



EMPLOYEE
SAFETY MANUAL
FOR
The Town of Pulaski

Employee Safety Manual

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SAFETY AND LOSS PREVENTION

1. Purpose

Safety and Loss Prevention Programs are instituted to identify, analyze, and eliminate all hazards which may result in personal injury to employees, public liability, loss or damage to property, and loss or damage to equipment. Securing Town of Pulaski property and equipment from loss due to fire, theft, vandalism, and abuse is the responsibility of every employee. The Town of Pulaski, at its discretion, will investigate any and all losses, and make recommendations to prevent future occurrences. All employees shall cooperate fully with investigators. Various safety and loss prevention programs are defined in this document and in individual department safety manuals.

2. Reporting Unsafe Conditions

All Town of Pulaski employees are to keep alert for unsafe conditions. If an unsafe condition is identified, it is to be reported to a supervisor. The supervisor will evaluate the risk of personal injury, public liability, and damage to property or equipment, and initiate steps for immediate correction of the unsafe condition. If a supervisor is not available and the problem is not corrected in a timely manner or the hazard is not secured, the employee is to call the Town Safety Official to report the unsafe condition.

3. Safety Training

All employees will be trained to carry out assigned tasks in a safe manner. Training on job competency, safety, inspection procedures, the correct use of personal protective equipment, and hazardous chemicals handling will be conducted prior to an employee starting operations. Employees will work closely with a supervisor or experienced employee until they have demonstrated competency. They will then be monitored periodically. All employee training shall be documented and filed. All training documentation is subject to review by HR/ Town safety Official and regulatory agencies.

4. Inspection Procedures

Employees will inspect their work area and equipment before each shift to identify unsafe conditions. All employees will complete walk through and detail inspections of equipment, work areas, and operating procedures on a regular basis. Report and document any unsafe work condition to your supervisor. All unsafe conditions or work practices shall be corrected.

UNIFORM SAFETY PROCEDURES

1. Safety Procedures Implementation

Department procedures should reflect the following:

- a. Every Department should have a safety representative. All employees should be made aware of the name of the representative and how to contact that person. The Department Safety Representative will be responsible for coordinating department safety matters and attending any safety committee meeting.
- b. Every Department should have at least one person assigned to conduct or direct safety orientation for all newly assigned employees.

- c. All required protective equipment/clothing, as determined by the Department, Safety Committee Representative, or from the PPE assessment is issued to and utilized by the employees performing job assignments requiring their use.
- d. All employees required to drive Town of Pulaski vehicles are authorized to do so in accordance with the Fleet Management Policy or other designated policy.

2. Required Inspections

- a. Annual or semi-annual inspection of all fire extinguishing, prevention, alarm and detection systems.
- b. Annual inspection of all elevators.
- c. Annual and periodic inspection of all lifting or hoisting equipment, including cranes and boomed equipment (fixed or mobile).
- d. Pre-Trip and Post-Trip Vehicle Inspections for CDL vehicles.
- e. Inspect any equipment prior to each use for safety defects. Defective equipment should be taken out of service until repaired.

3. Standards Compliance

It is the responsibility of every Department to insure that all federal, state, county, and local standards and ordinances are complied with. This includes, but is not limited to:

- a. All electrical equipment has been approved by Underwriters Laboratories or Factory Mutual Laboratories.
- b. Electrical installations are in compliance with the National Electrical Safety Code.
- c. All fire protection and prevention devices meet the requirements set forth in the appropriate standards as adopted by the National Fire Protection Association.
- d. All chemicals and flammable liquids are handled and stored in accordance with the requirements of the National Fire Protection Association standards.
- e. All Town of Pulaski facilities and operations are in compliance with OSHA and EPA standards.
- f. Department of Transportation Regulations for traffic control for work areas is followed.
- g. Required permits are obtained prior to beginning new construction or remodeling projects.

MEDICAL PROGRAM

In order to maintain a safe and efficient operation, it is essential that the health and physical well-being of all employees is ensured.

A. Medical Testing Program

Certain employees will receive physical examinations, testing and immunization shots based on the tasks performed. Employees are placed in this program according to their job classification and potential exposure to hazardous chemicals or conditions.

The criteria for employee physical exams, testing, immunizations and using protective health equipment may change as additional safety laws are enacted or needs are identified. As these changes occur The Town of Pulaski will adjust the foregoing program to insure the protection of all affected employees.

