



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
TUESDAY, JANUARY 3, 2023, AT 5:30 P.M.
IN THE COUNCIL CHAMBERS ON THE 2ND FLOOR OF CITY HALL
AND VIA ZOOM**

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TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley, Davis

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider resolution approving the amended Employee Safety Manual (See Resolution No. 2023-6).
2. Consider resolution approving Memorandum of Understanding with Department of Natural Resources – Division of Conservation and Recreation -- Forestry – Fire Program (See Resolution No. 2023-7).

3. Discuss municipal emergency medical services system – introduce Patrick Duffey.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2023-6

A RESOLUTION AMENDING THE CITY OF GRINNELL EMPLOYEE SAFETY MANUAL

WHEREAS, the city of Grinnell Safety Employee Safety Manual is an official document governing and guiding the safety policies between the city of Grinnell and its employees, and

WHEREAS, it is necessary to amend the policy with specific updates and amendments as provided; and

WHEREAS, this policy has been reviewed and discussed by the City Council of the city of Grinnell; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the city of Grinnell does hereby adopt the City of Grinnell Employee Safety Policy Manual as amended effective January 3, 2023.

PASSED AND APPROVED this 3rd day of January 2023.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK

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Updated mowing contractors to reflect recent award of bids.

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Revised Covid-19 Policy

COVID-19 ~~MASK~~ POLICY

The City of Grinnell takes the health, safety, and wellbeing of its employees seriously. ~~Due to the ongoing COVID-19 pandemic and guidelines changing to address the state of the pandemic at any given time,~~ The City of Grinnell will follow recommendations put forth by the Centers for Disease Control and Prevention (CDC) for COVID 19 guidelines.

~~Guidance for unvaccinated employees can be found at:~~
~~<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>~~

~~Guidance for vaccinated employees can be found at:~~
~~<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>~~

Guidance for employees can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>

~~For unvaccinated employees the following are exceptions to this policy;~~

- ~~• Employees who work alone or in an office by themselves~~
- ~~• Employees who are able to maintain six feet of social distancing in the workplace~~
- ~~• When wearing a face covering interferes with other required PPE~~
- ~~• When donning a face covering would interfere with an employee's ability to perform essential job functions. Ex. Police Officer apprehending a fleeing suspect~~

~~Employees in high risk roles such as Firefighters and Police Officers will be provided an N95 mask to be used when a cloth face covering is deemed inadequate such as dealing with a confirmed COVID-19 person.~~

~~All employees will be provided the appropriate level of face coverings as needed by the City of Grinnell. Employees who chose to provide their own face covering must be approved by their supervisor.~~

~~The following are examples of approved face coverings;~~

- ~~• Surgical masks~~
- ~~• Bandanas~~
- ~~• Full face shields~~

~~The following employees are exempt from this policy and do not have to wear a face covering:~~

- ~~• Employees with a health condition that prevents them from wearing a mask.~~
- ~~• Employees who are unable to wear a mask for religious reasons.~~

~~An employee who seeks to be exempt from this policy must contact their supervisor with the reason for being exempt from this policy. If seeking a medical exemption the employee must provide a note from their physician stating they are unable to wear a mask for medical reasons. This note must not list the specific medical reason.~~

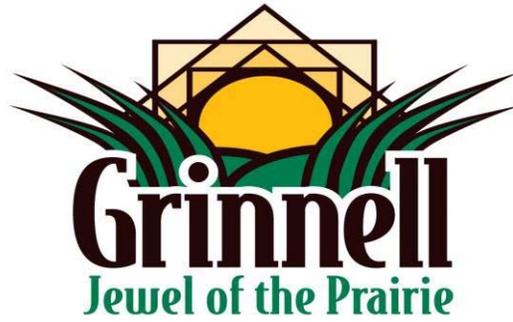
~~This policy will be reviewed and updated as necessary.~~

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Revised Program Administrators

Program Administrators

- CPR/FA/AED –Jordan Allsup
- Blood Borne Pathogens – Dan Sicard
- Slips, Trips and Falls – Safety Coordinator
- Emergency Exit Plan – Safety Coordinator
- Ladder safety –Dan Sicard
- Fire Extinguisher – Dan Sicard
- MSDS, Right-to-Know, Hazardous communication – Safety Coordinator
- Personal Protective Equipment – Safety Coordinator
- Back safety – Safety Coordinator
- Forklift / Bucket Truck / Backhoe – Carl Eggermont
- Confined Space – Dan Sicard
- Excavation – Daniel Ramos
- Hearing Conservation – ~~Keith Stewart~~ Carl Eggermont
- Lock-out / Tag-out – ~~Duane Neff~~ Carl Eggermont
- Arc Flash Electrical safety – ~~Jan Anderson~~ Josh Kriegel
- Tool Safety – Carl Eggermont
- Extreme Temperature Safety – Safety Coordinator
- Welding – Carl Eggermont
- Winter Driving – Grinnell PD
- Chainsaws – Carl Eggermont



CITY OF GRINNELL

EMPLOYEE SAFETY MANUAL

APPROVED BY THE CITY COUNCIL

~~JUNE~~ANUARY 2023~~1~~

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FORWARD

What is safety? The dictionary defines it as “freed from harm or risk and secure from threat of danger, harm, or loss.” The meaning of safety on the job means prevention and elimination of harm or risk to each individual employee. Safety is a very real situation especially when an accident happens to you, your family, friends or co-workers. Most accidents can be prevented and this is the intent of this handbook- Accident prevention and acquiring a safety attitude.

The only way a good safety program works, is if everyone is aware and working towards an accident free work place. It is our sincere hope that awareness of safety on-the-job will carry over into the home and all other areas of your life. After all is said, safety is being aware of your actions and not taking anything for granted.

The safety and health rules within this booklet are easy to follow or understand. This booklet, however, does not cover every situation. We need your help in identifying situations that could lead to an accident. Be aware and alert to potential accidents and let us know so new procedures or modifications can be made.

SAFETY IS FOR YOUR PROTECTION, BUT IT TAKES ALL OF US TO MAKE IT WORK.

Your Employee Safety Committee

GENERAL SAFETY RULES

Most of us do not consider our jobs hazardous, but like any occupation, you must use good judgment and care, to maintain a safe working environment. The most common types of accidents are slips and falls; back strain from lifting and handling heavy objects; and improper use of equipment. One of the best ways to avoid accidents is to know or to ask your supervisor the correct procedures before starting the work assignment. Carefully plan your work, especially non-routine assignments. You can save time and energy while avoiding hazards. The following safety guidelines are general in nature and will help you carry out your responsibilities safely. It is not a complete list and could be amended by need or at your suggestion.

1. Take care of injuries and report them at once. Small cuts and scratches can become infected unless cared for at once.
2. Work at a safe, sane pace—when you hurry, you forget about safety.
3. Do not attempt to give first aid to an injured person unless you have been trained to do so. Do not move a seriously injured person unless absolutely necessary.
4. Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction BEFORE operating any machine or equipment.
5. Your Worker's Compensation coverage will not cover you for horseplay injuries.
6. The use of or possession of any intoxicating beverages or narcotics on the job is absolutely forbidden.
7. Correct all unsafe conditions or report them to your supervisor.
8. Keep work areas clean and orderly at all times. Poor housekeeping causes accidents and wastes time.
9. Use the correct tool and equipment for the job.
10. Wear proper safety equipment such as eye and ear protection, and safety hats as specified by safety policy.
11. Be considerate and concerned at all times for the safety of your fellow workers and general public.
12. Obey all safety rules and practices and take an active part in the safety of your fellow workers.
13. Remember to remind your fellow workers when they are working unsafely. You could save their life and they could return the favor someday.

EMPLOYEE - Report the injury at once and call “Company Nurse” (except FT police and fire) to seek proper treatment and protocol. If necessary, call an ambulance giving your name, the nature and location of the accident and the number of people needing assistance. If possible, meet the ambulance upon arrival to give immediate location of injured persons. Begin filling out the EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM and pass it on to your supervisor immediately. The form must be filled out within 24 hours.

SUPERVISOR – Secure all the facts concerning the accident. Include names, type of accident; how treated; suggestions for prevention of recurrence; what, if any damage to property was done. This information will be used to determine preventative measures. In case of an on-the-job accident, injury or sickness to an employee, secure all the necessary facts for your EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM and pass it to the City Offices within 24 hours.

In the event of a serious injury or incident the City of Grinnell’s Safety Committee Director shall be notified immediately. The location shall not be disturbed or equipment removed, unless necessary to treat injured workers, prevent further injury or property damage. An investigation shall be conducted by the Safety Committee Director, his/her designee, or third party if deemed necessary. Examples of serious injury or incident:

- Falls from 6 feet or more
- Injuries requiring on scene treatment and/or transport by EMS
- Loss of consciousness
- Bone fractures
- Large Lacerations
- Amputations of any body part
- Trench or excavation collapses with injury or entrapment
- Any incident in which the employee is trapped and co-workers are unable to extricate in a timely manner
- Major equipment failures

The aforementioned are merely examples of a serious injury or incident and are not intended to be all inclusive.

REPORTING SAFETY HAZARDS

It is the responsibility of every City employee to report any safety hazards or violations. Employees should report hazards and violations to their supervisor first. If no action is taken, the employee should report it to the City Safety Director. Any such complaints will be handled in strict confidence. Our purpose is to prevent accidents, not to punish anyone. Remember, if you fail to report a hazard or violation, a serious injury or death to a fellow worker or to yourself could occur.

ADDITIONAL REPORTING RESPONSIBILITIES

Breaks in sidewalks, deep holes in streets, missing or damaged road signs, malfunctioning street lights, obstructions, hazards in any public areas such as the parks or pool, and other conditions

on city property which may cause an accident should be reported. Point these hazards out in

writing to your supervisor. In this way you can contribute immeasurably to the welfare of Grinnell's citizens, including fellow workers, friends and family.

ACCIDENT PREVENTION SUGGESTIONS

Communicate suggestions to your supervisor concerning safety and elimination of hazards on the job. If you would rather, you may submit your suggestions to the Employee Safety Committee and your ideas will be given the same full consideration. The committee will review all safety suggestions for inclusion in the City's safety program.

DESIGNATED PHYSICIAN

All work related injured employees are instructed to call Company Nurse to report the injury and will be directed, if necessary, to our designated physician at UnityPoint Grinnell Regional Medical Center.

MANAGEMENT RESPONSIBILITIES

In order for a safety program to attain the desired effectiveness, it must have continuous and aggressive influence from management. In general, the City's safety program will include education, inspection, analysis and enforcement of safety policies.

1. City management will provide the means to accomplish a safe working situation.
2. City management will enforce adherence to safety policies and procedures and will take disciplinary action against any employee who willfully disregards them.
3. City management will conduct safety inspections.
4. City management will investigate or cause to be investigated any and all reported accidents.
5. Management will establish and provide periodic safety training for employees.

SUPERVISOR RESPONSIBILITIES

Supervisors may delegate authority and assign responsibilities for most areas in their control, but the supervisor cannot delegate or assign away their responsibilities for accident prevention. Supervisors have the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will enforce safety standards to the utmost of their ability and authority. Supervisors will take the lead to eliminate any potential hazards and will set the example of good safety practices in all areas of their job. A supervisor must:

1. Take full responsibility for the safety of their employees.
2. Train, re-train and remind all employees, old and new, on the safe way to do their job.
3. Provide a copy of the Employee Safety Manual to each employee and review it with him or her.
4. Set a good example by working safely.

5. Make sure the necessary safety equipment and protective devices for each job are provided and used properly.
6. Instruct all employees in the use of safety equipment such as fire extinguishers, safety glasses, ear protection, etc.
7. Take prompt corrective action whenever unsafe conditions or actions are observed or reported.

Safety must not be put off until tomorrow.

8. Investigate thoroughly the causes of all accidents and take corrective action to prevent their recurrence. The supervisor will submit the EMPLOYEE INJURY OR ILLNESS NOTIFICATION FORM within 24 hours to the Safety Director.
9. Conduct frequent scheduled safety inspections of all work areas in order to improve housekeeping, eliminate unsafe conditions and encourage safe working practices.
10. Take safety into consideration whenever you revise procedures or purchase new equipment. Always read the enclosed instruction book before operating new equipment.
11. Check to see that all safety equipment is available and in proper working order.
12. Encourage safety suggestions and comments from employees. Adopt those that are feasible and thank them for the suggestions. Forward all suggestions to the Safety Director.
13. Pay attention and seek out current knowledge regarding improving safety techniques.
14. Avoid “blowing-up” as it causes a person to behave irrationally and accidents are most likely to occur at that time. Do whatever it takes to “cool-off” first before acting.

JOB SITE LEADER’S RESPONSIBILITIES

A Job Site Leader must become familiar with all safety procedures and correct use of equipment.

A Job Site Leader’s best weapon for preventing accidents is to set a good example and enforce safe work habits and methods. A Job Site Leader will:

1. Insist safety procedures and rules are followed at all times and report habitual violators to the Supervisor.
2. To the best of their ability, identify and correct unsafe conditions at the job site.
3. Make sure all the necessary safety equipment is on hand and used by everyone.

4. Follow good housekeeping procedures at the work site.
5. See to it that all injuries are cared for properly and promptly.
6. Report all accidents to the Supervisor immediately.

EMPLOYEE RESPONSIBILITIES

All City employees are responsible for understanding and following safety rules and procedures that are established to prevent injuries to them and others. If you have a question about safety, use of equipment, or procedures be sure and ask your supervisor. Never attempt to do a task unless you fully understand what you are to do and how to do it. All employees have a great responsibility for prevention of accidents and are expected to:

1. Follow instruction. If you do not know the proper method of doing a job, ask your supervisor for safe job instructions.
2. Note unsafe conditions, correct them if possible and report them to you supervisor for permanent resolution.
3. Keep work areas clean and orderly because poor housekeeping causes accidents.
4. Use the right tool or equipment for the job and do not use defective tools or equipment.
5. Report all accidents to your supervisor immediately. If injured, seek or request medical treatment. Know emergency phone numbers.
6. Wear proper protective equipment such as eye and ear protection, and safety hats when necessary.
7. Obey all safety rules and practices and take an active part in the safety program.
8. Remind your fellow workers when they are working unsafely. You could save their life and they could return the favor someday.

HOUSEKEEPING

Some of us excuse our poor housekeeping habits by saying there isn't enough time to put things away or "things only appear messy, but I know where everything is." One of the most common accident categories is slipping, tripping and falling. Good housekeeping is maintaining an orderly, safe work place, free of clutter and debris, where everything has a place and can be found when not in use. Also, good housekeeping can make a major contribution to improving productivity. Most people are not aware of the time lost "finding things" or the inefficiencies which result when trying to work in a cluttered area.

Psychologists tell us that an orderly environment significantly improves worker moral. It is also known that people will rarely clutter an already clean space. Clutter tends to appear in areas for which no one feels responsible. Make it your responsibility to keep your work area free of clutter. Supervisors must assign areas of overall responsibility to all individuals and inspect these areas daily. Remember, this is to help prevent accidents, so keep areas clean and clear.

