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# Employee Safety Manual

## March 2019

# EMPLOYEE SAFETY MANUAL

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# EMPLOYEE SAFETY MANUAL

## **I. INTRODUCTION**

This Citywide Safety Manual has been prepared as a general reference. The Citywide Safety Manual does not create a contract for employment, either express or implied, but merely sets forth policies and procedures relative to employee safety, health and security in effect on the date it was issued.

Management has sole discretion to interpret and apply the City's safety policies and procedures. The City may terminate, rescind, suspend or change any of its safety policies and procedures at any time and without prior notice. Employees who have questions about the contents of this Citywide Safety Manual are encouraged to raise them with their Supervisors, Human Resources staff or the City Manager. They will gladly provide the employee with the information required or direct the employee to someone who can assist.

The current version of the Citywide Safety Manual supersedes all previous versions and all previously issued policies and procedure descriptions both written and unwritten. To the extent a collective bargaining agreement, the Employee Handbook or a department-specific policy or procedure covers a subject contained in or conflicts with a provision of this Receipt or Safety Manual, the collective bargaining agreement, then the Employee Handbook, then the department-specific policy or procedure will control.

## **A. PURPOSE**

A safety program is designed to accomplish one primary purpose: to prevent accidents. Preventing accidents results in saving lives, minimizing injuries, increasing efficiency of operations, and saving money for both employees and the general public. A safety program provides not only for the safety of the City's employees, but also for the safety of the public in regards to operations of the various departments. The safety program must have continuous active support of all employees to be successful. This manual has been published to provide written policies and procedures for the employee guidance.

## **B. ELEMENTS OF AN EFFECTIVE SAFETY PROGRAM**

An effective safety program includes, but is not limited to, the following functions and responsibilities:

1. Assigning responsibilities to persons for safety activities.
2. Assigning employees to jobs for which they are physically qualified to perform safely.
3. Making equipment, work areas and working methods safe.
4. Searching out hazards and eliminating them immediately.
5. Establishing and maintaining employees' interest in safety.
6. Controlling work habits through adequate and effective supervision.
7. Providing proper protective equipment and making its use mandatory.
8. Educating and training employees as to the specific hazards of their jobs.
9. Investigating accidents to determine cause and taking action to prevent reoccurrence.
10. Preparing and maintaining proper and complete accident records to permit evaluation of the safety program.
11. Adoption and enforcement of safety rules and safety practices.

## **C. SAFETY POLICY STATEMENT**

The City is sincerely interested in employee safety. The City's policy is that accident prevention is the duty of every employee. Supervisors are required make the safety of employees under their supervision an essential part of their management function. Employees are required to accept and follow established safety regulations and procedures, as well as use protective devices. Personal protection, periodic safety inspections of buildings and grounds and areas of responsibility, including hazard awareness and risk management, shall be fundamental in the City's daily operations.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance.

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Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be helped. Every injury that occurs on the job must be reported to an employee's supervisor as soon as possible.

This plan will be regularly reviewed and updated as necessary.

Please work safely. Safety is everyone's business.

## **II. GENERAL RESPONSIBILITIES**

The success of any safety program depends on support from key individuals such as the Mayor, City Council and City Manager. It is also essential that Department Directors, supervisors and all employees be actively involved with the day-to-day aspects of safety, loss control and risk reduction.

The general responsibilities and duties for the City's day-to-day safety program are as follows:

### **A. MANAGEMENT RESPONSIBILITIES**

#### **1. City Manager**

The City Manager directs the overall Safety Program for the City. Specific responsibilities include:

- a. Lead safety program through example, encouragement and establishing accountability.
- b. Oversee establishment of annual goals and objectives of the safety program.
- c. Ensure a strong commitment from Department Directors in supporting the organization's safety objectives and ensure a clear understanding of their respective safety-related duties and training responsibilities.
- d. Delegate authority to the Executive Safety Review Board and provide general direction towards achieving the goals set forth in the overall safety program.

#### **2. Senior Executive Staff**

Department Directors have full responsibility and authority for creating and maintaining a safe and healthful work environment within their departments. To achieve such a work environment, it is necessary to put into place operating procedures that will promote, to the highest degree possible, the safety of their employees and that of the general public. Specific responsibilities include:

- a. Demonstrate the importance of safety through actions;
- b. Develop and actively support a departmental safety program that is intended to control the frequency and severity of accidents. Appoint representatives to serve on departmental safety review boards;
- c. Confirm that investigations are completed and reported in a timely fashion to the City's Claims Coordinators;
- d. Ensure that Safety Review Board recommendations are addressed;
- e. Develop safety objectives for supervisors, as applicable;
- f. Ensure thorough and consistent job and safety training for all employees assigned to or working for the department;
- g. Establish, maintain and use Job Safety Analyses to develop appropriate operating procedures and assist in proper training;
- h. Select appropriate risk management techniques for resolving exposure and loss issues;
- i. Assist in identifying adverse organizational loss trends;
- j. Budget for appropriate safety expenditures;
- k. Hold supervisors accountable for implementing department and organizational-wide safety programs and activities;
- l. Review incidents involving their area of responsibility; and
- m. Cooperate and coordinate with other staff in the disposition and resolution of claims and recommendations for improvements.

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## 3. Supervisors

Supervisors have authority and responsibility for communicating and maintaining safe and healthful work environments for the employees assigned to them. Supervisors will ensure employees under their supervision are following established safety policies and procedures. Supervisors may also act as a liaison between Department Directors and employees regarding safety issues. Specific responsibilities include:

- a. Monitor and enforce compliance with established safety rules and procedures and address violations in accordance with the provisions of the Employee Handbook;
- b. Demonstrate, by example, good safety practices and a positive attitude towards safety;
- c. Conduct safety training and make frequent, individual contacts with employees emphasizing potential hazards and identifying proper procedures to avoid potential accidents;
- d. Inspect new equipment/vehicles and ensure that operators have been properly trained before placing them in service, including manufacturer's limitations;
- e. Conduct and sign off on safety orientation training programs and/or checklists for new employees;
- f. Ensure safety equipment, protective devices and proper clothing are provided and used by employees consistent with City policy;
- g. Investigate the causes of accidents thoroughly and take whatever action is necessary to prevent re-occurrence. Forward accident and on-the-job injury reports, with accompanying documentation, promptly, to the Department Director;
- h. Require employees to immediately report injuries or accidents;
- i. Implement employee-specific safety responsibilities; and
- j. Assist in the implementation of the City's Convalescent Duty Work Assignment Policy/Light Duty/Restricted Duty, ensuring employees work within established restrictions.

## B. EMPLOYEE RESPONSIBILITIES

### 1. Employees

Employees are responsible for securing their own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by an employee. Specific duties include:

- a. Accept willingly, follow and actively support approved safety rules and/or procedures;
- b. Anticipate safety hazards which can arise out of a particular situation not contemplated by written rules or procedures;
- c. Consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown;
- d. Concentrate on the job at hand, work on the job at a reasonable pace and use precautions necessary to avoid exposure to injury;
- e. Notify a supervisor promptly of an unsafe condition, activity, procedure or other employee behavior that has been observed;
- f. Notify a supervisor of broken equipment that may present a safety issue;
- g. Participate actively in the safety effort by making safety suggestions either to the departmental safety committee representative or to a supervisor;
- h. Keep work areas clean and orderly;
- i. Use the proper tools or equipment to do a job;
- j. Operate equipment only with authorization and training;
- k. Refrain from engaging in behaviors that can lead to serious injury and/or disciplinary action;
- l. Avoid distracting others while at work;
- m. Wear suitable attire and protective equipment as required either by rule, practice or common sense;
- n. Arrive at work fit for duty and unimpaired for the job to be performed;
- o. Participate in accident investigations by identifying correctable causes and preventing their recurrence; and

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- p. Report to an immediate supervisor any incident, injury or vehicular accident, regardless of the degree of severity, at the first practical opportunity. In all cases, such report shall be made by the end of one's work shift.

## C. INCIDENT INVESTIGATION AND REPORTING

Accident prevention is the key to eliminating the possibility of injury to employees and property loss. This section addresses the procedures to be followed for accidents resulting in employee injury or property damage.

Vehicle and/or Employee Accident/Injury resulting in property damage and/or injury to employee and/or City property and/or third party. In all cases, reporting of the accident/injury to an immediate supervisor shall be made by the end of one's work shift. Accident forms and procedures can be found on [HPShare:HUMAN RESOURCES\FORMS\Accident and Injury](#). For accidents involving City vehicles and other vehicles, photograph all sides, top, and glass of the vehicle; license plate, driver's license and insurance cards.

### 1. Accident Procedure

- a. When an accident occurs, the employee should notify his/her supervisor as soon as possible.
- b. If emergency care is needed, call 911.
- c. If non-emergency injury, reach out to the supervisor for paperwork and direction about medical care if needed.
- d. The supervisor will ensure the employee obtains help. If medical attention is needed during business hours for a non-life threatening injury, the Supervisor will complete the Occupational Health Form on HPShare (See Appendix – B) and send it with the employee to Lake Forest Acute Care. Employees with after-hours injuries are to go to Lake Forest Hospital. Highland Park Hospital may be utilized in cases of severe emergency given that it is the closest facility.
- e. Employees are required to submit to a test for the presence of drugs, narcotics or alcohol as outlined in the related Collective Bargaining Agreement or Employee Handbook.

### 2. Responsibilities

Notification as soon as an accident or injury has occurred is critical. The supervisor should complete a Supervisory Report and any other required documentation within 24 hours of being advised of the work-related injury and notify Human Resources of the injury on the same day of the accident. In the case of injury, the immediate supervisor, or designee, should accompany the injured employee to the nearest emergency room or occupational health services, as required or appropriate, depending on the severity.

Management:

- a. Conduct accident prevention and investigation training for supervisors.
- b. Ensure all accidents and injuries are investigated.
- c. Ensure immediate and long-term corrective actions are taken to prevent re-occurrence.
- d. Ensure that all required documentation is submitted to applicable the Claims Coordinator within 24 hours of an incident, if an employee injury has occurred, and within five calendar days for other incidents.

Employees:

- a. Report accidents and injuries to their supervisor immediately.
- b. Assist in all accident investigations, as requested.
- c. Report hazardous conditions.

### 3. Supervisor Involvement

In most cases, the Line-Supervisor should conduct the investigation. Immediate supervisors are most familiar with the employee's work environment and assigned tasks.

Immediate Steps in order of priority:

- a. Direct injured persons to medical treatment.

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- b. Eliminate or control hazards.
- c. Document accident scene information to determine the cause.
- d. Interview witnesses immediately, depending on the circumstances of the accident.

## 4. Accident Prevention

Most accidents are preventable by eliminating one or more causes. Accident investigations determine what happened, how and why. The information gained can prevent recurrence of similar accidents. Accident investigators, which are normally the immediate supervisors, are interested in each event, the sequence of events that led to an accident and accident type. The recurrence of accidents of a particular type or those with common causes shows areas needing special accident prevention emphasis.

## 5. Investigative Procedures

Investigation commences with completion of the applicable forms. [HPShare:\HUMAN RESOURCES\FORMS\Accident and Injury](#) (See Appendix – C-F). The actual procedures used in a particular investigation depend on the nature of the accident. Whenever possible, photographs should be attached to the reports. If photographs are not attached, an accident diagram form must be completed and attached. A police accident report should be completed if the accident involves a City vehicle. A police accident report should also be completed when the accident involves a personal vehicle if third party injury or damage has occurred and the employee is on duty. Other sources of accident information may come from an employee's report of the accident, supervisor's investigation, witness statements, diagrams, photographs and any other available documentation. Gather information from many sources during an investigation. Interviews should be performed as soon as possible after an accident. Other City Department(s) may be utilized to assist in the investigation to provide specific areas of expertise.

Inspect the accident site before changes occur. Record pertinent data, including weather and surface conditions. Collect pertinent reports and documents including, documents containing normal operating procedures, maintenance charts, etc. Document the location of victims, photographs, witnesses, machinery, energy sources and hazardous materials.

