SAFETY AND HEALTH
LOSS CONTROL MANUAL

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LOSS CONTROL MANUAL

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INTRODUCTION

A comprehensive Safety and Health Loss Control Program is an essential management tool to provide standards for reducing accidental losses. With adequate implementation, this program should provide some relief from the high direct and indirect costs that accidents generate and their subsequent impact on the operating budget.

The purpose of this Safety and Health Loss Control Manual is to establish a program which will meet the goal to provide a safe and healthful learning and work environment for all employees.

The expected results of this manual will be to eliminate the underlying causes of accidents and incidents which result in injury to employees or the general public; damage to property; facilities and equipment; or damage to the environment and natural resources. These positive results will be accomplished by providing:

1. Safe and healthful working conditions for all employees;
2. A work environment conducive to good physical and mental health;
3. An environment which fosters safe and healthful attitudes and procedures;
4. Compliance with all applicable, relevant, and associated local, State, and Federal regulations; and
5. Minimum standards of loss control for all members of management.

1.00 SCOPE AND PURPOSE

The development and implementation of the City of Port St. Lucie Safety and Health Loss Control Program and its assigned responsibilities are in accordance with the Occupational Safety and Health Act and other State and Federal regulations.

The justification to these guidelines and requirements is essential for a Safety and Health Loss Control Program to complete its primary objective of reducing the frequency and severity of bodily injuries to employees, and the general public; damage to property; and liability losses. Inherent in the guidelines and requirements is the charge to provide a safe and healthful work environment in which to pursue.

This Safety and Health Loss Control program adopts all required Federal, State, and local laws and regulations applicable.

1.00 OBJECTIVES

The objectives of the Safety and Health Loss Control Program are:

- REDUCE EMPLOYEE INJURIES
- REDUCE WORKERS' COMPENSATION LOSSES
- REDUCE PROPERTY LOSSES
- REDUCE SELF-INSURANCE FUNDING REQUIREMENTS
- REDUCE INSURED LOSSES AND RESULTANT INSURANCE PREMIUMS
- REDUCE THE IMPACT OF LOSSES ON THE OPERATING BUDGET
- AVOID CIVIL AND CRIMINAL SANCTIONS RELATING TO ENVIRONMENTAL REGULATION NON-COMPLIANCE

2.00 SAFETY POLICY STATEMENT

People are our most important asset - their safety our greatest responsibility. This safety program, developed to assure compliance with Federal, State and Local regulations, is our commitment to protect our employees against occupational injury or illness, and to prevent damage and interruption of operations. This commitment extends to the protection of those we serve, the general public.

Management and supervisory personnel will be accountable for the safety of the employees working under their supervision. Supervisors are expected to see that all operations are conducted in a safe manner at all times.

As employees, you have a responsibility to yourself for your own safety, and also to your family, fellow employees, and the community. All employees are expected to follow safe procedures and take no unnecessary chances. You are required to use all safeguards and safety equipment provided, and make safety a part of your job.

Good safety records reflect the quality of management, supervision, and the work force. Our policy is to accomplish work in the safest possible manner consistent with good work practices. Management at every level is charged with the task of translating this policy into positive action.

Approved October 22, 2001

By: Victor L Ghirello

October 19, 2001

3.00 SAFETY PROGRAM RESPONSIBILITY

3.01 SAFETY OFFICER

The Safety Officer is responsible for the direction and administration of the Safety Program and will take all action deemed necessary to produce a positive reduction in accidents and their causes.

The Safety Officer will:

1. Provide technical guidance and direction to personnel in all levels of management in the implementation of the safety program.

2. Consult with departments on design and use of equipment and safety standards.

3. Inspect the facilities to detect existing or potential accident and health hazards, and recommend corrective or preventative measures where indicated.

4. Participate in the investigation of accidents and injuries.

5. Provide to management accident data for use in promoting accident and property damage prevention programs.

6. Evaluate and assist in providing adequate protective clothing and equipment for use by personnel requiring such items.

7. Attend the monthly Safety Committee meeting.

8. Stop hazardous jobs when safety precautions are not being enforced.

9. Set an example of safe working habits and follow all safety regulations.

10. Maintain an effective driver training program for drivers of municipal vehicles.

11. Distribute current publications and reports to all departments promoting the prevention of injuries, occupational disease, vehicular collisions, liabilities, and damage to equipment and materials.

12. Work with Department Heads and establish annual safety goals.

13. Staying current on laws and regulations and attendance in continuing education courses in safety, as necessary, to apply defined functions.

3.02 DEPARTMENT HEADS

Each Department Head has the full authority and responsibility for maintaining safe and healthful working conditions whether it be in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, liabilities, and waste of material.

Each Department Head will:

1. Provide leadership and positive direction essential in maintaining firm loss control policies as a prime consideration in all operations.

2. Hold each manager, under their supervision, fully accountable for an explanation of the preventable injuries that occur to his/her employees.

3. Call upon the Safety Officer for any assistance needed in promoting an effective loss control program.

4. Ensure that all safety policies and procedures are complied with by all personnel at all times under his/her direction.

5. Demonstrate a personal concern in departmental losses for each worker who has been involved in a job related injury or a vehicular collision.

6. Ensure that personnel are trained and fully understand safe work procedures and existing policies.

7. Ensure that all employees, new and old, are trained and retrained, when necessary, in safety procedures for each job they must perform.

8. Ensure all employees are instructed and understand the use and need for protective equipment.

9. Ensure all necessary safety equipment and protective devices are available and used properly.

10. Encourage employees to make safety suggestions and written comments, and follow-up as appropriate.

11. Ensure that all accidents are thoroughly investigated, recorded, and promptly reported.

12. Ensure prompt corrective action is taken whenever hazards are recognized or unsafe acts are observed.

13. Conduct an annual safety evaluation of each supervisor under his/her supervision based on safety activities and safety results.

14. Ensure that all equipment, materials, and work conditions are satisfactory from an accident prevention stand point.

15. Set an example of safe working habits and follow all safety regulations.

3.03 SUPERVISORY PERSONNEL

A supervisor has full responsibility for the safe actions of his/her employees in the safe performance of the jobs within his/her operating area. The supervisor has full authority and must enforce the provisions of this safety program.

Each supervisor will:

1. Assume full responsibility for safe working areas for his/her employees while they are under his/her supervision.

2. Be fully accountable for injuries regarding his/her employees.

3. Ensure that all safety policies and regulations are fully implemented.

4. Take the initiative in recommending corrections of deficiencies noted in the facilities, work procedures, employee job knowledge, or attitudes that adversely effect loss control activities.

5. Enforce all work policies and procedures, being impartial, and take disciplinary action against those who fail to conform and give prompt recognition to those who perform well.

6. Ensure that each employee is fully trained for the job that he/she is assigned to and that he/she is familiar with published work rules.

7. Inspect all work areas, tools, and equipment on a regular basis. Correct unsafe acts and unsafe conditions immediately when noted.

8. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in operations.

9. Instruct all employees on reporting all accidents and the necessity of receiving first aid treatment.

10. Conduct thorough accident investigations of all accidents, injuries, and liabilities regarding his/her employees. Offer corrective suggestions and follow-up on all corrections and changes made.

11. Conduct thorough employee orientations for all new employees and document all orientations.

12. Set an example of safe working habits and follow all safety regulations.

3.04 EMPLOYEE

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injury to themselves and to their fellow workers.

Each employee will:

1. Report all unsafe conditions and acts to their supervisor.
2. Be individually responsible to keep themselves, fellow employees, equipment, and the general public free from incident.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents immediately to their supervisor.
6. Be certain that they understand instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Avoid engaging in any horseplay and avoid distracting others.
9. Review the educational materials posted on bulletin boards or distributed in their work areas.
10. Know how, and where, needed medical help may be obtained.
11. Do not damage or destroy any warning or safety device or interfere in anyway with another employee's use of them.
12. Operate only machines and equipment authorized by their supervisor.
13. Use only the prescribed equipment for the job and handle it properly.
14. Wear required protective equipment when performing their job duties. Dress safely and sensibly.
15. Set an example of safe working habits and follow all safety regulations.

4.00 SAFETY COMMITTEE

4.01 PURPOSE

The primary purpose of the Safety Committee will be to review and evaluate matters relating to Workers' Compensation injuries, motor vehicle accidents, and damage to public or private property. The Committee will determine the cause of accidents, injuries and damages, and formulate suggestions to avoid such incidents in the future.

The Committee will review unsafe acts and unsafe conditions. These problems, whenever possible, will be resolved at department level. When this is not possible, the problem should be brought to the attention of the Safety Committee. The Safety Committee will also follow-up on inspections conducted of various departments for the purpose of hazard identification.

It must be understood that the Committee will discuss only those items related to safety.

4.02 COMMITTEE MEMBERSHIP

1. The Safety Committee will consist of an equal number of employee representatives who elected by their individual Department Heads.

2. The election of Officers will provide for a Chairperson, a Vice Chairperson, and a Recording Secretary provided by HR/RM.

3. The Officers will be elected by the majority vote of the Committee during a duly constituted meeting.

4. The term of office for Officers will be for one year. An officer may be elected for consecutive terms.

5. Members will serve on the Committee for a two year term. A maximum of two individuals form each department may be appointed.

6. Members can serve consecutive terms.

7. Terms of office will commence at the beginning of each calendar year.

4.03 RESPONSIBILITIES

The Safety Committee will:

1. Convene each month at a time and location designated. The Committee may convene at any other time, during normal working hours, as the Chairperson so directs.

2. Review safety suggestions and problems such as those received from the unsafe acts and unsafe condition reports which cannot be resolved at department levels.

3. Review and evaluate the facts in all matters involving on duty employees involved in injuries, motor vehicle accidents, and property damages.

4. Determine the cause of accidents which result in property damage or personal injury to an on duty employee while making recommendations for further action and preventative measures.

5. Evaluate accident prevention and illness prevention programs.

6. Assign a member of the Safety Committee to accompany the Safety Officer on inspection of facilities, when feasible.

7. Prescribe guidelines for the training of safety committee members.

8. Follow-up on all recommendations made following inspections conducted of facilities.

9. Maintain a cooperative spirit between management and employees.

The Recording Secretary will:

1. Act as the official recorder for the Safety Committee and send copy of the proceedings to all Committee members and City Departments/Divisions.

2. Notify all employees whose accidents are coming before the Committee as to meeting dates and their opportunity to be present to air their side of the incident.

3. Advise the membership of the date, time, and location of all meetings.

4. Maintain adequate records of the proceedings for a period of two (2) years.

4.04 SAFETY COMMITTEE MEETING AGENDA & CRITERIA

1. AGENDA

a. Call to order by the Chairperson or Vice-chairperson;

b. Roll call by Safety Officer;

c. Introduce any visitors, if allowed;

d. Read minutes of previous meeting;

e. Review any new rules or regulations issued since the last meeting;

f. Take care of unfinished business;

g. Review any accidents and preventive measures taken since the previous meeting;

h. Discuss safety inspections and recommendations.

i. Bring up new business.

j. Adjourn the meeting.

2. Meetings will be held on the third Thursday of each month. Special meetings will be held as called by the Chairperson. A quorum will consist of half or more of the Committee excluding Advisory members.

3. Attendance of Committee members is expected unless they have been excused in advance.

4. Committee members and/or Officers may be removed from office for unexcused absences of two or more consecutive meetings or for other reasons as determined by majority vote of the Committee.

4.05 RULES OF PROCEDURE

1. Decisions of the Committee shall be made by the majority vote of those members present. Fifty percent plus one.

2. A Committee member may abstain from voting.

3. The Chairperson shall be responsible for calling for a motion to vote. If a motion is not seconded, the motion shall go no further.

4. If a tie should occur, it will indicate that no action should be taken by the Committee. The issue under consideration will remain as no decision.

5. Each accidents/Injury will be reviewed on a monthly basis as reported on the claim logs maintained by Risk Management.

6. At the Committee's discretion, the Committee may also request the employee and/or supervisor to appear before the Committee and render their explanation of the incident or request expertise for guidance.

4.06 COMMITTEE DELIBERATIONS

The Committee, in its deliberations, will be guided by the principal that damage or injury is chargeable if the opportunity existed for alternate action which could have been reasonably taken in an effort to prevent the injury or damage. In addition, the Committee will also give full consideration to the occupational hazards inherent in the nature of the work performed by the employee.

1. The Committee, after carefully reviewing and evaluating the facts presented and listening to the employee's evaluation of the incident, will determine whether or not the accident, injury, or damages are chargeable or non-chargeable.

2. Recommendations of any nature will be directed to the individual Department Head, with copies to individual employees and/or HR/RM as applicable.

3. The Department Head will have thirty (3) days to respond to the recommendation.

4. If the Department Head fails to respond or take action within the specified time frame, the recommendation will then be forwarded to the City Manager.

5.00 SAFETY MEETINGS

Supervisors will be required to conduct monthly safety meetings. The meetings are to provide employees with up-to-date safety information. Supervisors will discuss various aspects of job safety and health as it pertains to the work to be performed. In addition to this, accidents that have occurred within the department during the previous month will be reviewed, and a discussion will follow with regard to corrective action that must be taken to prevent recurrence.

Safety issues to be discussed will include:

1. Unsafe conditions and outstanding deficiencies noted in safety inspections.

2. Accidents that have occurred including cause and corrective action taken.

3. Site audits that have taken place and the results.

4. The discussion of upcoming activity and safety issues to be addressed.

5. Monthly safety objective is to be reviewed.

The supervisor will enter on an attendance log the date, his/her name, topics discussed, and length of the meetings. Each employee will sign the attendance log and a copy of the log will be sent to the Safety Officer for record retention, and the original will remain with the supervisor.

6.00 EMPLOYEE SAFETY TRAINING

Each employee who reports to work will be given a safety orientation as part of the general hiring practices prior to being allowed to actually go to work. During this orientation, our positive attitude toward working safely will be stressed, and the employee will be advised that safety is a condition of employment. The safety program will be explained and safety responsibilities will be clearly defined. Each supervisor conducting the orientation will complete the new employee checklist and maintain a copy of this checklist in the employee personnel file.

6.01 EMPLOYEE CHECKLIST

(Check off each item as you discuss it with the new employee prior to having that employee start work.)

___ TOUR OF DEPARTMENT --- (Discuss hazards and the importance of good housekeeping.)

___ LOCATION OF LOCKER ROOM, REST ROOMS, AND SHOWER ROOMS.

___ SPECIAL CLEANUP RULES (Personal, if applicable.)

___ WHERE TO KEEP PERSONAL BELONGINGS (clothing, personal tools, lunch, etc.).

___ REVIEW OF SAFETY GUIDELINE HANDBOOK.

___ PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (shoes, safety glasses, ear protection, helmets, vests, hairnets, etc.).

___ SPECIFIC SAFETY RULES APPLICABLE IN OUR DEPARTMENT (explain the reasons for the rules).

a) _____
_____
_____

b) _____
_____
_____

c) _____
_____
_____

d) _____
_____
_____

___ SAFETY RULES ON CLOTHING, GLOVES, AND JEWELRY.

___ PROPER LIFTING TECHNIQUES.

___ FIRE SAFETY RULES (non-smoking areas, etc.)

NEW EMPLOYEE SAFETY CHECKLIST
PAGE TWO

___ WALK THROUGH EVACUATION ROUTE(S).

___ LOCATION OF FIRE EXTINGUISHERS AND FIRE EXITS.

___ WHAT TO DO IN CASE OF FIRE OR EMERGENCY.

___ HOW TO REPORT UNSAFE CONDITIONS.

___ WHAT TO DO IN THE EVENT OF AN INJURY OR NEAR MISS. (Review of Workers' Compensation Reporting Forms correct steps to report injury and receive treatment).

___ LOCATION OF NEAREST FIRST AID STATION.

I acknowledge that information on the above subjects was furnished to me during my orientation.

Employee's Name (printed) _____

Employee's Signature: _____ Date: _____

Department: _____

I have instructed the above named employee in the fundamentals of safety practices.

Supervisor's Name (printed): _____

Supervisor's Signature: _____ Date: _____

Department: _____

7.00 ACCIDENT REPORTING & INVESTIGATION

All accidents/incidents having either an immediate or potential effect on the safety and well being of employees or citizens must be reported and recorded immediately following the incident. These incidents/accidents must be reported to your immediate supervisor or to the Safety Officer.

Upon the occurrence of an accident, prompt and appropriate attention and assistance must be provided to the party or parties involved. Supervisory personnel will conduct timely investigations to obtain details of the accident and take immediate precautions to prevent its recurrence.

When an accident occurs in which there is either an injury or a suspected injury, appropriate and timely medical attention must be obtained for the injured party or parties. It is the employee's responsibility to report all injuries or illnesses immediately so that immediate medical attention can be provided as well as the filing of the appropriate injury reporting forms.

The supervisor in the area in which the accident occurred must immediately determine the factors that led to the incident and take necessary precautions to prevent its recurrence. The supervisor must then complete the Notice of Injury, as well as the Accident/Injury Investigation Report.

Failure to report injuries or illnesses immediately following their occurrence may result in loss of benefits to which you may be entitled.

The Notice of Injury, when completed, must then be forwarded to the Safety Officer.

7.01 ACCIDENT INVESTIGATION AND INJURY REPORTING PROCEDURES

SCOPE

This standard applies to all locations of the City of Port St. Lucie and covers accidents, injuries, and liability incidents involving city employees, and/or the general public.

PURPOSE

This standard establishes uniform procedures for investigating and reporting accidents and injuries incurred by the City of Port St. Lucie in a timely manner.

These procedures will provide the information needed to identify causes of accidents and injuries in our operations and enable management to develop methods for preventing them from recurring.

AREAS OF APPLICATION

This standard requires the investigation and reporting of the following:

a. Near-miss incidents - Major incidents only.

b. Workers' Compensation cases - Employee work related injuries or illnesses:

- First-Aid cases - Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care.

- Medical Treatment cases - Includes treatment of injuries that required a physician or registered professional person. Injury does not require lost work time.

- Restriction of Work - The number of workdays on which, because of injury or illness, the employee was assigned to another job on a temporary basis or the employee worked at a permanent job less than full-time, or the employee worked at a permanently assigned job, but could not perform all duties normally connected with it.

- Lost Workdays - The number of workdays on which the employee would have worked but could not because of occupational injury or illness.

c. General Liability cases - Bodily injury (non-employee) or damages to the property of others, not connected with a motor vehicle.

d. Automobile Liability cases - Bodily injury (non-employee) or damages caused to property arising out of ownership, maintenance, or use, including loading or unloading of any motor vehicle.

e. Property damage cases - Damage caused to city property by city employees, general public or natural occurrences.

Accident investigation reports, Notice of Injury Forms, Motor Transportation Accident Reports and/or General Liability/Automobile Loss Notices shall be completed by the location management for all accidents/incidents listed above.

RESPONSIBILITY

Department Heads shall be responsible and accountable for the implementation, compliance, and reporting practices of this standard.

The location management is responsible for the investigation, prompt reporting, and corrective action on all accidents and liability incidents.

The immediate supervisor is responsible for an employee's work area where the accident occurred, or a designated representative shall investigate and submit a written report using the proper report or form as required to the Department Head on all types of accidents. This report must be submitted as soon as possible after the incident.

The Department Head will review and approve all written reports and submit them to the Risk Management Department in the specified time frame.

It may not be necessary to conduct a meticulous on-site accident investigation for minor cases. The Department Head shall determine the extent of the investigation necessary, based on the severity of the accident/injury incurred and the circumstances surrounding the accident/injury.

The Risk Management Department shall be responsible for reviewing and analyzing, and then submitting all Accident Investigation Reports, Notice of Injury Forms, and/or Liability Loss Notices to the Third Party Administrator (TPA). All correspondence, contacts, and inquiries will be made via the Risk Management Department representative handling these claims.

INVESTIGATION PROCEDURES

A. Investigate the accident/incident as quickly as possible.
B. Determine extent of injury (if any) and treatment.
C. Ascertain medical treatment for injured with consideration of extent of injury.
D. Talk with the injured individual, if possible, and/or others who saw the accident. Stress getting the facts - **not placing blame or responsibility.**
E. Inspect the area where the accident occurred, if possible. Listen for clues in the conversation of others.
F. Review and analyze the situation to determine the immediate cause and all underlying causes.
G. Review operating procedures, equipment, training, etc. for adequacy.
H. Take corrective action if it is within your authority. If corrective action requires higher authority, communicate this need to the Department Head immediately.

I. Proper Reports/Forms/Notices

1. Near Miss Incidents:

   * Supervisor Accident Investigation Report - per determination of Department Head or Risk Management Department.

2. Workers' Compensation Cases:

   * First-Aid Log - (Minor First Aid Injuries Only).
   * LES Form SAF 200 (Division of Safety) to be maintained
   * Supervisor Accident/Injury Investigation Report
   * Notice of Injury Form DWC-1
   * Wage Statement Form DWC-1a (to be completed by Administrative Services).

