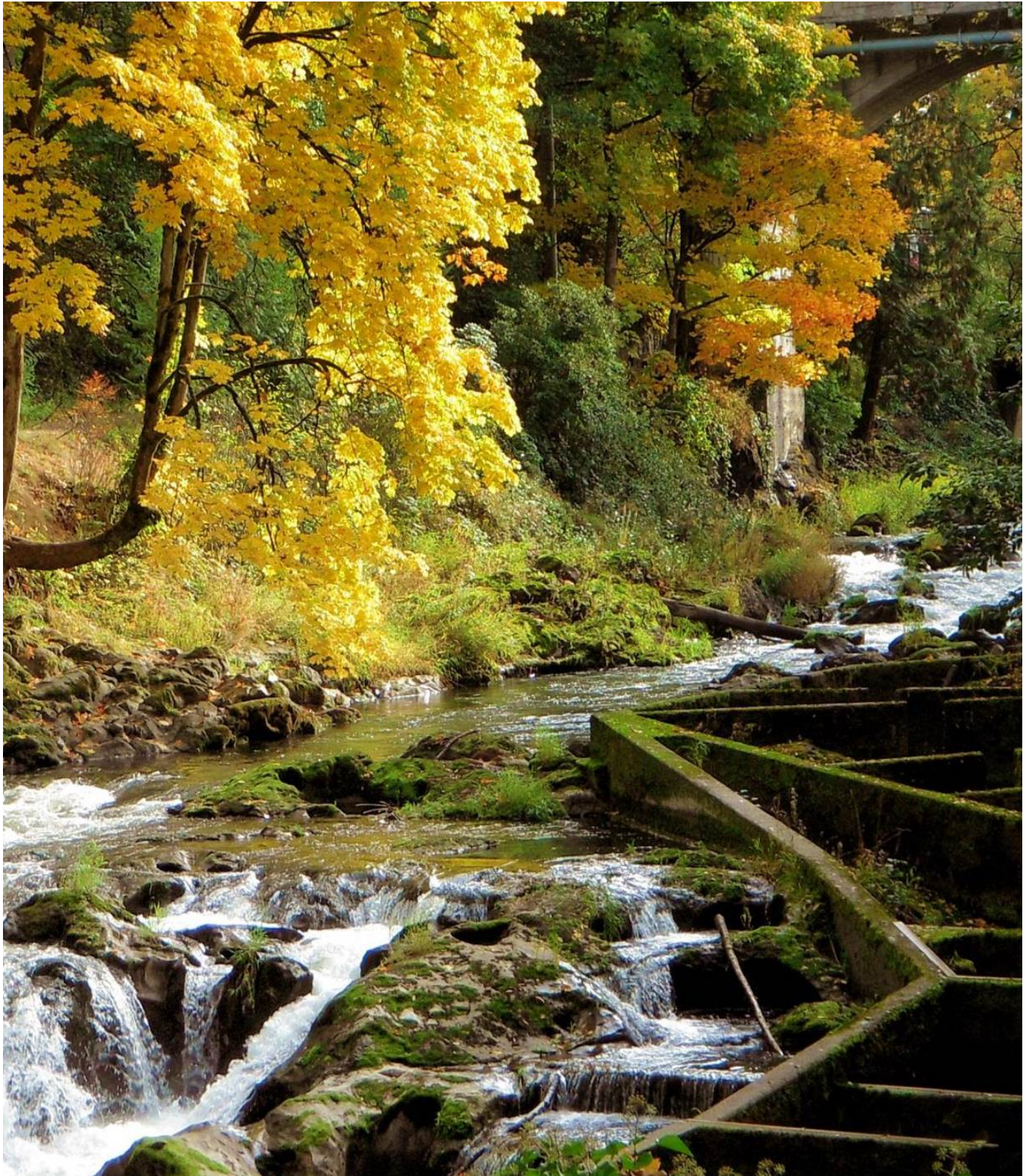




Safety Handbook

February 2020



Safety Handbook

As an EMPLOYEE, you are responsible for:

- ◆ Using good sense and protecting your own health on the job.
- ◆ Keeping physically ready and mentally alert at all times.
- ◆ Using proper safety devices and protective equipment as required by the job and/or the City.
- ◆ Making prompt reports to your immediate supervisor of each injury or occupational illness which occurs on the job regardless of the degree of severity.
- ◆ Reporting unsafe conditions or acts.
- ◆ Maintaining a neat, clean and hazard free work area.
- ◆ Participating in Safety Training classes.
- ◆ Cooperating with all other employees to eliminate accidents.
- ◆ Studying and observing all safety practices governing your work.
- ◆ Performing equipment checks and reporting any problems to your supervisor before using any equipment or machinery.
- ◆ Offering suggestions which contribute to a safer work environment.

PART I

ACCIDENT PREVENTION AND SAFETY PROGRAM

It is the policy of the City of Tumwater to provide and maintain a safe, accident-free and healthful working environment for all our employees (see Operating Policy Section 6 Safety Requirements). We expect every employee to actively participate in our safety programs at all times.

The involvement of every employee and supervisor is essential to the City's Accident Prevention and Safety Program. Involvement means several things: following all safety rules including the use of safety guards and equipment; wearing proper safety protection such as seat belts, goggles, gloves, hardhats or hearing protection when and where required; attending safety orientations and briefings such as first aid and CPR training and our monthly Safety Meetings; the safe and proper operation of all tools and equipment including motor vehicles; making suggestions for improving safety at work; and the reporting of any safety hazards to your supervisor, the Risk Manager, the Safety Coordinator, or a Safety Committee member. Above all, the expression of full involvement on your part is the use of GOOD JUDGMENT about safety in every part of your job.

The City provides the necessary training and equipment, and makes the effort to maintain job sites free from safety hazards. Accidents are investigated so that we can correct any problems and prevent similar accidents in the future. The City and its employees pay insurance premiums to provide a Workers Compensation Program which covers approved medical costs and wages when an employee is off work because of a job related injury or illness. The City takes seriously its responsibility to maintain a safe workplace. Safety is such a priority that as an employee you risk serious discipline up to and including TERMINATION as a possible consequence of failing to follow the safety procedures we have established.

