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*Amend
signed - 8-12-09*

ORDINANCE 89-135

AN ORDINANCE ADOPTING THE EMPLOYEE SAFETY MANUAL FOR THE CITY OF PORT ST. LUCIE; PROVIDING FOR AN AMENDMENT TO THE PERSONNEL RULES AND REGULATIONS FOR THE CITY OF PORT ST. LUCIE BY REFERRING TO THE EMPLOYEE SAFETY MANUAL; PROVIDING AN EFFECTIVE DATE.

THE CITY OF PORT ST. LUCIE HEREBY ORDAINS:

Section 1. Pursuant to Section 10.03, Port St. Lucie City Charter, the City Council hereby adopts and approves the Employee Safety Manual as an addition and amendment to the personnel rules previously adopted and approved by City of Port St. Lucie Ordinance 87-37, as amended. A copy of the Employee Safety Manual hereby approved is attached hereto and incorporated herein as Exhibit "A".

Section 2. That the City of Port St. Lucie Personnel Rules and Regulations, as adopted by Ordinance 87-37, as amended, are further amended by adding a section to be numbered 16.07, which said section reads as follows:

16.07 The Employee Safety Manual, approved and adopted by the City Council of the City of Port St. Lucie, shall be considered as a part of these Personnel Rules and Regulations and compliance with the Employee Safety Manual by all City employees shall be required as though the Employee Safety Manual was set forth in its entirety herein.

Section 3. This Ordinance shall become effective ten (10) days after its final adoption.

*cc: Personnel
Finance
File
Code Co. 1*

ORDINANCE 89-135

PASSED AND APPROVED by the City Council of the City of Port
St. Lucie, Florida, this 11th day of December, 1989.

CITY COUNCIL
CITY OF PORT ST. LUCIE

BY: William B. McChesney
William B. McChesney, Mayor

ATTEST:

Sandra K. Johnson
Sandra K. Johnson, City Clerk

APPROVED AS TO FORM:

Roger G. Orr
Roger G. Orr, City Attorney

EMPLOYEE SAFETY MANUAL
DRAFT

MANAGER	<u>1</u>	POLICE	_____
COUNCIL	<u>oic</u>	BUILDING	_____
PRESS	<u>1</u>	FINANCE	_____
CLERK	<u>Org</u>	RECREATION	_____
BOOK	<u>1</u>	PARKS	_____
ATTORNEY	<u>1</u>	PERSONNEL	_____
ENGINEER	_____	PURCHASING	_____
PLANNER	_____	PUBLIC WORKS	_____
DATA MANAGER	_____	PL I	_____

I N D E X

RESPONSIBILITIES.....	PAGES	1-3
HOW TO MANAGE AN UNSAFE CONDITION.....	PAGES	3-4
DRIVING RULES & REGULATIONS.....	PAGES	4-5
GENERAL.....	PAGE	6
PROCEDURE FOR REPORTING ACCIDENTS AND/OR BREAKDOWN OF CITY VEHICLES.....	PAGE	7
SAFETY EQUIPMENT.....	PAGES	7-8
TRAINING.....	PAGE	8
USE OF HARD HATS.....	PAGE	8-9
ACCIDENT, INJURY AND INCIDENT REPORTING ON-THE-JOB INJURY PROCEDURES.....	PAGES	9-11
OPERATIONS IN THE PUBLIC WAY.....	PAGES	12-13
OFFICE SAFETY.....	PAGES	13-14
LADDERS AND SCAFFOLDING.....	PAGES	14-15
SPECIFIC PROHIBITED ACTIONS.....	PAGES	15-16
SAFETY REVIEW BOARD.....	PAGE	17

RESPONSIBILITIES

Safety Coordinator

The Safety Coordinator is responsible for the development, organization, coordination and implementation of safety programs and safety education. Responsibilities also include work-site inspections, hazard reduction and/or elimination and accident/injury investigation, reporting and management. Other assignments and responsibilities related to disaster response and risk management complete the role of the Safety Coordinator.

