

CITY AND COUNTY OF BROOMFIELD SAFETY MANUAL

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I. POLICY STATEMENT

It is the policy of the City and County of Broomfield to provide a safe workplace for its employees (including full-time, part-time and temporary), volunteers and contractual persons. The personal safety and health of each employee of the City and County of Broomfield as well as the general safety and wellbeing of volunteers, contractual persons and the public is of primary importance.

The safety of the employee, volunteers, contractual persons and the general public shall receive first consideration in the performance of work. Accident prevention must be made a part of everyday operations. Safety is necessarily an integral part of every job. When we think of the job, we must also automatically think of the hazards involved.

Management and employees alike share the responsibility for accident prevention and safe working practices. Each employee is primarily responsible

for his/her own safety. If working conditions are not covered by this manual or where the work assignment is not completely understood, the employee shall obtain specific instructions from the appropriate supervisor before proceeding with the work.

SCOPE

The purpose of this safety manual is to establish policies and procedures that will insure deliverance of services to the public without risk, safe working conditions for City and County employees, and a reduction of accidents and property damage. The City and County can realize these objectives through employee compliance with the safety procedures as outlined in this manual and provision of proper safety equipment.

The safety of City and County employees, the public, and equipment are of paramount importance in the accomplishment of any task. Adherence to applicable safety practices and awareness of any changes in the work environment will prevent the majority of accidents.

It is the intent of this safety manual to supplement the Occupational Safety and Health Administration (OSHA) regulations and safety rules. All employees need to be aware of OSHA and City and County safety policies and to conform to all safety regulations during their daily work assignments.

APPLICABILITY

No rules can be drawn which will exactly meet all conditions, which will be encountered. Whenever practical the person in charge, or the individual performing a job, will report exceptional conditions to the immediate supervisor for instructions.

The accident prevention regulations herein set forth are for the purpose of preventing injury to persons and property. These accident prevention regulations shall be effective as of the date of issuance and every employee of the City and County shall comply with these regulations under every circumstance where they are applicable.

Any interested employee of the City and County can request additions and/or revisions. However, alterations or amendments to these safety regulations may be made only with the approval of the Human Resources Director and the Safety Committee. Any such changes shall be effective on the date of their issuance.

These regulations shall be strictly interpreted to bring about maximum compliance. However, if lawful and applicable governmental regulations are contrary or more stringent than these regulations, then such governmental regulations will prevail.

Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their jurisdiction to comply with all applicable safety instructions and safe practices.

Departments and divisions may promulgate additional safety regulations to be followed by persons working or operating under the jurisdiction of those departments. Employees assigned to work at sites outside the home department will follow the safety procedures of the site at which they are working.

Independent contractors and their employees as well as all City and County volunteers are required to comply with the City and County of Broomfield Safety Manual, applicable department safety rules and regulations and all City and County safety policies and procedures.

ENFORCEMENT

Failure to follow safety rules and practices shall be grounds for corrective or disciplinary action as defined in the City and County of Broomfield Personnel Merit System, Chapter 2-14 of the Broomfield Municipal Code.

Whenever there is a difference of opinion between the employee and the supervisor as to whether or not a particular assignment is safe, the judgment of the supervisor will prevail. The employee may file a grievance regarding the situation in accord with departmental and City and County grievance procedures as defined in the City and County of Broomfield Personnel Merit System, Chapter 2-14 of the Broomfield Municipal Code.

REPORTING

Employees shall report all accidents, safety hazards, near misses, unsafe practices or conditions to the immediate supervisor at once. Employees may also submit safety concerns, in writing, to the supervisor and Human Resources Director with a copy to the Safety Committee.

DISTRIBUTION

The Human Resources Director will insure that a copy of the City and County of Broomfield Safety Manual is made available to all City and County employees. The Human Resources Department's orientation of new employees shall include: advisement of the electronic location of the City and County of Broomfield Safety Manual; a summary of the safety policies and procedures contained therein; explanation of the City and County's injury leave policy; and explanation of workers' compensation benefits.

Employees will sign a form stating that they are responsible for reviewing the City and County of Broomfield Safety Manual.

II. ASSIGNED RESPONSIBILITIES

2-01 Department/Division Heads

All department/division heads are charged with the responsibility for providing the type of work environments, work procedures, and services to the public that will promote (to the greatest extent possible) the safety of City and County employees and the general public. They shall initiate and actively support a department safety program that will integrate safety engineering principles and accident prevention techniques in all work programs and services to the public. In addition, department/division heads will be responsible for:

- A. Implementing the safety policies and programs prescribed by the Human Resources Director, Safety Committee, and the City Manager.
- B. Providing for adequate job training and continuing safety instruction, including pre-placement orientation, of all employees under their jurisdiction.
- C. Assisting the Human Resources Director in arranging and scheduling appropriate training courses for supervisors and other employees and insuring availability when scheduled.
- D. Personally interviewing each employee who suffers a disability injury.
- E. Conducting periodic safety inspections of all work areas.
- F. Reviewing all Accident/Injury/Supervisor's Investigation Reports (Exhibit 1) generated in the department.
- G. Forwarding copies of all Accident/Injury/Supervisor's Investigation Reports (Exhibit 1) to the Safety Committee.

2-02 Supervisors and Lead Workers

The full potential of effective accident prevention can only be realized when supervisors actively support all phases of the safety program. Their close contact with the work environment and the people performing the work make them the best qualified to translate safety principles into accident prevention on the job. They must constantly promote the wisdom of observing safety procedures and using the appropriate protective equipment. They must enforce the safety procedures and rules that apply to the work they supervise. The safety obligations of supervisors include, but are not limited to, the following:

- A. Providing adequate basic job training and safety instruction to all employees. Documenting department/division training and recording names of participants attending the training. Employees attending such training are required to sign

that they have received specific training as offered by the divisions, departments, and the City and County.

B. Providing continuing safety instruction to highlight potential hazards, changes in work conditions or procedures, etc. while making daily work assignments.

C. Actively supporting safe procedures and work methods.

D. Continuously observing and evaluating work conditions and work procedures to detect and correct unsafe conditions and practices.

E. Promptly investigating accidents for causes and taking immediate corrective action.

F. Completing required reports on all accidents, injuries, or incidents.

G. Being receptive to and encouraging employees to report unsafe practices and conditions and to submit practical suggestions for correction.

H. Participating in training courses designed to increase professional knowledge of safety supervision principles and techniques.

