



A COMMUNITY OF CHOICE

City of Cheyenne

Risk Management Safety Manual

Revised February 2014

TABLE OF CONTENTS

Chapter	Subject	Page
1	Rating Yourself as a Potential Accident Risk	1
2	General Safety Procedures	4
	General Guidelines	4
	Personal Safety	6
	Working Environment	11
3	Save Your Back! Proper Lifting / Material Handling	13
4	Portable and Power Tools	16
5	Machine Safety	19
	General Guidelines	19
	Chain Saw Safety	21
	Line Trimmer (Weedeater) Safety	23
6	Electrical Safety	24
7	Refuse Collection Safety	25
	General Guidelines	25
	Clamshells (Transfer Station Site)	27
	Forklift & Loader	27
8	Landfill Safety Operations	28
	General Guidelines	28
	Cutting Tires	29
	Night Time Operations	29
9	Street Maintenance and Equipment Operation Safety	30
	General Guidelines	30
	Pneumatic Tools	31

TABLE OF CONTENTS

Chapter	Subject	Page
10	Snow Removal Safety	32
11	Fleet Maintenance Shop Safety	33
	General Guidelines	33
	Safety Maintenance Activities	33
	Tire Repair	34
	Elevating Type Lifts	35
	Above Ground Maintenance Racks	35
	Hoisting and Lifting Equipment	35
	Specialized Shop Work	35
	Powered Industrial Trucks, Forklifts, Hand Trucks .	36
	Machine Shop Operations .	37
12	Forestry Operations	41
	General Guidelines	41
	Chemical Use; Fueling; Personal Safety..	42
13	Golf Safety	44
14	Work Site/Traffic Control Safety	45
15	Traffic Safety	46
16	Woodworking Safety	47
17	Painting/Paint And Solvent Storage	48
18	Fire Protection And Prevention	50
19	Safety Practices For Facility Maintenance Custodians	51
20	Shop Safety	52
21	Office Safety	53

TABLE OF CONTENTS

Chapter	Subject	Page
22	Motor Vehicle/Motorized Equipment Operations	54
	General Guidelines	54
	City Backing Policy	54
	Cell Phone and Two-Way Radio Usage	55
23	Reporting Vehicle Accidents And Incidents	56
24	Personal Protective Equipment	57
	Gloves, Hard Hats, Respirators, Air Breathing Equipment, Foot Protection	57
	Safety Glasses, Goggles, Face Shields, Personal Clothing	58
25	OSHA Mandated Personal Fall Arrest Systems	59
26	Lightning Strike Injury Prevention	60
27	Emergency Action Plan	62
	Emergency (Building) Evacuation	62
	Attachment A	65
	Attachment B	66
	Employee Training	63
	Disaster Preparedness Plan	64
28	Handling Suspicious Letters/Packages	67
	General Mail Handling Guidelines.	67
	Some Items That Can Trigger Suspicion	67
	How To Handle A Suspect Package/Letter	68
	If You Think You Have Been Contaminated	68
	Contact Supervisor/Designated Responder	68
29	Safety Time Program	69

CHAPTER 1

RATING YOURSELF AS A POTENTIAL ACCIDENT RISK

An accident is an unplanned event that may injure or fatally harm people or damage property, and often results in needless expenditure of revenue that could be put to better use. People like you can prevent 90% of all accidents as most accidents are caused by people, not necessarily mechanical failure, equipment, or weather.

Often it is difficult to recognize an impending accident and take appropriate action to prevent its occurrence. Here's some basic tips:

1. Realize and accept what does cause an accident by:

- Knowing your limitations, skills, and abilities.
- Knowing the procedures, techniques, and rules of your job.
- Knowing the environment you work in and what is going on around you because the more we are taught and learn, the greater the chance of avoiding accidents.

2. Maintain a good attitude and control your emotions and reactions despite being influenced by:

- Anger
- Frustration
- Tension
- Laziness
- Fear
- Worry
- Tiredness

3. Strive to do your job safely so you are able to stay on the job. Be aware of circumstances around you to avoid and prevent injuries or property damage.

**THE CHOICE IS YOURS AND THE
PROCEDURES CONTAINED IN THIS MANUAL
WILL HELP YOU MAKE THAT CHOICE**

Please take a minute and answer “yes” or “no” to the following questions to see how you rate as a potential accident risk:

- 1. When you get mad or feel tense, do you “count to 10” before you react?
- 2. Are you an example of safety for your co-workers, friends, or family?
- 3. Do you always look out for the other person’s safety as well as your own? (Follow the Golden Rule?)
- 4. When you see a potential accident situation, do you fix it or let someone else know about it?
- 5. Is teaming up with your co-workers for safety part of your daily routine?
- 6. Do you always try to do your job safely even if it takes more time?
- 7. Are you familiar with basic first aid techniques?
- 8. Do you use seat belts and allow enough time to get to your destination?
- 9. When you are driving, do you obey traffic rules and regulations?
- 10. Do you know where fire extinguishers are and how to use them?
- 11. Do you know and practice correct lifting techniques?
- 12. Do you know and practice the rules and procedures of your job concerning safety?
- 13. Do you understand and realize your own job-related abilities and limitations?
- 14. Do you have any bad safety habits?
- 15. Can you recognize when you need help and ask for it?
- 16. When you do a job, do you take the time to plan it and take into consideration how it can be done safely?
- 17. When working on or around hazardous situations, do you wear eye protections, gloves, correct shoes, use guards, etc.?

