

The City of Mobile	Safety Rules and Procedures	Policy Number :AS-007-01 Effective Date: 2/22/2001
		Supersedes Policy # Date:

Purpose:

To publish basic workplace safety rules and procedures.

Discussion:

Safety is a core value of the City of Mobile and must be an integral part of every task we perform. Personal injuries and property damage waste valuable taxpayer resources in lost productivity, medical and worker’s compensation expenses, and equipment costs; and result in unnecessary suffering and financial hardship for our employees. It is the goal of the City of Mobile to reduce losses due to workplace injuries, and to meet or exceed the Occupational Safety and Health Administration (OSHA) standards for workplace safety.

In order to achieve the high level of workplace safety that is desired, uniform standards for safe work practices must be in place. These Safety Rules and Procedures establish the minimum standards for all City departments. These Safety Rules and Procedures are general in nature and should be tailored to meet the different needs of each department. It is expected that each department will issue supplementary safety rules specifically tailored to their work requirements, using these Safety Rules and Procedures as a guide. Educating employees and supervisors is critical for any safety program to be successful. If properly implemented and supported by managers and supervisors, these Safety Rules and Procedures should improve productivity, minimize injuries, and reduce overall costs.

Policy:

Each City of Mobile department shall develop and enforce workplace safety rules and procedures. Department procedures shall contain, as a minimum, the elements contained in this policy. Elements of the Safety Rules and Procedures which are not applicable to a department should not be included in the department’s safety rules, likewise, unique hazards which are not addressed in this policy should be included in the department’s rules and procedures. In all cases, safety rules and procedures should be in compliance with OSHA and industry standards. The Safety Manager will assist departments in developing safety rules and procedures for each department.

Alabama Worker’s Compensation Act Warning:

The Alabama Worker’s Compensation Act provides that worker’s compensation may be denied for willful misconduct. Willful misconduct may include failure or refusal to follow safety rules or to wear required safety equipment. Employees who have been issued personal protective equipment by the City of Mobile are required to wear the equipment. Injury resulting from a failure to wear City of Mobile provided safety equipment, or as a result of a violation of any safety rule, may result in the loss of worker’s compensation benefits.

Recommended by: Date:	Reviewed by: Date:	Approved by: Date:
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Safety Procedures and Requirements

Each employee is responsible for working safely. Supervisors and crew leaders, including drivers, have the responsibility of ensuring that their crews work in a safe and efficient manner, and that all safety equipment is used properly.

Vehicle Safety

General vehicle safety

Drivers shall operate all motor vehicles in a safe and legal manner at all times in accordance with City of Mobile Vehicle Operations Policy, AS-003-98. In addition, to improve visibility and reduce vehicle accidents, drivers operating vehicles without daytime running lights should turn on the vehicle's headlights prior to moving their vehicle, day or night.

Seat Belts

Seat belts are required to be worn by both Alabama law and City of Mobile policy. All passengers riding in any City vehicle must wear a seat belt. It is the responsibility of the vehicle driver to ensure that all passengers are wearing their seat belts. The driver shall not move the vehicle until all passengers are appropriately belted.

Carrying passengers in non passenger areas is NOT PERMITTED. For example, riding in the bed of a pickup truck or flat bed truck is not permitted.

SPECIAL RULES FOR SOLID WASTE TRUCKS

Workers are permitted to ride on the outside riding steps on solid waste trucks while moving forward for short distances (0.2 mile or less) at slow speeds (10 miles per hour or less). Workers are not permitted on the riding steps anytime the truck is backing. The driver must keep all workers in sight and immediately stop backing if any worker cannot be seen. Workers MUST ride in the cab when transiting outside of the neighborhood where they are working. If adequate seating is not available inside the cab, workers should be transported by a separate vehicle.

SAFE BACKING PROCEDURES:

The driver is responsible for the vehicle and passengers. Before backing, drivers should:

- Make sure backing is absolutely necessary
- Turn on vehicle's hazard lights
- Roll down the driver's window
- Turn off all radios unless used to communicate to sidemen
- Make sure that no one is on the riding steps

- Visually locate workers on foot to make sure that they are clear of the vehicle's path

When backing:

- Stop backing IMMEDIATELY if visual contact is lost with workers on foot
- Resume backing only after visual contact is restored with workers on foot
- Use a co-worker as a spotter
- Agree on hand signals to communicate with spotter

Safety Equipment

Employees that are found not wearing or improperly using the required safety equipment may be disciplined. The first violation will result in a verbal warning, the second and third violation within a twelve month period may result in a written warning. A fourth violation within a twelve-month period may result in further disciplinary action, which may include suspension or dismissal. Supervisors and crew leaders not enforcing the rules will receive the same disciplinary actions as the workers they supervise or lead.

