

**RESOLUTION OF CITY COUNCIL OF CITY OF MIDFIELD,
RATIFYING RESOLUTION No.2024.08.105 APPROVED,
July 8, 2024, APPROPRIATING THE SUM OF \$650.00 FOR
FOOD AND BEVERAGES FOR EMPLOYEE SAFETY
TRAINING**

Whereas, The Police department and the Fire Department shall provide training to the city employees on personal safety and emergency precaution methods, as described in Exhibit A Midfield Safety Manuel attached; and

Whereas, The City council determines that a well-trained employee staff in personal safety and fire emergency treatment methods results in having employees equipped with the necessary knowledge to protect themselves, their families, and the general public in those situations involving personal safety fire and other emergency occasions,

NOW THEREFORE BE IT RESOLVED THAT The City Council of the City of Midfield does hereby ratify the appropriation of \$650.00 approved by the City Council on July 8, 2024, Resolution No. 2024.08-105

Approved this 22nd, day of July, 2024.

Attest: _

Falencia Ratcliff

City Clerk

Gary R. Richardson,

Mayor

CITY OF MIDFIELD EMPLOYEE SAFETY MANUAL

Effective Date:

I. SAFETY MANUAL RESPONSIBILITIES

The Safety Rules in this manual are not all inclusive. All employees of the City of Midfield are expected to use sound judgment and with safe work practices, and are expected to remain alert of environment and safety conditions at all times. All employees should follow the safest work methods possible.

The initial Employee Safety Manual will be adopted by the City Council. Frequent revisions are expected, and are to be reviewed and approved administratively by the City Clerk, and the Mayor, and the updated Safety Manual will be presented to City Council once per year, following the City's safety commitment with the worker's compensation insurance provider.

Department Heads are expected to appoint and work with their Safety Committee representative to ensure that current and effective safety rules are written and distributed to all the employees of their department in a timely manner. The Department Head shall ensure that each employee has reviewed revisions and shall complete and submit required administrative forms.

The Safety Committee shall review any proposed changes to the content of this Safety Manual at each monthly meeting. The Safety Committee shall ensure that any proposed changes are considered for approval in a timely manner.

II. SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(a) MANAGEMENT AND SUPERVISOR RESPONSIBILITIES:

Rule 1. Managers and supervisors shall be familiar with all safety rules, shall be a good example of safety in all their practices, and shall enforce all safety rules with their subordinates.

Rule 2. Department heads have ultimate responsibility for their department's safety practices and safety records.

Rule 3. Each Department Head shall appoint a Safety Committee member to serve on the committee to recommend safety policies, review and update existing safety policies, review accidents and establish methods to prevent accidents, injuries, and damages to equipment. The Department Head shall work closely with his/her department's Committee member to ensure all necessary safety rules are developed, maintained and enforced.

Rule 4. Department heads shall ensure that quality safety meetings are held for all their employees once a month. They shall document attendance, date, time, and issues covered and submit to Human Resources for tracking and filing.

Rule 5. Department heads shall issue safety equipment where necessary, and provide proper tools for a job to help prevent accidents and require the use of such safety equipment through written safety rules. The Rules shall be submitted to Human Resources to be included in the citywide Employee Safety Manual.

Rule 6. Department heads shall ensure that any employee who had filed two or more worker's compensation claims within a 12 month period is counseled.

Rule 7. Department heads shall ensure that each new employee is counseled on how to perform job tasks safely and document that the consultation took place.

Rule 8. Department heads shall ensure that all positions with a high likelihood of exposure to hepatitis B shall be provided hepatitis B shots (includes police officers, firefighting personnel and regular lifeguards). The process shall be managed by each department head for his/her department.

Rule 9. Department heads shall attend an annual safety meeting for Department Heads to review safety commitment agreement, as coordinated by the City Clerk and the Mayor.

Rule 10. Department heads shall ensure that each employee, including temporary and contract employees, comply with safety standards and policies.

II.SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(b) Worker's Compensation Requirements:

Reporting Injuries and Medical Treatment

Rule 1. Injuries, no matter how minor, are to be reported to the supervisor immediately, even the employee does not need medical attention.

Injury is defined, in part, by the Alabama Worker's Compensation Code: "Injury and personal injury" shall mean only injury by accident arising out of and in the course of the employment, and shall not include a disease in any form, except for an occupational disease or where it results naturally and unavoidably from the accident. [Section 25-5-1 of the Alabama Workers Compensation Act may be referenced for more information]. Injuries generally result from an external physical force suddenly exerting more stress on the human body than it can withstand, resulting in some externally manifested injury such as laceration, fracture, contusion, amputation or the like [per the book, "Essentials of Risk Control"].

Rule 2. If an employee is injured during normal business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.) and the injury does not require emergency treatment, he/she is to report to

Rule 3. If an employee is injured during non-normal business hours, or the injury requires emergency medical attention, the employee is to report to the Emergency Room at Unless the employee is out of the area on travel. The telephone number is

Rule 4. If an employee of the City should incur an injury while performing work outside of the area, the injury would be still be covered under current worker's compensation guidelines. All injuries should be reported within 24 working hours and that a first report of injury should be filled out and sent to the City Clerk. Prior to travel for City purposed, employees should obtain a blank copy of the first report of injury for precautionary purposes. The first report of injury, as well as any medical paperwork could be faxed to one of the City Clerk.

Rule 5. Failure to report to the above listed medical providers may jeopardize the employee's worker's compensation benefits, unless the employee is working outside of the area.

Rule 6. It is the supervisor or department head's responsibility to notify the City Clerk immediately upon being informed that an injury has occurred.

Rule 7. Regardless of the severity of the injury, the City Clerk should receive al First Report of Injury Form within 24 hours of the incident (excluding weekends and holidays), completed by the employee's supervisor.

Rule 8. All employees who experience a time loss injury shall be required to promptly attend all pre-scheduled medical appointments. In an employee cannot fulfill this requirement due to an unforeseen emergency, the employee shall contact both the Doctor's office and the City Clerk as soon as possible to reschedule.

Rule 9. Employees who sustain an occupational injury or illness will be compensated in accordance with the State's Worker's Compensation Act. For the first three (3) days that an employee is out of work as a result of an on the job injury, the employee will be allowed to use accrued sick leave if available. After three days, the employee will be paid by the Municipal Worker's Compensation Fund (MWCF) for the remainder of the days that he/she is out work based on 52 week wage statement that must be provided to MWCF by the human resources department within 48 work hours (if possible) of the date of the injury. If an employee is out of work for more than 21 days, the employee will be reimbursed for the initial three-day waiting period by MWCF. In order to receive such benefits the employee must promptly provide the appropriate notification and medical reports.

Rule 10. If the employee receives initial treatment at an emergency room and further treatment is necessary, the emergency room physician shall refer the employee back to the designated treating physician.

ACCIDENT REVIEW PROCESS:

Rule 11: Upon receipt of a first report of injury form, the City Clerk shall examine the form to insure that all of the necessary information has been provided. Upon establishing that all of the necessary information is on the form, a copy will be sent to the City Clerk. The City Clerk shall set up a meeting with the injured employee, and that employee's supervisor or the department head.

Rule 12. The evaluation shall be set up within 3 working days of the injury whenever possible. It will be the responsibility of the City Clerk and Department Head to determine by asking a series of questions to the injured employee and his or her crew chief or supervisor. Whether or not the injury was an at fault injury.

