

WELCOME

As an employee of the City of Mobile, you are a valuable asset.

It is our hope that your employment with the City of Mobile will be both safe and productive.

If you have any suggestions on how to make your job or workplace safer:

- * Contact your supervisor,**
- * Submit your suggestion to the Employee Suggestion Program, or**
- * Call the Action Center at 208-7999 and report the problem anonymously.**

TABLE OF CONTENTS

INTRODUCTION

Written Plan.....	1
Introduction to Our Program.....	1
Safety is a Core Value.....	2
Safety Program Goals.....	2
Safety Policy Statement.....	2

SAFETY RULES FOR ALL EMPLOYEES

Safe Practices.....	4
Housekeeping.....	4
Clothing.....	5
Alcohol and Drugs.....	5
Horseplay.....	5
Machine Guards.....	6
Utility and Machine Safety.....	6
Lifting.....	6
Don't Take Shortcuts.....	6
Observe All Signs.....	7
Smoking and Fire Safety.....	7
Office Safety.....	7
Security.....	8

REPORTING INJURIES AND UNSAFE WORK CONDITIONS

Reporting Injuries and Accidents.....	9
Reporting Unsafe Work Conditions.....	9
Emergencies.....	10
First Aid.....	10
Heat Stress Injuries.....	10

Animal Bites.....	11
Bee Stings.....	11
GENERAL CODE OF SAFE WORK PRACTICES	
Noise.....	12
Personal Protective Equipment.....	13
Work Environment.....	14
Hand Tools.....	15
City Provided Tools.....	16
Tool Maintenance.....	16
Electrical.....	17
Ladders.....	17
Scaffolds.....	18
Truck Loading.....	18
Floors.....	19
Shop Rules.....	19
HAZARDOUS MATERIALS/ HAZARD COMMUNICATION	
Hazard Warnings.....	20
Material Safety Data Sheets (MSDS).....	20
Corrosive Chemicals.....	21
Hazardous Chemicals and Materials.....	21
Container Labels.....	21
Dangerous Air Contaminants.....	22
Confined Space.....	22
FIRE SAFETY AND PREVENTION	
General Fire Safety.....	23
Types of Fires.....	23
No Smoking.....	24
In Case of Fire.....	25

TRAFFIC AND TRANSPORTATION

Official Vehicle Use.....	26
Responsibility.....	26
Safety Belts.....	27
Driving.....	27
Accidents.....	27
Pedestrians.....	29
Industrial Trucks.....	29
City Equipment/Vehicles.....	29

LIFTING

Lifting and Moving.....	30
Stacking Material.....	30
Manual Lifting.....	31
Forklifts.....	32
Hand Trucks.....	32
Power Trucks.....	33
Hoisting Equipment.....	33

Appendix:

Safety Policy

Safety Rules and Procedures

Vehicle Operations Policy

Accident and Incident Investigation Reporting

Substance Abuse in the Workplace

INTRODUCTION

WRITTEN PLAN

This is the City of Mobile's written Injury and Illness Prevention Plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this handbook will significantly reduce the risk of danger to you and your co-workers.

Thank you for your commitment to safety.

INTRODUCTION TO OUR PROGRAM

State and Federal law, as well as City policy, makes the Safety and Health of our employees the first priority in everything that we do. Safety and health must be a part of every operation, and is every employee's responsibility. It is the intent of the City of Mobile to comply with all standards for the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can lead to injuries. **No employee is required to work at a job known to be unsafe or dangerous to their health.** Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation.

SAFETY IS A CORE VALUE

The personal safety and health of each employee is of primary importance. Doing your job safely and efficiently should be an everyday practice, not an afterthought. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

SAFETY PROGRAM GOALS

It is the objective of the City of Mobile to establish and maintain a safety and wellness program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of similar operations by others. Our goal is zero accidents and injuries.

SAFETY POLICY STATEMENT

It is the policy of the City of Mobile that accident prevention be considered of primary importance in all phases of operation and administration. It is the intention of the City of Mobile to provide safe and healthy working conditions, and to establish and insist upon safe practices at all times by all employees.