B. First Aid

Each building/department will have at least one first –aid kit to provide prompt medical attention to injured employees. The contents of the first-aid kits should follow OSHA guidelines based on the hazard of the operation. There should be no medicine contained in the first-aid kits. Town of Pulaski Safety Official, Managers, Supervisors and HR are responsible for making sure that each department has First Aid Kits in place.

C. Automated External Defibrillator (AED)

Each building should be evaluated to determine the need for an AED. The Town of Pulaski should have at least two employees trained for each AED. The Town of Pulaski is responsible for maintaining AED’s.

D. Training

All locations that are not within close proximity (3-4 minutes) to a medical provider or response by EMS shall have at least two employees trained in first-aid and CPR.

EMPLOYEE INJURY PROCEDURES

A. Employee Injury Procedures

If a co-worker is injured, employees are to:

1. Offer first aid (up to your level of training) to injured victim.
2. Call for emergency assistance, if necessary.
3. Notify supervisor immediately.
4. Secure the scene to prevent further injuries.
5. Call or have a Supervisor call The Company Nurse at 1-888-770-0925 for treatment guidelines.

B. Reporting Work Related Injuries by Employees

Work related injuries should be reported to an immediate supervisor, and The Company Nurse should then be contacted at 1-888-770-0925. unless it is an Emergency in which 911 should be called, and then followed by a call to the Company Nurse to report the injury to Worker’s Compensation.

C. Return to Work from Injury or Illness

Before an employee is allowed to return to work following an absence due to serious injury, illness or major surgical operation, whether work-related or not, the supervisor shall require the employee to present a written doctors’ release indicating that the employee is physically qualified to resume his/her duties, and ADA guidelines will be followed by the Town.

FLEET MANAGEMENT POLICY

An effective Fleet Management Policy is necessary to ensure that the Town of Pulaski provides a safe and effective method of controlling damage to equipment and injury to our employees and others traveling on the highway. Please refer to this policy for further guidance on driver qualification standards, vehicle maintenance and vehicle accident reporting procedures.

ADDITIONAL SAFETY POLICIES

The town of Pulaski has established separate policies for the following areas based on regulatory guidelines and/or complexity of the topic. Please refer to these individual policies to reference these important safety topics.

- Personal Protective Equipment
- Hazard Communication (chemical safety)
- Lockout/Tagout
- Confined Space Program
- Bloodborne Pathogens
- Electrical Safety
- Fall Protection
- Respiratory Protection
- Hot Work
- Hearing Conservation
- Fall Prevention Program
- Excavation and Trenching
- Emergency Response Plans

GENERAL SAFETY RULES

The following general safety rules apply to all Town of Pulaski personnel. **THESE RULES DO NOT PROHIBIT DEPARTMENT HEADS FROM ESTABLISHING MORE STRINGENT OR SPECIFIC RULES AND REGULATIONS RELEVANT TO THEIR PARTICULAR OPERATION.**

Each and every employee has an obligation to perform his/her duties in a safe and efficient manner and to report any and all unsafe acts or situations to his/her supervisor immediately. In addition to these general safety rules, all state, local and federal rules and regulations apply.

A. General Housekeeping

Good housekeeping shall be of primary concern to all employees. The following rules shall be observed by **ALL EMPLOYEES**:

- Good housekeeping practices shall be a part of the daily routine, with cleanup being a continuous procedure.
- Horseplay is unacceptable.
- Aisles and passage-ways will not be used for the storage of hand trucks, stock, equipment or materials.
- Oil, grease, or other liquids when spilled on the floor or work surfaces should immediately be wiped up or sprinkled with absorbent floor material. Spill areas should be marked and barricaded.

- Gather up tools and return them to their proper place. Make sure that no tool or other appliance has been left in any machine or other place where it might fall or cause damage when the power is turned on.
- Return all equipment or surplus materials to stock or storage areas.
- All employees are required to keep the work area to which they are assigned clean and neat. Keep all tools and equipment in a safe, orderly manner.
- Welding leads, electric, steam, and air lines should be kept off floors by use of trees and hooks, or hose reels wherever possible.
- Scrap material and rubbish shall be placed only in containers provided for that purpose.
- Metal stock, lumber, and cased or crated goods should be stored in a neat, safe, and orderly manner. Round stock should be blocked to prevent rolling, gas cylinders secured by chains in an upright position and tiered material cross tied.
- **DO NOT** hang clothing, towels, rags, or other combustible materials on radiators, hot lines, near floors or hot surfaces.
- Retract box cutter blades when not in use. Cut away from body to help prevent cuts.

