

# **Town of Ponce Inlet**



## **TOWN-WIDE WORK PLACE SAFETY PROGRAM**

**October 2007**

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Section I. MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough considerations by the safety committee. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: Kim Cherbano  
Title: Human Resource Technician

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, I, or other members of our management team will participate in going over safety and health program activities, which include:

- Promoting safety committee participation
- Providing safety and health education and training
- Reviewing and updating workplace safety rules

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program and departmental supplements will be incorporated as the standard of practice for the Town of Ponce Inlet. Compliance with the safety rules will be required of all employees as a condition of employment.

  
Kassandra E. Blissett, Town Manager

October 25, 2007  
Date

## Section II. SAFETY COMMITTEE

### Safety Committee Organization:

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed. The safety committee will consist of a Program Coordinator and a mix of supervisory and non-supervisory employee members.

### Responsibilities:

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent reoccurrence.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

### Meetings:

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. The meeting will be conducted through the use of an agenda.

Management will post the minutes of each meeting on the share drive to make these easily accessible to employees.

All safety committee records will be maintained for not less than three calendar years.

### Section III. SAFETY AND HEALTH TRAINING

#### Safety and Health Orientation:

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and on the share drive for the safety rules, policies, and procedures pertaining to his or her job. Department supplements to this manual will be supplied for police officers, firefighters, public works, and building and planning personnel.

Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety manual is required.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

#### Job-Specific Training:

Supervisors will initially train employees on how to perform assigned job task safety.

Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.

Supervisors will give employees verbal instructions and specific directions on how to do the work safely.

Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.

All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

#### Periodic Retraining of Employees:

All employees will be retrained periodically on safety rules, policies and procedures and when changes are made to the workplace safety manual. Individual employees will be retained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

## OFFICE SAFETY

1. Do not stand on furniture to reach high places.
2. Use a ladder or step stool to retrieve or store items that are located above your head.
3. Open one file cabinet drawer at a time.
4. Put heavy files in two bottom drawers of file cabinets.
5. Close drawers and doors immediately after use.
6. Use the handle when closing doors, drawers and files.
7. Do not tilt the chair you are sitting in on its back two legs.
8. Do not use extension or power cords that have the ground prong removed or broken off.
9. Do not use frayed, cut or cracked electrical or other cords across aisles, between desks or across entrances and exits.
10. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances and exits.
11. Keep doors in hallways fully open or fully closed.
12. Use handrails when ascending or descending stairs or ramps.
13. Do not store or leave items on stairways or walkways.
14. Do not run on stairs or take more than one step at a time.

## MAIL PROTOCOL

1. General Suspicious Mail Indicators  
Be suspicious of any letter or package that:
  - Has any powdery substance on the outside
  - Is unexpected or from someone unfamiliar to you
  - Has excessive postage, is handwritten or contains a poorly typed address, incorrect title, or just a title with no name, or misspelled common words
2. Recommendations  
Don't open any parcel until verified as safe  
If you receive a package or suspicious letter:
  - Handle with care; don't shake or bump
  - Don't open, smell, touch, or taste it

- Isolate it immediately
  - Treat it as suspect and notify the Police Department immediately
3. Evacuation
- It may be necessary to evacuate the building depending on the location of the mailroom and the package.

### PREPARING TO LIFT

REMEMBER THE KEY CONCEPTS:  
Stop and think before doing any lifting.  
Bend your knees, not your back.  
Keep it close to your body.

1. Before doing anything, stop and think.
2. Size up the load:
  - a. How heavy is it.
  - b. Any nails or splinters.
  - c. Any sharp edges or slippery surfaces to avoid or wipe clean.
  - d. Where to grasp?
  - e. Where is the point of balance?
  - f. What is the lifter to do with the load?
  - g. Where is the load to be carried? Is the route clear?
  - h. Where is the load to put down?

### THE LIFT

1. Face the object.
2. Stand as close to the object as possible.
3. Feet should be part with one foot forward for supportive balance.
4. Body weight should be over the feet.
5. **BEND YOUR KNEES, NOT YOUR BACK.**
6. Keep your back straight, not necessarily vertical.
7. Keep elbow and arms tucked into your sides.
8. Use full palm grip.
9. Tense muscles and lift by straightening out the knees and using the strong leg muscles.  
Keep the object close to the body at the times.

### TWO WARNINGS:

1. Do not jerk the load, lift it smoothly.
2. Do not lift and twist at the same time. Lift object to cart position - then turn your body by changing foot positions first.

**POSITION OF OBJECT MAKES IF DIFFICULT TO LIFT:** If the height of the box or hampers is too high to safely remove the object, here are some suggestions for solutions:

1. Get inside of the box.
2. Cut away part of the box to allow safer access.
3. Tip box or hamper on its side.

## CARRYING:

### KEEP IT CLOSE.

1. Keep elbows and arms tucked into your side.
2. Do not change grip in mid-carry.

## TEAM LIFTING AND CARRYING:

Know when you need help and get it!

1. Ideally, both lifters should be the same size and weight to share the load equally.
2. Someone should be the “quarterback” and “call the signal.”
3. The route to be taken should be agreed upon before carrying.
4. The place to put the load down should be agreed upon before carrying.

## PUSHING:

1. Keep the spine straight.
2. Lean body in the direction of the load.
3. Put feet apart for power and balance.
4. Push off leg, which is closest to the load.
5. Whenever possible, push rather than pull.

## NEW EQUIPMENT:

1. All new equipment will be introduced and explained on what, how and why the equipment will be used and the proper, safe way to use it.
2. Hazards will be used and the proper, safe way to use it. The hazards associated with the equipment will be listed and must contain the following:
  - Electrical shock potential
  - Fire hazards
  - Body part/clothes catching in equipment
  - Speed of equipment
  - Loading/unloading of hazards
  - Sparks/flying objects
  - Lockout/tagout procedures
3. Safety Procedures should be discussed including the following:
  - Start up procedures
  - Feeding, loading, unloading
  - Operating procedures
  - Shutdown procedures
  - Maintenance procedures
  - Possible problems that may occur
  - When to take it out of service
4. If you have been trained on a new piece of equipment, ask your supervisor to review items 1-3 of this policy. **DO NOT ATTEMPT TO USE NEW EQUIPMENT WITHOUT PRIOR TRAINING FROM A SUPERVISOR.** If questions arise during the use of equipment or prior to the use of equipment, ask a supervisor for an operation procedure review.

## Section IV. FIRST AID PROCEDURES

### Emergency Phone Numbers:

Emergency	911
Safety Coordinator	236-2152
Poison Control	1-800-282-3171
Fire Department	322-6720
Police Department	236-2160
Halifax Medical Center	254-4000

### Minor First Aid Treatment:

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid to the injury or wound.
- If a first aid kit is used, indicate on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical treatment.
- Follow the procedures outlined for work related injuries.

### Non-Emergency Medical Treatment:

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with this process.
- Follow the procedures outlined for work related injuries.