In general, supervisory personnel may conduct interviews depending on the circumstances of the accident. Witnesses are encouraged to complete separate Witness Statement forms, which can be found at [HPShare:\HUMAN RESOURCES\FORMS\Accident and Injury](#). In conducting interviews, the interviewer should:

- a. Listen, let each witness speak freely and be courteous and considerate.
- b. Take notes without distracting the witness.
- c. Use sketches and diagrams to help the witness.
- d. Emphasize areas of direct observation.
- e. Record the exact words used by the witness. Identify the qualifications of each witness (name, address, occupation, years of experience, etc.).

## 6. Completion of Accident Reports

Immediate supervisor prepares the accident report after interviewing the employee and witnesses, if any, with a recommendation of the accident being preventable or non-preventable. The content of report may be reviewed by the division manager after conversing with immediate supervisor and employee. Accident reports should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline has been found especially useful in developing the information to be included in the formal report:

- a. Background Information
  - i. Where and when the accident occurred
  - ii. Who and what were involved
  - iii. Operating personnel and other witnesses



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- b. Account of the Accident (What happened?)
  - i. Sequence of events
  - ii. Extent of injury and damage
  - iii. Accident type
  
- c. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
  - i. Basic causes (policies, personal or environmental factors)
  - ii. Indirect causes (unsafe acts or conditions)
  - iii. Direct causes (hazards and use of protective equipment)

## 7. Accident Information

The investigation should be completed and all documentation submitted to the applicable Department Director or designee within two business days of the incident or upon receipt of notification of the incident. The Department Director or designee will review the investigation documentation and forward a copy to the applicable Claims Coordinator upon receipt.

Accidents must be referred to the Department's Safety Review Board (SRB) per the Safety Review Board Policy. The SRB policy is located in: [HPShare\HUMAN RESOURCES\Safety Review Board](#).

Accident forms can be found in the following folders/documents and in Appendices C-F:

[HPShare\HUMAN RESOURCES\FORMS\Accident and Injury](#)

[Public Works Department Specific Safety Procedure: PW Safety Manual Chapter 1](#)

[Fire Department Specific Standard Operating Guidelines: Accident Report Form Guidelines and Injury Report Form Guidelines](#)

Police Department General Order 48 Accident Investigation Policy and Procedure - Section D

## D. GENERAL SAFETY RULES

The following guidelines are general in nature and should help with safety responsibilities.

1. Report and take care of injuries at once.
2. Work at a safe pace – safety can be impacted when working at a hurried pace.
3. Do not attempt to give first aid to an injured person unless professionally trained or certified to do so. Do not move a seriously injured person unless absolutely necessary. Call 911 immediately.
4. Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction before operating machine or equipment.
5. No “horseplay”.
6. The use or possession of intoxicating beverages or narcotics on the job is strictly prohibited. See the City's Drug and Alcohol Free Workplace Policy in the City's Employee Handbook.
7. Correct unsafe conditions or report them to the Supervisor.
8. Keep work areas clean and orderly at all times. Good housekeeping can help prevent accidents.
9. Use the correct tools and equipment for the job.
10. Wear proper safety equipment such as eye and ear protection as specified by policy. Inform the supervisor if PPE or other safety equipment is needed but not readily available.
11. Be considerate and concerned at all times for the safety of fellow workers and the general public.
12. Obey safety rules and practices and take an active part in the safety of co-workers. Remind your co-workers if they are working unsafely.

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## III. SAFETY COMMUNICATION

### A. SAFETY AND HEALTH TRAINING

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervisors and employees. The content of each training session will vary, but each session will attempt to teach the following list:

1. The success of the injury and illness prevention program depends on the actions of individual employees as well as a commitment by Department Directors and supervisors.
2. Each employee's immediate supervisor will review the safe work procedures unique to that employee's job and how safe work procedures protect against risk.
3. Each employee will learn when personal protective equipment is required or necessary and how to use and maintain the equipment in good condition.
4. Each employee will learn what to do in case of emergencies occurring in the workplace.

Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of the injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees under their supervision and shall investigate accidents according to the accident investigation policies contained in this manual.

### B. SAFETY ORIENTATION OF NEW EMPLOYEES

Supervisors will review safety rules and procedures with new employees, pointing out possible hazards. If possible, new employees should be assigned to work with a trained employee during the first few weeks or as required by the department. New employees should be checked at frequent intervals, asked about problems that may have arisen and be reminded of safe practices. Supervisors are responsible for the documentation of employee progress or need for re-training. Included in the New Employee City Facility Tour Checklist is a list of safety items that the Supervisor goes through with new employees. (See Appendix A)

### C. SAFETY REVIEW BOARD

In an effort to avoid or reduce personal and/or financial consequences of accidental injuries or damages sustained by employees and the general public, the City has a structure of Safety Review Boards (SRBs). SRBs are responsible for developing safe work practices, safety training, promoting employees interest in safety issues, conducting workplace inspections and identifying, investigating and evaluating employee work-related injuries, vehicle accidents and property damage accidents to determine whether they were preventable or non-preventable. SRBs recommend appropriate remedial action to prevent similar accidents/injuries in the future. SRBs may supplement training committees. SRBs are not disciplinary bodies. They make recommendations to the applicable Department Director based upon the guidelines set out in the SRB policy. The SRB policy is located in: [HPSHare\HUMAN RESOURCES\Safety Review Board](#).

## IV. EMERGENCY RESPONSE

### A. EMERGENCY SITUATIONS PLAN

The City maintains a number of buildings and facilities with different conditions and hazards. It is important that employees become familiar with the emergency procedures their workplaces. The following general rules and actions should be learned before an emergency and followed in the event of an emergency.

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## 1. Before an Emergency

Obtain a copy of the department's Emergency Plan from the supervisor.

- a. Become thoroughly familiar with the City's emergency plans.
- b. Know EXIT and evacuation routes from all areas of the building.
- c. Be aware of situations during which to notify 911 or 9-911(both will dial the dispatch center).
- d. Give extra help to new employees who may not be clear on procedures.
- e. Know where essential safety equipment is located.
- f. Know the locations of fire extinguishers in your work area.

## 2. During an Emergency

- a. Follow the procedures outlined in this manual.
- b. Be calm.
- c. Use a fire extinguisher only if it is safe to do so.
- d. Give extra help to new employees who may not be clear on procedures.

## 3. Following an Emergency

- a. Check for injuries: first self, then others.
- b. If necessary, seek first aid or medical attention for self and others.
- c. Following an evacuation, do not re-enter the building until instructed to do so by the Department Director, or other emergency officials.

The City Hall Situational Emergency Plan is located here: [HPShare:\Situational Emergency - Security Plans](#).

## B. EVACUATION PLANS

Obtain and learn the emergency procedures for fire, severe weather, earthquakes and emergency situations for respective workplaces. It is important that employees become familiar with the evacuation procedures in their workplaces.

The City Hall Situational Emergency Plan linked above includes evacuation plans specific to City Hall.

## C. MEDICAL FIRST AID

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available. First aid kits are required in all workplaces. First aid kits are available for treatment of minor cuts and scratches. They are not a substitute for obtaining medical treatment. Routine administration of first aid for other than minor cuts and scratches must be performed by certified first aid personnel or licensed medical personnel.

In case of a serious injury, call 911. Do not move a patient with a head, neck, or back injury; a broken limb; or allow them to move until a medical professional has given care.

An employee experiencing any of the following signs or symptoms is in need of emergency medical evaluation and possible follow-up care:

1. Difficulty breathing
2. Chest or upper abdominal pain
3. Fainting
4. Sudden dizziness, weakness or change in vision
5. Confusion (sudden onset) or change in mental status (memory loss)
6. Any sudden, severe pain
7. Bleeding that will not stop
8. Severe or persistent vomiting

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9. Coughing up blood

If there is any doubt or if the answer is yes to at least one of the following questions, call 911:

1. Is the person's condition life threatening?
2. Could the person's condition worsen and become life threatening on the way to the hospital?
3. Does the person require the skills or special equipment of paramedics?
4. Could moving the person cause further injury?

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 2.](#)

## D. WORKPLACE VIOLENCE

City employee safety and well-being are top priorities of the City. The City has a zero-tolerance policy for violent acts or threats directed by or toward City employees or individuals or residents conducting business with the City. This policy applies at all times during which employees are conducting City business, during working hours and on City property. Please refer to the workplace violence policy in the City's Employee Handbook. [HPShare:\HUMAN RESOURCES\EMPLOYEE HANDBOOK.](#)

## V. HEALTH AND WELLNESS

### A. WELLNESS PROGRAM

The City of Highland Park Employees Wellness Initiatives (WIN) program promotes preventative care and healthy lifestyle choices, among employees and spouses. It is a benefit available to fulltime employees and spouses who utilize the City's health insurance for their primary healthcare coverage. The program is voluntary and available for enrollment annually for existing employees and at other times as determined by the City. Employees covered by a collective bargaining agreement may not be eligible for the benefit and should consult the bargaining agreement to determine eligibility. Please refer to the City Wellness Program in the City's Employee Handbook. [HPShare:\HUMAN RESOURCES\EMPLOYEE HANDBOOK](#)

### B. CONVALESCENT DUTY WORK ASSIGNMENT POLICY

Temporary, convalescent-duty work may be assigned, as available, to an employee who is unable to perform the essential functions of his or her regular, full-duty position due to illness, injury or disability, provided the employee is qualified to perform such convalescent-duty work and there is a reasonable expectation that the employee will be able to resume full-duty work within six months. This policy shall be administered to assist employees in returning to their regular, full-duty positions. This policy does not oblige the City to create new convalescent-duty employment positions. Please refer to the City's Convalescent Duty Work Assignment Policy. [HPShare:\HUMAN RESOURCES\EMPLOYEE HANDBOOK\Administrative Orders](#)

Police Department Specific Procedure: General Order 89 Restricted Duty

Fire Department Specific Procedure: Policy 38 Light Duty

### C. BACK INJURY PREVENTION

Serious strains often result from improper lifting and handling of boxes, office supplies and equipment. Such objects should be moved with a hand truck or unpacked and handled in smaller parcels.

1. Carry bulky objects in such a way as not to obstruct the view ahead or interfere with the use of handrails on stairways.
2. Avoid placing heavy objects on bottom shelves or the floor if they must be picked up again later. Heavy items should be stored near waist height and lighter objects on bottom or upper shelves.
3. Use a mechanical device for heavy items, if possible, and inspect the device before use. If the object is too heavy, large, or awkward, obtain help.
4. Avoid lifting above shoulder height. Use a ladder or step stool to move objects at these heights.
5. Push rather than pull an object. While pushing, maintain lumbar curve and push with ones legs.

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6. Check the path before moving the load to ensure the path is clear and well-lighted, and then determine where to put the load.
7. To lift safely, spread feet apart to keep a wide base of support, bend at knees instead of at waist and maintain lumbar curve at all times, hold the object being lifted as close to the body as possible and lift slowly, smoothly without jerking.
8. Avoid a long reach to pick up an object and unnecessary twisting. Turn feet, not hips or shoulders. Leave enough room to shift feet so as not to have to twist.
9. Take time and use the same techniques when setting down the object.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 6.](#)

## D. WORKSTATION ERGONOMICS

Ergonomics means fitting the workplace to the workers by modifying or redesigning the job, workstation, tool or environment. Workstation design can impact office worker health and well-being. Many discomforts can result from ergonomically incorrect computer workstation setups. The most common complaints relate to the neck, shoulders and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

Certain common characteristics of computer terminals jobs have been identified and associated with increased risk of musculoskeletal problems. These include:

1. Design of the workstation
2. Nature of the task
3. Repetitiveness of the job
4. Degree of postural constraint
5. Work pace
6. Work/rest schedules
7. Physical characteristics of individual workers
8. Worker Habits and Behaviors

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward. Practice stretching throughout the day to undo improper loading of muscles. As little as three seconds is all that is needed to undo an hour of muscle strain.

### 1. Preferred Posture

Ergonomics can help reduce the stress of the repetitive motions. Adjust office furniture so that wrists are straight while typing, since typing with wrists and elbows lower than fingers is stressful for the tendons and can put pressure on the main nerve in the hand. Position the chair high enough so that elbows are even with, or slightly higher than, the keyboard while typing.