The Safety Coordinator will advise the mayor/city manager as well as Department Administrators, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control. The Safety Coordinator will not fulfill obligations of administrators or supervisors relative to providing safe work environments, necessary equipment, training as well as inspections in the interest of accident prevention.

DEPARTMENT HEAD

The Department Head is responsible for fulfillment of departmental goals and objectives as well as health and welfare of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety which becomes the responsibility of the respective administrator. It is normal practice for supervisors to be delegated the authority to carry out safety policy in his or her department but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

SUPERVISOR

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority.

Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records be complete and accurate and that all accidents be fully reported. The principal duties of supervisors in discharging responsibilities for safety are as follows:

- A. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
- B. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
- C. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
- D. Provide employees with complete safety instructions regarding their duties prior to the employees' actually starting to work.
- E. Conduct regular safety checks, including a careful examination of all new and relocated equipment before it is placed in operation.
- F. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- G. Continuously inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions.
- H. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
- I. Provide safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendation of the Safety Coordinator.
- J. Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
- K. Give full support to all safety procedures, activities and programs.

NOTE; If the personnel situation within a department does not allow supervisors to perform these tasks, the Department Head is responsible.

EMPLOYEE

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

- A. Using the safety equipment which has been provided for use in performing daily work assignments.
- B. Wearing the prescribed uniform and safety shoes as required.
- C. Not operating equipment for which training or orientation has not been received.
- D. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- E. Reporting defective equipment immediately to a supervisor.
- F. Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout the City. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signals.
- G. Reporting of all injuries and accidents regardless of severity.
- H. Protection of unsafe conditions resulting from City work that could present a hazard to the public.
- I. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

HOW TO MANAGE AN UNSAFE CONDITION

Often, the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable and over-reactionary. This is generally due to the failure to apply the alternative methods to determine a solution that is both timely and cost-effective for the situation. The following options are listed in order of their effectiveness:

After identifying the problem:

1. Eliminating the hazard by removal of the machine, method, material or structure.
2. Providing control of the hazard by enclosing or guarding the point of hazard at the source.
3. Training personnel on what to do when confronted with a hazardous condition and providing safe avoidance procedures.
4. Providing and ensuring the use of personal protective equipment to shield employees from the hazard.

The most effective way to avoid hazardous conditions is to engineer them out of the job. This can often be accomplished by job planning and the assistance of the Safety Coordinator in the early stages of program planning, equipment specification-writing and site inspection.

At no time should protective devices or safety practices be set aside to get done "sooner" or "cheaper." The price paid for such indiscretion may greatly outweigh the gain anticipated by this action.

DRIVING RULES AND REGULATIONS

All drivers and passengers of City vehicles, and those using their personal vehicles in pursuit of municipal business, will comply with all applicable laws of the state as well as any additional regulations of the City. Emergency vehicles under pressing emergency situations are exempted from the usual motor vehicle laws and rules but are required to exercise due caution and care in travel.

PARKING

1. City vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency blinkers will be turned on.
2. No City vehicle is to be left unattended with ignition key left in the ignition.
3. All City vehicles should be locked when not in use.
4. Employees who occupy a metered parking place will pay the meter for the duration of the stay.
5. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, underinflated tires, or any other condition which may create an unsafe situation.
6. Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to insure that appropriate action is taken to correct the problem.

EQUIPMENT

1. Safety belts will be worn at all times by all drivers.
2. Vehicles with movable windshields are to have these windshields in the "up" position while in operation.
3. Portable or detachable doors may not be removed from vehicles unless:
 - a. It is a necessity in order to perform the job.
 - b. Mirrors remain usable when the doors are off.Similarly, vehicle doors are not to be tied open.
4. Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent.