### Emergency Medical Treatment:

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker;
- Use the emergency telephone numbers and instructions posted in your work area to request assistance and transportation to the local hospital emergency room;
- Provide details for the completion of the accident investigation report.

### First Aid Training:

Each employee will receive training and instructions from his or her supervisor on procedures.

### First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request medical assistance.

## WOUNDS:

Minor-Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound with a clean dressing.

Major- Large deep and bleeding by pressing directly on the wound, using a bandage or cloth.

- Keep pressure on the wound until medical help arrives.

## BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, “splint” the injured area. Use a board, cardboard, or rolled up newspaper as a splint.

## BURNS:

Thermal (heat)

- Rinse the burned area, without scrubbing it, and immerse in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Splash the exposed area with cool water immediately for 15 to 20 minutes.

## EYE INJURIES:

Small particles-

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large particles-

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical-

- Immediately irrigate the eyes and under the eyelids, with water for 30 minutes.

## NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

## HEAT EXHAUSTION:

- Loosen the victim’s cloths.
- Give the victim “sips” of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## Section V. ACCIDENT INVESTIGATION

### Accident Investigation Procedures:

An accident investigation will be performed by the supervisor and the on-duty patrol officer at the location where the accident occurred. The safety coordinator is responsible for seeing that the Incident Reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent and further injuries to employees.
- Review the equipment, operations, and processes to gain and understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional of remedial safety training.

**Incident Reports must be submitted to the safety coordinator within 24 hours of the accident.**

## Section VII. SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained in these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties. Safety rules have been developed specifically for the police, fire, public works, and building and planning departments and these supplements should be reviewed separately from all other departments.

REFERENCE # \_\_\_\_\_

TOWN OF PONCE INLET  
4300 S. Atlantic Avenue  
Ponce Inlet, FL 32127

**INCIDENT REPORT**

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF INCIDENT:  PERSONAL INJURY  VEHICLE DAMAGE  ACCIDENT  
 PROPERTY DAMAGE  THEFT OF PROPERTY

PROPERTY ID# / DESCRIPTION: \_\_\_\_\_

PERSON(S) INVOLVED (use additional sheet if necessary):  Myself only

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DETAILS OF INCIDENT: (Use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

**Notary Use Only**  
Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Stamp/Seal

\_\_\_\_\_  
Notary's Signature



**AUTHORIZATION FOR CARE UNDER WORKER'S COMPENSATION  
TOWN OF PONCE INLET  
4300 S. Atlantic Avenue  
Ponce Inlet, FL 32127  
Group #10602232**

**EMPLOYEE NAME:** \_\_\_\_\_ **DEPT:** \_\_\_\_\_

**SOC. SECURITY NO.:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

Your social security number is requested for the purpose of processing workers compensation claims and/or benefits and this information will be used solely for those purposes.

**DATE OF ACCIDENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**TYPE OF INJURY:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

**SUPERVISOR CONTACT NUMBER(S):**

**Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**DRUG TEST REQUIRED:** YES  NO

**Location:** Halifax Hospital - Port Orange      **24 Hours Facility**  
1041 Dunlawton Avenue  
Port Orange, FL 32127

- Is employee being sent to Urgent Care? YES  NO
- Is employee going via Ambulance or POV? AMB \_\_\_\_\_ / POV \_\_\_\_\_

**PLEASE FORWARD BILLING TO:**

**PREFERRED GOVERNMENTAL CLAIM SOLUTIONS**  
**Attn: Mariluz Mathias, Claims Adjuster**  
**P.O. BOX 958456, Lake Mary, FL 32795-8456**  
**Phone: 800-237-6617**  
**Fax: 321-832-1448**

**FIRST REPORT OF INJURY OR ILLNESS**

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES  
DIVISION OF WORKERS' COMPENSATION**

For assistance call 1-800-342-1741  
or contact your local EAO Office  
Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

RECEIVED BY CLAIMS-HANDLING ENTITY	SENT TO DIVISION DATE	DIVISION RECEIVED DATE

**PLEASE PRINT OR TYPE ALL INFORMATION**

NAME (First, Middle, Last)	Social Security Number	Date of Accident (Month-Day-Year)	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM
HOME ADDRESS Street/Apt #: _____ City: _____ State: _____ Zip: _____	EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)		
TELEPHONE Area Code Number			
OCCUPATION	INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED	
DATE OF BIRTH ____/____/____	SEX <input type="checkbox"/> M <input type="checkbox"/> F		

**EMPLOYER INFORMATION**

COMPANY NAME: <b>TOWN OF PONCE INLET</b> <b>Attn: Human Resources</b> Street: <b>4300 SOUTH ATLANTIC AVENUE</b> City: <b>PONCE INLET</b> State: <b>FL</b> Zip: <b>32127</b>	FEDERAL I.D. NUMBER (FEIN) <b>#59-1265432</b>	DATE FIRST REPORTED (Month/Day/Year)
TELEPHONE Area Code Number <b>386-236-2150 / Fax: 386-322-6717</b>	NATURE OF BUSINESS <b>MUNICIPAL GOVERNMENT</b>	POLICY/MEMBER NUMBER <b>#10602232</b>
EMPLOYER'S LOCATION ADDRESS (If different) Street: _____ City: <b>PONCE INLET</b> State: <b>FL</b> Zip: <b>32127</b>	DATE EMPLOYED ____/____/____	PAID FOR DATE OF INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO
PLACE OF ACCIDENT (Street, City, State, Zip) Street: _____ City: _____ State: _____ Zip: _____	LAST DATE EMPLOYEE WORKED ____/____/____	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? <input type="checkbox"/> YES
COUNTY OF ACCIDENT _____	RETURNED TO WORK <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DATE ____/____/____	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP ____/____/____
	DATE OF DEATH (If applicable) ____/____/____	RATE OF PAY <input type="checkbox"/> HR <input type="checkbox"/> WK \$ _____ PER <input type="checkbox"/> DAY <input type="checkbox"/> MO
	AGREE WITH DESCRIPTION OF ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of hours per day _____ Number of hours per week _____ Number of days per week _____
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S. <b>I have reviewed, understand and acknowledge the above statement.</b>	EMPLOYEE SIGNATURE (If available to sign) _____ DATE _____ EMPLOYER SIGNATURE _____ DATE _____	NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL  AUTHORIZED BY EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO

**CLAIMS-HANDLING ENTITY INFORMATION**

<input type="checkbox"/> 1(a) Denied Case - DWC-12, Notice of Denial Attached	<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3)
<input type="checkbox"/> 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached	Employee's 8 <sup>TH</sup> Day of Disability _____/_____/_____ Entity's Knowledge of 8 <sup>TH</sup> Day of Disability _____/_____/_____ <input type="checkbox"/> 3. Lost Time Case - 1st day of disability _____/_____/_____ Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____/_____/_____ Date First Payment Mailed _____/_____/_____ AWW _____ Comp Rate _____
<input type="checkbox"/> T.T. <input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY	Penalty Amount Paid in 1 <sup>st</sup> Payment \$ _____ Interest Amount Paid in 1 <sup>st</sup> Payment \$ _____

REMARKS:	INSURER NAME <b>PREFERRED GOVERNMENTAL CLAIMS SOLUTIONS PO BOX 958456 , LAKE MARY , FL 32795-8456 PHONE: 800-237-6617 // FAX: (321)832-1448</b>
INSURER CODE # <b>#6239</b>	EMPLOYEE'S CLASS CODE
SERVICE CO/TPA CODE #	EMPLOYER'S NAICS CODE
	CLAIMS-HANDLING ENTITY FILE #

# Safety Requirement Checklist

The supervisor must thoroughly instruct each new employee in the safety requirements of their job. Check each of the items on this form and time instruction is given. When completed, sign and return it for placement in the employee's file.