- a. The feet are placed flat on the floor or other support with the thighs horizontal.
- b. Weight is taken on the buttocks and upper part of the thighs only.
- c. The movement of the legs is not restricted.
- d. There is no pressure at the back of the knees or underside of thighs.
- e. The body is held comfortably erect with the back supported in the lumbar region.
- f. The relative height of the seat and the working surface should be adjusted so that the shoulders are relaxed when the hands are resting on the keyboard. The upper arms should hang naturally with the angle between the forearm and upper arm about 90° with a minimum of wrist bending.
- g. The top of the visual display unit screen should be located just below eye level.

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- h. The source material should be positioned at the same height as the screen and at the same distance from the operator's vision, through the use of a document holder.

## 2. Preferred Posture Position

- a. Set the backrest lumbar support so it supports the natural curve in the back. The same mechanism that adjusts the angle of the backrest also adjusts seat tilt. Most people seem to prefer the seat to be horizontal or tilted slightly forward. Do not adjust the chair to lean backwards.
- b. Set the chair height so that arms make a 90° angle or greater when at the keyboard. At a desk with an adjustable keyboard section, adjust it down to achieve the same arm position.
- c. If the desk does not have an adjustable keyboard section and after adjusting the chair up feet are dangling, footrest is needed.
- d. Eye level should be just above the top of the screen. If it is too low, raise it, using a terminal elevation box or computer arm.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 19.](#)

## VI. GENERAL SAFETY PROGRAMS

The following general safety programs may not be applicable to all employees. Supervisors must assign sections based on job duties, Occupational Safety and Health Administration (OSHA) regulations and exposure. The Police Department, the Fire Department and Public Works have specific safety programs that may expand on these safety programs. These department safety programs are included in this Citywide Safety Manual by reference.

### A. FACILITY SECURITY

The City of Highland Park owns and/or operates a number of facilities ranging from public buildings and parking garages to restricted storage areas. The facilities have security measures in place to protect employees, visitors, equipment and the facilities themselves. The Department of Public Works Policies chapter 3 includes the Facility Security Policy.

### B. FACILITIES WINTERIZATION

Public Works manages the Snow and Ice Control Plan.

### C. WORK ZONE SAFETY

#### 1. Work Area Protection

- a. Only employees properly instructed in the use of signing and barricading shall do so. Flagging Course completion is encouraged for those employees that are required to control traffic.
- b. Workers shall wear appropriate Personal Protective Equipment (PPE(s)) including reflective safety vests on or near the roadway, even behind a properly barricaded work zone.
- c. Workers shall use appropriate signing for controlling traffic. Hand signals are not acceptable except in an emergency or in short term operations.
- d. Work vehicles should be parked on the same side of the street as the work site, if possible.
- e. When sidewalk dangers exist, proper site protection will be used.
- f. When signs or devices that are not needed shall be removed or laid down.

# EMPLOYEE SAFETY MANUAL

- g. On busy streets when barricades and cones are required per Manual on Uniform Traffic Control Devices (MUTCD) guidelines they will be removed in reverse of the way they were installed.
- h. Revolving and warning lights shall be used whenever possible.

## 2. Construction

- a. Employees shall wear appropriate PPE(s), as identified on the City of Highland Park's Safety Equipment Recommended Usage List and any other equipment necessary for the job.
- b. Employees shall follow Work Zone Safety Policy & MUTCD guidelines.
- c. Employees are responsible for obtaining and following utility locates.
- d. Barricades and warning signs on temporary stands must be erected in a manner that will withstand the force of wind and perhaps slight bumps from passing vehicles. They should collapse if struck hard.
- e. At night, steady or flashing yellow lights (based on MUTCD requirements) must be used as alerting devices for advance warning and to supplement signs and mark barricades. All traffic warnings signs should have reflector lights.
- f. Small pavement repairs must be surrounded by TYPE I (horse) barricades as printed in the MUTCD for streets and highways. Also, short stretches on excavation within five feet (5) of the pavement must be lined by TYPE I barricades on the traffic side. At night, these barricades must be supplemented by lights at twenty five (25) feet maximum intervals.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 15.](#)

## D. VEHICLE SAFETY

Drivers of City-owned vehicles and those using personal vehicles in pursuit of City business must comply with all applicable laws of the State of Illinois as well as the regulations that are included in the City's Employee Handbook regarding vehicle use.

### 1. General

- a. Backing up of vehicles that do not have a clear view of the entire rear end will be done with the assistance of a guide. If a second employee is in the area, he or she will exit the vehicle and guide the vehicle using hand signal and voice signal. If the driver is alone, he or she will get out of the vehicle and inspect the area behind before backing up.
- b. Riding on sides, toolboxes, tailgates, roof, running boards, or other portions of vehicles or power equipment not designed for riding is prohibited. Further, standing in the back of any moving truck is not permitted.
- c. Drivers will carry their State license at all times when driving. The driver has the responsibility to inform the supervisor of non-possession, invalid driver's license, or any other reason not qualified to drive that day. Suspension or loss of driving privileges will result in full-time drivers being temporarily reclassified or suspended until such time as driving privileges are reinstated or a temporary restricted permit is issued. City employees who maintain Commercial Driver's Licenses (CDL) are subject to the Controlled Substances and Alcohol Testing Policy.
- d. An employee who operates a vehicle regularly or occasionally is required to report suspension or revocation of license to the supervisor who will in turn advise the director of this fact. Any conviction must also be reported to a supervisor. Failure of an employee to report a change in license status may result in disciplinary action.
- e. Drivers will direct full attention to driving only. Employees shall not wear headphones from radios, CD players, or other entertainment equipment while driving City vehicles.

# EMPLOYEE SAFETY MANUAL

- f. Employees driving a City-owned vehicle and using a cellular phone must adhere to applicable state and local laws and ordinances with respect to traffic regulations and restrictions.
- g. During periods of limited visibility or any time windshield wipers are in use, the headlights will be turned on.
- h. Employees are not to leave personal items in any City vehicles.
- i. Drivers of City vehicles will park in legal parking spaces at all times, except in emergency situations, emergency work repairs, or in required performance of official duties. Emergency lights will be turned on whenever a City vehicle is parked in a "NO PARKING" zone. During emergency work repairs, the area must be properly lighted and barricaded. Avoid unnecessary idling.
- j. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire condition, or any other conditions that might create an unsafe situation. Any deficiency encountered will be reported to a supervisor immediately. It is the supervisor's responsibility to insure that appropriate action is taken to correct the problem. Snow and frost must be cleared from windows, mirrors and all lamps. (Check for snow and ice on roof of vehicle).
- k. No City vehicle is to be left unattended with ignition key left in the ignition. When possible, vehicles will be locked when not in use, with the exception of those parked in the garage.
- l. Drivers are expected to operate their vehicles in a safe manner, adhering to all local and State laws. Citations for violation of such laws shall be the responsibility of the person to whom the ticket is issued.
- m. The driver of each vehicle is totally responsible for the operation of the vehicle and the conduct of the passengers when the vehicle is in operation or under the driver's care.
- n. Drivers may not exceed the driving limitations imposed by the State driver's license.
- o. The City reserves the right to deny driving privileges to an employee who does not possess a valid driver's license or whose driving record is less than satisfactory.
- p. Smoking is prohibited in City-owned vehicles.

[City of Highland Park Administrative Order 02 Vehicle Usage Policy.](#)

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 14.](#)

Police Department General Order 32 Police Motor Vehicle Operations Policy.

## 2. Equipment

- a. State law requires that seat belts be worn at times by all drivers and passengers.
- b. Drivers will utilize turn signals at all times and in ample time to warn oncoming or following vehicles of the intent.
- c. Drivers will insure that the windows, headlights, taillights and wipers are clean and operational.
- d. Tailgates will be up and locked when vehicles are in motion. If a vehicle's function requires that the tailgate remain in the open position, a red flag will be attached to the outward items extending over four feet from the corners of the gate.
- e. Necessary checklist conditions are met on City vehicles before operating.
- f. 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 according to the State law. Any load over normal length of vehicle should be appropriately flagged.



# EMPLOYEE SAFETY MANUAL

- g. A strobe or amber revolving lights are to be used to signify an obstruction to the normal flow of traffic or operation that presents a hazard of any type to vehicles or pedestrians.

## 3. Special Equipment

- a. Special equipment such as tractors, high-lifts, high rangers, graders, plows, cranes or any unit which has special devices added for specific types of work will require the following instructions be reviewed prior to use by a driver:
  - i. Explanation and demonstration of all control devices.
  - ii. Explanation and demonstration of all safety equipment.
  - iii. Maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
  - iv. Demonstration of operation.
  - v. New driver operation under supervision with testing.
  - vi. Instruction in driving to and from or on and off trailer, parking procedures and method for securing.
- b. Passengers will ride only in seats designed for passengers.
- c. Operators will look around and have a person, when available, guide them when backing the vehicle or working with overhead equipment.
- d. Construction type equipment will use the right lane except when a left turn is required. Right-of-way will be given to other motor vehicles. Headlights will be on when driving.
- e. Emergency lights will be operating when vehicles present a hazard to other users of the roadway or pedestrians.

[Fire Department Specific Standard Operating Guidelines – Equipment.](#)

## 4. Private Vehicles

- a. Private vehicles are to be parked in the designated parking areas while the employees are at work. Private vehicles are not to be taken to job sites by employees except as approved by the supervisor or Department Director.

## E. HOT WORK PERMIT POLICY

Hot work refers to any work involving operations that create heat in the form of sparks, slag, fire, or convection. Some examples include cutting or grinding metals, or soldering, brazing or welding, even sweating pipes. The hazard from hot work is the potential to cause a fire and or burns to those working in the area. Below are some suggested controls when performing hot work.

Supervisors should train all service technicians about the hazards of hot work and the potential for loss and require them to review the entity's Hot Work Policy and Hot Work Permit Process. The Hot Work Policy from management should state that all work that can create heat and or sparks must be performed under the guidelines of a Hot Work Permit.

The Hot Work Permit Should Include The Following Steps:

- a. Remove the flammable or combustible hazards (dust, lint, saw dust, wood, paper, cardboard, clothing, flammable liquids).
- b. Vacuum up dusts before hot work begins.
- c. Block sparks and or heat from reaching combustible materials.
- d. Protect or block cracks and holes so heat and or sparks do not travel into these areas.
- e. Have the correct type of fire extinguisher on hand at the site of the work.
- f. Post a fire watch for a half hour or more after the work is completed.
- g. Record time work began.
- h. Record time work ended.
- i. Record time fire watch began and ended.

# EMPLOYEE SAFETY MANUAL

## F. POWERED INDUSTRIAL TRUCKS/MATERIAL HANDLING EQUIPMENT

The purpose of this program is to establish procedures for the safe operation of power industrial trucks. The City is required by OSHA to train and monitor employee operation of power industrial trucks. This program additionally supports compliance with the Occupational Safety and Health Administration Powered Industrial Truck Standard, as found in 29 CFR 1910.178. This program applies to City employees, permanent or temporary, who are required to operate material-handling equipment, including forklifts, bucket trucks, and heavy equipment.

When using heavy equipment, do not operate equipment without training from a qualified person. Operators of forklifts and other specialized vehicles must be properly trained for the equipment to be operated. A supervisor or designated trainer will provide additional information on particular machines. However, good judgment as well as common sense are important in the safe operation of equipment.

Operators are responsible for operating powered industrial trucks in a safe manner consistent with safe rules of operation; inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms; and reporting equipment malfunctions and/or maintenance needs to supervisors immediately. Park lift in safe place, remove key, tag or note problem.

### 1. Program Activities

#### a. Equipment Inspection and Maintenance

- i. City vehicles will be inspected prior to use.
- ii. A file will be maintained that lists the shift inspections of equipment.
- iii. A maintenance log will be kept that identifies repair needs and corrective actions taken for each powered industrial truck.
- iv. If repairs are needed on a powered industrial truck such that it cannot be safely operated, it will be taken out of service until repaired.
- v. After repaired, the powered industrial truck will be performance tested to ensure that the equipment is safe to operate.
- vi. Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.