REMEMBER - ACCIDENT PREVENTION and SAFETY is your responsibility too. Play an active part in the City's safety program.

There are a number of key people in the City's **Accident Prevention and Safety Program**. The City's Risk Manager; the Safety Coordinator; members of the City's Safety Committee; members of the

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intra- and inter-departmental safety committees; department directors; and supervisors. Each of these people has a role which is described in the City's Safety and Accident Prevention Manual. **The most important person in the program is you!**

PART II KEEPING SAFETY FIRST

The people responsible for safety; you, your supervisor, your department head, the Risk Manager, the Safety Coordinator and the varied safety committees, have three tools to keep **SAFETY FIRST** in our minds. They are 1) active participation and involvement by employees, 2) inspections, and 3) investigations.

Active Participation/ Involvement

GET INVOLVED! Working responsibly and alertly on the job is your best protection against injuring yourself. By observing and **REPORTING** safety hazards you may also prevent an accident from occurring to someone else.

These hazards may be at your work site or may be hazards to employees and citizens in general. Breaks in sidewalks, deep holes in streets, damaged or clogged drainage systems, fire extinguishers in City buildings with expired inspection dates are examples of general hazards. Damaged stop signs and traffic signals are particularly serious hazards, and these should be reported immediately, even on weekends and evenings. Taking a few minutes to notify your supervisor or the appropriate city employee may mean the difference between health and serious injury for you, your co-workers, and your family as you work and live in Tumwater.

Inspections

Effective inspections are another excellent way to find and correct potential hazards before an employee is involved in an accident. There are several kinds of inspections, formal and informal, which occur on a regular basis.

Formal citywide inspections of departments and work sites may be conducted at any time by the Risk Manager; by individual departments; and/or by a safety committee. The standards for these inspections are generally the same as for an official inspection by the Department of Labor and Industries.

Inspections follow a checklist which directs the inspector to note conditions of buildings and facilities, equipment, machines, tools and materials; safety procedures in force; and the actions of employees. Any potential or actual problem areas should be clearly noted, and the inspector must complete a report to the departmental safety file which indicates the date of the inspection, the inspectors name, a list of the problems found, recommendations for corrective action and a target date for completing corrections.

Any time an inspector finds a serious problem, the faulty piece of equipment should be tagged immediately, and/or the work area blocked off until temporary or permanent repairs can be made. A copy of the inspector's report must be posted for review by all employees in the work area. Problems must be corrected as quickly as possible.

Informal inspections are the daily or routine checks of work sites made by employees and supervisors. One very important thing these routine checks should focus on is whether employees use personal

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protective equipment and follow appropriate safety procedures at all times.

Remember: The Department of Labor and Industries may at any time conduct an official inspection of any or all City work sites.

Investigations

Accidents don't just happen, they are caused. To learn the causes, accidents must be investigated as soon as possible after they take place. Ideally, investigations begin as soon as any injuries have been treated. Events leading up to the accident are still fresh in everyone's mind, and details are more easily recalled.

Even minor injuries should be investigated. An accident's seriousness is often a matter of luck. Eliminating the causes of a minor injury today may prevent a serious accident tomorrow.

Every time an accident occurs (no matter how serious or minor), and as soon as the injured are provided treatment, the supervisor is required to investigate the situation to see what may have caused the problem in order to avoid recurrence. This is the best way we know of to learn from past mistakes. Your supervisor will appreciate your assistance in accident investigations, especially if you jot down a few notes right after the incident. The more information you can provide, the better chance we have of correcting the problem and sparing someone else injury.

Even though the Risk Manager may also investigate an accident, there are three reasons why the immediate supervisor makes the first investigation:

- ◆ The employees involved are basically their supervisor's responsibility. This includes responsibility for their safety and welfare.
- ◆ The supervisor knows the employees and the work better than anyone else, and is in a better position to get the facts and to find out a practical solution to the problem or to recognize situations where technical assistance is needed.
- ◆ The supervisor's investigation can help promote better employee relations. It demonstrates the City's concern for our employees and shows the supervisor's support for accident prevention.

In making the investigation the supervisor should:

1. Check the scene:
 - a. Begin by looking carefully at the accident site: note the location and condition of the area.
 - b. Reconstruct, as much as possible, the chain of events leading up to the injury/illness, and attempt to determine the major events and/or contributing factors that caused the injury.
 - c. Draw a diagram or take photographs of the accident scene if they will be helpful in developing a conclusion about the accident.
 - d. Note machinery, equipment, and any other nearby objects, together with the places where witnesses were standing.
2. Write down useful information, including:
 - a. All facts that may relate to the cause of the injury. For example, did the employee complain of

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- dizziness or did anyone notice whether the employee used the proper equipment.
- b. Any procedure misinterpreted, equipment misused or other factors not in accordance with published work rules or safety procedures.
 - c. Any unsafe conditions in the work area such as defective tools or faulty equipment.
 - d. All other items noted at the time of your investigation such as lighting conditions, weather conditions (if outdoors), and statements made by employees or others relating to the case, etc.
3. Collect the evidence. If an injury/illness or near miss occurs when machine parts or structures fail, it is important to the investigation to determine what failed and why.
 4. Interview the victim as soon as possible or practical. Even if the injury/illness is minor, a timely interview with the injured employee can often develop valuable information to prevent further hazards.
 5. Interview witnesses at the scene immediately or as soon thereafter as possible. Make brief notes identifying who gave the information.

Accidents resulting in a death must also be investigated by an inspector from the Department of Labor and Industries. In those situations, everything at the accident site must be preserved as it was at the time of the accident until the inspector has completed his/her investigation.