Rule 13. Data from each incident and evaluation will be maintained by the City Clerk and used by the City's Clerk to make recommendations to the various departments on how to better implement safety policies and procedures and on how to improve overall safety for the City

Rule 14. Based on the incident evaluation developed by the City Clerk and Department Head, the City Clerk will initiate a Department Action Plan Request that will be retrieved by the Mayor and given to the injured employee's department head. The recommendations for the department may include written safety guidelines or process changes for that department head to implement so as to prevent this type of injury from occurring again. The department head will be expected to provide in writing an explanation of the actions he/she has taken (or will take) to prevent this injury from occurring again within two weeks.

II. SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(c) Return to Work Protocol-After Medical Leave **(Safety Sensitive Positions Only)**

Rule 1. All employees in safety sensitive/physically demanding positions (with physical or manual essential functions) who have been absent from duty due to medical leave of a nature of duration that could affect performance (or ability to perform the job with or without reasonable accommodation) shall be evaluated by the city's physician before returning to duty.

Rule 2. Department Head must notify the City Clerk to schedule an appointment for the employee before setting a firm date for the employee to return to work.

Rule 3. The City Clerk will provide the City's physician with copies of each applicable job description. Job description shall define the essential functions of each position.

Rule 4. For firefighting positions, the city shall follow the National Fire Protection Association (NFPA0 guidelines and specifically, NFPA 1582, Standard on Medical

II. SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(d) General Rules:

Rule 1. For all employees, safety of themselves, and other employees is expected to be one of their utmost concerns. When employees witness an unsafe practice or condition, they are expected to bring it to the attention of the employees involved and their direct supervisor or department head.

Rule 2. Any employee who does not understand any of the rules in this Safety Manual must consult their manager and department head for clarification.

Rule 3. All employees are expected to participate in applicable safety training made available.

Rule 4. Employees shall be alert and attentive while in the work environment (with the exception of 24-hour firefighters during their normal rest periods). If for some reason they cannot be alert attentive, they must discuss it with their immediate supervisor.

Rule 5. Employees must watch where they step at all times. Many injuries have occurred from employees tripping, slipping and falling.

Rule 6. Employees must not stand or walk under ladders, scaffolds, etc., or below areas where people are working.

Rule 7. Standing on makeshift ladders, scaffolding or platforms is prohibited (including chairs, boxes, tables, etc). When you must climb, use a step stool, ladder, or other equipment designed for that purpose. Don't climb onto chairs or other office furniture

Rule 8. Any type of broken glass must be removed with gloves or other tools and shall not be touched with bare hands.

Rule 9. Any horseplay that could potentially cause an accident or injury is prohibited.

Rule 10. Employees are not allowed to possess firearms or any other weapons while on duty with the city, unless it is a requirement of their job duties.

Rule 11. Safety devices shall not be removed from any equipment used by employees.

Rule 12. Each department shall have a first aid kit and the kit supplies shall be kept stocked.

Rule 13. Each department shall encourage employees to obtain first aid certification.

Rule 14. Assistance should be requested when moving heavy or bulky items.

Rule 15. Lift with your legs instead of your back. Ask for assistance when the object is too heavy, is awkwardly shaped, or blocks your view when you carry it.

II. SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(e) Vehicle Use:

Rule 1. All City Employees operating city vehicles must comply with all traffic laws (including speed limits, following signs and signals, stopping at stop signs, etc.)

Rule 2. Employees driving city vehicles must ensure that they have a valid driver's license in their possession. Any employee required to drive a city vehicle must inform his/her supervisor immediately if his/her license is ever suspended, revoked or lost.

Rule 3. No city vehicle (except city emergency vehicles) shall be parked in "no parking" zones except for emergency situations.

Rule 4. Each day a city vehicle is used the operator shall inspect the vehicle to ensure safe operation prior to operating the vehicle (including checking for inoperable lights, under inflated tires, inoperable windshield wipers, inoperable turn signals, etc.)

Rule 5. Employees must ensure that vehicles they operate are properly maintained and receive routine service checks. Employees shall report unsafe vehicle conditions to their manager in writing.

Rule 6. Employees driving city vehicles shall limit unnecessary conversation and cell phone use when operating the vehicle.

Rule 7. No employee shall carry gasoline or other flammables in the trunk or passenger area of vehicles except in emergency situations (with the exception of city emergency vehicles).

Rule 8. When employees park a vehicle they shall ensure the emergency brake is on, and when the vehicle is parked on an incline, the employee shall ensure the wheels are turned toward the side of the road or curb in which the vehicle is parked.

Rule 9. Whenever a vehicle becomes inoperable and is left on the road, or the side of the road, the employee shall activate the hazard lights.

Rule 10. All city vehicles must be kept neat and clear of debris and objects that could hinder driving or harm passengers in an accident.

Rule 11. Operators of motor vehicles shall be observant of any malfunction and seek immediate repair when such malfunction is apparent. The department shall maintain a record of any action taken.

Rule 12. Employees shall ensure the vehicle's motor is not running when the vehicle is being fueled, and smoking is not allowed during fueling.

Rule 13. Safety belts shall be worn by all occupants at all times when city vehicles are in operation.

Rule 14. Employees shall use turn signals properly at all times.

Rule 15. For vehicles with tailgates, the employee shall ensure that they are up and locked any time the vehicle is in motion, or that they are properly flagged if carrying a load requiring the tailgate to be open.

Rule 16. Anytime an employee carries a load a vehicle, they shall ensure that the load is properly secured, that any overhangs are properly flagged (with a red flag by day and a red light by night), and the employee shall ensure that any equipment or tools in the vehicle are properly secured.

Rule 17. No employee shall be permitted to ride on any area of the vehicle not intended for passengers (including tailgates, roof, hood, on tool boxes and sides, etc.).

Rule 18. Employees must ensure that headlights are on during dark hours or during any fog rain, or adverse weather conditions.

Rule 19. No city vehicle shall be left unattended with the key in the ignition or anywhere in the vehicle (except for city emergency vehicles when necessary).

Rule 20. During times of Safety Alerts, employees shall lock their vehicles when they are unattended.

Rule 21. Whenever any city vehicle is involved in an accident, employees shall immediately notify the Police Department and his/her supervisor and submit a completed city incident report form to the City Clerk's office within 24 hours.

Rule 22. Employees shall attempt to keep the accident scene in tact until a Police Officer arrives, and shall not volunteer any information (except name, address, and registration license number to the other party involved) to anyone except the investigating officer, supervisor and city attorney.

Rule 23. Employee shall obtain the name, number and address of the other party involved with the accident and of any witnesses to the accident.

Rule 24. After a vehicle accident, city shops personnel of Public Works shall perform a safety inspection of the vehicle before the vehicle is used again.

Rule 25. Drivers must make sure fire extinguishers are kept in each city vehicle, and they are fully charged. (Check the indicator for full/empty charge).

Rule 26. Never drive on streets that have been closed or declared impassable by the city.

Rule 27. Never drive through water that has topped a roadway surface.

Rule 28. All employees who drive city vehicles must maintain a strong driving record for city insurance purposes and driving record(s) shall be periodically checked by the City Clerk's office as managers of the city's insurance policy.

Rule 29. Smoking in any vehicle in which there is more than one occupant is prohibited absent the voluntary consent of all non-smoking occupants in the vehicle.

II. SAFETY RULES APPLICABLE TO ALL EMPLOYEES (CITY WIDE)

(f) Facilities:

Rule 1. No smoking is allowed in any city building.