#### b. Changing and Charging Batteries

- i. Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.
- ii. Smoking will be prohibited in all battery-charging areas.
- iii. Eyewash equipment will be maintained in all charging areas.
- iv. Precautions will be taken to prevent open flames, sparks and electric arcs in charging areas.
- v. Employees who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

### 2. Safe Work Practices

#### a. General Safe Work Practices

- i. Only authorized, trained personnel shall operate heavy equipment.
- ii. Before the start of a shift, a visual inspection must be conducted. Employees shall not operate an unsafe forklift at any time.
- iii. Fill fuel tanks out of doors while the engine is off.
- iv. Operators shall drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands.
- v. No person shall ride as a passenger on a forklift or on the load being carried.
- vi. A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose.

# EMPLOYEE SAFETY MANUAL

- Work platforms must have standard guard rails, and must be securely fastened to the forks.
- vii. No person shall stand or walk under elevated forks.
  - viii. Operators should avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake.
  - ix. Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
  - x. Operators entering a building or nearing a blind corner shall make their approach at reduced speed. Sound horn and proceed carefully.
  - xi. Operators shall give pedestrians the right-of-way at all times.
  - xii. Operators shall not drive toward any person who is in front of a fixed object or wall.
  - xiii. No load should be moved unless it is absolutely safe and secure.
  - xiv. When unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels chocked.
  - xv. Heavy Equipment must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, key removed.
  - xvi. Heavy Equipment shall not be left on an incline unless it is safely parked and the wheels blocked.
  - xvii. Only stable and safely arranged loads will be handled.
  - xviii. Only loads within the rated capacity of the powered industrial truck will be handled.

## **b. Traveling**

- i. State and municipal speed limits will be observed, and under all travel conditions, a powered industrial truck will be operated at speeds that will permit it to be brought to a stop in as safe manner.
- ii. Three truck lengths (or two seconds) will be maintained between powered industrial trucks in operation.
- iii. The powered industrial truck will be kept under control at all times.
- iv. When vision is obscured, the operator will slow down and sound the horn.
- v. If the load blocks the operator's view, the powered industrial truck will be driven in the direction that provides the best visibility.
- vi. The powered industrial truck will cross railroad tracks at a diagonal.
- vii. The powered industrial truck will be parked eight feet or further from the center line of the railroad tracks.
- viii. The operator will keep a clear view of the path of travel.
- ix. The loaded powered industrial truck will be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
- x. Dock boards and bridge plates will be properly secured before they are driven over.

## **G. TOOLS AND EQUIPMENT**

Disabling injuries can result from the misuse of hand tools, electrical and gasoline-powered equipment. While injuries to fingers and hands are the most common, more serious injuries such as eye injuries can occur. In order to eliminate the risk of injury, all employees are responsible for wearing the proper clothing and equipment.

Employees are trained on machine guards and safety interlocks at the department level. Refer to department procedures. Employees shall operate only that equipment for which they have been trained on proper and safe operating procedures and only when authorized to do so. Employees have an obligation to ask questions of their supervisor if unfamiliar or unsure how to perform a job. Employees may also refer to the manufacturer's operational guidelines.

# EMPLOYEE SAFETY MANUAL

## 1. General Guidelines for Hand Tools

- a. Only trained personnel authorized to perform tasks using hand tools shall do so.
- b. Employees shall wear appropriate PPE necessary for each job. Employees shall not use cell phones, wear headphones from radios, CD players, tape recorders, or other entertainment equipment while working.
- c. Employees shall inspect hand tools before use and report any damage according to the procedures for identifying defective equipment. Handles must be tight; slivered handles must be sanded smooth. Defective equipment shall be repaired or replaced.
- d. Verify that tools are properly sharpened and that the sharpened edge is carried in a downward position while transporting the tool.
- e. Inspect the head of hammers, chisels, punches, and mallets for mushrooming, burrs, or chipped edges.
- f. Proper spacing of personnel shall be observed when using hand tools to prevent injury to a fellow worker.
- g. Store tools properly when the job is finished. Return tools and equipment to their proper storage areas and ensure they are properly cleaned. Defective tools shall be taken out of service for repair or replacement.

## 2. General Guidelines for Electric Tools and Equipment

- a. Only properly trained personnel authorized to operate electrical equipment shall do so.
- b. Operators of electrical equipment shall wear appropriate PPE necessary for the job. Employees shall wear protective equipment for the eyes or face whenever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects.
- c. Operators shall inspect electrical tools or machinery prior to use to verify there is no damage to cords or ground connections. The cord shall not be used to lift the equipment. Signs of equipment damage should be inspected to determine if they will interfere with safe operation. Defective equipment shall be repaired or replaced.
- d. When using electrical equipment in wet locations, only low voltage equipment should be used and employees should wear rubber boots and rubber gloves.
- e. Electrical tools shall be grounded by connecting a three-wire cord with polarized, three-prong plug, to a ground fault receptacle.
- f. Extension cords must be of the three-conductor type with matching plug and receptacle.
- g. Whenever possible live parts shall be de-energized before a potentially exposed employee works on or near them. This is the preferred method for protecting employees from electrical hazards. An authorized employee is permitted to work on or near exposed live parts only when a supervisor authorizes the work. Employees should refer to the Lock-Out/Tag-Out Policy.
- h. If equipment is not de-energized, then suitable safe work practices for the conditions under which the work is to be performed are included in the written procedures and strictly enforced. Employees should refer to the Lock-Out/Tag-Out Policy.
- i. Employees working on or around vehicles and mechanical equipment such as forklifts, cherry pickers, garbage trucks, cranes and elevating platforms that are exposed to hazards related to equipment component contact with overhead lines shall be trained in the inherent hazards of electricity and the means of avoiding exposure to such hazards and work with another employee as a spotter.
- j. Portable ladders may not have conductive side rails in situations where the employee or the ladder could contact exposed energized parts.
- k. Articles of jewelry and clothing such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear shall not be worn if there is a possibility of contracting exposed energized parts.

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- l. Employees must provide adequate safeguards, such as insulating equipment or barriers, where live parts present an electrical contact hazard to employees who are performing housekeeping duties. Electrically conductive cleaning materials, such as steel wool, metalized cloth and silicon carbide, as well as conductive liquid solution, may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.
- m. Interlocks found on panels, covers and guards are designed to de-energize circuits to prevent electric shock to persons using equipment or performing minor maintenance or adjustments and shall not be defeated or bypassed.

## H. LADDERS

1. All ladders must be inspected frequently and rechecked for soundness and proper working condition prior to daily use.
2. Ladders which have developed defects must be withdrawn from service for repair or destruction and tagged or marked as “Dangerous, Do Not Use.”
3. Do not use ladders on or near power lines or other electrical devices.
4. Straight and extension ladders must be tied off and secured to the upright structure against which they lean.
5. Non self-supporting ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter (1/4) of the working length of the ladder (the distance along the ladder between the foot and the top support).
6. Non self-supporting ladders must extend three feet above the point of support of eaves, gutters, or roof line and should be tied off.
7. Use a ladder with safety feet which are suitable and positioned firmly on the floor, ground, or concrete, which provides a stable, flat and level surface.
8. Work facing the ladder with both feet on the rungs.
9. Only one person is permitted on a ladder at a time unless ladder design specifies otherwise.
10. Ladders must be maintained free of oil, grease and other slippery hazards.
11. Ladders must not be loaded beyond the manufacturer’s maximum rated capacity.
12. Maintain a three-point contact by gripping the side rails with both hands at all times when climbing a ladder. Raise and lower tools or equipment by a hand line and canvas tool bag.
13. Do not reach out more than an arm’s length from a ladder. If necessary, descend the ladder and move the ladder to a better location.
14. Step ladders must be fully opened and set level, spreaders locked and all four legs set level on the ground.
15. Do not stand on the top step or top cap of a stepladder.
16. Do not use the bracing on the back legs of a stepladder for climbing.
17. Ladders shall be maintained in good condition at all times, the joint between the steps and side rails should be tight, all hardware and fittings securely attached and the movable parts should operate freely without binding or undue play.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 12.](#)

[Fire Department Specific Standard Operating Guidelines – Equipment.](#)

## I. TRENCHING AND EXCAVATION

Trenching and excavation work presents serious risks to all workers involved. The greatest risk, and one of primary concern, is that of cave-in. Furthermore, when cave-in accidents occur, they are much more likely to result in worker fatalities than other excavation-related accidents. Strict compliance with all sections of this policy will prevent or greatly reduce the risk of cave-ins, as well as other excavation-related accidents.

# EMPLOYEE SAFETY MANUAL

In an effort to safeguard employees from injury or death, while working in underground trenches and excavations, as well as limit municipal liability and maintain conformance with applicable State and Federal regulations, the Executive SRB hereby authorized the establishment of this Trenching and Excavation Safety Policy that SHALL be followed by all employees assigned to trenching and excavation work.

## 1. Policy

Employees are required to comply with these requirements prior to and during entry of an underground trench or excavation. For the purpose of this policy, a trench is defined as any manmade cut, cavity, trench or depression in an earth surface, formed by earth removal which is greater than or equal to five feet in depth (or with a potential for collapse), and the width is not greater than 15 feet (measured at the bottom). These procedures outlined must be adhered to at ALL times regardless of the urgency of the job to be performed. Employee safety ALWAYS comes first.

According to the United States Code of Federal Regulations Part 1926, soil conditions are classified as:

- Type A: Cohesive soils with an unconfined compressive strength of 1.5 tons per square foot (tsf) or greater (i.e., clay).
- Type B: Cohesive soils with an unconfined compressive strength of greater than .05 tsf but less than 1.5 tsf (i.e., silty loam).
- Type C: Cohesive soil with an unconfined compressive strength of .05 tsf or less (i.e., granular soils including gravel, sand and loamy sand).

Although each soil condition carries its own requirements for providing protective systems, the City's is that the most conservative approach be taken. Rather than use the mandatory manual and visual test to clarify soil, all soils shall be considered "TYPE C" soils and must be protected as such.

This policy's objective is to protect employees from the dangers of entering a trench or excavation incorrectly, and to protect any other party who would enter a trench or excavation being performed by the City. Employees are required to notify any other party of the need for trench and excavation safety procedures upon witnessing such an entry into a trench or excavation being performed by the City. Municipal contracts must have a standard condition that all applicable State and Federal Regulations be followed by the successful contract awardee or subcontractor.

## 2. General Requirements

- a. Surface encumbrances are to be removed or supported as necessary, to safeguard employees.
- b. Underground installations are to be located and safeguarded (protected, supported or removed) as necessary, to safeguard employees.
- c. A ladder must be located in all trenches four feet or deeper. The ladder must extend three feet above the top of the highest trench wall or the highest point of the protective device, whichever is greater. Ladders must be so located as to require no more than 25 feet of lateral travel.
- d. When exposed to traffic, employees shall wear warning vests or other clothing marked for high visibility.
- e. No one is permitted underneath loads handled by lifting or digging equipment.
- f. Personnel are required to stand away from any vehicle being loaded or unloaded.
- g. When mobile equipment is being operated adjacent to a trench and the operator does not have a clear view of the trench, use the following: barricades, stop logs or hand signals from an observer.
- h. If a hazardous atmosphere is suspected or exists within the trench, the atmosphere must be tested (for oxygen deficiency, flammability and toxicity) prior to employees entering the trench. This is for trenches greater than four feet. If a hazardous or

# EMPLOYEE SAFETY MANUAL

deficient atmosphere exists, employees must be protected with appropriate respirators or ventilators. If ventilators are used, continuous atmospheric monitoring is required.

- i. Rescue equipment must be readily available on-site, when a hazardous condition exists or may reasonably be expected to develop.
- j. If water accumulation occurs in the trench, must protect the trench from cave-in with special systems or remove the accumulated water with equipment monitored by the competent person (See # n below).
- k. If the work interrupts the natural drainage of surface water, a measure must be used to prevent surface water from entering the excavation and to provide drainage to an area adjacent to the excavation.
- l. If the stability of adjacent structures is affected, systems such as bracing, shoring or underpinning must be used on such structures. Sidewalks, pavements, curbs and all appurtenant structures shall not be undermined unless a support system is used.
- m. The spoil pile, other stationary equipment or materials must be at least two feet from the edge of the trench. Fencing or other means must be used to keep the spoil pile from rolling into the trench.
- n. A Competent Person is to be designated for all trench and excavation operations. Daily inspections of the trench, adjacent areas and protective systems are to be made by the Competent Person prior to the start of work, as needed throughout the shift and after every rainstorm or as other hazards occur. These inspections are to be recorded on the trench inspection log.
- o. Employees exposed to hazardous trench conditions are to be removed from these areas until precautions have been made and the area has been inspected by the Competent Person.