Correcting the Problem

The whole point of investigating an accident is to answer two questions:

1. What caused the accident?
2. What can be done to prevent a similar accident?

The City's Accident/Incident Report Form requires supervisors to describe actions that will be taken to prevent a similar accident in the future. In order to make an effective recommendation, the supervisor needs to determine if a particular accident is a single, isolated event, or if it is part of a pattern of accidents, such as:

- ◆ Repeated accidents at a particular work site.
- ◆ Repeated accidents when using a certain piece of equipment or performing a certain activity.
- ◆ Repeated accidents involving a particular employee or group of employees.

The immediate cause of any accident may be only a part of the cause of a pattern of accidents. It is important to stop the pattern of accidents if one exists, as well as solve the immediate problem.

Counseling and Discipline

In isolated accidents and pattern accidents, correcting or changing employee behavior is essential. People, by their actions, cause accidents: people, by their actions, can prevent accidents.

For the supervisor, interacting with the employee through coaching and counseling, explaining to the employee how he/she is expected to behave and giving regular feedback on how well he/she is doing, is the most effective way to change behavior. If informal coaching and counseling does not change behavior, it will be necessary to use formal, corrective discipline. Formal discipline generally begins

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with oral and written warnings, and may increase to include suspensions and termination if the problem is not satisfactorily corrected. For serious problems which may threaten an employee's safety or the safety of other employees, corrective discipline can begin with suspension or termination. Supervisors facing a situation where corrective discipline may be necessary should contact the human resources office on how to proceed.

Substance Abuse

The City of Tumwater recognizes that chemical dependencies on alcohol and/or drugs are treatable illnesses and will handle them as such. The City also recognizes its responsibility and commitment to provide safe conditions to the public and to all its employees. The City's policy towards substance abuse is found in Section 7 of the City's Personnel Policy and Procedures Manual. Unionized employees may have department policies and/or contracts that provide greater detail about the substance abuse policy. Contact your supervisor or the human resources office for information.

While reasonable efforts will be made to assist an employee with a substance abuse problem to receive treatment and/or responsible help, normal progressive disciplinary actions can and will be taken for behavioral problems occurring on or relating to the job if these problems are not immediately addressed. Any violation of City policy that results from, or concurrent with, alcohol or drug abuse will be subject to appropriate discipline.

An employee who has an alcohol or drug abuse problem must comply with all job performance standards at all times. He/she must maintain acceptable attendance patterns, cooperate with supervisors and co-workers and cannot use or be under the influence of alcohol or drugs on the job, on any City-owned property or vehicle or equipment.

All employees who suspect they may have an alcohol or substance abuse problem are urged to contact their health care provider for confidential assistance and referral before the problem impacts their employment status. If you need help in making arrangements for treatment, you may contact the human resources office for **CONFIDENTIAL** assistance. Confidential assistance is also available through the City's Employee Assistance Program (EAP) by calling 1-800-777-4114.

Employees working in positions that require a commercial driver's license are subject to testing to determine whether they may be impaired by drugs or alcohol while at work. Contact the human resources office or your supervisor for information.

PART III

ACCIDENT PREVENTION: SOME BASIC RULES

No one likes accidents. They waste ENERGY, TIME and MONEY. They do occur, however, and usually in hindsight, we realize that they were preventable. With a little extra care or preparation they didn't have to happen at all!

THINK SAFETY! Prepare for every job with safety in mind! Check with your supervisor before starting any new assignment. Be sure you understand the "whys" of procedures as well as the "whats". Each job may have different safety hazards to contend with. There may also be specific accident prevention procedures that apply in special situations or which apply to certain jobs or equipment. But there are some basic rules, common sense really, which every employee should always follow. These are listed on the following pages.

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Basic Safety Rules for all City Employees: Shop, Field and Office

- ◆ Keep physically ready and mentally alert. Staying healthy and alert only increases your ability to insure a safe and accident-free working environment.
- ◆ Wear appropriate clothing. Loose clothing, hair or jewelry may get caught in tools or equipment such as winches, drill motors and electric saws or in typewriters, file drawers, cutters or presses.
- ◆ Personal protection and safety equipment. Certain items are MANDATORY in certain situations. Failure to wear and maintain personal protection and safety equipment in these situations is grounds for discipline up to and including termination.
- ◆ Hard Hats: Employees should have a hard hat available to them for work in any area that poses an overhead hazard. Each job site must be evaluated to determine if potential hazards exist that would require hard hats to be worn. This is the responsibility of the supervisor. If an employee is operating a vehicle with a cab enclosure, a hard hat does not need to be worn inside, but when outside the cab and exposed to potential hazards, the hard hat must be worn. Also, if the nature of the work being performed causes the

hard hat to slip or fall off, a chin strap should be installed.

Examples of work sites requiring hard hats and commonly encountered by City employees include, but are not limited to:

1. When working in the right-of-way of streets and roads hard hats must be available at all times. Hard hats must be worn whenever there is a potential danger of flying or falling objects. The hard hat may be removed if there is no potential exposure to a hazard. Employees must keep in mind that there is the possibility of flying objects caused by or coming from moving vehicles.
2. Construction sites where cranes, overhead scaffolding or the like are in use.
3. Trenches and confined spaces.
4. Or whenever the supervisor, department director or Risk Manager determines that a hazard exists from flying, falling or propelled objects.

This policy applies to City inspectors, surveyors, work crews for parks or public works operations, and all other City employees as determined by individual department heads. Office staff visiting a work site where hard hats are required for field crews also must wear hard hats.