5. Drivers will insure that the windows, headlights, taillights and windshield wipers are clean and operational at all times.
6. Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, red flags will be attached to the outward corners of the gate.
7. In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his vehicle before he operates it.
8. If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will insure that the load is secure on the truck and that overhangs are properly marked in accordance with applicable state and local laws.

SPECIAL EQUIPMENT

1. Special equipment such as tractors, hi-lifts, high rangers, graders, plows, cranes, or any unit which has special devices added for specific types of work will require formal instruction 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 Safety Department for each trainee.
2. Passengers will ride only in seats so designed for passengers on special equipment.
3. Operators will always look around and have a person guiding them when backing. (Guide required for in-street work.)
4. Construction-type equipment will travel at less than 20 MPH without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when driving down the street. 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 listed on the Driver Authorization card will result in disciplinary action.

GENERAL

1. Backing up vehicles without a clear view of the area back of the rear end will be done only with the assistance of a guide. If a second person is in the vehicle, he will get out and guide the vehicle back using the appropriate hand signal and voice signal. If the driver is alone, he will get out of the vehicle and inspect the area behind before backing. Again, strict caution is to be observed.
2. Riding on the sides, tool boxes, tailgates or roof of any truck is prohibited. Further, standing in the back of any truck (except fire equipment) is not permitted. Riders will be seated only in the intended area.
3. Drivers will carry their State driver's license at all times when operating motor vehicles. Suspension or loss of driving privileges may result in reclassification until such time as driving privileges are reinstated or a temporary restricted permit is issued.
4. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor who will in turn advise the applicable state agency of this fact. Failure of any employee to report a change in license status will result in disciplinary action.
5. Riding on running boards of trucks (except fire equipment) is strictly prohibited.
6. Except in authorized police emergencies, posted speed limits will be strictly adhered to.
7. Drivers will direct their full attention to driving only. Inspections of streets, trees, signs, etc. will be made by a second person other than the driver.
8. During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on.
9. All drivers will receive periodic review of their in-car driving ability. Also, periodic training exercises will be run in special driving skills.
10. Consumption of alcoholic beverages or narcotics immediately prior to the operation of a vehicle is strictly prohibited.
11. Trailers are to be fastened securely to hitches. Safety pins in pintle locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
12. All items to be transported either in a truck or trailer, which may move around during transport, will be secured.
13. No more than three (3) persons will ride in the front seat of any vehicle. Where only two single seats exist, there is to be only one rider per seat.

These rules may be updated periodically and may be amended as necessary.

PROCEDURES FOR REPORTING ACCIDENTS AND/OR BREAKDOWN OF CITY VEHICLES

In the event an operator of a City vehicle is involved in an accident, regardless of the severity, the City Police Department should be called to the scene and required to prepare a report. If the accident involves a City police vehicle, a law enforcement agency other than the Port St. Lucie Police Department should be contacted when possible. If the accident should take place in another jurisdiction, the Police Department of that jurisdiction should be contacted. The operator of the City vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

If a City vehicle is disabled as the result of an accident, or if a City vehicle breaks down and becomes inoperable, the responsible Supervisor or Department Head is to be notified. Should the vehicle need to be towed, the towing contractor should be contacted to retrieve the vehicle and return it to the City garage.

Operators of City vehicles should be sure that whenever a serious incident occurs, whether a breakdown, traffic accident or vandalism, the Safety Coordinator should be immediately notified.

Under no circumstances are drivers of City vehicles or equipment to admit liability for accidents.

SAFETY EQUIPMENT

It is the City's intent to provide all necessary personal protective equipment required in performing routine operations. Those items include, but are not limited to:

- Safety Shoes
- Rain Gear
- Gloves
- Boots
- Protective Headgear
- Goggles
- Hearing Protection
- Visibility Vests
- Gas Monitoring Devices
- Welding Clothing and Shields
- Breathing Apparatus
- Special Application Tools
- Protective Clothing
- Life Preservers

Requests for equipment not immediately available should be directed to the responsible Supervisor or Department Head. Failure to use available and required personal protective equipment is the employee's responsibility and ignoring this requirement will not be tolerated.