3. General Liability Incidents:

   * Supervisor Accident Investigation Report
   * General Liability Loss Notice (to be completed by Risk Management Department).

J. All Completed Reports/Forms/Notices should be forwarded to the Department Head for review, approval, and immediate forward to Risk Management to be forwarded to TPA.

K. If assistance is needed, immediately contact Risk Management Department immediately at (407) 871-5209.

INVESTIGATION PROCEDURES - AUTO LIABILITY

A. Driver Accident Investigation & Reporting:

a. Follow ACCIDENT REPORTING KIT instructions located in each vehicle.

1. STOP. Do not move vehicle until police arrive.
2. PROTECT THE SCENE. Turn on 4-way flashers. Set out warning devices.
3. NOTIFY SAFETY OFFICER at (407) 871-5209. If necessary, complete ACCIDENT NOTIFICATION CARD and ask someone to call for you.
4. **Make No Statement about who was at fault. Do Not Sign Anything. Make no promises about payment of damages.**
5. If the other driver admits being at fault, ask him/her to complete the EXONERATION CARD.
6. For other involved parties and police - give your name and address, license, vehicle registration, and insurance card.
7. Ask witnesses to complete the WITNESS CARDS.
8. Complete ACCIDENT REPORT at the scene.
9. If your vehicle cannot be moved, take steps to minimize damage and to prevent theft.
10. Give completed information and cards only to city personnel.

B. If a driver damages a vehicle or property and cannot locate the owner, the driver must leave his/her name and address, plus city information, in a conspicuous place.

B. Management Investigation:

a. Automobile Liability Reports and Notices:

* Preliminary Report of Accident or Loss (Supervisor Investigation Report). Must be completed when driver calls in an accident.
* Automobile Loss Notice - All motor vehicle incidents. (Completed by Risk Management Department)

b. For all motor vehicle incidents, a City representative designated by the Department Head will be sent immediately to investigate the scene of the accident. If warranted, the Safety Officer will also proceed to the scene of the accident.

c. All completed reports/notices and the completed Driver's Accident Reporting Kit should be forwarded to the Department Head for review and then forwarded to the Risk Management Department.

d. If assistance is needed, immediately call the Safety Officer at (407) 878-5209.

IMMEDIATE REPORTING PROCEDURES - (All Types of Incidents)

A. The Department Head will immediately report all incidents by telephone to the Administrative Service Department at the following telephone numbers:

Telephone: (407) 878-5209
Fax: (407) 871-5274

If you cannot reach the Safety Officer at this number, contact Personnel.

B. All Notice of Injury Forms, DWC-1, must be submitted to the Administrative Service Department, via "FAX," immediately upon completion, to the fax number listed above (407) 871-5274 and followed up in hard copy via inter-office mail to the Risk Management Department. The Department Head must review and initial all Notice of Injury Forms. Risk Management then processes and forwards the forms to the TPA. When necessary, Risk Management faxed copy to the TPA.

C. All other Reports/Notices must be submitted to the Safety Officer within 48 hours, via fax, and followed up in hard copy via inter-office mail.

D. If a Report/Form/Notice cannot be finalized within the specified time frame, then a preliminary report shall be issued based on available information and facts. Do not wait for all the information to send the Report/Form/Notice into the Risk Management Department. Notification must be made to the TPA.

E. The designated payroll/personnel individual shall complete and submit the "Wage Statement" DWC-1a for Workers' Compensation cases to the Safety Officer.

F. Management can hand deliver all Reports/Forms/Notices within the prescribed time period to the Safety Officer.

G. The Administrator's Office will notify members of the employee's family in the event of a serious injury. Notification should not include a medical evaluation of condition, this should be left up to the medical professionals.

H. A copy of all correspondence from insurance companies, doctors, lawyers, claimants, etc., received by city departments must be sent to the Risk Management in order to maintain updated records for the city and assure information is forwarded to the TPA.

TREATMENT OF INJURIES

A. Self-administered first aid can be conducted by the injured person for minor injuries only.

B. All arrangements for an employee that sustains an injury or illness requiring medical attention will be made through the Risk Management Department. For injuries occurring off-hours, medical treatment will be arranged at the discretion of the supervisor.

a. Ambulatory Injury Cases (Able to Walk)

1. Determine the extent of the injury.
2. Provide the necessary first aid care for the injured by a qualified first aid person.
3. Transfer the injured employee to the treatment center by an escort.
4. Notify the Department Head as soon as possible.
5. If the injury appears severe, such as a head injury, sharp pains, or labored breathing, request an ambulance.

b. Non-Ambulatory Injury cases (Not Able to Walk)

1. Determine the extent of the injury.
2. Request an ambulance.
3. Provide the necessary first aid treatment for the injured by a qualified first aid person.
4. Have a City Representative escort the employee to the hospital or clinic to act as a liaison for the city and immediate family.

C. When an employee is treated by an outside medical establishment and has been released, a written statement from the treating physician authorizing the employee's return to work must be obtained before the employee is allowed to return to work. A copy of this release must be forwarded to the Risk Management.

Internal Affairs Investigation

Garrity Warning

The undersigned employee acknowledges that the investigating official has read the Garrity Warning below, prior to questing the employee:

"You are being questioned about violation(s) of department procedures, policies, or regulations. This is an administrative hearing during which you will be questioned narrowly and specifically about the conduct in questions and other areas related to a departmental determination concerning the violations(s) charged and potential resulting discipline. The investigation and questioning is being conducted by a ranking county official or designee, and you have the obligation to answer all questions completely and truthfully. No answers you give within the scope of this investigation can or will be used against you in any subsequent criminal hearing. Refusing to answer, falsifying or fabricating testimony or evidence, and impeding or interfering with this investigation are all serious violations, each of which that can result in discipline, up to and including your discharge from employment."

Signature of Employee: _____

Signature of Employee's Representative (if any): _____

Date: _____

Signature of Investigating Official: _____

INJURED EMPLOYEE'S STATEMENT:

Write your account of exactly what happened, in detail, including times, dates, and names of all persons involved. Use additional sheets, if necessary.

Signature of Witness: _____ Date _____

INJURED WITNESS STATEMENT:

Write your account (in detail) of what you witnessed, including times, dates, locations, and person's involved. (Use additional sheets, if necessary.)

Signature of Employee _____ Date _____

8.00 INSPECTIONS AND AUDITS

8.01 Audits

A formal safety audit of each department will be conducted periodically by the Safety Officer. Emphasis will be placed upon condition of facilities, equipment and machines, as well as implementation of the overall Safety Program, such as:

A. Housekeeping

B. Use of safety equipment

C. Compliance with published safety regulations

D. Condition of vehicles

E. Proper maintenance of electrical equipment

F. Proper guarding of open pits, ditches, and tanks

G. Proper storage of flammable and combustible liquids

H. Fire extinguishers, first aid kits, and emergency lighting

I. Proper condition of power and hand tools

J. Excessive dust levels

K. Administrative compliance with the Safety Program and other pertinent regulations

Facilities and equipment noted to be unsafe for use will be tagged on the spot by the Safety Officer. Personnel who continue to use any item that has been tagged, or who willfully removes the tag before the unsafe condition is corrected, will be subject to disciplinary action.

Supervisors will inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

The Safety Officer will use checklists and other appropriate material for the areas being inspected. Emphasis will be placed upon standards adopted by Florida Statutes and other appropriate agency standards.

A formal follow-up inspection will be performed on all facilities to ensure that corrective action has been taken with regard to any recommendations promulgated as a result of the safety inspection.

8.02 SAFETY OBSERVATIONS

Supervisors are expected to conduct daily safety observations (S.T.O.P.) of their areas for the purpose of hazard identification and correction. The supervisor's safety observation should include an inspection for physical hazards as well as observing employee work habits to determine unsafe acts being committed by the employees. Immediate corrective action on all hazards noted must be taken.

Department/Division Heads are expected to conduct a formal monthly safety observation audit of their areas. Following the "Safety Observation Cycle" (DECIDE - STOP - OBSERVE - ACT - REPORT). Immediate corrective action on all hazards noted must be taken. The monthly audit should be forwarded to the Safety Officer for review and follow-up on all corrective actions pending.

9.00 FIRST AID

Emphasis is placed on the prevention of accidents and injuries. However, when an accident resulting in injuries occurs, prompt and knowledgeable treatment will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

1. All injuries, no matter how minor, are to be reported to the immediate supervisor, and the supervisor will then report the incident to the designated department.

2. First aid kits will be maintained in all buildings. First aid kits will be carried on vehicles and equipment as needed.

3. Supervisors will check first aid supplies on a periodic basis and replenish as needed.

4. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital or physician by vehicle. There may be cases, however, in which it is important that the injured employee be transported by ambulance. If there is any doubt in the mind of a supervisor, foreman or crew leader in charge, it should be resolved by calling for Rescue. As an example, the following conditions would definitely indicate Rescue and ambulance service:

    a. Signs that the employee may be in shock or unconscious.
    b. Apparent fracture or break
    c. Hemorrhaging
    d. Severe abdominal cramps and/or vomiting
    e Other symptoms of internal injury

5. All animal bites, because of the possibility of rabies, must receive prompt medical attention. If someone is bitten, an attempt should be made to confine the animal. A report of the injury must be made as soon as possible.

10.00 GENERAL SAFETY RULES

1. Constantly observe work conditions, equipment, and tools for the purpose of preventing accidents.

2. Comply with all job safety instructions. Request help when unsure how to perform task safely.

3. Use all safety equipment which is required on the job.

4. Correct unsafe acts or conditions within the scope of your immediate work. Report any unsafe acts to your supervisor.

5. Advise supervisor of any faulty tools or equipment.

6. Stop work if conditions are such that there is immediate danger to life, limb or property.

7. The safe way to do a job must always be found before going ahead. Contact your supervisor when in doubt.

8. Practice good housekeeping in your work area. Pick up your tools. Do not leave materials and scrap where they will be hazardous to others.

9. For your protection, obey all warning signs.

10. Report any unsafe conditions to your immediate supervisor at once.

11. Fighting or horseplay will not be tolerated.

12. Reporting to work under the influence of intoxicants, tranquilizers, narcotics, or other dangerous drugs, or possession of such, not prescribed by a doctor is prohibited. Report all medications prescribed by your doctor that may affect your work performance to your supervisor.

13. Whenever you are involved with any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the immediate supervisor. Get first aid promptly.

14. All prescribed safety and personal protective equipment should be used when required, and maintained in a working condition.

15. When lifting, use the proper lifting technique.

16. Defective machines, tools, etc. will be reported and taken out of service at once.

17. Know the location, type, and how to use all fire extinguishers at your job location. Know the locations and how to use the nearest means of reporting a fire.

18. No employee shall remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided for use in any place of employment, nor shall anyone interfere in any way with use thereof.

VIOLATIONS OF SAFETY RULES OR SAFETY STANDARDS WILL RESULT IN DISCIPLINARY ACTION.

10.01 HOUSEKEEPING

General

1. Good housekeeping is an important element of accident prevention and must be a primary concern.

2. Good housekeeping must be planned and carefully supervised.

3. A clean and orderly work place will not only contribute greatly to the prevention of accidents and injuries, but will also lend itself to proper utilization of available facility space.

Storage Areas

1. All materials shall be maintained in neat, stocked piles for easy access. Aisle ways and walkways must be kept clear and free of all materials and tools.

Work Areas

1. All loose material and waste must be cleaned up immediately. The work area must remain free and clear of debris build-up so as to provide easy walking areas for all employees.

2. Spills of oil, grease or other liquids must be removed immediately or sprinkled with sand or oil dry.

3. Combustible waste, such as oily rags, paper, etc. must be stored in a safe place, such as a covered metal container and disposed of regularly.

4. Adequate lighting must be provided in and around all work areas, passage ways, stairs, ladders and other areas used by personnel.

5. There must be free and clear access at all times to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, eye wash stations, safety showers, etc.

10.02 OFFICE SAFETY

Machines

1. Machines should not be placed near the edge of tables or desks.

2. Machines that creep or vibrate during operation should be secured in a manner to prevent movement.

3. Machines and power tools used in classroom settings should adhere to safety procedures provided under that topic.

File Cabinets

1. File cabinets should be placed against walls or columns.

2. Do not overload drawers. Open only one drawer at a time to prevent the cabinet from tipping over.

3. Do not leave file drawers open.

Floors

1. Floor finishes and/or carpet should be selected for anti-slip qualities. Well maintained floors/carpets will provide protection against slips and falls.

2. Defective tile or carpet should be reported for immediate repair.

Passageways/Aisles

1. A minimum width of four (4) feet should be established for aisles. Obstructions such as waste baskets, telephone and electrical outlets, low tables, and office equipment must be kept where they do not present tripping hazards.

2. Stairways should be protected with anti-slip materials.

3. Doors should not open into the path of employee travel.

4. Rooms should contain at least two exits which are clear of obstructions and usable in an emergency situation.

Electrical

1. Electrically operated machines and extension cords require that outlets and extension cords be arranged to avoid tripping hazards. If extension cords are required, they must be secured and covered to eliminate tripping hazards.

2. Circuits providing power must be adequately sized and covered so that no wires are exposed.

3. Do not overload wall outlets.

Material Storage

1. Material should be stored so that in gaining access to these materials, normal traffic does not have to be crossed.

2. Materials should be stored neatly so that they will not fall or cause a tripping hazard.

3. Flammable or hazardous liquids used in offices must be stored and dispensed from approved safety containers. Bulk storage must be in a properly constructed fireproof room or cabinet.

Lighting and Ventilation

1. Adequate lighting and ventilation must be provided in accordance with applicable standards. If in doubt, contact your supervisor.

Ladders/Stools

1. Ladders and stools used for reaching high storage should have non-skid safety feet attached, or be equipped with brakes that automatically lock when weight is applied.

2. Desk or chairs should not be used as stools for reaching high storage objects.

Fire Protection, Prevention and Emergencies

1. Good housekeeping is essential in preventing fires.

2. Portable fire extinguishers must be conspicuously located and labeled. Extinguishers must be inspected and tagged annually, and maintained in a fully charge condition.

3. Smoke detectors and/or alarm systems should be checked. Any malfunction should be reported immediately to the building supervisor.

4. A fire emergency procedure and a basic emergency plan must be developed. An emergency evacuation route should be posted within each room. Evacuation must be practiced in accordance with current requirements.

5. Emergency telephone numbers for fire, police or medical emergencies must be posted at each telephone.

10.03 LIFTING SAFELY

To handle materials safely, lift everything **TWICE**.

1. **Mental Lifting**

Lift the load mentally and plan every step before physically lifting the load.

A. Size up the load:

* How much does the load weigh?
* Do the heft test
* How high is the load?
* Will it obstruct your view?
* Are there any sharp edges or slippery surfaces on the object to be carried?

If the object is too heavy or too bulky

GET HELP

OR

FIND A BETTER WAY

B. Check your travel pathway:

* How far do you have to carry the load?

* Check the path for:

obstacles underfoot or overhead
spills
lighting
traffic
(vehicle and people)
changes in elevation

* Prepare the pathway and always choose a clear route over the flattest surface.

2. **Physical Lifting**

1. Place your feet close to the object to be lifted, 8 -12 inches apart for good balance.

2. Bend your knees to a comfortable level.

3. Using your whole hand, grasp the object firmly. Hug it to your body!

4. Keep your back upright and use your leg muscles to lift the load.

5. Lift the load straight up, smoothly and evenly into the carrying position. **DO NOT TWIST OR TURN WHILE LIFTING!**

6. Once in the carrying position, to turn your body, change the position of your feet in the direction you want to go.

7. Setting the load down is just as important as picking it up. Using your leg muscles, comfortably lower the load by bending your knees. Remember to keep the load close to your body. When the load is securely positioned, release your grasp.

10.04 PERSONAL PROTECTIVE EQUIPMENT

General

1. Each employee will wear suitable clothing for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or cold substances, sudden burns, etc.

2. When the use of personal protective equipment has been specified for hazardous work, its use will be mandatory as a condition of employment.

3. The Florida Workers' Compensation Law states as follows in Section 440.09 (4): "When injury is caused by the willful refusal of the employee to use a safety appliance or observe a safety rule required by statute, or lawfully promulgated by the division, and brought prior to the accident to his/her knowledge, the compensation as provided in this Chapter shall be reduced 25 percent (25%)."

Hard Hats

1. Hard hats are required to be worn when employees are exposed to falling objects and overhead hazards. Hard hats that have been altered by drilling or cutting will not be permitted. The hard hat will be worn with the brim facing forward at all times.

Gloves

1. Where needed, you will be required to wear work gloves. These gloves are expected to be in good condition and suited for the type of work involved. If you are required to operate or work around drill presses, power saws and similar rotating machinery, you should not wear gloves. Use of special type gloves such as neoprene or rubber gloves will be required when handling chemicals.

Shoes and Boots

1. The wearing of sneakers, sandals, and shoes that are made of canvas or have holes or cuts in them are not permitted.

2. A leather work shoe/boot or safety shoe is required for use. These shoes or boots should provide support for the foot and ankle and also protection. Shoes and boots must be kept in good repair and those with worn heels or thin worn soles should be repaired or replaced.

Eye and Face Protection

1. Approved eye and face protection must be worn wherever warranted by the work exposure.

2. Full face shields must also be worn when doing such work as grinding or chipping.

3. Welders must wear a welders hood with lenses which have the correct color density for the type of welding involved. Welders helpers must wear the same, or at the minimum wear burning goggles with the correct color density lens.

Hearing Protection

When subject to sound levels exceeding the standard permissible exposure limit, hearing protection will be provided and used to reduce sound levels.

Protective Equipment for Specific Use

A. Respirators

Respirators will be provided for appropriate hazards and will be worn when there is an exposure to airborne contaminates such as fibers, dust, smoke, vapors, mist with levels exceeding the standard permissible exposure limit. The wearing of respiratory protection must be in compliance with OSHA Standard 29CFR1910.134.

B. Safety Belts/Harnesses and Lanyards

Safety Belts/Harnesses with Lanyards must be worn when working at elevated levels over ten (10) feet which are not protected by standard handrails or when working from suspended scaffolds.

C. Floatation Vest

United States Coast Guard approved floatation vests must be worn when required to perform work over water.

D. Traffic Vests

When required to work in the immediate vicinity of moving traffic, as a minimum you will be required to wear a fluorescent orange or red traffic safety vest.

10.05 HAND TOOL SAFETY

General

1. Use hand tools only for the purpose for which they were designed.
2. Use tools that are in good condition. Worn or broken tools must be repaired or replaced.
3. Always use appropriate safety equipment.
4. Store tools that are not in use. Proper storage includes tool boxes, tool racks, and cabinets.
5. Do not leave tools on overhead work areas where they may fall and strike someone below.
6. Do not carry a sharp or pointed tool in pockets or belts unless the point or edge is protected with a cover.

Hammers and Sledges

1. Always wear appropriate eye protection.
2. Check behind you before swinging a hammer or sledge.
3. Keep your eyes on the object to be hit.
4. Never use a damaged hammer or sledge.

Chisels and Punches

1. Always wear appropriate eye protection.
2. Use a hammer or mallet with a striking face at least 3/8" larger than the punch or chisel face.
3. Keep chisels sharp and in good condition. Repair or replace dull or damaged tools.
4. Strike blows squarely; aim chisel/punch away from your body
5. All mushroom heads of chisels and punches shall be ground down to prevent spalling.

Wrenches

1. Never use a "cheater" to increase leverage.
2. Whenever possible, pull on the wrench handle rather than push. Adjust your stance to avoid a fall if the wrench slips.
3. Repair or discard any worn or damaged wrenches.
4. Never use a hammer on a wrench unless it is the striking face type.

Pliers

1. Do not use pliers for cutting hardened wire unless specifically made to do so.
2. Never use pliers as a striking tool.
3. Use dielectric pliers and shut off power when working with electricity.

Screwdrivers

1. Use a screwdriver with the right type of blade, and one that properly fits the size screw.
2. Never use a bent or damaged screwdriver.
3. Do not use a screwdriver as a pry bar or a chisel.
4. Keep handles free of grease and oil.

Hand Saws

1. Always wear appropriate eye protection.
2. Keep saw blades sharp; re-sharpen, or replace blades that have lost good cutting teeth.
3. Lubricate hacksaw blades with light machine oil to prevent heat build-up which can cause the blade to break.
4. Store saws so that there is no chance for someone to fall onto or bump into the blade.

10.06 POWER TOOL SAFETY

General

1. Follow all manufacturer's instructions regarding the safe storage, operation, and maintenance of power tools.

2. Do not use a power tool unless you have been trained on how to use it properly and safely.

3. All guards must be in place before operating the tool.

4. Appropriate eye protection must be worn when operating or working near power tools.

5. Do not wear loose fitting clothing or jewelry when using power tools.

6. Disconnect the tool before changing blades, bits, etc.

7. Remove chuck keys, etc. before using a power tool.

8. Disconnect power tools from the power source by pulling out the plug - do not pull on the power cord.

9. Make sure that tools are either double-insulated, or have three (3) prong plugs with grounded extension cords and receptacles.