## 3. Protective Systems

There are three acceptable methods of providing protection in trench and excavation work. Those methods are Sloping, Shielding and Shoring. The following requirements are to be followed regardless of which method is to be utilized. A Competent Person is to be designated for the operation and appropriate inspection forms obtained. One or more of the three protective systems is/are to be determined for use on the trench site. Appropriate equipment is to be obtained.

- a. Sloping and Benching
  - i. SLOPING – The sloping of the sides of the trench or excavation must be inclined away from the trench or excavation at an angle of 1.5 feet wide for every 1 foot in depth.
  - ii. BENCHING – The benching of the sides of the trench or excavation must be inclined away from the trench or excavation benched with 4 feet horizontal and 2.5 feet vertical steps to the surface of the excavation.
- b. Shielding
  - i. The shield must extend at least to the top of the trench. If the shield is located below the trench mouth, the trench section is to be sloped at the above noted angle.
  - ii. Employees are not allowed in shields during installation, removal or movement of the shields within the trench.
  - iii. Employees and escape ladders are only allowed within the shielded area.
  - iv. Shields are to be used according to manufacturer's instructions. If multiple shields are used, they are to be connected using appropriate locking devices.
  - v. Manufacturer's specifications and tabulated data are to be maintained on the job site for shielding systems.

# EMPLOYEE SAFETY MANUAL

- c. Shoring
  - i. Manufacturer's specifications and tabulated data are to be maintained on the job site for shoring systems, excluding timber systems.
  - ii. Shoring equipment is to be maintained and used according to manufacturer's specifications and tabulated data.
  - iii. If shoring equipment is damaged, it must be examined by the Competent Person to evaluate its use.
  - iv. Backfilling is to occur immediately following the removal of support systems.
  - v. As shoring is installed, the trench or excavation must be shored from the top of the excavation to the bottom and removed in reverse order.
  - vi. Shoring uprights must extend a minimum of 2" above the surface of the trench and must extend to the bottom of the trench.
  - vii. Unless stipulated by manufacturer's specifications and tabulated data, shoring uprights must not be farther apart than 4 feet.
  - viii. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must be installed no greater than 4 feet apart.
  - ix. Unless stipulated by manufacturer's specifications and tabulated data, cross braces must be not greater than 2 feet from the top of the trench or excavation.
  - x. Unless stipulated by manufacturer's specifications and tabulated data, cross-braces must not be greater than 2.5 feet from the bottom of the trench.
  - xi. When setting shores, no worker shall be lower than waist deep to the lowest cross brace.
  - xii. Shoring must be re-inspected for possible protective system failures or other hazardous conditions by the Competent Person each time the trench or excavation is left unattended (i.e., lunch, breaks or overnight).
  - xiii. All timber shoring systems will be constructed in accordance with OSHA timber shoring tables.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 17.](#)

[Fire Department Specific Standard Operating Guidelines – O-307 Trench Rescue.](#)

## **J. CONFINED SPACE**

OSHA defines a confined space as a space that is large enough for an employee to enter or break the plane of entry, has restricted means of entry or exit, has unfavorable natural ventilation and is not designed for continuous employee occupancy. Examples of confined spaces include, but are not limited to, digesters, tanks, manholes, tunnels, sewers, trenches, silos and vaults.

Employees must not enter a confined space or break the plane of entry with any part of the body if not trained. Entry into confined space can be extremely dangerous. Possible hazards can include oxygen deficiency, fire and explosion hazards, exposure to dangerous vapors and toxic gases and physical hazards. Employees involved with or having responsibility for entry into confined spaces must be thoroughly familiar with permit entry and rescue procedures. Regulations governing entry into confined spaces are specified by OSHA 29 CFR 1910.146.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 18.](#)

[Fire Department Specific Standard Operating Guidelines – O-305 Confined Space Rescue.](#)



# EMPLOYEE SAFETY MANUAL

## K. LOCKOUT/TAGOUT

Protective procedures, for employees servicing and/or maintaining machines, equipment or pressurized piping during which the unexpected energizing or startup of the machines, equipment or pressurized liquids or gases or stored energy could cause injury to workers, are as follows.

### 1. Procedures

Supervisors shall determine and designate which employees are authorized to perform repair/maintenance of machines and equipment and shall provide training to designated repair/maintenance employees and to affected employees who normally operate or work around equipment or machinery that may be locked and/or tagged out.

- a. Retraining shall be provided for all authorized and affected employees whenever there is a change in job assignments or equipment or energy control procedures. Employees should be tested/quizzed annually.
- b. Supervisors shall ensure that sufficient lockout and tagout devices are available for designated repair employee's use.
  - i. Lockout is the preferred method of isolating machines or equipment from energy sources.
  - ii. Department Directors shall have periodic inspections conducted at times when lockout/tagout procedures are required and prior to actual scheduled repairs/maintenance being performed for the purpose of reviewing the procedures being followed and assuring that authorized and affected employees know and understand the lockout/tagout procedures.
  - iii. Supervisors shall certify that these periodic inspections have been done, identifying the machine/equipment, the date, employees consulted and the person conducting the inspection.
- c. Authorized repair/maintenance employees shall follow the following procedures prior to shutting down and locking out machinery/equipment for repairs or maintenance.
  - i. Review the written procedure for the particular machine/equipment, if documented, and make a survey to locate and identify all isolating devices to be sure which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out.
  - ii. Notify affected employees that a lockout or tagout procedure is going to be utilized and the reasons.
  - iii. Know the type and magnitude of energy the machine or equipment utilizes and the related hazards.
  - iv. If the machine/equipment is operating, shut it down following normal stopping procedure.
  - v. Operate the switch, valve or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Dissipate any "stored" energy (such as in springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure) by restraining methods, such as repositioning, blocking, bleeding down.
  - vi. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).
  - vii. Ensure that no personnel are exposed and then check to ensure energy sources are disconnected by operating the push button or other normal controls to make sure equipment will not operate.
  - viii. Return operating control(s) to "neutral" or "off" position after the test.

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- ix. The equipment is now locked out or tagged out and repairs/maintenance may begin.
- d. To restore machines/equipment to normal operating conditions the authorized repair/maintenance person shall follow the following procedures:
  - i. Check the area around the machine equipment to ensure that no one is exposed.
  - ii. Ensure all tools and braces/blocks have been removed and guards have been reinstated.
  - iii. Remove all lockout and/or tagout devices.
  - iv. Operate the energy isolating devices to restore energy to the machine or equipment.
  - v. Test run machine or equipment.
- e. If more than one individual is involved in the required lockout/tagout each shall place their own personal lockout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. As each employee no longer needs to maintain his or her lockout protection, that employee will remove their lock from the isolating device.
- f. Equipment shall be locked out or tagged out to protect against accidental inadvertent operation when such operation could cause injury to repair/maintenance personnel.
  - i. Employees may not remove any lockout or tagout device other than the employee who installed it.
  - ii. Employees may not attempt to operate any switch, valve, or other isolating device where it is locked or tagged out.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 10.](#)

[Fire Department Specific Standard Operating Guidelines – O-312 Lock Out Tag Out.](#)

## L. PERSONAL PROTECTIVE EQUIPMENT

The City's policy is to conform to the OSHA regulation for Personal Protective Equipment (PPE(s)) Standard Number: 29 CFR 1910.132; provide employees PPE(s) as required for each job; and provide training for employees on the proper PPE use. PPE(s) will be worn by employees, whether full-time, part-time or seasonal, as necessary, while performing various City tasks.

### 1. Determination of When PPE(s) Should Be Worn

Supervisors shall prepare a list of jobs for their divisions and the corresponding PPE(s) required. As job functions change or when additional PPE(s) is/are required, the list will be updated. Each department has their own list. Employees should become familiar with their department list to know what is required to be worn when performing various job assignments. Employees will notify a supervisor if a job description requiring a PPE is not noted on the list.

Employees will ensure they have the proper PPE(s) before beginning a requiring job function. PPE(s) shall be worn while employees are performing jobs that require PPE(s). Employees who are in the immediate area of work shall also wear PPE(s), or those employees will immediately leave from the work zone area. Whenever division supervisors are checking on jobs, they shall wear PPE(s). While an employee is away from the work area, PPE(s) may be removed. However, all PPE(s) must be replaced before entering a work site.

### 2. Training Requirements

Employees will be trained how to wear, operate, care for and clean department-provided PPE(s), as well as manufacture's limitations. Affected employees will be retrained when:

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- a. Updated PPE(s) is purchased.
- b. A change in Federal and / or State law occurs.
- c. A change in City policy occurs.
- d. Inadequacies in an affected employee's knowledge or use of assigned PPE(s) indicate that the employee has not retained the requisite understanding or skill.
- e. Should an employee's job duties change, he or she shall be given additional necessary PPE(s) and trained in its use and care.

### 3. Care of Personal Protective Equipment

Employees are responsible for the cleaning and the safe keeping of the PPE(s) assigned to them. Wearing or using defective PPE(s) is strictly prohibited by this policy. Employees are responsible for advising a supervisor when his or her PPE(s) is in need of replacement and/or repair. PPE(s) that has/have become worn out or damaged will be replaced.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 11.](#)

Police Department General Order 15 Uniform Regulations.

[Fire Department Specific Standard Operating Guidelines – O-311 Personal Protective Clothing.](#)

[Fire Department Specific Standard Operating Guidelines – E-208 Personal Protective Clothing Inspection Program.](#)

[Fire Department Specific Standard Operating Guidelines – E-218 Protective Eyewear.](#)

## M. BLOOD BORNE PATHOGENS

Employees who have occupational exposure to human blood, body fluid, pathogens or body parts are required to have a written Exposure Control Plan and receive training in work practices, methods of exposure, and universal precautions, initially and annually thereafter.

Employees exposed to blood or other body fluids should contact their supervisor and safety officer immediately and request information on the department Exposure Control Plan and the city-provided hepatitis or other applicable vaccinations. The most important thing to remember is a strict adherence to the specified practices and procedures and use of universal precautions when interacting with human blood or body fluids. These include a system of administrative controls and use of personal protective equipment (PPE) at all times. Immediate washing of hands and contaminated areas of the body shall be implemented should an exposure to bodily fluids occur.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 5.](#)

Police Department General Order 146 Exposure Control.

[Fire Department Specific Standard Operating Guidelines – O-332 Exposure to Bodily Fluid](#)

## N. OCCUPATIONAL NOISE EXPOSURE

Excessive noise levels may exist when operating certain equipment or machinery. Extreme noise environments are a known cause of inner ear damage and hearing loss. However, while hearing damage is permanent, it also is avoidable. Common-sense measures can be taken to avoid hearing damage while on the job, including:

1. Avoid loud noise environments whenever possible. When off-duty, an effort should be made to reduce excessive noise;

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2. During shifts, hearing protection should be worn around machines, power tools and other noise generators. OSHA requires employers to provide employees hearing protection at constant noise levels above 85dB;
3. Breaks away from the loud work area during a shift with exposure to continuous loud noise; and
4. Access to an audiologist for excessive noise exposed employees on an annual basis.

If noise levels exceed safe limits as prescribed by OSHA, employees must be protected by either engineering control or by a hearing conservation program which includes hearing protection (ear plugs or ear muffs) and appropriate hearing tests. If exposed to high noise levels in the workplace, contact supervisor so that the noise level can be measured by trained individuals.

## O. RESPIRATORY PROTECTION PROGRAM

This program establishes standard operating procedures to ensure the protection of employees from respiratory hazards through proper selection and use of respirators. It applies to employees who are required to wear respirators during normal operations, non-routine tasks or emergency operations such as a spill of a hazardous substance.

