sure you have a firm hand hold and sure footing.
24. When riding on equipment or vehicles be aware at all times of your surroundings for hazards. Be prepared at all times to avoid injury.
25. Tractors and large equipment should be turned off before getting off. Other than the driver no one should be riding on equipment unless it has a seat or designated riding place in which is safe.
26. All supervisors should review with their employees on a monthly basis safety rules and regulations that pertain to their work duties. Also supervisors should document all meetings with employees present and record which area of safety was covered. Copies of recorded documentation should be forwarded to the risk manager.

ANIMAL CONTROL

- 1. When the Animal Control officer is responding to a complaint, upon arrival he will observe the situation and assess the best means necessary in the capture and control of the animal. The Animal control officer will use all their equipment in a safe and prudent manner.**
- 2. All Animal Control equipment shall be checked before the tour of duty, if any defects do not use and report it to your supervisor.**
- 3. If the officer uses any force necessary to capture and control the animal a report will be made listing date and time and describing the incident.**
- 4. The Animal Control officer will use their equipment the control stick, net, traps, cages, heavy duty gloves, euthanasia rifle and taser in the performance of their duties.**
- 5. Never approach an aggressive animal without assistance.**
- 6. If a weapon is to be used to subdue or stop an animal the safety of the general public and employee must be considered before deploying.**
- 7. Never expect an animal to be friendly, take safety precautions at all times. If an animal is suspected of rabies or diseases follow protocol and consult the local veterinarian.**
- 8. Cages must be in good working condition. The cage must be locked during transport of the animal. Cages must be kept clean and free from anything that would harm the animal. Use extreme caution at all times during the depositing and removing of animals from the cage.**
- 9. When transporting more than one animal at a time, the animals should be kept separated if at all possible. If the animal captured is violent the animal must be caged separately.**

10. The Animal Control officer must see that animals are properly treated, fed and have a supply of water.
11. The Animal Control officer must work to establish a good rapport with the general public and humane society.
12. At all times the Animal Control officer must take the safest course of action.

CHAIN SAWS

- 1. Chain saw use should be limited to the trained and experienced. The supervisor is responsible for an employee having both.**

- 2. When using a chain saw an employee must have the proper safety equipment on, safety glasses or shield, chaps, gloves, ear protection and proper footwear.**

- 3. Chain saw operator should always:**
 - A. Hold the chain saw with two hands while operating**
 - B. Be aware of possible kickbacks**
 - C. The area you are cutting in is free from obstructions**
 - D. Keep all body parts away from the chain while operating**
 - E. Always start the chain saw on the ground or firm surface**
 - F. Shut off the engine before setting it down**
 - G. Operate the chain saw in well ventilated areas**
 - H. Keep the chain saw handles dry and free from oil or gas**
 - I. Never refuel a chain saw while running**

CLOTHING & PROTECTIVE EQUIPMENT

- 1. The clothing you wear must be suitable for your job duties. Employees must wear clothing that will give personal protection and not interfere with your vision, hearing, hands or feet. Employees are required to wear shirts that have at least quarter length sleeves and cover the torso. Shirt sleeve cuffs must be fastened or rolled up.**
- 2. Long hair and beards must be kept in a manner not to interfere with your job description duties or look unprofessional in any form or fashion.**
- 3. Eye protection is required where conditions exist. Safety glasses must be kept clean and in good condition for use. Contact lenses and prescription eyewear are not considered safety glasses. Employees with prescription eyewear are encouraged to purchase impact resistant eyewear.**
- 4. Employees are prohibited from wearing neckties, neck or finger jewelry or articles of clothing that may get caught up in the machinery or equipment in which they work with or around.**
- 5. Employees who work outside should not wear the following types of footwear while on duty: Tennis shoes, sandals, cloth or canvas style of shoes, cowboy or cowgirl boots or shoes that are badly worn. Employees are encouraged to wear safety style shoes or boots with oil resistant soles. Each employee shall be responsible for wearing appropriate shoes and clothing to the conditions and hazards of each work site or task that they perform.**
 - a. Employees wearing raincoats or overcoats must be careful that the coat does not get caught up in machinery, equipment or other moving parts.**
- 6. Employees must wear their safety gloves while performing their duties. Employees must wear back support belts when lifting and follow proper lifting guidelines while performing their duties.**

