

GENERAL SAFETY RULES, POLICIES AND PROCEDURES

The following general safety rules apply to ALL CITY PERSONNEL. These rules do not prohibit department and division heads from promulgating 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 their supervisor immediately.

In addition to these general safety rules, all local, State and Federal rules and regulations apply.

General Housekeeping

- Good housekeeping practices shall be a part of the daily routine with cleanup being a continuous procedure.
- 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.
- Aisles and passageways will not be used for the storage of boxes, hand trucks, stock equipment or materials.
- Liquids, when spilled on the floor or work surfaces, should be wiped up immediately. Report blood/body fluid spills to building maintenance.
- Scrap material and rubbish shall be placed only in containers provided for that purpose.
- Return all surplus materials to stock or storage areas.
- 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.
- DO NOT hang clothing, towels, rags or other combustible materials on radiators, hot lines or near floors or hot surfaces.
- Welding leads, electric, and steam and air lines should be kept off floors by use of trees and hooks wherever possible.
- 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.

Office Safety/Ergonomics

The following guidelines shall be observed by all City employees:

- Good housekeeping is a must in every office.
- Horseplay is unacceptable.
- If you spill or observe spilled liquids 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.
- An open drawer of a desk or cabinet is a hazard which can cause trips/falls or other injuries. 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.
- Position all desk equipment to allow a 2-inch border at the edge of the desk. This will help prevent items from falling to the floor where they can tripped/slipped on or damaged.
- All chairs should be used for sitting only. Do not lean back to the extent that the front legs are lifted off the floor. Notify maintenance of any observed defect in any office furniture.
- Carry pencils, scissors and other sharp objects with the point down to prevent stabbing accidents to yourself and others.
- 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** maintain 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 passage ways.
- 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 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. The cabinets should be replaced with one four-drawer unit or bolted together.
- 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.
- Do not install your own extension cords, adapters, or “cheetah plugs.”
- Notify maintenance of any observed defects in electrical appliances.
- Do not remove the ground prong on the three-prong plugs. Electrical equipment with a ground pin requires a three-prong receptacle. In the event an electrical outlet is not the three-prong type, request maintenance to replace the units.
- Check that electric wires and plugs are in good condition, with no damaged or worn areas.
- Turn off electrical equipment at the end of the day.
- Avoid standing in front of closed doors that may suddenly open.
- 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.
- Check that floor surfaces are in good condition. Report slippery areas and torn carpets.

- Keep hand 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.
- Space heaters are a fire hazard and are prohibited in City facilities.

Know how to **Dial 9-1-1**. Are you required to press **9** to get an outside line? Then **Dial 9-9-1-1**.

Office Ergonomics

Most employees use computers. Some employees use the computers the entire day, others, part of the day, and some use them only occasionally. Whatever the frequency of computer usage, there are some basic health and safety procedures to help prevent injuries.

- No matter how comfortable your workstation is, sitting for long periods of time can be tiring and stressful.
- Stretch your arms and fingers occasionally.
- If possible, get up from the terminal and do other tasks.
- Alternate different tasks throughout the work day to vary work rhythms. Take time out to collate papers or deliver completed work. This will keep strain and tension from building up.

Always check your working position when using a computer. To avoid unnecessary discomfort, make sure the following key principles are in place.

Neutral Neck Position

- When looking at your work, your neck should be in a neutral position. Position the monitor directly in front of you to avoid turning your neck to the side.
- Neutral neck alignment. The monitor screen should be positioned so that you do not have to gaze upward or downward to see the screen. The top of the screen should be level with (or slightly below) the center of your forehead.
- The monitor should be positioned from 20 to 30 inches away from you (slightly more than an arm's length).

- If you must use a telephone simultaneously with the computer, use a headset. Never try to hold the handset between your shoulder and ear. If you do not use a telephone handset, position the telephone close to you to avoid over-reaching.

Supported Spine

- Your feet should be positioned flat on the floor or on a footrest if necessary.
- Your chair should provide you with good back support. Maximize the contact of your back with the chair back with the use of adjustments or cushions as needed.
- It is often useful to have armrests. However, they should be adjustable in height and width to allow for resting the arms with your shoulders in a relaxed position.
- The seat depth should be sufficient to provide support under your thighs. There should be approximately a two finger width space between the edge of the chair and the back of your knees.