Safety Equipment 29CFR 1910.132

The City of Mobile will provide all employees the safety equipment required for the job. It is the responsibility of each employee to maintain the safety equipment in a clean and serviceable condition. Defective, damaged or worn out safety equipment shall not be used. It is the employee's responsibility to bring worn out equipment to their supervisor for replacement and it is the supervisor's duty to immediately replace all safety equipment prior to allowing any employee to go out on a job where safety equipment is required. Safety equipment that must be replaced as a result of damage caused by abuse will be replaced at the employee's expense.

Safety Footwear 29CFR 1910.136

Employees working in non-office jobs may be required to wear safety boots while on the job. Where required, each Department will issue the required safety boots to all employees. Safety boots must be high top leather safety boots to provide ankle support and must meet ANSI Z89.1-1986 standards. Drivers may wear medium height safety boots when necessary to safely operate their vehicles.

Replacement boots will be issued on an exchange only. Lost or stolen boots will be replaced at the employee's expense.

Any employee unable to wear the City issued safety boots must provide the department with a written doctor's statement specifying what type of boot must be worn. In no case will the wearing of any soft type shoes, boots or tennis shoes be allowed in a job where safety boots are required.

Eye Protection 29CFR 1910.133

Wearing safety glasses is required in any assignment where the possibility of eye injury exists. This specifically includes collectors on solid waste vehicles, boom operators on trash trucks, employees using chain saws, trimmers, mowers, chippers or any other type of power equipment or power tools, or employees working near operating power equipment. All safety eyewear shall meet the requirements of ANSI Z87.1.

Employees who wear prescription eyewear and work in a job that requires eye protection will normally be required to wear safety eyewear that is compatible with prescription glasses, such as safety goggles. Where safety goggles are not compatible, prescription safety glasses with attached side shields that meet the requirements of ANSI Z87 may be issued. At the department's discretion, the cost of the safety glasses may be deducted from the employee's uniform allowance.

Replacement personal prescription eyeglasses that are lost or broken on the job may, at the discretion of the Director of Human Resources, be replaced with prescription safety glasses in lieu of standard eyeglasses.

Employees suffering eye injuries, who are not wearing safety glasses, when they have been issued, may lose worker's compensation benefits.

Head Protection 29CFR 1910.135

Hard hats must be worn in areas subject to falling or flying objects, or where there may be bumping hazards. This includes crews operating mowing machinery, trash truck boom operators, tree trimming or brush clearing crews, heavy equipment operators, and concrete or asphalt workers. All head protection must meet ANSI Z89.1-1986 standards. Employees working in areas where there is potential for their head to contact electrical power lines must wear CLASS-B – utility service, high voltage helmets.

Hand Protection 29CFR 1910.138

Gloves shall be worn when necessary to protect the hands from hazards such as cuts, lacerations, severe abrasions, punctures and burns. The department will provide gloves for each employee with a need. Replacements will be provided when gloves that are no longer serviceable are turned in for replacement. Lost or stolen gloves will be replaced at the employee's expense.

Hearing Protection 29CFR 1910.95

Hearing protection is required when operating machinery that produces high noise levels. This includes small handheld devices such as string trimmers and blowers, and large equipment including tractors.

Exposure to high noise levels can cause hearing loss or impairment. If you have to raise your voice to be heard, you probably should be wearing hearing protection. Hearing protection only works when you wear it.

High Visibility Clothing 29CFR1926.28 and ANSI 107-1999

All employees working in or near traffic shall wear, as a minimum, a reflective vest meeting the requirements of ANSI 107-99, CLASS-II. This specifically applies to all collectors on solid waste trucks, boom operators on trash trucks, and all street repair crews working in or near traffic. All rain gear must meet, as a minimum, the requirements of ANSI 107-99, CLASS-II, be a bright color and have 200 sq. in. of retro-reflective material. Previously purchased rain gear may be worn when a reflective vest is worn over the rain jacket.

Personal Flotation Devices (Life Jackets)

Coast Guard approved life jackets or work vests are required to be worn at all times when working on or over water greater than 3 feet deep, or water of any depth when the water is flowing at a hazardous velocity.