ADDITIONAL SAFETY EQUIPMENT

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning signs, warning lights and many other specialty items. Consult with a supervisor or the City's Safety Director for more information.

TRAINING

Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do his job safely and efficiently. This training shall include:

1. Orientation to departmental and overall municipal safety and health rules.
2. Procedure for reporting on-the-job injuries.
3. Procedures for processing hospital/medical bills related to job-related injuries.
4. Workers' Compensation claims process.
5. Requirements for use of vehicles, and
6. Reporting of unsafe conditions.

In addition, specialized training must be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as to prolong its usable life and to prevent accidents.

All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

USE OF HARD HATS

Hard hats will be worn by City personnel when involved in the following situations:

1. Present, for any reason, on construction sites where hard hat signs are posted.
2. All water, sewer, street and construction operations where work is being done with lifting equipment; underground level where personnel are working above other workers; or where other potential of head injury exists.
3. All forestry operations.
4. Park Department operations similar to that of #2 above.
5. Any task by any City employee where a potential for head injury exists.

6. In locations damaged by disaster, fire, flood or other cause which could result in structural damage or falling material.
7. Persons working near high-voltage electrical hazards and
8. All supervisors involved in the above-types of work.

ACCIDENT, INJURY AND INCIDENT REPORTING

In the event of accident or injury to a City employee, injury to a citizen by City operations, or damage to property related to City operations, the Safety Coordinator will be notified immediately. This includes any fatalities occurring on City property whether an employee or not. This rapid notification is vital to the proper management of the incident as well as to cause the necessary procedural steps to be taken.

The Safety Coordinator is responsible for proper handling of the details of such cases. This requires those involved to remain calm and in control of the situation, to make the necessary requests for emergency assistance and to collect vital information so that effective case management can take place.

ON-THE-JOB INJURY PROCEDURES

The following procedures apply to all employees, both full and part-time.

In addition to these procedures, there are special provisions which pertain to police and fire personnel.

PROCEDURES-TIME OF INJURY

Report the injury to your supervisor, Department Head or the Safety Coordinator immediately. Failure to report immediately may result in loss of the benefits to which you may be entitled. If the injury is serious, request ambulance assistance by calling 911, or the standard, applicable emergency phone number.

LOST TIME

If you find you will be off work beyond the day the injury occurred, your injury is considered a "lost-time injury." You are only permitted to be off work on a job-related injury if a doctor has certified your time off prior to the taking of the time. This certification of time off may be subject to concurrence by a physician employed by the City.

FOLLOW-UP VISITS

Employees are required to attend all scheduled follow-up visits unless other arrangements have been made and approved by the Safety Coordinator. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury may lose their continuing benefits and also be considered absent without permission from their jobs.

Individuals who have been hospitalized for job-related injuries must call or report their status to the Safety Coordinator immediately upon discharge from the hospital.

Each appointment for treatment or a return visit is to be considered the end of your period of care unless new instructions are given after the visit. Failure to keep appointments or to report status immediately after such visits is the same as not showing up for work and not calling in.

CONSULTATIONS

Employees may seek consultations regarding their conditions from other doctors. However, the City will not be responsible for the cost of those consultations unless each consultation is approved by the Safety Coordinator prior to the visit. No consultation will be paid for under any circumstance unless a complete medical report is submitted from that consultant.

BILLS, MEDICAL REPORTS, ETC.

All documents received that relate to the injury must be submitted to the Safety Coordinator. Do not assume that bills you receive at your residence are copies and that originals have been sent to the City for payment.

LIGHT DUTY

Occasionally, light duty is available so that employees may return to work sooner. This duty is available only with the consent of the individual's Supervisor, the Department Head, and the Safety Coordinator. Light duty may be assigned in a department other than the employee's home department. If no light duty is available, the employee must remain off the job until released by a doctor for full duty.