ALL EMPLOYEES MUST:

- Keep aisles free of debris.
- Return tools and materials to their proper storage area immediately after use.
- Minimize the use of extension cords.
- Put all small tools away immediately.
- Clean up spills promptly but do not use highly flammable solvents-use prescribed solvents and cleaners.
- Remove ice, mud or snow from steps, walks, drives, ladders, and running boards immediately.
- Stack materials properly (see also lifting and carrying section)
- Do not allow materials to extend past the shelf or bin.
- Use pallets to even stacks when stacking uneven materials.
- Store excess lumber in a separate area, sorted by size with nails removed.
- Avoid stocking materials overhead.
- Store flammables in designated areas and in proper containers.
- Refill empty cans with gas immediately to prevent fume buildup.

SUPERVISORS MUST:

- Designate a proper place or storage space for everything.
- Provide sufficient tools for cleanup.
- Assign cleanup responsibilities and make sure work sites are cleaned before quitting time.
- Inspect the work areas for better housekeeping procedures.

LIFTING AND CARRYING

Back aches and injuries to the back are the single most common on-the-job injury. Fully two-thirds of the work force will, at some time, suffer from some type of back pain. In many cases, this injury was caused by an incorrect method of lifting or carrying materials. Improper lifting accounts for nearly one-quarter of ALL occupational injuries and is the most frequently reported injury to persons doing street and solid waste work.

Learning to lift correctly is only a part of preventing back injuries. Understanding your “lifting limitations” is the other part. Know how much you can safely lift without straining yourself.

Another aspect is your physical conditioning. If you are going to be lifting all day long, such as solid waste collection, be sure and do warm-up exercises prior to the start of your workday. Most injuries occur at the beginning of the workday and can be prevented by being properly warmed-up. Studies have also shown that weak abdominal muscles are directly connected to back injuries. Doing sit-ups prior to the start of solid waste collection can combine warming up and strengthening abdominal muscles. Doing this will avoid needless pain and suffering.

ALL EMPLOYEES SHOULD:

- Be encouraged to do warm-up exercises before starting work.
- Rock the load to estimate its weight prior to lifting. It is not advisable to lift over half your body weight.
- Use help to lift bulky objects. Use a dolly, crane hoist or get a co-worker to help.
- Inspect the object to be lifted for slivers, jagged and sharp edges.
- Wipe off greasy, wet, slippery or dirty objects before lifting them.
- Position feet correctly – place one foot in the intended direction of movement and the other in a position where it can give support and thrust to the body. This will prevent loss of balance and twisting of the back.
- Keep your back relatively straight and bend at the knees.
- Bend over slightly, but do not bend your back in an extreme curve to lift. Pull the load close to your body when lifting a load that is too large to pass between the knees.
- If you are going to lift and carry a compact load, squat down and straddle the object with your knees, keep your back relatively straight, pull the load toward your body and use your leg muscles to help lift the load. Remember your leg muscles can lift four times what your back muscles can lift.

Grasp the load correctly, keeping fingers away from pinch points;

- A. With boxes; at the alternate tip and bottom corners.
- B. With material; alternate corners, one shoulder and upper arm.

Move as smoothly as possible and never run. If a load interferes with normal walking, get help. Keep work areas cleared to avoid tripping (remember, good housekeeping), and keep a clear view over the load. Use extra caution when walking on ice, snow or mud.

Never turn at the waist to change direction or to put an object down.

Set the load down close to your body or put the load down on the rear of a shelf, then slide it back.

In team lifting, adjust the load so it is level. Lift, walk and set down in unison. Call out commands of “lift”, or “set down”, if more than two are involved.

SUPERVISORS SHOULD:

Relocate storage areas, when possible, to the most convenient location so carrying distances can be minimized.

Analyze current procedures to see if lifting can be reduced or eliminated.

Provide proper lifting aids and instruct employees in their safe use.

GENERAL DRIVING RULES

Many of you will drive City vehicles during the course of your employment. Almost all of you drive a motor vehicle daily. More than 50,000 people die each year as a result of vehicular accidents and several thousand are injured or disabled. Defensive driving and common sense will usually cover most situations.

ALL DRIVERS WILL:

- Be licensed and pre-qualified operators of the vehicle to which they are assigned to drive.
- Come to work fit to drive. (Sick drivers may be relieved from duty and fatigued drivers could be considered dangerous.)
- Check brakes, steering, hydraulics, cables, fluid levels, exhaust, tires, and controlling equipment.
- Check safety equipment such as lights, flashers, mirrors, horn and wipers.
- Position all adjustments for safe driving before starting the vehicle, including inside and outside mirrors and seat position.
- Keep the vehicle clean, inside and out. A vehicle is more visible to other drivers when clean. Keeping it clean on the inside aids in safety, appearance and attitude. (Remember housekeeping) Also clean the windshield and glass inside and out to take advantage of visibility. Clean dirt and road film from headlights, taillights, running lights and inside gauges.
- Refrain from eating and drinking while driving. It is difficult to do two things at once, especially since driving involves so many functions. Be safe and concentrate on driving.
- Stay within posted speed limits and slow down when conditions are difficult (snow, ice, fog, rain, etc.)
- Never drink alcoholic beverages while on duty. The punishment is immediate dismissal.
- DO NOT assume the right-of-way. Let the other driver go first. Be courteous, yield and stop! It is better to be alive than right and dead.
- Keep from tailgating. Allow extra distance when conditions are poor.
- Always signal intentions at least 100 feet in advance and avoid sudden braking.
- Before backing, use mirrors, and if necessary when rear view is obstructed, use a spotter.
- Turn on low beam headlights during dark periods of the day, such as during rain, snow and fog. It is recommended that headlights should be on one-half hour before sunset and one-half hour after sunrise. Parking lights designate a vehicle is parked. Never drive with parking lights on.
- Remember to buckle up and save your life.

SUPERVISORS WILL:

- Set a good example and obey all the aforementioned safety procedures.
- Instruct vehicle operators on what types of maintenance and minor repairs they are allowed to make on vehicles. (All other repairs should be made by trained personnel or service representatives.)

- Watch carefully for alcohol or drug abuse by an employee. Any supervisor who knowingly permits an employee to work under the influence is open to disciplinary action and possible personal liability.
- Make sure your employees follow all safety procedures. Safety only works when supervisors are involved. Be involved and save someone from a possible serious injury or even death. It could be your family or friends involved in a traffic accident. Insist on safe driving by your fellow workers.

PERSONAL PROTECTIVE EQUIPMENT – GENERAL

Many tasks you will be doing are potentially dangerous but knowing what you are doing with proper safety instruction, common sense, planning and foresight will greatly minimize your chances of being injured. Add to this the use of personal protective equipment and you will virtually eliminate any chance of injury. Is wearing protective glasses a nuisance? Possibly, but think of how much of a nuisance it would be to lose an eye. Protective equipment does not protect you unless it is used and used properly. It is considered a serious violation of safety procedure to ignore protective equipment.

EMPLOYEES WILL:

- Be provided with and wear eye and face protective equipment when operating or using the following, but not limited to the following:
 - A. Shop-type machines such as grinders, lathes, drills, saws, compressed air, etc. B. Welding.
 - C. Chemicals or other hazardous substances.
 - D. When working in automotive or equipment maintenance areas or woodworking activities.
- Use traffic safety vests or equivalent protection when working in traveled area. Examples would be road construction, sewer repair, etc.
- Wear protective hard hats under labor-type conditions where a blow to the head is possible. Examples could be construction, overhead work, street work, sewer work, trenching, etc. OSHA requirements are: “Employees working in areas where there is a possible danger of head injuries from impact, or falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets.”
- Take care in the use of gloves. Gloves can protect your hands and even improve your grip, but should never be worn around machinery on motion or portable power tools (drills, etc.) Rings, watches or any metal jewelry are especially dangerous if worn around electrical equipment and machinery in motion.
- Take care in wearing beards. ALL city employees, in the course of employment, who may become exposed to chlorine gas or other deadly gas situations, in which respirator protection will be needed, shall not wear a beard. This is because a proper seal on the face piece cannot be obtained and a serious accident, illness or death could occur.
- Learn the proper use of fire extinguishers and what types can be used on particular fires.
- Wear hearing protectors (earmuffs or plugs) in the vicinity of equipment that have excessive noise levels. Such equipment would be generators, compressors, jack hammers, motorized equipment, etc.
- Use full eye protection in the area of equipment that creates hazards to the eyes. (Jack hammers, grinding wheels, wood working, etc.)
- Use protective equipment for specific situations or tasks. These could include gloves, aprons, respirators, air breathing apparatus, safety belts and lines, life jackets, safety nets, and various clothing for inclement weather.

SUPERVISORS WILL:

- Set an example by wearing and using appropriate protective apparel.
- Educate employees on the need to use the proper personal safety equipment.
- Make the decision to use protective equipment and enforce these decisions. Any supervisor who knowingly permits an employee to work without proper equipment is open to possible personal liability and disciplinary action.

Required Programs – Based on Employer Assessment of Workplace Hazards

OSHA regulation Section 1910.133 – **Eye and face protection**

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these in Compliance with OSHA 1910.133.

1. Introduction

1.1. Purpose:

This standard rule establishes practices and procedures regarding the purchase and use of prescription and non-prescription protective eye and face protection for employees.

1.1.1 Appropriate eye and/or face protection is required when employees are in areas where there is a risk of exposure to eye and face hazards from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

1.1.2 Eye protection must satisfy the requirements of the most recent version of the American National Standards Institute (ANSI) Z87.1.

1.1.3 A hazard assessment must be conducted to determine the appropriate type of eye and face protection.

2. Responsibility

2.1. Department/ Supervisor:

2.1.1. Each department is responsible for maintaining and updating their specific hazard assessment that outlines required personal protective equipment.

2.1.2. The department must enforce the use of eye and face protection and all other required personal protective equipment.

2.1.3. Approve the initial purchase and replacement of safety glasses.

2.1.4. Provide non-prescription safety glasses to all employees required to use eye protection.

2.2 Employees:

2.2.1. Assist in conducting hazard assessments for the determination of personal protective equipment.

2.2.2. Employees issued safety glasses will be required to wear them at all times when they are exposed to potential eye hazards as identified in the hazard assessment.

- 2.2.3. Store safety glasses and other eye and face protection in a location at work that is free from dirt, dust, chemicals, and other hazards that may damage them.
- 2.2.4. Read, understand and follow all protocols, including manufacturer's recommended care and maintenance of eyewear.

3. Procedures/Guidelines

3.1. Acquiring Non-prescription Safety Glasses:

3.1.1 Upon initial assignment to a position requiring safety glasses, the employee will be provided with one set of non-prescription safety glasses along with any other personal protective equipment required.

3.1.1.1. It is recommended that the employee be allowed to choose from several styles, as style and comfort are factors in ensuring that employees wear safety equipment.

3.1.2. Replacement for lost or damaged safety glasses will be acquired through the employee's supervisor.

3.1.2.1. The employee will be responsible for the purchase of replacement safety glasses that are lost or damaged due to the employee's negligence.

3.2. If the employee wears prescription glasses the employee will be issued non-prescription glasses to be worn over non-safety prescription glasses.

3.2.1. The following procedure must be followed to purchase prescription safety glasses:

3.2.1.1. The employee must obtain approval from his/her supervisor.

3.2.1.2. The employee will schedule and pay for an eye examination if he/she does not have a current prescription.

3.2.1.3. The employee is responsible for the cost of the examination, glasses, and fitting.

3.3. Return of Safety Glasses

3.3.1. Eye protection devices issued to the employee remain the property of the City of Grinnell and are to be returned when the use of the device is no longer necessary.

3.3.1.2. Upon termination of employment or transfer to another position that does not require the use of safety glasses, the employee shall turn in his/her safety glasses and all other personal protective equipment as part of the termination/reassignment process.

3.3.2. Eye protective devices must be thoroughly cleaned and disinfected before being issued to another person.

3.3.2.1. Disinfection can be conducted with isopropyl alcohol wipes followed by soap and water or thorough cleaning with a disinfectant solution.

3.4. Contact Lenses:

3.4.1. The National Society to Prevent Blindness points out that contact lenses do not provide eye protection in the industrial sense, and must be worn only in conjunction with approved safety eyewear.

OSHA regulation Section 1910.134 – **Respiratory Protection**

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient, or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

OSHA regulation Section 1910.135 – **Head Protection**

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

OSHA regulation Section 1910.136(a) – **Foot Protection**

General requirements. The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

1. Introduction

1.1. To ensure the safety of employees, appropriate protective footwear must be worn by all employees when working in areas where there is a danger of foot injuries due to falling or rolling objects that could crush the foot, objects that could pierce the sole, and where the employee's feet are exposed to electrical hazards.

1.2. Requirements for Foot Protection

1.2.1 Appropriate foot protection is required when employees are in areas where there is a danger of foot injuries due to falling and rolling objects, slip hazards or objects piercing the sole, and where employees are exposed to electrical hazards.

1.2.2. Rubber boots with toe protection are recommended for employees working in flooded trenches or other locations where ordinary over-the-shoe protection would be inadequate to insure that the employee's feet would remain dry.

2. Responsibility

2.1. Department/Supervisor:

2.1.1. Each department is responsible for maintaining and updating their specific hazard assessment that outlines required personal protective equipment.

2.1.2. The department must enforce the use of protective footwear and all other required personal protective equipment.

2.2. Employees:

2.2.1. Employees whose job duties require protective footwear will be required to obtain safety shoes before beginning work in any hazardous situation where foot injury is possible.

2.2.2. Once a job has been designated as requiring safety shoes, employees will not be allowed to work without the required foot protection.

2.2.3. If required, protective footwear shall be worn at all times to complete the employment duties assigned.

2.2.4. Protective footwear is the responsibility of the employee.

3. Procedure
 - 3.1. Standards:
 - 3.2. Protective footwear shall comply with ASTM standards: F2412-05 “ Standard Test Methods for Foot Protection” and F2413-05 “ Standard Specification for Performance Requirements for Foot Protection.”
 - 3.3. A hazard assessment is required of the employee’s workplace to determine required personal protective equipment. The department must maintain a copy of the hazard assessment. A list of specific employees shall be maintained by the department to verify protective footwear has been purchased for their employee(s).
4. Purchasing:
 - 4.1. Employees must have approval from their Supervisor or the City of Grinnell prior to the purchase of protective footwear.
 - 4.2. When protective footwear is a requirement of the job, the City of Grinnell will reimburse the employee for the purchase, with the following parameters:
 - 4.2.1. No more than one pair of protective footwear can be reimbursed per fiscal year (July 1st – June 30th) at the current reimbursement rate of \$100 per pair.
 - 4.2.2. The employee is responsible for any additional expenses associated with the purchase of safety shoes.
 - 4.2.3. The employee must present the original receipt for reimbursement.
 - 4.2.4. The City of Grinnell will provide employees with \$100 towards the purchase of protective footwear if protective footwear is a requirement for the duties assigned. An employee who chooses to purchase their protective footwear from Brown’s Shoe Fit in Grinnell can go directly to Brown’s and purchase their protective footwear. The employee will be given a 10% discount towards the purchase. Any amount over \$100 the employee will pay directly to Brown’s. Brown’s will then bill the City of Grinnell for the remaining \$100. If an employee chooses to purchase their protective footwear from Theisen’s in Grinnell the supervisor can charge that purchase to receive tax free and a 10% discount plus the contribution of \$100 from the city of Grinnell. Any amount remaining above the \$100 amount at either store will need to be paid by the employee the day of purchase.
 - 4.2.5. An employee required to wear protective footwear shall be entitled to receive reimbursement of up to \$100 per fiscal year beginning July 1, for the purchase of such protective footwear excluding shipping costs, taxes, and any other surcharges.
 - 4.2.6. If the safety portion of the footwear is compromised while performing the employees assigned duties, they shall be eligible for up to \$100 reimbursement during the fiscal year.
 - 4.2.7. It is mandatory that all necessary City of Grinnell employees purchase protective footwear as required based upon their job duties. Once purchased it is also mandatory that they wear their protective footwear when required. If a City of Grinnell employee is caught without proper foot protection when required they shall be subject to appropriate discipline.
5. Exceptions
 - 5.1. Employees who cannot wear conventional protective footwear for medical reasons must obtain documentation from their personal physician and submit a formal exception request to their supervisor.
 - 5.1.1. The City of Grinnell will review the documentation to verify that there is a medical condition precluding the use of conventional protective footwear. If the request is approved, the employee will be provided alternative protective footwear at the same reimbursement rate as with conventional protective footwear. If the condition is not approved, the employee may appeal to the City Manager.
 - 5.2. A medical exception does not preclude the need for some type of protective footwear.
 - 5.3 If employees are exposed to a hazard, then they still must be protected or otherwise removed from the exposure risk (i.e. reassignment).