The standards established by the Occupational Safety and Health Administration (OSHA) have been adopted as the standard of safety and health for the City of Mobile. If in doubt about a safety standard, refer to the OSHA standards.

The prevention of accidents is an objective affecting all levels of the City and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his/her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his/her duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe acts and conditions must be reported immediately. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to his/her job. Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or supervision as soon as possible. Except for emergency trips to the hospital, no employee should leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

SAFETY RULES FOR ALL EMPLOYEES

It is the policy of the City of Mobile that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

SAFE PRACTICES

All employees shall follow the safe practices and rules contained in this manual, along with other such rules and procedures communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervisor on the project. Make safe work practices a habit.

HOUSEKEEPING

Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area. Keep walkways and stairways clear of tripping hazards. Oil, water and other liquids spilled on the floor can cause falls. If you see a spill, clean it up. Remember, housekeeping must be done continuously as the

job progresses. **No job is finished until the work area is cleaned up.**

CLOTHING



Suitable clothing and footwear must be worn at all times. Personal protective equipment (hard-hats, respirators, eye protection) will be worn according to departmental policy.

ALCOHOL AND DRUGS



No one under the influence of alcohol or drugs, including prescription drugs that might impair motor skills or judgment, shall be allowed on the job. There will be no consumption of alcoholic beverages on the job. (Refer to the City's Substance Abuse in the Workplace Policy.)

HORSEPLAY

Horseplay, running, scuffling and other acts that might tend to have an adverse influence on safety or well-being of others is prohibited. These acts often cause accidents and injury.

MACHINE GUARDS



Machine guards shall be provided to protect employees in the machine area from hazards such as those created by point of operation, in-going nip points, rotating parts, flying chips and sparks. Employees should be alert to see that all guards and other protective devices are in proper place and adjusted. Equipment without proper machine guards shall not be used. Employees must all report deficiencies promptly to their supervisor.

UTILITY AND MACHINE SAFETY



Use, adjust and repair equipment only if you are qualified, and authorized, to do so. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions. Power must be shut off before leaving any machine unattended. Machinery should not be adjusted or repaired while in operation, and proper lock-out/tag-out procedures shall be followed prior to working on powered equipment..

LIFTING



When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back. Get help to lift heavy loads. See page 31 for a more detailed explanation on proper lifting techniques that can prevent back injuries.

DON'T TAKE SHORTCUTS

Every employee is required to follow all job procedures. DO NOT shortcut steps in a procedure.

OBSERVE ALL SIGNS

Warning signs, barricades and warning lights are used to warn employees of dangerous situations. It is important to observe all signs and warnings.

SMOKING AND FIRE SAFETY

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. The City of Mobile maintains a smoke-free working environment. Smoking is not permitted in any city buildings or facilities. If you are not sure about where you may smoke, ask your supervisor.

OFFICE SAFETY

Falls are the most frequent type of accident followed by the lifting and handling of materials.

- Do not leave objects such as umbrellas, boxes, trash cans and other office materials where they can be run into or fallen over.
- Keep aisles, floors and hallways free from clutter to prevent trips and falls.
- Keep desk and file cabinet doors and drawers closed when not in use.
- Open file cabinet drawers one at a time and do not place concentrations of heavy materials in top drawers to prevent the cabinet from tipping over.
- Keep telephone and electrical cords off the floor to avoid tripping hazards.

SECURITY

Security is an important element and it is the responsibility of every employee. Employees must do their part to make their work area more secure. Do not leave money, keys or other valuables in your jacket or coat if you take it off at work. Keep your purse or wallet in a desk or cabinet and lock it, especially if you leave the area.

If you observe unauthorized personnel, contact your supervisor. If in doubt, call 911 and request the police to come to your workplace.

REPORTING INJURIES AND UNSAFE WORK CONDITIONS

REPORTING INJURIES AND ACCIDENTS

All injuries should be reported immediately to the employee's supervisor so that arrangements can be made for medical treatment or first aid. A First Report of Injury, which gives details of the injury and how it happened, must be completed and forwarded to the Human Resource Department. Failure to complete a First Report of Injury may affect your benefits under workers compensation.