Rule 2. No candles shall be lit in any city building.

Rule 3. All heating appliances (such as space heaters, coffee makers, hot pots, etc), must be on a timer or be equipped with an automatic shut off device.

Rule 4. Employees must not overload any power outlet.

Rule 5. No extension cords may be used on a permanent basis. Cords must be kept out of walkways and doorways.

Rule 6. Mechanical rooms may not be used for storage of any kind.

Rule 7. All employees must know the location of the facility's fire extinguishers.

Rule 8. Employees must follow city building codes and make every effort to avoid fires.

Rule 9. All employees who work inside city facilities should have an evacuation plan in the event of an emergency. All employees must be familiar with all building exits.

Rule 10. All exits, hallways, walkways, and stairs shall be kept clear of any obstructions.

Rule 11. All employees should keep their work areas neat and orderly.

Rule 12. When floors are wet from mopping or rain, warning signs must be placed at these locations.

Rule 13. Employees should not overload themselves when carrying items up and down stairs. Employees should use handrails where available.

Rule 14. All employees should know the safest area of their facility in the event of severe weather.

Rule 15. All hazardous materials shall be stored properly. Employees handling hazardous materials must follow all safety precautions set forth by the manufacturer.

Rule 16. All chemicals MUST be properly labeled and MUST be stored at proper temperature in an approved location where there is proper ventilation and should not be anywhere near any flammable substance, or within 36 inches of any electrical breaker boxes, hot water heaters or combustibles. Chemicals should also never be stored near a break area where employees might eat, snack or drink.

Rule 17. Each department head will designate a person who will do a weekly walk through of their facility. This person will do a general safety check and a specific department safety check. If any safety issues are found, it will be brought to the attention of the department head immediately.

Rule 18. Each department shall have access to a weather alert radio or pager.

Rule 19. Portable heaters or fans should not be moved while in operation. All safety guidelines of the equipment should be observed, and the Fire Department must approve the location and type of any heater used.

Rule 20. Running shall be prohibited in hallways and on stairways.

Rule 21. Safety sensitive departments shall review all work areas to compile a notebook of Material Safety Data Sheets (MSDS) for all chemicals employees may be expected to during their work. MSDS sheets shall be obtained from suppliers and/or manufacturers of supplies containing chemicals. Departments shall educate employees on proper handling of all chemicals. The MSDS notebooks shall be maintained and made available for all employees (and citizens using the Recreations facilities) to review upon request. A sample MSDS sheet is on the following page.

II g. Blood Borne Pathogens

Rule 1. Since blood borne pathogens can be transmitted through human blood and other body fluids, all city workers are to treat all blood and other potentially infectious bodily fluids as if they are infected. The Goal is to avoid direct contact with blood and bodily fluids.

Rule 2. Every department should ensure they have rubber gloves in the area and shall communicate with each employee where they are located. If any employee wants to help a bleeding person, they shall wear disposable gloves.

Rule 3. Every employee shall keep any open cuts, rashes, and other broken skin covered and/or bandaged. Each department shall maintain a First Aid Kit that shall include bandages.

Rule 4. Any related spills must be cleaned up and disposed of immediately, using thick rubber gloves and disinfectants.

Rule 5. Any equipment or surfaces contacted with blood or other potentially infectious materials must be cleaned and decontaminated.

Rule 6. Any on the job exposure to blood or other blood fluids must be reported promptly to one's supervisor.

Rule 7. Carefully remove gloves inside out, with potentially contaminated side not exposed. Then the hands and forearms should be washed thoroughly with soap and hot running water for a full minute before rinsing and drying. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.

Rule 8. If any skin is exposed to blood or bodily fluids, wash skin immediately and thoroughly with soap and hot running water for a full minute before rinsing and drying.

Rule 9. If any employee's clothing has been potentially contaminated with bodily fluids, they shall remove the clothing as soon as practical. They shall cleanse any contacted skin area (showering if necessary) prior to putting on clean clothing; and contaminated clothing should be handled carefully and either disposed of or machine laundered separately with detergent, bleach and hot water in the normal fashion.

Rule 10. If any city vehicle has been potentially contaminated with bodily fluids, the supervisor shall be notified and the vehicle shall be taken out of service. A "Do Not Use—Possible Communicable Disease Contamination" sign shall be posted on the steering wheel of the vehicle, and the vehicle shall remain out of service until it has been disinfected by washing the contaminated areas with a commercial disinfectant.

Rule 11. Each city facility shall contain communicable disease control supplies, which shall be the responsibility of the Department Head or manager responsible for Facility

Management. Each Department Head shall be familiar with the location of this supply kit. The supplies shall include the following:

- a. Disposable aprons and shoe coverings;
- b. Disposable latex gloves;
- c. Puncture-resistant containers and red sealable plastic bags;
- d. Protective eye goggles, and surgical facemasks;
- e. Disposable towelettes (70% isopropyl alcohol);
- f. Waterproof bandages;
- g. Absorbent cleaning materials;
- h. "Isolation Area- Do Not Enter" signs;
- i. Non porous tongs.

Rule 12. Any department using the above supplies shall ensure replacement of any used supplies by communicating with the Department Head or manager responsible for Facility Management immediately.

Rule 13. Positions with a high likelihood of exposure to Hepatitis B shall be provided Hepatitis B shots, (includes police officers, firefighting personnel and regular lifeguards). The process shall be managed by each department head for each department.

Police Department:

Rule 14. See Police Department Policy Manual and Safety Section for reference to additional Police Department requirements regarding communicable diseases and blood borne pathogens.

Fire Department:

Rule 15. See Fire Department Procedures documents for information to additional Fire Department requirements regarding communicable diseases and blood borne pathogens.

III. OFFICE AND ADMINISTRATIVE AREAS:

Rule 1. Office machines shall be turned off or unplugged prior to dislodging of paper jams.

Rule 2. When moving equipment, cords, should be carried so as nto to create a hazard.

Rule 3. Desk and filing cabinet drawers should be kept closed except when being used.

Rule 4. Disposable gloves should be available for use when handling incoming mail.

Rule 5. Due diligence should be observed when operating paper shredders and paper cutters.

Rule 6. Caution should be taken when handling papers so as to avoid paper cuts. Finger guards and gloves shall be made available.

IV. PARKS AND RECREATION WORKERS:

Rule 1. Smoking and open flames are prohibited in all facilities being inspected and in all City vehicles.

Rule 2. Wear all personal protective equipment required by your supervisor for the jobs or task that you perform, (i.e, vests, hard hats, safety glasses, etc.).

Rule 3. Wear eye and face protection that meets (ANSI) standards when working in areas where there are hazards that could cause eye injury. This includes all active framing jobs.

Rule 4. Wear gloves if there is the possibility of hand injury.

Rule 5. Wear hard hats or helmets when your work exposes you to falling objects, whenever there is a risk of striking your head against a low stationary object, or when you are in areas designated for a hardhat protection (especially above ground floor level), or any area where work is underway higher than head height.

Rule 6. Wear hearing protection if noise levels cannot be controlled to below OSHA limits. Always carry hearing protection to all commercial, industrial or institutional inspections where noise is likely to be a problem.

Rule 7. Wear dust masks whenever working around dust or where sheetrock, plaster or similar building materials are in use or wood is being cut to size.

Rule 8. Never enter a dark area such as an attic or crawlspace, without first checking for obstructions or hazards with a flashlight.