OSHA regulation Section 1910.137 – **Electrical Protective Equipment**

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

OSHA regulation Section 1910.138 – **Hand Protection**

Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

OSHA regulation Section 1910.139 – **Respiratory Protection for M. tuberculosis**

Respiratory protection must be provided for persons working in locations where exposure to tuberculosis may be encountered. This is an issue for law enforcement and public health personnel.

OSHA regulation Section 1910.95 – **Occupational Noise Exposure – Hearing Conservation**

Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in

1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear “muffs”, or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Employees’ hearing must be tested annually and compared to the base line test to see if the hearing conservation program is effective. If the tests reveal further hearing loss, the employer must make every effort to further reduce the noise level exposure to the employee.

ADDITIONAL SUBJECTS

Any additional subjects you feel could be covered should be suggested to your supervisor and the Safety Committee Director.

Hearing Conservation

Noise Audits

All locations and equipment must be audited annually to determine if it exceeds 85 decibels (db).

All locations and equipment that exceed the 85 db limit shall be conspicuously marked to notify employees of the risk.

A list of all locations and equipment that exceeds the limit shall be maintained by the program administrator.

Noise audits will be conducted using:

- Sound level meter (multiple samples taken throughout workday)
- Noise dosimeter (for employees working in numerous locations)
- Equipment manufacturer's noise specifications

Employees will be given the opportunity to observe noise audits monitoring and will be notified of noise audit results.

Audiometric Testing

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiometric testing will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.
4. Baseline Audiogram
 1. A baseline audiogram will be conducted within six months of an employee's first exposure at above the action level in order to establish a valid baseline audiogram against which subsequent audiograms can be compared.
 2. Mobile test van exception. Where mobile test vans are used to meet the audiometric testing obligation, the City of Grinnell will obtain a valid baseline audiogram within one year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than six months after the employee's first exposure at or above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.
 3. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.
 4. The program administrator will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

5. Audiograms will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an eight hour time-weighted average of 85 decibels.
6. The City of Grinnell will maintain a record of all employee audiometric test records. This record will include:
 1. Name and job classification of the employee.
 2. Date of the audiogram.
 3. The examiner's name.
 4. Date of the last acoustic or exhaustive calibration of the audiometer.
 5. Employee's most recent noise exposure assessment.

Engineering Controls

Whenever possible and feasible, every effort will be made to purchase reduced noise equipment. When practical, equipment may be modified to reduce noise to a level below the 85 db threshold.

Administrative Controls

Table G-16(a) indicates the total time of exposure permitted at each noise level without hearing attenuation. Supervisors must make sure employees are not exposed to noise beyond the permitted total time of the sound level.

Permissible Noise Exposures
29CFR 1910.95 Table G-16(a)

Duration (Hours)	Sound Level Slow Response
16.0	85
13.9	86
12.1	87
10.6	88
9.2	89
8.0	90
7.0	91
6.2	92
5.3	93
4.6	94
4.0	95
3.5	96
3.0	97
2.6	98
2.3	99
2.0	100
1.7	101

Duration (Hours)	Sound Level Slow Response
1.5	102
1.4	103
1.3	104
1.0	105

Hearing Protectors

The City of Grinnell shall ensure that hearing protectors are worn:

1. By any employee who is subjected to sound levels equal to or exceeding an eight-hour TWA of 90 db.
2. By any employee who has experienced a persistent standard threshold shift and who is exposed to eight-hour TWA of 85 db or greater.
3. By any employee who has not had an initial baseline audiogram and who is exposed to eight-hour TWA of 85 db or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

Employee Information and Training

Training will include:

- a. The effects of noise on hearing
- b. The purpose and use of hearing protectors
- c. Advantages and disadvantages of various types of hearing protectors
- d. Instruction in the selection, fitting, use and care of protectors
- e. The purpose of the audiometric testing and an explanation of testing procedures
- f. Who to contact for more information

Training should be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented.

Record Keeping

Noise exposure records will be retained for two years. Audiometric tests records will be retained for the duration of the affected workers' employment.

Violation of Hearing Conservation Program

Employees who violate the hearing conservation program procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

HAZARDOUS CHEMICALS RIGHT TO KNOW ACT

An Explanation of Right-to-Know Law – State and Federal Versions

The final Hazard Communication Standard was published in the Federal Register on November 25, 1983. Cities were exempted from compliance to the federal legislation. On November 25, 1985, chemical manufacturers, importers, and distributors were required to label shipping containers of hazardous chemicals and to provide Safety Data Sheets (SDS) to customers. On May 25, 1986, employers were to have completed in-house responsibilities relating to training, a Hazardous Communication Program, labeling, warnings and make SDS available to employees. Again cities are exempt from the federal provisions.

State Law 455D (Administrative Code 110 to 140)

The purpose and scope of Iowa Code Chapter 455D is to provide employers and employees information concerning the hazards of all chemicals used by the City. State Law affects almost all employers in Iowa and went into effect November 1, 1986. Iowa Law is almost identical to federal law, except that it covers all employers including cities. The Right-To-Know Act is based on provision of information, which includes a comprehensive hazards communication program. The program will include container labeling and other forms of warning, SDS and employee training. Additionally, all employees will be given access to Chapter 110 and 120 of the Bureau of Labor's Administrative rules.

Workers Right-To-Know (Division II 455D Iowa Code)

1. Employees of the City have the right-to-know and are informed about hazardous chemicals, which they may be exposed to in the workplace along with potential health hazards and proper handling techniques.
2. Employers must provide training to all employees who come into contact with or could be potentially exposed to hazardous chemicals. Training is to include: 1) methods and observation that may be used to detect the presence of or release of hazardous chemicals; 2) The physical health hazard of chemicals to include effects of chronic or acute exposure; 3) Measure employees can use to protect themselves; 4) Details of the Hazard Communication Program including explanation of labeling system and SDS. In addition, special training must be provided to temporary help or present employees working in a temporary position, which involves contact with hazardous chemicals.

Right-to-Know Rules – Iowa Bureau of Labor

Chapter 110-120 - These two chapters are available to all employees and your individual supervisors as to their location will inform you.

The following is a brief overview of Chapter 110-120

1. The general purpose of the Act is given along with several expectations and definitions, which are similar to previously, provided information. The main objective is information to employees about hazardous chemicals they could come into contact.
2. Chapter 110- Chemical manufacturers shall evaluate chemicals, which they produce or distribute to determine if they are hazardous. Employers are not required to evaluate chemicals. Once a chemical is determined to be hazardous, the manufacturer or distributor shall insure that each container of hazardous chemicals is labeled, tagged or marked with the following information:
 - a. Identity of the chemical.
 - b. Appropriate warnings.
 - c. Name and address of responsible party.

Employers are not responsible for marking hazardous chemicals. Chemical manufacturers must obtain, develop and supply SDS to the City. The SDS must not have any blanks and must be kept current. These are not the responsibilities of the City.

3. Chapter 120- The City must provide employees with information and training of hazardous chemicals in their work place prior to initial assignment and whenever a new hazardous chemical is introduced.
4. Training can be presented in any format, but must be provided on the City's time. Attendance is required and those unable to attend cannot return to work until training has been completed. However, this provision is only valid after November 1, 1986. Employees will be interviewed and possibly tested on the material presented.

Employees have the responsibility to identify the hazards before you start a job- read the labels, warnings and SDS. Once read, respect all precautions and don't take chances. If you are in doubt or don't know what the chemical is you have encountered, ask your supervisor prior to continuing. Know in advance what could go wrong and what to do about it. Hazard Communication can only protect you if you read the labels, SDS; know where to find information about the chemicals; follow warnings and instructions; use protective clothing and equipment; learn emergency procedures, and practice sensible, safe work habits.

Hazard Communication Program

This is a comprehensive six-part program to insure and safeguard employees' health by providing a guide for compliance to the state law and OSHA.

The scope of the program is to provide the means for transmission of information to let employees know what hazardous chemicals they might be exposed. This will include a list of all hazardous chemicals; appropriate labels and marking of hazardous chemicals; SDS for all person; and training of employees.

The first part of our six-point program is Chemical Listing. All chemicals used and stored by the City will be inventoried and listed to determine which are hazardous. Also, all chemicals ordered will include within the P.O. a request for a SDS and proper labeling.

The second part is Labeling and Placarding. All containers of hazardous chemicals, regardless of size, will be labeled or signed. The original labels must not be removed unless a different material is substituted. All labels must include the name of the substance in the container; hazard warnings and name and address of the manufacturer or distributors list. The exception to this is the portable container rule: if you fill a portable container from a larger labeled container and use it yourself on your shift it does not have to be labeled.

The third part is Training: All employees will be trained along with volunteers or anyone coming into contact with hazardous chemicals. This training is to take place prior to beginning the job or prior to working with a hazardous chemical for the first time. Contractors must be notified prior to them working around our hazardous chemicals and they must notify us prior to exposing City employees to hazardous chemicals.

Community Right-to-Know

All information on hazardous chemicals will be made available to the public upon request during normal business hours. Copies of information can be obtained at our current copy charge rates.

Emergency Response

The City will submit a list of all hazardous chemicals, which are present in significant amounts to the Grinnell Fire Department by certified letter. This list is to be updated as the materials in use change. Also, the Bureau of Labor must approve this arrangement.

Finally, records must be kept to include hazardous chemical lists; the location of SDS and employee training records.

This completes the review of our Hazardous Communication Program.

The rest of employee training will include availability and interpretation of SDS; labeling procedures; physical and health hazard; protective procedures to include detection and observance of hazardous chemicals; protective equipment required and procedures for non-routine tasks. Supervisors because of the many different hazardous chemicals each department could come into contact will provide this training.

EXPOSURE CONTROL PLAN

The Model Exposure Control Plan is intended to serve employers as an example exposure control plan which is required by the Bloodborne Pathogens Standard. A central component of the requirements of the standard is the development of an exposure control plan (ECP).

The intent of this model is to provide small employers with an easy-to-use format for developing a written exposure control plan. Each employer will need to adjust or adapt the model for their specific use.

The information contained in each facilities publication is not considered a substitute for the OSH Act or any provisions of OSHA standards. It provides general guidance on a particular standard- related topic but should not be considered a definitive interpretation for compliance with OSHA requirements. The reader should consult the OSHA standard in its entirety for specific compliance requirements.

POLICY

The City of Grinnell is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- * Determination of employee exposure
- * Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- * Hepatitis B vaccination
- * Post-exposure evaluation and follow-up
- * Communication of hazards to employees and training
- * Recordkeeping
- * Procedures for evaluating circumstances surrounding an exposure incident

Cardio Pulmonary Resuscitation (CPR) & Automated External Defibrillator (AED)

All employees are required to be trained in CPR and AED every two years. Not all employees are required to be certified by the American Heart Association or the American Red Cross unless their job description requires them to be. Employees participating in auditing classes, non-certification classes, will not incur an expense to take the training.

Automated External Defibrillators are located at the Drake Community Library and the Grinnell Mutual Family Aquatic Center. When the aquatic center is closed the machine is located at the Grinnell Athletic & Recreation Center with the Parks and Recreation Department.

First Aid Supplies

First Aid supplies such as gauze, Band-Aids, breathing barriers, gloves should be available to all employees and the public inside a city owned or leased property. The supply of these materials should be checked often and restocked as necessary.

Excavations

The person designated as the competent person on an excavation site shall have the authority to stop all work to correct or eliminate dangerous conditions.

The competent person shall be responsible for the following:

1. inspection of excavation site prior to digging
2. call **One Call**
3. conducting appropriate soils tests (*See soils analysis checklist form-page 7*),
4. inspecting equipment
5. determining appropriate protection plans
6. installation of shoring or trench boxes
7. monitoring water removal if necessary
8. testing for hazardous atmospheres if necessary
9. daily inspections or inspections after changing conditions (*See daily trenching log-page 9*)
10. compliance by employees with safety rules
11. maintaining documentation of inspections and tests

Employee Information and Training

In addition to employees with competent person training, any employee working at an excavation site or those who supervise employees working at an excavation site shall receive training as required by Section 1926.650. Training will include:

- g. an overview of Section 1926.651- (*See Appendix A- page 14*)
- h. role of competent person at excavation site
- i. the details of this program
- j. measures employees must use to protect themselves from hazards
- k. overview of protective systems available to employees and correct installation
- l. who to contact for more information

Training will be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented. **Every employee shall be trained prior to working at an excavation site and retrained annually.**

Protective Systems

The person that is designated as the competent person for an excavation site shall determine the appropriate protective system for that excavation site. In addition to sloping, other protective systems available for use are listed in the protective system form.

For all excavations 20 feet or deeper, a registered engineer shall design the protective system.

Violation of Excavation Safety Program

Employees who violate the excavation safety procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

Permit Required Confined Spaces Entry Program

Confined spaces evaluations and inventory

A competent person shall inspect and inventory all work locations to determine if confined spaces as defined by Section 1910. 146 exist. A copy of the inventory shall be attached to the written procedures and updated as needed.

Definitions

- "Confined space" means a space that:
 - (1) is large enough and so configured that an employee can bodily enter and perform assigned work; and
 - (2) has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
 - (3) is not designed for continuous employee occupancy.

- "Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:
 - (1) contains or has a potential to contain a hazardous atmosphere;
 - (2) contains a material that has the potential for engulfing an entrant;
 - (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
 - (4) contains any other recognized serious safety or health hazard.

- "Attendant" means an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

- "Authorized entrant" means an employee who is authorized by the employer to enter a permit space.

- "Entry" means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

- "Entry permit (permit)" means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information required by this section.

- "Entry supervisor" means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

- "Hazardous atmosphere" means an atmosphere that may expose employees to the risk of death, incapacitation or impairment of ability to self-rescue.
- Other definitions can be found in the attached copy of the Section 1910.146 standard.

Lockout/tagout procedures

If the hazard evaluation determines that lockout or tagout procedures are required to safely perform a task in a permit required space; employees shall refer to the *entity's* lockout /tagout policy for proper procedures.