B. Office Safety

The following guidelines shall be observed by all Town of Pulaski employees:

- Good housekeeping is a must in every office.
- If spilled liquids are on the floor, arrange for cleanup immediately to prevent a slip or fall.
- Pick up any items that have fallen on the floor as they could easily be the cause of a slip or fall accident.
- All defective equipment should be immediately reported to a supervisor. The supervisor is responsible to take steps to correct the unsafe condition.
- Desk and cabinets should be kept clean and orderly.
- Keep drawers and cabinet doors closed.
- Use handles when closing desk drawers, file cabinets, safes, and doors. Avoid curling fingers around tops and sides of drawers where they may be cut or injured when closing the drawer.
- All chairs should be used for sitting only. Do not lean back to the extent that the front legs are lifted off the floor.
- Carry pencils, scissors, and other sharp objects with the point down to prevent stabbing accidents...
- Sharpened pencils should be placed point down in pencil holders or kept in desk drawers.
- Sharp or pointed objects, such as scissors, letter openers, and tacks, should be kept in protective containers in desk drawers. This would help prevent hand injuries when rummaging through drawers.
- **DO NOT** leave open scissors lying on top of a desk or in a desk drawer.
- If items are stored above eye level, use a ladder to retrieve or store them. Avoid standing on a chair or other type of makeshift ladder.
- **DO NOT** place file cabinets so that open drawers will block doors or passageways.
- The standard four-drawer filing cabinet can cause injury if it is upset, usually as a result of opening a heavily loaded top drawer. Open only one drawer at a time. When possible load

heavy ledgers and files in the bottom drawers. Always fill a cabinet from the bottom drawers to the top drawers to maintain the lowest possible center of gravity in the cabinet.

- Where the possibility exists that a cabinet may tip when opened, request facility maintenance to secure the cabinet to the floor or adjacent cabinets.
- **DO NOT** place two drawer cabinets on top of each other to make a four drawer cabinet unless they are bolted together, the cabinets should be replaced with one four drawer unit.
- Electrical and telephone cords are to be located out of the passageways and walkways where they would create a tripping hazard.
- **DO NOT** overload electrical outlets.
- Notify General Services of any observed defects in electrical appliances or cords.
- **DO NOT** remove the ground prong on three-prong plugs. Electrical equipment with ground pin requires a three-prong receptacle. In the event an electrical outlet is not the three-prong type, request General Services to replace the units.
- **DO NOT** use extension cords, adapter, gang or “cheetah plugs.”
- Check that electric wires and plugs are in good condition, with no frayed or worn areas.
- Turn off electrical equipment at the end of work day.
- Avoid standing in front of closed doors that may suddenly open. If you must access a secured work area with a card and you keep that in a lanyard around your neck, stand clear of door.
- When using stairways, take one step at a time. Stair rails or wall rails should be used to prevent falls when ascending or descending stairs. Report any loose handrails to facility maintenance.
- **DO NOT** stop and talk on stairs. Use landings.
- Check that floor surfaces are in good condition. Report slippery areas or torn carpets.
- Keep hands and fingers on the handle of the paper cutter before pressing down.
- Keep paper cutter handle in closed/locked position when not in use.
- Keep fingers away from ejecting slot when loading or testing stapling devices.
- **DO NOT** place objects on window sills.
- Know how to call 9-1-1.

C. Miscellaneous Safety Guidelines

Materials Handling

- Always use proper lifting techniques.
- Take a firm grip, secure a good footing, place the feet at a comfortable distance apart, keep the load close to the body, keep your back straight, bend the knees and lift your legs. Always plan the lift and placement of the load.
- If the load is too heavy, get help. **DO NOT** strain.
- When working with another person and carrying loads such as pipe, etc., let your partner know before dropping an end or doing anything which might create an accident.
- Fingers and toes shall be kept in the clear before setting down any materials or equipment.
- When a crane is used to lift heavy or bulky objects, remember to stand clear of the suspended or overhanging load.