10. Keep your finger off the trigger and make sure the switch is "off" before plugging in a tool.

11. Do not use electric tools that have worn or damaged plugs or cords.

12. Secure small pieces of work with a clamp, or in a vise.

13. When using power tools, keep the work area free of any trip hazards, or slippery conditions.

14. Never use compressed air to blow off equipment or clothing; use a brush.

Saws

1. Do not jam or force saws into the work.

2. Portable saws should have a spring loaded operating switch.

3. Stay out of the saw's line of cutting.

4. Start and stop the saw outside the work piece.

Circular Saws

1. Wear appropriate eye protection.
2. Do not retract the lower guard while the blade is moving.
3. Use the retracting handle or safety lift lever to move the lower guard.
4. Do not clamp or tie the guard open.
5. Do not operate the saw if the guard is not working properly.
6. Keep your hand away from the blade while using the saw.
7. Keep the power cord out of the line of the saw cut.

Drills

1. Wear appropriate eye protection.
2. Do not use dull or chipped bits.
3. Let the bit cool down before changing or adjusting.
4. Do not force the drill into the work.

Pneumatic Tools

1. Wear appropriate eye and hearing protection.
2. Pneumatic power tools must be securely attached to the compressed air hose.
3. Do not make adjustments to pneumatic tools until you are sure that no air pressure is being supplied to the hose or tool.
4. Do not hoist, lower, or carry a tool by the hose.
5. Pneumatic impact tools must have safety clips or retainers to retain toolbits.
6. Follow the manufacturer's guidelines for safe operating pressures.
7. Locate all air hoses so they do not present a tripping hazard.

Grinders

1. Wear appropriate eye protection.
2. Grinding wheels must be covered with a safety guard.
3. Tool rests must be well supported and be no more than 1/8" from the wheel. Never adjust a tool rest while the wheel is in motion.

4. Do not grind on the side of the wheel unless it is designed to be used as a side grinder.

5. Never leave a running grinder unattended.

6. Make sure the work area around the grinder is clear before starting it up. Stand off to one side of the grinder at start-up.

10.07 LADDER SAFETY

General

1. Great care should be taken in the selection of the proper size and design of the ladder for the use intended.

Straight Ladders

1. Ladders must be selected to be of sufficient length to extend not less than thirty-six inches (36") above any platform or landing which they serve.

2. All portable straight ladders must be equipped with approved safety shoes.

3. Metal ladders should be marked with signs reading "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."

Step Ladders

1. Step ladders must have positive locking spreaders which will be fully spread and locked when the ladder is in use.

2. Step ladders are not to be used as straight ladders. Workers are not allowed to work from the top two steps of a step ladder.

Ladder Usage

1. The feet of the ladder shall be placed approximately one-quarter (1/4) of its supported length away from the vertical plane of its top support.

2. Only light, temporary work should be performed from ladders.

3. Ladders shall not be placed in front of doors which open toward the ladder unless the door is locked or otherwise guarded.

4. Ladder feet shall be placed on a firm base, and the area in the vicinity of the bottom of the ladder shall be kept clear.

5. When using straight ladders, both the top and bottom of the ladder shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.

6. Ladders leading to landings, walkways, platforms, etc. must extend thirty-six (36") inches above this point and must be securely fastened to prevent moving.

7. Long ladders must be braced at intermediate points as necessary to prevent springing.

8. When ascending or descending ladders, face the ladder and use both hands to hold onto the side rails. If material must be moved from one level to another, a rope, block and tackle or other means must be used. Materials are not to be hand carried on ladders.

Ladder Inspection

1. All ladders must be inspected frequently for deterioration and damage. Close visual inspection is recommended.

Ladder Maintenance

1. Wood ladders should be periodically treated with clear preservative such as varnish, shellac, or linseed oil. Ladders must not be painted as painting covers up structural defects. All metal fittings on wood ladders should be carefully checked for rusting or corrosion.

2. Metal ladders should have the rungs cleaned to prevent accumulation of materials that might destroy their non-slipping properties, and all metal fittings should be carefully checked for rusting or corrosion.

3. When not in use, all types of ladders shall be stored under suitable cover protected from the weather. Ladders stored horizontally should be supported at both ends and at intermediate points to prevent sagging of the middle section which tends to loosen the rungs and warp the rails.

10.08 WELDING AND CUTTING

General

1. Never use oil or grease on any fittings or apparatus in contact with oxygen.

2. Blow out the cylinder valves before attaching the regulators to the cylinders.

3. Release the adjusting screw prior to opening the cylinder valves, and

4. Never stand directly in front or in back of a regulator when opening the cylinder valve; stand so that the cylinder valve is between you and the regulator.

5. Always open the cylinder valves slowly. If a wrench is used, keep it on the valve.

6. An acetylene cylinder should never be opened more than one full turn.

7. Always purge the oxygen and fuel passages individually before lighting the torch.

8. Light the fuel gas first before opening the oxygen valve on the torch.

9. Follow the procedures as outlined. Do not take short cuts or use defective equipment.

10. Never begin any welding or cutting without removing all flammable and combustible materials from the area and using flash curtains where appropriate. A hot work permit must be issued when performing hot work in a confined space.

11. Always check to see that you have appropriate fire protection equipment immediately available before doing any welding or cutting.

12. Do not wear flammable or disposable type clothing.

Protective Clothing

1. Wear appropriate welding helmets, long sleeve shirts, leathers and welders gloves.

2. If grinding, chipping or buffing is done, a face shield must be worn.

Equipment and Inspection

1. Equipment must be industrial rated, in good condition and conforming to OSHA requirements governing application, installation and operation of arc welding and cutting equipment.

2. Before each use, the following items must be inspected:

   - All leads for broken or cut insulation;
   - Electrode holders for broken insulators or worn holders;
   - Oil and fuels on gas or diesel powered units; and
   - Both power and return leads to ensure they are the same lengths so that the return lead can be attached as close as possible to the work.

Storage of Compressed Gas Cylinders

1. Inside of buildings, cylinders shall be stored in a dry, well-ventilated, well-protected location at least 20 feet from highly combustible materials such as oil, solvents, etc.

2. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or be subject to tampering by unauthorized persons.

3. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.

4. Empty cylinders shall have their valves closed.

5. Storage of empty cylinders shall be separated from charged cylinders. Storage racks shall be identified as to compressed gas cylinder content and condition ("Full," "Empty").

6. Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand tight (except when cylinders are in use or connected for use).

7. Protection from solar radiant heat shall be provided where cylinders are directly exposed to sunlight.

8. Compressed gas cylinders shall be secured in an upright position at all times, including when being hoisted or transported.

9. Retention chains or straps will be provided on storage racks and carts so that compressed gas cylinders will be secured against falling.

10. Small, hand held compressed gas cylinders used for propane torches, gas detector test cylinders, etc. may be stored without use of retention chains or straps. However, attention should be given to storing these cylinders away from open flames or sources of heat, and in a manner that will protect the cylinder from being knocked over or damaged by work activities.

Compressed Gas Cylinder Storage Area

1. A 20 pound ABC rated fire extinguisher (minimum) shall be placed no closer than 25 feet, but not further than 75 feet to fuel gas storage areas.

2. Warning signs shall be conspicuously placed and shall read, "Danger-No Smoking, Matches or Open Lights or Flames," or other equivalent wording.

3. Inside buildings, cylinders (except those in actual use or attached for use) shall be limited to a total gas capacity of 2,000 cubic feet or 300 pounds of liquified petroleum gas.

4. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet, or by a noncombustible barrier at least five feet high having a fire resistant rating of at least one-half (1/2) hour.

10.09 GROUNDS EQUIPMENT SAFETY

1. Do not operate equipment until operator is trained and documentation is on file.

2. Equipment shall never be left unattended with motors running.

3. Whenever a machine is left unattended, make sure the key is removed from the ignition switch and the parking brake is set.

4. Areas to be mowed must be inspected for foreign objects. Wires, stones, bottle caps, sticks, etc. should be removed before mowing.

5. If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn engine off, wait for all motion to stop, remove spark plug wire, and inspect for damage. A damaged reel or bed knife must be repaired or replaced before operation is continued.

6. Do not run the engine in a confined area without adequate ventilation. Exhaust fumes are hazardous and could be deadly.

7. Bystanders should be warned by the operator of the danger of flying objects. EXTREME PRECAUTION MUST BE TAKEN WHEN THERE ARE CHILDREN IN THE IMMEDIATE AREA.

8. Become familiar with the controls and know how to stop the engine quickly.

9. Keep all shields, safety devices, and decals in place. If a shield, safety device, or decal is defective or damaged, repair or replace it before operating the machine.

10. Do not carry passengers on the machine, and keep everyone away from the areas of operation.

11. Keep hands and feet away from the undercarriage of the mower.

12. Always wear substantial shoes. Do not operate machine while wearing sandals, tennis shoes, or sneakers. Do not wear loose fitting clothing because it could get caught in moving parts and possibly cause personal injury.

13. Always wear safety glasses, work boots, long sleeve shirt, and long pants when operating equipment.

14. Mow only in daylight or when there is good artificial lighting.

15. Check the safety interlock switches daily for proper operation. If a switch should fail, replace the switch before operating the machine.

16. All mowers must be equipped with approved hand and foot guards when in use.

17. Raise the cutting units when driving from one work area to another.

18. Do not touch engine, muffler, or exhaust pipe while engine is running or soon after it is stopped because these areas could be hot enough to cause burns.

19. Before servicing or making adjustments to the equipment, stop the engine, remove key from switch, and pull high tension wire off spark plug to prevent accidental starting of the engine.

20. To assure entire machine is in good operating condition, keep all nuts, bolts, screws, and hydraulic fittings tight.

21. To reduce potential fire hazard, keep the engine area free of excessive grease, grass, leaves, and accumulation of dirt.

22. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing, and any other parts of the body away from the cutting units and any moving parts, especially the screen at side of the engine. Keep everyone away.

23. Engine must be shut off before checking oil or adding oil to the crankcase.

24. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc. from the top of the mower; place the mower in a dry location undercover.

25. Never refuel equipment while it is running.

    a. Use an approved gasoline container.
    b. Do not remove cap from fuel tank when engine is hot or running.
    c. Do not smoke while handling gasoline.
    d. Fill fuel tank outdoors and not over one inch from the top of the tank, or filler neck.
    e. Wipe up any spilled gasoline.

26. Never attempt to lift or load a mower by yourself.

10.10 TREE TRIMMING AND CHAIN SAW SAFETY

General

1. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.

2. Except in case of emergency, tree work should be avoided when trees are wet, during high winds, or storm situations.

3. Ask for assistance only from employees on the crew, never from bystanders.

4. Only physically fit persons should be allowed to climb.

5. Ropes shall be used for raising and lowering tools.

6. Ropes of suitable length should be used for lowering limbs.

7. Safety or climbing ropes should not be used for lowering limbs.

8. Ladders should not be used unless they can be set on a firm foundation.

9. Ladders should be inspected frequently for damage.

10. Always call a warning before lowering limbs.

11. Never leave tools in trees during breaks, lunch hour, or overnight.

12. Special precautions should be taken when working around live wires.

13. All wires broken during tree work should be reported to the proper utility company.

14. Fallen wires should be guarded until servicemen arrive.

15. In case of contact with live wires, do not touch victim. Separate the victim from the wire by use of non-conductive materials. Call the Fire Department (Rescue).

16. Never walk with a chain saw running.

17. Always stand at the end of the saw when cutting, never at the side.

18. Avoid using the tip of the saw for cutting.

19. Never replace chain on guide rail groove while motor is running.

20. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer, and easier cutting.

21. Hard hats and goggles are mandatory when using chain saws.

22. Never refuel chain saws while they are running.

10.11 ELECTRICAL SAFETY

1. Make sure all electrical tools and equipment are properly grounded or double insulated. Visually inspect daily for kinks, cuts, and cracked jackets.

2. If an electrical tool sparks or tingles, take it out of service and tag for repair.

3. Always disconnect tools from power source before making adjustments or attachment changes. Follow lock-out, tag-out procedures.

4. Use three wire conductor ground receptacles and extension cords. Do not use cords with ground pins missing.

5. Protect cords from damage caused by traffic, sharp corners and pinching.

6. Do not use electrical power tools or equipment while standing in water.

7. Keeps cords out of puddles.

8. Do not splice or repair cords.

9. Temporary lighting must have guards over the bulbs.

10. Do not use metal ladders near high powered electricity (assume all wires are "live" even when you have been told they are not).

11. Place cords so that they will not trip the operator or other personnel.

12. Disconnect by pulling the plug, not the cord.

13. Never use water to extinguish an electrical fire. Use a multipurpose-purpose dry chemical fire extinguisher or one with a "C" rating on the label.

11.00 MOTOR VEHICLE GUIDELINES

SCOPE

These guidelines apply to all locations in the City of Port St. Lucie and to city employees authorized to operate city vehicles.

PURPOSE

This standard establishes uniform procedures for the safe operation of city vehicles by authorized vehicle operators.

Government sector vehicles are easily identified as such and thus constitute a traveling billboard seen by many citizens. Relationships with other motorists and pedestrians, while operating these vehicles, control an important influence on good or bad relations with the public. By courteous, considerate driving habits, good public relations can be developed.

Authorization Guidelines

Only city employees are authorized to operate city vehicles. Volunteer employees are considered employees of the city and may operate city vehicles under the approval or direction of the Department Head.

Intentional abuse or reckless and/or negligent operation of any city vehicle will result in the suspension of that employee's vehicle privileges and is grounds for further disciplinary action.

Responsibility of City Drivers

Regardless of the employee classification and whether or not a city employee drives a city-owned vehicle, eight hours a day or just occasionally, employees are responsible for the proper care and operation of that vehicle. Every employee who operates a city-owned vehicle is responsible for obeying all traffic laws and for compliance with the rules set forth in this section.

Operators License

A current Florida vehicle operators license must be in an employee's possession at all times while operating a city-owned vehicle. In the case of commercially rated vehicles, the proper license (CDL) for weight and class must be valid and in the possession of the driver.

An employee whose position requires them to operate motor vehicles and whose driving privileges are suspended or revoked by a court of law must report this fact to their immediate supervisor within the next business day. Failure to report the loss, suspension, or change in license status will result in disciplinary action.

Pre-Operation

Before operation, the driver will check the vehicle for any damage to the body or interior that may have occurred since the last period of operation. Particular attention should be given the following items, parts and accessories to determine that they are in satisfactory conditions and good working order:

1. Brakes, including parking brake;
2. Headlights, rear lights, brake lights, turn signals;
3. Horn and windshield wipers;
4. Steering mechanism and fluid level
5. Mirrors - side view and rear;
6. Tires;
7. Motor Oil and Transmission Fluid Levels;
8. Seat belts;
9. Clutch Travel (if applicable);
10. Emergency Equipment, i.e. flares, cones, fire extinguisher, etc.

A Daily Vehicle Safety Checklist (Attachment Vehicle Inspection Form, found at the end of this section) will be completed to document this activity. The driver is also responsible for assuring that the proper oil level is maintained and that proper fluids are added whenever needed. These items should be checked each time fuel is added to the tank.

Any defects noted, which would affect safe operation of the vehicle, will be promptly reported to the driver's supervisor. No employee shall be asked to operate or shall operate a city-owned vehicle that is unsafe for off-road or on-road operations, or does not meet the minimum standards of Florida Statutes.

Driver Training

Maintenance of good driving practices is paramount in the prevention of vehicular accidents. Accordingly, each city employee who operates a city vehicle, either on-road or off-road, will receive Driver Training within 90 days of employment and every year thereafter. The driver training will be provided by the city.

Road Test

An in-house road test will be conducted for proof of the applicant's driving ability, by a competent examiner.

A formal check list system will simplify the testing procedures, and, upon satisfactory completion, the examiner must sign a certification form.

GENERAL GUIDELINES

Use of City Vehicles

City-owned vehicles are to be used for official City business only. They will not be used by employees for personal reasons, except as provided for under the Vehicle Assignment Policy.

Out of Town Travel/Meeting Attendance

All use of City vehicles for out of town or late evening trips must be approved by the Department Head or division head responsible for the vehicle involved. The Department Head or division head should keep a dated record of exceptional uses, including justification for each use.

Transporting Persons in City Vehicles

Professional associates and private citizens will not be transported in City vehicles unless such persons are being transported on official business, law enforcement matters, or as approved by the Department Head. Persons transported as such should have the same destination as the City employee and such use should not require other City employees with the same destination to drive additional vehicles. Family members may not be transported in a City vehicle, except as authorized by the City manager.

Transporting Equipment or Property

When items of equipment, property, supplies, etc., are being transported, the driver will assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

Riding on Fenders, Hoods or Running Boards

No person shall be allowed to ride on running boards, fenders, hoods, tailgates, dump beds, flat beds or roof racks of vehicles, when the vehicle is operating.

Obstruction to Driver's View

No driver shall drive any vehicle when it is so loaded that the load obstructs their view ahead, to the right or to the side, or interferes with their control of the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time.

Striking Unattended Vehicles

If a moving City vehicle strikes a vehicle standing or unattended or other property, the driver shall immediately stop and endeavor to locate the owner. If the driver is unable to do so, the driver shall call 911 in order for a police report to be completed.

Flags on Projected Loads

Any vehicle having a load, which extends more than four (4) feet beyond the rear, shall have the end of the load marked with a red flag which shall be at least a twelve (12) -inch square.

Coupling Devices

A driver whose vehicle is towing a trailer, dolly, or other equipment will assure that the trailer hitch is securely latched and that safety chains are properly attached.

Alcoholic Beverages or Narcotic Drugs

No person shall drive or be required or permitted to drive a city-owned vehicle while in the possession of, or under the influence of, any alcoholic beverage or non-prescription controlled substance. Employees who take prescribed medication or over-the-counter medications that will affect their driving abilities will report the use of that medication to their immediate supervisor.

Operations in Public Way

Whenever work requirements make it necessary for a city-owned vehicle to block or obstruct traffic, the driver will place warning devices and/or traffic cones to warn oncoming motorists of the obstruction. Warning devices/cones will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by:

1. street and weather conditions;
2. speed limit in area;
3. whether the vehicle is standing on a straight or curved roadway;
4. vehicles so equipped will use revolving yellow lights or blinkers as additional warning devices.

VEHICLE PARKING

The Safety Circle Check is designed to help prevent accidents by having the driver of City vehicles visually check the vehicle before it is entered and moved. By inspecting around the vehicle, the driver will be aware of all hazards and will take the necessary action to prevent an accident. These guidelines in no way change the procedures of work zone placement of safety cones/signals used to direct traffic around work locations where road construction or other work is in progress.

Use of Safety Restraints

The City recognizes the proven effectiveness of seat belts in reducing fatalities and severity of injuries resulting from motor vehicle accidents. Accordingly, all City vehicles must be equipped with seat belts and all occupants of City vehicles must properly wear seat belts.

Backing of Vehicles

A. Whenever possible, the driver will position his/her vehicle so as to avoid the necessity of backing later. Before entering the vehicle, the driver shall check the rear clearance of the vehicle. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic.

B. The driver of a large truck or similar large vehicle with an obstructed view to the rear shall not back such vehicle unless an observer signals that it is safe to do so.

C. Before and during backing movements, the driver will: (1) check blind zones for objects not visible in rear-view mirrors; (2) watch both sides for proper clearance; and (3) back very slowly.

Rental Cars

When it is necessary for a City employee to use a rental car on a short-term basis, such as during out-of-town travel for business purposes, the city's automobile liability and physical damage insurance coverage will be applicable. If the employee also uses the rented automobile for personal purposes, the employee should review his/her personal automobile insurance to confirm coverage for short-term or incidental rental. In the absence of such personal coverage, the employee should consider the purchase of insurance through the rental agreement.

Personal Vehicles for City Business

The city's self-insurance fund provides coverage for a City employee who, at the request of his supervisor, uses his or her personal vehicle to transport other City employees on City business or to perform duties within the scope and course of employment. However, the city's coverage is secondary to the coverage afforded by any insurance maintained by the employee on that vehicle. This is because in most cases the employee's insurance policy provides coverage for incidental business use of the vehicle for the benefit of the employer, and MAKES THE EMPLOYER AN ADDITIONAL NAMED INSURED UNDER THE POLICY. Therefore, the City is simply enforcing its rights as additional insured under the employee's policy.

The employee, when receiving mileage reimbursement, is also receiving reimbursement for having obtained the cost of such coverage since the insurance is a component of the mileage reimbursement. The coverage provided by the city's self-insurance fund is subject to the statutory limitations of Section 768.28, Florida Statutes, which excludes coverage for actions by a City official, employee, or agent which were undertaken in bad faith, with malicious purpose, and so on.