Hazardous communications

If hazardous substances are present in the confined space during entry (i.e. cleaning chemicals), a copy of the MSDS for the substances must be available at the entry site.

Employee Information and Training

Any employee authorized or affected by entry into a permit required confined space shall receive training as required by Section 1910.146(c) (7). Training will include:

- m. an overview of Section 1910.146, *See Appendix A, page 10*,
- n. the details of this program,
- o. general hazards associated with confined spaces in the workplace,
- p. the selection and use of proper personal protective equipment,
- q. explanation of permit system,
- r. duties of entrants and attendants, s. recognizing hazards,
- t. proper use and care of atmospheric testing equipment including field calibration,
- u. emergency response procedures, and
- v. use of emergency rescue equipment.

A competent person as demonstrated by knowledge and experience shall conduct the training. The name of the trainer, qualifications, training materials used, course content and date of training must be documented.

Emergency response team

Before a permit required confined space entry, the emergency rescue team must be notified.

The rescue team shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration and accessibility, simulate the types of permit spaces from which rescue is to be performed.

Violation of permit required confined spaces program

Employees who violate the permit required confined spaces procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

PORTABLE FIRE SUPPRESSION

General Requirements

- A. The City shall provide fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.
- B. Only fire extinguishers which have been listed or approved by a nationally recognized testing laboratory shall be used to meet the requirements of this policy. EXAMPLE: Underwriter's Laboratories "UL Listed".
- C. Portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents shall not be used.
- D. To assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times (except during use), the following shall be adhered to:
 1. An inspection of each portable fire extinguisher shall be made monthly by each department supervisor or their designated person. All fire extinguishers located within the respective departments shall be inspected.
 2. An inspection sheet shall be filled out completely by the supervisor or their designated person. The following information shall be noted on the inspection sheet:
 - a. Location of extinguisher
 - b. Type of extinguisher: A, B, C
 - c. Serial number of extinguisher
 - d. Date (year) stamped on extinguisher
 - e. Time and date inspected
 - f. Fully charged
 - g. External visual examination
 - h. Comments on the unit
 - i. Signature of inspector

After completion, a copy shall be sent to the City Clerk to be kept on file.

Selection and Distribution

- A. Portable fire extinguishers shall be provided for employee use and selected and distributed based on classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.
- B. Portable fire extinguishers for use by employees on Class A fires shall be located so that the travel distance for employees to any extinguisher is seventy-five feet (75') or less.
- C. Portable fire extinguishers for use by employees on Class B fires shall be located so that the travel distance from the Class B hazard area to any extinguisher is fifty feet (50') or less.

- D. Portable fire extinguishers for use by employees on Class C fires shall be located so that the travel distance from the Class C hazard area to any extinguisher is fifty feet (50') or less.

Inspection, Maintenance and Testing

- A. The City shall be responsible for the inspection, maintenance, and testing of all portable fire extinguishers in the workplace.
- B. The City of Grinnell's Fire Department shall perform an annual maintenance check on all City owned portable fire extinguishers.
 - 1. Stored pressure extinguishers do not require an internal examination.
 - 2. The Fire Department shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The City Clerk shall receive a copy of the annual maintenance check and keep on file.
- C. Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test shall be emptied and subjected to applicable maintenance procedures every six (6) years. THIS WILL BE PERFORMED BY THE CITY OF GRINNELL FIRE DEPARTMENT.
 - 1. Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:
 - a. Mechanical parts
 - b. Extinguishing agent
 - c. Expelling means
 - 2. Dry chemical extinguishers having non-refillable dispensable containers are exempt from this requirement.
- D. Extinguishers out of service for maintenance or re-charge shall be replaced by spare extinguishers of the same type and at least equal rating.
- E. Hydrostatic testing. In lieu of hydrostatically testing of portable fire extinguishers, they shall be taken out of service, disposed of, and replaced with a new extinguisher of the same type and at least equal rating.
 - 1. The same applies to the following conditions:
 - a. When the cylinder or shell threads are damaged.
 - b. When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies.
 - c. When the fire extinguisher has been burned in a fire.

Training and Education

The City of Grinnell Fire Department shall provide training and education in the uses of fire extinguishers, as well, as hazards involved with incipient stage firefighting.

When selecting the appropriate type of fire extinguisher, it is important to think about extinguishing agents. Each class of fire is best fought by a specific extinguishing agent. **You will find a color-coded box on your fire extinguisher identifying which classes of fire it can be used for, and the type of fire extinguishing agent it contains.**

The following is a list of commonly used fire extinguishing systems and their corresponding classes of fire. The classes are indicated in parentheses such as (A, B, C):

Multi-Purpose Dry Chemical (A, B, C)

A dry chemical agent called mono ammonium phosphate. The chemical is non-conductive and can be mildly corrosive if moisture is present. In order to avoid corrosion, it is necessary to scrub and thoroughly cleanup the contacted area once the fire is out. A dry chemical fire extinguisher is usually used in schools, general offices, hospitals, homes, etc.

Regular Dry Chemical (B, C)

A dry chemical agent called sodium bicarbonate. It is non-toxic, non-conductive and non-corrosive. It is easy to cleanup, requiring only vacuuming, sweeping or flushing with water. Extinguishers with sodium bicarbonate are usually used in residential kitchens, laboratories, garages, etc.

Carbon Dioxide (B, C)

Carbon dioxide removes oxygen to stop a fire but has limited range. It is environmentally friendly and leaves no residue, so cleanup is unnecessary. Extinguishers with carbon dioxide are usually used in contamination-sensitive places such as computer rooms, labs, food storage areas, processing plants, etc.

Halotron (A, B, C)

A vaporizing liquid that is ozone friendly and leaves no residue. Because it requires no cleanup, fire extinguishers with halotron are ideal for computer rooms, telecommunication areas, theaters, etc.

Foam (A, B)

Foam floats on flammable liquids to tame the fire and helps prevent re-flashes. To clean up the affected area, it must be washed away and left to evaporate. Fire extinguishers with foam are usually used in garages, homes, vehicles, workshops, etc.

Purple K Dry Chemical (B, C)

A dry chemical called potassium bicarbonate. It is non-conductive and non-corrosive. Clean up requires vacuuming, sweeping or flushing with water. Extinguishers with potassium bicarbonate are usually used in military facilities, oil companies, vehicles, etc.

Water (A)

The most common agent is water; however, it cannot be used for class B or C fires because it is conductive. Water-based fire extinguishers are usually used in stockrooms, schools, offices, etc.

Fuel Source	Class of Fire	Type of Extinguisher (Extinguishing Agent)
Ordinary combustibles (e.g. trash, wood, paper, cloth)	A	Water; chemical foam; dry chemical*
Flammable liquids (e.g. oils, grease, tar, gasoline, paints, thinners)	B	Carbon dioxide (CO ₂); halon**; dry chemical; aqueous film forming foam (AFFF)
Electricity (e.g. live electrical equipment)	C	CO ₂ ; halon; dry chemical
Combustible metals (e.g. magnesium, titanium)	D	Dry powder (suitable for the specific combustible metal involved)

* Dry chemicals, CO₂ and halon can be used on Class A fires, but may not be effective on their own. They need to be supplemented with water.

** Halon extinguishers are no longer made but some may still be in use. Dangerous gases are formed when halon is used to put out fires. Wear proper respiratory equipment, particularly in enclosed spaces. After use, do not allow anyone to enter the area until it has been well ventilated.

Inspect fire extinguishers **at least once a month (more often in severe environments)**.
Fire extinguisher maintenance **is important for everyone's safety**.

You must ensure that:

- The extinguisher is not blocked by equipment, coats or other objects that could interfere with access in an emergency.
- The pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone - not too high and not too low.
- The nozzle or other parts are not hindered in any way.
- The pin and tamper seal (if it has one) are intact.
- There are no dents, leaks, rust, chemical deposits and/or other signs of abuse/wear. Wipe off any corrosive chemicals, oil, gunk etc. that may have deposited on the extinguisher.

Some manufacturers recommend shaking your dry chemical extinguishers once a month to prevent the powder from settling/packing.

Fire extinguishers should be pressure tested (a process called hydrostatic testing) after a number of years to ensure that the cylinder is safe to use. Consult your owner's manual, extinguisher label or the manufacturer to see when yours may need such testing.

If the extinguisher is damaged or needs recharging, replace it immediately!

IMPORTANT: Recharge all extinguishers immediately after use regardless of how much they were used.

What is the difference between a fire extinguisher inspection and fire extinguisher maintenance?

INSPECTION

An inspection is a “quick check” to give reasonable assurance that a fire extinguisher is available, fully charged and operable. The value of an inspection lies in the frequency, regularity, and thoroughness with which it is conducted. The frequency will vary from hourly to monthly, based on the needs of the situation. Inspections should always be conducted when extinguishers are initially placed in service and thereafter at approximately 30-day intervals.

MAINTENANCE

Fire extinguishers should be maintained at regular intervals (at least once a year), or when specifically indicated by an inspection. Maintenance is a “thorough check” of the extinguisher. It is intended to give maximum assurance that an extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair, recharging or replacement. It will normally reveal the need for hydrostatic testing of an extinguisher.

Read more about the importance of [fire extinguisher maintenance](#) and what can occur in the case of non-maintenance.

Emergency Action Plan

Each city owned or leased property should have an Emergency Action plan. Each facility should practice their plans annually. Signage should be posted to designate shelter areas that are clear and visible to the public. All Emergency Exits should have illuminated signage that is checked monthly. Emergency Action Plans should include but are not limited to Fire Escapes, Tornado shelter areas and severe weather.

Slips Trips and Falls

The National Safety Council provides the following definitions:

Slips – where there is too little friction or traction between the footwear and the walking surface that cause sudden imbalance

Trips – when your foot collides (strikes, hits) an object causing you to lose your balance and or eventually fall.

We discuss and provide information to employees to protect you from work-related injury, some of this information can also be used to prevent slip, trip and fall incidents involving the public visiting your buildings and facilities.

There are eight components to look at to prevent slips, trips and falls. The Slips, Trips & Fall Handbook from the IMWCA provides the detailed information on the following topics.

1. Weather Related Strategies
2. Vehicles and Equipment
3. Shop Safety
4. Stairs
5. Carpet, Cords and More
6. Elevated Work
7. Wet Floors
8. Health

LOCKOUT, TAGOUT AND TRYOUT PROCEDURE

POLICY STATEMENT

Everyone who works on or near equipment that is powered by an energizing source such as electricity, hydraulics, air, steam or gas shall lockout, tagout and tryout the equipment prior to performing any work.

SCOPE

- A. This policy applies to all employees. The following are minimum requirements only and ARE NOT TO BE CONSTRUED AS ALL-ENCOMPASSING.
- B. Lockouts are required when:
 - 1. The energizing of a piece of equipment exposes an employee to a hazard when they are working on or near that piece of equipment.
 - 2. The operation of a piece of equipment may cause damage to that equipment.
 - 3. It is necessary to prevent the unauthorized use of equipment.

GENERAL INFORMATION

A. Definitions:

- 1. Lockout device - a device that utilizes a positive means such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of equipment.
- 2. Lockout - the placement of a lockout device on an energy isolating device, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. Lockout devices will always be used with tagout devices.
 - a. Electrical lockout shall mean disconnecting the conductors of a circuit from the "source" of electric current by pulling a disconnect switch and attaching a lock and tag.
 - b. Equipment powered by hydraulics, air, gas, or steam shall be locked and tagged in the following manner:
 - 1. Close the supply valve, chain and lock.
 - 2. Bleed the line or lines and disconnect or blank.
- 3. Tagout device - a prominent warning device, such as a tag and the means of attachment, which can be securely fastened to an energy isolating device to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.
- 4. Tagout - the placement of a tagout device on an energy isolating device, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Tagout devices will always be used with lockout devices.

- a. A "RED" faced DANGER tag shall be used when locking out and/or tagging systems energized by electricity, hydraulics, air, steam, combustible and/ or explosive gas lines; AND CORRECTLY FILLED OUT.
- b. All DANGER tags shall contain the following information when correctly filled out:
 1. Tag attached by (name and dept.)
 2. Reason tag is attached
 3. Signed by department supt.
 4. Date and time off (locked out/tagged out)
 5. Date and time on (equipment put back into service)
5. Individual lock - is a lock issued to an employee for his own use and personal protection. The lock shall be issued to the employee with one key. Each department supervisor shall retain a duplicate key to each of their employee's locks. This key may be used only in accordance to Section C, item number 2, of the Lockout, tagout, and tryout procedure.
6. Departmental lock - is a lock placed by a supervisor to protect his crew or equipment. The department shall retain all keys.
7. Lockout locks - the Master 3LF series lock shall be used as the standard safety lock for the City of Grinnell.
 - a. Each employee, who, during the course of his/her work has cause to lock out equipment shall be issued by his/her supervisor a lock.
 - b. Supervisors shall control lock issuance, maintain records and assure each lock can be identified with receiving employee (stamp employee's name on the lock, also by lock number).
8. Gang-lock mechanism - in situations where more than one individual is involved, a gang-lock mechanism may be used so that all individuals can attach their safety locks.

LOCKOUT TAGOUT AND TRYOUT PROCEDURE

A. Locking out Any equipment:

1. Before starting work on any piece of equipment requiring a lockout, an employee must first obtain permission from the department supervisor responsible for the equipment. Also, if proper locking sequence is in question, check with the department supervisor responsible for the equipment.
2. Equipment must be shut off at the appropriate energy source and any lines bled if necessary. This will ensure that the proper equipment is de-energized and locked out.
3. The lockout shall be made at the energy source (disconnect switch), by the employees performing the work. Switches or breakers on control panels or substations will be thrown or pulled by department personnel and locked out and tagged by the employees performing the work.
4. Each person who works on a "Locked Out" piece of equipment shall place his lock and tag on the equipment. When this is not feasible due to large numbers of people working on the

equipment, the supervisor of that department shall be responsible for locking out and tagging the piece of equipment, with a department lock and tag.

- a. When department locks are used, they shall be identified with the department name and identification number. The City office shall maintain records as to which department supervisor a lock has been issued.
5. When more than one department is working on equipment, each department shall lock and tag out the system. No department or individual shall work under another departments lock and tag.
6. When there is doubt as to the location of the proper disconnect switch, the department supervisor shall be contacted to see that the proper disconnect switches are opened to de-energize the system or equipment. Personnel other than supervisors are only allowed to pull enclosed switches.

B. Tryout Procedure:

1. The department or individuals performing the work shall after locking out and tagging out the switch or switches attempt to operate the equipment before beginning work on the equipment.
2. The person trying out the equipment shall always push the stop buttons after testing.
3. If the equipment DOES energize, push the stop button and immediately contact your supervisor.

C. Removal of locks and tags:

1. Each person shall personally remove his/her own lock and tag. It shall be a safety violation to remove another person's lock and/or tag.
2. When an employee has left his lock and tag on for an unknown reason and it has to be removed, the following shall be adhered to:
 - a. If the person is working, they shall remove the lock and tag.
 - b. If the employee has left work, every effort shall be made to contact him, to determine the reason for leaving the lock and tag.
 - c. If the employee cannot be located either at work or at home, their department supervisor along with another department employee, must check out the equipment and make sure it is safe to remove the lock and tag. The safety lock and tag can then be removed. Before the employee resumes work the supervisor must present the employee with his/her personal lock and tag, which has been removed.
3. If work extends into subsequent shifts and individual locks and tags are being used, the original shift shall remove their own locks and tags at the end of their shift. The persons involved on all subsequent shifts shall lockout, tagout and tryout again in accordance with the procedure.