Employee's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Orientation: \_\_\_\_\_

Date: \_\_\_\_\_ Hire Date: \_\_\_\_\_

DATE COMPLETED	TASK
	Company Safety Policy reviewed and signed
	General Safety Rules discussed
	Name of Supplement issued:
	Specific Job Safety Rules explained
	Reporting on Unsafe Conditions explained
	Proper Lifting Techniques reviewed
	Required Personal Protective Equipment discussed
	Fire Protection Equipment & Responsibilities explained
	Reporting of Injuries & Worker's Comp procedures explained
	All applicable Material Safety Data Sheets reviewed
	First Aid Treatment procedures explained in the "General Safety Workplace" manual

I have instructed the above-named employee in the Safety Requirement Checklist and feel she/he can be reasonably expected to perform his/her duties safely.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Note: As this document has been prepared to supply safety regulations in instances where they are not otherwise provided, nothing in this document or its supplements preempts or supersedes the town's or any department's policies and procedures.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*Reviewed by Department Head*

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

# **Town of Ponce Inlet**



**Safety Program - Supplement**

**Planning & Zoning Department**

I. Department staff members visit sites to measure trees for tree removal permits: *closed-toed shoes and protective clothing are required.*

II. Staff visits sites to determine tree health – *closed-toed shoes and protective clothing are required.*

III. Staff and board members clear trails at Ponce Preserve and Timucuan Oaks - *requires bug spray, closed-toed shoes, hat and protective clothing.*

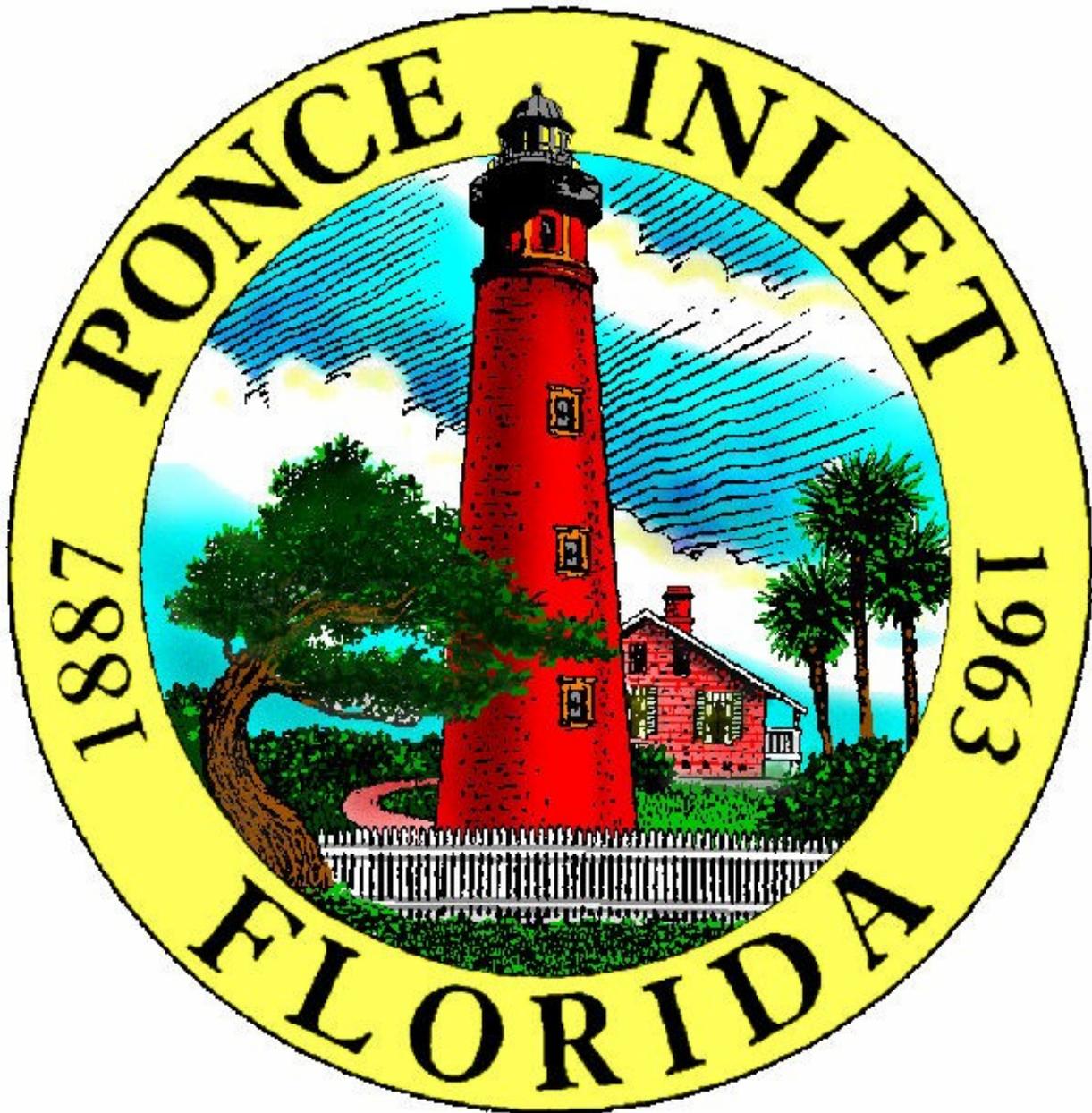
IV. Activities by Planning & Zoning Department staff requiring the use of protective measures include:

- Site visits to vacant lots prior to clearing to confirm the size and location of trees to be removed.
- Follow-up site visits occur once the lot has been cleared to confirm compliance with the removal permit.
- Visits to existing homes when permits for removal of trees are submitted.
- Clearing and checking of trails at the Ponce Preserve and Timucuan Oaks Botanical Gardens.
- Site visits to the Green Mound to check condition and protection measures.
- Site visits to all parks & green spaces within the town to check condition and assess needs.

