

City of Missouri City

# Safety Manual



## FOREWORD

The rules and standards within this manual are not the only ingredients needed to successfully control accidents and cannot by any means, singularly accomplish the safety objective we have set. Yet, they have a prominent role in our day to day safety endeavors. This material is written, in part, to pinpoint the necessity for a good relationship between safety and good management-safety and human relations.

In the past, safety performance was measured largely by lost-time accidents. As long as no one was injured seriously, people felt they were doing well. Minor injuries, property damage, and/or near-miss accidents were often brushed aside or ignored altogether. Studies have shown, however, that for every accident resulting in a serious injury, there are hundreds more that cause minor injuries, or no injuries at all. Reacting only to major accidents ignores over 99% of the accidents that occur in a municipality.

The causes of accidents do not automatically adjust themselves with the passing of time. On the contrary, these causes, if not controlled, tend to increase materially. We firmly believe that a labor force that is well informed and trained in the rules and standards governing safe work performance will suffer fewer accidents. Each of us must mentally prepare ourselves to accept that accidents can be controlled.

Human failure or unsure acts account for the majority of all our accidents. Some accidents are caused from mechanical failures, but these failures can be minimized with regularly scheduled inspections and preventative maintenance. Therefore, in the area of dealing with people lies our greatest challenge.

It is not the purpose of this manual to serve as a complete safety handbook. It attempts, however, to set forth some of the important points in an effective accident prevention program.

Sincerely,

City of Missouri City



**City of Missouri City**

1522 Texas Parkway  
Missouri City, TX 77489  
713-403-8500

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## INTRODUCTION

### CITY OF MISSOURI CITY

#### SAFETY POLICY

Management of the City of Missouri City has a sincere concern for the welfare and safety of employees and the public. The City of Missouri City acknowledges the obligation, as an employer, to provide the safest possible working conditions for employees and, as a government service organization, to provide a safe environment for the public that uses the services.

This is the official City of Missouri City Safety Policy. It is your guidance in the prevention of accidents to yourself, your fellow employees, and to the public. This safety Policy contains many rules and safety practices that have been universally accepted as standard. However, it cannot cover all conditions which may arise on the job. Omission of any safety rule herein does not reduce individual responsibility for alertness and good judgment in the workplace.

## SECTION 1

### GUIDELINES TO USING THE CITY OF MISSOURI CITY SAFETY MANUAL

The employee safety manual is designed to give you a broad look at the safest methods of doing your job.

To be safe is to be secure from the threat of danger, harm or loss.

1.01 POLICIES: All employees shall be required to observe and enforce all safe practices, safety regulations, and policies directed by the City and/or Department. Each employee shall become familiar with the safety rules and procedures applicable to his or her job and comply with them at all times. Supervisory personnel at all levels shall be held responsible and accountable for the prevention of accidents. In turn, they shall take into account safe performance of duties when evaluating an employee in the annual performance review.

1.02 OBJECTIVES: A well-trained, well-disciplined and well-supervised employee in a safe environment is unlikely to have an accident. A low loss experience in any organization is an indication of quality supervision at all levels and overrules the misconception that accidents are inevitable.

1. There shall be regular programs (i.e. safety training programs) raising the awareness of all employees. Specialized programs will be provided to specific groups.
2. According to the State of Texas, ninety-three percent of all accidents are the result of unsafe acts or practices by employees. Many accidents are cause by the use of unsafe equipment, and/or by neglecting to follow the safe methods of doing your job.
3. Careful inspection and monitoring is necessary if employees are to reduce the hazards that contribute to accidents and injuries. Study and know your Safety Manual and remember that no hazard is too small for the attention of anyone who can have it corrected before someone is hurt.
4. Correct or report all unsafe conditions and unsafe practices that you observe to your supervisor at once. Fill out an accident report (who, when, how, etc.). If you have suggestion on how to make it safer for yourself or others, pass it along to your supervisor.

5. This Safety Manual contains general safety rules and is not intended to be all inclusive. It has been developed and written to assist you in preventing accidents, and to assist each Department in its development of Departmental Safety Regulations.

6. Violation of safety regulations or safe practices could result in severe consequences. Compliance with accepted safety regulations is a condition of employment.

7. Regardless of what section of this manual any rule or regulation may appear, each and every rule and regulation shall apply to any work condition, work area, or office in which a potential hazard may exist.

## SECTION 2

### GENERAL SAFETY RULES

2.01 Work safety is the employees' responsibility at all times. Pay close attention to work and avoid unsafe acts. Do not take chances or dangerous short cuts. Unsafe conditions shall be corrected or otherwise reported to the Supervisor. It shall be the direct responsibility of individuals delegating work tasks to assure that employees are adequately instructed in a safe means of performing work and that safety procedures and rules are enforced.