Rule 9. Never enter a crawlspace, attic, or confined area without checking for harmful insects, snakes rodents, etc.

Rule 10. Always wear protective boots when the situations require them, (i.e. walking in mud, walking around construction areas, etc.).

Rule 11. Never jump from a height that may cause injury.

Rule 12. Never attempt to access an area when it requires you to do something you consider unsafe. Require the builder to provide ramps, steps, etc., to facilitate access.

Rule 13. Park your city vehicle far enough from any warming fires to prevent a fire hazard.

V. FIRE DEPARTMENT:

(a) General Rules for Fire Department Stations

Rule 1. All employees will follow the Midfield Fire and Rescue Standard Operating Procedures manual for further guidelines involving safety while working under emergency situations.

Rule 2. For a more in depth reference of safety issues involving the fire service, all fire personnel shall be familiar with the IFSTA Fire Department Occupational Safety Manual second edition.

Rule 3. All floors shall be kept clean and free from slipping hazards throughout the station, including grease, oil and hydraulic fluid from apparatus room floor.

Rule 4. The slide pole at station 1 shall be inspected regularly for problems such as loose mounting devices, screws and bolts.

Rule 5. Energy absorbing landing mats shall be in place.

Rule 6. When using the slide pole, check the landing area for obstructions or other personnel.

Rule 7. Proper instruction shall be available to employees using tools, equipment or any apparatus.

Rule 8. Employees, who have not received instruction on the use of tools, equipment and apparatus, should not attempt to use such until properly trained.

Rule 9. All tools and equipment shall be stored in the appropriate location.

Rule 10. All tools and equipment shall be properly maintained and in good condition. All tools and equipment found defective shall be removed from service and tagged defective and reported to the O.I.C. (Officer in Charge).

Rule 11. Safety glasses and hearing protection shall be worn while working in shop area, mowing, trimming, and using the blower, and any other time an eye injury or hearing damage is possible.

Rule 12. Employees shall turn off any cooking appliance, grills, and coffee pots before leaving the station.

Rule 13. All employees shall be instructed in the correct method for lifting heavy objects.

Rule 14. Do not work in the presence of hazardous, toxic, or volatile chemicals without proper eye and respiratory protection.

Rule 15. If suspected harmful vapors or gases are escaping from a spill or related accident, leave vicinity at once and notify the Fire Department.

Rule 16. Always remain reachable by your department's office by cell phone or city radio.

Rule 17. In case of severe weather, or when called in by the office for an emergency, stop what you are doing and proceed quickly but safely to City Hall. If severe weather is already upon you, seek appropriate shelter immediately. Use your cell phone or City radio to keep in contact with the office and proceed to City Hall when the immediate danger has passed.

Rule 18. Keep all tools and other pieces of portable equipment in their assigned places when not in use.

Rule 19. Before inspecting electric wiring or gas piping, check to be sure it is not "live".

Rule 20. All field workers shall be issued two (2) rechargeable flashlights with a charger for their vehicle.

Rule 21. Use a lid puller to remove manhole lids and take care not to place fingers or toes under lid during removal or replacement of lids.

Rule 22. Use caution when entering storm drains and inlet boxes and watch for location of steps. Steps can be damp and slippery.

Rule 23. Watch for sharp areas in the forming of the inlet box to avoid scratches and cuts.

Rule 24. When entering a ditch, make sure it is shored up safely and observe the walls of the ditch. IF necessary, use a trench box in deep cut or bad material. Also have a "competent attendant" staged above to observe while one is inspecting in the ditch area.

Rule 25. No employee shall enter a manhole unless he/she has been provided financial confined space entry training.

(b) Safety Guidelines for Emergency Response.

Rule 1. The driver/operator shall be responsible for checking the apparatus each day to ensure it is in safe operating condition.

Rule 2. No member shall be allowed to independently operate a pumper or aerial apparatus until completing the department's drive course. A firefighter who has not completed driver's school may participate in driver's training while on duty, but under no circumstances will operate apparatus under emergency conditions.

Rule 3. Anytime any fire department apparatus or vehicle is in motion, all passengers and driver/operators shall be seated with safety belts fastened.

Rule 4. Warning devices (audible and visual) shall be used when responding to an emergency situation. However, the driver/operator needs to use discretion on the use of sirens when responding to sensitive emergency situations.

Rule 5. When responding to an emergency, all responding units should stop when approaching an intersection or stop sign. The units should only proceed through the intersection if all lanes of traffic have been accounted for or the light is green.

Rule 6. Driver/operator shall stop when encountering a stopped school bus with flashing warning lights.

Rule 7. Driver/Operators shall stop prior to crossing any upgraded railroad crossing and not proceed until each direction has been cleared.

Rule 8. During adverse weather situations, the driver/operator should slow the vehicle to a safe speed. When snow or ice covers the roads, tire chains shall be used at the discretion of the company officer.

Rule 9. When responding to an emergency, the maximum speed of travel shall not exceed posted limits by more than 10 mph.

Rule 10. Riding on the tailboard, running board, or other exposed position is prohibited.

Rule 11. Apparatus shall be positioned at an emergency scene so that its use can be maximized. Apparatus should be positioned to avoid overexposure to radiant heat, building collapse, and overhead power lines.

Rule 12. A driver/operator shall not back an apparatus unless there is at least one spotter to the rear of the vehicle.

Rule 13. No member shall attempt to exit an apparatus until it has come to a complete stop.

Rule 14. Members responding to incident scenes or to the station in private vehicles should obey all traffic laws and regulations. The use of warning devices on private vehicles is prohibited for all department personnel.

Rule 15. Members responding to incident scenes in private vehicles should be parked so as not to interfere with traffic in and out of the incident area.

Rule 16. Members should not respond to incident scenes in private vehicles unless summoned to the scene. Members may be disciplined for fire truck chasing.

V. FIRE DEPARTMENT

(c) Safety Guidelines for Fire Ground Operations:

Rule 1. Each member shall properly maintain the protective clothing and equipment that has been issued to him/her.

Rule 2. Each member shall check his/her protective clothing and equipment at the beginning of each shift.

Rule 3. Any protective clothing and equipment found defective or inoperable shall be removed from service immediately and reported to the OIC (Officer in Charge) for repair or replacement.

Rule 4. Full protective clothing shall be worn while using hydraulic powered rescue tools and power saws.

Rule 5. Members responding to emergency incidents shall be responsible for knowing how to properly operate all tools and equipment.

Rule 6. No member shall attempt to perform any firefighting or rescue efforts until directed to do so by the OIC. No freelancing.

Rule 7. All off duty and volunteer members shall report to the IC (Incident Commander), or designated member when responding to an emergency incident.

Rule 8. The Safety Officer shall have full authority to intervene and control or stop any aspect of the operation when his/her judgment identifies a potential risk to personnel.

Rule 9. Members operating in hazardous areas shall operate in terms of two or more. Team members shall remain in close proximity to each other to provide assistance in case of an emergency.

Rule 10. The accountability system will be used in all hazardous situations.

Rule 11. At least one team member shall have a portable radio in his/her possession at all times.

Rule 12. Each member shall wear protective clothing and use equipment appropriate for the hazards to which he/she is exposed. No confirmed structure fire shall be entered without full protective clothing, SCBA (Self Contained Breathing Apparatus), and a charged hand line.

Rule 13. No member shall operate exterior streams into an area where an interior attack is being made.