If medical treatment is needed, the employee should use a City-approved physician. For emergency treatment, the employee should be taken to the nearest emergency room.

REPORTING UNSAFE WORK CONDITIONS

Most accidents are the result of two or more unsafe acts or conditions occurring at the same time. The reasons for these unsafe acts or conditions can be traced to people, equipment, materials and the methods used as well as the environment where they all come together. Report all unsafe working conditions and practices to your supervisor immediately, so the condition or practice can be corrected. If the workplace is unsafe, you must notify your supervisor immediately. Supervisors may not permit any employee to work in an unsafe or potentially hazardous work environment until the condition has been corrected.

SAFETY PAYS DIVIDENDS.

EMERGENCIES



In case of an emergency, consider any of the following actions, if appropriate:

- Evacuate people from the area.
- Isolate the area.
- Call **911** for assistance.

FIRST AID

Each shop area and service truck should have a first aid station or kit provided to treat minor injuries such as a wound, cut, or scratch so that such injuries may be cleaned, bandaged or otherwise treated quickly to prevent the spread of infection. Prior to assisting an injured person, precautions should be taken to prevent the risk of exposure to blood or other body fluids. This may require the use of latex gloves.

HEAT STRESS INJURIES

High temperatures put stress on your body, and this stress increases when you are involved in strenuous activity in environments of 90°F and above. This can result in heat stress injuries. These injuries can range from minor disorders such as sunburn and rash to a medical emergency requiring immediate attention such as heat stroke. To help avoid heat stress disorders:

- Avoid tight clothing (if you work in protective clothing and equipment, your chances of heat stress injuries are greatly increased).
- Work in shade or improvise shade when practical.
- Take time to allow your body to adjust to high heat environments.

- Drink appropriate fluids at regular intervals and do not depend on thirst or sweat as an indicator of escalating body heat.

If a co-worker becomes a victim of heat stress, he/she should move into shade (or improvise shade) and fan if necessary to cool the body. The victim should drink appropriate fluids. If medical help is needed, remain with the victim until medical help arrives. Do not give liquids to an unconscious victim.

ANIMAL BITES

Infections are a risk in any animal bite. If medical attention is not readily available, wash the wound thoroughly with soap and water and apply dressing. If possible, restrain the animal and contact Animal Control so the animal can be quarantined.

BEE STINGS

In the case of bee sting, quickly remove and discard the stinger and venom sac. If an allergic reaction occurs, seek medical attention immediately.

GENERAL CODE OF SAFE WORK PRACTICES



NOISE

Exposing the ear to high levels of noise may cause hearing loss. This loss can be temporary or permanent. Supervisors should ensure the hearing safety of all employees by providing hearing protection in work areas where the noise levels exceed 85 decibels for any length of time. As an employee, you should see to it personally that your hearing is protected from excessive noise. Here are three “rules of thumb” to determine a work area has excessive noise:

1. If it is necessary to speak in a very loud voice or shout directly into the ear of a person in order to be understood, it is likely that the noise exposure limit is being exceeded.
2. If employees tell you that they have head noises and ringing noises in their ears at the end of the work day, they are being exposed to too much noise.
3. If employees complain that speech or music sounds muffled to them after leaving work but sounds fairly clear in the morning when they return to work, there is no doubt they are being exposed to noise levels that can eventually cause partial hearing loss that can be permanent.

PERSONAL PROTECTIVE EQUIPMENT



Employees must keep all safety equipment issued to them in sanitary condition and ready for use. Any defective equipment must be reported immediately. Safety equipment that is provided to employees by the City of Mobile must be worn at all times on the job (e.g., steel-toed shoes, hard-hats, safety glasses). Each department will specify which type of personal protective equipment should be worn in each situation.