Special Equipment

1. Special equipment such as tractors, Hi-Lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work will require formal instructions prior to use by a driver. This special training will include the following:

    A. Explanation and demonstration of all control devices.

    B. Explanation and demonstration of all safety equipment.

    C. Knowledge of maintenance items such as fuel, water, oil, or other minimum operating needs of the unit.

    D. Demonstration of operation.

    E. New driver operation under supervision with testing.

    F. Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing. A report of this training is to be submitted to the Risk Management Department.

2. Passengers will ride only in seats so designed for passengers and special equipment.

3. Operators will always look around and have a person guiding them when backing.

4. Construction-type equipment will travel at less than 20 miles an hour without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when driving. Triangular orange colored slow moving vehicle signs will be displayed on the rear of the vehicle.

5. Use of special equipment without training on record and authorization will result in disciplinary action.

Accident Control

Vehicular collisions are potentially the most costly losses that can incur when one considers the cost of property damage, bodily injury, fatalities, and liability lawsuits. Unless perfect driving is the rule, the cost of insurance can amount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.

Responsibilities

Supervisors having drivers working for them will assume the following responsibilities:

1. Full responsibility for the driving record of their employees while they are on duty.

2. Establish a firm requirement for personnel to fully adhere to established policies.

3. Enforce firm policies on disciplinary actions to be taken against employees who show a disregard for good driving practices and ensure that it is applied consistently.

4. Insist that all assigned vehicles are maintained and inspected for safe operations.

5. Perform a periodic inspection of assigned vehicles for safety discrepancies, malfunction, signs of abuse, unreported damage, and cleanliness and have these repairs made as soon as possible.

6. Review each vehicle collision and unsafe driving report with the employee and emphasize management's intolerance of irresponsibility behind the wheel.

7. Enforce the wearing of seat belts for all drivers and their passengers.

8. Ensure that only authorized personnel are allowed to operate all vehicles.

Employee Responsibility

1. Employees are required to follow all defensive driving practices at all times.

2. Maintain a current valid and proper Florida State Drivers License and report any change in license status.

3. Conduct a daily check of their vehicle for operation of lights, directional signals, brakes and brake fluid, motor oil, windshield wipers and washers, tires, power steering, hydraulic systems, clutch, seat belts, etc.

4. Report all accidents immediately.

5. Follow all safety driving rules established.

Procedures for Reporting Accidents/Breakdowns of Vehicles

In the event that an operator of a vehicle is involved in a collision, regardless of the severity, the law enforcement agency must be called to the scene and required to prepare a report. The operator of the vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

If the vehicle is disabled as the result of a collision, or if a vehicle breaks down and becomes inoperable, the responsible Department Head is to be notified.

Operators of vehicles should be sure that whenever a serious incident occurs, whether a break down, traffic collision, or vandalism, the Department Head is to be notified immediately.

Accident Review Procedures

Because of the liability associated with motor vehicle accidents, city drivers must understand the consequences for involvement in accidents. Every motor vehicle accident involving a city driver while operating a city-owned or leased vehicle will be reviewed by the safety officer including: a review of the law enforcement officer's traffic accident investigation report, interviews with the driver(s) and witnesses, if any, and/or visit to the accident site.

If a vehicle driver is involved in an accident, the driver's driving privileges may be restricted until a determination can be made on whether the accident was preventable or not.

An in-house departmental determination of the accident's preventability can be made on a temporary basis; however, the final judgment will be made at the monthly safety committee meetings.

APPENDIX I

SAFETY CIRCLE CHECK

SAFETY CIRCLE CHECK - RESPONSIBILITIES

1. Every city driver is responsible for safety circle checking his vehicle before it is entered and moved. The absence of safety cones does not relieve the driver of the responsibility of walking around the vehicle to observe for traffic hazards before entering and starting the vehicle.

2. Safety cones are not to be carried in the cab or in front of any vehicle, unless provisions have been made to secure it so that it remains immobile in the event of an accident. No line, rope or wire will be attached to the cone and attached to the vehicle.

Use of Safety Cones

1. Safety cones eighteen (18) inches high or taller, made of red-orange fluorescent plastic, will be used to remind the driver to check around the vehicle before it is moved.

2. The safety cones will be carried in the cargo area of all vehicles when not in use.

3. All drivers of city vehicles, including pickup trucks, utility trucks, flatbed trucks, dump trucks, boom trucks, etc., must adhere to these guidelines. City sedans and emergency vehicles are excluded from the usage of safety cones.

4. Supervisors are to ensure that the safety cones are being properly used and placed by the vehicle.

5. Failure to comply with the provisions of these guidelines will subject the employee to disciplinary actions.

Parking Vehicles

1. Vehicles are not to park in "No Parking" zones except in an emergency situation or in required performance of official duties. At those times a vehicle is parked in a "No Parking Zone," emergency blinkers will be on.

2. No vehicle is to be left unattended with ignition key left in the ignition.

3. All vehicles will be locked when not in use.

4. Except when working conditions require otherwise, parked vehicles must have motor stopped, emergency brakes set, and left in gear or park for automatic transmissions.

SAFETY CIRCLE CHECK

5. If on a down grade, turn front wheels towards the curb. If on an upgrade, turn wheels away from the curb. Set brakes and leave transmission in gear.

6. Vehicles will not be parked on the wrong side of the street facing traffic except in the case of an emergency.

7. Before leaving the curb, look to see that no cars are approaching from either direction and signal intentions.

SAFETY CIRCLE CHECK OF VEHICLE

1. PARALLEL PARKING - Walk to the rear of the vehicle, facing traffic, pickup cone and place in the truck. Then safety circle check completely by returning on the curb side around the vehicle to the driver's side before entering the vehicle.

2. DIAGONAL, 90 DEGREE AND COMPOUND PARKING - when the front end is in, pickup the cone at the rear of vehicle and place in truck. Complete safety circle check by checking opposite side of the vehicle.

   When the rear of the vehicle is pointed in, pickup the cone and place in the truck. Continue the safety circle check by walking around the entire vehicle.

12.00 LOCK-OUT/TAG-OUT

General

1. Most industrial accidents are caused by the uncontrolled release of hazardous energy. Many of these accidents can be prevented by proper lockout/tagout procedures.

2. Lockout/Tagout should be done when performing service or maintenance around any machine where you could be injured by the unexpected start up of the equipment or release of stored energy.

Six (6) Step Procedure

1. Preparation for shut down

   Before you turn off any equipment, in order to lock it or tag it out, you must know:

   a. the types and amounts of energy that power it

   b. the hazards of that energy

   c. how the energy can be controlled.

2. Equipment shut down

   a. Shut the system down by using its operating controls

   b. Follow whatever procedure is right for the equipment so you do not endanger anyone during shut down.

3. Equipment Isolation

   a. Operate all energy isolating devices so that the equipment is isolated from its energy sources.

   b. Be sure to isolate all energy sources - secondary power supplies as well as the main one.

   c. Never pull an electrical switch while it is under load.

   d. Never remove a fuse instead of disconnecting.

4. Applying Lockout/Tagout devices

   a. All energy isolating devices are to be locked, tagged or both.

   b. Only the standardized devices that we supply are to be used for the lockout/tagout, and they are not to be used for anything else.

   c. Use a lockout device if your lock cannot be placed directly on the energy control.

d. When lockout is used, every employee in the work crew must attach his personal lock.

e. More than one employee can lockout a single energy isolating device by using a multiple lock hasp.

f. For big jobs, a lockout box can be used to maintain control over a large number of keys.

g. If tags are used instead of locks, attach them at the same point as you would a lock or as close to it as possible.

h. Fill tags out completely and correctly.

5. Control of Stored Energy

Take any of the following steps that are necessary to guard against energy left in the equipment, after it has been isolated from its energy sources.

a. Inspect the system to make sure all parts have stopped moving.

b. Install ground wires.

c. Relieve trapped pressure.

d. Release the tensions on springs or block the movement of spring driven parts.

e. Block or brace parts that could fall because of gravity.

f. Block parts in hydraulic and pneumatic systems that could move from loss of pressure.

g. Drain process piping systems and close valves to prevent the flow of hazardous materials.

APPENDIX I

LOCKOUT/TAGOUT PROGRAM TRAINING SUMMARY

CONTENTS

INTRODUCTION

MOST INDUSTRIAL ACCIDENTS ARE CAUSED BY THE UNCONTROLLED RELEASE OF HAZARDOUS ENERGY. MANY OF THESE ACCIDENTS CAN BE PREVENTED BY PROPER LOCKOUT/TAGOUT PROCEDURES. THE LOCKOUT/TAGOUT STANDARD WAS DESIGNED TO PREVENT NEEDLESS DEATHS AND SERIOUS INJURIES TO SERVICE AND MAINTENANCE WORKERS BY CONTROLLING HAZARDOUS ENERGY.

LOCKOUT/TAGOUT PROCEDURES ARE A COMMON SENSE PRECAUTION TO MAKE SURE THAT MACHINES AND PEOPLE DON'T ACCIDENTALLY TANGLE. IT'S ABSOLUTELY CRITICAL THAT NO POWER GO TO A MACHINE THAT'S BEING WORKED ON. AND IT'S ALSO CRITICAL THAT YOU GO THROUGH EVERY STEP OF THE PROCESS TO MAKE SURE THAT THE MACHINES ARE NOT GOING TO TAKE ANYONE BY SURPRISE.

ANY POWERED MACHINERY OR ELECTRICAL EQUIPMENT THAT COULD MOVE IN A WAY THAT WOULD PUT PEOPLE IN DANGER IS A HAZARD THAT CAN BE PREVENTED BY LOCKOUT/"TAGOUT. YOU ALSO HAVE TO BE ALERT TO EQUIPMENT THAT COULD, ROLL, FALL OR MOVE ONTO A PERSON AFTER IT'S SHUT DOWN.

SOME EXAMPLES OF CIRCUMSTANCES WHERE HAZARDS CAN OCCUR ARE:

- REPAIR
- MAINTENANCE
- CLEANING
- MECHANICAL AND OPERATIONAL PROBLEMS

WHEN SHOULD YOU LOCK OR TAG OUT?

Lock out or tag out whenever you are performing maintenance or service around any machine where you could be injured by:

- Unexpected start-up of the equipment; or
- Release of stored energy.

Two situations are most likely to need lockout/tagout:

- When you must remove or bypass a guard or other safety device
- When you must place any part of your body where you could be caught by moving machinery.

Some jobs for which lockout/tagout should be used are:

- Repairing electrical circuits
- Cleaning or oiling machinery with moving parts
- Clearing jammed mechanisms.

LOCKS AND TAGS BY THEMSELVES DO NOT DE-ENERGIZE EQUIPMENT. ATTACH THEM ONLY AFTER THE MACHINERY HAS BEEN ISOLATED FROM ITS ENERGY SOURCES.

ENGINEERING

Some examples of protective engineering are:

- Machine guards
- Electrical disconnects
- Mechanical stops, such as pins and valves
- Engineering lockouts, which provide automatic protection against human error.

Any engineering safety feature can be defeated if you try.

- Never bypass an engineering lockout or let a co-worker do so.
- Never rely blindly on engineering safety features.

ENFORCEMENT

Enforcement is necessary to make sure workers do their part in protecting their own safety.

- All inspection will be conducted at least once a year to make sure energy control procedures are being carried out.
- Enforcement of safety rules will be fair and uniform.
- You will be informed of the penalties for failure to follow written procedures.

Applying Lockout/Tagout Devices:

All energy isolating devices are to be locked, tagged, or both, according to departmental procedure.

Only the standardized devices supplied by the City are to be used for lockout/tagout, and they are not to be used for anything else.

Use a lockout device if your lock cannot be placed directly on the energy control.

When lockout is used, every employee in the work crew must attach his personal lock.

More than one employee can lock out a single energy isolating device by using a multiple-lock hasp.

For big jobs, a lockout box can be used to maintain control over a large number of keys.

If tags are used instead of locks, attach them at the same point as you would a lock, or as close to it as possible.

Fill tags out completely and correctly.

Control of Stored Energy:

Take any of the following steps that are necessary to guard against energy left in the equipment after it has been isolated form its energy sources.

Inspect the system to make sure all parts have stopped moving.

Install ground wires

Relieve trapped pressure

Release the tension on springs, or block the movement of spring-driven parts.

Block or brace parts that could fall because of gravity.

PERFORMING THE WORK

Look ahead, and avoid doing anything that could re-activate the equipment. Don't bypass the lockout when putting in new piping or wiring.

REMOVING LOCKOUT/TAGOUT

Make sure the equipment is safe to operate.

< Remove all tools from the work area.

< Be sure the system is fully assembled.

Safeguard all employees.

< Conduct a head count to make sure everyone is clear of the equipment.

< Notify everyone who works in the area that lockout/tagout is being removed.

Remove the lockout/tagout devices.

< Except in emergencies each device must be removed by the person who put it on

In some workplaces, the last person to remove his lock may have extra duties.

< He may have to remove the hasp and lockout device.

< Tags should be removed, signed and turned in.

< In some companies, the supervisor always removes last.

SAFETY TRAINING CERTIFICATE

This is to certify that

_____

has successfully completed safety training on the subject of

LOCKOUT/TAGOUT

Date: _____

Supervisor's Signature: _____

Instructor's Signature: _____

13.00 CONFINED SPACE/VESSEL ENTRY

Scope and Application

This section contains requirements for practices and procedures to protect city employees in various departments within the City of Port St. Lucie from the hazards of entry into confined spaces (permit and non-permit required). Referencing is obtained from 29 CFR Part 1910.146.

Sequence of Confined Space Entry

1. Before entering a tank or other confined spaces, supervisory authorization must be obtained and a CONFINED SPACES ENTRY PERMIT must be initiated.

2. Prior to issuance of the permit, appropriate tests of the atmosphere must be made by authorized personnel from outside of the confined space to determine if established air contaminant limits are exceeded, or if the oxygen concentrations is less than 19.5 percent by volume. Tests must be made with the appropriate monitoring equipment. The person authorized to monitor the atmosphere must be trained in the proper use, calibration and care of the monitoring instruments and must remain at the site until all monitoring is completed.

3. If tests indicate the atmosphere is initially safe, but the work may produce a hazardous atmosphere from such processes as cutting and welding, distributing of accumulated sludge, or use of solvents, entry without respiratory protection will only be permitted subject to additional atmosphere testing by authorized personnel.

4. If tests indicate that the atmosphere is unsafe, the confined space must be ventilated until the hazardous atmosphere is removed, prior to employee entry.

5. If after ventilating the space, tests indicate a non-respirable atmosphere (less than 19.5 percent oxygen) or levels of toxic contaminants hazardous to health, no person will be allowed to enter unless equipped with an approved air-line respirator or a self-contained breathing apparatus, safety harness, and lifeline and has been properly trained in the use of that equipment.

6. The employee entering the space must wear protective clothing if the contaminant can cause dermatitis, chemical burns or can be absorbed through the skin.

The CONFINED SPACE ENTRY PERMIT will not be issued unless provisions have been made for:

1. Constant communication and/or observation with an employee in the immediate area who is not in the confined space.

2. The training of personnel to inform Port St. Lucie Fire/Rescue of pending 'PERMITTED' CONFINED SPACE ENTRY work and completion status.

3. Someone to be readily available who has been trained in cardio-pulmonary resuscitation (CPR).

4. The contents to be drained and cleaned out and doors opened where provided. Further, all lines/pipes serving the confined space must be isolated by positive means which may include, but is not limited to, blanking, misaligning, and securing valves in a closed position. Closure of double valves with lock and tagout is preferred over single valve closure. All remote operated valves (ROVs) must be locked and tagged out and its energy source isolated and drained.

Special Considerations

1. In potentially explosive or flammable atmosphere, non-sparking tools and portable vapor proof electric lighting not exceeding 12 volts must be used. Smoking, open flames and cutting or welding will be prohibited.

2. Personal protective equipment, such as coveralls, impervious gloves, boots, face and eye protection, must be used as required by the nature of the operation to be performed.

3. In the event of a sudden life threatening or otherwise potentially dangerous situation requiring immediate action which involves entry into a confined space as defined in this procedure, and in the absence of time to complete testing and ventilation procedures, the atmosphere will be considered as unsafe to enter without the use of an approved air-supplied breathing device.

Equipment

1. A combination combustible gas/oxygen meter which samples for combustible vapors and oxygen deficiency simultaneously, is required. However, individual meters to sample for combustible atmospheres and oxygen deficiency may also be used.

2. Supplied air breathing apparatus, such as a self-contained respirator with full face piece operated in pressure demand mode (SCBA), or TYPE C supplied air respirator with full face piece operated in pressure demand mode with an emergency backup SCBA or escape bottle operated in a pressure demand mode must be used in atmosphere immediately dangerous to life and health (IDLH).

3. A supplied air TYPE C respirator, in either continuous flow or pressure demand mode may be used in areas which are not immediately hazardous to life and health (IDLH) and from which the user can readily escape.

4. Harness and Lifelines: A harness should be capable of retrieving an inert body in an upright position. A parachute type harness with a single lifting ring attached to the upper back, or with duel lifting rings attached to the shoulder straps, is recommended for work in open areas. Where egress through narrow openings is necessary, wristlets with attached lifting rings are required in addition of a body harness. Sufficient lifelines of at least one half inch manila must be provided to insure constant connection between the worker in the confined space and the attendant outside.

5. When using hose line supplied air units, breathing air must be delivered through a filter board. The air quality of compressor supplied air must meet the requirements as reflected in OSHA 29 CFR 1910.1346.

6. Ventilation: A portable blower with a minimum capacity of 600 cfm at 1.5 inches static pressure should be used to supply air and ventilate the enclosed space prior to and during occupancy. If the space is large enough, additional air volume may be required.

Definitions

Attendant means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Confined Space means that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and

2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and

3. Is not designed for continuous employee occupancy.

Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plans of an opening into the space.

Entry permit (permit) means the written or printed document that is provided by the employer to allow and control entry into a permit space.

Entry supervisor means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere;

2. Contains a material that has the potential for engulfing an entrant;

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

4. Contains any other recognized serious safety or health hazard.

Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

Permit system means the employer's written procedures for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Rescue service means that personnel designated to rescue employees from permit spaces.

Retrieval system means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of person from permit spaces.

Testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine, if acceptable, entry conditions are present immediately proper to, and during, entry.

CONFINED SPACE ENTRY PERMIT

Company: _____ Location: _____

Date of Request: _____ Person Requesting: _____

Telephone No: _____ Emergency Telephone No: _____

Description of Work: _____

_____

_____

PROCEDURES: Safety Program - Confined Space/Vessel Entry

Lockout: _____

Rescue Equipment _____

ATMOSPHERIC TESTS

Time	% Oxygen	% LEL	Tested By	Equipment Used

Respiratory Equipment to be Used: _____

Ventilation Equipment to be Used: _____

_____

_____

THIS CONFINED SPACE HAS BEEN TESTED AND INSPECTED, AND ENTRY IS AUTHORIZED ONLY BETWEEN THE HOURS OF _____ ON THIS DATE

_____

THIS PERMIT IS SUBJECT TO USE OF APPROVED CONFINED SPACE ENTRY PROCEDURES.

Issued By: _____ Date: _____ Time: _____

CONFINED WORK PLACE PERMIT

NO:

DATE NEEDED _____ TIME _____ AM PM Circle A B C D SHIFT

SUPERVISOR _____ FOREMAN _____

BUILDING _____ UNIT _____ ROOM _____ ELEVATION _____

NATURE OF WORK (Not Craft Name)

_____

HOT WORK? Yes ___ No ___ USE PAINT, COATINGS, SOLVENTS? Yes ____ No ____

MSDS's ON HAND Yes ____ No ____

NO. OF MEN IN CONFINED SPACE _____ CRAFT _____

1. VALID ONLY FOR DATE AND SHIFT INDICATED
2. REMOVE AND RETURN TO SAFETY OFFICE
3. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS
4. DANGEROUS EQUIPMENT OR MOTORS MUST BE DE-ENERGIZED, LOCKED & TAGGED OUT, BLINDED, OR ISOLATED

FOLLOWING COMPLETED BY SAFETY DEPT.