1. A safe work procedure shall be set for all hazardous jobs prior to commencing the work, and all employees working on the same job must understand the procedure.

2. Individuals shall not depend solely on others for their own protection.

3. Crew members, along with the crew leader's help, shall see that their work position is safe and secure.

2.02 Obtain advice from your supervisor before attempting to do work which you are unfamiliar with. Be certain that you thoroughly understand the job and work assignment.

2.03 Each individual must be committed to perform work safely and to assist others as necessary so that all work is performed safely.

2.04 Safety guidelines indicate general items which affect everyone. It is imperative that everyone strive to communicate and educate themselves and others to existing and changing safety rules and procedures.

2.05 Obey all warning signs. They have been placed in certain places to warn of special dangers. Read and understand all signs and act accordingly.

2.06 When operating vehicles, seat belts shall be worn at all times to assure the safety of all occupants in the event of an accident.

2.07 Horseplay, practical jokes, scuffling, and other related activities are strictly forbidden. They can backfire, resulting in accidents, personal injury, and/or property damage. Activities such as these may lead to termination of employment.

2.08 Possession or use of intoxicants or illegal drugs of any type shall not be allowed on the job or in the work area at any time. Missouri City is a “drug free” workplace.

Violation of this rule shall be sufficient cause for dismissal.

2.09 Get help before you handle a large or very heavy object.

2.10 Let a co-worker know when you will be working alone and in a remote area. Whenever possible, use the buddy system.

### SECTION 3

#### FIRST AID AND HEALTH

##### FIRST AID APPLICATION

###### 3.01 DEFINITION

First aid is the immediate and temporary treatment given a victim of an accident or sudden illness until the services of a physician can be obtained. Proper first aid measures not only reduce suffering, but they also place the injured in a better condition to receive additional treatment.

###### 3.02 PURPOSE

The purpose of the first aid training is to teach employees what to do as well as what not to do, to determine, without delay, the nature and extent of the injury or illness, to render necessary assistance, being careful not to cause additional injury, and to provide proper transportation if necessary.

### 3.03 SCOPE

1. The City provides a first aid kit and equipment for the protection of its employees. Employees shall familiarize themselves with the contents of kits and the first aid equipment so that they will be able to render assistance in all cases of injury.
2. Employees shall be proficient in first aid, including the care of puncture wounds, dog bites, poison ivy, or poison oak rash, chemical burns, and electrical burns.
3. Injuries, even minor ones, are to be reported to the supervisor as quickly as possible. The supervisor will take the necessary action to see that the injured employee is given proper treatment, and take steps to prevent similar incidents and/or accidents, where possible.
4. Damaged or missing first aid equipment and supplies maintained throughout the facility shall be brought to the attention of the supervisor.
5. All departments shall have a fully equipped first aid kit and small fire extinguisher available at all times, and in a convenient location.

## SECTION 4

### PERSONAL PROTECTIVE EQUIPMENT

4.01 All employees are expected to wear personal clothing that is safe and proper for the job (as described below). Uniformed departments are expected to wear uniforms.

4.02 Approved eye shields or goggles furnished by the City shall be worn when performing tasks such as grinding, chiseling, chipping, hammering, drilling, welding, cutting, moving, edging, working on energized electrical equipment, or while performing any other potentially hazardous work. Normal prescription glasses shall not be considered a substitute for safety goggles or shields, unless they have already been designated as safety glasses. Register personal equipment with supervisor.

4.03 Gloves, sleeves, aprons, slicker units, and other pieces of personal protective equipment are required when performing certain jobs-always ask a supervisor.

4.04 Hearing protection in the form of ear plugs are available and shall be used as necessary.

4.05 Employees must wear suitable footwear protection at all times. Steel-toed boots are preferred. When slippery, explosive, or toxic solvents are present, employees must wear rubber boots.

4.06 Employees must wear high visibility gear when working early or late hours where there is not enough natural light to work by, when exposed to vehicular traffic in streets, or when working in the Public Right of Way.

4.07 Employees must wear required lifelines when working in overhead positions, trenches, and sewer lines.

4.08 Respirators are required where respiratory hazards may exist. Immediate supervisors shall be responsible for seeing that respirators are worn when required and that they are the necessary type. The proper respirator shall be used when working under different conditions; i.e. chemicals, dust, etc.