- All materials must be loaded on motor trucks and secured so they will not fall off in transit. If necessary, tie the load to the truck.
- Wheelbarrows, hand trucks and other similar devices shall not be over loaded or unbalanced.
- Trailers and trucks should be secured from movement during loading and unloading with a forklift.

D. Welding, Cutting and Brazing

- Only authorized and trained personnel can operate welding equipment.
- Compressed gas cylinders should be examined regularly for signs of defects, deep rusting or leakage.
- Only approved apparatus - torches, regulators, safety valves - must be used.
- Welders must be certain approved firefighting equipment is nearby before commencing welding operations when working in the vicinity of flammable materials.
- There must be adequate ventilation in and where welding or cutting is performed.
- Helmets or hand shields must be used during all welding or cutting operations.
- Helpers or attendants must be provided with the proper eye protection.
- All filter lenses and plates must meet ANSI.Z87.1 standards for transmission of radiant energy.
- Signs must be posted: DANGER - NO SMOKING, MATCHES OR OPEN FLAMES.

E. Handling of Compressed Gas Cylinders

- Compressed Gas cylinders must not be stored in direct sunlight, near a heat source or any hot place.
- Employees must not use a cylinder of compressed gas without reducing the pressure through a regulator attached to the cylinder valve.
- Cylinders of oxygen, when stored indoors, shall be separate from flammable gases by 25 feet or a 30 minute fire wall.
- Cylinders must be kept in racks or stands, or set in an upright position, and chained to prevent their being knocked over.
- The valve protection cap must be kept in place whenever cylinders are not in use.
- Cylinders must never be used for other than their designated kind of gas.
- Do not stand in front of gauges when opening the discharge valve.
- Handling of cylinders by cranes must be done only when the proper racks are used. Rope or wire slings are prohibited.
- It is prohibited to use cylinders as rollers or supports.
- Remove regulators and place caps over valves when transporting cylinders by other than regular cylinder trucks.
- Cylinders must never be dropped or treated roughly.
- Leaky cylinders must be placed in the open immediately upon notice.
- Inspect hose lines frequently for leaks. Do not place torches in cans or leave in unventilated places.

F. Overhead Cranes

- The rated load must be visible. Do not lift more than the rated load.
- The hoist controls must be plainly marked indicating the direction of travel.
- An inspection sheet showing the date of inspection and who inspected the crane must be visibly posted. Daily inspections should be completed for general wear items that can be observed by crane operator. Periodic inspections (1-12 months) are required for in-depth examination of the crane and its structure. This will likely be performed by an outside contractor that specializes in crane maintenance.

G. Forklifts

- Only authorized and trained personnel may operate a powered industrial truck (forklift).
- Operators should receive training every three years regardless of experience.
- Under all travel conditions the truck must be operated at a safe speed that will allow it to be brought to a stop in a safe manner.
- No one is allowed to stand or pass under the elevated portion of the truck, whether it is loaded or not.
- A safe distance must be maintained from the edge of the ramps and platforms while on any elevated dock.
- There must be sufficient headroom under overhead installations, lights, pipes and sprinkler systems.
- Stunt driving and horseplay is prohibited.
- Only stable or safely arranged loads should be handled. Caution will be used when handling off-center loads.
- Only loads within the rated capacity of the truck will be handled.
- If at any time a powered industrial truck is found to be in need of repair, defective or in any way unsafe, it will be taken out of service until repaired.
- The brakes of highway trucks must be set and wheel chocks placed under the rear wheels to prevent the truck from rolling while they are boarded with forklift trucks. Placing wheel chocks is the forklift operator's responsibility.
- A powered industrial truck is considered to be unattended when the driver is dismounted, over 25 feet from the vehicle, or cannot see the vehicle from where he/she is standing.
- Seatbelts must be equipped and worn on all forklifts.
- Forklift must be equipped with an audible warning device.

H. Battery Charging and Storage Batteries

- Battery charging installations should be located in areas designated for that purpose.
- According to OSHA 1910.151, where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.
- Battery charging must be done in a well ventilated area.
- Facilities for flushing and neutralizing spilled electrolyte must be provided.
- ““NO SMOKING”” signs must be posted in battery charging areas.
- Tools and other metallic objects must be kept away from the tops of uncovered batteries.