SAFETY EQUIPMENT/PRECAUTIONS

	REQUIRED	NOT REQUIRED
1. VENTILATION	_____	_____
2. CONTINUOUS AIR MONITOR	_____	_____
3. HARNESS OR WRISTLETS AND ROPE	_____	_____
4. RESPIRATOR: DUST ___ ORGANIC VAPOR ___	_____	_____
5. AIR LINE ___ S.C.B.A. ___ RESPIRATOR ___	_____	_____
6. TRAINED STANDBY ATTENDANT	_____	_____
7. FIRE EXTINGUISHER	_____	_____
8. LOW VOLTAGE OR PLUGGED INTO GROUND FAULT CIRCUIT INTERRUPTER	_____	_____
9. COMMUNICATION ABILITY VERIFIED	_____	_____

AIR SAMPLES REQUIRED

OXYGEN _____ FLAMMABLE ATMOSPHERE _____

READING: OXYGEN _____ LEL _____

SAMPLE DATE & TIME_____ SAFETY REP._____

CITY OF PORT ST. LUCIE
STANDARD OPERATING PROCEDURES FOR
MANHOLES & LIFT STATION WET WELLS

It is the policy of the City of Port St. Lucie Utilities Collection Department to maintain a safe working environment. Therefore, the following procedure will be observed when entering a "Confined Space."

1. If work area is in the line of traffic, D.O.T. traffic control procedures must be followed.

2. Manhole or top of the wet well will be opened just enough so that the atmosphere in the confined space can be tested, before entering.

3. The confined space will be ventilated with a blower device for at least 15 minutes before entry.

4. Full body harness will be worn by anyone entering a "Confined Space." Snap hooks must be used.

5. Person wearing the full-body harness will have it attached at all times to a line suitable to their rescue (ropes are unacceptable).

6. Gas monitors will be attached to the full-body harness.

7. Tools will be lowered and raised in buckets and not handed, dropped, or thrown.

8. There will be at least two (2) persons on the job site at all times when anyone enters a "Confined Space."

9. Area will be kept clean so as to prevent tools or equipment from being kicked into the area where a person is engaged in work.

10. Tools and equipment will be cleaned with antiseptic soap and clear water after they come in contact with sewage.

11. Rubber gloves and raincoats are available and must be worn whenever contact with contaminated materials is likely.

12. Everyone in contact with contaminated materials must wash thoroughly with antiseptic soap after job is complete.

14.00 HAZARD COMMUNICATION/RIGHT-TO-KNOW

SCOPE

The City of Port St. Lucie, is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of City policy as well as an important regulation under OSHA Hazard Communication Standard, 29 CFR, 1910.1200, and Florida Statue, Chapter 442.

These standards were designed to provide employees with information about hazardous chemicals in the workplace and to inform employees that they have the right-to-know about the nature and hazard of these chemicals.

TRAINING PROGRAM

The City of Port St. Lucie, Risk Management Division has developed a Hazard Communciation/Right-To-Know training summary for employees and a training outline for supervisory personnel, in order to facilitate the dissemination of information to City employees.

WHAT IS A TOXIC SUBSTANCE?

Any chemical substance or mixture in a gaseous, liquid or solid state that:

1. Appears on the "Florida Substance List"
2. Is manufactured, produced, used, applied, or stored in the workplace
3. Causes significant risk to safety or health during any customary use.

WHAT IS AN MSDS....AND HOW ARE THEY USED?

A Material Safety Data Sheet is a document containing standardized information about the properties and hazards of substances.

Under Florida's Right-To-Know Law manufacturers, importers and distributors of listed toxic substances are required to prepare and provide MSDS to their direct purchasers.

EMPLOYEE RIGHTS

1. The right-to-know of the listed toxic substances in the workplace.

2. The right to obtain a copy of the MSDS for each toxic substance present.

3. The right to refuse to work under specified circumstances if not provided a copy of the MSDS within five of the employee's working days.

4. The right to instruction within 30 days of employment and annually thereafter.

5. The right to obtain further information.

6. The right to protection against discharge, discipline or discrimination for having exercised any of these rights.

HOW TO REQUEST A MATERIAL SAFETY DATA SHEET

Complete one (1) request form (see following page) for each product for which you want a Material Safety Data Sheet.

* Print date of request
* Print your supervisor's name
* Print your name and phone number
* Print trade name, manufacturer's name, address and phone number. This information can be found on the product label.
* Sign your name

Your supervisor will complete the bottom half of the MSDS Request form and return it to you. If a MSDS is not available for you immediate review, you supervisor and the Safety Officer will request it from the manufacturer.

You cannot refuse to work with a hazardous substance if you supervisor or Safety Officer makes a prompt written request to the manufacturer to obtain the MSDS.

MATERIAL SAFETY DATA SHEET REQUEST FORM

DATE:_____

TO:_____
(Name of Supervisor)

FROM:_____ _____
(Name of Employee) (Phone Number)

Pursuant to Chapter 442, Florida Statutes, I am requesting a Material Safety Data Sheet for the following substance:

Trade Name:_____
Chemical Name (if known):_____
Manufacturer's Product Number:_____
Manufacturer's Name:_____
Manufacturer's Address:_____
_____
(City) (State)(Zip)

_____
(Employee Signature)

SUPERVISOR'S ACKNOWLEDGEMENT OF MATERIAL SAFETY DATA SHEET REQUEST

DATE:_____

TO:_____
(Name of Employee requesting MSDS)

I acknowledge receipt of your request for the above Material Safety Data Sheet. [Check one]

_____ The substance for which you requested information is not found on the Florida Substance List and is not subject to the Florida Right-To-Know Law.
_____ The requested information is available for your review at _____
(Location)
_____ The requested information is attached to this acknowledgement.
_____ The requested information is not available, and I have forwarded your request to the Safety Officer who is making a diligent effort to obtain information.

_____
Supervisor's Signature

LABELS

* Labels give valuable safety, health, and first aid information.
* ALWAYS read the label on every material or product you use at work.

INFORMATION ON MATERIAL SAFETY DATA SHEETS (MSDS)

Section 1: Manufacturer's Data - Product and manufacturer's names, emergency phone numbers and date prepared.

Section 2: Hazardous ingredients - Name of hazardous chemicals and safe exposure limits.

Section 3: Physical/Chemical Characteristics - Physical properties such as odor, color, taste, boiling, and melting points; chemical properties or how the chemical reacts with water, air and other materials.

Section 4: Fire and Explosion Hazard Data - Flammability and explosion data; fire extinguishing media and special fire fighting procedures.

Section 5: Reactivity Data - Conditions and materials to avoid.

Section 6: Health Hazard Data - Ways substances enter the body and adverse effects; signs and symptoms of exposure and first aid procedures.

Section 7: Precautionary Data - Precautions to be taken during handling, use, and storage for a spill. How to dispose of wastes.

Section 8: Control Measures - Type of breathing, eye, and skin protection to be used. Ventilation requirements for use.

PROPER AND SAFE HANDLING PROCEDURES FOR HAZARDOUS MATERIALS

Do not enter areas where hazardous materials are used or stored unless you must work there.

Do not allow hazardous materials to come into contact with your skin or eyes.

Do not breathe hazardous vapors, fumes, mists, or smoke.

Do not attempt to clean spilled hazardous materials alone - always get help.

Do not mix hazardous materials except as directed on the label.

Do not dispoxe of unusable hazardous materials in dumpsters, sewers, canals, or the ground.

Do not mishandle or break hazardous material containers.

Do not overfill hazardous material containers.

Do not put hazardous materials into containers which may break, dissolve, or leak.

Do not fight chemical fires without full protective apparel including Self-Contained Breathing Apparatus.

Frequently check tanks and containers for leaks and corrosion.

Use eye protection to prevent hazardous dusts, mists, and gases from entering you eyes.

Use breathing protection (respirators and gas masks) when safe limits of exposure are exceeded.

Remove contaminated clothing and shoes before eating, smoking, drinking, or taking medications.

Immediately bathe at the end of each work shift after using or handling hazardous materials.

Thoroughly familiarize yourself with emergency response, first aid adn small spill clean-up procedures.

Learn the location and proper use of safety showers, eye washes, fire extinguishers, first aid kits, and absorbent materials in your work area.

GENERAL SAFETY RULES FOR GASES AND PRESSURIZED GAS CONTAINERS

Do not drop, puncture or burn compressed gas containers.

Store gases in a secure, dry, well ventilated area away from sparks, heat, and flames.

Always use safety chains to prevent compressed gas containers from being accidentally knocked over.

Keep protective covers in place when gas is not being used or when moving compressed gas containers.

Use hand carts to move compressed gas containers.

Wear safety shoes and use apropriate personal protective equipment around compressed gases.

Frequently check for leaks and material failures.

Read the labels and Material Safety Data Sheets for each gas you use at work.

PERSONAL PROTECTIVE EQUIPMENT

Safety goggles protect eyes from splashes and vapors.

Face shields protect eyes and faces from splashes but not from fumes, vapors, and mists.

Cartridge type respirators provide short term (15 minutes) protection agains breathing harmful vapors, fumes, amd mists: Be sure the respirator is properly fit to your face and that it contains the proper cartridge.

Gas masks protect eyes and against breathing harmful vapors, fumes, and mists. Be sure the gas mask is properly fit to your face and you are using the proper canister.

Aprons protect front of body from spills and splashes.

Gloves protect the hands from hazardous materials.

Protective suits protect arms, legs, and body from spills, splashes, and vapors.

Fully protective apparel with Self-Contained Breathing Apparatus protect the entire body from hazardous materials.

Material Safety Data Sheets tell you the proper protective equipment to use for each hazardous product or material. Always read Material Safety Data Sheets and Labels before using or handling hazardous materials. Be sure you understand how to properly use each type of personal protective equipment. Follow safety procedures carefully.

EMERGENCY EQUIPMENT

Emergency showers are used to wash gross contamination from the body.

Eye washes are used to wash contamination from eyes and under eye lids.

Fire extinguishers (type ABC) are used to put otu small paper, wood, liquid, or electical fires.

First-aid kits contain emergency medical supplies.

Absorbent materials (kitty litter, vermiculite, or sand) are used to pick up spilled hazardous substances.

Learn the location and proper use of all emergency equipment in your work areas.

GENERAL FIRST-AID PROCEDURES FOR HAZARDOUS MATERIALS

1. Move victim to fresh air and call ambulance (911).

2. Remove contaminated shoes and clothing.

3. Administer Cardio-Pulmonary Resuscitation (CPR) if victim has no pulse or heartbeat.

4. Administer artificial respiration if victim is not breathing. Make sure victim's mouth, nose, and throat are clear of obstructions.

5. Use direct pressure bandages to stop bleeding - Do not use tourniquets except when limbs are severely mangles or amputated.

6. Flush eyes including under the eyelids with water for at least 15 minutes - call the doctor.

7. Flush skin with water for at least 15 minutes, wash with soap and dry. Call the doctor if irritation or blistering occurs.

8. Give water or milk to dilute poison if swallowed. Read label or MSDS and determine whether or not to make the victim vomit. Do not force unconscious victims to drink anything.

9. Keep victim warm and quiet until medical help arrives.

10. Monitor victim for delayed reactions.

11. MSDS should accompany victim during medical treatment.

Always refer to labels and Material Safety Data Sheets for specific first-aid instructions.

EMERGENCY RESPONSE PROCEDURE FOR HAZARDOUS MATERIALS

In the event or a spill or release of a hazardous material which can be harmful to people of the environment:

1. Evacuate all persons from the spill and effected areas.

2. Secure the spill and effected areas from accidental entry and disconnect ignition sources at the main panel.

3. Begin first-aid treatment to exposed personnel. (Refer to labels and MSDS Sheets for first-aid procedures).

4. Contact your supervisor and/or dial 911.

5. Provide the following information:

   A. Your name, your employer's name, address, and location of emergency.

   B. The telephone number from which you are calling.

   C. The trade name and chemical name of substance, (and CAS number if known).

   D. Volume of spill or release (i.e., 1 gallon, 5 gallons, drum, tank, etc.).

   E. Known hazards of substance (i.e., flammable, corrosive, toxic, or reactive with water).

   F. Identify other chemicals in spill or effected areas.

   G. Report if spill or leak is near a ditch, canal, or storm sewer.

   H. Report injuries, fire, and damages.

6. Assist your supervisor and authorities if your help is summoned.

7. DO NOT re-enter evacuated areas until they are declared safe.

8. Refer all questions from news reporters and regulatory agency representatives to the City's Risk Manager (871-5209).

SMALL SPILL CLEAN-UP PROCEDURE FOR HAZARDOUS MATERIALS

In the event of a small spill of a hazardous material which is not dangerous to people or the environment:

1. Clear work area where spill or leak has occurred and get help. Do not try to clean up a hazardous materials spill alone.

2. Call your supervisor.

3. Notify the City's Safety Officer (871-5209).

4. Put on appropriate protective equipment.

5. Absorb liquids with kitty litter, sand, or clay.

6. Pick up materials with a non-sparking (Plastic or brass) tool.

7. Place material in a suitable storage container and label container.

8. Wash down effected area with large amounts of water.

EMPLOYEE RESPONSIBILITIES

< Always read the label and Material Safety Data Sheet for each material and product you use or handle at work.

< Request a Material Safety Data Sheet whenever you are not completely familiar with the proper (and safe) procedures for using or handling hazardous materials.

< If you do not understand label and MSDS information ask your supervisor for help before using or handling hazardous materials.

< Immediately report all chemical exposure to your supervisor.

< Immediately report all safety violations to your supervisor.

< Immediately report all spills and leaks of hazardous materials to your supervisor.

< Learn the location and proper use of personal protective equipment and emergency equipment in your work area.

Availability of the witten Right-To-know Training Program Materials.
More detailed information including, a Right-To-Know Training Manual, Material Safety Data Sheets, and other Chemical safety information will be made available to you upon request. Contact your supervisor or the City's Safety Officer (Risk Management Division) at 871-5902.

HAZARD COMMUNICATION
OR
"RIGHT-TO-KNOW"
SUPERVISORY PERSONNEL TRAINING SUPPLEMENT

A very serious situation exists when the spill or release of a hazardous material results in personal injury, property damage or contamination of the environment. The severity of each situation can vary widely depending on the quantity of spilled or released material, the chemical hazards associated with the material and the location in which the accident occurs. Good judgement and clear thinking are essential to managing personnel during emergencies.

Supervisory personnel must thoroughly familiarize themselves with emergency procedures. Supervisory personnel must also thoroughtly understand and fulfill their responsibilities during emergency situations.

Right-To-Know laws require employers to develop and train employees in emergency response, first aid and small spill clean up procedures. The following procedure for first aid, emergency response and small spill clean up have been developed for your use in the event of a hazardous material incident.

FIRST AID, EMERGENCY RESPONSE AND SMALL SPILL CLEAN UP PROCEDURES

FIRST AID:

First Aid is the emergency treatment of an injury or illness which is administered before regular medical treatment is available. Proper first aid can save a life in an emergency situation. You should know the first aid procedures for all hazardous substances used in work areas under your supervision.

Two valuable sources of first aid information for substance are:

1. Labels
2. Material Safety Data Sheets

In general Material Safety Data Sheets contain more detailed first aid information than is found on labels. Read first aid information carefully before you administer aid to a co-worker.

The following general first aid procedures are applicable in most cases of improper exposure to hazardous substances:

1. Move the victim to fresh air and call emergency medical help.

2. Remove and isolate contaminated clothing and shoes at the site.

3. If the victim has no heartbeat or pulse administer cardiopulmonary resuscitation (CPR).

4. If the victim has stopped breathing administer artificial respiration and, if available, oxygen.

5. Use direct pressure bandages or compresses to stop bleeding. DO NOT use tourniquets except in cases where limbs are severely mangled or amputated.

6. In cases of skin and eye contact with substances:

   A. Eye contact - flush promptly with plenty of running water for fifteen (15) minutes, including under the eyelids.

   B. Skin contact - wash skin with water, continue for fifteen (15) minutes, then wash with soap, rinse and dry.

7. In cases where the substance is ingested give water or milk to dilute poison if swallowed. Read label or MSDS and determine whether or not to make the victim vomit. Do not force unconscious victims to drink fluids because you may drown the victim.

8. Make sure the victim's air passages stay open and free of any obstructions which may impair breathing.

9. Keep victim quiet and maintain normal body temperature by use of a blanket or cover.

10. Monitor victim for delayed reactions to the exposure. Watch for signs of burns, blisters, allergic reactions, or difficulties in breathing.

11. Obtain a Material Safety Data Sheet for the substance to which the victim was improperly exposed. The MSDS should accompany the victim during medical treatment. The MSDS will be useful to the physicians who treat the victim.

Once first aid has been administered and victims are stable, proceed with other necessary emergency response procedures which may be required to deal with the spill or release of the hazardous material. Remain available to assist emergency response teams, fire departments and police officers.

EMERGENCY RESPONSE PROCEDURES:

On the following page you will find a summary of the emergency response procedure which is to be used in the event of a significant spill or release of a hazardous substance.

A significant spill or release is a situation where there is an eminent threat to health, property or the environment, or where injury or death occurs.

It is important that you understand each element of the following procedure.

(1) EVACUATE ALL PERSONS FROM THE SPILL AND AFFECTED AREAS.

Spills, leaks, or releases of hazardous substances are to be treated as very serious situations. Many chemical vapors are heavier than air and can travel across floors, under doors, and into ventilation ducts. Therefore, spills of volatile or corrosive materials can affect much larger areas than the physical site of the spill.

Evacuate the immediate are of the spill and determine the need to evacuate adjacent areas and traffic paths. Be conservative - it is better to evacuate too many people than too few.

(2) SECURE SPILL AND AFFECTED AREAS FROM ACCIDENTAL ENTRY.

With the aid of an assistant, secure the spill area from accidental entry. One person would act as a safety observer to prevent anyone from entering the hazard area. Physical barriers are useful in marking the safe perimeters and restricting entry.

Disconnect ignition sources (electrical switches, machinery, equipment, etc.) at the main electrical panel. Turn off all gasoline and gas filled equipment.

Get assistance - DO NOT attempt to rescue down and injured persons by yourself or with out proper personal protective equipment.

EMERGENCY RESPONSE PROCEDURE FOR HAZARDOUS MATERIALS

In the event or a spill or release of a hazardous material which can be harmful to people of the environment:

1. Evacuate all persons from the spill and effected areas.

2. Secure the spill and effected areas from accidental entry and disconnect ignition sources at the main panel.

3. Begin first-aid treatment to exposed personnel. (Refer to labels and MSDS Sheets for first-aid procedures).

4. Contact your supervisor and/or dial 911.

5. Provide the following information:

   A. Your name, your employer's name, address, and location of emergency.

   B. The telephone number from which you are calling.

   C. The trade name and chemical name of substance, (and CAS number if known).

   D. Volume of spill or release (i.e., 1 gallon, 5 gallons, drum, tank, etc.).

   E. Known hazards of substance (i.e., flammable, corrosive, toxic, or reactive with water).

   F. Identify other chemicals in spill or effected areas.

   G. Report if spill or leak is near a ditch, canal, or storm sewer.

   H. Report injuries, fire, and damages.

6. Assist your supervisor and authorities if your help is summoned.

7. DO NOT re-enter evacuated areas until they are declared safe.

8. Refer all questions from news reporters and regulatory agency representatives to the City's Risk Manager (871-5209).

(3) BEGIN FIRST AID TREATMENT TO EXPOSED PERSONNEL.

First determine the extent of any injuries. Determine which victims have breathing problems and/or are bleeding. Treat these vicitms first. Attend to injuries before dealing with the chemical spill.

Refer to first aid treatment procedures provided on Material Safety Data Sheets and on substance labels. Carefully read and follow the first aid instructions.

(4) NOTIFY SUPERVISOR, SAFETY OFFICER OR RISK MANAGER, AND EMERGENCY RESPONSE TEAM.

Notify your supervisor of the situation. If you are unable to reach your supervisor, contact the Safety Officer or Risk Manager.

If you are unable to reach your supervisor or the Safety Officer or you are in doubt as to what to do, dial 911 to access the local authorities and emergency response team.

(5) PROVIDE THE FOLLOWING INFORMATION TO YOUR SUPERVISOR, SAFETY OFFICER OR RISK MANAGER, OR EMERGENCY RESPONSE TEAM:

A. Your name, the name of your employer and work area address including building name and room number. Also provide the telephone number from which you are calling.

B. Give the trade name of the spilled or released substance and it's chemical name and Chemical Abstract Service number (CAS), if known.

C. Identiry the quantity of the spill (i.e., 1 gallon, 5 gallons, 55 gallons, a tank car, etc.).

D. Identiry the hazards of the substance if known (i.e., flammable, corrosive, toxic or reactive with water).

E. Identify other chemicals that may be stored in the area affectd by the spill.

F. Report if spill or release of materials is near a storm sewer or surface water (ditch, canal, pond, or lake).

G. Report injuries, fire, and property damage.

(6) **ASSIST YOUR SUPERVISOR AND AUTHORITIES IF REQUESTED.**

Make yourself available to assist your supervisors, the emergency response team and the authorities if your help is requested. If your help is not needed stay clear of (and do not interfere with) the clean up and other related actions.

(7) **DO NOT ALLOW PERSONS TO ENTER THE EVACUATED AREAS UNTIL THE AREA IS DECLARED SAFE.**

Do not enter or allow others to enter the spill or affected areas until all contamination is cleared and removed.