Rule 14. When laddering a roof, the ladder shall be extended 2' to 3' above the roofline. Ladders shall be heeled while climbed.

Rule 15. Place ladders near building corners or firewalls when possible.

Rule 16. The term "May Day" shall be used to notify members of a lost trapped firefighter.

V. FIRE DEPARTMENT

(d) Safety Guidelines for Special Hazards

Rule 1. Each member shall properly maintain the protective clothing and equipment that have been issued to him/her.

Rule 2. Notify Midfield Utilities as soon as there is an electrical hazard.

Rule 3. Do not use solid or straight hose streams when a possible electrical hazard exists.

Rule 4. Use caution when using all ladders around electrical hazards.

Rule 5. Aerial devices must maintain a minimum of 10' of clearance from power lines.

Rule 6. No member shall cut any electrical wire.

Rule 7. Treat all wires as "live" high voltage wires.

Rule 8. Do not touch any vehicle or apparatus that is in contact with electrical wires.

Rule 9. On all hazardous materials, incidents, the product must be identified before attempting any containment efforts, firefighting, or rescue operations. Proper personal protection must be used for all zones of the incident.

V. FIRE DEPARTMENT

(e) Safety Guidelines for EMS (Emergency Medical Service) and MVA (Motor Vehicle Accidents):

Rule 1. All members will wear PPE (Personal Protection Equipment and promote Universal protection of everyone on scene. PPE can range from simple gloves to Full Body Isolation, depending on the situation.

Rule 2. Emergency incidents involving suicide, domestic or assault requires responding personnel to state out of harms way until MPD control of the scene.

Rule 3. Remember proper lifting techniques when lifting patients. Obtain additional assistance when necessary.

Rule 4. Keep all sharps and biohazard materials in proper containers at all times.

Rule 5. When participating in MVA extrication, a charged hose line will be in place through the duration of the incident.

Rule 6. All protective clothing will be worn when encountering sharp edges.

Rule 7. Make certain everyone on scene is aware when a hazardous operation is going to take place, such as breaking glass and defibrillating.

VI. POLICE DEPARTMENT

(a) General Rules for Police Department

Rule 1 FAMILIARIZATION WITH POLICE DEPARTMENT POLICIES AND PROCEDURAL MANUAL.

All Police Department employees shall be familiar with, and follow the Midfield Police Department Policies and Procedures Manual, which includes many safety guidelines within the requirements of the department. Some of the Safety guidelines for the department are summarized in this section of the Safety Manual; but employees must reference the department procedures for more complete safety information.

Rule 2. FIREARMS QUALIFICATIONS/TRAINING, Section 3.03 POLICY 3.03:

It is the policy of the Midfield Police Department that each officer will qualify And receive on-going training with any firearms that the officer utilizes for either on-duty or off-duty use. The secondary or back up weapon can be carried as a second handgun while on duty. For further guidelines on procedures for carrying off-duty or secondary weapons, refer to General Order #3-02.

REFERENCE: See Police Department Procedure 3.03 to reference safety guidelines for firearms. This Section includes firearm qualification, firearm training, firearm inspection and maintenance, shotguns and rifles, carrying off-duty firearms/carrying on-duty firearms, documentation on file of all weapons, and failure to qualify.

Rule 3. VEHICULAR PURSUITS, Section 9.02 POLICY 9.02:

The Midfield Police Department places a high value upon the life and safety of Each of its Officers and the public at large. The methods used to enforce laws

should minimize the risk of injury to officers and citizens alike. The value in human life must be reconciled with the authority of a police officer to engage in a vehicular pursuit, or to operate a police vehicle at high speeds in emergency conditions. Therefore, it is the policy of the Midfield Police Department to regulate non-emergency, and pursuit driving with due regard to safety and/or negligent behavior. This policy is consistent with the primary goal of the Department, which is the protection of life and property.

REFERENCE: See Police Department Procedure 9.02 to reference safety guidelines for vehicular pursuits. This Section includes when to initiate a vehicular pursuit, during the pursuit, inter jurisdictional pursuits, when to abandon a pursuit, when the pursuit terminates, supervisor's responsibilities, training, roadblocks, and due regard for safety, which follows:

No provisions of the state law or Department policy regarding vehicular pursuits shall relieve the driver of a police vehicle from the duty to drive with the due regard necessary for the safety of all persons, nor shall such provisions protect the driver from the consequences of his/her reckless disregard for the safety of others.

Rule 4. UNIFORM AND EQUIPMENT REGULATIONS, Section 9.08

Policy 9.08: It is the policy of the City of Midfield Police Department for all uniformed members to adhere to the guidelines set forth in this policy for the wearing of uniforms and equipment, so that a high degree of professionalism in uniformity and appearance may be presented. All members will be held accountable for the prescribed uniform and equipment issued to them.

Protective Vests (Body Armor)

- a. Officers are provided protective vests at the City's expense and they must be worn while in uniform.
- b. Officers will be mandated to wear protective body armor for the following types of incidents or tactical operations:
 1. Tactical raids;
 2. Hostage/barricaded suspect;
 3. Tactical stakeouts;
 4. VIP protection detail;
 5. Any other occurrence deemed suitable by a Commanding Officer.

Rule 5. TRAFFIC SAFETY VESTS, Sections 3.23 and 9.42

POLICY 3.23: Every officer shall have at his/her access an approved traffic safety vest. The vest shall be of reflective nature. The vest shall be marked on the front

and back with the words "POLICE". Police Department Policy 9.42 will detail when vests shall be worn.

RULE 6. COMMUNICABLE DISEASE, Section 9.38

POLICY 9.38: It is the policy of the City of Midfield Police Department and the City of Midfield to ensure that its employees, especially police officers are able to perform their duties in a safe and effective manner and to make certain that its employees provide every person the same quality of service, regardless of a person's state of health. The safe performance of daily operation has recently become threatened more than ever by life endangering communicable diseases, the most notable being Human Immunodeficiency Virus (HIV), the causative agent of Acquired Immunodeficiency Syndrome (AIDS). Therefore, it shall be policy to continually provide employees with communicable disease information and up-to-date safety procedures which will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases.

REFERENCE: See Police Department Procedure 9.38 to reference safety guidelines for communicable diseases. This section includes procedures for prevention, transport and custody, disinfection, supplies, and line of duty exposures to communicable diseases.

VII. PUBLIC WORKS DEPARTMENT:

Rule 1. All employees must think safety first in all duties.

Rule 2. Employees must abide by all city and state laws.

Rule 3. All employees except office personnel must wear safety shoes at all times.

Rule 4. All employees must review and follow the "General Rules" and the "General Rules for Vehicle Use" and "General Rules for Facilities" in section II of this Safety Manual.

Rule 5. Drivers must check vehicles and equipment before leaving the premises to begin duties, i.e. lights, brakes, brake lights, tires and seat covers insuring no wires or springs are coming through. If a problem is found, notify a supervisor immediately and leave on the lot. Windshields must be kept cleaned at all times.

Rule 6. All equipment, tools and machinery must be checked at the beginning of the workday. If something is found not in working order or is unsafe, report to a supervisor and leave it to be repaired.

Rule 7. Use proper tools for each job. Make sure all tools are properly secured to vehicle before moving vehicle.

Rule 8. Make sure all axes, saws, and shovels are sharp and clean, and the cutting edges are protected.