DIGGING, TRENCHING, SHORING

- 1. Prior to any digging or trenching, every effort shall be made to determine any type of underground hazards such as electrical, water, sewer, telephone, cable, fuel lines, etc. that will be encountered. Line locator services such as 811 DIGG or utility companies should be notified along with approval from the department head.**
- 2. The site must be inspected for any other hazards that may exist to employees by a supervisor.**
- 3. When digging or trenching, slope the sides of the cut to the “angle of repose” at which a material will be without sliding or a maximum angle of forty five,(45) degrees. The type of soil must be considered and must not be stored along the edge or side of the area due to added weight may cause cave-in issues.**
- 4. When employees are in trenches or excavated areas more than four, (4) feet deep an adequate shoring box must be used or a support system of equal strength to prevent earth and soil from sliding or falling.**

ELECTRICAL HAZARDS

- 1. All employees must consider any electricity or any electrical equipment dangerous and hazardous while around or operating. Employees not having the proper training or experience should not be performing any electrical work, ONLY: CERTIFIED ELECTRICIANS, MASTER ELECTRICIANS, PROPER UTILITY COMPANY AUTHORITIES, ELECTRICAL CONTRACTORS.**
- 2. All lines, wires, voltage supply areas should be considered LIVE.**
- 3. Do not use conductive material around any live electricity, or attempt to make contact with any wires using measuring devices, poles, sticks, water, ropes, steel tapes, or any material.**
- 4. The insulation or covering on wires or electrical machinery, equipment or apparatus must not be depended on for protection against electrical shock. Protective devices should not be considered an absolute safeguard against electrical shock and caution should be use at all times.**
- 5. Employees designated as certified electricians or proper electrical authority should always shut off the electrical source of power before performing any type of work on or about any equipment, machinery, live wire or voltage supplied areas and document.**
- 6. Any employees digging, trenching or working about any area that could be electrical in source should have the proper approval from an expert authority, (811 DIGG / LINE LOCATOR SERVICE) and department head.**

- 7. All work performed should be done with the proper electrical safety equipment and tested periodically as per ASTM standards and documented.**

- 8. Supervisors must give notice and obtain approval from department heads when operating from a bucket truck in and around electrical wires, transformers, energized conductors, high voltage areas.**

- 9. When generators, extension cords or other improvised devices are set up, all safeguards must be taken to prevent electrical shock.**

- 10. All electrical defects, broken equipment or machinery must be reported to a supervisor immediately and protected to prevent electrical shock.**

- 11. Any and All Electrical Circuits, Wires, Voltage Equipment, Primary or any type of Windings, Transformers, Capacitors should be handled by an expert, certified electrician, proper authority or contractor the city deems or appoints as to perform such work.**

FIRE PROTECTION AND PREVENTION

- 1. Every precaution must be taken to prevent fires. Fire prevention is accomplished largely by proper housekeeping procedures. Such procedures as the elimination of all rubbish, trash, oily rags, etc., from city properties and proper notification of fire hazards to supervisors shall be considered every employee's goal.**
- 2. If fire is discovered, employees must act quickly and calmly. Turn in the fire alarm, by calling 911, fire department, activating the wall mounted fire alarm and advising other employees of the situation. Make every effort possible to extinguish the fire with means available. Help other employees if needed out of the building and to a safe and visible location.**
- 3. Portable fire extinguishers must be placed in accordance with the type of hazards to be protected. After a portable fire extinguisher has been used it should be taken out of use for service.**
- 4. Unobstructed passageways, drives, areas of fire hydrants must be kept clear and maintained at all times to reach buildings.**
- 5. City smoking policies must be adhered to only designated smoking areas.**
- 6. All fire equipment and prevention equipment must be maintained in proper working order and inspected as required.**
- 7. Unattended open flames are prohibited, and no burning within 200 feet of any city building, fuel or oil storage.**
- 8. All warning devices horns, sirens, lights, alarms must be kept in good working condition.**
- 9. All emergency vehicles and equipment that are in operation must be kept neat and clean and in proper working condition. All general safety rules apply to the Police and Fire department where applicable.**