I. Machinery

- Employees must never operate machinery or equipment without authorization, and then only after receiving full instructions on its safe operation from their supervisor.
- All gears, belts, pulleys, pinch points or other power transmission equipment shall be adequately guarded.
- Guards and safety devices must be kept in place at all times except when removed for necessary repairs.
- Lock-out and tag out procedures must be followed when adjusting, oiling, clearing, or repairing equipment.
- A brush shall be used for clearing chips away from machinery, equipment, or work benches. Hands shall never be used to clear any chips, dust, or other material.
- Tool rests, tongue guards, and eye shields shall be kept in adjustment on grinding wheels at all times.
- **DO NOT** leave machines unattended while in operation.
- Power shut off switches should be within operators reach.

J. Power Tools

- Safety glasses/goggles must be worn when operating power tools.
- On abrasive grinders, the tongue guard must be adjusted at ¼” maximum and the tool rest must be at 1/8” maximum. The adjustable tongue or the end of the peripheral member at the top shall never exceed an inch.
- Immediately before mounting, all wheels shall be closely inspected and sounded by using the “ring test.” Tap the wheel lightly with a non-metallic implement such as the handle of a screwdriver. If it produces a ringing sound, it is in good condition. If it sounds dull, replace the wheel. Do not use a cracked wheel. If not properly mounted and used, sections of the wheel may fly out at high speeds and can strike the operator.
- The spindle speed of the machine shall be checked before mounting the wheel to be certain it does not exceed the maximum operating speed marked on the wheel.
- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- All portable electric tools that are damaged should be removed from use and tagged “Do Not Use”.
- Grinders, saws and similar equipment must have appropriate guards in place.
- Portable circular saws must be equipped with guards above and below the base plate or shoe.
- All cord connected, electrically operated tools and equipment must be grounded or approved double insulated.
- Hands should be dry before using any electrical equipment and the user should not be standing in, or be too close to, water.
- Carefully examine all electrical equipment, including extension cords, to ensure the ground plug is intact or any double insulated tool is not damaged creating an electrical shock hazard.

K. Jacks

- All jacks - lever and ratchet jacks, screw jacks, and hydraulic jacks - must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded.
- A jack must never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up.
- Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly.
- Remove handles from jacks when not in operation.

L. Compressors, Compressed Air & Pneumatic Tools

- Compressors must be equipped with pressure relief valves and pressure gauges.
- Air intakes should be located so that clean air enters the compressor.
- It is prohibited to direct compressed air towards a person.
- Compressed air used for cleaning purposes must be reduced to 30 psi.
- Signs must be posted warning of the automatic starting features of the air compressors.
- Compressors must be drained periodically.
- Pneumatic tools should be used at the manufacturers listed pressure.
- Compressed air shall not be used to blow dust out of hair or to clean clothes while being worn.
- Compressor meeting a certain size and air volume must be inspected every two years and a certificate issued by the Dept of Labor and Industry. The inspection certificate should be posted in the immediate vicinity of the pressure vessel.

M. Hand Tools

- Always use the proper tool for the job. Inspect tools for flaws, correct sizes, and cutting edges before using. If tools are found to be defective return them for replacements.
- Tools must be used for the purpose they were designed.
- Keep hand tools clean and in proper working order at all times.
- Tools with mushroomed heads or hammers with split or loose handles shall not be used until repaired.
- Files shall be used only when equipped with handles.
- Only spark-proof tools shall be in flammable/explosive areas.
- Sharp and pointed tools shall be carried in sheaths instead of loose in the pockets.
- Keep hands out of the path of sharp tools. When using knives or chisels cut away from, instead of toward the body.
- **DO NOT** leave tools lying where others may slip or trip over them.
- **DO NOT** leave chuck wrenches in chuck.
- When using air power equipment always shut off air at manifold and bleed air hose before disconnecting machine, hand tools or air hose.
- All portable air drills, air hammers, etc. shall be equipped with a hand grip switch which will shut off the supply of air when grip is released.