1. Users of respirators shall be instructed and trained in proper use of this equipment, as well as its limitations.
2. Only respirators furnished by the City shall be considered to be approved.
3. Respirators shall be cleaned and disinfected regularly by the user, and shall be inspected and test-fitted at regular time intervals by certified individuals.
4. Appropriate surveillance of work area conditions and the degree of employee exposure shall be maintained by supervisors.

## SECTION 5

### HOUSEKEEPING

5.01 Good housekeeping is essential operations and it is a measure by which the skill and ability of a department or an individual crew is judged. It is the foundation for a safe and healthful work place.

1. All work areas shall be cleaned up and properly secured before leaving the job site.

2. Supervisors and department heads shall make inspections as necessary to assure that housekeeping is conducive to safe job performance.

5.02 Objects or loose material which could fall and hit an individual, or which could make an individual trip, slip or fall, should not be left in the work area. If you are unable to remove such objects, report this fact to your immediate supervisor.

5.03 Keep aisles clean. Avoid stacking materials or placing boxes, ladders, or other equipment in any manner which blocks or obstructs exits, fire extinguishers, cabinets, doorways, or aisleways.

5.04 Place all trash and refuse in proper receptacles. Oily rags shall be placed in approved self closing covered metal containers.

5.05 Keep lunchrooms, locker rooms, showers, and washrooms clean.

5.06 Grounds are to be kept clean by properly picking up and disposing all trash and litter.

5.07 Areas of maintenance repair work shall be picked up daily. All other floor surface areas shall be swept clean with a broom.

5.08 Proper ventilation and lighting shall be kept at all times.

5.09 Always use proper tools and proper protection on the job.

## SECTION 6

### FIRE PREVENTION AND PROTECTION

#### 6.01 FIRE PREVENTION

1. Keep all work areas, work rooms, storage areas, and mechanical rooms free from accumulated paper goods, trash, and other combustible articles.
2. Return all unused files, records, and other materials to proper storage areas.
3. Limit the number of books, reports, and other materials to proper storage areas.
4. Do not overflow trash container receptacles. Dispose of this material regularly.

5. Do not store any materials in stairwell exit ways, exit aisles, and halls.
6. Inspect equipment often. Turn off equipment when it is not in use.
7. Limit smoking to specific approved areas, and use only approved ash trays and metal enclosed receptacle.
8. Be alert to potential fire hazards and report unsafe conditions immediately.
9. Portable heaters shall be turned off promptly at the end of the day, so as to not come on while an individual is away. Individuals shall take precautions so heater will not be in contact with other objects during use. The privilege of using a heater will be taken away if these conditions cannot be met.

6.02 ACTION PRIORITIES- In the event of a fire, evidence of smoke, or strong smell of fire, the employee alerted will take the following action in order:

1. Notify Fire Division, then building occupants.
2. Evacuate the building according to the Emergency Action Plan.
3. Provide assistance to disabled persons, or persons unfamiliar with Emergency Action Plan.
4. Proceed directly to the designated Safe Area. Supervisor should take head count and compare with a master list to make sure that everyone is accounted for.
5. Inform proper authority of your condition and safety, and provide any information available regarding emergency conditions of which you are aware.
6. Remain in the Safe Area and be attentive to any instructions forthcoming.

6.03 FIRE CLASSIFICATION-The following are identified fire conditions that could develop, and the correct plan of action to take during each one:

1. Smell of smoke exists, but no smoke is visible
  - a. Notify Fire Dispatcher of condition by calling 911.

- b. Notify employees in immediate area, as well as supervisor.
  - c. Relocate employees in area to safe location in the building.
  - d. Allow the Fire Division personnel to attempt to locate source of the odor.
  - e. If condition increases, start full evacuation procedures immediately.
2. Smoke is visible
- a. Notify Fire Dispatcher of condition by calling 911.
  - b. Notify employees in immediate area of the condition.
  - c. Start partial evacuation procedure, by relocating employees in immediate area to safe location in the building.
  - d. Notify all employees, through the intercom, to be prepared to evacuate.
  - e. If condition increases, start full evacuation procedures immediately.
3. Fire Visible (regardless of size)
- a. Start full evacuation procedures immediately.
  - b. Immediately evacuate all employees in the area, and relocate to a safe area out of the building.
  - c. Notify Fire Dispatcher of condition by calling 911.
4. In the event you are exposed to a fire, and your clothes become ignited:
- a. STOP- Do not run. Running will only intensify the flame.
  - b. COVER- Immediately cover your face with your hands. This will reduce the chance of the flame coming in contact with your eyes and/or airway.
  - c. DROP- Fall to the floor and lay perfectly flat.