FLAGGING PROCEDURES

- 1. Employees should use extreme caution when using flagging procedures for all roadway areas. Supervisors should train new employees on proper techniques for flagging vehicles.**
- 2. When flagging take into consideration line of sight, roadway grades, curves, speeds of vehicles, lighting conditions, visibility and weather conditions.**
- 3. Always use as much equipment as possible to buffer vehicular traffic from work area.**
- 4. If necessary flag person and signs must be used in both directions which includes stationary signs, light boards, flashing signal lights, caution signs.**
- 5. Employees flagging should wear high visibility clothing, traffic vests, safety equipment and position themselves for the highest level of protection including an area for a safe retreat if circumstances dictate.**
- 6. To stop traffic, extend the flag out with one hand into the lane of traffic to be stopped and with the other hand hold it up signaling for vehicles to stop, hold it there until all traffic has come to a complete stop.**
 - a. When signaling for traffic to move forward, drop your free hand down by your side then wave the flag in a back in forth manner.**
- 8. Always be courteous and professional when speaking to drivers.**
- 9. If necessary or conditions become unsafe notify the Police department for assistance.**
- 10. Never stand in the direct travel path of vehicular traffic, be aware that a motorist may not see you or be paying attention.**

GASOLINE SAFETY

- 1. Never use gasoline for cleaning.**
- 2. Always store gasoline in approved containers.**
- 3. If gasoline is spilled, clean it up immediately.**
- 4. Always make sure the area is well ventilated when using gasoline.**
- 5. Never smoke or have an open flame when using or fueling vehicles or equipment with gasoline.**
- 6. Always turn vehicle and equipment engines off when fueling with gasoline.**
- 7. Never transport gasoline in a trunk or a space with poor ventilation.**
- 8. Never siphon gasoline by mouth or any other improper method.**
- 9. Never use gasoline to ignite or intensify a fire.**

LADDERS

1. **Employees should never use defective or broken ladders. Employees must not work on the top step or rung of a ladder. Only one employee at a time on any ladder.**
2. **Employees must use caution and use both hands while climbing up or down on a ladder. Never walk a ladder, get off and move it. Never descend from ladders, scaffolding or platforms by jumping or sliding.**
3. **All ladders must be equipped with spikes or safety shoes suitable for the surface on which used. Ladders must be set in a secure position at a safe angle. Always have someone at the base holding the ladder until the task is finished or the ladder must be leashed. Ladders must be opened all the way and set on a firm surface.**
4. **Tools and materials should not be carried up and down a ladder by hand, but rather handled in a proper carrier or container securely and fastened to a hand line, (EXCEPTION: FIRE DEPARTMENT).**
5. **Never reach or lean while working on a ladder. Employees which are not deemed fit to climb ladders must not use them.**
6. **Employees should not work on ladders during any type of inclement weather conditions. Never remove any type of safety devices or tags from ladders.**