N. Electrical Safety

- Only authorized and qualified persons shall make repairs to or work on electrical equipment.
- All electrical equipment must be grounded or double insulated.
- Hands should be dry before using any electrical equipment and the user should not be standing in, or too close to, water.
- Working surfaces shall be kept dry when working with or near an electrical apparatus.
- Steam, water, or oil leaks near electrical equipment shall be reported immediately to the supervisor in charge.
- Carefully examine all electrical equipment, including extension cords, every time they are used. Check for frayed, torn, or split cords. Look for cracked or broken insulation. Beware of damaged plugs.
- Do not use any electrical equipment with frayed or otherwise deteriorated insulation.
- Electrical equipment which is heating or sparking excessively shall be turned off immediately and an electrician called to correct the situation.
- All electrical wires must be considered live until proven otherwise. Test all circuits to make sure of this.
- Follow required lockout/tagout procedures.
- The use of make-shift and over capacity fuses/breakers is prohibited.
- Never yank the cord to disconnect it from the receptacle.
- Learn what to do in an emergency. Know where and how to shut down the power.
- Outlets in or near wet or damp areas should be provided with GFCI. This can be at the outlet or at the breaker panel.

O. Ladder Safety

The primary safety hazard involved with using a ladder is falling. A poorly designed or improperly used ladder may collapse under the load placed upon it and cause the worker to fall.

Various types of ladders used include:

1. **FIXED LADDERS** – a ladder permanently attached to a structure, building or equipment.
2. **STEP LADDER** – a self-supporting portable ladder, non-adjustable in length, having flat steps and hinged back.
3. **EXTENSION LADDER** – a non-self-supporting portable ladder adjustable in length.

Ladder safety rules include, but are not limited to the following:

- Never exceed the rated weight limits of the ladder.
- All ladders should be checked before using to make certain that rungs and side rails are in sound condition. The rungs should be free of grease and oil.
- Ladders with broken or missing steps, rungs, or cleats, broken side rails or other faulty equipment must not be used.
- Ladders that have developed defects must be withdrawn from service for repair or destruction. They must be tagged or marked “**DANGEROUS, - DO NOT USE.**”
- Portable straight ladders should be firmly placed on secure footing. If there is a danger of slipping, the ladder should be held by a fellow worker or lashed in place.

- Use the belt buckle rule! Never reach from a ladder so that your belt buckle is outside the side rail.
- Use the 3 point rule when ascending/descending the ladder (2 hands and 1 foot or 2 feet and 1 hand in contact at all times).
- The worker should always face the ladder when climbing up or down.
- When necessary to place ladders in front of a blind doorway, the door should be locked or guarded by a fellow employee.
- Barrels, boxes, chairs, or crates shall not be used in place of stepladders.
- Ladders must not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Straight ladders shall not be used unless equipped with safety shoes and they are in good condition.
- Ladders should not be used for any other purposes than for what they were intended.
- Stepladders must be fully extended and in sound condition before using. They must be equipped with a metal spreader or locking device to hold the front and back sections in the open position.
- Never stand above the step marked on the ladder.
- Metal ladders must never be used near electrical equipment.
- Ladders used to gain access to a roof or other area must extend at least 3 feet above the top point of support.
- Ladders shall be equipped with a line near the top rung and shall be secured to support where possible.
- The foot of a straight ladder shall, where possible, be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the support). Use the ¼ rule!

P. Stairs

- The use of hand rails is encouraged.
- Packages or other materials carried on stairways should be held so that vision is not obscured.
- When using stairways, take one step at a time. Stair rails or wall rails should be used to prevent falls when ascending or descending stairs.
- Do not stop and talk on stairs. Use landings.
- All stairways, catwalks, gangways, and open work areas above the ground or floor shall be provided with substantial guard rails.

Q. Scaffolding

- All scaffolds shall be equipped with life lines which shall be worn by personnel working on such structures.
- **DO NOT** sit, lean, or rest on or against any railing or life line.
- A safe means must be provided to gain access to the working platform level through the use of a ladder, ramp, etc.
- Overhead protection must be provided for personnel on a scaffold exposed to overhead hazards.
- Tools and equipment must not be left unsecured in any elevated position.

- The footing or anchorage for scaffolds must be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects, such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks.
- Scaffold planks must extend over their end supports not less than 6 inches and no more than 18 inches.
- Scaffold planking must be overlapped a minimum of 12 inches or secured from movement.
- Guardrails, midrails, and toeboards must be installed on all open sides and ends of platforms more than 10 feet above the floor.
- There should be a screen with ½” maximum opening between toeboards and the guardrails where persons are required to work or pass under the scaffold.
- Scaffolds must be maintained in a safe condition and must not be altered or moved horizontally while they are in use or occupied.
- Built-up scaffolds shall be erected by qualified personnel and inspected at appropriate periods to insure the structure is safe.
- Damaged or weakened scaffolds must be reported immediately and not used until repaired.
- Employees must not work on scaffolds during storms or high winds.