- ◆ Hearing protection such as ear plugs and ear protectors are required in all locations with high noise levels and should be worn whenever loud noise-producing tools, equipment, or firearms are being used.
- ◆ Safety glasses, goggles, or face shields must be worn where any hazard to the eye exists as in operations involving chipping, grinding, drilling, cutting, welding, trimming, etc.
- ◆ Respirators and air filtering devices should be worn whenever a job or operation introduces small particulates or chemical pollutants into the air, especially in a "closed" environment as when using spray paint or insecticide in an unventilated room or shop.
- ◆ Approved safety vests and/or approved uniforms shall be worn when in or adjacent to vehicular traffic or when working after dark.
- ◆ Shoes must be worn at all times in the shops and in the field. These shoes must be at least leather upper work shoes, not athletic shoes. Individual departments may require safety toe shoes for certain employees. In the office, be sure your shoes are comfortable and give enough support to get your feet through all the standing and walking you do all day. Poorly fitting shoes and very high heels are an invitation to turned or sprained ankles. Flip-flops, sandals and sport shoes leave feet

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- exposed to potential cuts and crushing.
- ◆ Gloves suitable for the job shall be worn where necessary such as when welding.
- ◆ Seat belts shall be worn when operating or riding as a passenger in any City vehicle or equipment used in vehicular traffic.
- ◆ Learn first aid and CPR skills.
- ◆ Use proper lifting techniques. Keep the weight of lifted objects as close to your body as possible and use your leg muscles to minimize muscle and back strain. If you're not sure of your ability to lift, get some help and/or use hand-trucks or other aids.
- ◆ Make sure all tools are in good condition. Cutting edges should be sharp, clean and free of nicks; handles should be secure and complete. Use tools only for their intended use; be sure electrical tools are properly grounded.
- ◆ Use the safety guards on equipment. Sharp edges and electrical shock are dangers in the shop and in the office.
- ◆ Use a ladder, not a chair, if something is above your reach. Chairs make poor platforms for standing. When using a ladder, be sure the ladder is non-conducting and is free of cracks, broken rungs or other defects.
- ◆ Use caution with file cabinets. Keep file drawers closed when not in use. Open file drawers can trip or otherwise injure unsuspecting employees or cause a top-heavy cabinet to tip over. Never lean against a file cabinet or use it in place of a ladder.
- ◆ Use exhaust fans and vents when operating equipment or using substances which cause noxious or toxic fumes. Be sure there is an MSDS (Material Safety Data Sheet) readily available which gives instructions and precautions for handling emergencies such as fumes, spills or accidental poisonings.
- ◆ Watch for slip and trip hazards. Move electrical cords out of the way; keep work areas neat, clean and tidy. Keep hallways and walkways clear.
- ◆ Make good use of lighting and adjust equipment and chairs to provide maximum support to, and minimal strain on muscles, tendons and bones.
- ◆ Avoid horseplay. It's too easy to slip or miss and cause injury to yourself or others.

Heat Stress: Protect Yourself

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

- ◆ High temperature and humidity;
- ◆ Direct sun or heat;
- ◆ Limited air movement;
- ◆ Physical exertion;
- ◆ Poor physical condition;
- ◆ Some medicines;
- ◆ And inadequate tolerance for hot workplaces.

Symptoms of Heat Exhaustion

- ◆ Headaches, dizziness, lightheadedness or fainting.
- ◆ Weakness and moist skin.
- ◆ Mood changes such as irritability or confusion.
- ◆ Upset stomach or vomiting.

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Symptoms of Heat Stroke

- ◆ Dry, hot skin with no sweating.
- ◆ Mental confusion or losing consciousness.
- ◆ Seizures or fits.

Preventing Heat Stress

- ◆ Know sign/symptoms of heat-related illnesses; monitor yourself and coworkers.
- ◆ Block out direct sun or other heat sources.
- ◆ Use cooling fans/air-conditioning; rest regularly.
- ◆ Drink lots of water; about 1 cup every 15 minutes.
- ◆ Wear lightweight, light colored, loose-fitting clothes.
- ◆ Avoid alcohol, caffeinated drinks, or heavy meals.

What to Do for Heat-Related Illness

- ◆ Call 911 at once.

While waiting for help to arrive

- ◆ Move the worker to a cool, shaded area.
- ◆ Loosen or remove heavy clothing.
- ◆ Provide cool drinking water.
- ◆ Fan and mist the person with water.

Special Safety Rules: Shop and Field Employees

As we said, in addition to these "basic" rules of safety, some jobs or equipment may require additional precautions to ensure accident prevention. The following is a partial list.

- ◆ Trenches and confined spaces: No City of Tumwater employee is permitted to enter a trench or excavation which does not satisfy the safety standards for construction work established by the Department of Labor and Industries.

A City of Tumwater employee is not permitted to enter a confined space without knowing and following the proper procedures outlined by department policy. This includes entering manholes, storage tanks, storm drain lines, or any other confined space where there may be a hazardous gaseous vapor or a lack of oxygen.

- ◆ Traffic: Safety vests and hardhats are mandatory whenever the work site is in or adjacent to traffic. All employees must receive specific training in setting up warning signs, flags, cones, barriers and lights as prescribed in department procedures before they will be allowed to work in traffic areas. These warning devices must always be in place when work sites are in or near vehicular traffic.
- ◆ Grinding tools: Grinding wheels must be operated within their rated speeds and must comply with the Washington State Department of Labor and Industries safety regulations pertaining to machine operation and guarding. Proper eye protection is required.
- ◆ Cutting and welding: Only authorized personnel are permitted to do any cutting or welding. Before cutting or welding, the area must be clear of any flammable material or explosive liquid. No cutting or welding is allowed on fuel tanks or oil containers and the area must be properly shielded to protect other employees from flashes. When cutting or welding indoors, proper ventilation, prescribed clothing and eye protection are all required.