- d. ROLL- Every portion of your body must roll- two complete rolls to the right, then two to the left. Continue the procedure until assistance arrives or you are sure the fire has been significantly extinguished. Seek immediate help from other employees by shouting, "Help, I'm on fire!"
5. In the event you are a witness to a person whose clothing is on fire:
    - a. Go to their assistance. If the person is not familiar with the above procedure, use strong and forceful verbal instructions on what to do. If necessary, forcibly throw the person to the floor and execute the rolling action.
    - b. Immediately cover the victim with a blanket, sheet, towel, coat, or even an item of your own clothing, and start patting this material with your hands. Check the victims entire body for any remaining flames and extinguish these locations as you discover them.
    - c. See that victim receives immediate medical care, as needed.

#### 6.04 FIRE EXTINGUISHERS

1. Each employee shall know the location of the fire extinguishers in his/her area and how to use them. Annual fire extinguisher training will be conducted by the Fire Department.

REMEMBER HOW TO USE MOST FIRE EXTINGUISHERS:  
(PASS)  
PULL- The pin  
AIM- At the fire  
SQUEEZE- The handle  
SWEEP- From side to side

2. Adequate emergency fire fighting equipment shall be in appropriate locations and appropriately marked.
3. Any extinguisher that has been used shall be immediately reported for service.
4. Fire extinguishers shall not be blocked by the storage of equipment.

## SECTION 7

### CHEMICALS

#### GENERAL SAFETY RULES

7.01 Assume that all chemicals are dangerous. Avoid contact with all chemicals by using proper care. Avoid breathing dust or vapors. Do not allow chemicals to get on skin. Always wear proper protective equipment when handling chemicals.

7.02 If body contact is made with any chemical, acid, solvent or caustic solution, the affected body area shall be immediately flushed with water for 15 minutes. Remove all contaminated clothing while flushing with water.

7.03 Always use equipment for its intended purpose. Check equipment prior to use. If equipment is damaged or faulty, write a maintenance work request or report equipment defects so that corrections can be made.

7.04 Never place chemicals in an unmarked container or use chemicals from unmarked containers, unless checked and approved. Containers which have chemicals in them shall be kept sealed and marked. Visually inspect all containers prior to handling.

7.05 Disposal of excess chemicals and empty containers shall be done in accordance with manufacturer's label instructions, Federal and/or State Law.

#### INSECTICIDES AND HERBICIDES

7.10 Avoid exceeding the maximum dosage or mix. Always follow manufacturer's labeling.

7.11 When mixing and spraying wear clean, dry clothing, respirator, gloves, eye protection and hat.

7.12 Do not spray during high winds.

7.13 Wash hands and face before eating or smoking.

7.14 Use care when spraying near the public, or places where individuals frequently walk. Leave no puddles of spray on hard surfaces.

7.15 When using herbicides in a populated area, make sure that the wind drift is not in the direction of a residence, in order to prevent damage to yards, trees, and gardens.

7.16 Only designated, licensed employees shall disburse this type of material. These individuals will be licensed by the State and will complete ongoing training classes as outlined by the State.

7.17 Make sure all spraying equipment, containers, protective equipment, and clothing are properly cleaned after each use.

7.18 Adhere to all local, State and Federal Laws.

7.19 Emergency phone numbers shall be kept handy. These numbers will include, but shall not be limited to:

Fire- 911  
Police- 911  
Poison Center- 654-1701  
Fort Bend Hospital- 499-4800  
Emergency Operations- 342-2100

#### HAZARDOUS MATERIALS

7.20 The Texas Hazard Communication Act of 1993, Texas Civil Statutes, Article 5182B, requires the City to maintain Material Safety Data Sheets (MSDS) information on hazardous chemicals. Material Safety Data Sheets are on file and available for review by any employee (see Appendix).

7.21 For any type of spill, the department head shall be contacted immediately for proper disposal of any materials used in the cleanup. A report will be forwarded to the Safety Director.

7.22 It shall be the department head's responsibility to train or have trained all employees who may come in contact with the chemical hazards in the following areas:

1. The hazards of the chemical being used, including an explanation of the "Right to Know."
2. Methods and observations workers can use to detect the presence of a chemical to which they may be exposed (visual appearance or smell).
3. To be able to locate and understand how to read a MSDS sheet.

4. The required personal protective equipment for using certain materials, and the proper use of this protective equipment.
5. Emergency response and clean-up procedures to follow in the event of a contaminating incident.

7.23 It will also be the department head's responsibility to make sure that employee exposure to chemicals is kept within acceptable levels.