LAWN MOWERS

1. When operating a mower, the machine should be inspected first for defects, loose or broken parts.
2. Before starting the machine the operator must set or adjust all heights for the terrain in which is going to be mowed. The operator also needs to check the area in which is to be mowed for any hazards such as rocks, sticks or any objects that would be a safety issue.
3. The operator should never reach under or about the chute, engine or deck of the mower while in operation.
4. The department supervisor should train each employee under their supervision in the proper use and operation of tools and machines.
5. Employees should always mow with the discharging chute in the down position and pointed away from persons, vehicles, buildings.
6. Operators should wear proper footwear, safety glasses, ear protection, hand protection at all times. Due to the level of noise while operating lawn equipment and safety equipment being worn, all employees are required to keep a visual check on each other while working in the same area.
7. Always read proper operating instructions for each piece of equipment being used.
8. Mowers and lawn equipment should be serviced on a regular basis and report any defects or broken parts immediately for repair.
9. All mower and equipment safe guards should never be removed. Never remove any manufacture warning labels.
10. All equipment being inspected, repaired or adjustments being made should be turned off.

METER OPERATIONS

1. When reading meters use caution at all times. Be observant for animals such as dogs, insects, bees, spiders, snakes and any other hazard that might exist.
2. If utilities have to be cut off, the meter reader should notify the customer of his presence. If you have to enter a residence or dwelling display as much courtesy as possible.
3. During the checking of meters take the safest and most prudent route, caution must be taken regarding traffic. Be careful on private property, watch out for fences, yards, shrubbery, trees, ditches and rough terrain.
4. Don't park in the street. Park adjacent and at the safest location possible with regards to the public. Don't park and leave your vehicle engine running.
5. When a cover on a meter has been opened, make sure that it is closed when you leave. If the box, meter or cover is damaged report it as soon as possible for repair.
6. Be aware at all times for inclement weather, snow, ice, high winds, heavy rains can happen very rapidly so plan for shelter and safety.
7. While walking be aware of vehicular traffic on the roadways, exiting and pulling into driveways and private property. Watch for holes in the ground, ditches and uneven ground.
8. Always have a sufficient light source. Keep equipment in good working order computer recorders, meter reading stick, hand tools, water wrench, water pumps, dog mace and insecticide. Report any broken equipment to your supervisor for repair or replacement.

9. When reaching inside a meter case, long cuffed rubber gloves should be used. When turning meters on or off, such as electricity, water or gas the present reading should be taken and documented.

10. When turning water on to a residence or business, the meter should be watched. When a reasonable amount of water has run through and not stopped, the water meter should be turned off in case of a broken or open pipe.

11. Never strike a match, lighter or use an open flame if a natural gas or chemical odor is detected or any flammable unsafe conditions exist.

12. Make sure that all water meters are in good condition and are in safe operation with all safety devices in proper working order. Notify your supervisor if any doubts exist.

OFFICE

1. Employees should be aware of hazards in office areas such as electrical cords, swinging doors, rounding corners, open file drawers, scissors, sharp pencils, letter openers, staplers, paper edges, machines or equipment that sleeves, neck tie, jewelry or hair could get caught up in.
2. Portable electric fans, heaters, shredders or machines with moving parts should be disconnected from there electrical source before being handled or moved.
3. Walk carefully in hallways, up and down stairwells utilizing railings for safety.
4. All machines and equipment must have adequate safety guards.
5. Never throw objects such as cards, paperclips or sharp objects to avoid eye injury.
6. Do not use wastebaskets for disposing of broken glass or sharp objects that may cause injury.
7. Employees must use office furnishings for there intended purpose, do not lean in chairs or stand on desks. If any broken office furniture or hazards is observed it should be reported to a supervisor and taken out of service.
8. Keep hallways and walkways clear and office areas clean.