I. Obtaining and maintaining high standards in housekeeping and personal and environmental cleanliness in work areas.

J. Insuring that tools, equipment, and protective devices are properly installed, maintained, and properly utilized.

K. Becoming familiar with and actively enforcing safety procedures applicable to the work supervised.

L. Conducting safety orientations for new employees, to include, but not limited to: demonstrating safe equipment usage, personal protective equipment requirements, and departmental safety policies and procedures.

M. Supporting and actively participating in the City and County Safety Committee when assigned.

2-03 Safety Coordinator/Human Resources Director

It is the responsibility of the Safety Coordinator or Human Resources Director to facilitate the safety program for City and County employees as developed and approved by the Safety Committee and the City Manager. The Safety Coordinator or designee shall be responsible for:

- A. Implementing the safety program and policies as established by the Safety Committee and approved by the City Manager.
- B. Conducting inspections of City and County operations and reporting hazards of employee or public safety to the appropriate department head for corrective action.
- C. Submitting a written report to the appropriate department head, detailing all unsafe conditions, and requesting a written response within 10 days of proposed corrective actions.
- D. Reporting to the appropriate department head and the City Manager any unsafe situation that requires immediate action because it presents a potential hazard to employee or public safety.
- E. Administering the processing and payment of workers' compensation claims.
- F. Administering the processing of all property, vehicular, and liability claims with the insurance pool.
- G. Maintaining records of accident/injury experience and related costs, and reporting such information to the City Manager, department heads, and Safety Committee at their scheduled meetings.
- H. Performing analysis to identify trends, problem areas, and safety training needs.
- I. Informing the City Manager and department heads about the status of matters affecting them and the City and County in regard to safety and risk management.
- J. Conducting and assisting supervisors in safety and loss prevention training for all employees.
- K. Coordinating appropriate safety engineering considerations in the design of specifications for new equipment with the appropriate department/division heads.
- L. Coordinating appropriate safety requirements for contractors' services with the City Attorney and the City and County engineering staff.
- M. Facilitating at Safety Committee meetings.
- N. Insuring that a record is kept of minutes of the Safety Committee meetings.
- O. Reporting activities of the Safety Committee to the City Manager and department heads.

2-04 Employees

As a condition of employment, all City and County employees are required to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. It is the responsibility of all employees to:

- A. Promptly report to their supervisors all accidents, injuries, and job-related illnesses occurring within the course of their employment.
- B. Promptly report to their supervisors all unsafe practices or conditions, near misses, or safety hazards they observe.
- C. Cooperate with and assist in investigation of accidents to identify correctable causes and to prevent recurrence.
- D. Actively support and participate in safety educational measures utilized in departmental safety programs.
- E. Actively support and participate in the City and County's safety program.
- F. Become familiar with and observe approved safe work procedures in all work activities.

2-05 Safety Committee

Safety Committee membership shall be composed of employees from designated departments and divisions representative of the different classes and working conditions in the City and County employee base. A current listing of Safety Committee members with departments/divisions represented is provided in the City and County of Broomfield Employee Handbook as part of the "Safety Practices and Policies" section.

Committee members will be selected for their interest and expertise regarding departmental safety standards and will be appointed by the department head.

The Committee's responsibilities, will include, but not be limited to:

- A. Meeting at least quarterly.
- B. Developing and conducting intensive in-service safety awareness programs.
- C. Providing factual background information and recommending action to department heads and the City Manager in cases of flagrant and continuous disregard for safety rules.

D. Reporting the activities of the Committee to the City Manager and department heads.

E. Conducting inspections of City and County operations and reporting hazards to employee or public safety to the appropriate department head for response.

F. Reporting to the department head and City Manager any unsafe situation that requires immediate action because it presents an imminent threat to employee or public safety. In the absence of the immediate supervisor and the department head, the Safety Committee representative will have the authority to shut down a project until the unsafe condition has been corrected.

G. Establishing an Accident Review Committee as outlined in Section VIII.

H. Establishing other subcommittees as required.

I. Actively implementing and overseeing (at the department level) all recommendations of the Safety Committee as approved by the City Manager and appropriate department head.

J. Committee organization: A Chairperson, Vice-Chairperson, and Secretary shall be elected by the Committee members to conduct meetings, prepare agendas, provide for minutes of each meeting, and officially represent the Safety Committee. In the event that the elected Chairperson is unable to complete his/her term, the Vice-Chairperson shall serve as the Chairperson for the remainder of the term. A new Vice-Chairperson will then be elected to serve for the remainder of the term.

III. SAFETY PROGRAM OBJECTIVES

The provisions of the previous sections fix the authority, responsibility, and organization of the City and County's safety program.

The Safety Committee, with the assistance of the Safety Coordinator, shall devise, augment, and maintain a comprehensive safety program. The objectives of the program shall include, but not be limited to:

A. Developing supervisors who give constant attention to preventing accidents and promoting safety.

B. Educating and motivating employees through their supervisors and department heads to work safely.

C. Educating and motivating employees to observe the principles and practices of personal safety in all aspects of their lives.

D. Establishing and maintaining a system for reporting accidents to learn cause and promote prevention.

E. Soliciting suggestions from employees and recommending ideas, which will promote greater safety.

F. Assisting administrative and supervisory personnel in developing and maintaining effective safety programs, including loss prevention programs.

G. Monitoring and enforcing corrective measures.

H. Developing a safety awareness recognition program.

I. Insure that department/division safety inspections are made on a regular basis and that records and inspection forms are properly maintained.

J. Safety training classes will be coordinated with division supervisors. Training logs will be maintained for all training classes listing the topics covered and names of employees attending.

IV. ACCIDENT PREVENTION

4-01 Field Inspections

A. Each department's Safety Committee representative shall periodically inspect their respective job sites for unsafe conditions, unsafe equipment, and for unsafe or hazardous activities in which employees may be engaged.

B. The Safety Coordinator shall prepare a written report of the Committee representative's findings and submit said report to the appropriate department head. The department head shall have 10 days to respond in writing to the Safety Coordinator and Safety Committee regarding proposed corrective actions.

C. Department heads shall be responsible for the periodic inspection of departmental facilities for unsafe conditions, unsafe equipment, and for unsafe or hazardous activities of employees.

D. Supervisory personnel shall regularly inspect job sites for unsafe conditions, unsafe equipment, and unsafe or hazardous working conditions for City and County employees and the general public.