7.24 When in doubt about whether a chemical is hazardous or not, ALWAYS CONTACT THE FIRE DEPARTMENT BEFORE USING IT.

## SECTION 8

### ELECTRICAL EQUIPMENT

8.01 Only authorized personnel are permitted to work on any electrical circuit or equipment. Report all defective equipment to your supervisor.

8.02 Unless they are positively proven to be de-energized and grounded, ALL circuits and electrical apparatuses shall always be considered energized. ALL de-energized electrical apparatuses shall be grounded before work is permitted on it. IT ISN'T DEAD IF IT ISN'T GROUNDED. Orders and instructions shall be directed through the first level of supervision on the job. Immediate supervisors on the job shall not be bypassed unless an emergency situation exists. If a department head or supervisor feels that the job is not going as it should or that something is wrong, even though a problem can't be readily recognized, a short halt shall be called and a discussion shall be held so as to eliminate any possibility of error. All circuits are to be considered "hot" unless tested with a voltage tester and found to be "dead" by a qualified electrician. Never touch loose or fallen electric wires.

8.03 Safety tags and lockouts must be used whenever working on electrical equipment.

8.04 All portable electrical equipment should be equipped with a protective ground.

8.05 When using electrical extension cords, care must be taken so that they are not placed in a manner to be readily damaged, or become a tripping hazard. Never use spliced or damaged electrical cords.

8.06 Before leaving any job, check to see that all covers, wires, doors, and guards are in place and equipment is in a safe operating condition.

## SECTION 9

### HAND & POWER TOOLS AND MACHINERY

#### NEVER OPERATE ANY MACHINE OR EQUIPMENT WITHOUT BEING INSTRUCTED IN THE CORRECT OPERATING PROCEDURE

#### HAND TOOLS

9.01 Always use the right tool for the job being performed.

1. Keep tools clean and in good condition; keep heads of striking tools dressed and replace broken, loose or splintered handles.
2. Extensions shall not be put on hand tools for additional leverage.
3. Store tools in their proper place. Do not carry tools in pockets. Cutting tools should be placed in a protective device to avoid injury.
4. Do not use excessive pressure or force on any hand tool.
5. Wear protective equipment when doing work that may cause damage to the eyes, hands, feet, head, or any other part of the body. Always exercise due caution when there is a reasonable possibility of the fingers, hands, or any body part being caught in between pinch or shear points on equipment which is being disassembled or reassembled.
6. Tools with metal heads shall not be used on or near energized apparatuses without using rubber protective equipment.
7. Measuring devices (ropes, hose, etc.) made with conductive material (metal ropes) shall not be used when working on or near energized apparatuses.
8. Hand tools (chisels, pipes, drills, punches, etc.) shall be held with a mechanical holding device when they are being struck with a driving device. Eye protection shall be worn.
9. Repairs shall be made on hand tools only by trained and authorized employees.
10. All tools must be cleaned after usage.

## MACHINERY AND EQUIPMENT

9.02 Machine guards and other safety devices have been placed on machinery and equipment for protection. Make sure they are in place before starting machinery. Equipment with faulty safety devices should be put out of service and reported.

9.03 Do not wear loose clothing, neckties, or jewelry around moving machinery.

9.04 Do not engage in unnecessary conversation or distract anyone around moving machinery.

9.05 Do not leave running machinery unattended.

9.06 Never start a piece of moving equipment without being in full control of its operation.

## SECTION 10

### LADDERS, PLATFORMS AND SCAFFOLDS

10.01 Before a ladder is used, it shall be inspected to see that the rungs and sides are in good condition, free of dirt and grease, free from cracks, broken rungs, and defects or broken spreaders. Never use a defective ladder. Tag or mark it so that it may be repaired or replaced. Always use the right ladder for the job.

10.02 All straight ladders must be tied or otherwise made secure at the top, or must be held at the bottom while in use.

10.03 When using a straight ladder, the distance from the base to the wall should be about one-fourth of the distance from the base to the point of support.

10.04 Stepladders should be fully open and the locking device set before climbing. Ladders shall not be placed in a horizontal position and used as a runway or scaffold.

10.05 Never place a ladder in front of a door opening, unless the door is locked or guarded, or on a movable object.

10.06 The ladder shall be faced when ascending or descending, and both hands shall be used. Never slide down a ladder, or attempt to move a ladder while standing on it.

10.07 Do not leave tools or other materials on a ladder, scaffold, or platform, unless they are secured in a safe and reasonable fashion.