EYE PROTECTION - Eye protection must be worn anytime you are on a job or in an area where there is the slightest danger to your eyes from flying particles or corrosive materials that may be a risk for eye injuries such as punctures, contusions or burns. Employees who need corrective lenses are required to wear only approved safety glasses, protective goggles or other medically approved precautionary procedures when working in areas with harmful exposures or risk of eye injury. Bent or damaged protective gear will not do your eyes much good. Replace or repair damaged eyewear.

FACE SHIELDS - Face shields are meant to protect you from moderate dangers. Face shields must always be used with safety glasses or goggles.

SAFETY SHOES - Steel-capped toes will give you good protection against painful, and often disabling, injuries. Some jobs require special foot protection, such as metatarsal shoes, steel inner soles, rubber boots or electrical hazard shoes. Even a safety shoe can be a hazard if you let it get worn or run down.

SAFETY HATS - Hard hats must be worn in areas subject to falling or flying objects or where there may be bumping hazards. Be sure both the shell and the suspension inside are in good condition.

GLOVES - Gloves protect your hands and they can improve your grip. While you need gloves for some jobs, they may pose a hazard on other jobs and should not be worn. Gloves should never be worn around turning machinery because they can become entangled in the machinery.

RESPIRATORS - There are different types of respirators for different hazards. You must be trained, fit tested, and receive medical clearance prior to using a respirator. You must be given the right respirator for your job, so do not trade with somebody else. It is not sanitary and the other respirator might not fit properly or give you the protection you need.

WORK ENVIRONMENT



Work sites must be clean and orderly. Work surfaces must be kept dry, or appropriate means taken to ensure the surfaces are slip-resistant. Spills must be cleaned up immediately. Waste containers may need to be covered. Make sure all pits and floor openings are either covered or otherwise guarded.

HAND TOOLS



Use the right tool for the job. Take care of your tools by keeping them clean and in good condition. Defective hand tools are often the cause of injury. Be sure to check tools for defects. Repair or replace any defective tools before using them. Do not carry sharp or pointed tools in your pockets. Tools should not be thrown to other people, the bench or the floor.

SCREWDRIVERS - Always use the right size and type for the job. Holding the work in the palm of your hand is dangerous because, if the screwdriver slips, it can cause a serious puncture wound.

HAMMERS - Use the right one for the job (i.e., machinist's hammer for machine work, claw hammer for carpentry, etc.). When using a sledge hammer or maul, watch the back-swing. Always look behind you first.

SAWS - One that is sharp and rust-free is less likely to bind or jump the cut. Start your cuts by guiding the blade with your thumb.

FILES - A handle gives you a firm, safe grip, so do not use a file without one. Do not use files to pry things up because they are brittle and may break.

PRY BARS - Make sure you have a secure bite and secure footing when using a pry bar. Check the bite by applying an easy pressure at first. Then check your balance so you do not fall if the pry slips.

CITY PROVIDED TOOLS



The City of Mobile provides hand and portable power tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and replaced by a tool in good condition. Employees must use the correct tool for the work to be performed. If you are unfamiliar with the operation of the tool, request instruction from your supervisor before starting the job. Supervisors are responsible for ensuring that the employees in their department are properly trained in the operation of any tool that they are expected to operate.

TOOL MAINTENANCE

All employees shall be responsible for ensuring that tools and equipment used by them or other employees at their workplace are in good condition. Check your tools often for wear or defects. When not in use, tools should be properly stored in a dry, secure location. Faulty or improperly used hand tools are a safety hazard. Examples include:

- Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly.
- Worn or bent wrenches should be replaced regularly.
- Appropriate handles must be used on files and similar tools.

ELECTRICAL

Electrical systems, equipment and appliances can be sources of injury. Do not try to make electrical repairs unless you are an electrician. The most frequent type of injury or accident that occurs is electrical shock, followed by burns and falls. A cause of electrical shock to people is the electrical current from an energized circuit or equipment passing through the body to the ground.