PROCEDURE FOR EQUIPMENT THAT CANNOT BE "PHYSICALLY" LOCKED OUT

Due to the age and design of some equipment within the City, it is not possible to "physically" lockout some equipment. Every effort should be made to secure a device to the system so that it can be physically locked out. For switches and valves where lockout provisions are not provided, department supervisors shall be notified in writing so that inadequacies can be corrected.

A. Electrical equipment:

1. Breakers or fuses shall be placed in "open" position, pulled from the cell where necessary and then tagged by the department or individual performing the work.
2. Knife switches on an open switch shall be pulled and tagged and access to it restricted by a barrier or enclosure.
3. Danger tags shall be placed on all open breakers and other strategic locations by the department or individuals involved, notifying all people in the area that the equipment is being repaired.

B. Other energized equipment:

The following are other types of safeguards that shall be taken when it is impossible to physically lock out the equipment:

1. Blanks in lines.
2. "Break lines and drop section out on all sides of work being performed.
3. Physically disconnect and tag the energy supply to the equipment to be repaired.

LOCKOUT PROCEDURE FOR CONTRACTORS

A. When it is necessary for contractors to lockout and tag equipment, the following procedure will be followed:

1. Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the City and the outside employer shall inform each other of their respective lockout/ tagout procedures.
2. The City shall ensure that its personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

B. There will be no exceptions to this rule.

TESTING OR POSITIONING OF EQUIPMENT

A. In situations in which lockout and tagout devices must "be temporarily removed from the energy isolating device and the equipment energized to test or position the equipment", the following shall be required:

1. The work area shall be inspected to ensure that non-essential items have been removed and to ensure that equipment components are operationally intact.

2. The work area shall be checked to ensure that all employees have been safely positioned or removed.
3. Each lockout and tagout device shall be removed from each energy isolating device by the employee who applied the device.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and follow the lockout, tag out and tryout procedures before continuing the servicing and/or maintenance.

EQUIPMENT LOCKOUT/TAGOUT RELEASE PROCEDURE

- A. Before lockout and tagout devices are removed and energy is restored to the equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:
 1. Equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that equipment components are operationally intact.
 2. Employees. The work area shall be checked to ensure that all employees have been safely positioned or removed.
 - a. Before lockout and tagout devices are removed and before equipment is energized, affected employees shall be notified that the lockout and tagout devices have been removed.
 3. Lockout and tagout devices removal. Each lockout and tagout device shall be removed from each energy isolating device by the employee who applied the device

POWERED INDUSTRIAL LIFT TRUCKS

Policy Statement

Everyone that uses or is near a lift truck shall adhere to the requirements of this policy.

Scope

- A. The requirements of this policy apply to the training, use, and maintenance of lift trucks.
- B. This policy is not to be construed as all-encompassing.

General Requirements

- A. The user shall see that all name-plates and markings are in place and are maintained in a legible condition.
- B. Modification and additions which affect capacity and safe operation shall not be performed by the user without the manufacturer's written approval.

Dockboards

- A. Dockboards shall be strong enough to carry the load imposed on them.
- B. Portable dockboards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
- C. Handholds, or other effective means, shall be provided on portable dockboards to permit safe handling.
- D. Positive protection shall be provided to prevent trailers from being moved while dockboards are in position.

Trucks

- A. The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
- B. Rear wheels of trailers shall always be chocked when being boarded with powered industrial trucks when the trailer is not coupled to a tractor.
- C. Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Operator Training

- A. Only trained and authorized operators shall be permitted to operate a powered industrial truck.

Truck Operations

- A. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

- B. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- C. Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- D. The operator shall not place arms or legs between the uprights of the mast or outside of the running lines of the truck.
- E. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
 - a. A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle which remains in their view, or whenever the operator leaves the vehicle and it is not in view.
 - b. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in their view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- F. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform. Trucks shall not be used for opening or closing freight doors.
- G. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks or trailers. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven onto.
- H. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.
- I. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of the job application, but not to withstand the impact of a falling capacity load.
- J. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.

Traveling

- A. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- B. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- C. Grades shall be ascended or descended slowly.
 - a. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

- b On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- D. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- E. Stunt driving and horseplay shall not be permitted.
- F. The driver shall be required to slow down for wet and slippery floors.
- G. Dockboards shall be properly secured before they are driven over. Dockboards shall be driven over carefully and slowly and their rated capacity never exceeded.
- H. Running over loose objects on the roadway surface shall be avoided.
- I. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed the hand steering wheel shall be turned at a moderate, even rate.

Loading

- A. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- B. Only loads within the rated capacity of the truck shall be handled.
- C. A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- D. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Operation of the Truck

- A. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- B. No truck shall be operated with a leak in the fuel system until the leak has been corrected.

Maintenance of Industrial Trucks

- A. Any power operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- B. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- C. All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.

- D. Industrial trucks shall not be altered so that the relative positions of various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of the fork trucks shall not be done unless approved by the truck manufacturer.
- E. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily.
- F. When the temperature of any part of the truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- G. Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease.

Proper Fuel Procedure

- A. Smoking is prohibited in refueling areas.
- B. LP Cylinder Changing Procedure
 1. Shut off valve on cylinder.
 2. Let engine idle until it stops.
 3. Shut off ignition switch.
 4. Disconnect coupling.
 5. Open hold-down straps, put empty tank in proper storage area, fastened securely to prevent falling over.
 6. Place full cylinder in mounting saddle, be sure to engage locating pin.
 7. Connect coupling.
 8. Open valve on cylinder slowly.
 9. Fasten hold-down straps.
 10. Choke engine and start.

Hand and Power Tool Safety

Hand and Power Tool Safety is regulated by OSHA's 29 CFP 1926 Subpart I and 29 CFR 1910 Subpart P.

Types of power Tools based on their power source:

- Electric
- Pneumatic
- Liquid Fuel
- Hydraulic
- Powder-actuated

All Safety switches and guards must remain on at all times.

It is suggested that a tool checklist be near all tools and the tool should be inspected prior to each use PPE's are required to be worn at all times.

LADDER SAFETY

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

Read and follow all labels/markings on the ladder.

Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.

Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.

Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.

Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose. Portable Ladder Safety Tips TM

Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).

Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.

Ladders must be free of any slippery material on the rungs, steps or feet.

Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.

Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.

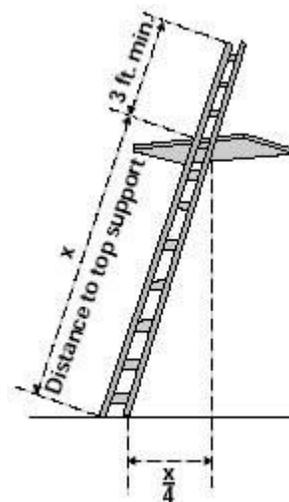
Do not move or shift a ladder while a person or equipment is on the ladder.

An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.

The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).

A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

Be sure that all locks on an extension ladder are properly engaged.



Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



Welding, Cutting and Brazing

Fire prevention techniques must be used during welding, cutting and brazing. Proper handling, transportation, use and storage of compressed gas cylinders is important.

Proper operating procedures need to be followed to ensure a safe means of welding and cutting. You must comply with OSHA 29CFR Part 1910 Subpart Q.

You must perform all welding in a designated area where all flammable material and rags have been removed and the area is well ventilated. A proper fire extinguisher must be present along with someone designated to operate it in case of an incident.

All cylinders must be stored in a well-protected, ventilated area 20 feet away from all flammable material.

Before lighting the torch purge the Acetylene and oxygen lines. Always light the acetylene first then open the oxygen. Safety devices important to prevent fires and/or explosion: Pressure Relief Valves, Backflow Preventers, Fuel Gas Hose – red (sometimes black), Oxygen Hose – green, Hose protection & Pressure-reducing regulators.

During Arc welding and cutting make sure that the machine is well grounded, all electrode connections must be cleaned and firmly attached. Do not use flammable gas cylinder or tanks as ground and make sure the area is dry and free of other hazards.

OSHA has divided health hazards for welding into two categories; Chemical and Physical.

PPEs that should be worn when welding include; hard hat, safety shield, safety gloves, safety glasses, safety shoes safety sleeves and apron and chaps.

CHAIN SAW USE AND SAFETY PROCEDURES

POLICY STATEMENT:

Everyone that uses or is near a chain saw shall adhere to the requirements of this policy.

SCOPE:

A. This policy applies to all employees. It shall be the responsibility of the employee to follow these requirements, for the care and use of all chain saws, in order to insure safety under normal conditions of usage. This policy is not to be construed as all encompassing.

INTRODUCTION

REACTION FORCES:

In the operation of a chain saw, engine torque is transferred to the chain. The energy is then used to cut wood. But to every force (action) there is always a reaction force in the opposite direction. Thus, if the chain contacts wood or any other obstruction where the chain is moving away from the operator, the operator will feel the saw being pushed toward him. And, when the work contact is made on the underside of the bar where the chain is moving toward the operator, the person will feel the saw being pulled away from him.

KICKBACK:

Is another reaction, the MOST dangerous of these reactive forces. It occurs only when solid contact with the moving chain is made at the upper quadrant of the bar nose. A violent kickback will occur any time the chain hits a solid object (or takes too large a cut) while rounding this top quadrant of the bar nose. For the instant that the chain is stopped cold, the engine drives the guide bar to rotate inside the chain loop. This results in a pin wheeling rotation of the chain, the saw, and the bar during which the bar nose kicks back in an arc towards the operator. This is kickback the most dangerous of the reactions which can cause loss of control.

HOW TO MAINTAIN CONTROL:

- A. You must keep the front handlebar diameter in the webbing between the thumb and index finger of your left hand. This grip helps maintain control of the saw and limits the possibility that your hand will come in contact with the chain.
- D. Hold the front handlebar close to the balance point of the saw (or where you can best oppose and absorb the push, pull and kickback forces of the saw without having it twist out of your grip.)
- C. Get a good grip on the rear handle.
- D. Maintain your balance on both feet, and do not reach above chest height with the saw engine, or reach so far forward that you could be drawn off balance by the saw's reactions.
- E. Stand a bit to one side so that no point of your body is behind the chain line (in the line the will take if it kicks back).

HOW TO REDUCE THE CHANCE OF KICKBACK:

- A. Avoid letting the nose section of the saw contact any object.

- B. Avoid use of the nose section of the saw for cutting. Cut well back of the straight section of the bar.
- C. Be sure to keep your chain sharp and properly tensioned on the saw, because a loose or dull chain is apt to increase the chance of kickback.
- D. Use extreme caution when cutting brush, hedges and other "whippy" material. Cut only one piece at a time and make sure that the nose of the saw stays in the clear.
- E. Never bore with the nose section of the saw.

PROTECTION FROM VIBRATION:

These are measures that can be taken by the operator to possibly reduce the effects of vibration:

- A. Keep your body warm in cold weather. When operating the saw wear gloves to keep the hands and wrists warm.
- B. Refrain from smoking.
- C. After each period of operation, exercises to increase blood circulation.
- D. Take frequent work breaks. Limit the amount of exposure per day.
- E. Keep the saw well maintained, fasteners tightened and worn parts replaced.

HEARING PROTECTION:

Long or continuous exposure to high noise levels, such as involved in the operation of a chain saw, may cause permanent hearing impairment or other possible effects.

- A. All chain saw operators shall wear a hearing protection device.
- B. All persons helping around a chain saw in use shall wear a hearing protection device.

EYE PROTECTION:

- A. All chain saw operators shall wear eye protection at all times, including the operation of the saw and clean-up operations.
- B. All persons helping around a chain saw in use and during clean-up operations shall wear eye protection.

HAND PROTECTION:

- A. Gloves shall be worn at all times during the operation and maintenance of the chain saw.

HEAD PROTECTION:

- A. Hard hats **SHALL** be worn by employees at all times during the falling, bucking and clean-up operations.

YOUR PHYSICAL CONDITION:

- A. Work relaxed but stay alert.
- B. Take a break from work whenever you begin to tire.
- C. Never operate when tired or under the influence of alcohol or any drugs which may affect your balance, coordination or judgment.
- D. Always do any lifting job with your leg muscles, not your back.

PREPARING FOR USE DAILY

ATTENTION TO CHAIN AND GUIDE BAR:

- A. At the end of each day of cutting, clean the sawdust from the guide bar mounting pad, the clutch area and the clutch cover. Clean out sawdust from the chain groove in the guide bar.
- B. File and clean the saw chain.
- C. Each time the bar is removed, reverse its position (top for bottom on the saw) to distribute the wear.
- D. The sprocket nose of the guide bar may need a grease change every day of cutting. The proper time to change the grease is while the nose is still warm from operation and the old grease is still soft.

FLUIDS (FUEL AND CHAIN OIL) CHAIN OIL:

- A. Approved chain oils are recommended because it is designed for the chain oilers. Formulated with viscosity improvers, this oil remains free flowing in below freezing weather - needs no dilution.
- B. Disapproved oils: Used, dirty or otherwise contaminated oils and any water based synthetic chain lubricants.
- C. Fill chain oil tank at the start. Then refill every time the engine is fueled.
- D. The rate of oil discharged depends on the engine speed. The higher the RPM, the more oil is pumped. No oil is pumped during idling of the engine. The chain should always be quite moist in the area of the connecting links.

FUELING THE SAW:

- A. Select bare ground for fueling. DO NOT SMOKE or bring any flame or sparks near fuel. Move a minimum of ten (10) feet from the fueling spot before cranking the engine.
- B. The fuel tank may be under enough pressure to cause fuel to spurt out when the cap is unscrewed. To prevent this, always loosen fuel cap very slowly about 1/6 to 1/4 turn and wait for the tank to depressurize before you remove the cap.
- C. The engine is lubricated by oil mixed with gasoline. Follow the manufacturer's recommended oil to gasoline mix ratio.

- D. Never mix fuel directly in the saw tank. Use only approved gasoline storage can for both mixing and storage of fuel. Do not use glass bottles (which can shatter or explode) or plastic jugs (which were not intended for gasoline storage and might contaminate the fuel).

PROPER GRIP AND STANCE:

- A. The proper grip to use at all times is where the fingers encircle the handle and the thumb is wrapped on the opposite side from the fingers. This grip is less likely to be broken by a kickback or similarly sudden reaction of the saw.
- B. Always hold the saw firmly with both hands when the engine is running. Always keep your **LEFT HAND** on the front handlebar and **RIGHT HAND** on the rear (throttle) handle, so that your body is to the left of the cutting line of the chain. Do not under any circumstance operate the saw with one hand. Never use a cross-handed grip, or any stance which would place your body and arm across the cutting line of the saw chain.
- C. The proper stance for operating includes the following:
1. Weight balanced on both feet - both feet on solid ground.
 2. Left arm kept in a "straight-arm" position with elbow straight to withstand any kickback force.
 3. Body always to the left of the chain line.
 4. Grip maintained on handles as described (above).
 5. Avoidance of any off-balance or overextended cutting stance. Especially, do not reach above chest height with the saw, or way out in any direction to make a cut.
- D. The proper stance and saw placement for starting includes the following:
1. Hold the saw down on a clear, level surface with the bar and chain in the clear.
 2. Body to the left of the chain line. Never straddle the saw or lean across it past the chain line.
 3. Hold the front of the handlebar on top, behind the chain guard.
 4. Put the toe of your shoe over the rear chain guard platform to hold down the rear of the saw.
 5. Pull the starter grip straight up with your right hand.
- E. The proper procedure for cutting includes:
1. Starting up the engine, and then taking a stance in front of the wood.
 2. Positioning the saw, but revving it to full speed before the chain touches the wood (this prevents violent reactions).
 3. Watching the progress and being ready to stop cutting pressure and hold up the saw so it pull you off balance as the chain exits suddenly free.