RETURN TO WORK

No employee may return to work from an injury involving lost time without a doctor's release and without having been given a release from the Safety Coordinator.

RELEASE OF MEDICAL INFORMATION

Employees may be requested to sign a release for medical information in order for the City and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which you may be entitled.

HEAD AND EYE INJURIES

Due to the sensitive nature of head and eye injuries, employees with these problems should be transported directly to a hospital emergency room.

COMPLETION OF FIRST REPORT OF INJURY OR ILLNESS FORM

When an injury involving medical treatment, lost time or worse occurs, the standard FIRST REPORT OF INJURY OR ILLNESS form must be completed immediately.

This form should be completed by the injured or ill employee's Supervisor or Department Head and forwarded to the Safety Coordinator.

Assistance, including additional copies of the form, are available from the Safety Coordinator.

ACCIDENT INVESTIGATION REPORT

As a supplement to the FIRST REPORT OF INJURY OR ILLNESS form, an Accident Investigation Report may be completed and signed by the injured employee's Supervisor and given to the Department Head. The Safety Coordinator will receive copies from all City departments weekly. He will be informed of any serious occurrence immediately.

OPERATIONS IN THE PUBLIC WAY

Whenever operations are taking place in streets, parkways, sidewalks or other places where citizens as well as employees may be endangered, the Supervisor or Crew Leader on the worksite is as responsible for the safety of the public in this type of operation as for getting the job done. The Supervisor must spend ample time before, during and after the work to protect employees and the public from the hazards created by this work. The following procedures are to be followed:

1. If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.
2. If traffic is affected by the operation, proper signing must be used to warn in advance of the work area and traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist.
3. Where barricades and signs are used overnight, Supervisors will examine the work area for proper placement at the end of the work-day.
4. Lighted barricades will be used whenever possible for overnight protection.
5. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a road-way, a flagman wearing a protective vest will be stationed.
6. All workers in or near the road-way will wear reflective vests or cross straps on their clothing while at the worksite.
7. Flagmen will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers.
8. All plates used to cover holes in the street on a temporary basis are to be "spiked" in place.
9. In any case where streets are significantly obstructed or closed for any period of time, the Police Department and Fire Department will be notified of the situation and told approximately how long the closure will be in effect.

PEDESTRIAN SAFETY

1. When pedestrian traffic is impeded by official City barricades, restrictive tape, rope or other restraint will be used to keep the public from the worksite.
2. If pedestrian traffic must be routed off sidewalks and into the street, protection will be provided by cones, barricades and signs, to guard from vehicular traffic.

3. Holes in the sidewalk or parkway which must be left open will be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole should be used. Keep in mind that darkness and snow can complicate this situation.
4. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the responsible Supervisor and the Safety Coordinator immediately.

OFFICE SAFETY

Office work is more dangerous than is commonly supposed and many accidents occur during ordinary office routine.

1. Every employee shall be responsible to see that his own desk and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose or threadbare floor coverings.
3. Be extra cautious when you come up to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
4. Haste when walking between desks can result in bruises and falls. Keep electrical cords out of aiseways.
5. All file, desk and table drawers shall be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets has caused many an injury. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.
7. Office tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Titling chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.
9. Never use chairs, desks or other office furniture as a makeshift ladder. Always use a step ladder. Don't overreach and lose your balance.
10. Message spindles can all too frequently cause puncture wounds to hands and arms. When used, the point shall be protected by a suitable blunt cover or, preferably, the point should be bent to a horizontal angle.
11. Keep the blades of paper cutters closed when not in use.
12. Scissors, paper cutters and similar office devices can easily cause minor, but painful injuries. Report such injuries at once and take precautions to avoid infection.
13. Keep your hands clear of electric typewriter carriages.