E. Supervisory personnel shall notify the Safety Coordinator of work projects or job sites that may involve particularly hazardous working conditions for City and County employees.

4-02 Accident Investigation

A. All vehicular or property accidents, and situations involving potential liability shall be reported on the Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1) within 48 hours.

B. All vehicular accidents shall be investigated by the proper civil authorities.

C. The supervisor shall investigate all disabling injury accidents and report all injuries to the Human Resources Department on the Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1).

D. The Safety Coordinator shall be notified immediately of all injuries, vehicular or property damage incidents, and possible liability incidents so that appropriate investigations can be conducted and claims filed.

E. Refer to Section VI "Accident Reporting" for additional details.

4-03 Safety Training

A. Training sessions for both supervisory and non-supervisory employees shall be arranged by the Safety Coordinator at regular intervals. Special training sessions will be arranged as required.

B. All supervisors in charge of field crews must hold periodic employee meetings during which time specific safety subjects will be reviewed and discussed. Supervisors may schedule films or safety materials through the Safety Coordinator.

C. A record of topics discussed and persons in attendance shall be maintained and a copy sent to the Safety Coordinator.

4-04 Recordkeeping

A. The Human Resources Department shall maintain a log of all employee injuries, vehicular accidents, property damage, liability suits, and related incidents.

B. The supervisor shall report all equipment damage to the Safety Coordinator.

C. All employee on-the-job injuries requiring medical treatment must have a doctor's report and return-to-work release form from the City and County's designated medical provider. (See "Safety Practices and Policies" section of the City and County of Broomfield Employee Handbook, "Work-Related Injuries/Illnesses and Workers' Compensation Policy" for further information.)

D. A record of all City and County and departmental safety meetings and training sessions shall be maintained indicating who attended the meeting or session and a brief summary of the topics discussed.

V. SAFE WORKING PRACTICES AND POLICIES

The following instruction shall serve as a manual of safe operating practices that all employees shall be required to follow. These procedures are designed to reduce the risk of injury to employees and to reduce the risk of damage to City and County equipment/property.

5-01 Housekeeping

A major factor in the prevention of accidents, fires, and losses is the clean, neat, and orderly condition of all City and County buildings, yards, and enclosures, of all vehicles and mobile equipment, and of each job, whether on City and County premises, public roadways, or private premises. The maintaining of these conditions is called "housekeeping."

A. Housekeeping in individual work areas shall be the employee's responsibility, and shall apply not only to the materials or equipment being used by the employee, but to spilled materials.

B. Work areas shall be kept clean at all times. Accumulation of materials and debris shall be kept cleared from all work areas, passageways, and stairs, in and around buildings or other structures.

C. Combustible scrap and debris shall be removed at regular intervals during the course of operations.

D. Containers shall be provided for the collection and separation of waste, trash, oily used rags, and refuse. Containers used for garbage and other oily, flammable, or hazardous wastes shall be disposed of at frequent and regular intervals.

E. All vehicles and mobile equipment shall be kept in orderly condition with tools, parts, materials, and equipment properly stored and secured. Junk, scrap, and refuse shall be disposed of promptly and not allowed to clutter the vehicle or equipment.

F. Floor surfaces shall be kept in good repair, free from holes and all tripping hazards. All oil, grease, water or other slipping hazards must be cleaned up immediately.

5-02 Office Safety

- A. All file and desk drawers are to be closed when not in use. Each employee should remember to close file drawers immediately after use. The top drawer and the one immediately under it should never be pulled out at the same time.
- B. Use caution when walking around corners.
- C. Do not stand in front of a closed door, which may open suddenly.
- D. Caution should be used in storing all work materials. Store heavy materials on lower shelves.
- E. No obstacles should be left where a person could trip over them. Nothing is to be stacked to the extent that it might fall on someone.
- F. The floor should be kept free of all tripping hazards, such as extension cords, phone cords, paper cartons, etc.
- G. In attempting to reach items located on upper shelves, a step stool should be used. Use stepladders or step stools for high reaching; never use a swivel chair.
- H. No one employee should attempt to move heavy office furniture or files (carry loads that you can see over).
- I. Avoid leaning back in straight back chairs.
- J. Do not go into dark places without adequate lighting.
- K. Paper cutter blades must be kept in closed position when not in use.
- L. Do not leave open scissors lying on top of the desk or in desk drawers.
- M. Keep fingers away from ejecting slot when loading or testing stapling tools.
- N. Report all faulty electrical equipment and other unsafe conditions to your supervisor.
- O. Electric space heaters are dangerous and should not be left unattended.
- P. Burning materials shall not be placed in waste paper containers. Smoking is prohibited in any City and County-owned or leased facility.
- Q. All coffee makers should be turned off when not in use and at the end of the work shift.
- R. All carpet must be secured to the floor.

S. Hand railings must be tightly secured.

T. Desk drawers should be closed when not in use and chairs should be pushed into desks when not in use.

5-03 Personal Protective Equipment

The City and County requires the wearing of appropriate personal protective equipment in all activities where the City and County determines that there is an exposure to hazardous conditions, or where there is an indication of the need for using such equipment to reduce the hazard to employees. Accordingly, the following rules have been implemented in connection with the use of such equipment.

A. Employees will wear authorized City and County uniforms on the job as required. This includes clothing that fits properly and shoes designed to protect the feet from hazardous material or injuries, which may be encountered on the job. Uniforms, tee shirts, coveralls, coats, vests, rain suits, and other issued clothing shall not be altered or revised by the employee at any time.

B. Protective eyewear shall be worn at all times, in all areas, and on all jobs designated by the supervisor. Safety glasses shall NOT be substituted for the required equipment. The required equipment shall be worn over the safety glasses.

1. Goggles or face shields must be worn on all chipping, grinding, sandblasting, buffing, and wire brushing operations, in breaking rock or concrete, or in any other situation where flying particles may injure the eye.

2. Welders and employees working around welding operations must wear gloves and approved face shields or goggles to prevent flash burns to the eye.

3. Chemical eye goggles must be worn when there is a danger of eye damage from heat or chemical reactions. This also applies to employees whose job duties require them to work with pesticides.