R. Outdoor Equipment

1. Landscaping Equipment

When working with any landscape equipment, the following procedures should be observed:

- Read the manufacturers manual for each piece of equipment.
- Follow the recommended operating procedures at all times.
- Check and inspect machinery for defects.
- Use proper fueling method.
- Inspect equipment for all proper safety features - do not override safety devices.
- Dress for safety - wear all necessary Personnel Protective Equipment (PPE).

The following Personal Protective Equipment is recommended to be used when working with landscaping equipment:

- Eye protection - safety glasses or goggles - tinted is available.
- Hearing protection
- Safety shoes
- Close fitting clothing, not loose or tight
- Gloves
- Hard hat (chain saws)
- Cut resistant chaps (chain saws)

2. Weed Cutters

- Check shield for cracks.
- Use the correct shield for the blade in use. Plastic/nylon line - use plastic shield. Metal blades - use metal shields.
- Utilize the proper length of nylon cord.
- Make sure lock handle is in place.

- Throttle must operate freely.
- Know where debris goes - curved shaft models throw debris in a clockwise direction, with straight shaft models debris is thrown in a counter clockwise direction.
- Use the safety harness as it distributes the weight of the machine.
- Avoid hazards; be aware for pedestrians, wire fences, hidden objects.
- When using the metal blades - the ““bull horn”” handle keeps the operator away from the blade.
- Store safely - let machine cool before storage.

3. Hedge Trimmers

- Start tool on a firm surface; do not start in mid-air (drop start).
- Do not override safety features or switches - do not tape switches in an “on” position.
- Do not modify equipment.
- Do not overreach when using the trimmer.
- To clear debris from the blades - turn off the machine.
- Do not remove muffler cover, if worn - replace it.

4. Blowers

- Check fan guard.
- Make sure there are no bystanders in the way.
- **NEVER** point the blower at anyone.

5. Riding Mower

Before riding:

- Check the machine for defects.
- Check for all safety devices.
- Make sure the instruction decals are in good condition, easily readable, and understandable.
- Make sure the deflector chute or back chute is clear.
- Make sure all guards are in place.
- Make sure the parking brake is in good operational order.
- Check and clear the area - the area should be free from pets, children, and debris. All debris must be cleaned up before starting.
- **DO NOT OVERRIDE SEAT SAFETY SWITCHES!**
- Use blade disengagement lever when not in a mower situation.
- When cutting on a slope - go up and down the slope to avoid tipping over.
- Passengers are not allowed on the mower at any time.
- No Town employee shall operate a motor vehicle while wearing a headset, headphone, or other listening device, other than a hearing aid or instrument for the improvement of impaired hearing.
- Read and follow manufacturer’s guidelines for slope of land and other operating procedures.

When dislodging anything caught in the blade or chute:

- Turn off the engine.
- Remove the key.
- Disengage spark plug wire
- Then remove debris.

When transporting mower:

- Carriage should be raised as high as possible.
- Parking brake should be engaged.

6. Chain Saws

- Plan the work - ensure that there is an obstacle-free work area and, in the case of felling, an escape from the falling tree.
- Remove all obstructions from the path of the saw.
- Secure a good footing.
- Grip the handle firmly; the thumbs and fingers should encircle the handle.
- Chain saws should be started on the ground and not in the cuts.
- Never operate a chain saw that is damaged, improperly adjusted, or not completely and securely assembled.
- When cutting - avoid reaching above shoulder height.
- Never adjust the guide bar or saw chain when the engine is operating.
- Never carry a chain saw with its engine running (idling). Cut the engine and carry the chain saw with the guide bar point to the rear and with the muffler away from the body.
- Be sure that the saw chain stops moving when the throttle control trigger is released.
- Before servicing, fueling or transporting - switch off engine.

FIRE PREVENTION

One of the most costly and destructive causes for loss of life and property that the Town of Pulaski could experience would be from a major fire.

A. Reporting Fires

All employees should:

- Report fires immediately to 9-1-1 and follow the procedures outlined in your Emergency Fire Plan.
- Know their Department's Emergency Fire Plan.
- Know the location of the exits.
- Know the location, correct operation and usage of the nearest fire extinguisher.