### 1. Program Administrator Duties

Department SRB chairs oversee the respiratory protection program for that department. Duties include:

- a. Identifying work areas, processes or tasks that require workers to wear respirators and evaluating hazards.
- b. Selection of respiratory protection options.
- c. Monitoring use to ensure respirators are used consistent with certification.
- d. Arranging for and/or conducting training.
- e. Ensuring proper storage and maintenance of respiratory protection equipment.
- f. Conducting or arranging for fit testing.
- g. Administering the medical surveillance program.
- h. Maintaining records required by the program.
- i. Evaluating the program.
- j. Updating the written program as needed.

### 2. Supervisors Duties

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their division. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their supervision. Duties of the supervisor include:

- a. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing and medical evaluation.
- b. Ensuring the availability of appropriate respirators and accessories.
- c. Being aware of tasks requiring the use of respiratory protection.
- d. Enforcing the proper use of respiratory protection when necessary.
- e. Ensuring that respirators are properly cleaned, maintained and stored according to the respiratory protection plan.
- f. Ensuring that respirators fit well and do not cause discomfort.
- g. Monitoring work areas and operations to identify respiratory hazards.
- h. Coordinating with the program administrator on how to address respiratory hazards or other concerns regarding the program.

### 3. Employees Duties

Employees are responsible for wearing a respirator when and where required and in the manner in which they were trained. Employees must also:

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- a. Care for and maintain their respirators as instructed and store them in a clean sanitary location.
- b. Inform their supervisor if the respirator no longer fits well, requesting a new one that fits properly.
- c. Inform their supervisor or the program administrator of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program.

## 4. Respirator Selection

Respirators are selected on the basis of the hazards to which the employees are exposed and consistent with OSHA requirements. Only National Institute for Occupational Safety and Health (NIOSH) certified respirators will be used.

Each department will conduct a hazard evaluation for each operation process or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

- a. Identification of the hazardous substances used in the workplace, department or work process;
- b. Review of work processes to determine where potential exposures to these hazardous substances may occur; and
- c. Exposure monitoring to quantify potential hazardous exposures.

The Department SRB will revise and update the hazard assessment as needed (i.e., any time work process changes which may potentially affect exposure), providing evaluations to employees, upon request.

## 5. General Requirements

- a. The department shall provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed and workplace and user factors that affect respirator performance and reliability.
- b. The department shall select a NIOSH-certified respirator. The respirator shall be used in compliance with the conditions of its certification.
- c. The department shall identify and evaluate the respiratory hazard(s) in the workplace. This evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the department cannot identify or reasonably estimate the employee exposure, the employer shall consider the atmosphere to be Immediately Dangerous to Life or Health (IDLH).
- d. The department shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to and correctly fits the user.

## 6. Respirators for Immediately Dangerous to Life and Health (IDLH) Atmospheres

- a. The department shall provide the following respirators for employee use in IDLH atmospheres:
  - i. A full facepiece pressure demand self-contained breathing apparatus (SCBA) certified by NIOSH for a minimum service life of thirty minutes or
  - ii. A combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- b. Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.

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- c. All oxygen-deficient atmospheres shall be considered IDLH.

## 7. Respirators for atmospheres that are not IDLH

The department shall provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

## 8. NIOSH Certification

Respirators must be certified by the NIOSH and shall be used consistent with the terms of that certification. All filters, cartridges and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

## 9. Medical Evaluation

Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.

- a. The medical evaluation will be conducted using medical questionnaire provided in Appendix C of 29 CFR 1910.134 Respiratory Protection Standard.
- b. To the extent feasible, the City will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be sent directly to the health care professional for assistance and medical evaluation.
- c. Affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the health care professional. Employees will be permitted to fill out the questionnaire on company time.
- d. Follow-up medical exams will be provided to employees as required by the OSHA standard and/or as deemed necessary by the health care professional.
- e. Employees will be allowed the opportunity to speak with the health care professional about their medical evaluation if they so request.
- f. The health care professional will be provided with a copy of this program and a copy of OSHA's respiratory protection standard. For each employee requiring evaluation, the health care professional will be provided with information regarding the employee's work area or job title, proposed respirator type and weight, length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes and any additional protective clothing required.
- g. After an employee has received clearance to wear a respirator, additional medical evaluations will be provided under any of the following circumstances:
  - i. The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
  - ii. The health care professional or supervisor informs the Program Administrator that the employees needs to be reevaluated;
  - iii. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and
  - iv. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

Examinations and questionnaires will be confidential between the employee and the healthcare professional.

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## 10. Respirator Filter & Canister Replacement/Change Schedule

An important part of the Respiratory Protection Program includes identifying the useful life of canisters and filters used on air purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant or, if there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

Cartridges/Filters shall be changed based on the most limiting factor below:

- a. Prior to expiration date
- b. Manufacturer's recommendations for use and environment
- c. After each use
- d. When requested by employee
- e. When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally

## 11. Fit Testing Procedures

The City requires employees to be fit tested at the following times and with the same make, model, style and size of respirator that they will be using:

- a. Before being allowed to wear any respirator with a tight-fitting facepiece and at least annually thereafter;
- b. Whenever a different respirator facepiece (size, style, model or make) is used;
- c. Whenever visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery or an obvious change in body weight; and/or
- d. Upon employee notification that the fit of the respirator is unacceptable.

The City has established a record of the fit tests administered to employees including:

- a. The name or identification of the employee tested;
- b. Type of fit test performed;
- c. Specific make, model, style and size of respirator tested;
- d. Date of test; and
- e. The pass/fail results.

## 12. General Use Procedures

Employees will use respirators under conditions specified by this program and consistent with the training received. The respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

Employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in OSHA 1910.134: User Seal Check Procedures (Mandatory) Respiratory Protection Standard.

Employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.

Employees are not permitted to wear tight fitting respirators if they have any condition, such as facial hair, facial scars or missing dentures that prevent them from achieving a good seal. Employees are not permitted to wear headphones, jewelry or other articles that may interfere with the facepiece to face seal.

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## 13. Emergency Procedures

Each department maintains a list of work areas that have been identified as having foreseeable emergencies, potential for IDLH conditions and the location of emergency escape respirators.

## 14. Respirator Malfunction

For respirator malfunction (e.g., a breakthrough, facepiece leakage or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended and go to a safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator or is provided with a new respirator.

## 15. Maintenance and Care Procedures

In order to ensure continuing protection from the respirators being used, it is necessary to establish and implement proper maintenance and care procedures and schedules. A lax attitude toward maintenance and care will negate successful selection and fit because the devices will not deliver the assumed protection unless they are kept in good working order.

## 16. Cleaning & Disinfecting

The City provides each respirator user with a respirator that is clean, sanitary and in good working order. Employees ensure that respirators are cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

The following procedure is to be used when cleaning and disinfecting respirators:

- a. Disassemble respirator, removing any filters, canisters or cartridges.
- b. Wash the facepiece and associated parts in a mild detergent with warm water. Do not use organic solvents. Rinse completely in clean warm water.
- c. Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- d. Air dry in a clean area.
- e. Reassemble the respirator and replace any defective parts.
- f. Place in a clean, dry plastic bag or other airtight container.

Respirators are cleaned and disinfected:

- a. As often as necessary when issued for the exclusive use of one employee;
- b. Before being worn by different individuals;
- c. After each use for emergency use respirators; and
- d. After each use for respirators used for fit testing and training.

## 17. Storage

Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. Employees ensure that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. Emergency respirators are stored:

- a. To be accessible to the work area;
- b. In compartments marked as such; and
- c. In accordance with manufacturer's recommendations.

## 18. Respirator Inspection

Respirators will be inspected before and after each use and at least monthly. Should any defects be noted, the respirators will be taken to the program administrator or supervisor. Damaged respirators will be either repaired or replaced. Respirators shall be inspected as follows:



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- a. Respirators used in routine situations shall be inspected before each use and during cleaning;
- b. Respirators maintained for use in emergency situations shall be inspected at least monthly, consistent with manufacturer's recommendations and shall be checked for proper function before and after each use; and
- c. Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

Respirator inspections shall include the following:

- a. A check of respirator function, tightness of connections and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube and cartridges, canisters or filters; and
- b. Check of elastomeric parts for pliability and signs of deterioration.

The following checklist will be used when inspecting respirators:

- a. Facepiece:
  - i. cracks, tears, or holes
  - ii. facemask distortion
  - iii. cracked or loose lenses/faceshield
- b. Headstraps:
  - i. breaks or tears
  - ii. broken buckles
- c. Valves:
  - i. residue or dirt
  - ii. cracks or tears in valve material
- d. Filters/Cartridges:
  - i. approval designation
  - ii. gaskets
  - iii. cracks or dents in housing
  - iv. proper cartridge for hazard
- e. Air Supply Systems:
  - v. breathing air quality/grade
  - vi. condition of supply hoses
  - vii. hose connections
  - viii. settings on regulators and valves

## 19. Training

Department are responsible for providing respirator training to respirator users or their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it and on the OSHA Respiratory Protection Standard. Employees will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervision of employees that must wear respirators.

The training will cover the following topics:

- a. The City's Respiratory Protection Program
- b. The OSHA Respiratory Protection Standard
- c. Respiratory hazards encountered and their health effects
- d. Proper selection and use of respirators
- e. Limitations of respirators
- f. Respirator donning and user seal (fit) checks
- g. Fit testing

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- h. Emergency use procedures
- i. Maintenance and storage
- j. Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training utilizing a hands-on exercise and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model and size of respirator for which each employee has been trained and fit tested.

## 20. Program Evaluation

Department SRBs will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluation will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and review of records. Identified problems will be noted and addressed by the Department SRB. These findings will be reported to management. The report will list plans to correct deficiencies in the respirator program and target dates for the implementations of those corrections.

## 21. Documentation and Recordkeeping

The Department SRB chair retains the following documents:

- a. Written copy of this program and the OSHA standard and is available to all employees who wish to review.
- b. Copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training and as new fit tests are conducted.
- c. Copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential. The City will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

[Fire Department Specific Standard Operating Guidelines – O-319 Use of Self Contained Breathing Apparatus.](#)

[Fire Department Specific Standard Operating Guidelines – E-211 SCBA Summer Winter Maintenance.](#)

Police Department General Order 102 Department Issued Avon FM 12 Respirator.

## P. HAZARD COMMUNICATION PROGRAM

The following Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200. It ensures affected employees are advised regarding the dangers of hazardous chemicals related to their job. Employees are informed of OSHA Hazard Communications standards, the hazardous properties of chemicals, safe handling procedures and measures to take to protect from these chemicals.

This program applies to all work operations in the City where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency. Copies of the Hazard Communication Program are available for review by employees. The Department SRB chair is the program coordinator with overall responsibility for the program, including reviewing and updating this program regularly.

### 1. Container Labeling

Containers of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is

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sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements. Pipes, vats and other fixed containers must also have their contents identified. Batch tickets, tags, placards or other equally effective means of labeling may be used.

### 2. 16-Part Safety Data Sheets (SDS)

The Department SRB Chair is responsible for establishing and monitoring the City's 16-Part SDS program. The Chair ensures that procedures are developed to obtain the necessary 16-Part SDSs and will review incoming 16-Part SDSs for new or significant health and safety information. The Chair will see that any new information is communicated to affected employees. The procedure below is followed when a 16-Part SDS is not received at the time of initial shipment:

An employee may request a 16-Part SDS, if one is not available, in writing, from the employee's supervisor. The employer has 10 days to produce the requested 16-Part SDS. In the interim, label warnings and instructions can be followed. After 10 days, and no effort to acquire the specific information has been initiated, the employee may refuse to work with the product.

Copies of 16-Part SDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in each department. Employees are trained on pictograms at the department level. 16-Part SDSs will be readily available to all employees during each work shift. If a 16-Part SDS is not available, contact the Department 16-Part SRB Chair. Each copy of the Hazard Communication Program will contain: a glossary of terms, the hazard substance inventory list and a copy of each applicable 16-Part SDS.

### 3. Employee Training and Information

Employees who work with or are potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. New employees will attend a health and safety orientation that includes the following information and training. Whenever a new hazard is introduced, additional training shall be provided within that department. Annual training shall be provided thereafter.