10.08 The use of drums, boxes, chairs, or other such objects in place of ladders is prohibited.

10.09 All scaffolding that is put up must be rigid and capable of carrying the maximum intended load.

10.10 Ladders shall never be used to support more than one employee at a time.

10.11 Ladders and scaffolding shall be returned to their appropriate storage location after each use.

10.12 Leaning out from a ladder is an unsafe act. Do not reach farther than an arm's length from the ladder. Move your ladder as your work progresses. Use safety belts when possible.

10.13 Extreme caution should always be used when using ladders near power lines.

10.14 Contact Houston Lighting & Power if you will be working within 10 feet of a power line and you are unsure of how safe the conditions are.

## SECTION 11

### VEHICULAR EQUIPMENT OPERATION, REQUIREMENTS AND MAINTENANCE OPERATION OF MOTOR VEHICLES

11.01 Each motor vehicle operator shall have a valid and appropriate Texas Motor Vehicle Operator's License and appropriate insurance. It shall be the operator's responsibility to see that the type of license required corresponds with the type of vehicle driven. Only City employees are permitted to operate City owned equipment.

11.02 It shall be the responsibility of individual drivers to know and to observe local traffic violations and shall pay their own fines.

11.03 City vehicles should be used only for City business.

11.04 All City employees who will be using a City owned vehicle are required to complete a City-sponsored defensive driving course at least once every two years.

## SAFETY PROCEDURES

11.10 It shall be the responsibility of the operator to see that the motor vehicle being driven is in safe condition. All unsafe vehicles shall be reported immediately.

11.11 When operating slow-moving equipment in public right-of-ways, you must be equipped with and display a triangular, reflecting sign.

11.12 Vehicles stopped or parked within the right-of-way will have activated flashers.

11.13 Never park or stop in the wrong traffic lane.

11.14 Employees shall not ride on fenders, bumpers, running boards, or any other part of a moving vehicle. Standing in a moving vehicle, and/or jumping on or off a vehicle in motion is strictly prohibited.

11.15 Use extra caution when approaching children at play or passing through school zones.

11.16 Keep alert at railroad crossings. Make sure you have a clear view of the tracks.

## REPORTING ACCIDENTS

11.20 When involved in an accident in a City vehicle, you must fill out an accident report for the Police Department (see Appendix). The Police must be notified within 24 hours. Do not wait until the report is typed-hand write it if necessary.

11.21 Get a copy of the other driver's insurance, driver's license number, resignation, and make of vehicle.

11.22 Do not sign anything unless issued a traffic citation by a police officer.

11.23 If there are witnesses, give their names to the police and your supervisor.

11.24 Report the accident to your supervisor as soon as possible. If you have been injured, tell your supervisor.

11.25 Contact the Finance Director or Finance Department Secretary as soon as possible for insurance purposes (261-4292).

## SECTION 12

### BARRICADES AND WARNING DEVICES

- 12.01 Make sure all warning lights are functional.
- 12.02 Always use reflective barricades that conform to City standards.
- 12.03 Be sure barricades are clean and in good condition.
- 12.04 Warning signs should be put up when working or moving in the right-of-way.
- 12.05 Reflective safety vests will be worn whenever working in right-of-ways.

## SECTION 13

### ROAD CONSTRUCTION AND MAINTENANCE

#### CONSTRUCTION SITE PREPARATION

- 13.01 Before starting work, ask electric, gas, telephone, and water utilities to stake lines. Contact companies with underground cables 48 hours prior to beginning work.
- 13.02 To place advanced warning regarding ongoing maintenance or construction, use the Manual on Uniform Traffic Control Devices for Streets and Highways.
- 13.03 Use flashing lights on vehicles during signing operation.
- 13.04 Begin by placing the most distant sign first. Park the crew truck legally on the shoulder of the road. Place the first warning sign at least 500 feet in front of the area where the traffic becomes channeled.
- 13.05 Display high-visibility orange flags or flashing yellow warning lights on single warning signs.
- 13.06 Check for possible underground cables before using manual post drivers to erect construction signs.
- 13.07 See that flagpersons remain on the job until barricading is finished. Flagpersons should know how to properly use flags and other warnings device.

13.08 Wear high-visibility clothing. You should be visible to drivers from at least 500 feet.

13.09 Remove all temporary signs that no longer apply.

13.10 If an open cut is left in a posted traffic lane when work is stopped, place and anchor a steelplate cover over the cut. The plate should be strong enough to sustain normal traffic loads. If a cut cannot be covered, Leave signs and barricades warning drivers of this situation.

13.11 Before felling trees, prepare a path for a quick escape in the quadrant opposite the fall of the tree. Do not stand closer than 25 feet from large trees being felled.