14. Paper can cut and it hurts. Use a sponge or other wetting devices for envelopes. Use rubber finger guards when working with stacks of paper.
15. Keep paper clips, thumb tacks and pins in a place where they can't injure you. Keep razor blades and "exacto" blades covered. Even a little scratch can get infected.
16. Be sure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately to the Office Manager.
17. If smoking is permitted in your office, have ashtrays available at all times. Do not permit the flicking of cigar or cigarette ashes or the disposing of butts into wastebaskets.

LADDERS AND SCAFFOLDING

Mishaps involving electricity and falls from high places result in the two most critical types of injuries involving ladders and scaffolding. Other hazards include: splinters, splinters and slips that can cause sprains, strains, bruises and abrasions.

The following safety procedures will prevent accidents and possible injury:

LADDERS

1. Metal ladders shall not be used in the vicinity of electrical circuits.
2. Periodically inspect wooden ladders. They shrink over a period of time. In a stepladder, this may cause the steps or back bar members to become loose. Hold the rods beneath the steps with a pliers and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
3. Wooden ladders or scaffold planks should not be painted because defects may be covered up. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
4. Nonskid feet should be used on all straight and extension ladders.
5. When properly placed, the feet of the ladder should be about one-fourth as long as the vertical (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall.) Ladders should never be placed against window sashes.
6. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders must not be used in lieu of straight ladders. They are not designed for this purpose.
7. If the feet of a straight ladder are to rest on an unsecure surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.

8. Never stand on the top step of a step ladder.
9. Only one person shall be on a ladder at a time.
10. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials or suspend them suitably in a tool belt.
11. Always face a ladder when ascending or descending and always use both hands.
12. Clean muddy or slippery shoes before beginning to climb the ladder.
13. Keep rungs clean and free of grease, oil and caked-on dirt.
14. If it is necessary to place a ladder near a door or where there is potential foot traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.

SCAFFOLDING

1. Proper supervision is required to erect scaffolding.
2. Planks and other material used in building scaffolding must be sound and free from knots. Keep planks in good condition with a spar varnish. Never paint the planks.
3. Planking should be adequately cleated, the scaffolding used for work over 10 feet off the ground should have toe boards, mid-rails and handrails.
4. Tools left on top of the scaffolding can easily fall to the ground and injure passerbys. Keep tools in a bucket or box lashed to the scaffolding.

SPECIFIC PROHIBITED ACTIONS

1. **USE OF HEADSET RADIOS AND TAPEPLAYERS BY EMPLOYEES**
As a general policy, the use of personal headset radios or tape-players by employees should not be permitted on the job for the following reasons:
 - a. Headset units provide mental distraction from the concentration required to perform most jobs. Some cities and states have even prohibited the use of these items while employees are operating motor vehicles and machinery.
 - b. The ability to hear ambient sounds, including abnormal rattling and equipment noise is affected. Verbal communications from other employees is impaired as well.
 - c. Hanging wires leading from the unit's receiver to the headset can prove dangerous when near machinery.
 - d. Units are dangerous for bicycle riders because they can easily muffle traffic noises. Accordingly, City employees operating motor vehicles and machinery should exercise extreme caution when driving behind bicycle riders wearing headsets.

2. ALCOHOLIC BEVERAGES

Under no circumstances shall an employee report to work at the beginning of a shift, or after lunch or coffee break, under the influence of alcoholic beverages; nor shall any alcoholic beverages be consumed during the workday or carried open or closed in any City vehicle. Failure to observe this rule will result in immediate suspension and/or dismissal.

3. DRUG ABUSE

The use of any drugs by employees while on the job, where the taking of same could impair their judgment as determined by their Supervisor, is strictly prohibited. Employees must immediately notify their supervisors if they are taking any prescribed or non-prescribed drugs or medicines. Failure to observe this rule will result in immediate suspension and/or dismissal.