(8) **REFER NEWSPAPER, TELEVISION AND RADIO NEWS REPORTERS TO THE RISK MANAGER.**

Do not talk to reporters or other persons about hazardous material incidents. Statement to reporters and media personnel will be issued by Risk Management as soon as all the facts relating to the incident are available.

SMALL SPILL CLEAN-UP PROCEDURE

Small quantities of spilled or leaked hazardous materials may be cleaned up by in-house personnel. A small spill is defined as a situation where the leaked, spilled, or released substance presents no significant threat to health, property or environment.

In the event of a small spill or leak of a hazardous material:

1. Clear work area where spill or leak has occurred and secure the area from unauthorized personnel.

2. Notify the City's Safety Officer (871-5209).

    a. The location of the spill
    b. The name of the substance spilled
    c. Other information regarding the spill

3. Put on appropriate protective equipment.

4. Absorb liquids with kitty litter, sand, or clay.

5. Pick up materials with a non-sparking (Plastic or brass) tool.

6. Place material in a suitable storage container and label container.

7. Wash down effected area with large amounts of water.

Once the spilled material is placed into a container, the container must be labeled and a licensed hazardous waste hauler or other authorized contractor must be contacted for its removal.

ADMINISTRATIVE GUIDELINES FOR MANAGING HAZARDOUS MATERIAL INCIDENTS.

The primary responsibilities of supervisory personnel during hazardous material incidents are to:

1. Take immediate action to reduce the potential for personal injury, property damage adn environmental pollution.

2. Acquire, report, and keep factual information concerning the incident.

The affected supervisors, Safety Officer and their supervisors should stay in close communication with each other during emergency situations.

RESPONSIBILITIES OF WORK AREA SUPERVISORS

In the event of a **significant** spill or release of hazardous materials, work area supervisors will be responsible for:

1. Evacuating and securing the affected areas.

2. Decontaminating and administering first aid to exposed employees.

3. Shutting off power and equipment and sources of ignition.

4. Notify and assiting the Safety Officer and providing factual information as required.

5. Notifying and assting the Emergency Response Team and public safety officials if required.

6. Referring questions from news reporters to the Risk Manager.

7. Notifying employees when the affected area is safe to re-enter.

8. Assuring that injured or exposed personnel are medically fit to return to work and that copies of all medical release forms are given to the Safety Officer.

9. Implementing action to prevent the incident from recurring.

In the event of a small spill or release of a hazardous substance, work area supervisors are responsible for:

1. Evacuating and securing the affected area.

2. Shutting off power equipment and sources or ignition.

3. Notifying the Safety Officer of the spill and providing factual information.

4. Directing all aspects fo the clean up effort.

5. Assisting the Safety Officer as required.

6. Notify employees when it is safe to re-enter the affected area.

The work area supervisors are responsible for keeping absorbent materials (vermiculite, ktty litter, or baking soda) availabel in the work area to absorb spills. Work area supervisors are also responsible for keep all necessary personal protective and emergency equipment in good working order and available to employees. Supervisors must restore all emergency equipment and personnel protective equipment to full working order before allowing employees to re-enter the affected area and operation to continue.

RESPONSIBILITIES OF THE SAFETY OFFICER

In the event of a significant spill or release of a hazardous material, the Safety Officer will be responsible for:

1. Assisting the affected work area supervisors in implementing the emergency response proceudres.

2. Providing supervisors with any needed information from Material Safety Data Sheets.

3. Acting as liaison with the regulatory agencies.

4. Preparing and submitting the required reports to the regulatory agencies.

5. Acquiring statements from employees who witnessed the incident.

6. Acquiring copies of any reports issued by the emergency response team, pubic safety officials, or regulatory agencies.

7. Acquiring copies of all medical reports and release forms for injured employees.

8. Preparing a news release if required and at the direction of the Risk Manager.

9. Acquiring and keeping copies of newspaper articles concerning the incident.

10. Developing and monitoring contracts for emergency clean-up services adn remediation.

11. Maintaining the program files relative to the incident.

12. Keeping administrators informed of events.

13. Performing other duties as directed.

As soon as the situation is stablized, the Safety Officer will begin acquiring factual information and data concerning the incident. The Safety Officer will consult with his/her advisors and regulatory agencies to identify all reporting requirements.

In the event of a small spill or release of a hazardous material the Safety Officer will be responsible for:

1. Assisting and directing the affected work area supervisors in implementing the small spill clean-up procedure.

2. Providing effected supervisors with any needed information from Material Safety Data Sheets.

3. Keeping administrators informed of events.

In the event of a small spill, the Safety Officer will assist the work area supervisor in restoring emergency equipment to full working order and in determining when affected work areas are safe to re-enter. The Safety Officer and affected supervisors will work together to identify ways to prevent the situation from recurring.

RESPONSIBILITIES OF WORK AREA SUPERVISORS FOR TRAINING SUBORDINATE EMPLOYEES

Supervisors who are responsible for work areas where hazardous materials are used or stored must furnish certain training to their subordinates. These work area supervisors msut train their subordinates in the location and proper use of:

1. Personal Protective Equipment (goggles, face shields, respirators, gloves, aprons, etc.); and

2. Emergency Equipment (emergency showers, eye washes, first aid kits, fire extinguishers and spill absorbing materials).

Under the Florida Right-To-Know Law, new hires must be furnished training with (30) days of employment. Therefore, training in personal protective equipment and emergency equipment should be made a part of the normal orientation procedure for all new employees who may be exposed to hazardous materials. Work area supervisors are required to retrain their subordinates in personal protective and emergency equipment on an annual basis.

RESPONSIBILITIES OF WORK AREA SUPERVISORS FOR RESPONDING TO MATERIAL SAFETY DATA SHEET REQUESTS

Under Florida Right-To-Know Law, employees have a right to request (in writing) and obtain a form called a Material Safety Data Sheet for each hazardous material to which they may be exposed in the workplace. If you fail to properly respond to an employee's request for a MSDS, the employee has a legal right to refuse to work with the material for which the request was made.

The City of Port St. Lucie has adopted a procedure for employees to follow in making a request for Material Safety Data Sheets. This procedure is described in the Right-To-Know Training Manual and Training Summary.

As soon as you receive a request for a Material Safety Data Sheet from one of you subordinates:

1. Complete the "Acknowledgement" at the bottom of the form and make two (2) copies of the request form.

2. Return one copy of the MSDS Request Form to the employee and retain the other copy for your file.

3. Immediately send the origianl copy of the request form to the Safety Officer.

4. If you cannot personally make the requested MSDS available to the employee, promptly contact the Safety Officer so he/she can take steps necessary to obtain it.

5. Once the MSDS is available, the Safety Officer will furnish you with a copy. You are to immediately make a copy of the MSDS available to the employee who requested it.

Work Area Supervisors are responsible for working with the Safety Officer to fulfill Material Safety Data Sheets requests from employees.

RESPONSIBILITIES OF SUPERVISORY PERSONNEL FOR INSPECTING HAZARDOUS MATERIAL CONTAINERS AND FACILITIES

Each supervisory level employee will be responsible for inspecting all hazardous material containers and facilities under his/her supervision. All leaks, or releases, material faults and failures, and other deficiencies are to be reported immediately to teh Safety Officer. Guidelines for performing the inspection follow:

On a **daily** basis each supervisor must inspect:

1. All containers for signs of leaks, damage, corrosion or deterioration. Make sure containers are tightly closed and that flammable containers are properly grounded.

2. All containers to assure each is properly labeled with the name of its contents.

3. All storage areas to insure that incompatible materials (particulary reactive and flammable) are not stored to close in proximity to each other or hte property line.

4. All tanks, which contain hazardous substances, to insure that there are no visible signs of leaks or evidence of overflow conditions.

5. All storage facilities and surrounding areas for signs or evidence or eaks or releases or materials.

On a **weekly** basis each supervisor must inspect:

1. All storage facilities and associated structures and plumbing for signs of leaks, damage or corrosion.

2. All storage facilities to assure that emergency equipment (alarms, absorbent materials, overpacks, fire extinguishers, emergency eyewashes, etc.,) and personal protective equipment (goggles, face shields, respirators, etc.) are available and in proper working order.

3. All tanks; associated plumbing, valves, and monitoring equipment; and surrounding areas for signs of leaks, contamination, deterioration or mechanical failures.

15.00 RESPIRATORY PROTECTION PROGRAM

SCOPE

The United States Government, under the Occupational Safety and Health Administration (OSHA), has established a Respiratory Protection Program for General Industry. This standard is defined in Section 1910.134 of the Code of Federal Regulations.

This program applies to all users of respiratory protection equipment employed in the City of Port St. Lucie and to outside personnel entering areas where such equipment may be required.

PURPOSE

To ensure proper protection is provided for all employees exposed to potential respiratory hazards, such as harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

To ensure employees using respiratory protection are knowledgeable in the selection, application, limitation, inspection, maintenance and proper usage of such equipment.

POLICY

Control of employee exposure in the workplace shall be implemented, as feasible, by engineering control measures (for example enclosure and/or confinement, general and local exhaust ventilation and substitution of less toxic materials).

Respiratory protection shall be provided when:

1. An interim measure pending installation of engineering controls.
2. Effective engineering controls are not feasible.
3. A safeguard in addition to engineering controls.
4. There is an emergency response, i.e. a chlorine or ammonia leak.
5. Work is done in atmospheres with exposure levels are unknown or oxygen levels are deficient.

RESPONSIBILITY

The City has the responsibility to implement a Respiratory Protection Program and to specify types of respiratory protection required within the guidelines of this program.

Supervisors will assure that all employees within their area of control comply with this program.

Employees have the responsibility to maintain their respiratory protective equipment in a clean condition, to wear their protective equipment properly in required areas, and to request replacement or repair from supervision when loss, damage, or wear occurs.

RESPIRATORY SELECTION

Selection of respiratory protective equipment shall be based upon the American National Standards Publication, Practices for Respiratory Protection, ANSI Z88.2-1980 and the respiratory selection guide in Appendix 4.

In order to specify respiratory protection equipment for other than emergency use, the potential exposure must be characterized with regard to the following:

1. Nature of the Hazard: In order to make subsequent decisions, the nature of the hazard must be identified to ensure that an overexposure does not occur. See Appendix 4, Respiratory Selection for Routine Use of Respirators.

    a. Oxygen Deficiency.

    b. Toxic Contaminant.

2. Nature of Hazardous Operation: For proper respirator selection, it is necessary to know the details of operations which require workers to use respiratory devices. These include:

    a. Operation or process characteristics.

    b. Work area characteristics.

    c. Materials used or produced during the process.

    d. Workers' duties or actions.

    e. Abnormal situation characteristics which may necessitate different respirator selection; i.e., unusual conditions or emergencies.

3. Location of the Hazardous Area.

4. Time Respiratory Protection is required.

5. Employee's Health.

6. Work Activity.

7. Respirator Characteristics, Capabilities, and Limitations.

8. Protection Factors.

Air-Purifying /Filtering Face piece *(Dust Mask)* will be selected when maintenance type work is conducted involving dust and/or mists that do not contain gases, vapors or non-absorbed contaminants. Protection will be against dusts and mists not less than 2 mppcf.

Air Purifying Respirator *(Half Mask/Full Faced Mask)* will be selected when air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air- purifying element

Self-Contained Breathing Apparatus (SCBA) Selection:

1. The contaminant is above the Immediately Dangerous to Life or Health (IDLH) level.

2. There is less than 19.5% oxygen by volume in the area.

3. In areas containing unknown concentrations of toxic materials.

4. Fighting fires.

ISSUANCE OF RESPIRATORS

The correct respirator (including cartridge, canister, filter, etc.) for each job shall be specified by the supervisor of the specific area, indicating the type(s) of exposure and the type(s) of equipment required.

a. The correct respiratory protective equipment should be specified in operator log sheets, operating manuals, job safety analysis (JSA) and Material Safety Data Sheet (MSDS).

b. Respirator selections shall be reviewed at least annually or whenever process changes occur that could influence such selection.

Verification of the initially issued respirator to an employee shall be made by the employee's supervisor.

Where practical, respirators shall be assigned to individual employees for their exclusive personal use.

Disposable type respirators will be used for the required length of time or until expended, and then disposed of properly.

SPECIAL PROBLEMS

1. A proper seal cannot be obtained if the temple bars of eyeglasses extend through the sealing edge of a full face piece. Where an employee requires corrective eye wear, proper brackets will be used for mounting lenses inside the face piece when routine use of respiratory protection is required.

2. Long side burns and beards extending through the sealing edge of any respirator make it impossible to achieve a proper seal. Any employee or whose work requires the wearing of respiratory protective equipment, or voluntarily wears this type of equipment, will not have visible facial hair such as a beard, mustache, or side burns crossing any sealing edge of the respirator face piece if a good seal cannot be achieved.

MEDICAL EVALUATION

The City Of Port St. Lucie will provide a medical evaluation to be provided by a Physician or other licensed health care professional to determine the employee's ability to use a respirator. This will be completed before the employee is fit tested or required to use the respirator in the workplace. This medical evaluation is no longer required when the employee is no longer required to use the respirator. This evaluation will follow the guidelines of OSHA Standard 29CFR 1910.134.

TRAINING

Training of persons required to use respiratory protective equipment routinely or during emergencies shall be conducted initially and then annually thereafter. Training shall include a minimum, the following:

1. Respirator familiarization and fit test.

2. Discussion of engineering controls in use, and why respirators are also required.

3. Explanation of the nature of the respiratory hazard and potential effects if the respirator is not used properly.

4. Explanation of why a particular type of respirator has been selected.

5. Review of respirator limitations and instructions in how to recognize when the respirator is no longer working properly or that the ambient concentration exceeds the respirator's capabilities.

Training shall be documented and the records maintained permanently.

APPENDIX I

SELECTION OF RESPIRATORS

This appendix presents a simple version of characteristics and factors used for respirator selection. It does not specify the contaminant concentrations or particle size.

	Hazard	Respirator
1.	Oxygen Deficiency	
	Immediately dangerous to life or health	Any positive-pressure SCBA. Combination positive-pressure SAR with auxiliary self-contained air supply
	Not immediately dangerous to life or health	Any positive-pressure SCBA or supplied-air respirator
2.	Gas and vapor contaminants	
	Immediately dangerous to life or health	Positive-pressure SCBA. Combination positive SAR with auxiliary self contained air supply
	Not immediately dangerous to life and health	Positive-pressure SAR. Gas mask. Chemical cartridge respirator
3.	Particulate contaminates	Any positive-pressure SAR. Powered air-purifying respirator equipped with efficiency filters. Any air-purifying respirator with specific particulate filter
4.	Gaseous and particulate contaminants	
	Immediately dangerous to life and health	Positive-pressure SCBA Combination positive-pressure SAR with auxiliary self contained air supply.
	Not immediately dangerous to life and health	Any positive-pressure supplied-air respirator. Gas mask. Chemical-cartridge respirator.
5.	Escape from contaminated atmosphere that May be immediately dangerous to life or health	Any positive-pressure SCBA. Gas mask. Combination positive-pressure SAR with escape SCBA

APPENDIX II

INSPECTION, MAINTENANCE & STORAGE (NON-EMERGENCY EQUIPMENT)

All users will familiarize themselves with the City written program for the routine and emergency use of respiratory protective equipment and OSHA Standard 29CFR 1910.134.

I. Cartridge/Canister Type Respirator:

Respirator cartridges and canisters will be used as follows:

1. All filters, cartridges and canisters will be color coded and labeled with the NIOSH approval label. The label must not be removed and remain legible. Manufactures and distributors can provide a color selection chart of their products. When available, use cartridges or canisters with an end of service life indicator (ESLI) certified by NIOSH for that contaminate.

2. When cartridge or canisters with ESLI are not available the employer will implement a change schedule that is based on objective information or data that will ensure that the cartridges or canisters are changed before the end of their service life.

3. For protection against particulates, filters certified by NIOSH under 30 CFR Part 11 as high efficiency particulate air filters (P100) or filters certified for particulates under 42 CFR part 84 (N95) will be used. These filters and pre-filters should be replaced whenever noticeable breathing resistance occurs.

Note: Cartridges, canisters, filters, etc., and respirators for which they are designed for, are approved as a unit. Interchange of parts among brands voids the approval and is expressly prohibited.

Inspection:

Visually inspect all components for damage or wear, especially rubber parts, every time the respirator is donned and/or on a monthly basis. Parts will be replaced as needed.

1. Check exhalation and inhalation valves to see that they are in place not misshapen and that no dirt or lint is on the valve or valve seating surfaces.

2. Check the face piece body to see that it is clean and has not been unduly softened, hardened, or distorted by chemical agents, body oils, etc.

3. Check the condition and presence of gaskets and that the filter seating surfaces are not damaged.

Storage:

Store in a clean, dry place, or inside the respirator's storage container. Rubber and electrometric parts should not be crushed or stored folded as they will take on this abnormal shape causing a poor fit.

Do not expose the respirator, during storage, to excessive heat (above 140 degrees/F - 60 degrees/C), cold, and moisture, contaminating gaseous substances or air-borne particulates.

Periodic Maintenance:

The respirator will be cleaned after each day's use and/or on a monthly basis. Respirators that are re-issued to different employees shall be cleaned and disinfected before re-issuing.

1. Remove filter and face piece parts.

2. Immerse face piece for two minutes in a cleaner/sanitizer solution available from the manufacturer.

3. Rinse completely in clean warm water, then air dry in clean area.

4. Inspect all components per inspection procedures above.

5. Reassemble the face piece and store in its proper container.

6. All O-Rings and gaskets will be replaced at least once a year.

1. Respirator wipes maybe used for periodic cleaning.

II. Self-Contained Breathing Apparatus

Inspection:

1. Make certain that the apparatus is in good operating condition with a fully charged air cylinder. Cylinders will be tested and maintained as prescribed in the Shipping Container Specification

Regulations of the Department of Transportation (49 CFR Part 178).

2. Check the regulator to see that it is in proper working condition.

3. Check hose to regulator for cracks and loss of resiliency.

4. Check the face piece for cracked or discolored eyepieces and lack of elasticity and pliability.

5. Check the sealing edges of the face piece to see that they are clean and not unduly softened or distorted by chemical agents or body oils.

6. Check the cylinder harness to see that it is in proper condition to hold the cylinder.

7. Any malfunction of the reducing or admission valve shall be reported to the supervisor and department head immediately. Malfunctioning equipment shall be returned to the manufacturer for repair.

8. Compressed breathing air will meet at least the requirement of Grade D breathing air described in ANSI G-7.1 1989. Cylinders will be tested and maintained as prescribed in DOT (49 CFR part 173 and 178) includes hydrostatic testing.

Cleaning:

Follow procedures described in Section I, Cartridge/Canister Type Respirators for the face piece only. Hoses may be cleaned in a mild soap solution, as necessary.

APPENDIX III

FIT TESTING

Requirements in 29 CFR 1910.134 (E)(5) state that respirators shall be fitted properly and shall be tested for their face piece to face seal. Also, 1910.134 (E)(5)(i) states that respirators shall not be worn when conditions prevent a good face seal. Examples listed in the standard conditions that may interfere with facial seal are:

1. Side burns and/or skull caps that project under the face piece.

2. Temple bars on glasses (especially when wearing full face respirators) and/or the absence of one or both dentures.

I. **Quantitative Fit Test** is used to determine the proper fit and degree of integrity of the face fit under actual wearing conditions. It is intended to provide the best method of fitting the respirator or malfunction.

II. **Qualitative Fit Test** involves testing a test subject's response (either voluntarily or involuntarily) to a chemical agent outside the respirator face piece.

These tests are based on the respirator wearer subjective response to the test chemical, therefore, duplication and accuracy will vary. Three (3) of the most popular methods are an irritant smoke test, an odorous vapor test, and a taste test.

The Odorous Vapor Test procedures are as follows:

1. The odorous vapor test relies on the respirator wearer's ability to detect an odorous material, usually Isoamyl Acetate (Banana Oil) inside the respirator.

2. The test is performed by passing an Isoamyl Acetate ampule around the outside of the respirator. If the wearer is unable to smell the chemical, a satisfactory fit is assumed to be achieved.

3. The use of Isoamyl Acetate as a test agent has the following limitations:

   a. The odor threshold varies widely among individuals.

   b. Olfactory fatigue may cause a person to fail to detect the odor.

   c. The test is dependent on the wearer's honest response. There is no involuntary reaction.

4. When an air purifying respirator is tested, it should be equipped with an organic cartridge or canister which removes the test vapor from the air.

The Irritant Smoke Test procedures are as follows:

1. The irritant smoke test is performed by directing an irritant smoke, usually either stannic chloride, or titanium tetrachloride, from a smoke tube towards the respirator being worn. If the wearer cannot detect the irritant smoke, a satisfactory fit is assumed to be achieved.