C. Respirators shall be worn at all times as supplied and prescribed by the supervisor.

D. Gloves or similar hand protection shall be worn at all times as supplied and prescribed by the supervisor and under the following conditions:

1. When handling wire, wire rope, refuse, or sheet metal.

2. Protective neoprene gloves shall be worn when handling chemicals which may irritate the hands.

3. Departments/divisions may require additional conditions for the use of hand protection.

E. Approved safety hard hats shall be worn at all times as supplied and prescribed by the supervisor.

F. Employees must wear ear protectors while working in areas of high intensity and/or high frequency noise.

G. Orange vests or other approved garments shall be worn by all employees who work on or near public rights-of-way. Employees shall wear reflectorized warning vests when the work shift extends into the dusk or dark hours. Police officers shall wear reflectorized vests when on extended traffic control assignments.

5-04 Safety Shoes

Employees regularly working in areas or jobs where there is a danger of toe, foot, or leg injury, or when so instructed by their supervisor, are required to wear approved steel-toed safety shoes. The City and County provides an allowance towards the purchase or replacement of approved safety shoes/boots for full-time, part-time, and temporary employees. (Employees should contact their supervisors for information on allowances provided in their area.)

5-05 Hard Hats

Employees are required to wear approved hard hats when working where there is a possible danger of head injury from impact, falling or flying objects, electrical shock and burns, or when so instructed by their supervisors.

5-06 Respiratory Protection

A. All employees designated to work in areas, which may require emergency respiratory equipment, shall receive training on the appropriate departmental equipment at six-month intervals. Respiratory equipment shall meet OSHA requirements and shall be inspected monthly. A log shall be maintained of such inspections and all employee training on respiratory equipment shall be documented.

B. Employees required to operate respiratory equipment shall have no facial hair interfering with the respirator operation at any time. Facial hair shall be defined as facial hair under the sealing surface of the respirator and/or facial hair inside the respirator of a length that will touch the exhalation valve.

5-07 Prescription Safety Glasses

Employees regularly working in areas or jobs where occupational hazards necessitate the wearing of safety glasses shall be subject to the following policy:

A. The City and County provides an allowance towards the purchase of prescription safety glasses for employees who require prescription glasses and shall provide safety glasses of a non-prescription nature for those employees who do not require vision correction. (Employees should contact their supervisors for information on allowances in their area.)

B. Lenses shall meet or exceed ANSI standard Z87.1-1968, revised 1979 for impact resistance, design, construction, and protection.

C. Employees who do not require corrective lenses shall wear Plano safety glasses (that meet or exceed ANSI Z87.1) while performing functions where there is a potential hazard.

Suitable eye and face protection shall be worn by all employees to protect themselves from hazards encountered in chipping, grinding, buffing, boring, breaking, welding, or similar work subjecting the eyes and face to flying fragments. Chemical eye goggles must be worn when there is a danger of eye damage from heat or chemical reactions. This also applies to employees whose job duties require them to work with pesticides.

5-08 Hearing Protection

Employees shall wear approved ear protection when working in areas where excessive noise is present or when operating equipment that generates excessive noise.

5-09 Supervisor's Responsibility

Supervisors shall be responsible for determining when job conditions warrant the use of personal protective equipment and shall require employees to wear such equipment for their protection.

5-10 Fire Prevention

A. By ordinance, smoking is prohibited in any building or structure owned or leased by the City and County for any municipal purpose. (See Section 5-11 - Smoking Policy). Smoking and the striking of matches, lighters, or other combustibles are prohibited in unmarked areas where there are evaporating combustible materials or gases or when opening containers of flammable materials.

B. Emptying or discarding pipes or cigar and cigarette butts in wastebaskets or other areas where fire hazards exist is prohibited.

C. All flammable waste materials shall be disposed of in metal containers with lids provided for this purpose.

D. Never pour flammable liquids down drains or sewers.

E. Clothing should be changed if it becomes soaked with any flammable liquid.

F. Combustible material shall be placed in small, stable piles, not to exceed ten (10) feet in height. Storage areas shall be kept neat and clean, free from weeds and grass or other debris. No combustible materials shall be stored outdoors within ten (10) feet of a building or structure.

G. Indoor-stored combustible materials shall be grouped to minimize the possible spread of fire and to permit convenient access for fire fighting. Storage shall not obstruct windows, doors, or other means of exit.

H. Only approved containers and portable tanks shall be used for storage and handling of flammable liquids.

I. All employees should become familiar with the uses and locations of the fire extinguishers in the work area.

5-11 Smoking Policy

In accordance with the Broomfield Municipal Code, smoking is prohibited in any building or structure owned or leased by the City and County for any municipal purpose. It shall also be the policy of the City and County to prohibit smoking or the use of other tobacco products such as chewing tobacco or snuff within any vehicle, building, or structure owned or leased by the City.

Violations of the Broomfield Municipal Code could result in the issuance of a summons and complaint to appear in Municipal Court. The penalty is a fine not to exceed \$500 per violation. In addition, City and County employees may be subject to corrective or disciplinary action in accordance with the Personnel Merit System.

Full-time employees enrolled in the Employees' Medical Care Expense Plan or the Kaiser Permanente Health Plan may be eligible for a smoking cessation program offered through one of the plans. The Human Resources Department may be contacted for more information.

5-12 Equipment Operation

A. Employees shall operate all equipment in accordance with manufacturer's specifications and designed use, taking into consideration traffic and conditions surrounding the use of the equipment, and the safety of other employees and the public. Departmental safety rules may be established regarding safe equipment operation.

B. Only fully qualified and properly licensed operators shall be permitted to drive or operate City and County vehicles.

C. Seats belts shall be worn and secured at all times when the vehicle is moving.

D. All drivers of City and County vehicles shall comply with all state, county, and local rules and regulations governing the safe and legal operation of vehicles.

E. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers.

F. Trucks transporting materials shall secure said materials tightly to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than sixteen (16) inches square. Red lights shall be used at night.

G. Speed limits on public roads and highways shall be strictly observed by all drivers of City and County vehicles, except police personnel under emergency conditions.

H. Lights, brakes, and emergency equipment shall be checked before leaving the vehicle at the end of the working day. Any malfunction of the vehicle shall be reported to the immediate supervisor no later than the end of a normal working shift.

I. A safety check of equipment should be repeated at the beginning of each working shift to assure equipment is in safe working order and that necessary repairs have been made.

J. Lights and safety chains shall be checked for proper operation before towing a compressor or any other towed vehicles. All towed equipment shall be equipped with safety chains and proper hitches. Electric brakes shall be installed on all trailers exceeding 3,000 pounds gross weight and checked regularly.