OPERATING HYDRAULIC BUCKETS & CLAMS

- 1. While operating a hydraulic bucket, clam or arm, employees shall never stand under or near the bucket, arm or clam during its operation. Always stand a safe distance in case of a malfunction or debris falling.**
- 2. When moving to various sites the bucket, clam or arm should be placed in the proper position and locked.**
- 3. When traveling the bucket, clam or arm should rest on the refuse.**
- 4. During loading of logs, limbs and refuse the operator should assess the situation to make sure no fences, buildings, power lines or hazards exist that would cause damage. The operator should use good judgment at all times.**
- 5. All employees and operators should be wearing the proper safety equipment. Each employee in a bucket should have an individual fall harness and line.**

OPERATING OUTRIGGERS

- 1. Where situations warrant, both outriggers shall be used on all equipment or machinery where it applies, especially the side of the machine in which the equipment is operating.**
- 2. A supervisor should check the surface for stabilization and support before a machine with outriggers is deployed.**
- 3. Outriggers should be inspected periodically for defects.**
- 4. The safety of the operator, employee, property and general public should always be taken into consideration before and during the operation of any machinery or equipment.**
- 5. Employees should be aware of their surroundings at all times during the deployment of outriggers, especially near the machine.**

POISONOUS PLANTS

1. When employees work outdoors in warm weather they may be subject to different hazards such as common poisonous plants. The most common in this region is poison ivy, poison oak and poison sumac.
2. Poison Ivy can be a ground cover, wood shrub or a vine. It is usually found in uncultivated and woodland areas. In spring it has small greenish-white flowers growing in small clusters from the side of the stem above a leaf. In summer the leaves are a dark green with waxy white berries. In fall the leaves may be red, orange or brown. The edges of the leaves can be smooth, toothed or lobed. The leaves are in clusters of three.
3. Poison Oak can take the form of a woody shrub or vine. Poison oak can have the same features as poison ivy. The leaves in an arrangement of three can look like an oak leaf.
4. Poison Sumac is a shrub or small tree. Poison Sumac can grow 20 to 30 feet in height. Poison Sumac flourishes in damp, swampy areas and has sharp pointed leaves. They occur in groups of 7 to 13 arranged in opposite pairs along a central midrib with a single leaf at the end. In spring the leaves are bright orange with a smooth velvet texture. During the summer they turn to a dark glossy green with scarlet midribs. In the fall they turn a red- orange. The green berries hang in long droopy clusters.

PNEUMATIC TOOLS

- 1. Compressed air and tools shall only be used by trained, experienced and competent individuals.**
- 2. Supervisors shall ensure the training of the employees under their charge for the use of pneumatic tools.**
- 3. Pneumatic power tools shall be secured to the hose or whip by some positive means such as safety clips or retainers to prevent the tool from becoming accidentally disconnected.**
- 4. Compressed air shall not be used for cleaning or blowing dust or dirt except when reduced to less than 30 p.s.i. and when personal protective equipment and safety has been affected.**
- 5. The manufacturer's safe operating pressure for all hoses, pipes, valves, filters and other fittings shall not be exceeded.**
- 6. All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.**
- 7. Before making adjustments or changing air tools, unless equipped with quick change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.**
- 8. Safety equipment will be used to prevent any foot, eye, ear or personal injury at all times.**
- 9. The use of metal reinforced hoses must be avoided near energized equipment. When necessary to use, proper clearances should be maintained.**

SEWER AND WATER TREATMENT

- 1. No smoking or open flame shall be permitted within 50 feet of: the digester, open wells, bottom floor of the pump house, drying beds, while sludge is being drawn to beds, lift stations, flammable liquids and chlorine room.**
- 2. Any electrical work to be performed should be done by a certified electrician, master electrician, electrical contractor or designated city employee. All electrical outlets, cords should be grounded before use.**
- 3. When cleaning equipment, parts, etc. ensure the area is well ventilated.**
- 4. Always wear safety equipment while performing daily duties. Keep gas mask for prompt use in case of odor, leaks or other event where needed.**
- 5. While working in and around ditches, manholes, wet wells, use extreme caution and be alert for dangerous conditions that exist or may occur.**
- 6. While at work in sewers, lift stations, or while handling sewage or sludge keep your hands below your collar until you wash them.**
- 7. Always keep cylinders away from heat and handle carefully. Follow manufacturers instructions on care and operation of valves.**
- 8. If a leak is detected notify the Fire Department and Air Gas at once for containment and repair.**
- 9. If inhalation of chlorine gas happens notify the Fire Department immediately for medical attention.**
- 10. No employees should enter a manhole without assistance.**