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- ◆ Gas welding equipment must be equipped to prevent the backflow of oxygen into the fuel/gas supply. Prescribed pressure settings must be observed and no lubricants are permitted in assembly of gas welding equipment.
- ◆ Compressed air: Compressed air hoses must be handled with caution to ensure that air is directed away from everyone's eyes or face. Compressed air must not be used for cleaning clothing or other services because of the hazards of blowing particles.
- ◆ Pneumatic or explosive-activated tools: These tools shall only be used by employees who are properly certified in their use. Pressure must always be shut off and air exhausted from any line before disconnecting the line from any tool or other connection. Leaking or defective hoses shall be removed from service immediately.
- ◆ Flammable and combustible liquids: Only approved containers and portable tanks are permitted for storage and handling of flammable and combustible liquids such as gasoline and paints. These containers must be stored in approved, closed metal cabinets when not in actual use.
- ◆ Spray painting is permitted only in approved spray booths or in areas specifically approved for such use under the Uniform Building Code and Uniform Fire Code as enforced by the City.
- ◆ Hazardous material: The production of hazardous waste must be kept to a minimum. If a waste product can be identified as a commodity, it can be recycled. Oils, gasoline, antifreeze and batteries, if pure or undamaged, can all be recycled, but once polluted they become hazardous waste and must be effectively segregated and contained until properly disposed. Other materials, such as paints, pesticides and carburetor cleaners are not a major problem in use, but in disposal. All employees must follow proper disposal procedures for each product.
- ◆ Learn to properly separate and dispose hazardous waste material. Become familiar with the hazardous materials in your work area and how and where to dispose of each. If you have any questions relating to hazardous material or disposal procedures check the MSDS on file in your department or ask your supervisor.
- ◆ Chemicals/pesticides: All chemicals and pesticides must be properly and safely stored in appropriately composed and adequately sealed containers in safe secure locations away from such hazards as excess heat, light or moisture.

When using chemicals such as cleaning fluids or solvents, always first check your equipment and wear the appropriate personal safety protection such as gloves or respirators. Only properly certified employees are to handle pesticides. Chemicals come in all forms: gas, liquid and solid. Always adequately protect yourself against their effects. For information regarding chemicals or pesticides check the MSDS forms on file in your department or consult your supervisor.

To minimize hazardous waste production, chemical wastes must be properly separated and stored. This includes clear, concise and legible labeling of all containers.

Motor Vehicle Safety: All Employees

In the City of Tumwater, motor vehicles remain the greatest potential source of injury to employees and citizens alike. Many of us drive a vehicle either occasionally or regularly as part of our job and all of us become part of traffic as a driver, passenger or pedestrian when going to and from work and leisure activities. The hazards to people and property from motor vehicle accidents are well known to all of us. Because of this, we insist that all City of Tumwater employees remain RESPONSIBLE, COURTEOUS and SAFE drivers at all times.

To help ensure that you avoid vehicle accidents and injuries on and off the job, remember and practice the following:

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- ◆ Drive defensively. Look ahead, think ahead. Anticipate situations that may contribute to accidents and take appropriate precautions.
- ◆ Wear seat belts at all times. Passengers, as well as drivers, should always wear their seat belts.
- ◆ Operate motor vehicles only when you are well rested and fully alert.
- ◆ Avoid alcohol use before operating any motor vehicle equipment. It can cause drowsiness, slow reaction times and changes in depth perception which can easily lead to serious accidents.
- ◆ Avoid using any medications when you are operating motor vehicles. Many medications, whether prescription or over-the-counter remedies such as cough medicines or cold capsules have the same depressing effects as alcohol.
- ◆ Avoid smoking when operating vehicles or motor equipment. Recent studies have shown that besides distracting the driver's attention when he/she is handling smoking material, the smoke itself can contribute to drowsiness and delayed reaction times. **Note that smoking is prohibited in City vehicles.**
- ◆ Inspect the vehicle and its safety equipment (brakes, lights, etc.) before operating. Check also for any signs of damage that may have been caused by the operator before you. If any is found, report it to your supervisor or the motor pool coordinator before you use the vehicle.
- ◆ Learn how to use the equipment properly. Take training and be sure that you are familiar with all the controls and know what to do in emergency situations such as equipment failures.
- ◆ Become familiar with the accident reporting procedure located in Part IV of this handbook. Remember, if you are involved in a motor vehicle accident in a City vehicle or in your private vehicle while on official City business, you must make a report immediately regardless of the seriousness of the damages or injuries.

Drive Now, Talk Later

Increased reliance on cell phones and other mobile communication devices have led to a rise in the number of people who use the devices while driving. There are two dangers associated with driving and cell phone use. First, drivers must take their eyes off the road while dialing. Second, people can become so absorbed in their conversations that their ability to concentrate on the act of driving is severely impaired, jeopardizing the safety of vehicle occupants and pedestrians.

Many studies have shown that using hand-held cell phones while driving can constitute a hazardous distraction, one study even showed that motorists who use cell phones while driving are four times as likely to get into crashes serious enough to injure themselves. The theory that hands-free sets are safer has also been challenged by the findings of several studies.

The City of Tumwater reminds all employees that the act of driving is the first priority on the road. Maintaining your safety, and the safety of those around your vehicle, is of utmost importance. Therefore, with the exception of public safety communications, the City recommends that, when necessary, you pull to a safe spot on the side of the road to make or receive calls on mobile communication devices.

All City employees are responsible for following these safety precautions when operating a vehicle on the job. Employees must also, of course, have the proper state driver's license for the type of equipment being operated. Failure to adhere to these safety precautions will require corrective action including possible suspension or termination.

Facility Safety

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Maintaining proper order in the workplace is the most important element of accident prevention inside City facilities and offices. The following housekeeping principles should be followed to minimize the risk of accidents:

- ◆ Keep desks, counters and work areas clean and orderly.
- ◆ Keep drawers and cabinet doors closed when not in immediate use. An open drawer of a desk or cabinet is a hazard which can cause you or others to trip or collide.
- ◆ Open one drawer at a time. Opening a heavily loaded top drawer of a file cabinet can cause the entire cabinet to fall forward.
- ◆ Use handles to close desk drawers, files, safes and doors.