K. The fueling of equipment such as lawnmowers, loaders, graders, tractors, etc. shall be done when the engine is shut off and smoking materials are extinguished.

5-13 Signs, Signals, and Barricades

A. Construction warning signs shall be used at all times when work is performed in public rights-of-way. Personnel should never be permitted to perform work operations where they are exposed to traffic hazards unless adequate protection is provided by one or more of the following protective measures:

1. An enclosed protected area outlined by adequate barricades, traffic cones, or signs.
2. Under the protection of a flag person, or the displaying of high-level warning flags between the employee and traffic flow.
3. Work vehicles parked between employee and traffic flow, with advance warning devices positioned either at the end of or mounted on vehicle facing approaching traffic.

B. Traffic Barricades and Signs

1. Barricades and signs shall be properly placed before any street construction or maintenance activity begins in which employees shall be subject to hazards or where the public may be subject to driving hazards.
2. Hazard signs, cones, barricades, and other traffic warning devices shall be used whenever work is being performed in public rights-of-way. Whenever possible, signs should be placed at least one hundred (100) feet or four times the speed limit ahead of work.
3. Where operations are performed in stages, only those devices that apply to the conditions that exist shall be in place. Signs that do not apply to existing conditions shall be removed, covered, or turned so as not to be readable by oncoming traffic.

C. Flagging

1. A flag person shall be provided when operations are such that signs and barricades do not provide the necessary protection.
2. The use of an orange vest and hardhat shall be provided for flag persons. For nighttime conditions, similar outside garments shall be reflectorized.
3. Flag persons are provided at work sites to stop traffic as necessitated by work progress or to maintain continuous traffic flow past a work site at reduced speeds to help protect the work crew. For both of these functions, the flag person must, at all times, be clearly visible to approaching traffic

for a distance sufficient to permit proper response by the motorist to the flagging instructions, and to permit traffic to reduce speed before entering the work site. In positioning flag persons, consideration must be given to maintaining color contrast between the flag person's protective garments and the environment.

4. The flag person shall not personally direct traffic to proceed or give any hand signals of any kind. Instead, an official traffic control device (for example: the slow paddle) shall be used when it is safe for traffic to proceed.

D. Trenching

1. All excavation work must be planned and consideration must be given to traffic and other nearby activities, disposal of excavated materials, and storage of equipment and materials.

2. It shall be the responsibility of the supervisor in charge to become familiar with OSHA rules and regulations governing excavations and to conform to said rules.

3. Trench shoring or sheeting will be used whenever the excavation exceeds four (4) feet in depth or is sloped back on a two (2) to one (1) basis.

4. All backfill or spoil will be placed at least three (3) feet back from the open trench.

E. Use of Lights on Construction Vehicles

1. Flashing, oscillating warning lights shall be turned on whenever a service vehicle is stopped where work is being performed or whenever it obstructs traffic. Unless it is absolutely necessary, vehicles shall not be parked where they obstruct traffic.

2. Rotating lights shall be used at all times when sweeping, salting, or sanding streets or when plowing snow.

3. Flashing lights will not be used when a vehicle is moving, except as noted in (2) above or when moving so slowly as to impede traffic.

5-14 Tools and Equipment

A. Select the right tool for the right job.

B. Keep tools and equipment in good working condition.

C. 1. Do not work with defective equipment.

2. Inspect tools regularly to insure proper repair or replacement.

D. Use tools properly and skillfully.

1. Avoid awkward positions.

2. Watch out for slips, both to your tools and yourself.

E. Practice "good housekeeping" - a place for every tool and every piece of equipment.

F. Do not place tools or equipment on the edge of elevated work areas where they might fall or be knocked off.

G. No employee shall attempt to use any tool or piece of equipment without proper training and authorization.

H. Guards shall be utilized on all hand and power tools that are designed to accommodate such guards.

I. Proper eye and facial protection shall be worn when using all power equipment where employees are exposed to flying objects, dust, gases, and so forth.

J. Hand tools. This section relates to all hand-held tools which are not power actuated or pneumatic and includes, but is not limited to, the following: hatches, saws, chisels, punches, hack saws, files, tin snips, hammers, picks, shovels, spades, screwdrivers, and wrenches.

1. Wrenches, including adjustable type end and socket wrenches, shall not be used when jaws are worn or damaged to a point that slippage occurs.

2. Impact heads on bars, chisels, tools, etc., must be kept ground down to prevent mushrooming.

3. All wooden-handled tools shall be kept free of splinters or cracks and shall be kept tight in the tool.

4. Hand tools must be maintained in good condition. Keep all cutting-edge tools; i.e., saws, tin snips, adzes, axes and hatches, sharp and clean.

5. Tools should be used only for their intended purpose and the size of the tool should be appropriate for the job.

6. All employees must wear personal protective equipment when necessary or as determined by your supervisor (see "Personal Protective Equipment" section).

7. Tools of a non-sparking material must be used if fire or explosion hazards exist.

8. Use all tools correctly and be sure to:

a. Cut away from your body.

b. Hold tools firmly.

c. Have the proper stance and body location.

d. Use personal protective equipment.

e. Frequently inspect tools and take the appropriate actions if damaged.

K. Power-operated hand tools.

1. Electric power-operated tools shall either be of the approved double-insulated type or grounded.

2. Guards shall be inspected regularly and kept in good repair.

3. Guards for all such tools shall be used and kept in place.

L. Pneumatic tools.

1. All air hoses shall be kept in good repair.

2. Air hoses shall be placed to avoid any hazards from bumping the hose, running over it, or tripping.

3. The air pressure shall be cut off before attempting to disconnect the hose.

4. Pneumatic-power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming disconnected.

5. Safety clips or retainers on pneumatic-impact tools shall be securely installed and maintained to prevent attachments from being accidentally expelled.

6. Compressed air for cleaning purposes shall be used at less than 30 PSI, and then only with effective tip-guarding and personal protective equipment. All pneumatic hoses exceeding 1/2-inch inside diameter shall have a safety device at the source or branch line to reduce pressure in case of hose failure.

M. All fuel-powered tools shall be stopped and allowed to cool for a reasonable period prior to being refueled, serviced, or maintained. When fuel-powered tools are used in enclosed spaces, proper venting precautions must be exercised.