B. Portable Fire Extinguishers

- Know the location of the closest and correct fire extinguisher.
- A fire extinguisher should be used only on a small fire.
- Use a fire extinguisher only if trained to use it.

Most portable fire extinguishers are classified:

- A for fires involving combustibles like wood or paper
- B for flammable liquids
- C for electrical wiring and equipment
- ABC for combinations fires
- D for combustible metals like magnesium, sodium
- K for kitchen fires

Additionally, portable Halon fire extinguishers could be used to extinguish fires involving computers or other sensitive electrical equipment. Have the used fire extinguishers replaced or recharged as soon as possible after use.

C. Fixed Fire Suppression Equipment

1. Automatic Sprinklers

Materials must not be piled within (18) inches of sprinkler heads. (No high storage).

There must not be any storage above the sprinkler protection. Do not store materials above the suspended ceiling.

Sprinkler heads must be in good condition, with no accumulation of dirt, dust or grease and free from paint.

Automatic sprinkler systems should be equipped with water flow sensors and monitored by an outside company or the 911 center.

Wet pipe and dry pipe sprinkler systems should be maintained in accordance to NFPA regulations by a qualified outside contractor.

2. Dry Chemical Systems

In the event of a fire, the fire protection system should automatically activate. If it fails to activate, there is an emergency manual pull.

Employees who work in the areas protected by a dry chemical system should know where the manual pull station is located. The manual pull must be located in an exit pathway and is to be activated as you leave the area in the event of a fire.

3 Fire/Smoke Alarms Systems

In the event an alarm rings, employees should:

- Know what the smoke detector sounds like.
- Follow your emergency fire plan.
- Prepare to evacuate, according to your emergency fire plan.

4. Fire Doors

A fire door and its assemblies is a special door designed to contain the spread of fire and smoke.

Do not “prop” open self-closing doors. Keep self-closing doors closed, but not locked, at all times.

Check that nothing blocks or will prevent full closure of a fire door.

D. General Fire Safety Practices

- Exit doors must be unlocked during normal working hours and free passage to and through these exits must be maintained at all times.
- Exit signs and directional
- Exit signs, where required, must be visible and properly indicate the direction and location of the exits. Other doors and passageways that could be confused as an exit, must be properly marked as “NO EXIT”.
- Do not overload electrical outlets. Check that electric wires and plugs are in good condition, no frayed or worn areas. Turn off electrical equipment at end of the work day.
- With the exception of coffee makers and microwave ovens, the use of cooking and heating equipment should be discouraged.
- Observe “NO SMOKING” requirements.
- Flammable liquids must be stored in U.L. approved safety cans or U.L. approved flammable liquid cabinets and clearly labeled.
- When transferring flammable liquids from one container to another, the containers must be bonded and/or grounded.
- **NO SMOKING AROUND FLAMMABLE LIQUIDS.**

PROTECTING THE PUBLIC

The public shall be kept away from locations where work activity presents hazards.

Holes, trenches, and obstructions shall be barricaded. When exposed to traffic, holes, trenches, and obstructions shall be marked with warning signs and flags in daylight and electric flashers at night, so located as to give the traveling public ample time to stop if necessary.

When leaving material, equipment or other obstructions on a roadway overnight, the following precautions shall be taken:

- Equipment shall not be left adjacent to fire hydrants or directly in front of entrances to parks, playgrounds, churches, houses, schools, or other places of public entry.
- Equipment shall be locked or otherwise secured so that unauthorized persons cannot start, move or operate them.
- Any obstruction shall be adequately protected by approved warning devices.

Warning devices and barricades shall be placed to adequately protect the public and employees before excavations or trenches are opened. They shall not be removed until excavations have been back filled and the area made safe.

Trucks, air compressors, welding machines, and other equipment shall be so placed as to present the least hazard to traffic consistent with a safe working space for employees. Trucks and equipment shall be placed between the work area and the oncoming traffic.

The Town of Pulaski

CERTIFICATE OF ACKNOWLEDGMENT

This is to acknowledge the receipt of my Town of Pulaski Safety Manual, which I have read and understand.

I shall abide by all the rules, regulations, and procedures in this manual.

NAME: _____

DEPARTMENT: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

NOTE TO EMPLOYEE:

Please sign, date, and forward this certificate to HR/ Town Safety Official.