- ◆ Use chairs sensibly. Don't tilt or slump back in chairs. This can cause chairs to break or tip over, resulting in injury to the occupant.
- ◆ Use safe ladders to reach objects that are beyond a safe reach. Never stand on boxes, sitting stools, cabinets, counters, desks or chairs instead of using ladders.
- ◆ Secure office equipment such as printers, computers or typewriters so that they will not fall on you or others.
- ◆ Never attempt electrical repairs if not qualified.
- ◆ Keep power cords out of main walking areas. Power cords pose a tripping hazard. Arrange and maintain your work area to prevent this hazard.
- ◆ Do not remove the ground prong of a three-prong plug. Electrical equipment with a three-prong plug requires a three-hole receptacle. If an adapter must be used to accommodate a two-prong receptacle, ask facilities personnel to verify that the adapter is properly grounded.
- ◆ Walk, don't run. When walking in hallways, keep to the right, especially at corners.
- ◆ Do not read while walking.
- ◆ When using stairways, take your time and use the handrails.
- ◆ Don't stand in front of a closed door that may be suddenly opened.
- ◆ Smoking is not allowed in City facilities or vehicles. When smoking outdoors, be cautious with your ashes and butts to avoid igniting a fire.
- ◆ Avoid spilling or splashing liquids on the floor. This might cause someone to slip or fall. Remember good housekeeping.
- ◆ Respect sharp objects such as pencils, scissors, or letter openers by placing them in a covered holder or other appropriate area and carry such objects in such a way that they cannot cause puncture wounds to you or others.
- ◆ Report defective equipment to your supervisor.
- ◆ Wear non-slip shoes when working on uncarpeted floors.
- ◆ Promptly report on-the-job injuries or near accidents to your supervisor.

Fire Extinguishers:

Fire extinguishers are available throughout City facilities. Employees should familiarize themselves with the location of fire extinguishers in their work areas, in the vehicles or in the equipment that they are assigned to operate. Information about the correct use of fire extinguishers is available from the Tumwater Fire Department.

Fire Alarms:

City Hall is equipped with a fire alarm system that will automatically close magnetically controlled

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doors. On occasion the fire alarms will be tested. City staff will receive notice of fire alarm testing in advance. If you have not been notified of a test and the fire alarm sounds, you should evacuate the building immediately.

Fire Evacuation Plan:

The fire evacuation plan for City Hall is contained in Operating Policy Section 6 Safety Requirements which will be reviewed with all new employees during their department safety orientation. Employees should familiarize themselves with the plan and be aware of the location of fire exits and fire alarm controls. Occasional fire drills are conducted by facilities staff. All City employees are required to participate in fire drills by following the evacuation plan. Employees working in facilities other than City Hall should review fire evacuation plans for all other worksites in which they may be required to work.

Earthquake Procedures:

During an earthquake, DROP, COVER, and HOLD.

After an earthquake, employees should exit buildings according to the fire evacuation plan if possible. After leaving the building and assembling in the designated area, a count should be taken of all employees from your work area.

Location of First Aid Kits:

The City's primary first aid cabinet is located in the City Hall staff break room on the east wall. A secondary, portable kit is located in the cabinet beneath the sink in the same staff break room. The locations of all first aid kits in City of Tumwater facilities are contained in Operating Policy Section 6 Safety Requirements, Appendix A. All city pool vehicles are equipped with a first aid kit which is located in the trunk or rear area of the vehicle.

Emergency and Disaster Procedures:

In the event of a major disaster or emergency, the City may require employees to serve on an emergency disaster team to be assembled at City Hall. City employees should maintain emergency food and supplies for their family for at least the first 72 hours of such an event. Employees are directed to contact or travel to City Hall to determine whether their services will be needed on the disaster team.

Repetitive Motion and Lifting Injuries

A growing number of injuries at work are associated with repetitive motion and lifting. The science of ergonomics has provided us with a number of techniques and a variety of methods to reduce the risk of such injuries. Today a safe workplace is one in which employees are aware of and utilizing the techniques, workstation design principles and equipment available to prevent back injuries and repetitive motion injuries. If your job is taking a physical toll on you because of lifting routines or repetitive motions, contact your supervisor and ask for assistance.

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Principles of Safe Lifting:

- ◆ Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting. Avoid extended forward reach while lifting.
- ◆ Test the load. Get help. Do not over-exert.
- ◆ Lift without jerking. Lift up in a smooth and controlled manner.
- ◆ Eliminate twisting while lifting. Instead, turn and take a step.

Principles for Avoiding Repetitive Motion Injuries:

- ◆ Keep the height of work tasks between the knuckles and shoulder height.
- ◆ Reduce the need to reach to complete repeated tasks.
- ◆ Reduce the need to bend to complete repeated tasks.
- ◆ Change work postures frequently.
- ◆ Take frequent, short breaks (one minute or less).
- ◆ Rotate tasks when possible, break up the routine.
- ◆ Locate and utilize furniture, equipment, tools or devices that will reduce strain.

Bloodborne Pathogen Safety

All City employees are required to observe universal precautions to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids will be treated as though they were potentially infectious.

All City first aid kits contain kits for protection of exposure to bloodborne pathogens. All jobs that require occupational exposure to potentially infectious materials have been identified in the City's Safety and Accident Prevention Manual. Employees in these positions are subject to exposure control plans promulgated by each department.

Violence in the Workplace

Violence at work has become an increasingly significant cause of injury and death in the workplace. While statistics show that customers and clients are most likely to be the perpetrators of violence, current and former co-workers are also involved in violent incidents. To reduce the possibility of violent episodes employees are urged to be observant of behaviors and to seek help or give notice to supervisors at any time that potentially violent people are encountered while at work. Experts have identified the following behaviors, personality types or characteristics of violent persons:

- ◆ Loners who may appear guarded, defensive, and hostile.
- ◆ Withdrawal from relationships with co-workers.
- ◆ Fond of violent films, books, and TV shows.
- ◆ Suspicious and even clinically paranoid.
- ◆ Lacking social support.
- ◆ Apt to externalize or blame others.
- ◆ Quick to perceive unfairness.
- ◆ Fascinated with weapons.
- ◆ Filled with job-related resentment.
- ◆ Intimidating enough that bosses and co-workers may let them get away with more than other employees or customers.

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- ◆ Victims of layoff or a personal loss such as divorce or separation.