N. Power-grinding machines shall have proper grounding and employees must use work rests which are rigidly supported and readily adjustable. Work rests shall be kept at a distance not to exceed 1/8-inch from the wheel surface.

O. All employees using abrasive wheels shall use approved eye-protective devices.

P. Jack operation.

1. The base of the jack shall be blocked or cribbed when it is necessary to provide a firm foundation. Where there is a possibility of slippage of the metal cap of the jacks, a wood block shall be placed between the cap and the load.

2. Never work under a vehicle that is supported only by a jack.

5-15 Welding Precautions

A. Only employees trained in the use of welding equipment shall operate either electric or acetylene welding equipment.

B. Welders must be constantly alert to the hazards of such activity and shall take necessary precautions to protect themselves, other employees, and the public.

C. Welders and helpers shall wear suitable gloves, shoes, clothing, and helmets when cutting and/or welding.

5-16 Electrical Installation (Both Permanent and Temporary)

A. Prior to performing any work on energy systems, a lockout and tag shall be installed at the point of de-energization. The name of the employee performing the work shall be noted on the tag sheet. Other employees may not remove the lockout/tag.

B. No employee shall work in such proximity to any part of an electrical power circuit that he/she may contact the same in the course of work unless personal

protective equipment against electrical shock is provided and in use or unless the circuit has been de-energized, grounded, or insulated in some other way.

C. Before commencing work, employees must determine whether any part of an electric power circuit, exposed or concealed, is so located that the performance of the work may bring the employee into contact with it. All employees shall obey warning signs posted around such work.

D. In work areas where the exact location of underground electric power lines is unknown, employees using jack hammers, bars, or other hand tools which may contact a power line must locate lines prior to commencing work and shall use insulated protective gloves.

5-17 Material Handling and Lifting

A. Since the handling of material is one of the most frequent sources of accidents resulting in back injuries, sprains, strains, lacerations, bruises, and crushed hands and toes, the teaching and enforcement of safe methods of lifting and handling material is one of the supervisor's most essential functions.

B. Employees are limited to continuous lifting of weights of 50 pounds or less.

C. Where possible, mechanical equipment should be used to lift heavier materials. If mechanical assistance is not available, adequate manpower to maintain the 50-pound limit per employee will be required.

D. Before an object is lifted, it shall be inspected for grease or slippery substances to insure that the object will not slip from grip.

E. Long objects shall not be carried without assuring that the way is clear and vision is unobstructed to insure that other persons or objects will not be struck by the load.

F. All loads protruding three (3) feet or more from the rear of a vehicle shall be identified by a red flag.

G. All employees are responsible for knowing and practicing proper lifting techniques. Back injuries are one of the most prevalent and painful types of injuries. By adhering to these simple procedures when lifting any object, you should avoid back injuries:

1. Get a good footing.
2. Place feet about shoulder width apart.
3. Bend the knees to grasp the weight.

4. Keep the back straight.
5. Get a firm hold.
6. Keep the back as upright as possible.
7. LIFT GRADUALLY BY STRAIGHTENING THE LEGS.
8. If the weight is too heavy, GET HELP.

Remember: Use your leg muscles, NOT your back muscles.

5-18 Confined Space Entry

A. Definition: An area having limited or restricted means of entry and exit and/or poor natural ventilation. This includes, but is not limited to, the following enclosures: storage tank, boiler, silo, lift station, bunker, tank car, pipeline, tube, duct sewer, underground utility vault, tunnel, pit or manhole.

B. All departmental and divisional policies shall be strictly enforced.

C. There are many potential hazards associated with confined spaces:

1. Atmospheric conditions - Oxygen deficiency, flammable or explosive mixtures, contaminants, toxic poisoning and asphyxiation.
2. Mechanical or structural conditions - Restricted movement, exit time, limited communication and visibility, and possibility of entrapment.

D. Supervisors with direct responsibility for employees who perform work in confined spaces shall be responsible for the following:

1. Inspection of the work area to discover hazard potentials.
2. Coordination with the operating department involved.
3. Testing the atmosphere for flammable, explosive, toxic materials, vapors, fumes, and oxygen deficiency.
4. Selection of and instructions for using personal protective and respiratory equipment.
5. Maintaining safe working conditions while work is performed.
6. Analyzing the potential hazards of the work and particular job and stipulating work procedures and precautions to be observed.

7. Instructions and availability of manpower and equipment needed in the event of emergency.

5-19 Chlorine Leak Emergency Procedures

A. Contact the Fire Department (Phone 911), giving the type of accident, the location, and your name. Have someone stand by at the facility entrance to direct the Fire Department to the area of the accident.

B. Evacuate the area and move personnel uphill and/or upwind at least 100 yards from the leak.

C. Contact the immediate supervisor and follow established departmental regulations.

D. Write a detailed description of the accident with date, time, location, involved parties, and other pertinent information on the Accident Injury Report/Supervisor's Investigation Report (Exhibit 1). The supervisor will forward this form to the department head and then to the Human Resources Department.

5-20 Safety Devices

All safety devices and equipment, including, but not limited to, emergency eye-wash stations, emergency showers, fire extinguishers, first aid kits, self-contained breathing apparatus, chlorine leak detectors, etc. shall be inspected monthly. A log of such inspections shall be maintained and any deficiencies reported to the appropriate supervisor immediately.

VI. ACCIDENT REPORTING

6-01 Motor Vehicle Accidents

A. Stop immediately and put out flags or flares as required.

B. Do not argue or accept blame.

C. If qualified, render assistance to the injured.

D. Notify appropriate law enforcement agency and the immediate supervisor. **DO NOT LEAVE** the scene or move the vehicle except where the vehicle is creating a definite hazard.

E. Exchange identification information with the other driver.

F. Record all pertinent facts. Obtain all witnesses' names and addresses.

G. Do not give statements to anyone except your supervisor or the investigating officer.

H. Be courteous, cooperative, and reasonable, but DO NOT ADMIT OR DENY BLAME. Say nothing - sign nothing.

I. The City and County of Broomfield requires that all vehicle accidents be investigated by a police officer. In addition, the employee should complete the State Motor Vehicle Accident Form if the accident resulted in death, bodily injury to any person, and/or there was damage to any vehicle or property in excess of \$500.

J. The supervisor should notify the Risk Manager immediately regarding claims of a serious magnitude or involving personal injury to another party--by phone during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.)--and follow up with written reports within 48 hours.