2. The respirator wearer will react involuntarily, usually by coughing or sneezing to leakage around or through the respirator. Since this is a qualitative test, the tester is interested in any response to the smoke. The degree of response is not important.

Note: The test substances are irritants to the eyes, skin, and mucous membranes. Therefore, the respirator wearers should keep their eyes closed during testing.

3. When air purifying respirator is tested, it has to be equipped with a high efficiency filter.

III. **Field Test Measures** are two tests that will be used in the field to check the seal of the respirator: positive and negative pressure sealing test.

Field test will be performed every time a respirator is donned.

To don a respirator, the following steps should be followed or the manufacturer's instructions:

1. Visually inspect respirator for all components and the respirator to assure respirator is in good working condition.

2. Adjust the face piece head straps to their full outward position.

3. Grasp the head strap harness and with the thumbs through the bands, spread outward.

4. Push the top of the harness up the forehead and place the chin into the chin cup. Continue up and over the head until the harness is centered at the rear of the head.

5. Make sure the face piece is centered on the face and pull both lower head straps at the same time towards the rear.

6. Tighten the two upper head straps and any forehead straps.

7. Conduct Negative and Positive Pressure Seal Test.

8. Negative Pressure Seal Test:

   a. The inlet opening of the respirator's canisters, cartridges, or filters is closed off by covering with the palm of the hands, so that it will not allow the passage of air.

   b. The wearer is instructed to inhale gently and hold his/her breath for at least ten (10) seconds.

   c. If a face piece collapses slightly, no inward leakage of air into the face piece is detected, it can be reasonably assured that the respirator has been properly donned, and the exhalation valve and face piece are not leaking.

9. Positive Pressure Seal Test:

   a. Exhalation valves or breathing tubes are closed off and the wearer is instructed to exhale gently.

   b. The respirator has been properly donned if a slight positive pressure can be built up inside the face piece without the detection of any outward leakage of air between the sealing surface of the face piece and the wearer's face.

10. Negative and Positive Pressure Tests may be impossible to carry out on valveless respirators and on many disposable (single use) respirators.

APPENDIX IV

SELF-CONTAINED BREATHING APPARATUS USE

Donning and Wearing Face Piece:

1. Check for proper air pressure.
2. Make sure the straps are in the extended position.
3. Check the pressure hose and mask hose.
4. Make sure the mask is clean (to be cleaned after each use).
5. Adjust the cylinder and regulator apparatus securely to body by harness adjustment.

For the "Up and Over Body" Method:

a. Grasp the tank, pull it out of the cabinet and place your elbows through the straps.

b. Lift the tank up and over your body and then bend over.

c. Buckle the regulator first.

d. Tighten the shoulder straps then straighten up.

For the "Walk Away" Method:

a. Back up to cabinet.

b. Place your arms through the shoulder straps and walk forward with the tank on your back and then bend over.

c. Tighten the shoulder straps and straighten up.

With Either Method:

a. Buckle and adjust the waist strap.

b. Put the mask on.

c. Tighten the mask straps:

1. Bottom straps first

2. Then the temple straps.

3. Top straps last.

6. Check the seal of the face piece before entering any area by either the negative or positive pressure method described:

   a. Close off the inlet opening of the canister by covering it with the palm of the hand or by taping. Inhale so that the face piece collapses slightly and hold breath for ten seconds. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the fit of the mask is satisfactory.

   b. Close off the exhalation valve and exhale gently so that a slight positive pressure is built-up in the face piece. If no outward leakage of air is detected at the periphery of the face piece, the face fit is satisfactory.

Note: If leakage is detected and is not attributable to a poor face fit, return the mask for proper maintenance.

7. Removal of the Self-Contained Breathing Apparatus (SCBA):

   a. Walk to an uncontaminated atmospheric area.

   b. Take off the mask.

   c. Turn off the air valve.

   d. Take off the air pack.

   e. Bleed off air pressure from the line.

   f. Remove the air tank and replace it with a full bottle; place it back in the cabinet.

   g. Place all of the straps to the fully extended position.

   h. Clean and disinfect the mask.

   I. After the mask is dry, store it appropriately in a clean and proper area. The mask and exhalation valves should rest in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.

SCOPE

This plan applies to all departments and employees within the city, and covers those designated actions the city and employees will take to ensure employee safety during an emergency stated within this plan.

This plan is in compliance with 29 CFR 1910.38 Employee emergency plans and fire prevention plans.

PURPOSE

To assure that on-site emergencies are pre-planned and drilled to minimize the impact of those emergencies to the community, environment and city employees/property.

PRE-PLANNING

Pre-planning will be conducted for emergencies that can adversely affect the city. The items that will be included in the pre-planning are:

a) Fires and Explosions

b) Chemical Leaks or Spills

c) Natural Disasters - Hurricanes, Tornadoes, Floods

d) Bomb Threats

e) Nuclear Power Plant Incident (FPL - St. Lucie)

EMERGENCY MANAGEMENT COORDINATOR

The city Emergency Management Coordinator duties in the event of an emergency, will be:

a) Coordinating the city's actions before, during and post emergency periods.

b) Reports directly to top management.

c) Ensures that the Incident Command Center is properly equipped and staffed.

d) Coordinates the activities of city groups such as:

1. Law Enforcement personnel
2. Parks personnel
3. Public Works
4. Utilities personnel
5. Building Maintenance personnel

e) Coordinates the activities with outside agencies such as:

1. Police and Fire Department
2. Medical Services
3. Utilities (Phone, Electric, Cable)
4. Contractors
5. State (SERC, National Guard)
6. Federal (FEMA, Military)
7. Civil Defense, Red Cross

f) Coordinates evacuation and facility shutdown procedures.

g) Maintains a record of the activities during all stages of the emergency.

h) Notifies the Risk Management Department.

EMERGENCY NOTIFICATION - (Non-Operating Hours)

During non-operating hours, the supervisor will notify the appropriate public agency (police and fire departments) via 911 of the emergency and then notify the Department Manager. **See Notification Phone List.**

a) The Emergency Management Coordinator and/or the Department Manager will respond and promptly report to the location and initiate the following:

1. Contact the appropriate personnel needed to handle the emergency (Public Works, Building Maintenance, etc.).

2. Initiate the portions of the Emergency Action Plan appropriate to handle the emergency in progress.

FIRES AND EXPLOSIONS

Certain actions must be undertaken promptly to minimize the adverse affect of a fire or explosion. Usually, destructive fires originate as 'small fires', the types that can be positively controlled by in-house personnel.

However, once the fire begins growing beyond the 'small fire' stage or when the fire is involved from the start; it is time activate the Emergency Action Plan as follows:

a) Notify the Fire Department by dialing 911, (do not hang-up unless instructed to) and/or pull the manual fire alarm.

b) Notify the Department Manager, who will then notify the Emergency Management Coordinator.

c) The on-site supervisor will initiate an orderly evacuation of non-essential personnel and evaluate any further fire fighting actions to be taken. (See Evacuation Procedures)

d) Shutdown all electrical power, pressurized lines, gas lines, etc., leading to the affected area.

e) Verify that the sprinkler system is in service and control valves are open.

f) All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.

g) Designate an individual to meet and direct the Fire Department to the fire area.

h) Station an individual at the sprinkler control valve for commands of shutdown and re-opening.

i) If the emergency involves a chemical spill or leak, see **Section - Chemical Leaks or Spills.**

CHEMICAL LEAKS OR SPILLS

DEFINITIONS:

1. Anhydrous Ammonia (NH3) is a colorless gas with a penetrating, pungent, suffocating odor. Ammonia is used for water treatment within the city. In sufficient concentration it is extremely toxic, and has an explosion potential.

   Ammonia can affect the body if it is inhaled or if it comes in contact with the eyes or skin.

   Short-term Exposure: Ammonia is a severe irritant of the eyes, respiratory tract, and skin. It may cause burning and tearing of the eyes, runny nose, coughing, chest pain, cessation of respiration, and death. Exposure of the skin to high concentrations of the gas may cause burning and blistering of the skin.

   Long-term Exposure: Repeated exposure to ammonia gas may cause chronic irritation of the eyes and upper respiratory tract.

2. Chlorine (C12) is an amber liquid or greenish-yellow gas with a characteristic irritating and pungent odor. Chlorine is used for water treatment and pool sanitizing within the city. Exposure to a sufficiently high concentration can result in difficulty in breathing and, if prolonged, finally death through suffocation.

   Chlorine can affect the body if it is inhaled, or if it comes in contact with the eyes or skin.

   Short-term Exposure: Chlorine gas may cause severe irritation of the eyes and respiratory tract with tearing, runny nose, sneezing, coughing, choking, and chest pain. Severe exposures may be fatal. Liquid chlorine may cause eye and skin burns on contact.

   Long-term Exposure: Repeated or prolonged exposure to chlorine may cause corrosion of the teeth and skin irritation.

TECHNICAL HAZARDS - STRUCTURAL FIRES AND EXPLOSIONS

Certain actions must be undertaken promptly to minimize the adverse affect of a fire or explosion. Usually, destructive fires originate as "small fires," the type that can be positively controlled by in-house personnel.

However, once the fire begins growing beyond the "small fire" stage, or when the fire is involved from the start, activation of the Emergency Action Plan shall be as follows:

a) Notify the fire department by dialing 911 (do not hang up unless instructed to) and/or pull the manual fire alarm.

b) Notify the Director of Emergency Management and the Department Head.

c) All city employees will initiate an orderly evacuation of the building as outlined in the "Evacuation Procedures" of the structure.

d) The senior Supervisor or Manager will assure that all electrical power, pressurized lines, gas lines, etc., are shutdown leading to the affected area.

e) Verify that the sprinkler system is in service and control valves are open.

f) All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.

g) Designate an individual to meet and direct the fire department to the fire area.

h) Station an individual at the sprinkler control valve for commands or shutdown and reopening.

i) If the emergency involves a chemical spill or leak, see **HAZARDOUS MATERIALS/TOXIC SUBSTANCE SPILLS.**

TECHNOLOGICAL HAZARDS - HAZARDOUS MATERIALS/TOXIC SUBSTANCE SPILLS

City employees may be exposed to Hazardous Materials/Toxic Substance Spills in their normal day-to-day activities at their work facility or while traveling around the city. Transportation accidents involving chemicals and hazardous materials can occur at any time and develop into a major emergency complete with evacuation of residents. **NOTE: When an employee comes upon a transportation accident or suspects that a toxic substance spill is or has occurred, the employee will assume a defensive approach to the emergency.** Defensive actions should not be seen as "doing nothing;" a defensive approach is the most appropriate response to a hazardous materials incident for those employees who may be first on the scene.

Hazardous materials may be present at:

- Non-structural alarms
- Transportation incidents
- Residential and commercial occupancies

Hazardous materials may include:

- Chemicals
- Infectious agents
- Radioactive hazards

Chemicals may present more than one hazard.

- Example: flammable liquids may be toxic

To respond effectively, the employee must:

- Analyze the incident
- Plan your response
- Implement your actions
- Evaluate the effect of your actions

When a chemical leak or spill is detected, usually through its strong odor or gaseous cloud, corrective action must be taken immediately to insure the safety of personnel and to minimize damage.

a) Contact the 911 dispatch center, giving them as much information as possible. The 911 dispatch center will then notify the proper response personnel.

b) The employee will then notify all city personnel, if in a structural facility, by whatever means possible. Evacuation of the facility shall be according to the evacuation plan for fire.

c) If the employee is at an accident outside, the employee shall position himself upwind and at a safe distance away from the incident as to not expose him/herself to any danger. The employee must resist the temptation to provide help which may expose the employee to dangerous chemicals or toxic substances.

d) Isolation of the area is critical.

e) If possible:

- close supply and return lines to and from the area
- shut down the affected equipment and electrical power
- eliminate all spark or flame producing elements from the area.

f) All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.

g) Designate an individual to meet and direct the fire department's HazMat Response Team to the affected area.

h) Under no circumstances will a city employee enter an enclosed area when a suspected chemical spill has occurred until given the "ALL CLEAN" from the St. Lucie County Fire Department's HazMat Response Team.

i) Have qualified personnel repair the leak, check the repairs by testing the system, open all closed valves, and restart equipment, if applicable.

j) Commence cleanup procedures.

When a chemical leak or spill is detected, usually through its strong order or gaseous cloud, corrective actions must be taken immediately to insure the safety of personnel and to minimize damage.

a) Notify the Fire Department by dialing 911, do not hang-up unless instructed to.

b) Notify the Department Manager, who will notify the Emergency Management Coordinator.

c) The on-site supervisor will initiate an orderly evacuation of non-essential personnel and organize the proper emergency response team.

d) Isolation of the area is critical.

e) Put on all necessary Personal Protective Equipment.

f) Close supply and return lines to and from the leak area, respectively, and ventilate area.

g) Shut down the affected equipment and electrical power to the area, if necessary.

h) All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.

i) Designate an individual to meet and direct the fire department to the affected area.

j) Investigate and determine the cause of the leak/spill.

1. All emergency personnel entering area will utilize the proper chemical protection clothing and SCBA's/respirators.

2. Eliminate all spark or flame producing elements from the area.

k) Have qualified personnel repair leak.

l) Check repairs by testing the system: Open all closed valves and restart equipment, if applicable.

m) Commence clean up/neutralization procedures.

EMERGENCY EVACUATION PROCEDURES

1. All staff will leave their office, close (but not lock) their office doors behind them, follow the specific escape route diagrammed at the office exist and in this plan.

2. Leave the building by using the staircase, (Do **Not Use The Elevator**).

3. No one is to remain in the building.

4. When outside the building, all personnel will meet (at a predesignated location) and report to a predesignated Evacuation Leader.

5. The Evacuation Leader should appoint a designee when ever leaving the office.

6. If hazardous weather exists, everyone will meet (at an alternate location).

7. The Evacuation Leader will account for all personnel in the event of a building evacuation.

8. The Evacuation Leader will assign personnel to assist handicapped individuals to evacuate.

9. The Evacuation Leader will assign a Search Team to verify the office/facility has been evacuated.

10. The Evacuation Leader will notify emergency services personnel with the location of each handicapped person who was evacuated and any injured personnel.

11. **Do no re-enter the building until cleared by the Fire Marshall or Safety Officer.**

Department/Facility Evacuation Leader:_____

Search Team Members:_____

BUILDING EVACUATION PLAN

_____

Department

Draw in floor diagram denoting exits and stairs

1. Turn off all electrical equipment.
2. Close all doors and leave them unlocked.
3. Walk to the stairwell nearest the elevator, if applicable.
4. If fire or smoke is in the area, go to the nearest exit.
5. Exit building and walk to a distance at least 300' from building to your designated assembly area.
6. In case of inclement weather, proceed to alternate location.
7. Do not return to building/facility until 'All Clear' signal has been given.

If You Detect A Fire In Your Area, Sound The Alarm And Call 911.

(Post Coc

16.0 EMERGENCY ACTION PLAN

City's Peacetime Emergency Management Plan

The City's Peacetime Emergency Management Plan (EMP) was adopted by the city council into law under Ordinance 95-56, dated August 14, 1995. Contained in the EMP is a comprehensive plan which seeks to:

1. Mitigate the effects of a natural disaster.

2. Prepare for measures to be taken which will preserve life and minimize damage to property.

3. Respond during an emergency and provide necessary assistance to establish procedures for requesting aid from other municipal, county, state, and federal governments when necessary.

4. Establish a recovery system in order to return the community to its normal state of affairs.

Mission Statement

The Mission of the EMP is "to provide for the health, safety, and welfare of the general public in the event of a natural or technological disaster through the cooperative efforts of all city departments."

Concept of Operations

It is the responsibility of local government to undertake comprehensive emergency management in order to protect life and property from the effects of disastrous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the county and state governments. The St. Lucie County Department of Public Safety will then assume control. The Federal Government will provide assistance to the state where needed.

The plan is based upon the concept that the emergency functions for the various components involved in emergency operations will generally parallel their normal date-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions which do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the departments concerned.

Only those city departments performing essential functions will be required to remain on duty during the period of some emergencies. These determinations will be made

16.0 EMERGENCY ACTION PLAN

City's Peacetime Emergency Management Plan

The City's Peacetime Emergency Management Plan (EMP) was adopted by the city council into law under Ordinance 95-56, dated August 14, 1995. Contained in the EMP is a comprehensive plan which seeks to:

1. Mitigate the effects of a natural disaster.

2. Prepare for measures to be taken which will preserve life and minimize damage to property.

3. Respond during an emergency and provide necessary assistance to establish procedures for requesting aid from other municipal, county, state, and federal governments when necessary.

4. Establish a recovery system in order to return the community to its normal state of affairs.

Mission Statement

The Mission of the EMP is "to provide for the health, safety, and welfare of the general public in the event of a natural or technological disaster through the cooperative efforts of all city departments."

Concept of Operations

It is the responsibility of local government to undertake comprehensive emergency management in order to protect life and property from the effects of disastrous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the county and state governments. The St. Lucie County Department of Public Safety will then assume control. The Federal Government will provide assistance to the state where needed.

The plan is based upon the concept that the emergency functions for the various components involved in emergency operations will generally parallel their normal date-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions which do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the departments concerned.

Only those city departments performing essential functions will be required to remain on duty during the period of some emergencies. These determinations will be made

and announced by the City Manager or his designee, which, in most cases, will be the Emergency Management Coordinator.

All city departments, including those with functions declared non-essential to emergency operations, will secure their facilities, records, and equipment against possible loss or damage and take such action as is necessary to insure the safety of assigned personnel.

Operational Phases

Operational phases will be used to simplify and expedite emergency actions. Operational phases which apply to these actions are:

Phase I - Pre-emergency or preparatory activities
Phase II - Immediate emergency functions
Phase III - Post-emergency recovery and cleanup

NOTE: Refer to the EMP for the individual steps and actions to be taken with each step.

Departmental Emergency Management Plans

All city departments will develop their individual Emergency Management Plans, which will include a 150 hour Hurricane Preparedness and Response Plan prior to hurricane season, which starts June 1.

The Emergency Management Coordinator shall develop an informational and weather warning dissemination system for all elected officials, city management personnel, and others who need to have this information to activate pre-planned activities.

16.0 EMERGENCY ACTION PLAN

Research indicates that less than 50 percent of U.S. organizations hit by a disaster recover fully; and, as a public entity, it is vital that our recovery be swift and immediate.

No entity is immune from disaster, and emergencies can arise at any time and from many causes, both from natural hazards and technological hazards; but the potential loss is the same - people and property.

An emergency refers to an event of catastrophic nature which adversely affects the entire entity and has possible consequences for persons or property within the city. The city is vulnerable to several natural hazards and technological hazards. Its location on the east coast of Florida exposes the city to the stronger type hurricanes that originate off the coast of Africa. Three (3) main north-south transportation routes run through our city. The Florida East Coast Railroad also exposes our city to the hazards of rail disasters. The city's location in proximity to the St. Lucie Nuclear Power Plant places most of the city in the ten (10) mile "burn zone" of the plant.

The city also is located in a geographical area that has been recognized as one of the fastest growing areas in Florida.

SCOPE

This Emergency Action Plan applies to all departments and employees within the city and covers those designated actions the city and employees will take to ensure employee safety during an emergency stated within this action plan.

The plan is in compliance with 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention Plans.

PURPOSE

To assure that potential on-site emergencies are recognized and that preparedness plans are formulated and exercised to assure a coordinated response and recovery to minimize the impact of those emergencies to the community, environment, city employees, and city property.

PRE-PLANNING

Pre-planning will be conducted for emergencies that can adversely affect the city. The items that will be included in the pre-planning are:

a) Natural Disasters
   1. Hurricanes and Tropical Storms
   2. Tornadoes
   3. Floods

b) Technological Hazards
   1. Nuclear Power Plant Incident
   2. Structural Fire and Explosion
   3. Hazardous Materials/Toxic Substance Spills

a) National Security Emergencies
   1. Terrorism/Bomb Threats
   2. Chemical & Biological Warfare

EMERGENCY NOTIFICATION PROCEDURES

The Emergency Management Coordinator is required to establish, maintain, and participate in a 24 hour, 7 days per week emergency notification and response capability.

Non-Operating Hours

During non-operating hours, employees who become a first responder upon an emergency (fire, accident, toxic substance spill, etc.) shall notify the appropriate public agency (police and/or fire department) via 911 of the emergency.

The employee shall tell the 911 operator the following:

- The location of the emergency situation (address, floor and room number, city or town, nearest cross street, and helpful landmarks).
- Your name and telephone number.
- What happened.
- How many people need help.
- What is being done to assist them.

NOTE: Always let the person on the other end of the line hang up first!

A "Standard Operating Procedure" for notification of city personnel that need to be aware of the emergency will be on file at the 911 dispatch center located at the St. Lucie County Emergency Operations Center on Rock Road. Those management personnel notified by the 911 dispatch center shall respond and promptly report to the location of the emergency and initiate the following:

1. Contact the appropriate personnel needed to handle the emergency:
   City Manager.
   Emergency Management Coordinator.
   Public Works, Building Maintenance.