Based on past experiences of government offices, the following scenarios are especially dangerous and should cause employees to react with appropriate caution: 1) dealing with persons who are exhibiting obvious signs of mental illness; 2) dealing with employees who are about to be terminated or substantially disciplined or who have been recently terminated or substantially disciplined; and 3) situations in which a co-worker is experiencing a serious relationship problem such as a divorce and the co-worker's partner has come to the workplace unexpectedly or uncharacteristically.

Employees who have suggestions to improve security or to reduce the potential for violence toward city staff are urged to notify their supervisor. Finally, remember that if violence occurs or is about to occur, **DIAL 911**. Do not call the police department since at any given time there may not be anyone present in the department who is qualified to help.

PART IV WHEN AN ACCIDENT DOES OCCUR

Initial Response

When an accident occurs it is important to take a few seconds to check out the situation before taking any action. In this way you increase the chances that your action will be the most effective and efficient possible. Some things you should immediately determine are:

Is anyone injured?

What kind of injuries and how serious are they?

Is the victim able to move out of the immediate area of the accident to receive first aid or medical treatment?

If the victim cannot move, can you reach him/her without causing further harm to the victim or yourself?

Do you need additional help to free the victim and/or give medical attention?

If no one is injured, maintain the accident scene and contact the proper authorities including your supervisor as quickly as possible. If this is not practical for safety reasons, secure the scene disturbing as little of the site as necessary, then call the authorities.

Treating Injuries

If the accident involves injury however, care for the victim(s) is primary. Fortunately most accidents cause only minor injuries, if any at all. The injured person can come to the first aid station for treatment, then return immediately to the job. Sometimes the situation is more serious or it is not immediately clear what kinds of injuries or dangers are involved. This is when you need to check out the situation more carefully.

Think before you rush in. Use common sense. Dial 911 and request medical assistance as soon as you determine assistance is needed. Take action that will help, not harm the victim or you. Ask the basic

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questions:

- ◆ Does anyone at the accident scene have obvious injuries such as bleeding, bruises, cuts or breaks in the skin, burns, etc.?
- ◆ Does the victim report pain or numbness anywhere or difficulty moving some body part such as fingers or toes?
- ◆ Is the victim conscious?
- ◆ If the victim is unconscious, is he/she:
 - 1) Breathing?
 - 2) Having a pulse?
 - 3) Bleeding?

If you are not trained to administer first aid, use caution and common sense in dealing with any injured or ill person. After calling 911, seek the assistance of a qualified first aid care giver who may be nearby.

Sometimes an accident victim will be in a place where it is difficult or dangerous for you to reach him/her such as buried in a trench cave-in, trapped in a vehicle or tangled in live electrical wires. Before you rush in to help, think carefully about what you will do. Be sure you are not making the problem worse.

- ◆ At a trench cave-in, be sure you will not cause more dirt and rock to cover the victim or that you will not destroy "landmarks" which will help you to remember where you last saw the buried worker.
- ◆ Yanking a person out of a wrecked vehicle may increase the chances of paralyzing back or neck injuries which could be avoided if some special equipment and techniques were used.
- ◆ Touching a person who is in contact with live electrical wires may mean that you will also suffer shock and burns.

Remember that in the City of Tumwater we have emergency medical and rescue services that can be at the scene of an accident in minutes. Call for help immediately any time the situation may require expert medical treatment or rescue services.

There are several things you can do to prepare for an injury accident before it takes place:

- ◆ Learn the locations of first aid kits in your work area. Become familiar with what is in each of these kits. Keep your first aid and CPR training current. (If you have never received first aid and CPR training or your certificate is out of date, talk with your supervisor about enrolling in a City-sponsored course.)
- ◆ Report to your supervisor any inadequate first aid kits or insufficient supplies.

Each department will be responsible for maintaining their own first aid kits. The Facilities Division of the Policy and Planning Department will be responsible for contracting with a vendor to provide frequent and regular inspection and maintenance of the supplies in the first aid kits located in the staff break room at City Hall. Vehicle kits are maintained by either the department that owns the vehicle or by ER&R staff for other vehicles.

The City will provide reasonable transportation of an injured employee to medical or hospital care as necessary. An injured employee will be allowed to drive his/her own vehicle or a City vehicle ONLY when it is clear that he/she can do so safely. When transporting an injured employee to an emergency

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room, physician or other medical care facility in a City vehicle, be sure the employee can be moved safely. If there is any question, ask for assistance from an aid car or medic unit.

Securing the Accident Site

Before leaving the accident site be sure that no one else will have the same accident. Remove the hazard that caused the accident or clearly mark the hazard with flags, cones or some other markings which will alert others to use caution.

Remember that if an accident results in a death, the accident site must be kept exactly as is until the State Department of Labor and Industry investigators have completed their on-site investigation. (The City Attorney will be the City's contact with the Department of Labor and Industries.) In less serious accidents, the site should be preserved until the supervisor has completed his/her investigation.

Reporting Accidents and Injuries

State law requires that all work related injuries and illnesses must be reported regardless of their seriousness. An injured employee must report each accident to his/her supervisor immediately or as soon after the accident as he/she is physically able.

Any time an accident causes illness or injury which requires treatment by a physician, the employee must tell his/her supervisor and must complete the following two forms:

1. State of Washington L&I Claim Report Form

This is a form which has sections to be completed by the attending physician, the injured employee and the employer. If you indicate at the doctor's office that your injury was job related, your doctor will supply this form. After the doctor completes his portion, you must complete the employee portion and then either see that the doctor mails it to the human resources office at the City or deliver it there yourself.

Every question on the form must be answered. It is important to complete this form promptly. If the claim is allowed by the state, you will receive payment of your medical costs and may receive some of the salary you may have lost because of the injury/illness.

The City of Tumwater is "state insured" for worker's compensation so the doctor's office will send the appropriate copies of the claim form to the Washington State Department of Labor and Industries.