13.12 Never trim or fell trees with power lines running through them.

13.13 Once started, complete the felling before leaving the location.

13.14 When clearing with bulldozers or tractors, be aware of dead tree limbs that may fall on the tractor or people nearby, and dead logs that can snap up.

13.15 Do not operate clearing equipment unless it is fitted with arched steel canopies, safety glass, and roll-over protective structures.

13.20 Work one side of the road at a time, when possible. Tools should be kept near the work site. Never cross traffic to obtain tools or equipment.

13.21 Wear high-visibility vests.

13.22 Always ride within the cab of the truck-never in a truck bed.

13.23 Use long, nonconductive stadia rods and leveling rods.

13.24 If working in tick-infested areas, inspect body and clothing for ticks as soon as possible after working.

13.25 Wear high-top shoes or boots in areas where harmful snakes, plants, or insects exist.

### HEAVY EQUIPMENT OPERATION

13.30 Explain to operators daily the work required, including all safety precautions.

13.31 Allow only operators on construction equipment when it is running.

13.32 All machines shall be equipped with a reverse-signal alarm for the driver to use when he/she has an obstructed view. Always make sure that the area is clear of people, equipment, and other vehicles before moving in reverse.

13.33 All motorgraders shall be equipped with a slow-moving vehicle (SMV) sign and with fluorescent red flags to place on the blade side facing traffic.

13.34 Never leave a machine with a motor idling.

13.35 Judge for safety before working near an embankment or excavation.

13.36 Do not stop equipment on a curve unless it is visible to approaching traffic for at least 1000 feet.

13.37 Do not stand behind or in front of parked machines.

13.38 Drive equipment entirely off the road if it is to be left overnight. If this is not possible, adequately mark the vehicle with barricades and lights. Lock the equipment and lower all blades and other attachments to the ground.

13.39 Wear gloves when handling cables or wires.

#### ASPHALT WORK

13.40 Wear heavy clothing to prevent hot liquid burns to the skin. Long-sleeve shirts are recommended. Keep water handy to cool anyone's skin that has been splashed with asphalt.

13.41 Only trained and authorized operators should light the asphalt heaters and be responsible for the fire and hot kettle. Never light the burner with a match held in the hand.

13.42 Do not check the temperature of hot mix for bituminous paving while the truck is under the hopper.

13.43 Do not overheat the kettle or turn the heat so low that the flame goes out and gas accumulates.

13.44 Repair or replace inoperative temperature gauges immediately.

13.45 Use dry sand or dirt-not water- to put out an asphalt fire.

13.46 Do not heat asphalt storage tanks with open fires.

13.47 For storage purposes, locate kettles and storage tanks as far as possible from other flammable materials.

13.48 Do not fill pouring cans over three-fourths full.

#### LANE MARKING AND CENTER STRIPPING-SAFETY PROCEDURES

13.50 Paint vehicles a high-visibility yellow or have them display high-visibility warning signs.

13.51 Protect operators of two-wheeled striping machines with flagpersons at front and rear.

13.52 Do not mark during traffic rush hours.

13.53 Wear goggles when using paints containing glass beads or skin irritants.

#### BRUSH CUTTING-SAFETY PROCEDURES

13.60 Fasten tools securely in trucks, and/or carry them in protective scabbards.

13.61 Regularly sharpen tools to prevent slips, and keep their blades tight on the handles.

13.62 Wear high-topped shoes or boots.

13.63 Use machines only on light brush, and be sure to keep legs clear when using machetes. Station machete choppers at least 10 feet apart.

#### MOWING OPERATIONS-SAFETY PROCEDURES

13.70 Wear safety hats and high-visibility clothing.

13.71 Display slow-moving vehicle (SMV) emblems on the rear of the mower.

13.72 An operator should always be in the seat of the mower when the motor is running.

13.73 Never operate a mower on steeper than a three-to-one slope.

13.74 Clear areas before mowing any objects that could be thrown.

13.75 Operate cautiously; slow down for stumps, right-of-way markers, etc.

## SECTION 14

### OFFICE SAFETY

#### GENERAL

14.01 Report all safety hazards and injuries to your supervisor without delay (see Accident Report in Appendix)

14.02 The location of fire extinguishers and emergency exits shall be noted by all employees.

14.03 Running in an office shall not be permitted. Always walk slowly and cautiously up and down stairs, and use hand rails when they are available.

14.04 Extension cords and other devices shall not be stretched across the floor where they will create a hazard. Use as many outlets as possible—don't overload.

#### OFFICE EQUIPMENT AND FURNITURE

14.10 File cabinets and desk drawers shall be closed when they are not in use. Only one drawer shall be opened at a time.