- Watch the condition of electrical cords. If one is frayed, do not use it. Report it to your supervisor so it can be repaired.
- Do not obstruct electrical control panels, switches or motor controls. Access to electrical controls and equipment must be maintained at all times.
- Water and electricity can be a fatal combination. Do not use portable electric equipment if your hands are wet or if you are standing on wet ground.
- When a fuse blows it means an overload or maybe a short. Tell your supervisor.
- Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Turn off the power at once and report the condition promptly.

LADDERS



Use a ladder to get at work or materials you cannot reach, but be sure you have the right kind of ladder for the job. Before using a ladder, check it carefully for missing cleats, cracked or slippery rungs or broken spreaders. Ladders must be in good condition, made of suitable material, be proper length and be the correct type for the use intended. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a non-conducting material.

Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat and well supported when stored horizontally.

Ladders should be placed with a secure footing, lashed or held in position. You must ascend or descend by facing the ladder and using both hands to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent side slip. Remove all objects attached to the ladder before moving it. Never move a ladder while someone is standing on it.

STEPLADDERS - Open stepladders all the way and set the locking device before you start up. The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps. If you find yourself stretching, move the ladder and keep the work within arm's length. Bracing on the back legs of stepladders must not be used for climbing.

SCAFFOLDS

Scaffold footing must be secure and capable of carrying the maximum intended load without settling or displacement. Access to the working platform should be by ladder, ramp or other safe means. Scaffolds shall be maintained in a safe condition and not be moved or altered while occupied.

TRUCK LOADING



All objects loaded on trucks must be secured to the truck to prevent any shifting of the load in transit. The wheels of trucks being loaded or unloaded at a loading dock must be chocked to prevent movement.

FLOORS

Workroom floors must be in a clean, and as much as possible, dry condition. Drainage mats, platforms, or false floors should be used where wet processes are performed. Floors must be free from protruding nails, splinters, holes and loose boards or tiles. Permanent aisles or passageways must be marked. Floor holes must be protected by covers that leave no openings more than one inch wide. Floor openings into which persons can accidentally walk must be guarded by standard railings and toe boards.

SHOP RULES

Any City of Mobile facility that houses shop tools is defined by OSHA as a shop. It is the responsibility of the person in charge of each shop to ensure compliance with the following practices:

- Shop machines and tools are to be used only by qualified personnel. It is the responsibility of the person in charge of the shop to render a judgment as to who is qualified.
- The person in charge will take whatever action is deemed necessary to prevent personal injury or damage to equipment.
- Equipment guards and protective devices must be used and must not be compromised.
- Approved eye protection (visitor's glasses) must be worn by anyone entering and/or passing through shop areas.
- Approved industrial safety eye protection must be worn by anyone working in a posted shop area.
- Shoes or boots covering the whole foot must be worn in shop areas.
- Persons using machine tools must not wear clothing, jewelry or long hair in such a way as to represent a safety hazard.

HAZARDOUS MATERIALS/HAZARD COMMUNICATION

HAZARD WARNINGS



Every reasonable method to warn employees of hazards and dangers, and to inform them of the actions required must be utilized. Signs, characteristic lights and audible alarms as additional safeguards for built-in mechanical and physical protection must be used. Obtaining and installing warning systems is the responsibility of the group needing them.

MATERIAL SAFETY DATA SHEETS (MSDS)

Be aware of the potential hazards associated with the chemicals you encounter in the workplace. Your supervisor can show you where you can find Material Safety Data Sheets (MSDS). These will enable you to familiarize yourself with the nature of the chemicals in your work. You should refer to the MSDS as guides whenever you have questions about the safe handling of a particular chemical in the workplace. The MSDS include the following: chemical name, hazardous ingredients, physical properties, fire and explosion data, health hazard data, reactivity, spill control procedure, special precautions and personal protective equipment.

CORROSIVE CHEMICALS

- In all cases when handling acids, caustics or corrosive chemicals, wear the required eye and body protective equipment, such as goggles, face shield, gloves, acid suits, boots and hard hats.
- Use care in transferring chemicals to avoid spilling or splashing them.
- Use only approved containers for handling chemicals.
- Avoid breathing vapors of air contaminants.
- Know the location of the nearest shower and eyewash station.