VEHICLE OPERATION & SAFETY

- 1. The city expects you to always operate your vehicle in conformance with the Laws of the State of Alabama and local ordinances. The ability to drive safely is solely up to you as an individual by taking on the responsibility of operating a city vehicle. A good attitude while driving is required by all city employees such as courtesy and professionalism.**
- 2. All employees operating city vehicles will utilize seatbelts at all times.**
- 3. Drivers shall utilize defensive driving techniques at all times.**
- 4. Employees shall not permit unauthorized persons to drive city owned vehicles.**
- 5. Employees shall not stand or ride on any part of the city vehicle that is not designated or considered unsafe to do so. Employees shall not jump on or off vehicles in motion.**
- 6. Drivers will be alert at all times, making sure that all persons and property around the vehicle that you are operating is clear and aware of your presence.**
- 7. City employees are responsible for inspecting the vehicle that they are driving. Proper lights, brakes, windshield wipers, running condition, ventilation. Any defects should be reported and repaired immediately for safe vehicle operation.**
- 8. Before entering a vehicle the driver should make sure it can be safely moved forward or backward by visually checking. The operator should clearly signal his or her intention of turning, passing or stopping.**

9. All employees shall be cognizant of their travel speeds, safe driving distances, pedestrians, school zones and residential areas.
10. All ignition systems shall be turned off during refueling and no smoking.
11. Approach all railroad crossings, school buses, sharp inclines, curves and blind spots with caution.
12. Never park on paved, traveled roadways, bridges, blind spots, curves, hills unless working circumstances dictate. Always use proper warning devices, signs, cones, flag persons and emergency vehicles with safety equipment to warn other drivers approaching in both directions.
13. When parking a city vehicle, truck or trailer, the driver shall make sure the vehicle is left in a safe parking position and the parking brake is set. Wheels shall be chocked.
14. When backing extreme caution should be used. Always visually check the area behind the vehicle before starting. Back up slowly checking all blind angles. Do not depend on just mirrors. Do not depend on backup alarms and audible signals. Whenever possible have another employee assist you in guiding the vehicle while backing.
15. Always use emergency lights, flashers, warning devices, or signs to warn other drivers on the roadway while work vehicle is parked and place all warning devices at appropriate distances.
16. At night or during low light conditions use extreme caution. Use all necessary precautions to ensure the safety of employees and others on the roadways.
17. Safe driving is a priority for city employees. Radios, communication devices, computers, cell phones in vehicles should only be used when safe to do so. While operating a city vehicle no texting is allowed.

18. If an employee has an accident in a city vehicle, notify the police immediately. Assess for physical injuries and property damage.
19. Notify your supervisor and the risk manager.
20. Keep the scene and vehicles intact, if possible until the police arrive.
21. Do not admit fault at the time of accident. Volunteer no information to anyone except to police, supervisor, city official or city attorney.
22. Secure names and contact information of any witnesses. Refer to City of Pelham Reporting Vehicle Accident Procedures Policy.
23. Only qualified, authorized or designated employees are permitted to operate trucks and tractors. Employees must use care in coupling and uncoupling trucks, tractors and trailers. All safety guards must be in good working condition on all equipment.
24. Vehicles should be equipped with a first aid kit and fire extinguisher. City vehicle dash boards must be kept clear. Material must not be placed into a city vehicle so as to interfere with the drivers ability to operate safely.
25. Employees operating vehicles which carry loads must insure that the load is secure and that overhangs are properly marked in accordance with applicable laws. Riding in the back of dump trucks is prohibited.
26. Employees whose duties require them to operate city vehicles must:
 - A. Be in good physical condition, including eyesight and hearing and have no physical impairments that would prevent them from driving safely.
 - B. Possess a current state driver license.
 - C. Comply with all local, county, state and federal laws governing driving.
 - D. Must not drive when their ability or alertness is impaired because of fatigue, illness, prescription drugs or other causes that prevents the safe operation of a vehicle.