V. Possible safety issues encountered include uneven ground, heat, sun, bugs, snakes and spiders.

VI. Protective measures include closed shoes, a hat, protective clothing, sunscreen, and bug spray.

PONCE INLET POLICE DEPARTMENT



SAFETY AWARENESS PROGRAM - Supplement

# **SAFETY RULES, POLICIES, AND PROCEDURES**

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

## **Section I. OFFICE SAFETY**

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## **OFFICE SAFETY**

1. Do not stand on furniture to reach high places.
2. Use a ladder or step stool to retrieve or store items that are located above your head.
3. Open one file cabinet drawer at a time.
4. Put heavy files in two bottom drawers of file cabinets.
5. Close drawers and doors immediately after use.
6. Use the handle when closing doors, drawers and files.
7. Do not tilt the chair you are sitting in on its back two legs.
8. Do not use extension or power cords that have the ground prong removed or broken off.
9. Do not use frayed, cut or cracked electrical or other cords across aisles, between desks or across entrances and exits.
10. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances and exits.
11. Keep doors in hallways fully open or fully closed.
12. Use handrails when ascending or descending stairs or ramps.
13. Do not store or leave items on stairways or walkways.
14. Do not run on stairs or take more than one step at a time.

## **FIREARM SAFETY**

1. Do not modify your weapon in any way.
2. Lock and unload the firearm before handing it to another person. Do not point the muzzle of the firearm toward anyone when handing it to another person. NEVER throw a firearm.
3. Keep your finger out of the trigger guard until you are ready to fire.
4. Do not handle a firearm if you are taking medication from a container whose label indicates that the medication “may cause drowsiness or dizziness” or other adverse side effects.
5. Do not point a firearm at anyone unless you intend to use deadly force in the line of duty.
6. Leave the firearm in its holster or rack until it is needed.
7. Do not conduct firearm practice alone.
8. When unloading the firearm, do not try to catch the casings or magazines.
9. Keep the muzzle pointed toward the target when loading and unloading the firearm.
10. Return your weapon to its holster or rack when finished firing and close the holster strap over the firearm.

## **RANGE SAFETY**

1. Do not anticipate a command.
2. Follow instructions of the firearms instructor.
3. Do not turn around while holding a firearm on the firing line.
4. Wear eye and ear protection when firing on the range.
5. No talking on the firing line or talking to shooters on the firing line except by the instructors.
6. In case of a misfire, raise your non-shooting hand to signal the firearms instructor and keep the firearm pointed down range until the weapon has been inspected by the firearms instructor.
7. Do not go in front of the firing line until the firing line has been cleared and the command is given to go forward.

## **DIRECTING TRAFFIC**

1. Do not step backward without first looking to see that it is clear.
2. Wear reflective vests when directing traffic and use lighted batons when you are directing traffic at any time between one hour before sunset and one hour after sunrise or during inclement weather.
3. When directing traffic at an intersection where both streets are two-way traffic, stand in the middle of the intersection.
4. When directing traffic at an intersection where one street is two way and the other is one way, stand in the center of the two-way street.
5. When directing traffic at an intersection where both streets are one way, stand at the corner between the approaching flow of traffic on each side.
6. Use a radio or hand signals to communicate and coordinate with other officers assisting in the traffic direction.
7. Extinguish flares by smothering them in dirt.
8. Establish a safety zone during accidents by posting cones, lighting flares and parking your vehicle to divert the flow of vehicular traffic away from the accident.

## **DRIVING SAFETY**

1. Observe all local traffic laws when operating vehicles under routine non-emergency conditions.
2. Shut all doors and fasten your seat belt before moving the vehicle.

## **TRAFFIC (VEHICLE) STOPS**

1. Park the patrol car behind the vehicle which you are pulling over.
2. Offset the patrol to the left of the pulled over vehicle to prevent getting hit by passing traffic.
3. Wait until the oncoming traffic is clear before exiting your vehicle.
4. As you approach the vehicle, observe the driver and passengers by looking in the suspect's side or rear view mirrors.
5. Check the trunk to be sure that it is closed. If it is open, close it.

6. Minimize your exposure to the driver and passengers by standing just to the rear of the suspect's vehicle.
7. Keep your "strong hand" free.
8. Approach buses from the curb side.

### **HANDLING ANIMALS**

1. Call animal control immediately.
2. Clear the area of people while waiting for animal control.

### **HANDLING AGGRESSIVE DOGS**

1. Do not run away unless you are certain of quickly reaching a place of safety.
2. Stand still and face the animal to assert control.
3. While keeping your eyes on the dog, order the animal to "stay" in an authoritative tone of voice.
4. Back away slowly while continuing to speak in a firm, calm voice.
5. Back against any available object to prevent an attack from the rear if more than one dog is present.
6. Call for the dog's owner or handler.
7. Use your baton or Asp to strike the dog rather than throw anything at him.
8. Use your firearm if you are attacked or if you have determined that your life is in danger.
9. Do not back a dog into a corner.

## **PATROL SURVIVAL RULES**

1. Whenever possible, wait for back-up to arrive. Do not cancel back-up when responding to an emergency.
2. Consider that calls could be a “set-up”.
3. Do not relax because you consider the incident to be a minor problem.
4. Approach all incident scenes anticipating a dangerous situation.
5. During foot pursuit, swing wide when turning a corner of a building.
6. Practice reloading your weapon with your “off” hand.
7. Whenever possible do not stand behind your flashlight; hold it to the side of you.
8. Handcuff the suspect first, and then proceed with the search.
9. Practice reloading your weapon blind.
10. Practice counting shots and never totally empty your weapon.
11. Do not “silhouette” yourself.
12. Do not turn your head to talk into a shoulder transmitter pad. Take the pad from your shoulder before talking. Watch suspects and their hand movements at all times.

## **APPROACHING A BUILDING**

1. Utilize “cover” and “concealment”.
2. Do not look around a corner of a building or doorway at eye level.

## **APPROACHING DOORWAYS**

1. Stand to the side of the door.
2. Do not be too quick to enter.
3. Make sure that no one is behind the door before entering by opening it fully and quickly.

## **AFTER SUSPECT HAS BEEN SHOT**

1. Do not rush in to apprehend the suspect.

2. Do not put your weapon away, reload it if necessary.
3. If a suspect appears to be submitting, do not assume that he or she really is.
4. Watch the suspect for any sudden movement, especially their hands.
5. Handcuff the suspect before seeking medical attention.

### **DISARMING A SUSPECT**

1. Command the suspect to remove their finger from the trigger, to lay the firearm down slowly, to step away from the weapon, and to turn away so that he or she cannot see you.
2. Disarm the suspect before moving out from behind cover.
3. Do not leave your cover to accept a weapon from a suspect.
4. Do not accept a weapon directly from a suspect hand to hand.

## **HANDLING CHEMICALS**

1. When acting as a first responder, get out the area, cone it off, and notify the local fire department.
2. If you discover a clandestine lab, get out of the area and call the local fire department.
3. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when handling chemical labeled “Flammable”, “Corrosive”, “Caustic” or “Poisonous”.
4. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other visible damage.
5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

## **FIRST AID RESPONSE/INFECTION CONTROL**

1. When performing emergency medical care, wear latex or vinyl gloves, and when you have finished using the gloves, discard them immediately into the “Biohazard” marked bag or container for disposal.
2. Do not use gloves which are torn, cut or punctured.
3. Replace latex or vinyl gloves that are cut, torn or punctured.
4. Do not use hand to face movements when handling materials that are visibly contaminated with human blood.
5. Wash your hands and other exposed skin surfaces on the arms and forearms using soap and water or the waterless cleaner immediately upon removal of protective gloves.
6. If your skin surface, eye or mouth is splashed or spattered with blood or other bodily fluid, wash or flush these areas with water.