HAZARDOUS CHEMICALS AND MATERIALS

Some chemicals when mixed with or in contact with certain other materials can cause dangerous chemical reactions, fires or explosions. Pay close attention to special warning labels concerning such hazards on containers. When you are unsure, ask your supervisor who can advise you of the potential hazards and precautionary measures to be taken.

CONTAINER LABELS



All containers (including glassware, safety cans and plastic squeeze bottles) must have labels that identify their chemical contents. Labels should also contain information on the hazards associated with the use of the chemical. Precautionary labels are available from your department's stockroom for most of the common chemicals. Label instructions must be followed. Read the labels, do not remove them.

DANGEROUS AIR CONTAMINANTS

Harmful air contaminants often come from grinding, welding or brazing, paint spraying or dipping, degreasing, pickling and other such operations. Always use hoods, exhaust systems or special enclosures to cut down on contaminants. Flammable and/or toxic contaminants cannot always be detected by sight or smell. Trenches, pits, manholes, stacks and storage tanks or lines must all be checked for potential dangerous air contaminants, especially if vessel entry, welding or burning will be done. Symptoms that can occur when you breathe a toxic material or have a lack of oxygen are: dizziness, headache, stiff neck, nausea or weakness in the legs.

CONFINED SPACES

Confined spaces present special dangers. Lack of oxygen, deadly gasses or explosive hazards may be present. Prior to entry into a confined space, you must be properly trained, test the air to make sure it is safe and, have a safety attendant outside the confined space.

Oxygen deficient (less than 20% O₂) or toxic atmospheres may be immediately fatal (known as Immediately Dangerous to Life and Health, or IDLH). **City of Mobile employees are not permitted to enter IDLH atmospheres unless specially trained and certified to do so.**

FIRE SAFETY AND PREVENTION

GENERAL FIRE SAFETY



The City of Mobile's Fire-Rescue Department is well acquainted with City facilities, locations and specific hazards. All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions. Proper clearance must be maintained below sprinkler heads. Portable fire extinguishers are provided in adequate number and type and are located throughout the facilities. Fire extinguishers are mounted in readily accessible locations. Employees should become familiar with the location of the fire extinguishers and fire exits in their work areas. Fire extinguishers are recharged regularly and the date of last inspection noted on their tags. Notify your supervisor of any damage to fire protection equipment.

TYPES OF FIRES



Supervisors should know what class or classes of fires might be expected in their departments. Before employees can effectively combat fires in their beginning stages, the classes of fires must be understood.

CLASS A - ORDINARY COMBUSTIBLES - Fires in ordinary combustible materials, such as wood, paper or clothing, where the quenching and cooling effects of water or of solutions containing large percentages of water are of prime importance.

CLASS B - FLAMMABLE LIQUIDS - Fires in flammable liquids, greases and similar materials, where smothering or exclusion of air, and interrupting the chemical chain reaction is most effective. Water should not be applied. The use of water may float burning liquids, causing the fire to spread more rapidly.

CLASS C - ELECTRICAL EQUIPMENT - Fires in or near live electrical equipment where the use of a non-conductive extinguishing agent is of first importance. The material that is burning is, however, either Class A or Class B in nature. To effectively extinguish a Class C fire, electrical power must be cut off.

CLASS D - COMBUSTIBLE METALS - Fires can occur in combustible metals such as magnesium, lithium, and sodium. Special extinguishing agents and techniques are needed for fires of this type.

NO SMOKING

Smoking is forbidden in certain areas for fire safety reasons. Such areas include the following:

- Where flammable gases or liquids are stored, handled or used.
- Where significant quantities of combustible materials, such as paper, wood, cardboard or plastics are stored, handled or used.

- Where liquid- or gaseous-oxygen is stored, handled or used.
- Within 20 feet of a smoke detector.
- In tape and record storage vaults and computer equipment areas.

Areas that are designated "No Smoking" areas for fire safety reasons are indicated by large rectangular signs consisting of white backgrounds with red letters stating "NO SMOKING."