2. Initiate the portions of the Emergency Action Plan appropriate to handle the emergency in progress. Refer to the Notification Telephone List, which shall be available to all department heads, city management, and other personnel, as required.

EMERGENCY MANAGEMENT COORDINATOR

The city's Emergency Management Coordinator's duties, in the event of an emergency, will be:

a) Coordinates the city's mitigation efforts, preparedness, response and recovery activities for recognized natural and technological disasters.

b) Reports directly to the City Manager.

c) Coordinates activities in the city's Emergency Operations Center.

d) Coordinates activities of the city with:
   1. St. Lucie County Emergency Operations Center.
   2. Law enforcement personnel.
   3. City departments involved in response and recovery.
   4. Damage assessment teams for city owned facilities.

e) Coordinates activities of the city with outside agencies such as:

   1. Police and Fire Departments.
   2. Medical Services.
   3. Contractors.
   4. State Agencies (State Emergency Response Teams - SERT).
   5. Federal Agencies (FEMA, National Guard, etc.).
   6. Red Cross, Salvation Army, etc.

f) Coordinates the activities of the city's personnel in times of emergencies such as:

   1. Evacuation of city facilities.
   2. Shut-down of city facilities.

g) Maintains a record of the activities prior to, during, and after a declared emergency.

h) Notifies Administrative Services.

NATURAL DISASTERS

HURRICANES AND TROPICAL STORMS

Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 miles per hour (mph) and may gust over 200 mph. The spiral clouds may cover an area several hundred miles in diameter. The spirals are heavy cloud bands from which torrential rains fall and tornado activity may be generated. The eye of the hurricane is deceptively calm and almost free of clouds with light winds and warm temperatures. Beyond the eye, counterclockwise winds bring destruction and death to coastlines and islands in their erratic path.

The hurricane season in the State of Florida is from June 1 until November 30. The months of September and October have the highest incidence of hurricane landfall for our city.

Saffir/Simpson Scale

The National Weather Service rates hurricanes on the basis of wind speed and intensity using the Saffir/Simpson Scale or Category 1 being the weakest and Category 5 the strongest:

SCALE NUMBER	WINDS MPH	STORM TIDE (FEET)	DAMAGE
1	74 - 95	4 - 5	Minimal
2	96 - 110	5 - 7	Moderate
3	111 - 130	7 - 10	Extensive
4	131 - 155	9 - 13	Extreme
5	155+	15+	Catastrophic

Hurricane Watch

Issued by the National Hurricane Center when a hurricane threatens, the watch covers specified areas and time period. A hurricane watch indicates hurricane conditions are possible, meaning hurricane force winds of at least 74 mph, usually within 24-36 hours, but it does not mean they will happen. When a watch is issued, listen for advisories and be prepared to take action if advised to do so.

Hurricane Warning

A warning is issued by the National Hurricane Center 24 hours before hurricane conditions (winds greater than 74 mph) are expected. If the hurricane path changes quickly, the warning may be issued 10-18 hours, or less, before the storm makes

landfall. A warning will also identify where dangerously high water and waves are forecast even though winds may be less than hurricane force.

Tropical Storms

Tropical Storms - an area of low pressure with a definite eye and counterclockwise winds of 39-74 mph. A tropical storm may strengthen to hurricane force in a short period of time.

Tropical Storm Watches and Warnings are issued by the National Hurricane Center for specific areas that a tropical storm poses a possible threat to coastal areas generally within 36 hours of landfall.

TORNADOES

Tornadoes are relatively short-lived local storms. They are composed of violently rotating columns of air that descend in the familiar funnel shape from thunderstorm cloud systems. The weather conditions that tend to generate tornadoes are unseasonably warm and humid earth surface air, cold air at middle atmospheric levels, and strong upper-level jet stream winds. Tornadoes can occur anywhere in the State of Florida with an average of one to three sightings per year in our area. The greatest frequency of tornadoes occur in April, May, and June.

Tornadoes develop during severe thunderstorms and hurricanes. While not all thunderstorms and hurricanes create tornadoes, the potential is there. During violent weather, all employees are to keep tuned to a local television or radio station for tornado reports. If a tornado is sited, call 911 and give the location of the tornado and direction of travel.

Emergency Response

In the State of Florida, tornado shelters are not possible. When a tornado is approaching an employee's work station, plan to find shelter under heavy furniture or mattresses near an inside wall of your house on the ground floor. Get under solid furniture or cover yourself with mattresses pulled of the beds.

Tornado Watch

A tornado watch indicates that conditions are right for a tornado to develop and that the sky should be watched.

Tornado Warnings

Tornado warnings are issued when a tornado has been sighted in the area or is spotted on the radar. Warnings will give the location of the tornado and the area immediately affected by the warning.

NATURAL DISASTERS

DEFINITIONS:

Tropical Depression: A disturbance that has developed a rotary circulation at the surface and a constant wind speed of 38 mph or less.

Tropical Storm: Distinct rotary circulation with a constant wind speed ranging from 39 to 73 mph.

Tornado: A wind spout spawned by severe thunderstorms or hurricanes. Winds within the spout may approach 300 mph, with a ground speed of 35 mph.

Hurricane: Pronounced rotary circulation, constant wind speed of 74 mph or more. The National Weather Service rates hurricanes on the basis of wind speed and intensity, using the Saffir-Simpson Scale of Category 1 being the weakest and Category 5 the strongest.

1. Category 1: Maximum winds of 74 to 95 mph
2. Category 2: Maximum winds of 96 to 110 mph
3. Category 3: Maximum winds of 111 to 130 mph
4. Category 4: Maximum winds of 131 to 155 mph
5. Category 5: Maximum winds of greater than 155 mph

Hurricane season starts June 1st and ends on November 30th, but can theoretically strike at any time. The following terms are useful in preparing for a hurricane:

1. Tropical Storm Watch: An announcement for specific areas that a tropical storm poses a possible threat to coastal areas generally within 36 hours.

2. Hurricane Watch: An announcement issued when there is a threat of hurricane conditions within 24 to 36 hours.

3. Hurricane Warning: Issued when hurricane conditions, winds stronger than 73 mph, are expected in 24 hours or less.

4. Tornado Warning: Issued when a tornado has been sighted in the area.

HURRICANES, TORNADOES, AND FLOODING:

a) At the start of hurricane season, the Emergency Management Coordinator will begin tracking tropical activities as announced by the Miami Hurricane Center/National Weather Service. When a disturbance is upgraded to a Tropical Depression, a computer generated map will be issued to Department Managers for their information.

b) When a **Tropical Storm Watch** Advisory is issued, the following will be initiated:

   1. The Department Manager will organize an emergency action team made up of division heads, safety committee personnel, maintenance personnel, etc.

2. A premises inspection will be conducted for any loose items, unsecured windows/doors, latches, dead tree limbs, etc.

3. All fuel tanks will be topped off.

4. Exposed electrical panels will be covered and protected from the rain.

c) When a **Hurricane Watch Advisory** is issued for a **Category 2 or lower**, the following will be initiated:

1. The Department Manager will start emergency procedures for securing area with a reasonable cut-off time, in order to give ample time for the employees to prepare their families and homes for the potential hurricane.

2. Windows and openings will be covered with plywood or hurricane shutters.

3. Equipment near the water edge will be moved away from the edge and/or moved inland.

4. Trucks and trailers should be parked as close together as possible and with their rear doors closed to avoid being overturned by high winds.

d) If the hurricane is upgraded to a **Category 3 or higher,** with imminent flooding, the following will be initiated:

1. Designated personnel will report into the Emergency Operations Center.

2. As many trucks and/or trailers as possible will be brought inland to staging area.

3. All forklifts and other equipment will be placed in a secured building, if possible.

4. Fire extinguisher's and sprinkler valves will be secured.

5. Important tools, equipment, machinery, etc., will be moved to higher elevations.

6. **Section Fires and Explosions** will be reviewed, for additional information.

7. Two sets of current computer back-up tapes will be made and all original network programs will be sent off-site.

8. Disconnect all computer equipment and data machines, cover with plastic and place elevated in a secured windowless room.

e) If a **Tornado Warning** is issued, the Emergency Management Coordinator will notify all departments and the Department Manager will:

1. Assemble an Action Team, equipped with two-way radios, to watch for the formation of funnel clouds.

2. If funnel clouds are reported, the Department Manager will initiate an orderly evacuation of personnel.

3. NOTE: There is usually little time to prepare for an approaching tornado.

NATURAL DISASTER RESTORATION:

a) An immediate damage assessment should be made by all Department Managers and reported to the Emergency Management Coordinator.

b) The Emergency Management Coordinator and/or Department Manager will organize Emergency Action Teams and Salvage Crews, to assist in repairs and restoration.

c) If the electrical power is out, the Emergency Management Coordinator will maintain contact with FPL and determine the length of the power outage. If the outage will last several days, arrangements for the delivery and hook-up of emergency generators will be made.

d) All employees will be recalled as soon as possible to assist in the repair and restoration of services.

e) Temporary repairs will be made on structures to minimize rain damage.

f) FPL will be contacted to handle downed electrical lines.

g) Roof drains will be cleared of debris to prevent water from ponding and causing the roof to collapse.

h) Emergency Action Teams and Salvage Crews will be cautioned to avoid live wires.

i) Federal and State agencies will be contacted by the Emergency Management Coordinator.

j) Tri-City Risk Management Self-Insured Fund personnel will be contacted immediately by the Risk Management Department.

BOMB THREATS:

Although many bomb threats turn out to be hoaxes, the small percentage that are not, could have disastrous results. Therefore, all bomb threats received, will be taken seriously and handled in the following manner:

a) The receiver of the bomb threat should obtain as much information as possible from the caller, keep the caller on the line as long as possible and inform the caller that many innocent people may be injured. See **Bomb Threat Caller Checklist**.

b) The Emergency Management/Coordinator will notify the police and fire department.

c) The Department Manager will initiate an orderly evacuation of the area. See **Bomb Threat Search and Evacuation.**

d) All unnecessary traffic should be routed away from the premises to ensure the outside emergency vehicles have access.

e) Designate an individual to meet and direct the police and/or fire department to the Incident Command Center.

f) Resume normal operations after an 'All Clear' is given by the police bomb disposal unit.

BOMB THREAT SEARCH AND EVACUATION:

The evacuation procedure for a bomb threat is slightly different than the evacuation procedure for other emergencies.

1. Personnel will look around the office area for anything looking abnormal.

2. If anything is found, **DO NOT TOUCH IT**. Report immediately what has been found to the Evacuation Leader and its location.

3. Once you have observed your office and the surrounding area, proceed in the same manner as a fire drill except:

   a) Doors should be left as they are
   b) Leave all lights on
   c) Leave all electrical and computer equipment in the same mode as when the evacuation was announced
   d) Take purses, coats, and personal belongings with you
   e) Do not open any recently delivered parcels

BOMB THREAT CALLER CHECKLIST:

All personnel, especially the switchboard operators will be instructed in what to do if a bomb threat is received.

1. Remain calm, it could result in obtaining additional information. The caller could be your best source of information about the bomb.

2. Keep the caller on the line as long as possible, asking him or her to repeat the message. Record every word.

3. If not already provided, ask the caller the time of possible detonation and location of the bomb.

4. Let the caller know that the building is occupied and detonation could result in death of innocent people.

5. Pay particular attention to background noises which may give a clue to caller location.

6. Listen closely to the voice (Male/Female), voice quality (calm/excited), accents, any speech impediments. Did the call sound technical regarding explosives.

NATIONAL SECURITY EMERGENCIES

TERRORISM AND/OR BOMB THREATS

Terrorism is the systematic use of violence to achieve a political goal. While the methods of terrorists may vary, the intent is to create intense fear and to force someone into taking a course of action.

Terrorism actually is a form of warfare conducted by individuals or small groups who seek political change through intimidation. In this kind of war, the terrorists do not have sufficient strength to fight on a battlefield or even to sustain a guerrilla war against the opposing forces. Instead, terrorists usually threaten or attack government facilities, businesses, and even ordinary citizens of the target countries.

Terrorist tactics are often designed to obtain maximum news coverage to publicize their demands and to magnify the nature of the threat if their demands are not met. The terrorists intend to create so much anxiety and fear that the citizens will insist that their leaders meet the terrorist demands. To create this climate of fear, terrorists attack the most vulnerable people while trying to conceal their own identities.

During the last 20 years, terrorist attacks on U.S. citizens and businesses abroad and within borders of the U.S. have become too common. Most of these situations have been individual kidnapping, assassinations, or bombings in various parts of the world. The terrorists who conduct these attacks usually are attempting to force a change in U.S. policy or to fight U.S. influence abroad. While the U.S. and other countries have tried to counter terrorist, they are difficult to find and are sometimes protected by other countries. As a result, the U.S. is vulnerable to terrorism and could be the target of widespread coordinated terrorist attacks.

However, terrorist attacks in the form of bomb threats and actual bombings may come from U.S. citizens dissatisfied with the government in any form, from the federal government down to the local level - city government. Bomb threats are by far the most often used weapon to create panic.

Bomb Threats

Although many bomb threats turn to be hoaxes, the small percentage that are not could have disastrous results. Therefore, all bomb threats received will be taken seriously and handled in the following manner:

a) The receiver of the bomb threat should obtain as much information as possible from the caller, keep the caller on the line as long as possible, and inform the caller that many innocent people may be injured. (See Bomb Threat Caller Checklist.)

b) The employee receiving the bomb threat shall immediately contact 911.

c) The employees will initiate an orderly evacuation of the building and area. (See Bomb Threat Search and Evacuation.)

d) All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.

e) Designate an individual to meet and direct the police and/or fire department to the incident command location.

f) Resume normal operations after an "all clear" is given by the police bomb disposal unit.

Bomb Threat Search and Evacuation

The evacuation procedure for a bomb threat is slightly different than the evacuation procedure for other emergencies.

1. Personnel will look around the office area for anything looking abnormal.

2. If anything is found, **DO NOT TOUCH IT!** Report immediately what has been found and its location.

3. Once you have observed your office and the surrounding area, proceed in the same manner as a fire drill, except:

   - Doors should be left as they are
   - Leave all lights on
   - Leave all electrical and computer equipment in the same mode as when the evacuation was announced
   - Take purses, coats, and personal belongings with you
   - Do not open any recently delivered parcels

Bomb Threat Caller Checklist

All personnel, especially those employees that may be in a position to receive bomb threats, will be instructed in what to do if a bomb threat is received.

1. Remain calm, it could result in obtaining additional information. The caller could be your best source of information about the bomb.

2. Keep the caller on the line as long as possible, asking him or her to repeat the message. Record every word.

3. If not already provided, ask the caller the time of possible detonation and location of the bomb.

4. Let the caller know that the building is occupied and detonation could result in the death of innocent people.

5. Pay particular attention to background noises which may give a clue to caller location.

6. Listen closely to the voice (male/female), voice quality (calm/excited), accents, any speech impediments. Did the caller sound technical regarding explosives.

7. Immediately after the caller hangs up, report the threat to 911 and to your supervisor.

8. Initiate immediate evacuation procedures.

TECHNOLOGICAL HAZARDS - NUCLEAR POWER PLANT INCIDENT

The city is identified as an **"AT RISK CITY"** because of Florida Power and Light's (FPL) St. Lucie Nuclear Power Plant on Hutchinson Island.

Threat of an incident at the St. Lucie plant that would threaten the safety of local residents is extremely remote. The fact that there are approximately 70,000 people living within a 10 mile radius of the plant is why a detailed Peacetime Radiological Emergency Plan exists. Periodically, FPL sends a pamphlet to every household within the 10 mile "burn zone" explaining the plants operation, evacuation of schools, emergency classifications, and methods of dissemination of information.

Location of Plant

The plant site is operated by FPL and is located on the Atlantic Ocean in St. Lucie County. The site is located on Hutchinson Island approximately 9 miles southeast of the City of Fort Pierce and approximately 5.5 miles due north of the Martin/St. Lucie County line. Approximately half of the City of Port St. Lucie is located within the 10 mile "burn zone." If you strike a radius from the plant scaled to 10 miles, the 10 mile limit would extend to the intersection of Savage/Port St. Lucie Boulevard, just east of the Mets Stadium, etc. The City Hall Complex, including the Public Works Complex, Utilities, and Parks and Recreation Departments, are all within the 10 mile zone. Therefore, all city employees shall make themselves aware of their location and of the Emergency Management Plan concerning evacuation and protection procedures.

Emergency Classifications

Unusual Event - is the most minor event and is declared for any number of incidents at the plant, such as an injured worker, a failure of communications systems, or severe weather. Nuclear Regulatory Commission (NRC) regulations require local governments to be notified. No further action is required of the city.

Alert - is minor incident that may affect reactor safety at the plant. There is a possibility of release of a small amount of radioactive material. No further action is required of the city.

Site Area Emergency - is a serious incident in which there may be a fire in a safety system or a loss of reactor coolant through a major leak. Release of radiological material may be occurring and sirens will be sounded. The county's Emergency Operations Center will be partially activated and will issue information to the various governmental and private agencies. This information, in turn, will be disseminated to all department heads by the Emergency Management Coordinator or other city personnel. The coordinator will relay instructions to all city departments to recall all employees to their base of operation, if necessary. Safety precautions for the city

employees and the public may or may not be needed, depending on the condition of the nuclear power plant.

General Emergency - is a serious condition at the nuclear power plant in which releases of radioactive isotopes may already be occurring and sirens will continue to operate. The Emergency Management Coordinator will relay safety instructions to all department heads via any means available in order to commence an immediate evacuation of all personnel, per the Peacetime Emergency Management Plan.

NUCLEAR POWER PLANT INCIDENT:

The city is identified as an "AT RISK CITY" because of FPL's St. Lucie Nuclear Power Plant on Hutchinson Island.

Threat of an incident at the St. Lucie Plant, that would threaten the safety of local residents is extremely remote. The fact that there are approximately 70,000 people living within a 10 mile radius of the plant is why a detailed Peace Time Radiological Emergency Plan exists.

DEFINITIONS

St. Lucie Plant: Units 1 and 2, 827 and 837 megawatt electric nuclear power plants, respectively, utilize Combustion Engineering pressurized water reactors. The plant site is operated by Florida Power and Light Company and is located on the Atlantic Ocean in St. Lucie City. The site is located on Hutchinson Island approximately 9 miles southeast of the City of Fort Pierce, and approximately 5.5 miles due north of the Martin and St. Lucie counties' boundary lines; which are within the 10 mile plume exposure pathway Emergency Planning Zone (EPZ).

Radioactivity: Radiation exists as a natural part of the environment and is also present on earth as a product of nuclear reactor and medical equipment. Unstable atoms or radioactive atoms of matter, try to achieve stability by releasing energy (radioactivity). Depending on the type of radiation (alpha, beta, gamma), different precautions have to be taken to protect against it.

There are four (4) classifications of emergencies at nuclear power plants:

1. First Classification: An **Unusual Event** is the most minor event and is declared for any number of incidents at the plant, such as an injured worker, a failure of communications systems, or severe weather. Nuclear Regulatory Commission (NCR) regulations require local governments to be notified. No further action required of the city.

2. Second Classification: An **Alert** is a minor incident that may affect reactor safety at the plant. There is a possibility of release of a small amount of radioactive material. No further action required of the city.

3. Third Classification: A **Site Area Emergency** is a serious incident in which there may be a fire in a safety system or a loss of reactor coolant through a major leak. Release of radiological material may be occurring and sirens will be sounded.

   Emergency Management Coordinator will relay instructions to all Department Mangers to recall all employees to their base of operation, if necessary. Safety precautions for the city employees and the public may or may not be needed, depending on the condition of the nuclear power plant.

4. Fourth Classification: A **General Emergency** is a serious condition at the nuclear power plant in which releases of radioactive isotopes may already be occurring and sirens will continue to operate.

Emergency Management Coordinator will relay safety instructions to all department heads via E-mail and telephone, in order to commence an immediate evacuation of all personnel, per the Peace Time Radiological Emergency Plan.

INCIDENT COMMAND CENTER:

a) The Incident Command Center must be secure enough to withstand a Category 5 Hurricane.

b) The Command Center will be staffed by the Emergency Management Coordinator, Department designees (Division Managers) and additional staff as necessary.

c) The Command Center will be equipped with the following:

1. Emergency Action Plan
2. Office desks, chairs, and telephones
3. Radio base station
4. Television and radio
5. Hurricane tracking map and local street maps
6. Plant layout showing evacuation routes, sprinkler shut-off valves, fire hydrants, fire extinguishers, compressors, important utilities and hazardous locations
7. An **Emergency Telephone Number List**

d) Access to the Emergency Command Center will be limited to designated staff members only. Separate areas will be set-up in which to brief media and employees periodically.

e) Emergency Equipment and Supplies