After business hours, serious accidents should be reported to the City and County's insurance adjuster:

Colorado Intergovernmental Risk Sharing Agency (CIRSA)
Claims

3665 Cherry Creek Drive North

Denver, CO 80209

Phone: 303-757-5475 FAX Number: 303-759-8277

K. A copy of the Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1), a copy of the Traffic Accident Report, completed Evidence of Insurance Card (Exhibit 2), and all other pertinent information shall be furnished to the Risk Manager and the appropriate department head within 48 hours.

L. All City and County-owned and leased vehicles are required to carry the Evidence of Insurance Card (Exhibit 2) furnished by CIRSA. Additional copies can be obtained from the Risk Manager.

M. If the property damage is estimated between \$250 and \$1,000 - two repair estimates are required by CIRSA. On damage in excess of \$1,000, CIRSA (represented by their adjuster) will physically inspect damages and the Risk Manager will coordinate such inspection. All claims must have an estimated cost for repair of damages.

N. The Risk Manager will coordinate claims processing with CIRSA and their insurance adjuster.

O. Questions/concerns regarding these procedures should be directed to Risk Management at 303-438-6227.

6-02 Property and Liability

A. All incidents of property damage to City and County-owned equipment or facilities should be reported to the Risk Manager and appropriate department head within 48 hours using the Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1).

B. All incidents involving possible City and County liability should also be reported on the Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1).

C. On property damage caused by a person who was cited for a traffic violation, please submit the report with repair estimates to the Risk Manager. These incidents will be coordinated with the person's insurance company and/or appropriate court system for reimbursement to the City and County.

D. The Risk Manager will coordinate claims with the appropriate agency.

6-03 Employee On-the-Job Injuries

A. An employee shall immediately report a work-related injury or illness to the supervisor and may seek treatment (if necessary) from the City and County's designated medical provider as specified in the City and County of Broomfield Employee Handbook (see "Safety, On-The-Job Injuries, and Workers' Compensation" page in "Working Conditions" section).

B. If the work-related injury or illness does not seem to warrant it, the employee does not need to immediately obtain medical treatment--although the incident must still be reported. Medical treatment may be sought later if deemed necessary. If, however, an employee is unable to work or perform the full range of duties, the employee must seek medical treatment from the City and County's designated medical provider.

C. Prompt reporting of injuries is a requirement of federal and state law. Failure to report an injury promptly can disqualify the injured employee from eligibility for compensation.

D. State Compensation Act Law 8-42-112, Acts of employees reducing compensation and 8-42-112.5, Limitation on payments – use of controlled substances :

1. The compensation provided for in articles 40-47 of this title shall be reduced fifty percent:

a. Where injury is caused by the willful failure of the employee to use safety devices provided by the employer.

- a. Where injury results from the employee's willful failure to obey any reasonable rule adopted by the employer for the safety of the employee.
- b. Where the employee willfully misleads an employer concerning the employee's physical ability to perform the job, and the employee is subsequently injured on the job as a result of the physical ability about which the employee willfully misled the employer.
- c. Where injury results from the presence in the worker's system, during working hours, of not medically prescribed controlled substances., or of a blood alcohol level at or above 0.10 percent, or at or above an applicable lower level as set forth by federal statute or regulations.

2. Failure to promptly report all on-the-job injuries.

E. The supervisor shall investigate each reported work-related injury or illness and complete an Accident/Injury Report/Supervisor's Investigation Report (Exhibit 1) and forward the report to the Human Resources Department NO LATER THAN ONE WORKING DAY AFTER THE WORK-RELATED INJURY OR ILLNESS. Under no circumstances should the employee complete the Accident/Injury Report/Supervisor's Investigation Report on the accident.

F. The Human Resources Department shall review information provided by the supervisor and verify as appropriate. Follow-up may be needed to insure appropriate action to prevent recurrence of similar injuries or illnesses in the future.

G. The supervisor shall notify the Human Resources Department whenever an employee misses time due to a work-related injury or illness.

H. Any questions regarding these procedures should be referred to the Human Resources Department, 303-438-6323.

VII. EMERGENCY/EVACUATION PLAN

7-01 Purpose

This guide provides procedures to be followed by the occupants of a building or structure owned or leased by the City and County of Broomfield.

7-02 Authority

This plan has been reviewed and approved by the City Manager of the City and County of Broomfield. Full responsibility for the protection of the building and its occupants shall be to the individual holding the Highest Position of Authority (HPA) within the building or structure. The line of succession in the absence of the City Manager shall be:

1. Assistant City Manager
2. Chief of Police, or designee
3. Director of Public Works, or designee
4. Community Development Director, or designee

7-03 Scope

This guide is applicable to ALL OCCUPANTS of the building or structure WITHOUT EXCEPTION.

7-04 Duties and Responsibilities

The responsibilities and authorities contained herein are intended to provide for the protection of life and property during all types of emergencies. The City Manager shall maintain ultimate control over access and egress as well as parking areas.

A. Highest Position of Authority. The Highest Position of Authority (HPA) is responsible to synchronize and implement this guide to protect life and property and to minimize damage in the event of an emergency or disaster; for selecting and training an adequate staff to conduct the emergency operations and supervise the activities of the building occupants during such emergency. Specifically, the HPA shall:

1. Insure that all employees within the building are familiar with this guide and that copies of the evacuation route(s) is/are posted.
2. Establish a control point from which the activities may be directed during an emergency/evacuation.
3. Exercise command responsibility for orderly movement of all personnel in the building, into or out of the building as emergency dictates.
4. Conduct periodic inspections to assure this guide is accessible and familiar to all employees and an evacuation plan is posted in conspicuous places.

5. Plan personnel movement (evacuation) procedures.
6. Clearly identify evacuation routes.
7. Assure that all personnel have safely vacated the building when required by department count. Special provisions shall be made for all handicapped persons as necessary.
8. Assure that elevators are NOT used for purposes of personnel evacuation.
9. Assure all fire doors are closed.
10. Appoint in-house lines of succession of authority and responsibility.
11. Assure that personnel are assembling in a designated area at least 100 feet from the building for safety and counting purposes.
12. Assess the nature and extent of damage resulting from any emergency action or activity and report this information to the City Manager.
13. Hold annual drills and keep plan, routes, etc., current or revised.