STARTING AND STOPPING:

- A. Place ignition switch to "RUN" and position choke to "FULL".
- B. Latch trigger for starting.

- C. Hold saw down properly. Pull the rope slowly to engage the starter. Then crank the engine with smooth but vigorous pulls on the starter grip. Hold onto the grip during each rewind, to reduce kinking and fraying of the rope.
- D. Crank the engine until the engine fires (coughs or runs briefly). Then open the choke half-way.
- E. Crank the engine at half choke to start it. Smoothly open choke to the "OFF" position in time to keep the engine running.
- F. Switch your hand from the starter grip to the throttle handle. Squeeze the trigger and you will have control of the throttle. When the saw is warm enough, let it idle while you take your stance for cutting.
- G. To "STOP" the engine place the ignition switch to "OFF".

THE WORKING AREA

WORK AREA PRECAUTIONS:

- A. Cut only wood or materials made from wood; no sheet metal, no plastic, no masonry, and no non-wood building materials.
- B. Never allow a person to operate a chain saw who has not received instructions for the safe and proper use of chain saws.
- C. Everyone - helpers, bystanders, children and animals, and other operators - MUST be kept a safe distance from the cutting area. During felling operations, the safe distance should be at least twice the height of the largest trees in the felling area. Only one person shall be working on a tree.
- D. At any time a chain saw is to be used there shall be at least two people at the job site, an operator and a helper. This is due to safety considerations such as a saw accident, falling a tree into a power line, etc.
- E. During bucking operations always cut from the uphill side so that the cut off section of the log will not roll over you. Make sure that the cut-off wood will not fall on your toes or on your head.
- F. Make sure that there are no overhead obstructions. If you accidentally knock down a power line or discover one that is down, DO NOT GO NEAR IT. But notify the power company as soon as you are able. Keep all persons away from the area until the power arrives at the work site.
- G. Clear your working area of all materials likely to trip you, snag the saw, catch fire from the hot exhaust, or block your safe retreat from a falling tree.
- H. Before cutting limbs or felling trees, inspect the area to be sure the wood will not strike buried pipelines or damage property.

UNUSUALLY HAZARDOUS CONDITIONS:

- A. Do not fell trees or go underneath them during periods of high wind or heavy precipitation. Take no chances during periods of extreme hazard. You can wait to do your cutting after the hazard has ended.
- B. Do not use saws to cut down trees having extreme lean or large trees that have hollow trunks. Have these trees pushed or dragged down with power equipment.
- C. Work only when visibility and light are adequate for you to see perfectly what you are doing.

SAFETY PRECAUTIONS FOR CHAIN SAW USERS

- Use safety footwear, snug-fitting clothing, and eye, hearing and head protection.
- Wear non-slip gloves to improve your grip. Do not wear scarves, jewelry, or neckties which could be drawn into the engine or catch on the chain or underbrush.
- Always hold the chain saw with both hands when the engine is running. Use a firm grip with thumbs and fingers encircling the chain saw handles.

GUARD AGAINST KICKBACK:

- a) Hold the chain saw firmly with both hands. Don't overreach. You cannot maintain good control of the saw if you cut above shoulder height.
 - b) Don't let the nose of the guide bar contact a log, branch, the ground or any other obstruction. Use the SAFE«T»TIP® anti-kickback device*.
 - c) Cut at high engine speeds.
 - d) Keep the chain sharp. Don't operate with a loose chain. Maintain the correct tension of the chain as prescribed in this Owner's Manual.
- Guard against the effects of a long or continuous exposure to noise, such as involved in the operation of a chain saw. Hearing protection devices are available from your local Homelite dealer.
 - Never operate a chain saw when you are fatigued.
 - Keep all parts of your body away from the saw chain when the engine is running.

BASIC PRECAUTIONS WITH CHAINSAWS

- Always carry the chain saw with the engine stopped, the guide bar and saw chain to the rear, and the muffler away from your body. When transporting your chain saw, use the appropriate guide bar scabbard.

- Always use caution when handling fuel. Move the chain saw at least 10 feet (3 m) from the fueling point before starting the engine.
- Keep the handles dry, clean and free of oil or fuel mixture.
- Shut off the engine before setting down the saw. Do not leave the engine running unattended.
- Operate the chain saw only in well ventilated areas.
- Be sure that the chain stops moving when the throttle control is released.

BASIC PRECAUTIONS ABOUT MAINTENANCE

- Never operate a chain saw that is damaged, improperly adjusted, or is not completely and securely assembled. Be sure that the saw chain stops moving when the throttle control trigger is released.
- All chain saw service, other than items in the Owner's Manual maintenance instructions, should be performed by competent chain saw service personnel. (If improper tools are used to remove the flywheel or clutch, or if an improper tool is used to hold the flywheel in order to remove the clutch, structural damage to the flywheel could occur which could subsequently cause the flywheel to burst.)

BASIC PRECAUTIONS IN CUTTING/WORK AREA

- Do not operate a chain saw in a tree unless you have been specifically trained to do so.
- Keep bystanders and animals out of the work area.
- Never start cutting until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- Use extreme caution when cutting small size brush and saplings, because slender material may catch the saw chain and be whipped toward you or pull you off balance.
- When cutting a limb that is under tension, be alert for spring back so that you will not be struck when the tension in the wood fibers is released.

SEAT BELT / RESTRAINT POLICY

It is the policy of the City of Grinnell that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants use seat belts and shoulder restraints in compliance with Iowa Code 321.445.

321.445 Safety belts and safety harnesses — use required.

1. Except for motorcycles or motorized bicycles, 1966 model year or newer motor vehicles subject to registration in Iowa shall be equipped with safety belts and safety harnesses which conform with federal motor vehicle safety standard numbers 209 and 210 as published in 49 C.F.R. §571.209 – 571.210 and with prior federal motor vehicle safety standards for seat belt assemblies and seat belt assembly anchorages applicable for the motor vehicle's model year.

2. a. The driver and front seat occupants of a type of motor vehicle that is subject to registration in Iowa, except a motorcycle or a motorized bicycle, shall each wear a properly adjusted and fastened safety belt or safety harness any time the vehicle is in forward motion on a street or highway in this state except that a child under eighteen years of age shall be secured as required under section 321.446.b.

This subsection does not apply to:

- (1) The driver or front seat occupants of a motor vehicle which is not required to be equipped with safety belts or safety harnesses.
- (2) The driver and front seat occupants of a motor vehicle who are actively engaged in work which requires them to alight from and reenter the vehicle at frequent intervals, providing the vehicle does not exceed twenty-five miles per hour between stops. **(The City of Grinnell defines frequent stops as 2 or more stops per city block.)**
- (3) The driver of a motor vehicle while performing duties as a rural letter carrier for the United States postal service. This exemption applies only between the first delivery point after leaving the post office and the last delivery point before returning to the post office.
- (4) Passengers on a bus.
- (5) A person possessing a written certification from a health care provider licensed under chapter 148 or 151 on a form provided by the department that the person is unable to wear a safety belt or safety harness due to physical or medical reasons. The certification shall specify the time period for which the exemption applies. The time period shall not exceed twelve months, at which time a new certification may be issued unless the certifying health care provider is from a United States military facility, in which case the certificate may specify a longer period of time or a permanent exemption.

Employees operating equipment with a Rollover Protective Structure (ROPS) shall use seat belts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pickup and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of the City of Grinnell safety policies, which is cause for disciplinary action.

TEXTING POLICY

It is the policy of the City of Grinnell that all employees operating official vehicles, equipment, personal and rental cars on official business and other occupants should follow the State of Iowa law which prohibits texting or emailing while driving.

- that means no writing of outgoing text messages and no reading of incoming. (It has no effect on the ability to make or receive phone calls.) The law states: "A person shall not use a hand-held electronic communication device to write, send, or read a text message while driving a motor vehicle unless the motor vehicle is at a complete stop off the traveled portion of the roadway." Typical exceptions exist for hands free devices and GPS systems, as well as allowing drivers to receive "safety-related information including emergency, traffic, or weather alerts."

Exceptions include: A law enforcement officer, firefighter, emergency medical services personnel, ambulance driver, or other similarly employed public safety first responder during the performance of his or her official duties.

Failure to comply with these rules is a violation of the City of Grinnell safety policies, which is cause for disciplinary action.

ASBESTOS HANDLING

Purpose:

To establish guidelines and procedures in the operations and maintenance of asbestos containing material to protect all employees and visitors from potential health hazards of asbestos related diseases. Only qualified employees shall be involved in any asbestos repairs, maintenance or removal. All unqualified employees shall be protected from exposure to asbestos fibers by isolating and controlling access to all affected areas during asbestos work.

When in doubt, treat all material containing asbestos and comply with all applicable rules, regulations and protective measures. Any employees who discover Asbestos Containing Material (ACM) or suspect ACM in damaged or poor condition shall report it to their supervisor and the Environmental Health & Safety Coordinator so that the identified material can be repaired.

What is Asbestos?

- Any building material that contains greater than 1% of asbestos must be treated as asbestos containing material. (This is determined with an [asbestos building inspection](#) or through our [asbestos testing only solution](#).)
- Asbestos is a naturally occurring mineral and is distinguished from other minerals by the fact that its crystals form into long, thin fibers. Asbestos fibers are long, narrow and bind easily with materials used in construction. Asbestos is also used in fire proofing because of its excellent heat resistance.

Why is Asbestos Harmful to your health?

Asbestos has been found to cause permanent health issues with the most potentially hazardous route of exposure being inhalation. The three main diseases that result from asbestos are asbestosis, mesothelioma, and lung cancer.

Definitions of Terms:

- **Friable** - Anything that you can condense to powder with hand pressure. (examples: acoustic plaster, fireproofing, pipe insulation, ceiling tile)
- **Non-friable** - The asbestos fibers are typically released when the materials become damaged or disturbed. (floor tile, transite panels)

How Do I Know If I Have Asbestos?

Asbestos can be anywhere and in any type of building. You will not be able to tell whether a material contains asbestos simply by looking at it, unless it is labeled.

General Information:

- Asbestos is still being mined and asbestos containing products are still being manufactured. The countries of Russia, Kazakhstan, China, Canada, Brazil, and Zimbabwe accounted for 95% of the world's production.

- Asbestos is an excellent thermal insulator, a good noise insulator, and is resistant to the effects of friction and most chemicals. The qualities that make asbestos an excellent building material also make it the environmental problem that it is today. In fact you can still buy asbestos products at your local hardware store. Therefore, your house might have asbestos, no matter its age.
- Your Ames Environmental, Inc. lab report will list the material and the presence or absence of asbestos. If present, the amount of asbestos will be shown as a percent. If the sample contains greater than one percent asbestos, it is an asbestos containing material or “ACM”. Lab results are listed by the mineral name. There are six types of asbestos: chrysotile, amosite, crocidolite, actinolite, tremolite and anthophyllite.

Please Note:

- The EPA does not recognize a safe level of asbestos exposure.

Types of Testing:

- Transmission Electron Microscopy (TEM)
 - Considered to be the best method for asbestos detection.
 - The EPA suggests that this is the best method, but they don't require it. TEM has more sensitivity than PCM.
 - Currently considered the best analytical method for identifying asbestos fibers in the air.
 - Provides a definitive identification of asbestos for the small fibers found on air filters.
 - Can detect much smaller fibers than PCM.
 - Particularly important for clearance air samples.
 - Suggested by the EPA for floor tile analysis.
- Phase Contrast Microscopy (PCM)
 - Most commonly used form of air sample analysis.
 - Does not distinguish asbestos fibers from other fibers, therefore it counts all fibers meeting the NIOSH 7400 rules found on the air sample filter. It is important to remember that PCM cannot detect the smallest of asbestos fibers present in air sample filters.
- Polarized Light Microscopy (PLM)
 - Very accurate pre-test.

Training

All City of Grinnell employees shall receive awareness training to carry out their work without endangering themselves, their co-workers and other building occupants. No City of Grinnell employee is currently certified to work with asbestos.

Police Officer Standby Policy

This policy is designed to offer assistance when a City of Grinnell employee believes there is a chance of conflict with an individual(s) when planning future job related activities. The best course of action when a conflict unexpectedly arises is to walk away and report the incident to your supervisor. Examples of situations that may require police officer standby:

- Utility shutoffs
- Nuisance documentation & cleanup
- Events or facility openings
- Previous knowledge that a person has caused problems or was difficult in the past

Call dispatch, (641) 623-5679, and identify yourself as a City of Grinnell employee that is requesting a police officer to standby. Make sure to have the following information before calling dispatch:

- Standby address
- Name of occupant or person(s) in question
- Call back number (officer may contact you)
- Date & time you are requesting standby
- Location a block or two away from address to meet officer
- Estimated time you will be at the meeting location (generally 15 minutes)

It is the employee(s) responsibility to contact their supervisor and/or dispatch.

Seasonal Safety Packet

Airport
Cemetery
City Offices
Drake Library
Grinnell Mutual Family Aquatic Center
Park Shop
Public Safety Building
Public Service Building
Waste Water Plant
Water Treatment Plant

Parks

Arbor Lake
Bailey Park
Central Park
Summer St Park
Lions Park
Merrill Park
Miller Park / Lake Nyanza
Thomazin Park
Van Horn Park
Waterworks Park

Airport

Mowing

~~Lacaeysse Enterprises Inc.~~ [Dwight Dufoe Mowing/Josh Lacaeysse 641-990-2674/641-990-1150](#)

Snow Removal

Airport FBO, Assisted by Public Works staff during heavy accumulation

Cemetery

Mowing

Sharp Edge Trimming/Roger Belcher 641-990-2384

Snow Removal

Public Service / Parks Department

City Offices

Outside maintenance

Mowing

Brad's Mowing/Brad Shutts 641-325-0004

Snow and Ice Removal

Hubbell Realty

Drake Library

Outside maintenance

Snow and ice removal

Public Services – Clear snow and ice from parking lot and perimeter sidewalks. When possible, plowed snow should not be left on library grounds or within the parking lot.

Sidewalks and a path leading from the side walk to the front door areas will be cleared and snowmelt applied as necessary by a contract service.

Derek Gibson or Library Staff – Clear snow and ice from areas not accessible with Public Services equipment: emergency exit doorways (main entrances, basement exit, south terrace exit) and paths leading to perimeter sidewalks. Pathways through the prairie will not be maintained in the winter time. Library staff will apply additional snowmelt as needed on walkways during operating hours as necessary.

- Derek Gibson (contract snow removal): 641-750-3256
- Public Services: 641-236-2632
- Snow Emergency Hotline: 641-236-9427

Mowing

Mowing of non-prairie areas will be done by the following service and will be arranged by the Library Director.