2. City of Tumwater Incident/Accident Report Form

This form is available through your supervisor, the Risk Manager or the human resources office. The supervisor must investigate each injury or work related illness that occurs in his/her work area. This report of that investigation must be completed and sent to the Risk Manager within 48 hours after the accident. All handwriting on the form must be legible and both the employee and supervisor must sign the report.

PART V

EMERGENCY INFORMATION - QUICK REFERENCE

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Safety Training and Classes

The City has access to a variety of accident prevention and safety training courses from individual orientation on a new activity or piece of equipment to a certificate program for a whole range of duties and equipment. Employees should obtain

their supervisor's permission to register.

First Aid/CPR. Classes are available to City employees at various times during the year. Enrollment in the classes is on an as needed basis as approved by the employee's supervisor. The certificate must be renewed every two years.

Hazardous Materials Communication Training. Required by ALL City employees, this class introduces the latest information concerning chemical and hazardous materials and waste including proper handling, storage and disposal and employee rights under the law.

Flagging: All City employees involved in directing traffic revisions must complete this class and receive their "flagging card". This class is taught by a certified instructor.

Bloodborne Pathogen Safety: All employees in positions that have been determined to be occupationally exposed to potentially infectious diseases will receive appropriate training through their employing department.

Worker's Compensation Program Information

With the exception of employees covered by the LEOFF I retirement system, all City employees are covered by worker's compensation insurance. Both the City and the employee pay a portion of the premiums for this coverage. This benefit provides income protection for you if you suffer a work related injury and are forced to miss three or more days of work. If you seek medical attention for a work related injury or medical condition, be sure to notify your health care provider that the condition is work related. The health care provider should initiate the worker's compensation coverage by submitting an injury report to the Washington State Department of Labor & Industries.

City employees who qualify for payments under worker's compensation and who have used their sick leave to cover the time loss must coordinate these payments through the Finance Department. Personnel policy, department policy and union contracts address the options and procedures regarding reconciliation of sick leave and worker's compensation payment.

Emergency Procedures

In Case of Emergency Dial 911

FIRE

- ◆ If you discover a fire of any size, activate the nearest fire alarm pull station. Dial 911 to report the exact location and type of fire. Warn others in the immediate area.
- ◆ **Always evacuate using stairwells only.** Do not use the elevator.

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- ◆ Go to your assigned relocation site. Assist any injured or disabled co-workers or customers in evacuation.
- ◆ Use an extinguisher only if the fire is small and it is safe to do so, always keeping your back to an exit route.
- ◆ Check in with your supervisor at the relocation site.

MEDICAL EMERGENCY

- ◆ **Dial 911** - Give address, patient location and type of emergency.

For Cardiac Arrest

(or possible heart attack/unconsciousness)

- ◆ Send someone to retrieve the nearest **AED** (defibrillator).
- ◆ Instruct a co-worker to find a trained AED-CPR rescuer.
- ◆ Stay with the patient – do not move them!

EARTHQUAKE

- ◆ **Drop, Cover and Hold** in place until the shaking stops.
- ◆ Face away from windows and stay clear of falling objects.
- ◆ Stay Inside! Do not evacuate unless directed to do so.
- ◆ Once the earthquake has stopped, survey your area.
- ◆ Report all injuries and damage to your supervisor.
- ◆ Be prepared for aftershocks.
- ◆ Follow directions given by your supervisor or designee.

WORKPLACE VIOLENCE

- ◆ If a person's behavior becomes inappropriate or violent, leave the area if possible and notify your supervisor. If you feel you are, or someone else is, in imminent danger, dial 911.
- ◆ Trust your instincts. Try to create physical space between you and any threatening person.
- ◆ Suspicious persons should be reported to your supervisor. 911 should be called if necessary.

ARMED INTRUDER

- ◆ Project calmness. Do not escalate the situation.
- ◆ Call 911 or press panic button when safe to do so.
- ◆ If you can safely do so, evacuate, alerting others along the way. Do NOT sound the fire alarm.
- ◆ Evacuate away from the danger, stay out of sight.

BOMB THREATS

- ◆ Ask caller the following questions:
 - When will it explode?
 - Where/what type of device?
 - What does it look like?
 - What is your name?
 - Check caller ID for phone #.
 - Note caller's voice/sounds.
 - Call 911 and notify your supervisor.
- ◆ Notify your supervisor of any unusual items in your area – do not touch them.

HAZARDOUS/SUSPICIOUS MATERIALS

- ◆ If safe to do so, identify the material.

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- ◆ Dial 911.
- ◆ Evacuate from affected area.

CIVIL UNREST/ TERRORISM

- ◆ In the event of civil unrest or a terrorism incident, you will be notified via your supervisor or designee. Follow instructions.
- ◆ You will be advised as to the nature of the situation, and whether to evacuate or if it is safer for you to remain in the building.

EXPLOSION

- ◆ Call 911 when it is safe to do so.
- ◆ Evacuate from explosion-affected area.
- ◆ Provide first aid as appropriate to training.

If you are involved in a non-vehicular accident that causes an injury or property damage:

1. Provide emergency medical aid, if necessary.
2. Give only required personal and vehicular information.
3. Direct the other party(s) to contact the City's Risk Manager about filing a claim for damages, if necessary.
4. Call your supervisor as soon as possible and report the incident.
5. Complete an Accident Investigation Report (available through your supervisor).

If you are involved in a traffic accident:

1. Provide emergency medical aid, if necessary.
2. Call 911 immediately. If outside the City, call the agency having jurisdiction and report to the Tumwater Police as soon as possible upon your return.
3. Do not move your vehicle until requested by police, medical, or fire department personnel. Maintain the accident scene.
4. Give only required personal and vehicular information. Avoid making or giving any statements to anyone except the investigating police agency.
5. Call your supervisor as soon as possible and report the incident.
6. Complete an Incident / Accident Report Form.

Note: Supervisors will immediately inform the Risk Manager upon notification of the accident and send him/her the completed Accident Investigation Report within 48 hours of the incident. If additional information becomes available, contact the Risk Manager to amend the report.