- a. An overview of the OSHA hazard communication standard
- b. The hazardous chemicals present at his/her work area
- c. The physical and health risks of the hazardous chemicals
- d. Symptoms of overexposure
- e. How to determine the presence or release of hazardous chemicals in the work area
- f. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- g. Steps the City has taken to reduce or prevent exposure to hazardous chemicals
- h. Procedures to follow if employees are overexposed to hazardous chemicals
- i. How to read labels and 16-Part SDSs to obtain hazard information
- j. Location of the 16-Part SDS file and written Hazard Communication program

### 4. Hazardous Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning and painting reactor vessels. Prior to starting work on such projects, affected employees will be given information by the Department Director about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use and steps the City is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems) and emergency procedures.

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## 5. Informing Other Employers/Contractors

The department is responsible for providing other entities with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. The department is responsible for obtaining information about hazardous chemicals used by other employers to which City employees may be exposed. Other entities will be provided with 16-Part SDSs for hazardous chemicals generated by this City operations.

The department will inform other entities of the hazard labels used by the City. If symbolic or numerical labeling systems are used, the department will provide other entities/employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

## 6. List of Hazardous Chemicals

The hazardous chemical inventory is compiled and maintained by the Department SRB Chair. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use and quantity used. Further information on each chemical may be obtained from the 16-Part SDSs. When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days.

## 7. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact the supervisor for information regarding:

- a. The chemical in the pipes
- b. Potential hazards
- c. Required safety precautions

## 8. Program Availability

A copy of this program will be made available, upon request, to employees.

[Public Works Department Specific Safety Procedure: Safety Manual Chapters 8 and 9.](#)

[Fire Department Specific Standard Operating Guidelines – O-324 Hazardous Materials Operations.](#)

[Fire Department Specific Standard Operating Guidelines – O-324a HM Operations to Bio-Chem.](#)

## Q. SLIPS, TRIPS AND FALLS PREVENTION

Slips, trips and falls can cause serious injuries. Many of these incidents can be prevented by following these procedures:

1. Keep work spaces, floor surfaces, walkways and similar locations free of hazards (i.e. carpeted areas secured to floor, free of worn or frayed seams, tiles lying flat on the floor) which present a tripping hazard.
2. Chairs must be in safe, operable condition and designed to support the weight of the individual. Broken chairs should be tagged “Do Not Use” until repaired or discarded.
3. Sit in the center of a chair and not on the edge. Watch out for chairs on casters which can be inadvertently pushed from under the employee when the employee attempts to sit down. Place hand behind body to make sure chair is in place before sitting down.
4. Do not stand or climb on a desk, chair, stool or other unstable surface to reach for an object.
5. Place wastebaskets, briefcases, umbrella stands and similar objects where they will not present a tripping hazard.

# EMPLOYEE SAFETY MANUAL

6. When walking, maintain an erect posture and watch where you are going.
7. To prevent slips and falls, select shoes that are slip-resistant, comfortable, supportive and compatible with the work environment. Wear shoes at all times.
8. To prevent trips, do not wear pants that drag the ground.
9. When stepping down from a height of more than eight inches, step down backwards, not forward.
10. Always use handrails when using stairways.
11. Proper attention should be given to the act of going up and down stairs. Falls on stairs occur when people are distracted while ascending and descending.
12. Use caution when walking on uneven surfaces or surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material.
13. Use caution when turning a blind corner in highly trafficked areas walk. Walk slowly to avoid collisions with others.
14. Immediately clean spills.

[Public Works Department Specific Safety Procedure: Safety Manual Chapter 20.](#)

The City of Highland Park wants to thank the following agencies and individuals who so graciously furnished material and information for this manual:

Illinois Department of Labor (IDOL)  
Occupational Health and Safety Administration (OSHA)  
Arthur J. Gallagher Risk Management Services, Inc. and related consulting agencies  
Best in class safety manuals

# EMPLOYEE SAFETY MANUAL

## VII. APPENDIX

### A. DEFINITION OF TERMS

**Accident:** An undesired event that results in personal injury or property damage.

**Air Purifying Respirator (APR):** A respirator for use in toxic environments where the breathable level of oxygen is known to be sufficient. Air-purifying respirators are designed to protect the wearer for short periods only.

**Backfill:** Material used to take up space or fill gaps behind uprights and sheeting to increase surface contact area. Also referred to as fill.

**Benching:** A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels.

**Cave-in:** The separation of a mass of soil or rock material from the side of an excavation or the loss of soil from under a trench shield or support system and its sudden movement into the excavation, either by failing or sliding in sufficient quantity so that it could entrap, bury or otherwise injure or immobilize a person.

**Departmental Safety Review Board (SRB):** Established to review department safety programs and to review accidents/injuries that occur in Fire, Police, Public Works and Community Development and combined City Manager's Office/Finance Departments. Are charged with the responsibility of developing safe work practices, safety training, promoting employees' interests in safety issues, conducting workplace inspections and identifying, investigating and evaluating employee work-related injuries, vehicle accidents and property damage accidents to determine whether they were preventable or non-preventable. Also recommends appropriate remedial action to prevent similar accidents/injuries in the future and may supplement training committees. This SRB is not a disciplinary body, but rather makes recommendations to the applicable Department Director based upon the guidelines set out in this policy.

**Energized:** Connected to an energy source or containing residual energy.

**Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**Engineering Controls:** A method of eliminating or reducing the quantity or severity of job risk factors by redesigning equipment, processes, tools and/or workstations.

**Ergonomics:** Fitting the workplace to the workers by modifying or redesigning the job, workstation, tool or environment.

**Excavation:** A man-made cavity or depression in the earth's surface, including its sides, walls or faces formed by earth removal which results in unsupported earth conditions by reason of the excavation. If installed forms or similar structures reduce the depth to width relationship, an excavation may become a trench.

**Executive Safety Review Board (SRB):** Established to review accidents/injuries involving Department Directors, Deputy Directors or Division Managers as determined by the respective Director and review citywide loss leaders, trends and preventative measures that can be incorporated into City policy. The Executive Review Board may meet more frequently as determined by the Chair. Are charged with the responsibility of developing safe work practices, safety training, promoting employees' interests in safety issues, conducting workplace inspections and identifying, investigating and evaluating employee work-related injuries, vehicle accidents and property damage accidents to determine whether they were preventable or non-preventable. Also recommends appropriate remedial action to prevent similar accidents/injuries in the future and may supplement training committees. This SRB is not a disciplinary body, but rather makes recommendations to the applicable Department Director based upon the guidelines set out in this policy.

# EMPLOYEE SAFETY MANUAL

**Fall:** An event resulting in an individual or a body part of the individual coming to rest inadvertently on the ground or any other surface lower than the individual, whether or not an injury is sustained.

**Fit Test:** A test to ensure that an issued respirator is the proper size for the wearer and that an airtight seal is achieved between face and the respirator, in order to determine proper respirator size and fit.

**Immediately Dangerous to Life or Health (IDLH):** An immediate threat to life, cause of irreversible adverse health effects, or impairment to an individual's ability to escape from a dangerous atmosphere.

**Lockout:** The placement of a lockout device on an energy-isolating device, consistent with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout Device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

**National Institute for Occupational Safety and Health (NIOSH):** A US Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

**Occupational Safety and Health Administration (OSHA):** An agency of the US government under the Department of Labor with the responsibility of ensuring safety at work and a healthful work environment. OSHA's mission is to prevent work-related injuries, illnesses and deaths.

**Personal Protective Equipment (PPE):** Gloves, kneepads and other equipment worn by employees that may help reduce hazards until other controls can be implemented or to supplement existing controls.

**Self-contained breathing apparatus (SCBA):** An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

**Shoring:** A structure such as metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and is designed to prevent cave-ins.

**Slip:** A slide accidentally causing the individual to lose their balance and potentially fall.

**Sloping:** A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in factors such as the soil type, environmental conditions of exposure and application of surcharge loads.

**Tagout:** The placement of a tagout device on an energy-isolating device, consistent with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout Device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device consistent with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Trip:** To stumble over an obstacle, causing loss of balance and potential fall.



**Employee Orientation Checklist for Supervisors**

*To be completed by supervisor and employee and returned to Human Resources within two (2) weeks of the employee's start date.*

Employee's Name:		Department:	
Job Title:		Supervisor	
Start Date:		Supv. Title	
Schedule & Shift:			

**INITIAL WELCOME**

- Introduce yourself
- Determine name employee wishes to be called
- Review chain of command, including who's who in the department organization
- Introduce employee to lead person and co-workers
- Assign a co-worker or other responsible employee as lunch buddy to join new employee for lunch during the first few days

**HOURS OF WORK/PAY POLICIES**

- Work hours-starting and stopping times
- Overtime requirements
- Lunch and break periods
- Location of lunchroom and restrooms
- Time card/time clock procedures
- Starting rate of pay
- Paycheck distribution-when, where, how
- Correcting pay discrepancies



# EMPLOYEE SAFETY MANUAL

Page 2 of 4

- Performance review/appraisal procedures (Provide a complete copy of a blank review form.)
- Pay increases
- Vacations/holidays procedures
- Sick/personal leave procedures
- Updating of personal information, i.e., address, phone, marital status

## **THE JOB**

- Tour of department worksite
- Department structure
- Employee's job duties and job scope
- Employee's job as it relates to organization's mission
- Customer service expectations
- Performance expectations, goals and objectives
- Performance review form for position
- Quality standards
- Systems/tools/procedures
- How to initiate suggestions
- Departmental procedures and manuals (Attach listing of specific procedures and manuals reviewed with and provided to the employee. Employee initials each item on the list as it is reviewed.)

## **GENERAL PROCEDURES AND REGULATIONS**

- Where to get office supplies
- Where to keep or how to protect personal property
- Department policy regarding breaks, schedule, duration, punch-out
- Computer logon/Logoff Procedures
- Purchasing policies and procedures
- Tardiness/absenteeism call-in procedure
- Personal use of telephones and other City equipment or facilities

# EMPLOYEE SAFETY MANUAL

- Care of equipment
- Employee identification Parking location and sticker
- Where to get information and help

## **SAFETY**

- Fire extinguishers and emergency exits
- Copy of general safety rules provided to new employee
- Job or equipment hazards
- Reporting accidents and illnesses
- Proper clothing and footwear
- Proper lifting technique
- Eye protection and other protective equipment requirements
- Storage and disposal of solvents and hazardous chemicals
- Location of first aid/CPR assistance/medical care
- Review of Hazard Communication Program regulations
- Location of SDS (Safety Data Sheets)
- Material Hazards

## **ITEMS ISSUED:**

- Keys Uniforms
- Other (Attach signed receipt.)

By my signature below, I certify that the above items have been reviewed with the employee.

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

\_\_\_\_\_  
Date Completed

By my signature below, I certify that the above items have been reviewed with me by my supervisor.