IN CASE OF FIRE

1. Turn in the alarm immediately. Call 911. Give accurate information about the location of the fire. Announce the fire to all co-workers.
2. Attempt to extinguish or control the fire with appropriate fire extinguishers **ONLY** if you can do so safely, always leaving an escape route.
3. Evacuate the area. Know the correct evacuation route from your work area. Do not use elevators.
4. When leaving a smoke-filled area, stay close to the floor where there is the maximum amount of breathable air; crawl if necessary. Stay calm.

TRAFFIC AND TRANSPORTATION

OFFICIAL VEHICLE USE



The City of Mobile requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate. Persons intending to operate forklifts are required to successfully complete the appropriate OSHA powered industrial truck training and be properly certified.

RESPONSIBILITY



Each Division Director and Department Head is responsible for restricting the use of City-furnished vehicles to official City business only. They are also responsible for limiting use of such vehicles to properly authorized personnel. Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Employees who misuse City vehicles are subject to disciplinary action and financial responsibility for any accident. All drivers of City vehicles are responsible for reporting any damage or deficiency to their supervisor. Repairs, adjustments and maintenance can only be accomplished if the driver adequately documents and reports these items. Failure to report unsafe vehicle conditions can result in an accident.

SAFETY BELTS

Employees operating or riding in City vehicles, or personal vehicles on official City business, are required to wear safety belts at all times. The driver should instruct the passengers to fasten their safety belts before operating the vehicle.

Anyone riding in a City vehicle without properly wearing a seat belt AND drivers of City vehicles permitting anyone to ride in a city vehicle without properly wearing a seat belt are violating city policy and are breaking the law and will be disciplined, up to and including termination from employment.

DRIVING



Drive safely. If vehicles are used during the work day, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic. Defensive driving must be practiced by all employees. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct. Low beam headlights must be used when driving in rain or fog. If a vehicle parked at a work site obstructs visibility or traffic, a flag person or other traffic control should be used.

ACCIDENTS

Any accident involving City vehicles (including private, rented or leased vehicles used on official City business) must be immediately reported to the driver's supervisor. **Do not move the vehicle until the supervisor arrives unless directed to do so by the Police.** If the driver is unable to

make a report, another employee who knows the details of the accident must make the report. The employee will be required to submit to a drug and alcohol test per City policy. The supervisor should take photographs of the accident, including all vehicles and any damage, and complete the appropriate Accident Report Forms and forward through the chain of command in accordance with the City's Vehicle Accident Policy.

For vehicle accidents occurring while on official business, it is City of Mobile's policy that employees should not admit responsibility nor sign any statement except as requested by law enforcement personnel or their supervisor. It is important that such admissions, when appropriate, be reserved for the City claims adjuster or authorized law enforcement personnel.

The law requires that each driver involved in a vehicle accident show his/her driver's license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owners of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions and registration information are essential. In addition, a description of damages is needed for completion of accident reports. In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in or attached to the vehicle (or other property) giving the driver's name, address and vehicle license number.

PEDESTRIANS



Drivers, watch out for pedestrians. They have the right of way. In a work area, stay alert when walking in aisles. Watch out for moving power equipment and for anything that might make you slip or stumble. Use handrails on stairs and elevated places. Keep out of barricaded areas, and areas marked “Restricted” or “Dangerous.”

INDUSTRIAL TRUCKS



Only trained personnel with the appropriate Driver Licenses and endorsements will be allowed to operate industrial trucks. Lift Truck Operating rules must be posted and will be strictly enforced. Substantial overhead protective equipment will be provided on high lift rider equipment. Directional lighting is also provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting. Each industrial truck must have a warning horn, whistle, gong or other device that can be clearly heard above the normal noise in the area where operated.

CITY EQUIPMENT AND VEHICLES

The City of Mobile provides equipment and vehicles that meet accepted safety standards. A damaged or malfunctioning vehicle or piece of equipment must not be used. It must be turned in for servicing and one in good condition obtained to complete the job. Employees must use the correct equipment or vehicle for the work to be performed. If you are unfamiliar with the operation of the equipment or vehicle, request instruction from your

supervisor before starting the job. Supervisors are responsible for ensuring that the employees in their department are properly trained in the operation of any equipment or vehicle that they are expected to operate.