Rule 9. Properly put away all tools, machinery, and equipment at the end of each workday. Lubricate moving parts of tools.

Rule 10. Keep all walkways and aisles free of debris and equipment.

Rule 11. If an employee is involved in an accident follow rules in Section 2 c of Safety Rules Applicable to All Employees (Citywide).

Rule 12. If an employee is injured while on duty follow rules in Section 2 b of Safety Rules Applicable to All Employees (Citywide).

Rule 13. If an employee is injured on duty all equipment, tools, and machinery being used by the injured employee must be checked over by a supervisor or trained qualified employee.

Rule 14. If an employee has to drive on private property use all caution to avoid damage to property, however, if an employee damages private property report this to a supervisor immediately.

Rule 15. Pay attention to what to do and where to step.

Rule 16. If an employee is on prescribed medication this must be reported to a supervisor. If an employee is using medication that affects alertness, or responsiveness or causes the employee to be unable to perform his/her duties, he/she must not report to work but call in and report same to supervisor.

Rule 17. During freezing weather all walkways, doorways, and the parking lot must be de-iced at public works compound. Keep defogger and de-icer in vehicles and equipment during inclement weather.

Rule 18. Do not jump off vehicles, trailers, ladders, or over drainage areas.

Rule 19. If an employee has to work during the nighttime hours, all precaution must be taken for nighttime visibility. Safety vests must be worn and flashes on vehicles must be used. Be cautious of visibility problems and use defogger. Avoid shadow areas and indirect lighting when possible.

Rule 20. Safety eye protection and safety vests must be worn at all times during weed eating and applicable job tasks.

Rule 21. Always watch for poison oak, poison ivy, and poison sumac. If you come in contact with either of these, and need arises follow Section 2b in the Safety Rules Applicable to All Employees (Citywide).

Rule 22. Should an employee get stung by a wasp or bee and need medical attention, report it to a supervisor right away. Keep hornet and wasp spray with your vehicle to use as needed.

Rule 23. Never remove safety labels safety switches, or safety instructions from equipment, tools or machinery.

Rule 24. When using chain saws be sure and hold firmly. Never drop start a chain saw.

Rule 25. Never lay a tool or piece of machinery down while the motor is engaged.

Rule 26. Store mixed fuel in proper containers and mark the containers clearly.

Rule 27. Hair that is shoulder length or longer must be bound or confined while on duty.

Rule 28. Keep all loose clothing away from engines and moving parts of machinery.

Rule 29. When picking up large dead animals always wear gloves. Use a shovel or backhoe when possible and clean all tools and equipment after disposing of the dead animal.

Rule 30. An employee must wear a safety vest when flagging. To slow the traffic the flagman must hold the flag toward the traffic. When flagging at night the flagman must wave a red light back and forth.

Rule 31. Do not ride on hauling trailers or other equipment.

Rule 32. Consider all power lines dangerous.

Rule 33. Call before you dig. Notify office personnel to call water, electric, gas and cable authorities before digging.

Rule 34. Wear a hard hat when cutting branches overhead and anytime you are in a position when an object could fall on your head.

Rule 35. If an employee sees a fire, report it immediately and stay calm.

Rule 36. Yard debris such as dried grass, leaves and other combustible materials must be kept from buildings and fueling stations.

Rule 37. All employees must know what fires extinguishers can be used for what types of fire.

Rule 38. Never use gasoline for cleaning.

Rule 39. Always store gasoline in proper well marked containers.

Rule 40. Always clean up gasoline spills immediately.

Rule 41. When using gasoline, make sure the work area is well ventilated.

Rule 42. Make sure all tools are kept neat and orderly.

Rule 43. Keep lawn mowers in proper working order. Do not mow we grass. Avoid mowing over rocks and other debris that can fly out from underneath the mower.

Rule 44. Wear safety eye protection when mowing.

Rule 45. Always turn off mowers, machinery and power tools before working on them.

Rule 46. Check hand on rakes, hoes, and shovels. Do not use any that have loose handles.

Rule 47. Abide by all government regulations when handling hazardous materials. Read all guidelines for handling hazardous materials.

Rule 48. Keep all herbicides adulticides, fertilizers, and all hazardous materials stored at proper temperature.

Rule 49. Use gloves and proper clothing when using hazardous materials.

Rule 50. Never lift anything over 50 lbs alone. Ask for assistance if needed.

Rule 51. Do not twist when lifting.

Rule 52. Keep all bathroom facilities clean and dry.

Rule 53. Do not stand on top rung of ladders and do not jump off ladders. Always use ladders on proper footing.

Rule 54. Never get under a hydraulic bucket when in operation.

Rule 55. Use judgment when picking up debris near wires, fences, and buildings. Load only items set forth in city ordinances.

Rule 56. Check outriggers periodically to avoid leak down and the associated hazardous conditions.

Rule 57. Use outriggers any time when operating knuckle boom and digging with backhoe.

Rule 58. When welding, never use compressed air for cleaning unless it is reduced to 30 p.s.i. and then only with effective ship guarding and personal protective equipment.

Rule 59. Do not exceed manufacturer's safe operating pressure for filters, hoses, pipes, valves, and other fittings when using pneumatic tools.

Rule 60. Shut off the air at the air supply valve ahead of the hose before making adjustments or changing air tools. Bleed the hose before breaking the connection when using pneumatic tools.

Rule 61. Wear safety eye protection and foot protection when using pneumatic tools.

Rule 62. Only competent trained employees can operate pneumatic tools.

Rule 63. All vehicles should have radio contact at all times. If a radio is found not to be in working order report to supervisor and have it repaired immediately.

Rule 64. Employees will be responsible for radios assigned to them.

Rule 65. Keep radio transmissions brief and to the point.

Rule 66. Make sure you have a firm hold and footing when getting on and off equipment.

Rule 67. Turn off all equipment before getting off the equipment, except diesel powered equipment. Always use parking brake and take key out of ignition.

Rule 68. Do not ride on any equipment unless there is a designated seat for this.

Rule 69. Drivers driving knucklebooms must check fluid levels, fuel, water, oil, etc. daily.

Rule 70. Ensure all vehicles have a backup signal and make sure it is working. Make sure windshields are clean and safe and not cracked or broken.

Rule 71. The bleeder valve on the reservoir tank should be opened, and all condensation let out of the tank, and the valve closed.

Rule 72. Make sure all emergency flashers are in working order.

Rule 73. Be careful when coupling and uncoupling trailers, truck and tractors. Keep safety chains in working order.

Rule 74. Only qualified personnel will weld.

Rule 75. Use safety eye protection with shields when welding.

Rule 76. Only appropriate clothing will be worn when welding. No loose, oily or greasy clothing can be worn when welding.

Rule 77. Remove all flammable materials from area before welding. Make inspection of cylinders, hoses, and connections before welding. Remove all leaky hoses, cylinders, and connections to the open air, away from flammable material that could cause them to ignite.

Rule 78. If acetylene order is detected, it must be traced and all precautions must be taken against sparks.

Rule 79. Never use worn, frayed, or poorly connected cables or hoses when welding.

Rule 80. Keep water, fire extinguisher, sand or dirt available when welding, cutting or heating.

Rule 81. Always have proper ventilation when welding, cutting or heating. Never enter a confined space with a lighted torch. Never try to light a torch in an area where odors of acetylene or other gas vapors are detected. Use long hoses.

Rule 82. Make sure there are no leaks in the welding equipment.