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

\_\_\_\_\_  
Date Completed



**CITY OF HIGHLAND PARK**

HUMAN RESOURCES DIVISION  
1707 ST. JOHNS AVENUE  
HIGHLAND PARK, ILLINOIS 60035

Please fax completed form to Lake Forest Acute Care at 847-582-1270  
Or  
Send employee with completed form if possible

**Occupational Health Request for Medical Treatment:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
City of Highland Park

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Referred by

\_\_\_\_\_  
Phone Number

Medical Services Requested:

COHP Worker's Compensation

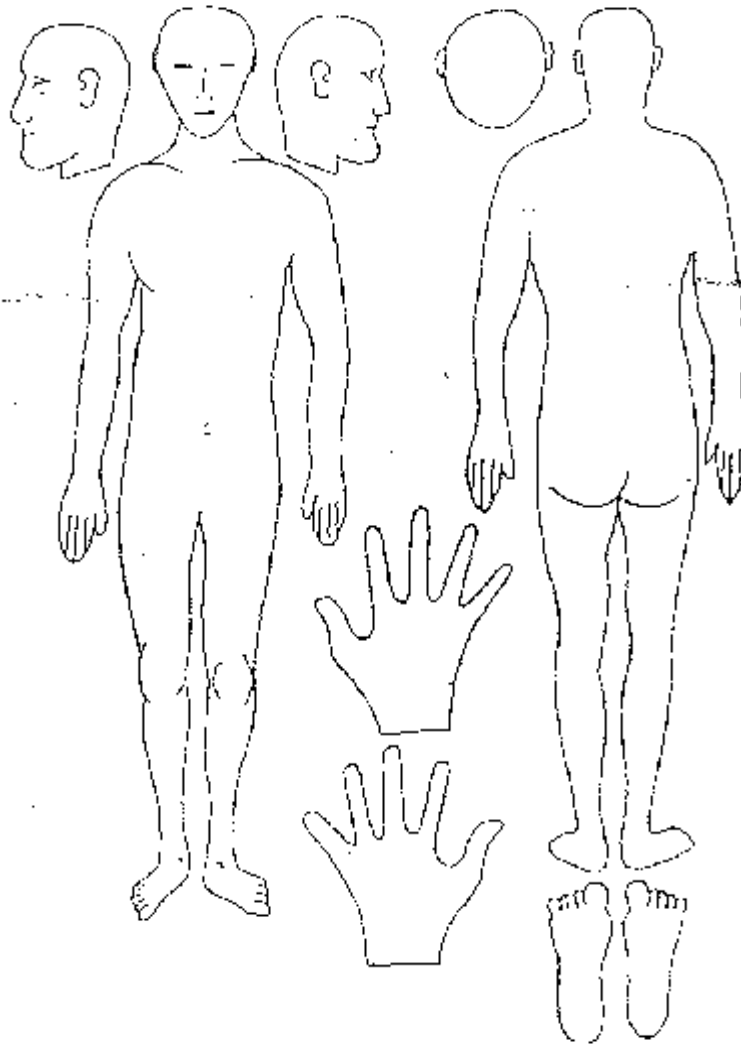


**SUPERVISOR'S INVESTIGATION REPORT**

**PLEASE FAX OR MAIL (847-433-2940) ACCIDENT REPORT FORM TO HR WITHIN 48 Hours**

<p>This report shall be completed (typewritten) by the supervisor of the injured employee, no later than 24 hours after the end of the injured person's work shift. The report shall then be reviewed and approved by the department head, and then forwarded to the claims coordinator (HR) within 48 hours, along with the employee's statement of injury and photographs of the site where the injury occurred.</p> <p>The unsafe acts of persons and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is the supervisor's responsibility to find them, name them, to state the remedy for them in this report, and to ensure that corrective steps are taken immediately to remedy the unsafe conditions or acts.</p>			
SUPERVISOR'S NAME:		DATE & TIME OF ACCIDENT Date: _____ Time: _____ AM _____ PM	
NAME OF INJURED EMPLOYEE:	PHONE#:	INJURED EMPLOYEE'S DEPT:	INJURED EMPLOYEE'S POSITION:
INJURED PERSON STATUS FULL TIME    PART TIME    SEASONAL    CONTRACT    VOLUNTEER    MISC.			
TIME IN JOB IN TRAINING    UNDER 6 MONTHS    6 MONTHS TO 1 YEAR    1 TO 5 YEARS    OVER 5 YEARS			
DATE OF HIRE:	AVERAGE NUMBER OF HOURS WORKED PER WEEK :		HOURLY RATE:
DATE INJURED PERSON REPORTED ACCIDENT:		TO WHOM REPORTED:	
LOCATION OF ACCIDENT (The name or number of building, store, dept., floor, etc.)			
DESCRIBE THE INJURY (Be specific, "right wrist", "lower back", etc.)			
DESCRIBE THE ACCIDENT (State what the injured was doing and the circumstances leading to the accident)			
WAS EMPLOYEE REQUESTED TO GO TO A MEDICAL MANAGEMENT NETWORK FACILITY FOR TREATMENT? YES    NO		IF RESTRICTED, IS LIGHT DUTY AVAILABLE? YES    NO	
IS EMPLOYEE STILL TREATING WITH A MEDICAL MANAGEMENT NETWORK FACILITY? YES    NO		NAME & ADDRESS OF TREATING DOCTOR:	
DID WILL INJURED PERSON MISS <u>MORE THAN 3 WORKDAYS</u> DUE TO THIS ACCIDENT? YES    NO    UNKNOWN			
# OF WORK DAYS INJURED PERSON MISSED:		DATE STARTED LOSING TIME:	
ANY WITNESSES TO THIS INJURY/ACCIDENT? YES    NO    (IF YES, PROVIDE WITNESS INFORMATION BELOW)			
WITNESS NAME	POSITION:	PH#	
WITNESS NAME	POSITION:	PH #	
HOW COULD THE INJURY/ILLNESS HAVE BEEN PREVENTED?			
REMEDY (As a supervisor, what action have you taken or do you propose taking to prevent a repeat accident?)			
SUPERVISOR'S SIGNATURE _____		DEPARTMENT HEAD'S NAME	DATE REPORT PREPARED
MY SIGNATURE INDICATES THAT I HAVE REVIEWED AND APPROVED THIS REPORT AS COMPLETE AS SUBMITTED: _____ DEPARTMENT HEAD'S SIGNATURE		DATE REPORT APPROVED	
MY SIGNATURE INDICATES THAT I HAVE REVIEWED AND APPROVED THIS REPORT AS COMPLETE AS SUBMITTED: _____ CLAIMS COORDINATOR'S SIGNATURE		DATE REPORT RECEIVED	
<p>USE REVERSE SIDE FOR ADDITIONAL SPACE NEEDED PLEASE FAX OR MAIL (847-433-2940) ACCIDENT REPORT FORM TO HR WITHIN 48 Hours</p>			

PERSONAL INJURY INFORMATION



SHADE IN AROUND INJURED AREA:

DESCRIBE INJURY: \_\_\_\_\_

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

**CITY OF HIGHLAND PARK  
NON-WORKERS COMPENSATION ACCIDENT REPORT FORM**

Please complete the sections of the report that are applicable. Please print in ink. The individual having responsibility for reporting the accident should complete the report by the close of the work shift. The claimant should not complete this form.

The supervisor/department head of the employee who filled out the form should complete section IX. The report shall then be forwarded to your claims coordinator by the end of the work shift or within 24 hours.

I. INSURED INFORMATION						
NAME OF INSURED		CONTACT PERSON NAME AND PHONE NUMBER			DEPARTMENT INVOLVED	
DATE OF LOSS	TIME OF LOSS _____ A.M. _____ P.M.		WAS EMPLOYEE INJURED YES _____ NO _____			
LOCATION OF LOSS		EMPLOYEE NAME		EMPLOYEE STATUS ___ FULL ___ PART ___ SEASONAL ___ OTHER		
POLICE OR FIRE DEPT. REPORT #	STREET/SIDEWALK CONDITIONS: ___ DRY ___ OTHER ___ WET ___ SNOW/ICE		WEATHER CONDITIONS: ___ CLEAR/CLOUDY ___ RAIN ___ SNOW ___ OTHER			
II. PROPERTY DAMAGE						
ITEMS DAMAGED:	AGE OF ITEM (S) DAMAGED	VIN NUMBER:		ESTIMATE OR LOSS DAMAGE \$		
MAKE OF OUR VEHICLE/MOBILE EQUIPMENT:	YEAR:	MODEL:	LICENSE NUMBER (S)			
III. DESCRIPTION OF ACCIDENT						
IS CLAIMANT MAKING A CLAIM? ___ YES ___ NO PLEASE EXPLAIN						
IV. TYPE OF ACCIDENT (Please check which applies)						
SLIPS, TRIPS, FALLS ___		PROPERTY ___		POLICE PROFESSIONAL LIABILITY ___		
AUTOMOBILE LIABILITY ___		EMPLOYMENT LIABILITY ___		OTHER/PLEASE EXPLAIN ___		
V. CLAIMANT ACCIDENT / INJURY INFORMATION						
NAME			SEX	AGE/D.O.B.		
BUSINESS PHONE		HOME PHONE		ADDRESS		
NATURE OF INJURY/PART OF BODY ___ FATALITY			WHAT WAS INJURED PERSON DOING?			
WHERE TAKEN? (Name of hospital/clinic, address, phone number)						
VI. CLAIMANT AUTOMOBILE INFORMATION						
OWNER OF OTHER VEHICLE	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN OWNER	AGE	ADDRESS	CITY	STATE	ZIP	PHONE
MAKE OF VEH	YEAR	MODEL	LICENSE NO.	VIN NO.	AREA OF DAMAGE	ESTIMATE OF DAMAGE
IS VEHICLE INSURED? ___ YES ___ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.			WHERE VEHICLE CAN BE SEEN		

# EMPLOYEE SAFETY MANUAL

VII. CLAIMANT NON-AUTO PROPERTY DAMAGE (i.e. fence, building, etc.)					
OWNER OF PROPERTY	ADDRESS	CITY	STATE	ZIP	PHONE ( )
DESCRIBE DAMAGED PROPERTY		LOCATION OF PROPERTY			
IS PROPERTY INSURED? ___ YES ___ NO	COMPANY/AGENCY NAME, POLICY NO. & PHONE NO.				
VIII. WITNESS INFORMATION					
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ( )	HOME PHONE ( )	
NAME	AGE/D.O.B.	ADDRESS	BUS PHONE ( )	HOME PHONE ( )	
IX. ADDITIONAL COMMENTS					
<b>Conditions</b> (Describe any conditions or defects contributing to the accident)					
Describe any unsafe acts or procedures contributing to the accident.					
<b>What precautions could have been taken to avoid accident</b> (if any?)					
<b>Remedy</b> (As a supervisor, what action have you taken or do you propose taking to help prevent a similar accident?)					
<b>Comments:</b>					
X _____ SUPERVISOR/DEPT. MANAGER SIGNATURE & DATE			X _____ CLAIMS COORDINATOR SIGNATURE & DATE		
<p>PLEASE SEND ANY SUPPORTING MATERIAL, SUCH AS AVAILABLE REPORTS, NEWSPAPER ACCOUNTS, PICTURES, REPAIR ESTIMATES AND/OR BILLS, AS SOON AS POSSIBLE. POLICE REPORTS / AMBULANCE REPORTS / ESTIMATES OF REPAIR</p> <p><b>NOTE: IF PROPERTY IS DAMAGED BY A CLAIMANT VEHICLE, PLEASE FILE A STATE OF ILLINOIS ACCIDENT FORM WITH THE SECRETARY OF STATE.</b></p>					

**Employee's Statement of Injury**

Injured Employee must complete all questions in own handwriting. (Use another sheet if more space is needed.)

Name:		Employee # (# on paycheck):	
Work Phone:	Home Phone:	Cell Phone:	
Dept:		Job Title:	
Supervisor's Name and Title:		Supervisor's Phone:	
Describe the nature of all injuries:			
Explain exactly what happened:			
Names of Witnesses:			
Date & Hour Injury Occurred: / / .m.		Date & Hour Injury Reported to Your Supervisor: / / .m.	
To whom did you report the injury?			
Where did injury occur?			
Describe anything you were doing differently than usual:			
Date & Time You First Saw Doctor: ____ / ____ / ____ .m.			
First Full Day/Shift Missed Due To This Injury (not including the day of injury): ____ / ____ / ____			
Names of all doctors you have seen for injury:			
Describe any past complaints, injuries, or treatments relating to the same part of your body:			
The above statement is true and complete to the best of my knowledge and belief.			
Employee's Signature: _____		Date: ____ / ____ / ____	



# EMPLOYEE SAFETY MANUAL

## DISTRIBUTION OF MANUAL

The City of Highland Park Safety Manual was distributed to current employees as part of an annual administrative order update in the second quarter of 2019. New employees will receive a copy as part of the employee onboarding process in the Employee Handbook. Employees should become familiar with the contents of the safety manual, as it outlines responsibilities and the City's guidelines to maintain a safe and healthful workplace for employees. If you do not understand a policy provision in the Safety Manual, please seek clarification from your Supervisor.

The Safety Manual does not create a contract for employment, either express or implied.

Management has sole discretion to interpret and apply the City's safety policies and procedures. The City may terminate, rescind, suspend or change any of its safety policies and procedures at any time and without prior notice.

The current version of the Safety Manual supersedes all previous versions and all previously issued policies and procedure descriptions both written and unwritten. To the extent a collective bargaining agreement or the Employee Handbook covers a subject contained in or conflicts with a provision of this Receipt or Safety Manual, the collective bargaining agreement, then the Employee Handbook will control. This safety manual is meant to be complementary to, and not a replacement for, Department Safety Policies and Procedures.