LIFTING AND MOVING OBJECTS AND MATERIALS

LIFTING AND MOVING



Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability. Heavy objects that require special handling or rigging must be moved only by riggers or under the guidance of employees specifically trained and certified to move heavy objects.

STACKING MATERIAL

Start with a safe and level base. Cross-tie (interlock) the pile and use timber when necessary to keep the stack from shifting. Check barrels or other round objects that can roll. The height the material can be stacked depends on the floor load limit, the type of material, the strength of containers and the requirements of fire protection. Never store things close to open light bulbs or hot pipes. Do not stack anything in

aisles where it can interfere with the movement of power trucks, fire equipment and anyone walking by. Never stack broken containers. If they are damaged, have the material repackaged before you stack it.



MANUAL LIFTING

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. The following are rules for manual lifting:

- Inspect the load to be lifted for sharp edges, nails, rough strapping, splinters and wet or greasy spots. Wear gloves when lifting or handling objects with sharp or splintered edges.
- Tip the load to test whether it is light enough for one person to lift. If it is not, get help.
- Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.
- Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.
- Assume a knee-bend or squatting position, keeping your back straight and upright.
- Get a firm grip and lift the object by straightening your knees, not your back. Grip the object with the palm of your hands, not just your fingers.
- Carry the load close to your body (not on extended arms).
- To turn or change your position, shift your feet -- do not twist your back.
- Do not try to lift something above waist level in one motion. Set the load on a solid object to change your grip and then continue your lift.

- If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc.

The steps for setting an object on the ground are the same as above, but in reverse order. Bend your legs, not your back. Always set one corner down first, then slide your hands out so they will not get pinched.

FORKLIFTS



Before using a forklift, check that the brakes on each industrial truck are capable of bringing the vehicle to a complete and safe stop when fully loaded. The parking brake must effectively prevent the vehicle from moving when unattended. Forklifts, with or without loads, should travel with the forks about four inches above the floor. Do not try to raise or lower loads while the forklift is moving. To keep the load from spilling, use the tilt control to bring the center of gravity closer to the drive wheels.

HAND TRUCKS

- Do not overload hand trucks. For two-wheeled hand trucks, make sure the load is stable by putting the weight on the axle, not on the handle. Never pile a load so high that it blocks your view ahead. An unstable high load also can spill.
- Hand trucks are meant to be pushed, not pulled. One exception is the four-wheel truck with swivel axle and tongue that is designed to be pulled. Never pull a four-wheel truck down an incline because if it gets out of control, it can pin you or run over you.
- Watch where you are going so you do not pinch your hands or run over your feet.

POWER TRUCKS

- When operating motorized hand and power trucks, and when the operator releases the steering mechanism, make sure that both the brakes are applied and power to the motor shut off.
- Obey the speed limits set in your area and keep in mind the type of load, aisle space and the amount of congestion in an area.
- When you go up or down a ramp, keep the load on the uphill side. That means back the truck downhill. Check behind you before backing
- Sound your horn or bell when you approach pedestrians or intersections. Come to a complete stop at blind corners and doorways.
- Keep your arms and legs where they belong and never put them between the uprights of the mast or outside the truck when it is moving.
- Never allow riders on any power truck or towed equipment.
- Know the load capacity, the limit to how much you can carry safely.



HOISTING EQUIPMENT

Hoisting equipment is used to lift a variety of items. These lifting devices include cranes, hoists, slings, chains and ropes. These devices can save you from strains when used properly. Used improperly and without precaution, they can cause serious injury. Lifting devices must be inspected by the user before each use. Never walk under a load. Cranes and hoists are to be operated by authorized personnel only. Use the right equipment for the job. Do not work under vehicles supported by jacks or chain hoists without

protective blocking that will prevent injury if jacks or hoists should fail.