## **LABORATORY SAFETY**

1. Do not wear contact lenses while in the laboratory.
2. Wear gloves, gauntlets and boots that have a thick rubber sole.
3. Only laboratory personnel are permitted in the laboratory.

4. Do not eat, drink, use tobacco or apply cosmetics in the laboratory.
5. Wash your hands and the exposed skin areas of your arms after working in the laboratory.
6. When dusting fingerprints on a confiscated piece of evidence, place the piece of evidence in a well ventilated area, i.e., outdoors, before applying the dust. Dusting evidence shall not be performed in a closed room unless a ventilation hood is available.



**PONCE INLET FIRE RESCUE  
DEPARTMENT**

**SAFETY PROGRAM**

**STATE OF FLORIDA  
FIRE SERVICE**

**SECTION I - SAFETY RULES, POLICIES, AND PROCEDURES**

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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## STATION SAFETY – GENERAL

1. Mop or clean up oil, hydraulic fluid, water or grease from apparatus floors and accesses immediately upon detection.
2. Do not run extension cords or other electrical power cords across doorways, aisles, or between desks.
3. Clean up all spills immediately, especially wet spots around drink and coffee machines, in bathrooms, kitchens, and hallways.
4. Do not point a charges, compressed air hose at anyone or use it to clean your clothing.
5. Do not use oxygen as a substitute for compressed air
6. Do not stand on a ladder that “wobbles” or leans to the left or right of center.
7. Do not walk across the floor when the yellow “Freshly Mopped” or “Wet Floor” signs have been placed on the floor.
8. Do not run on stairs or steps or take two steps at one time.
9. Use the handrails when using stairs or ramps.
10. Do not block your own view by carrying large or bulky objects; use the dolly or the hand truck, or get assistance from a co-worker.
11. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
12. Do not jump from trucks, platforms, ladders, roofs, or other elevated places.
13. Do not kick objects out of your pathway, pick them up or push them out of the way.
14. Do not throw matches, cigarettes, or other smoking materials into trash baskets.
15. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
16. Store sharp objects such as pens, pencils, letter openers, or scissors in drawers or with the points down in the container.
17. Carry pencils, scissors, and other sharp objects with the points down.
18. Use a ladder or step stool to retrieve or store items that are located above your head.

19. Keep doors in hallways fully closed.
20. Obey all posted safety and danger signs.

### **HOUSEKEEPING**

1. Do not place material such as boxes or trash in walkways or passageways.
2. Do not store items on stairways.
3. Do not block or obstruct stairwells, exits, or access to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Do not store food or beverages in an area subject to exposure to blood or other potentially hazardous material.

### **FURNITURE USE**

1. Open one file cabinet drawer at a time.
2. Close drawers and doors immediately after use.
3. Use the handle when closing doors, drawers, and files.
4. Put heavy files in the bottom drawers of filing cabinets.
5. Do not tilt the chair you are sitting in on its back two legs.
6. Do not stand on furniture to reach high places.

### **EQUIPMENT USE**

1. Keep the paper cutter handle in the closed position when it is not in use.
2. Do not use paper cutting devices if the finger guard is missing.
3. Use a staple remover, not your finger to remove staples.
4. Do not use extension cords that have no grounding prong.
5. Do not use a frayed, cut or cracked electrical cord.
6. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.

7. Do not connect multiple electrical devices into a single outlet.
8. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
9. Do not use fans that have excessive vibration, frayed cords, or missing guards.
10. Do not place floor fans in walkways, aisles, or doorways.

### **LADDER SAFETY**

1. Do not use ladders that have broken steps, rungs, cleats, or side rails missing foot pads or otherwise visibly damaged.
2. Look up to avoid overhead electrical power lines before raising and lowering ladders.
3. Do not try to get additional height from a ladder by placing it on a chair, table, or other make-shift, unstable base.
4. Face the ladder when climbing and descending.
5. Use a “heel man” to prevent the ladder from slipping.
6. Do not stand or work on the top three rungs of any ladder.
7. Do not ride or climb material hoisting devices or conveyors to gain access to the roof or upper levels.
8. Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use the ladder.
9. Keep ladder rungs clean and free of grease and other chemicals. Remove buildup of materials such as dirt or mud.
10. Do not try to move a ladder by rocking it. Climb down the ladder and move it properly.
11. When performing work from a ladder, face the ladder and do not lean backwards or sideways from the ladder.
12. Allow only one person on the ladder at a time, except when performing proper firefighting procedures.

## **LADDER CLIMBING**

1. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when ascending and descending.
2. Do not carry items in your hands when climbing up or down a ladder except when performing proper firefighting procedures.

## **TOOL SAFETY**

1. Carry sharp or pointed tools in a tool belt or kit. Do not carry them in your pockets unless the edges are sheathed.
2. Do not leave “running” tools unattended.
3. Do not use damaged, worn, or defective tools. Tag them as “Out of Service”.
4. Do not use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
5. Do not use impact tools, such as hammers that have “mushroomed” heads.
6. When handing a tool to another person, direct the points and cutting edges away from yourself and the other person.
7. Do not perform “make shift” tool repairs.
8. Do not carry tools in your hands when climbing. Carry tools in a tool belt or hoist the tools to the work area with a hand line.

## **SHARP INSTRUMENTS**

1. When handling knife blades and cutting tools, direct sharp points and edges away from you. Carry knives with the tips pointed down.
2. Cut in the direction away from your body when using knives and scissors.
3. Store knives in a knife block or in sheaths after use.
4. Do not use knives that have dull blades.
5. Use knives for their intended purpose only.
6. Do not use knives with loose or broken handles.
7. Do not pick up a knife by the blade.

## **WRENCHES**

1. Do not use wrenches that are bent, cracked, badly chipped, or that have loose or broken handles.
2. Do not slip a pipe over a single-head wrench handle for increased leverage except for hydrant braking.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning.
5. Use a split box wrench on flare nuts.
6. Do not use a wrench with broken or battered points.
7. Use a box or socket wrench on hexagon nuts and bolts to prevent damage to the nuts and bolts.

## **CLEANING & DISINFECTING PROCEDURES**

1. Wear latex or vinyl gloves to pick up and bag plastic airways, gauze sponges, and disposable medical equipment, and place them into the red bag marked "Biohazard", prior to clearing the emergency scene.
2. Firefighters must wear rubber cleaning gloves, a rubber apron, and a face shield when cleaning and disinfecting blood pressure cuffs, stethoscopes, and other non-disposable medical equipment that is visibly contaminated with human blood or wet with human bodily fluids.
3. Firefighters must wear latex or vinyl gloves when handling clothing, waste materials, or other objects that are visibly contaminated with human blood or wet with human bodily fluids.
4. Firefighters must remove and clean or dispose of contaminated equipment immediately after the completion of equipment disinfection; clean all contaminated equipment using soap and water; flush all contaminated water into the sanitary sewer drain; dispose of contaminated equipment into the large red bag marked "Biohazard".
5. Disinfect medical equipment in the area posted "Decontamination Area". Use a 1:10 parts bleach to water solution or a germicide solution when performing disinfecting operations. Allow equipment to air dry.
6. The "Decontamination Area" must only be used for decontamination purposes.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Wear safety glasses or goggles where splashes of blood or other body fluids may be generated.
2. Do not continue to work if your safety glasses or goggles become fogged. Stop work and clean the lenses until they are clear and defogged.