Rule 83. Always fill the diesel fuel tank with hot water and allow it to overflow for five minutes and all drain plugs must be removed and the tank must be flushed with steam for 16 continuous hours, when it has been used to transport flammable material.

Rule 84. Never exceed prescribed pressure for operating torches and never use near batteries.

Rule 85. Pressure of acetylene in a hose or pipeline cannot exceed 15 pounds per square inch.

Rule 86. Keep all oily and greasy rags away from cylinders, valves, couplings, regulators, hoses and torches. Do not use oil based pipe joint compounds on gas line connections.

Rule 87. When welding make sure cables and hoses are not run over by vehicles, tools, or equipment.

Rule 88. Do not use oxygen as a substitute for compressed air.

Rule 89. Make sure the torch tip and the nose are clear of any obstruction. The equipment and hose

Rule 90. Hold the torch downward and away from other employees. Adjust the oxygen valve after the torch and blowpipe have been lit.

Rule 91. Do not lay a lighted torch down unless placed in an approved holder. Do not hold torch in one hand while climbing and always keep in the operator's range of vision. Turn off welding torch when not in use.

Rule 92. Close cylinder valves when work is finished, when cylinders are moved and when cylinders are empty.

Rule 93. Secure all cylinders to prevent falling or being knocked over.

Rule 94. If the welder must leave the equipment all cylinders must be turned off and caps put on. Store hoses neatly.

Rule 95. Place signs in designated areas of forthcoming roadwork.

Rule 96. When roadwork is being done and one lane is left open, use a flagman. The flagman must have a safety vest on at all times.

Rule 97. Notify Police Department when work is done on roadway during peak traffic hours and for road closures.

Rule 98. If an open road cut is left overnight use cones, barricades, and adequate lighting to mark the area.

Rule 99. Emergency lights must be used on vehicle and equipment when repairing city streets. These lights should be a combination of turn signals, flashing, rotating, oscillating, and arrow board lights.

Rule 100. Keep all vehicle seats properly upholstered to ensure there are no protruding wire or other objects that could cause injury.

Rule 101. Employees must utilize proper physical toilet facilities.

Rule 102. All employees with CDL's (Commercial Driver's License) must abide by state towing and loading restrictions.

Rule 103. Use a lid puller to remove manhole lids and take care not to place fingers or toes under lid during the removal or replacement of lids.

Rule 104. No employee shall enter a manhole unless he/she has been provided formal confined space entry training.

Rule 105. When entering a ditch, make sure it is shored up safely and observe the walls of the ditch. If necessary, use a trench box in deep cut or bad material. Also have a "competent attendant" staged above to observe while one is inspecting in the ditch area.

Rule 106. Ensure all crew chiefs and management have been trained in state requirements for Uniform Traffic Safety Control Devices and ensure they are followed.

VIII. RECREATION AND LANDSCAPE MAINTENANCE:

(a) Landscape and Recreation Maintenance Rules:

Rule 1: All City Park and Recreation employees must arrive at work in proper uniform and with the proper equipment issued by the department.

Rule 2. Any employee working along a street, road, railroad track or area where there is any chance of that being in the way of oncoming traffic must wear a safety vest that is highly visible and that can be seen from a distance of at least 200 feet away.

Rule 3. All lawn operating equipment must have a flashing hazard light installed and be in working order when that machine is in operation whether on a right of way or in a recreational facility.

Rule 4. Individuals should avoid any lifting unless the piece of equipment is no heavier than 50 lbs. and can easily be handled by two hands. Any employee should use proper lifting techniques along with the proper equipment when necessary. Any employee should seek assistance when lifting anything over 50lbs.

Rule 5. All chemicals MUST be properly labeled and MUST be stored in an approved location where there is proper ventilation and should not be anywhere near any flammable substance. Chemicals should also never be stored near a break area where employees might eat, snack or drink.

Rule 6. Employee MUST wear all issued work boots.

Rule 7. Any employee spraying pesticides must have the proper safety equipment such as protective gloves, eyewear and possibly a mask for preventing inhalation of the chemical.

Rule 8. If an employee has a potential back problem or has had a back injury, a back support must be properly used.

Rule 9. Employees must be aware of moving equipment and/or the moving parts of the equipment and be familiar with the operation of the equipment.

Rule 10. Employees should always check their work areas for any slippage hazards or any other hazard that might cause injury.

Rule 11. Employees should be aware of sharp edges on hand tools, mowers and any other equipment that has the potential to have sharp edges.

Rule 12. All employees will be made aware of how to operate the various recreational equipment by being issued Operating Procedures manuals. Each supervisor must then review manual and usage rules and regulations with employees.

Rule 13. Employees must wear appropriate personal protective equipment consistent with hazard.

Rule 14. Employees on foot MUST use extreme caution to stay clear of operating equipment and always establish eye contact with the equipment itself before approaching the equipment. Employee should also stay alert to equipment movement.

Rule 15. Employees should be aware of poisonous plants, insects, snakes, animals and animal waste products and carcasses, and wear long shirts, pants, gloves and high boots when working in such and environment.

Rule 16. Employees must use caution when handling hot/flammable materials, always being careful to read warning labels and be familiar with substance. Any employee that is not familiar with a substance should notify their supervisor immediately.

Rule 17. Operators will perform a pre-operational check of their equipment, be familiar with the operational manual, and report needed repairs to their supervisor. No employee should ever use any equipment that is unsafe.

Rule 18. Employee must never use a tool to do a job it was not designed to do. Tools must be used in the manner for which they were designed to avoid tool damage and personal injury.

Rule 19. Employees should avoid using power tools and hand tools that are dull. Power saws, chain saws and drills that have dull blades or bits must be replaced. Dull blades and bits can cause binding or kickback which can result in cuts, bruises and loss of limbs.

Rule 20. Employees must stay aware of the safety devices on tools by regularly checking them and insuring that they are operating properly.

Rule 21. Employees should never use electric power tools with damaged cords or switches. And if an employee discovers one he or she should have it repaired immediately.

Rule 22. Tools must be left in a safe position when not in use so that sharp points are not exposed.

Rule 23. Employees should wear protective hearing plugs when operating loud tools, equipment or machinery.

Rule 24. Seat belts on equipment and vehicles MUST be worn at all time during operation.

Rule 25. All riding mowers must be inspected before each use to make sure that all blades are tight and secure.

Rule 26. Grass catchers are recommended, but if no catcher is used employees should make sure cuttings are not directed into roads or pedestrians. Employee should always shut mower off in the presence of pedestrians or other staff employees.

Rule 27. All trailers need to be inspected before each use. The driver of the vehicle will be responsible for the inspection.

Rule 28. Employees must park in areas that provide safe entrance and exit of the work area, do not create potential conflicts with other vehicles and equipment operating in the work area, and provide maximum protection for workers getting in and out the vehicles.

Rule 29. In buildings, employees should use appropriate signs when areas are wet from cleaning. Employee must also make sure that hallways are clear of obstructions so people can get through the emergencies or other occasions.

Rule 30. Employees should be aware of loose material, excavation drop offs tripping hazards, uneven ground and other obstructions.

Rule 31. Employees must take precautions to prevent heat and cold stress when working in extremely hot or cold temperature (i.e. wearing appropriate clothing, gloves, keeping fluids available, etc),.

Rule 32. Call before you dig! Notify office personnel to call water, electric, gas, phone company and cable authorities before digging.