Arm/Hand Positions

- Keyboard and pointing device should be positioned at a height to allow for a slightly open elbow angle. Elbows should be at a 100 to 110 angle. If you cannot adjust your keyboard height, raise your chair and use a footrest or elevate your table on blocks as necessary.
- Your keyboard should be placed in a slight negative tilt so that the wrists can be placed at a neutral position. Your hands should be slightly lower than your elbow with your fingers pointing toward the floor. (Note: If you recline back in your chair, you might not need to tilt the keyboard. Check the alignment of your wrists and set the angle of the keyboard as needed. Your sitting posture will affect how you adjust your keyboard and pointing device).
- If you use a keyboard tray, it should be wide enough for your pointing device.
- Wrist rests can be used to provide neutral wrist position. Make sure the wrist rest is the proper height and is made of a comfortable material. Wrist rests come in all shapes and materials. Smooth surfaces are often easier to glide across when working.
- If you use a wrist rest, use the wrist to support your arms when pausing between keying. Do not place your wrists on the rest and turn your wrists from side to side to key. This increases the strain on your wrist.
- Your pointing device should be positioned within easy reach. Over-reaching can result in shoulder and/or arm discomfort.

How to Adjust Your Workstation

When workstations are not ideal, some simple adjustments can usually improve them.

Keyboard Height

The keyboard height should be comfortable-about 2 ½ inches from the top of the table to the top surface of the space bar and bottom row of keys. At that height, the desk top can give the needed support to the operator's wrists. If the desk top is the right height, approximately 24 to 28 inches, the upper and lower arms form a comfortable angle of 90 degrees. Upper arms will then hang comfortably at one's sides, taking the strain off the upper back and shoulders.

If the keyboard is not adjustable, and it is too high for comfort, try placing pads under the wrists to elevate them to a more comfortable position.

Keyboards are rarely too low, but a low keyboard can be adjusted. Try a pad of paper or flat piece of wood under the keyboard.

Screen Face Angle and Screen Height

- The face of the screen should be tilted back about 10 or 20 degrees for easier viewing-providing this does not increase the glare on the screen.
- The top of the screen should be no higher than eye level to minimize eye movement.
- For comfortable viewing, the screen should be about 18 inches from the eyes.

Chair Height

Good posture is essential. To prevent neck and back strain, keep the spine and head upright. Sit well back into the chair. The chair is at a comfortable working height when one doesn't feel excessive pressure on the legs from the edge of the seat. Pressure from the seat front could make the legs go to sleep. The backrest should fit comfortably at the small curve of the back to give good support. Use the following methods to determine the correct chair height:

- Sit with the soles of the shoes flat on the floor. Keep the shins perpendicular to the floor and relax the thigh muscles;
- Measure the distance from the hollow of the knees to the floor;
- Subtract 1 to 3 inches;
- The resulting measurement is the correct height for the top of the chair seat.

Glare

Sometimes glare and poor lighting make it difficult to read the VDT screen or the copy. The following are some hints in improving the workstation lighting. To control glare:

- Adjust the screen's brightness and contrast controls to compensate for reflections on the screen;
- Close the blinds or pull the shades to block daylight coming through a window from behind the terminal;
- Try to eliminate or adjust any intense light source shining directly into the eyes;
- Adjust the angle of the screen to minimize the glare;
- One can minimize the strain of reading in a dimly lit room by using a small task light. Make sure the light is positioned so it does not cause glare or reflect on the screen.

Communications Devices

The equipment the City uses to communicate is the Motorola ASTRO XTS 5000 Digital Portable Radio. This two-way radio is designed and tested to comply with national and international standards regarding human exposure to radio frequency electromagnetic energy (RF Energy). This portable radio complies with exposure limits for occupational/controlled

RF exposure environment at duty cycles of up to 50% to talk – 50% to listen and should be used for occupational use only. This radio radiates measurable RF Energy only while it is transmitting (during talking) not when it is receiving (listening) or in standby mode.

Nearly every electronic device is susceptible to electromagnetic interference (EMI) if inadequately shielded, designed, or otherwise configured for electromagnetic compatibility. When using the portable radio you must adhere to the following safety guideline in order to maintain safety for yourself and those around you. These are:

1. Every employee using the portable radio must read the Motorola ASTRO XTS 5000 Digital Portable Radio User guide completely.
2. To avoid electromagnetic interference and/or compatibility conflicts, turn off your radio in any facility where posted notices instruct you to do so. Hospitals or health care facilities may be using equipment that is sensitive to external RF energy, the kind produce by the portable radio.



3. Employees with pacemakers should always keep the radio more than 6 inches from their pacemakers when the radio is turned on.
4. Do not carry the radio in the breast pocket.
5. Use the ear opposite the pacemaker to minimize the potential for interference from the portable radio.
6. Turn the radio OFF immediately if you have any reason to suspect that interference with your pacemaker is taking place.
7. Some digital wireless radios may interfere with some hearing aids. In the event of such interference, you may want to consult your hearing aid manufacturer to discuss alternatives.
8. Any other medical device that may interfere with the frequency from the radios, you must consult the manufacturer of the medical device to determine if it is adequately shielded from RF Energy. Your physician may be able to assist you in obtaining this information, like on what frequency does your medical device works on, etc.
9. When driving you must adhere to the laws and regulations regarding the use of portable radios. Always obey them.
10. When using portable radios give full attention to the driving and the road.
11. While driving using portable radios use hands-free operation, if available.
12. Always pull off the road and park before making or answering a call.
13. Do not place a portable radio in the area over an air bag or in the air bag deployment area. Air bags inflate with great force and the radio may be propelled with great force and cause serious injury to occupants of the vehicle.
14. Areas with potentially explosive atmospheres are often but not always posted. Potentially explosive atmospheres referred to fueling areas such as below decks on boats, fuel or chemical transfer or storage facilities, areas where the air contains chemicals or particles, such as grain, dust or metal powders, and any other area where you would normally be advised to turn off your vehicle engine.
15. Do not remove, install, or charge batteries or accessories in potentially explosive atmospheres. Sparks in a potentially explosive atmosphere can cause an explosion or fire resulting in bodily injury or even death.
16. Turn radio off before removing or installing a battery or accessory.