## **HAZARDOUS MATERIALS**

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
3. Do not use chemicals from unlabeled containers or unmarked cylinders.
4. Do not store chemicals containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
5. Always use chemical goggles and a face shield before handling chemicals labeled Corrosive or Caustic.

## **SEARCH AND RESCUE**

1. Firefighters must operate in teams consisting of a minimum of two firefighters.
2. Do not enter a burning structure without prior approval from your supervisor or the incident commander
3. Assume that all downwind or "confined" atmospheres encountered at a search and rescue scene are contaminated unless you have been told otherwise by your supervisor or the incident commander.
4. Use SCBA or supplied air respirators during extrication unless you have been told by your supervisor or incident commander that the atmosphere is safe.
5. Extract the victims prior to attempting First Aid, CPR, or providing medical treatment.

## **FIRE GROUND SAFETY**

1. When arriving at the fire scene, firefighters must not remove their seat belts until the apparatus has come to a complete stop.

2. Do not get off the apparatus unless you have been specifically told to do so by the apparatus officer.
3. Do not run when working at fire scenes.
4. Do not “freelance”, always work in teams of two, and do not separate for any reason.
5. Do not enter a structure fire by yourself for any reason.
6. Never enter a burning structure if you are not wearing your self-contained breather apparatus (SCBA).
7. Do not enter a structure which is displaying the signs of a backdraft.
8. Prior to entering a burning structure, you must let the incident commander know what your intentions are by contacting him over the radio or by telling him face to face.
9. Prior to entering a burning structure, the hose line must be opened and operationally tested outside the structure to ensure it is fully functional (charged); pull back on the nozzle valve handle to the “Open” position and allow air to escape to the point at which a solid stream of water is flowing from the nozzle. *Do not enter a burning structure without the protection of a charged hose line!*
10. Firefighters must use full protective clothing (turn-out gear) including hoods, gloves, and SCBA for interior firefighting.
11. Firefighting teams within a burning structure must maintain constant radio communication with the incident commander.
12. Interior crews must stay together, and must maintain constant communication between each other and the incident commander outside the structure.
13. If, for any reason, one member of a team must leave the interior of a structure, both firefighters must leave the structure.
14. Do not “straddle” hose lines.
15. Open valves to charged hose lines slowly to prevent injuring the firefighters at the end of the hose.
16. Before “shutting down” any charged lines, or when a low water situation exists, the pump operator must notify the firefighters at the working end.

17. Firefighters operating in or near streets or roadways must wear their helmets and reflective traffic vests, or full protective clothing, for visibility to oncoming traffic.
18. When utilizing pike poles to clean out hot spots or while conducting salvage and overhaul operations, do not pull the debris down toward your body – push it down and away from your body.
19. Self-contained breathing apparatus must be worn during all phases of salvage and overhaul unless the incident commander instructs you otherwise.

## **VEHICLE FIRES**

1. Never attack vehicle fires without using full protective equipment including hood, gloves, and SCBA.
2. Prior to attacking a vehicle fire, “open” and operationally check the hose line from a safe distance to be sure it is fully functional; pull back on the nozzle valve handle to the “Open” position and allow air to escape to the point at which a solid stream of water is flowing from the nozzle.
3. Use the wheel blocks to chock the wheels of the burning vehicle, whenever possible, to prevent it from rolling.
4. Do not approach a burning vehicle that is equipped with a shock absorbing bumper (cars that have approximately a 4 inch space between the grill and the bumper).
5. When possible, approach vehicle first upwind, downhill, and in a low crouch with the hose nozzle opened to the “full fog” position.
6. Only “pop” the hood open when there is another firefighter present with a charged and tested hose line, standing by to attack the potential flare-up of fire once the hood is opened.

## **VEHICLE EMERGENCY OPERATIONS**

1. Warn other vehicular traffic by using sirens, horns, and warning lights when en-route to an existing emergency.
2. Do not exceed 10 MPH when leaving the station until the vehicle reaches the street.
3. Do not exceed posted speed limits by more than 10 MPH.
4. “Cover” the brake with your foot as you are driving, when you feel there is possible danger (intersections, side streets, etc).

5. Slow down and be prepared to stop when approaching an intersection.
6. Proceed past a stop signal or stop sign, **ONLY AFTER COMING TO A COMPLETE STOP FIRST!**
7. Do not “push” vehicles through intersections or into other traffic.
8. Low beam headlights must be in operation at all times.
9. Cross the center line or median when necessary to pass stopped vehicles only when it is safe to do so. Do not travel against the flow of traffic for more than one block.
10. Slow down when you are followed by a tailgater.
11. Do not pass other emergency vehicles during an emergency response. When passing is necessary, the passing arrangement must be made through radio communication.

#### **VEHICLE SAFETY**

1. All personnel riding on the apparatus must be seated with seatbelts fastened while apparatus is in motion.
2. Do not ride outside the cab or canopy of any department vehicle.
3. Do not exit or open the doors of the apparatus while it is in motion.
4. Avoid backing up where possible. Where backing up is necessary, a spotter is required to ensure that you have an unobstructed path. If a spotter is unavailable, exit the vehicle and walk around it to ensure you have an unobstructed path.
5. Turn off the vehicle before fueling.
6. Do not smoke while fueling a vehicle.
7. Wash hands with soap and water if you spill fuel on them.
8. Obey traffic patterns and signs at all times.
9. Maintain a firm grip when getting onto or off of rolling equipment.

#### **COMPRESSED OXYGEN CYLINDERS**

##### *Storage & Handling*

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all oxygen cylinders in the upright position.
3. Place valve protection covers on oxygen cylinders that are in storage or not in use.
4. Do not lift oxygen cylinders by the valve protection covers.
5. Do not store oxygen cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Do not place oxygen cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

#### *Use of Cylinders*

1. Do not use dented, cracked, or otherwise damaged oxygen cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve box when work is finished and when the cylinder is empty.
4. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near any combustible materials such as oil or grease.

#### **ACETYLENE CUTTING**

1. Place valve protective caps on cylinders that are stored or that are not being used, and whenever cylinders are being transported.
2. "Blow out" (crack or partially open) the cylinder valve before attaching the regulator.
3. Stand to the side of the regulator when opening the cylinder valves.
4. Wear the face shield, helmet, filter eye protection, your "turn-out" gear, and your welding gloves whenever performing cutting operations.