B. Employee Actions

1. Don't panic -- keep calm!
2. Dial 911 to report the fire or emergency. Notify the person in the Highest Position of Authority.
3. After calling 911, the person reporting the fire or other emergency or the person in the Highest Position of Authority (if notified) should contact the Safety Coordinator.
4. Employees should PROMPTLY secure their immediate workstation and proceed to the appropriate pre-designated escape route.

7-05 Emergency Condition Actions

A. Illness or Injury. In the event an employee becomes ill or injured, the employee's associates should do the following:

1. In the event of serious illness or injury, dial 911 and request an emergency medical team and ambulance.

2. If the situation directs, 911 will notify the Broomfield Police.
3. Notify the building HPA.
4. Assist ambulance and medical personnel as required.

B. Fire. An employee encountering a fire within or adjacent to any City and County building or structure should perform the following:

1. Alert co-workers by calling the word, "Fire."
2. Dial 911 and request Fire Department response, explaining the address, nature and extent of the fire, your name, and the phone number from which you are calling. Whenever possible, assure that two individuals make this phone call. All fires, no matter how minor, should be reported via 911.

C. Bomb Threats. Bomb threats are usually received over the telephone. It is of prime importance that YOU HANDLE THE CALL, and make no attempt to have the call transferred or placed on hold while calling someone else. The following should be performed:

1. Above all, KEEP CALM.
2. Obtain as much information as possible from caller;
 - a. What are the person's demands or reason for the bomb threat?
 - b. What time is set for detonation?
 - c. Have a co-worker inform the Broomfield Police Department and the HPA.
3. If the bomb threat is obtained by mail, exercise care in handling the document so as to keep it and its envelope intact and avoid impairment of any possible clues which might be uncovered in later analysis. Notify the HPA and Broomfield Police Department immediately.
4. Evacuate the area or building until the "all clear" has been given by the HPA.

7-06 Natural Disasters

This plan will address disasters that have predictability, moderate frequency, no controllability, and rapid onset with minimal forewarning -- such as tornadoes, electrical storms, and flash floods.

A. Notification. Two sources of notification are police dispatch and employees listening to radios in work areas or vehicles. Either source (or both) should contact the HPA.

B. Highest Position of Authority. The HPA will advise employees of the disaster, instruct them to secure their work areas, collect personal belongings, and proceed to a pre-determined gathering area.

C. Doors and Windows. Doors and windows should be closed and lights turned off in all areas except the gathering area.

D. Type of disaster.

1. Tornadoes - Employees and visitors should be directed to interior hallways on the lowest level of the building. Stay as far away as possible from glass doors, partitions, windows, and outside walls. Should a tornado strike the building, crouch on the floor and cover your head.

If you are out-of-doors with no shelter available, lie flat in a ditch or other depression in the land and cover your head.

2. Earthquakes - Such disasters are not common to this area; however, shocks and tremors have swayed buildings and broken windows. Seek cover (for example: under a desk) to protect yourself from flying glass and falling debris.

3. Electrical Storms - If you are in a building, stay away from windows. Do not use the telephone except during an emergency situation.

If you are out-of-doors, stay in your vehicle; but if you are on a tractor or similar piece of equipment, get off and get away from it. Do not stand under trees, telephone poles, wire fences, or metal pipes. If caught in an open area or field, go to the lowest possible elevation.

7-07 Field Crews

A. In cases of natural disasters, immediately seek shelter indoors and/or, if time does not permit, seek protection as defined above.

B. Crews should contact their immediate supervisor as soon as possible by telephone or in person for instructions on emergency repairs, etc.

7-08 Training

A. In order to keep the emergency preparedness plan, routes, responsibilities, etc. current and functional, drills (as deemed necessary by the Safety Committee) shall be held as required.

B. Additional training programs will be held to complement the effectiveness and scope of an emergency preparedness program. The Safety Committee and the Safety Coordinator will organize such training.

VIII. ACCIDENT REVIEW COMMITTEE

8-01 General

In order to assure the systematic review of accidents, injuries, and property loss or damage involving City and County employees or property, an Accident Review Committee (functioning in accordance with the guidelines contained herein) shall review accidents, injuries, and/or property damage incidents.

8-02 Purpose

It shall be the purpose of the Accident Review Committee to review and/or investigate accidents, injuries, and property loss or damage incidents involving City and County employees and/or property.

At the direction of the City and County's Safety Coordinator, the investigation may be confined to a review of the record of such matter.

The Committee shall determine whether the incident was preventable and shall report their findings to the appropriate department head and supervisor.

8-03 Composition of the Committee

The Accident Review Committee shall be comprised of:

1. The City and County's Safety Coordinator (Chairman)
2. A representative from the Police Department
3. A representative from the Safety Committee
4. A representative of the management team (supervisor/manager)
5. An employee representative

With the exception of the Safety Coordinator, all other representatives shall be appointed by the department head in conference with the Safety Coordinator.

8-04 Committee Procedures

Accidents, injuries, and property damage incidents involving City and County employees and/or property or personal auto accidents on City and County business may be reviewed by the Accident Review Committee. The investigatory review may be only a review of the written documents.

A. Meetings shall be held at least two times per year as determined by the Safety Coordinator.

B. An incident will be assigned a number and a log of all incidents will be maintained. The Committee will review the facts of the incident.

C. The employee involved shall not normally give an oral report--only written documents shall be submitted to the Committee.

D. Facts pertaining to the incident shall be presented to the Committee if available from the following sources:

1. Initial report of the accident/injury/incident
2. Accident/Injury Report/Supervisor's Investigation Report
3. Police investigation reports
4. Insurance company report
5. Facts from any investigations
6. Statements from witnesses
7. Diagrams, photographs, or other available evidence.

E. The Safety Coordinator, or the Human Resources Director, shall present the facts of the case and open the meeting to the Committee for discussion.

F. After appropriate discussion, a vote of the members, except the Safety Coordinator, or Human Resources Director, shall be taken to determine if the incident was preventable based upon an informed analysis of the facts as presented. The Safety Coordinator, or Human Resources Director, shall vote only if there is a tie vote of the Committee.

G. The Safety Coordinator shall make a written report of the Committee's findings regarding preventability to the appropriate department head. A copy of the report will be provided to the employee involved.

H. The Committee members shall present a report of its activities and findings to the Safety Committee at the Safety Committee's regularly scheduled meetings.

8-05 Corrective or Disciplinary Action

The department head or designee shall take appropriate action under the City and County's corrective or disciplinary action policy to prevent a recurrence of the incident.

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