WELDING AND CUTTING

- 1. Welding and cutting will only be done by certified or trained city employees at the direction of their supervisor. All manufacturer instructions, warning labels and advisements must be followed on all welding and cutting equipment and supplies.**
- 2. All welding and cutting supplies and equipment must be inspected before use. Flammable materials must be removed from the area that an individual is using for welding and cutting.**
- 3. Any welding or cutting equipment or supplies that are not functioning properly, frayed, poor connections or leaking must be taken out of service and notification must be given immediately to a supervisor, supplier or manufacture. Employees must not attempt to repair any welding or cutting equipment or supplies.**
- 4. If any hazards exist or observed, such as odor of gases close the valve and notify the supplier. If needed call the Fire Department and secure the area.**
- 5. Employees must wear clothing suitable for welding or cutting and safety equipment must be worn.**
- 6. A proper class fire extinguisher must be in the area or readily available for any cutting and welding work performed by a city employee.**
- 7. All welding, cutting or heating work must not be performed in or on any confined place without proper ventilation.**
- 8. All confined space work should be performed at the direction of a supervisor.**
- 9. Welding, cutting, brazing, soldering or heating of any kind to a container used for transporting flammable material, the container must be properly checked and cleaned out before any work begins.**
- 10. The pressure of acetylene in a hose or pipe must not exceed manufacture, supplier or safety regulations and standards.**

11. Oxygen must not be used as a substitute for compressed air.
12. Oily, greasy or unprotected areas used for welding or cutting must be protected from slag by a layer of sand, metal plate or other suitable material.
13. When in use, hose or cable must not be thrown over any part of the body. They must not be pulled over anything that could cut or damage them. Hoses and cables must not be run over by any vehicles or propelled equipment. Caps must be replaced securely on fittings of extension lines. When not in use, they must be coiled and placed in designated locations.
14. Before a torch or blow pipe may be ignited, the hose and equipment must be purged and checked for any obstructions. A torch must be held downward away from other employees. A lighted torch must not be laid down or passed from one employee to another.
15. Employees must not use the top of cylinders or regulators to hang any type of objects.
16. When welding or cutting equipment is not in use, a supply must be shut off at the source and the control valves securely closed.
17. Before attaching regulators, cylinder valves must be opened slightly to remove dust or dirt. Before disconnecting a regulator from a cylinder, the pressure adjusting handle must be released by turning it to the left.
18. Pressure adjusting screws on regulators must be released fully before they are attached to cylinders and the cylinder valves are opened. The valves must be opened slowly to prevent diaphragm damage.
19. All cutting and welding connections must fit tightly. When regulators are removed from cylinders, protective caps must be applied.
20. When necessary to thaw cylinders, warm water must be used.

- 21. When cooling a hot cut or weld, it is prohibited to use a bucket, container or can that has contained any flammable substance.**

- 22. Compressed gas cylinders must be stored in a well ventilated area. All compressed gas cylinders should be stored, transported and used in a vertical position. Oxygen cylinders must be separated from flammable gas cylinders by a distance of at least 20 feet or by a noncombustible partition with an acceptable height and fire rating.**

- 23. Compressed gas cylinders, either loaded or empty must be handled carefully and must never be handled with a magnet.**

- 24. Compressed air cylinders will have regulators removed, caps installed and properly secured when transported in or on vehicles.**

- 25. Electrode holder with current on must not be left where it may become dislodged and come in contact with a person or conducting object.**

- 26. When not in use, electrodes must be removed from holders.**

- 27. Never leave welding equipment on and unattended.**

- 28. Never leave welding leads improperly placed.**