Town of Ponce Inlet  
Public Works Department



WORKPLACE SAFETY PROGRAM - Supplement

2007

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## Section I General Safety Procedures

### HEAT EXHAUSTION PREVENTION

1. Wear loose clothing
2. Drink plenty of fluids for proper hydration
3. Wear Sunscreen, sunglasses, and a hat

### LADDERS & STEP LADDERS

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use ladder;
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged;
3. Keep ladder rungs clean and free of grease. Remove buildup of materials such as dirt or mud;
4. Be aware of overhead electrical wires when raising, lowering, and climbing ladders;
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work;
6. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area;
7. allow only one person on the ladder at a time;
8. Face the ladder when climbing up or down it;
9. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder;
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder;
11. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool;
12. Do not stand on the top two rungs of any ladder;
13. Do not stand on a ladder that wobbles, or that leans to the left or right of center;
14. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing;
15. Be sure all ladders are set up at the proper climbing angle and stable before climbing;
16. Do not move a rolling ladder while someone is on it;
17. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases;
18. Do not carry items in your hands while climbing up or down a ladder;
19. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it;
20. Do not use a ladder as a horizontal platform;
21. When it becomes necessary to place a ladder on loose soil or other unstable surfaces, place a one foot square on one inch plywood, or other similar support, under each foot of the ladder before ascending the ladder;
22. DO NOT climb a ladder in excess of 20 feet without assistance.

## DRIVING / VEHICLE SAFETY

- Fueling vehicles:
  1. Turn the vehicle “OFF” before fueling it;
  2. Do not smoke while fueling a vehicle;
  3. Wash your hands with soap and water if you spill gasoline on your hands;
  4. Visually familiarize yourself with the controls of the vehicle before starting it;
  5. Never mount or dismount a moving vehicle;
  6. Set the parking brake before leaving the vehicle;
  7. Always turn off and remove the keys from a vehicle when you exit .
  
- Fuel Storage, Fueling Vehicles and Equipment
  1. Store fuel in the area posted “FUEL STORAGE”.
  2. Do not smoke while handling fuels or when working near storage containers.
  3. Secure fuel containers in the vehicle to prevent spilling caused by sudden movements.
  4. Open the valve on the fuel container slowly to allow the pressure to release from the container.
  5. Do not smoke in the fueling area.
  6. Turn “OFF” engine and remove all sources of ignition before dispensing the fuel.
  7. Replace the caps of the gas tank securely.
  8. Locate the emergency power cut-offs for the gas pump before dispensing the fuel.
  9. Do not “top off” the fuel. Stop fueling when the automatic shut-off on the dispenser nozzle “clicks”.
  10. Do not refuel liquid propane gas (LPG) unless you have been trained and certified.
  
- Driving rules
  1. Always perform an inspection of the vehicle before starting (ie. Lights, directionals, tire pressure)
  2. Shut your door and fasten your seatbelt\* before moving the vehicle;
  3. Obey all traffic laws and signals at all times;
  4. Maintain a firm grip when getting onto or off of equipment.

## General Power Equipment Safety

1. Wear the prescribed personal protective equipment (PPE) such as goggles, gloves, dust masks and hearing protection when operating any of the power tools;
2. Turn the power switch of the saw to “OFF” before making measurements, adjustments, or repairs; only start a saw when it is firmly placed on the ground;
3. Keep your hands away from any exposed blades;
4. Operate all saws at full cutting speed, with sharp blades, to prevent kickbacks;
5. If the saw become jammed, turn the power switch to “OFF” position before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guards.

\* State Law requires the use of seatbelts

## New Equipment

1. All new equipment will be introduced and explained on what, how and why the equipment will be used as well as the proper and safe way to use it;
2. Hazards will be discussed and noted prior to use. The hazards associated with the equipment will be listed and must contain the following:
  - Electrical shock potential
  - Fire hazards
  - Body part/clothes catching in equipment
  - Speed of equipment
  - Loading/unloading of hazards
  - Sparks/flying objects
  - Lockout/tagout procedures
3. Safety Procedures should be discussed including the following:
  - Start up procedures
  - Feeding, Loading, Unloading
  - Operating Procedures
  - Shutdown Procedures
  - Maintenance procedures
  - Possible problems that may occur
  - When to take it "Out Of Service"
4. If you have not been trained on a new piece of equipment, ask your supervisor to review items 1-3 of this policy. **DO NOT ATTEMPT TO USE NEW EQUIPMENT WITHOUT THE PROPER TRAINING & SAFETY EQUIPMENT IN PLACE.**

## Section II – Fleet Maintenance

### All Employees

1. Stand in a position where you are visible to the driver, either by direct view or in the driver's rear-view mirror, when directing a vehicle into position.
2. To prevent a vehicle that is undergoing repair or maintenance from being accidentally started by a coworker, place an "Out of Service" tag on the steering wheel until the service is completed.
3. All passengers must evacuate the vehicle before it is raised on a hydraulic lift or jack.
4. Use the wheel chocks for both the front and back of a wheel on the ground to prevent motion before beginning a vehicle maintenance or repair.
5. Do not work beneath a vehicle that is suspended only by a tow truck cable or jack. Use axle stands or portable ramps.
6. Wear your approved ear plugs whenever the following conditions exist:
  - a. If the noise level is so high that you have to shout to conduct normal conversation with another person who is standing at arm's length away from you;
  - b. If the shop area has signs posted "Hearing Protection Required";
  - c. If you are operating or standing near noise-generating power equipment.
7. Wear your face shield or safety glasses when using a grinder, hammer & chisel, while working on exhaust systems, pressurized systems, hot radiators, and when charging or replacing batteries.
8. Wear the applicable type of safety shoes for the type of hazards that you will encounter in the maintenance shop.
9. Do not direct a charge compressed air hose nozzle at another person.
10. Do not place a vehicle back in service until all the guards and shrouds have been replaced.
11. Do not use hammers that have broken or cracked handles or if the head is loose. Do not use chisels and punches that have mushroomed heads, or have cutting edges which are cracked, chipped or dull.
12. Before attempting to raise a vehicle with a jack, position the jack on a firm surface. Use wheel chocks in both the front and rear wheels that are still on the ground.
13. Report all injuries and "near misses" to your supervisor.
14. Do not push on a wrench, pull on the handle.
15. Do not wear loose clothing, neckties, or dangling jewelry such as neck chains, or rings while working with motorized equipment.
16. Do not smoke in the garage (*smoking is prohibited in all town buildings and vehicles*).
17. Visually check for fuel leaks on the equipment before working on it.
18. Sneakers, sandals, or open-toed shoes are prohibited.