14.11 All defective equipment and furniture shall be tagged and reported to the supervisor.

14.12 Defective electrical cords shall be reported and repaired or replaced without delay.

14.13 No employee shall attempt to repair an office machine unless authorized and trained to do so, and then only when the power has been cut off and the machine stopped.

#### FLOORS

14.20 Water, oil or other liquids left on floors are hazards and shall be cleaned up at once.

14.21 Loose objects shall never be left on stairs.

14.22 Where floor surfaces are treated, they shall be done with a slip resistant preparation.

14.23 When runners are used on floors, they shall be checked often to prevent loose strips.

#### SHARP AND POINTED OBJECTS

14.30 Caution shall always be used when operating a paper cutter. The cutting edge shall never be left raised while unsupported, and should always be closed when not in use.

14.31 Razor blades or other sharp instruments shall never be kept loose in desk drawers.

14.32 Glass and other sharp objects shall never be placed in waste baskets.

### SECTION 15

#### MISCELLANEOUS

##### 15.01 PERSONAL CONDUCT

1. The manner in which employees conduct themselves is a reflection upon the City and each person employed by the City. To our customers, the taxpayers, and general public, the actions of each of us are those of the City, because we are the City.
2. Good customer relations are one of the most important parts of our service. Each of us is responsible for building the customer's confidence in our City through friendly and efficient work practices. Therefore, the following rules shall be adhered to at all times:
  - a. Employees shall be courteous and considerate of the public and of each other.
  - b. Use of obscene language while working in and around public places will not be tolerated. Temper and ill-feelings are not marks of efficiency and shall not be displayed.
  - c. No employee shall smoke or use matches or open flames on a customer's premises when there are signs prohibiting these things from being done, or when the customer requests they not be done.

## 15.02 WORKING ON CUSTOMER'S PREMISES

1. Care shall be exercised in working on or about the customer's property to prevent damaging fences, shrubbery, gardens, flower beds, buildings, etc.
2. No trash shall be left on the customer's property.
3. Dogs are one of the most common hazards. To prevent being bitten depends, in large measure, upon your actions in approaching a dog, and your behavior while on the premises. When the customer is not at home and a dog cannot be controlled, avoid entering the premises, and arrange to do the work when the customer will be present. Call the owner's attention to an unfriendly dog so that it may be tied or penned while you are on the premises.

## SECTION 16

### APPENDIX

16.01 Material Safety Data Sheet- example follows

16.02 Accident Report Form- example follows, along with instructions for reporting accidents

16.03 Supervisor's Investigation Report- example follows

16.04 Insurance Claims Notice-example follows

### INSRTUCTIONS FOR REPORTING ACCIDENTS

It is the City's policy that any accident involving a City vehicle or City equipment will be reported to the supervisor/police/contact person, in order to protect the City and the individual.

- I. The following procedures should be followed if you are the Operator of a City vehicle and it is involved in an accident with another vehicle:
  - A. STOP at oncel
  - B. Park the vehicle or equipment safely.
  - C. If it is a vehicular accident, notify the police immediately.  
Request a police unit to come to the scene of the accident.

- D. Discuss the accident ONLY with the police.
- E. Do not sign anything unless issued a traffic citation by a police officer.
- F. If there are witnesses. Please give their names to the police and your supervisor.
- G. Report the accident to your supervisor as soon as possible.
- H. Contact the City's "Contact Person" who handles auto/property/liability claims for the City.
  - 1. A copy of the handwritten accident report should be given to the "Contact Person" BEFORE the accident report is typed. This should be done the next business day, AT THE LATEST. Send the typed copy when it is ready.
    - Contact Person:
    - TBA (281)000-0000
  - 2. The Contact Person will take care of notifying the City's insurance carrier, Texas Municipal League. The City is self-insured.

- II. If you are the operator of City equipment, in the event of an accident involving damage to a Citizen's vehicle/property, you must follow these procedures:
  - A. STOP working at once.
  - B. Move equipment so that it is in a safe area and will do no more damage to vehicles and/or property.
  - C. Report the accident to the owner of the vehicle and/or property, as well as your supervisor, as soon as possible.
  - D. Contact the City's "Contact Person" who handles auto/property/liability claims for the City.
    - 1. A copy of the handwritten accident report should be given to the "Contact Person" BEFORE the accident report is typed. This should be done the next business day, AT THE LATEST. Send the typed copy when it is ready.

Contact Person:  
TBA

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2. The Contact Person will take care of notifying the City's insurance carrier, Texas Municipal League. The City is self-insured.