Brad's Mowing Service – Brad Shutts – 641-325-0004 cell

Other exterior cleanup will be done when the library staff finds it necessary and will be done by volunteers whenever possible.

Interior and Exterior Cleaning

Daily cleaning (floors, restrooms, glass doors) is done by the contracted firm Quick and Clean, owned by Derek Gibson. Cell phone contact: 641-750-3256.

Replacement of light bulbs is done by S&S Electric, Craig Sieck, 641-236-5533

Replacement of air filters throughout the library building is done every 6 months by Public Services Department personnel.

Dusting and other needed cleaning of shelves, counters, windowsills, etc. is done by volunteers and library staff. Library staff members are responsible for keeping their own work areas clean, emptying their recycling into central containers, keeping the staff lounge area neat, and transferring recyclables to the outside recycling bins.

Maintenance beyond regular cleaning

Repairs of a non-routine nature are done by various local maintenance services or specialized vendors as needed.

Library staff is responsible for maintaining the MSDS file, ordering maintenance supplies, and performing the monthly check of fire extinguishers.

Grinnell Mutual Family Aquatic Center – 120 8th Avenue

Supervisor:

Jordan Allsup – Parks and Recreation Director: Aquatic center phone: 641-236-2621
Rec Dept phone: 641-236-2620
Cell phone: 641-260-0380

Daniel Ramos – Wastewater Director: Office: 641-236-6302
Cell: 641-990-7526

Summer set up and Winterization:

Facility set up is done by Daniel Ramos and the Wastewater Employees in conjunction with ACCO.

Mowing

Recreation Department will mow and trim inside the facility fence.

~~Lacaeysse Enterprises Inc./Josh Lacaeysse~~ Leading Edge Lawn Care/Austen Black will mow outside the facility fence. Contact # 641-990-~~26746444~~

Snow Removal

Snow is only removed along the bike trail on the west side of the facility by the Public Service Department.

Snow is removed on the East Sidewalk by the Public Service Department 641-236-2632

Park Shop

Mowing

~~Lacaeysse Enterprises Inc./Josh Lacaeysse~~ Mike Shutts 641-990-~~26740222~~

Snow Removal

All employees will share in this duty

Public Safety Building

Mowing

~~4 Seasons Lawn and Snow~~ Leading Edge Lawn Care/Niek Peiffer/Austen Black 641-990-~~81916444~~

Snow removal

Parking lots, Apparatus Apron, City sidewalks will be taken care of by the Public Service / Parks Department

Walkways on FD side of building, Front Walkway, all Fire Exits, 6' out from apparatus doors;

Primary: on duty fire personnel 641-236-2688

Secondary: on duty police personnel 641-236-2670

Walkways on PD side of building

Primary: on duty police personnel 641-236-2670

Secondary: on duty fire personnel 641-236-2688

Inside general maintenance
Primary: Duane Neff
Secondary: GFD & GPD personnel

Public Safety Radio Tower (behind old PSB)

Snow removal
Public Service Department

General Maintenance
Primary: Fire Department
Secondary: Police Department

Public Service Building

Mowing
~~Lacaeysse Enterprises Inc./Josh Lacaeysse~~ Mike Shutts 641-990-2674 0222

Snow Removal
All employees will share in this duty

Wastewater Plant

Mowing
City of Grinnell employees

Snow Removal
The Waste Water staff will remove their own snow

Water Treatment Plant

Mowing
~~Brad's Mowing/Leading Edge Lawn Care/Brad Shutts/Austen Black~~ 641-325999-0004 6444 ~~This is part of the Water Works Park Bid~~

The Water Dept. is responsible for all weed and grass control at all our Well sites. (The Well areas are not for public access.)

Snow removal
The Parks Department usually does the side walk on the West and South side of the building. If for some reason they haven't done it by the time equipment is needed, Water Department staff will remove snow from the sidewalk as well as the plant drive and parking area. The Parks Dept. will spread deicer on all sidewalks unless the Water Department has done so first.

Water Department employees may clear snow around wells as needed to gather statistics and in the event the emergency generator needs to be hooked up to the major wells. (The Well areas are not for public access.)

Parks

Arbor Lake

Mowing

Leading Edge Lawn Care/Austen
Black 641-990-6444

Snow Removal

The Parks Department will take care of the
parking lot

Bailey Park

Mowing ~~Lacaeyse Enterprises Inc.~~ Leading
Edge Lawn Care/Josh Lacaeyse Austen Black
641-990-~~2674~~6444

Central Park

Mowing - City of Grinnell employees

Summer St. Park

Mowing

~~4 Seasons Lawn and Snow~~ Leading Edge Lawn Care/Nick Peiffer Austen Black 641-990-
~~8191~~6444

Lions Park

Mowing

~~Lacaeyse Enterprises-
Inc.~~ Leading Edge Lawn
Care/Josh Lacaeyse Austen
Black 641-990-~~2674~~6444

Snow Removal

Snow is only removed along the bike trail
on the west side of the facility by the Public
Service Department.

Snow is removed on the East Sidewalk by
the Public Service Department 641-236-
2632

Miller Park / Lake Nyanza

Mowing

~~Lacaeyse Enterprises Inc./Josh
Lacaeyse~~ Sharp Edge Trimming/Roger
Belcher 641-990-~~2674~~384

Merrill Park East and West

Mowing

~~Lacaeyse Enterprises Inc.~~ Sharp Edge Trimming/Josh Lacaeyse Roger Belcher 641-990-~~2674~~384

Thomazin Park

Mowing

Sharp Edge Trimming/Roger Belcher 641-990-2384

Van Horn Park

Mowing

~~Lacaeyse Enterprises Inc. Leading Edge Lawn Care/ Josh Lacaeyse Austen Black~~ 641-990-26746444

Waterworks Park

Mowing

Brad's Mowing/Brad Shutts 641-325-0004

Designated Physician Policy

December 4, 2006

Purpose

The purpose of this policy is to establish, maintain and enhance a working relationship with a designated care provider for any job related illness and/or injury. The designated provider will be familiar with our needs and the importance of clear communication, quality care and early return to work programs following a work related injury and/or illness.

Goal

Utilizing a preferred provider will enable the City to accomplish consistency in care, standardized forms/correspondence and familiarity with the work environment and management and, along with the pre-placement employment physical program, maintain and reduce costs of workmen's compensation claims.

Designated Workmen's Compensation Physician

The city of Grinnell has designated UnityPoint Grinnell Regional Medical Center at 210 Fourth Avenue in Grinnell as our workers' compensation authorized treating clinic. Employees with a work-related illness or injury will be required to have their initial evaluation with a physician at this facility. If appropriate, and with prior approval from IMWCA, UnityPoint Grinnell Regional Medical Center may make referrals to other specialists.

If the employee chooses to see another provider without referral from an authorized physician the employee will be responsible for all expenses associated with those visits. No workers' compensation benefits may be claimed unless seen by an authorized physician.

In the event of an emergency where this is not possible, this requirement may be waived upon written approval from the City Manager or City Clerk.

Arc Flash Electrical Safety

No City of Grinnell employee should be doing any hard wiring inside an electrical box since the City of Grinnell does not employ a certified electrician to be on staff nor do they have the 70E training required to do that work properly. City of Grinnell employees are allowed to deal with breakers and lockout / tagout situations only. If further repairs are required they will need to contact a qualified person to do so.

It was discussed that typically only the Waste Water Treatment employees would have the need for any hard wiring repairs on an ongoing basis. The City of Grinnell employee would contact the qualified electrician of their choice to come and perform the necessary repairs when hard wiring is required. No contract has been signed with any one particular company to do this work.

All electrical panels will have a warning label placed on them.

Respiratory Protection Program

Purpose

This program was created to ensure the safety and health of our employees while performing tasks requiring the use of respiratory protection devices. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.134 Respiratory Protection.

Definitions- Key definitions can be found at 1910.134(b).

Air-purifying respirator means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Filtering facepiece (dust mask) means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Self-contained breathing apparatus (SCBA) means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Employees Qualified to Wear Respirators

Employee Name	Respirator type/ Model	Exposure type

Medical evaluation

- The employer shall provide a medical evaluation to determine the employee's ability to use a respirator.
- All employees must be medically evaluated prior to the fit testing procedure
- All employees must be fit tested prior to using a respirator in the workplace.
- The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
- Employees will be provided with the medical questionnaire along with a self-addressed envelope to a selected PLHCP. The employee will complete the questionnaire and send it to the PLCHP as soon as possible. OSHA's recommended questionnaire is available at: www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9783

Facial hair

- Employees covered under this program that wear respirators as part of their job will be required to remove all facial hair such as beards, sideburns and mustaches that could interfere with the proper seal of the respirator.

Fit testing

- Annual fit testing is required. Fit Testing is also required whenever a different face piece respirator is used or when the employee's physical condition changes.

Follow the link for details on fit testing procedures:

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9780

Selection of respirators

- Complete an exposure assessment for each hazardous exposure.

The following link is an OSHA *eTool* that can assist employers select the proper respirator:

http://osha.gov/SLTC/etools/respiratory/respirator_selection.html

Inspection of respirators

- Inspected routinely including prior to non-emergency use
- SCBA inspected monthly

Maintenance and care of respirators

Employees must clean and disinfect respirators using the procedures recommended by the manufacturer or those listed in

www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9782

at the following intervals:

- As often as necessary to maintain sanitary condition for exclusive use.

- Before being worn by different individuals when issued to more than one employee.
- After each use for emergency use respirators *and those used in fit testing and training*.
- Monthly for emergency use respirators located near chlorine rooms.

Identification of filters, cartridges and canisters

- All filters, cartridges and canisters used in the workplace must be labeled and color-coded with the NIOSH approved label.
- The label must not be removed and must remain legible.
- Filters, cartridges and canisters not meeting the label requirements will be immediately removed from the workplace.

Breathing air quality and use

Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

RETURN TO WORK PROGRAM - September 16, 2019

PURPOSE:

It is the purpose of this program to provide guidelines for employees injured on the job whose injury has caused work restrictions preventing the employee from performing all of the essential functions of the job and to assist the employee, in keeping with the medical restrictions imposed by the employer's designated physician, to become a fully functioning employee of the City.

POLICY:

- A. It is the policy of the City of Grinnell to provide modified or alternate work, if available, for employees injured on the job, who are unable to temporarily or permanently return to his/her regular job classification.
- B. The City of Grinnell will make reasonable efforts to accommodate an employee injured on the job, unless the accommodations would impose an undue hardship on the employer. The employee must be able to perform the essential functions of the job, with or without reasonable accommodation, in order to be returned to work.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration, among other things, the specific physical or mental impairment of the employee, the essential functions of the job, the work environment and the ability to provide accommodations.
- D. Objectives:
 - 1. To return an injured employee to work as soon as possible when there is not a significant risk of harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress on the employee who has suffered a work-related injury.
 - 3. To assist employees in returning to work at a level as close as practical to the employee's pre-injury earnings and productivity.
 - 4. To retain qualified and experienced employees.
 - 5. To reduce the cost of disability benefit programs.
- E. Temporary light duty:
 - 1. Light duty is defined as modified duties or hours assigned to an employee injured on the job, when the physician indicates the employee can return to work, but the employee is not yet physically capable of handling all of the essential functions and job duties

normally assigned, and the employee's work-related injury has not reached maximum medical improvement. It is understood that no new job will be created in order to accommodate an injured employee.

2. The purpose of light duty is to provide temporary work, within medical restrictions, for employees injured on the job. If a light duty position or assignment is available, the employee will be provided with the light duty assignment as soon as medically feasible. Light duty will be assigned in consultation with the physician.
3. The purpose of light duty is to provide temporary work for employees injured on the job. Light duty may be available with a medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatment.
4. If an alternate duty position is available, employees may be provided with light duty as soon as medically feasible.
5. Employees on light duty will continue to receive salary and benefits commensurate with the employee's job classification. The salary and benefits will be proportionately adjusted in keeping with the employee's duties and work status. The status of light duty should be reviewed after each medical appointment and generally more often than every two weeks. Light duty assignments will not normally exceed 90 calendar days cumulative for any employee during their employment with the city of Grinnell without action of the City Council.
6. Light duty procedures:
 - A. Grinnell will provide the following:
 - i. Provide the employer's designated physician with a copy of the City's Return to Work Policy and a listing of jobs for which the employee may be qualified.
 - ii. Notify the employee of the light duty program.
 - iii. Obtain information regarding the employee's medical condition from the employer's designated physician.
 - B. The City will develop work assignments on a case-by-case basis, if available, depending on the employee's medical restrictions. The City may meet with the injured employee to review the employee's return to work status.
 - C. The employee will review and sign Appendix A attached to this policy hereto. The employee will follow all medical restrictions placed on the employee by employer's designated physician.
 - D. When the employer's designated physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential

functions of the employee's job, with or without a reasonable accommodation, the employee will be returned to the job classification and duties held prior to the work injury.

- E. When the employer's designated physician has determined that maximum medical improvement has been reached and the employee is still unable to perform the essential functions of the job, with or without reasonable accommodation, the City will determine employee's continuing employment status in consulting with the City's workers' compensation carrier. The City reserves the right to have a physician, chosen by the City, review the medical findings and/or perform an examination of the employee.

- F. Restrictions resulting from personal illness or injury:
 - i. Employees off duty due to personal injuries or illness may use accumulated paid leave in conjunction with FMLA leave to the extent it is available.
 - ii. If following the exhaustion of paid leave in conjunction with FMLA leave, the restrictions resulting from an employee's personal injury or illness prohibits the employee from performing the essential functions of the employee's job, with or without reasonable accommodation, the employee may be terminated.
 - iii. While the employee is laid off and eligible for recall, the employee must keep the City apprised of the employee's address, telephone number, cell phone number and e-mail address, if available.

- G. Responsibilities of the employee:
 - i. To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping the City apprised of the employee's medical condition and providing medical reports to the City as they are made.
 - ii. If the employee rejects any assignment which is compatible with the employee's medical restrictions, the employee shall not be compensated by the City or the City's work comp carrier with temporary, partial, temporary total or healing period benefits during the period of refusal, as set forth in Section 85.53, Code of Iowa.
 - iii. The employee assumes all responsibility for contacting the City to apply for available jobs and keeping updated on all new job openings.

(EMPLOYEE)

**Return to Work Program Statement of
Acknowledgement**

I acknowledge **that** I have been informed of the City of Grinnell Temporary Alternate Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by the City of Grinnell as a condition of my participation in the *Return-to-Work* program.

I further understand that if I do not follow the restrictions placed on me by the physician and the City of Grinnell, I may receive disciplinary action up to and including discharge.

Employee Signature/Date: _____

Witness Signature/Date: _____

Sexual Harassment Policy

Employers position against Sexual Harassment

Protect the employee's rights

Communication of roles and responsibility of management and employees

Eliminating Sexual Harassment is the role of both the managers and the employees

FACTS

F – Familiarize yourself with the company policy

A – Address incidents of Sexual Harassment immediately

C – Cooperate

T – Thoroughly investigate

S - Satisfactorily resolve

If you are the target

- Respond to the problem
- Make your feelings clear
- Record time and place and specifics, who observed it
- Report continuous harassment according. If no formal policy report to your supervisor
- If harasser is supervisor go to next person up

If you observe

- Help the victim make their feelings known
- Support your co-worker and encourage reporting according to the company policy

Prescription and Over-the-Counter Medications

Because medications can affect an employee's ability to make decisions, exercise good judgment and operate equipment, employers should discuss possible side effects with their physician prior to their use. This is especially true for employees who perform jobs that directly affect public safety and health.