SAFETY REVIEW BOARD

The Safety Coordinator shall establish a committee of employees, from various City Departments, to act as the Safety Review Board. The purpose of the Safety Review Board shall include:

1. PROMOTE SAFETY AWARENESS
2. PROMOTE ACCIDENT PREVENTION THROUGH EDUCATIONAL PROGRAMS.
3. REVIEW - INVESTIGATE ALL ACCIDENTS TO DETERMINE REPETITIVE INCIDENTS.
4. ACT AS AN ACCIDENT REVIEW BOARD TO INVESTIGATE VEHICULAR AND ROUTING ACCIDENTS IN THE WORK PLACE.
5. RECOMMEND DISCIPLINARY ACTION TO THE RELATIVE DEPARTMENT HEAD AND CITY MANAGER.

MINUTES
SAFETY REVIEW BOARD

SEPTEMBER 13, 1989 at 2:00 PM - Council Chambers

Members Present:

Sherman Conrad, Recreation Department
Dean Schuett, Public Works Department
Novlette Williamson, Clerk's Office
Alane Johnston, Purchasing Department
Nina Baranski, Public Relations Office
Steve Jungjohan, Public Works Department
Frank Knott, Engineering Department
Victor Granello, Personnel Department
Sharon Colomitz, Personnel Department

Guest Speaker:

Ted Trentor, Risk Management Coordinator, McCreary Corporation

The first order of business was the approval of the minutes from the meeting of July 27, 1989. A motion was made for approval, seconded, and the motion carried.

Final review of the draft copy of the Safety Manual was called for. Discussion was held and several recommendations were made. Those recommendations are as follows:

- 1) On page 4, under DRIVING RULES AND REGULATIONS, change the beginning sentence to read, "All drivers and passengers.....".
- 2) On page 7, under PROCEDURES FOR REPORTING ACCIDENTS AND/OR BREAKDOWNS OF CITY VEHICLES, add a sentence to read, "If the accident involves a City police vehicle, a law enforcement agency other than the Port St. Lucie Police Department should be contacted when possible."
- 3) On page 16, change the first sentence under DRUG ABUSE to read, "The use of any drugs by employees.... . Also, add a sentence stating, "Employees must immediately notify their supervisors if they are taking any prescribed or non-prescribed drugs or medicines." Then bring down the wording from ALCOHOLIC BEVERAGES which states, "Failure to observe this rule will result in immediate suspension and/or dismissal."

With these changes to be made, a motion was brought forth, seconded, and carried, to submit the revised draft manual to Council for approval.

Next there was a review of the Workers' Compensation claims report. Discussion was held on the new Workers' Compensation laws which will be effective 10/1/89. A suggestion was made that we put out highlights of the new laws to all employees. Victor mentioned a few of the new laws including the penalties for not wearing safety appliances/equipment, for not complying with Division safety procedures, and drug testing.

Several suggestions were made as to who should be informed and how to inform them. The suggestions included informing new employees during orientation; informing all Department Heads, supervisors, employees of changes and effects; and possibly, have a meeting in each department to inform their employees.

Ted Trentor mentioned that we must define specific use of equipment by each department for the workers' compensation Judge of Compensation to agree with reduction of benefits. It was stated that we must refer to the safety manual for basic areas of definition.

At this time in the meeting, Ted Trentor of McCreary Corporation, made his presentation to the Board.

One of the points made by Mr. Trentor was a reduction of approximately \$50,000 in workers' compensation loss payouts from 1988 to 1989, resulting in a reduction of reserves.

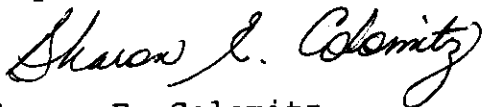
It was stated that minor injuries should also be avoided as they can easily become a major problem.

Mr. Trentor illustrated the "Domino Effect" and its relation to workers' compensation claims.

Following the presentation, Victor suggested that Mr. Trentor attend the Safety Review Board meeting each month. He also stressed that it was the goal of the City as well as this Board to reduce accidents and injuries to employees.

The meeting adjourned.

Respectfully submitted,



Sharon E. Colomitz