## SECTION III – POWER EQUIPMENT

*This section is merely for reference and should not be considered a substitute for proper training.*

### Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hosts, electrical cords, light fixtures, pipes, clothes lines and toys.
2. Never by-pass the kill switch on the mower handle.
3. Only the operator is permitted to ride on a riding mower.
4. Put the riding power mower into neutral before starting it or when shutting it off.
5. Do not direct the grass discharge towards bystanders, vehicles, or the roadway.
6. Turn the mower to “OFF” before dumping the grass catcher or removing clogged grass from the chute.
7. When using a riding mower, mow up and down the slope. Do not mow across a slope.
8. To mow across a slope, use the upright mower.
9. Keep the mower in gear when going down slopes.
10. Wear your employer prescribed Personal Protective Equipment (PPE), such as your eye/face protection, your gloves, and your hearing protection during mowing procedures.
11. Visually check for cars and trucks when mowing near streets, roadways, and median strips.
12. Visually inspect mower for damages such as loose nuts, blades, belts, wheels, and other parts – prior to and after each use. If any parts are damaged, complete a work order for repair & do not use.
13. Do not smoke when refueling the mower, do not overfill the tank.
14. If the mower gets jammed, turn off the mower before clearing the jam.
15. Always wear your Safety Vest when mowing near streets, roadways, and median strips.

### Edging

1. Do not start an edger if the blade is touching the ground
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible and always wear your safety vest.
4. Wear your employer prescribed Personal Protective Equipment (PPE), such as eye & face protection, gloves, breathing filters, and hearing protection.
5. Use caution when operating the edger in inclement weather.
6. Do not use the edger if it has loose or worn blades or other parts. If any parts are damaged, complete a work order for repair & do not use.
7. Visually inspect the area to be edged. Remove hazards such as electrical cords, light fixtures, hoses and any debris. Edge around sprinkler heads.

### Line Trimming/Weed Eater/Brush cutter

1. Before refueling the trimmer, remove it from your harness, place it on the ground and allow the engine to cool.
2. Wear your employer prescribed Personal Protective Equipment (PPE), such as eye & face protection, gloves, breathing filters, hearing protection and long sleeve pants and shirt.
3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit; keep both hands on the unit during operations.
4. Visually inspect the area to be trimmed, and trim around hazards such as tree stumps, tree roots, rocks, sprinklers, hoses, electrical cords, light fixtures, or pipes.
5. Visually check for vehicles when trimming near streets, roadways, and median strips.

### General Chain Saw Safety

1. When transporting a chain saw in a vehicle, secure the saw so that it will not spill fuel or damage the blade.
2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
3. Do not remove the chain brake or alter handles, chain brake, chain or covers.
4. Always start the chain saw that has a ten (10) inch blade or longer bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
5. Do not place the chain saw on your knee when starting it.
6. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger, and keep the blade away from your body.
7. Do not operate a chain saw above your shoulder height or over your head.
8. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
9. Do not set a saw down while the blade is engage or while it is running.
10. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.
11. If the chain saw get jammed, follow these procedures:
  - 1) put the chain saw switch to the "OFF" position
  - 2) pull the spark plug wire
  - 3) remove the jammed material
12. Put the switch of the chain saw in the "OFF" position before refueling the tank. Never overfill the tank.
13. Visually inspect the chain saw for damages such as: pull cords, worn blades, or cracked blades. If these damages exist, prepare a Work Order for repair, tag-out, and do not use it.
14. Choose an area for cut branches to fall before beginning work. Alert your co-worker by yelling "timber" to notify them of falling branches.
15. Power saws weighing less than 15 pounds may be drop started.
16. Only use grip locations as specified by the manufacturer and keep both hands on the chain saw during the cutting operation.

17. Safety gear must be worn – hard hat, boots, gloves, safety glasses or goggles, ear protection, and a reflective vest.

### Electrical Powered Tools

1. Do not use power equipment or tools that you are not familiar with.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged-in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug – NOT the cord.
7. Turn the power switch of the tool to “OFF” before plugging or unplugging it.
8. Do not leave tools that are “ON” unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools grinders, drills, or saws near containers labeled “Flammable” nor in an explosive atmosphere.
11. Turn the power switch of the electrical tools to “OFF” and unplug it from the outlet before attempting repairs or service work.
12. Do not use extension cords or other three pronged power cords that have a missing prong or are damaged in any other way.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not plug multiple electrical cords into a single outlet.
16. Do not drive over, drag, step on or place objects on a cord.
17. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
18. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
19. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
20. Never operate electrical equipment barefooted.
21. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
22. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
23. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two conductor extension cord.
24. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other non-conductive areas designed for gripping purposes.

### Hydraulic/Pneumatic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.

2. If a tool is defective, lock and/or tag tools “Out of Service” and send to the maintenance shop.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to “OFF” and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

### Blade Removal and Sharpening

1. Turn the mower switch to the “OFF” position before removing the blade.
2. Do not spill fuel or other fluids when tipping the mower to remove the blade.
3. Use an extension ratchet to remove the bolts and to keep your hands from the cutting edge of the blade.
4. Wear your employer prescribed personal protective equipment such as your goggles, face shield, hearing protection and gloves when grinding.
5. Do not stand on the unguarded discharge side of the grinder.
6. Do not operate grinders near container labeled “FLAMMABLE”.
7. Visually inspect the grinder for loose parts and guards before operating the mower. If these damages exist, prepare a work order for repair and do not use it.
8. Never by-pass any safety guards provided by the manufacturer.
9. Allow the blade to cool for at least five (5) minutes before reinstalling it on the mower.
10. Use the jack stand to raise the mower then remove the blade while wearing your cloth protective gloves.
11. Use the grinding wheel or hand file for blade sharpening.

## SECTION IV – BACKHOE OPERATION & SAFETY

### Backhoe Operations

1. Only workers instructed in the proper use and operation of a Backhoe may operate the Backhoe.
2. Use extreme caution when operating near energized power lines (assume all are energized).
3. Passengers are not permitted to ride on or in the cab of the backhoe.
4. Do not exceed the rated load capacity as specified by the manufacturer.
5. Fully extend the outriggers of the backhoe before use.
6. Stay outside the barricaded area of the posted swing radius of the bucket.
7. Do not leave the backhoe unattended without brakes and outriggers set.
8. Do not lift loads over people or the roadway.
9. Do not drive the backhoe on the road shoulders.
10. Operators and signalmen must wear their vests at all times around the backhoe.

# Town of Ponce Inlet



## Safety Program - Supplement

**Building & Code Enforcement Department**

I. Department staff members visit sites to perform inspections on new construction as well as remodeling: *closed-toed shoes, hard hats, safety glasses, and protective clothing.*

II. Department staff visits sites to investigate complaints and code violations: *closed-toed shoes, hard hats, safety glasses and protective clothing.*

III. Activities by Building & Code Enforcement Department staff requiring the use of protective measures include:

- Site visits to vacant lots prior to clearing to inspect grading, trees, and misc. issued prior to permits being issued.
- Visits to existing homes for inspection on additions and/or alterations.
- Visits to existing homes and vacant lots to investigate complaints.

V. Possible safety issues encountered include construction debris, un-safe construction sites and failure to provide safety barriers. Additional issues are uneven ground, heat, sun, bugs, snakes and spiders.

VI. Protective measures include closed shoes, a hard hat, protective clothing, safety glasses, sunscreen, bug spray and notification to property owner or builder of unsafe conditions or safety hazards.