17. Do not operate a Factory Mutual Research Corporation (FMRC) approved radio in a potentially explosive atmosphere if it has been physically damaged like, a cracked housing, an explosion or fire may result.
18. FMRC Approval labels are attached to the radio to identify the unit as being FM Approved for specified hazardous atmospheres. This label specifies the hazardous class/division/group along with the part number of the battery that must be used. Depending on the design of the portable unit, this FM label can be found on the back or the bottom of the radio housing.
19. To avoid possible interference with blasting operations, turn off your radio when you are near electrical blasting caps, in a blasting area, or in areas posted: "Turn off two-way radio." Obey all signs and instructions at all times.
20. Do not use any portable radio that has a damaged antenna. If a damaged antenna comes into contact with your skin, a minor burn can result.
21. Exercise care in handling any charged battery, particularly when placing it inside a pocket, purse, or other container with metal objects. All Batteries can cause property damage and/or bodily injury such as burns if a conductive material such as jewelry, keys, or beaded chains touches exposed terminals. The conductive material may complete an electrical circuit (short circuit) and become quite hot.
22. To avoid a possible explosion, do not replace the battery in any area labeled "hazardous atmosphere", and do not discard batteries in a fire.
23. If the radio battery contact area has been submerged in water, dry and clean the radio battery contacts before attaching a battery to the radio. Otherwise, the water could short-circuit the radio.
24. Do not submerge the radio in detergent solution. Do not use solvents to clean the radio. Spirits may permanently damage the radio housing.
25. If the radio has been submerged in water, shake the radio well so that any water that may be trapped inside the speaker grille and microphone port can be removed. Otherwise, the water will decrease the audio quality of the radio.
26. The XTS 5000 radio casing has two vent ports that allow for pressure equalization in the radio. Never poke these vents with any objects, such as needles, tweezers, or screwdrivers. This could create leak paths into the radio and the radio's submergibility will be lost.
27. Do not disassemble the radio. This could damage radio seals and result in leaks paths into the radio. Any radio maintenance should be performed only by a qualified radio technician.

28. Use only Motorola approved supplied antenna or Motorola approved replacement antenna. Unauthorized antennas, modifications, or attachments could damage the radio and may violate Federal Communications Commission, (FCC) regulations. Use of non-Motorola-approved antennas or batteries may exceed FCC RF exposure guideline.

Smoking Policy

Smoking is prohibited in all City facilities.
Smoking is prohibited in all City vehicles.

Personal Protective Equipment

Safety Shoes

Safety shoes give protection to your feet from the following hazards in your work places:

1. Protection from falling objects
2. Protection from slips, trips and falls
3. Protection from impact due to hitting with other objects
4. Protection from electric shock when you accidentally step on a broken live wire
5. Protection against burns when you step on a hot surface

Unlike normal footwear safety shoes are made in a special way to conform to different kinds of working conditions and generally have the following features:

- A Steel Toe Cap and a soft pad covering the edge of the toe cap
- A bottom sole of varying thickness and material according to the selection of hazardous type such as Oil Resistant, Slip Resistant, Anti-Static etc.
- A Steel mid sole to prevent penetration of sharp objects
- A shock absorbing insole to give comfort while working on a hard surface
- A high cut shoe provides protection against ankle injury

In those classifications where the employer requires that the employee wear safety shoes, the City shall issue allowance in the amount of \$75.00 for the purchase of an initial pair of safety shoes. At the discretion of the department director, the City shall provide an additional \$75 on an as-needed basis when the worn out or damaged pair of shoes is turned into the Department. For further details regarding the administration of safety shoes, please refer to Article 29 of the AFSCME 1907 contract.

As of the publishing of this manual, some departments (such as the Parks Department) are using the vendor Lehigh (www.lehighsafetyshoes.com) to purchase safety shoes. A list of additional vendors that sell safety shoes can be provided by the Purchasing Department. The following City Departments purchase safety shoes: Police

Department, Fire Rescue Department, Solid Waste, Code Enforcement, GSA, Public Facilities, Community Development, Public Works, Parks, NET, and Building.