Employees are not required to disclose prescription drug use for legitimate medical purposes. Moreover, the [Americans with Disabilities Act and the Rehabilitation Act of 1973](#) permit an employer to ask disability-related questions **only** if they are job related and consistent with business necessity. However, there are some prescribed and over-the-counter medications, such as amphetamines and benzodiazapines, which may result in a positive drug test. In this event, a Medical Review Officer (MRO) or other appropriate company personnel may inquire to determine if the employee has a legitimate medical explanation, such as a physician's prescription, for a positive drug test.

COVID-19 MASK POLICY

The City of Grinnell takes the health, safety, and wellbeing of its employees seriously. ~~Due to the ongoing COVID-19 pandemic and guidelines changing to address the state of the pandemic at any given time,~~ The City of Grinnell will follow recommendations put forth by the Centers for Disease Control and Prevention (CDC) for COVID 19 guidelines.

~~Guidance for unvaccinated employees can be found at:~~
~~<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>~~

~~Guidance for vaccinated employees can be found at:~~
~~<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>~~

Guidance for employees can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>

~~For unvaccinated employees the following are exceptions to this policy;~~

- ~~• Employees who work alone or in an office by themselves~~
- ~~• Employees who are able to maintain six feet of social distancing in the workplace~~
- ~~• When wearing a face covering interferes with other required PPE~~
- ~~• When donning a face covering would interfere with an employee's ability to perform essential job functions. Ex. Police Officer apprehending a fleeing suspect~~

~~Employees in high risk roles such as Firefighters and Police Officers will be provided an N95 mask to be used when a cloth face covering is deemed inadequate such as dealing with a confirmed COVID-19 person.~~

~~All employees will be provided the appropriate level of face coverings as needed by the City of Grinnell. Employees who chose to provide their own face covering must be approved by their supervisor.~~

~~The following are examples of approved face coverings;~~

- ~~• Surgical masks~~
- ~~• Bandanas~~
- ~~• Full face shields~~

~~The following employees are exempt from this policy and do not have to wear a face covering:~~

- ~~• Employees with a health condition that prevents them from wearing a mask.~~
- ~~• Employees who are unable to wear a mask for religious reasons.~~

~~An employee who seeks to be exempt from this policy must contact their supervisor with the reason for being exempt from this policy. If seeking a medical exemption the employee must~~

~~provide a note from their physician stating they are unable to wear a mask for medical reasons.-
This note must not list the specific medical reason.~~

~~This policy will be reviewed and updated as necessary.~~

YOUR SAFETY ATTITUDE

A good safety attitude includes several areas, foremost of which is a sense of responsibility and pride about yourself and “your” work. A safety attitude will make you want to check your work area for hazardous conditions and improve your area’s appearance. A good safety attitude will let you work at a steady, careful pace, especially on a ‘down day’ when you are not as alert as usual. Patience with yourself and others will help you keep a level head for clear thinking. Be sure of your instructions, maintain good housekeeping, wear proper equipment, and drive safely – All of these will help prevent injury and accidents to you and others / BE SAFE – THINK SAFETY.

EMERGENCY PHONE NUMBERS

Police/Fire/Ambulance	911
Midwest Ambulance (non-emergency)	515-222-2222
Police (non-emergency)	236-2670
Fire (non-emergency)	236-2688
Poison Info Center	800-222-1222

Program Administrators

- CPR/FA/AED –Jordan Allsup
- Blood Borne Pathogens – Dan Sicard
- Slips, Trips and Falls – Safety Coordinator
- Emergency Exit Plan – Safety Coordinator
- Ladder safety –Dan Sicard
- Fire Extinguisher – Dan Sicard
- MSDS, Right-to-Know, Hazardous communication – Safety Coordinator
- Personal Protective Equipment – Safety Coordinator
- Back safety – Safety Coordinator
- Forklift / Bucket Truck / Backhoe – Carl Eggermont
- Confined Space – Dan Sicard
- Excavation – Daniel Ramos
- Hearing Conservation – ~~Keith Stewart~~ Carl Eggermont
- Lock-out / Tag-out – ~~Duane Neff~~ Carl Eggermont
- Arc Flash Electrical safety – ~~Jan Anderson~~ Josh Kriegel
- Tool Safety – Carl Eggermont
- Extreme Temperature Safety – Safety Coordinator

- Welding – Carl Eggermont
- Winter Driving – Grinnell PD
- Chainsaws – Carl Eggermont

Name: _____ Date: _____

I hereby certify that I have received a copy of the City of Grinnell Employee Safety Manual and have read this manual and understand its contents.

Signature

**Consent or Decline Form
Hepatitis B Vaccine**

Employee name (please print)

Social Security number

Hepatitis B Vaccination Consent:

I have had the opportunity to ask questions of a licensed health care professional regarding the Hepatitis B disease and I have read the immunization information and understand the risks of the immunizations. I know that, as with all immunizations, there may be vaccine side effects and there is no guarantee that I will become immune. I also know that I must receive 3 doses to achieve immunity.

Employee signature

Date Signed

Witness signature

Date Signed

Decline of Vaccination for Hepatitis B (Mandatory Wording)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I declined hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee signature

Date Signed

Witness signature

Date Signed

RESOLUTION NO. 2023-7

A RESOLUTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF NATURAL RESOURCES – DIVISION OF CONSERVATION AND RECREATION -- FORESTRY – FIRE PROGRAM AND THE GRINNELL FIRE DEPARTMENT FOR A VOLUNTEER ASSISTANCE PROGRAM GRANT

WHEREAS, the Iowa Department of Natural Resources – Division of Conservation And Recreation -- Forestry – Fire Program (hereinafter referred to as the “Forestry – Fire Program”) has awarded the Grinnell Fire Department with a Volunteer Assistance Program grant for up to 50% cost-share, not to exceed \$4,500, for wildland fire PPE and fire safe helmets; and

WHEREAS, the Grinnell Fire Volunteer Association has agreed to provide the matching funds required; and

WHEREAS, the Forestry – Fire Program has provided a Memorandum of Understanding that outlines the specifics of this grant and the supporting documentation needed to request the funds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Grinnell, Iowa that it does hereby approve the Memorandum of Understanding with the Forestry – Fire Department for a Volunteer Assistance Program grant.

PASSED AND APPROVED THIS 3rd day of January 2023.

Dan F. Agnew, Mayor

ATTEST:

Annmarie Wingerter, City Clerk/Finance Director



Iowa Department of Natural Resources
Forestry - Fire Program

Gail Kantak, Fire Supervisor
2404 South Duff Ave.
Ames, IA 50010

Phone: (515) 233-8067 ext 1
Cell: (515) 689-0083
Gail.Kantak@dnr.iowa.gov

November 30, 2022

Grinnell Fire Dept
Daniel J Sicard
1020 Spring St
Grinnell, IA 50112

Dear Chief Sicard,

The DNR Forestry – Fire Program is pleased to inform you that your application for **2022 Volunteer Fire Assistance Grant** funds was **approved** for the following:

**US Forest Service
& DNR Forestry – Fire Program
2022 VFA GRANT**

**FEDERAL ASSISTANCE
APPROVED
\$ 4239**

FOR: 10 SETS OF WILDLAND FIRE PPE (SHIRTS, PANTS, COVERALLS, BRUSH COATS); 10 FIRE SAFE HELMETS

Note: NO SINGLE ITEM PURCHASED AT \$5000 OR MORE IS ELIGIBLE!

To confirm your desire to use this allocation as identified above, you must sign and return the enclosed Memorandum of Understanding by January 31, 2023.

RECORD KEEPING

It is necessary for you to keep the following records for state and federal auditing purposes:

1. Copy of the **Memorandum of Understanding** (MOU) between your department and the DNR Forestry – Fire Program.
(Return original to DNR by January 31, 2023).
2. Source documents, such as paid invoices, time reports showing hours of volunteer work, copies of cancelled checks or evidence of payment, etc. – **All invoices must be dated between October 1, 2021 and June 30, 2023**
3. Records that show the source of the department funds and how funds were spent on this project.
4. Copy of the **Project Billing Certification Packet** (i.e., Project Billing Certification form, copies of paid invoices and evidence that invoices have been paid.) **(This packet, with original signatures, must be submitted to the DNR by July 31, 2023)**

5. Accountability records showing current status of equipment over \$1000 in value purchased under this agreement. All equipment with serial numbers and/or over \$1000 in value must be recorded. None of this equipment can be sold or disposed of without prior approval of the State Forester for a period of three years.
6. VFA grants are federally funded through **CFDA #10.664 from the US Department of Agriculture through the Forest Service Office**. If your entity is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

PROJECT BILLING

These federal Volunteer Fire Assistance funds are available to you upon submission of your completed:

- **Memorandum of Understanding** *(Submitted to DNR by January 31, 2023)*
- **Project Billing** form;
- **Copies of paid invoices** *(dated between October 1, 2021 and June 30, 2023); and*
- **Evidence that the invoices have been paid.**

*Submitted to
DNR by
July 31, 2023*

To: Gail Kantak
Fire Supervisor
DNR Forestry – Fire Program
2404 South Duff Avenue
Ames, Iowa 50010-8093
Phone: 515-689-0083

Sincerely,



Gail A. Kantak
Fire Supervisor – DNR Forestry – Fire Program
Enclosure: Project Billing Form
Memorandum of Understanding

2022 Volunteer Fire Assistance (VFA) Grants Program Memorandum of Understanding

This Memorandum of Understanding, is made and entered into this **30th** day of **November, 2022**, by and between the Iowa Department of Natural Resources – Division of Conservation and Recreation -- Forestry – Fire Program (hereinafter referred to as the “Forestry – Fire Program”) and the Grinnell Fire Dept (hereinafter referred to as the “Grantee”).

WITNESSETH THAT:

WHEREAS, the Grantee protects a community of less than 10,000 citizens, and

WHEREAS, the control of timber, grass, and wildland fires in, and adjacent to, rural and suburban areas is essential to an effective fire control program, and

WHEREAS, the Grantee is actively engaged in the prevention and suppression of all fires in and adjacent to rural and suburban area, and

WHEREAS, the Grantee can more adequately carry out this function if additional equipment is available, and

WHEREAS, the Forestry – Fire Program is authorized by Congress to provide such protection agencies with Fiscal Year 2022 Grant Funds for the Volunteer Fire Assistance Program, and

WHEREAS, this VFA grant program provides up to 50% cost-share, not to exceed \$4500, for the following items requested in the 2022 VFA Application:

10 SETS OF WILDLAND FIRE PPE (SHIRTS, PANTS, COVERALLS, BRUSH COATS); 10 FIRE SAFE HELMETS

Note: NO SINGLE ITEM PURCHASED AT \$5000 OR MORE IS ELIGIBLE!

The parties to this memorandum of understanding do hereby agree as follows:

THE FORESTRY - FIRE PROGRAM AGREES:

1. To make available, based upon the FY 2022 Grantee application, **\$ 4239** of **VFA Funds** to the Grantee.
2. Upon receipt of the appropriate **Project Billing documentation**, (to be received by the Forestry – Fire Program **no later than July 31, 2023**, the Forestry – Fire Program will release 50% of the approved project costs up to the amount of the allocation made above.

THE GRANTEE AGREES:

1. **That no single item will be purchased at \$5000 or more.**
2. To return to the DNR Forestry – Fire Program – Attn: Gail Kantak, DNR Fire Supervisor, 2404 South Duff Ave., Ames, IA 50010 a **signed copy of this Memorandum of Understanding by January 31, 2023.**
3. To submit documentation of only expenditures:
 - that are **less than \$5000** total value for a single item,
 - that have been paid in full,
 - that are identifiable and in accordance with the approved request and
 - that have been **incurred between October 1, 2021 and June 30, 2023.**
4. To submit the completed **Project Billing Certification** form, copies of **paid invoices** and **evidence that the invoice has been paid** in accordance with the approved application **no later than July 31, 2023.**
5. That the matching funds have not been derived from any federal source.

- 6. Grantee is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on grounds of race, color, sex, or national origin excluded from participation in, denied benefits of, or otherwise subject to discrimination in the action or facilities of the Grantee.
- 7. Since VFA grants are federally funded through CFDA #10.664 from the US Department of Agriculture through the Forest Service Office, if your entity is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

IT IS MUTUALLY AGREED:

That if an item is purchased at \$5000 or more, that item will be considered ineligible and no percentage of it will be reimbursed.

That if the completed Project Billing documentation is not received by **July 31, 2023** the allocation will be **cancelled** and upon cancellation this memorandum of understanding will be null and void.

IN WITNESS WHEREOF, the parties by and through their duly qualified and acting officials have hereunto set their hands.

**FORESTRY – FIRE PROGRAM
DIVISION OF CONSERVATION AND RECREATION
IOWA DEPARTMENT OF NATURAL RESOURCES**

BY: 
Gail A Kantak, DNR Fire Supervisor
For Jeff Goerndt, State Forester

Date: November 30, 2022

BY: _____
(Mayor or other official)

Phone: _____

Date: _____

BY: _____
(Fire Chief)

Phone: _____

Date: _____

E-Mail: _____

FOR OFFICIAL USE ONLY:

Fire Department: **Grinnell Fire Dept**
Approved for \$ **4239** from **Consolidated** Funds

- Assistance (VFA Grant Funds): \$ _____
- Participants Contribution: \$ _____
- TOTAL PROJECT Expenditures: \$ _____

**Cancelled if NOT
RETURNED
BY JULY 31, 2023**

**2022 VOLUNTEER FIRE ASSISTANCE
PROJECT BILLING CERTIFICATION**

I certify

- that this billing is correct and just and is based upon actual payment(s) of record by the participant;
- that payment from the state has not been received;
- that the equipment and services are in accordance with the approved application.

I further certify

- that the matching funds of the participant have not been derived from federal sources;
- that the participant is not involved in any court litigation or lawsuits wherein it is alleged by private parties or the United States that persons were, on the grounds of race, color, sex, or national origin excluded from participation in, denied benefits of, or otherwise subject to discrimination in the action or facilities of the participant.
- that since VFA grants are federally funded through CFDA #10.664 from the US Department of Agriculture through the Forest Service Office, if our department required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

I understand that any deviation from the original application may jeopardize our federal assistance.

Fire Department: **Grinnell Fire Dept**

Approved for \$ **4239** from 2022 VFA Funds (up to 50% of estimated project expenditures, not to exceed specified allocation)

Federal Tax ID #: 46-1055210

DUNS#: 144725046

(check to make sure the FED ID # and the DUNS#s are correct and are for the same agency)

Department/Agency

Fiscal Officer*

(Signature) (Typed/Printed Name)

(E-Mail Address)

(Phone Number)

(Date Signed)

Fire Chief*

(Signature) (Typed/Printed Name)

(E-Mail Address)

(Phone Number)

(Date Signed)

***Both signatures are required to receive payment.**

Grant awarded to:

Name: **Grinnell Fire Dept**
Address: **1020 Spring St**
City, State, Zip: **Grinnell, IA 50112**