Rule 33. Keep law mowers in proper working order. Do not mow wet grass. Avoid mowing over rocks and other debris that can fly out from underneath the mower.

Rule 34. Always turn off mowers, machinery and power tools before working on them.

Rule 35. Check handle on rakes, hoes, and shovels. Do not use any that have loose handles.

Rule 36 Abide by all government regulations when handling hazardous materials. Read all guidelines for handling hazardous materials.

Rule 37. Keep all herbicides, fertilizers, and all hazardous materials stored at proper temperature and make sure they are properly labeled.

Rule 38. Use gloves and proper clothing when using hazardous materials.

Rule 39. If an employee has to drive on private property, use all caution to avoid damage to property. If an employee damages private property, report this to a supervisor immediately.

Rule 40. If an employee is on prescribed medication this must be reported to a supervisor. If an employee is using medication that effects alertness, responsiveness or causes the employee to be unable to perform his/her duties this must be reported immediately.

Rule 41. When using chain saws be sure and hold firmly. Never drop start a chain saw.

Rule 42. Never remove safety labels, safety switches or safety instructions from equipment, tools or machinery.

Rule 43. Never lay a tool or piece of machinery down while the motor is engaged.

Rule 44. Never use gasoline for cleaning.

Rule 45. Always store gasoline in proper well marked containers.

Rule 46. Always clean up gasoline or oil spills immediately.

Rule 47. Wear safety eye protection when moving, weed eating and using power tools.

Rule 48. Make sure you have a firm hold and footing when getting on and off equipment.

Rule 49. Do not ride on any equipment unless there is a designated seat for this.

Rule 50. Make sure all emergency flashers are in working order.

Rule 51. Be careful when coupling and uncoupling trailers, trucks and tractors. Keep safety chains in working order.

Rule 52. The tailgate must be up or red flags attached to the outer corners of the tailgate.

Rule 53. Only qualified personnel will weld.

Rule 54. When welding, proper eye protection and clothing must be worn.

Rule 55. Employees must utilize proper physical toilet facilities.

VIII. (b) Aquatics Safety Rules

Patron Surveillance:

Rule 1. There must be one lifeguard on the stand per fifteen to twenty patrons.

Rule 2. Guard tube and guard pouch must be used at all times.

Rule 3. Lifeguard must be on elevated stand or roaming the deck at all times when people are in the pool.

Rule 4. Guards must constantly watch for behavior that indicates swimmer distress.

Rule 5. Guards must enforce facility rules and regulations at all times and must ensure they are posted.

Rule 6. Guards must follow the department's water emergency action plan, located in the Lifeguard Handbook.

Disease Transmission:

Rule 7. Gloves must be used when providing any first aid.

Rule 8. Resuscitation mask must be used in rescue breathing and CPR.

Rule 9. Any bodily fluid must be cleaned up with bleach as soon as possible.

Rule 10. Any soiled clothing bandages, etc. must be disposed of in a biohazard container.

Severe Weather (Thunder/Lightning/Tornado):

Rule 11. Monitor weather radio when severe weather is predicted.

Rule 12. Contact Emergency Operations/Safety Manager with weather questions.

Rule 13. Clear everyone from the water whenever severe weather is approaching.

Rule 14. Keep patrons and staff from showering during severe weather.

Rule 15. Use the telephone only in an emergency.

Rule 16. Keep everyone away from windows and metal objects during severe weather

Rule 17. Follow facility emergency action plan.

Pool Deck:

Rule 18. Make sure facility rules and regulations are always posted.

Rule 19. Follow facility emergency action plan.

Rule 20. Ensure all safety equipment is in good condition.

Rule 21. Ensure that backboards with head immobilizers and straps are readily accessible.

Rule 22. Ensure that first aid equipment is always accessible and well stocked and telephones are working properly.

Rule 23. Keep pool deck clear and free of dangerous conditions.

Rule 24. Make sure the lifeguard stand is clean and in good condition and the Ring Buoy and Shepard's Crook are hanging on the wall.

Rule 25. Make sure lights around pool deck are working properly.

Rule 26. Make sure there are Depth markers on side of pool, and lifelines and buoys are in order.

Rule 27. Make sure ladders are secured properly, ladder handles clean and rust free, and steps are not slippery and are in good condition.

Rule 28. Ensure water clarity is satisfactory and lights in pool are working properly.

Rule 29. Make sure pool is free of debris and gutters are clean.

Rule 30. Make sure all locker room areas are clean and free of algae, and floors are clean and not slippery.

Rule 31. Make sure showers are in working order and drains are clean.

Rule 32. Make sure all wastebaskets are empty.

Rule 33. Make sure sinks are clean and in good working order and mirrors are not broken, and the locker rooms are clear of glass objects.

Rule 34. Make sure doors and windows are working properly, and doors are properly adjusted.

Recreational Equipment and Play Structures:

Rule 35. Make sure ladders to diving boards are not slippery and are in good condition, and that rails are also clean and in good condition.

Rule 36. Make sure diving boards and diving apparatus are in good condition.

Rule 37. Make sure movable fulcrums are locked in forward position, and access to starting blocks are restricted.

Rule 38. Ensure equipment such as kickboards are stored properly.

Storing and Handling Chemicals:

Rule 39. Chemicals must be stored and labeled properly behind locked, labeled doors. Signs must also be legible and in good condition.

Rule 40. Guard must ensure there are no suspicious odors. If there are strong suspicious odors, guard must evacuate the area and notify the Fire Department and the Aquatics.

Rule 41. Make sure emergency equipment is readily accessible and in good working condition.

Rule 42. Only Certified Pool Operator or experienced employees handle chemicals.

Rule 43. When handling chemicals, protective gloves, goggles, and respirator must be worn.

Rule 44. A Chemical Respirator must always be available.

VIII. (c) Gym Safety Rules:

Rule 1. Gym Managers must enforce that no smoking be allowed in the Dublin Park Gymnasium.

Rule 2. Gym Managers must be aware of all emergency exits including the walking track exits.

Rule 3. Gym Managers must observe all behavior to keep all patrons safe. Gym Manager will responsible for removing anyone from the gymnasium that may cause harm to another individual.

Rule 4. Gym Manager or any other Dublin Park Staff will enforce all posted facility safety rules and regulations at all times, (including ensuring that Patrons follow all safety rules posted in the gym and the walking track).

Rule 5. Gym Manager must be aware of all fire extinguishers in the gymnasium and throughout the building.

Rule 6. Gym Managers will keep all patrons off of the basketball court when raising/lowering goals.

Rule 7. Gym Manager will ask for assistance when needed while moving bleachers and other equipment.

Rule 8. Gym Manager will be responsible for keeping first aid supplies and emergency numbers in the gym office.

Rule 9. Gym Manager will be responsible for getting everyone out of the gym for any emergency.

Rule 10. Gym Manager will be responsible for ensuring that Patrons follow all safety rules posted in the gym and the walking track.

Disease Transmission:

Rule 11. Gloves must worn when providing first aid.

Rule 12. Any bodily fluid must be cleaned up with bleach as soon as possible, and any soiled clothing bandages, etc. must be disposed of in a biohazard container. See blood borne pathogens (Section II) for more details.

Severe Weather:

Rule 13. Monitor weather radio when severe weather is in the area.

Rule 14. When severe weather is in the area, clear everyone in the gymnasium to a safe and secure place at Dublin Park.

Rule 15. Contact Emergency Operations/Safety Manager when in doubt of possible severe weather.