- 18. While driving in hazardous weather conditions such as snow, ice, rain, fog, or high winds, do you slow down and take extra precaution?
- 19. Do you unnecessarily take chances or shortcuts when you do your job?
- 20. Can you afford to let your family, friends, or co-workers down by being involved in an unnecessary accident that injures you, or worse?

**WITH THE EXCEPTION OF QUESTIONS 14, 19, & 20
YOUR ANSWERS SHOULD BE "YES"**

**THE CITY OF CHEYENNE WANTS YOU
ON THE JOB EVERY WORKING DAY**

**Please Keep Safety Uppermost On Your Mind, Both On And Off The Job, By
Keeping Your Attitude, Knowledge, And Judgment At 100% Of Your
Concentration Level.**

CHAPTER 2

GENERAL SAFETY PROCEDURES

As a general policy, the City incorporates this Employee Safety Manual as part of the Personnel Rules and Regulations issued through the Human Resources office. It is the responsibility of each city employee to learn and practice the safety procedures outlined in this manual, and if applicable, your specific department/division employee safety manual.

GENERAL GUIDELINES

1. Practicing on-the-job safety means not experiencing accidents like:

- Being struck
- Smashed hands, fingers, or feet
- Hitting an object
- Heatstroke or frostbite
- Strained muscles; back injury from improper lifting/material handling
- Falls
- Breathing toxic fumes/gases
- Electrocution
- Getting caught between objects

Accidents like the above result in wasted or lost:

- Time
- Service to the community
- Materials
- Taxpayers' money

2. Doing it safely may take a little more effort, but it's free, and keeps the City's most valuable asset (you) on the job.

3. In most instances, accidents are caused by the way you think and feel about things:

- "I'll take care of #1"
- "I can do this by myself"
- "Not being careful"
- "Stubborn"
- "Watch me, I can do it"
- "Rules are for the other person"
- "That's not my responsibility"
- "Lack of experience"
- "Angry"
- "Horseplay"
- "I forgot"

4. Your environment may also be cause for an accident - for example:

- Cluttered work area
- Inadequate light
- Improper storage of material
- Wet spots on floors

- Obstructed stairways
- Flammables next to heat
- Things not put away after use

5. In order to keep an accident from happening to you, you must:

- Wear adequate and protective clothing, if required, while doing your job - for example:
 - a. Hard hat
 - b. Ear plugs
 - c. Safety glasses or shield
 - d. Mask
 - e. Gloves
 - f. Safety shoes or boots
 - g. Adequate clothing
 - h. No jewelry or loose clothing near certain types of equipment

CHOOSE THE RIGHT CLOTHING OR SAFETY EQUIPMENT
Get A Proper Fit
Inspect And Maintain
Clean And Store Properly

- Do the job properly:
 - a. Learn and practice job and safety procedures.
 - b. Know and maintain tools and equipment.
 - c. Use equipment and tools for intended purposes only.
 - d. Ensure tool or equipment guards or shields are safely in place; use them.
 - e. Look for and repair defects.
 - f. Don't use it unless you know how.
 - g. Never engage in or allow unauthorized use.
 - h. Look for unsafe conditions or practices where you work and fix them or report them to your supervisor or the Risk Manager.
 - i. Lift properly: With your legs -- Not your back and, if it's too heavy to lift or handle by yourself, ASK FOR HELP.
 - j. Be considerate and watch out for your co-workers' safety.
 - k. Don't take unnecessary chances or shortcuts.
 - l. Anticipate the unexpected.
 - m. Don't engage in horseplay or practical jokes.

PERSONAL SAFETY

1. HEAD PROTECTION

Some job duties require employees to wear safety hard hats. Head protection is important because it affords protection for one of the most vital parts of your body – YOUR BRAIN.

- Not only does the brain allow you to think and make decisions, it also controls your speech, your abilities to move, smell, taste, see, and much more through a delicate nerve system.
- An unprotected head increases the chance of injury that may result in brain damage that could handicap you for life or end your life.
- A hard hat, bump cap, or other similar protection will prevent or minimize head injury caused by:
 - a. Being hit by falling or flying objects.
 - b. Cuts, fractures, or penetration.
 - c. Contact with electricity.
 - d. Burns from heat, chemicals, etc.
- It is important to use and maintain your hard hat/bump cap correctly by:
 - a. Adjusting it properly to get a good fit.
 - b. Never carrying anything in the clearance space.
 - c. Inspecting for cracks, dents, or wear before use; don't forget the suspension system.
 - d. Having damaged hat or suspension system replaced.
 - e. Minimizing exposure to extreme heat, cold, or chemicals.
 - f. Keeping it clean and storing it properly.

2. EYE PROTECTION

Without the miracle of eyes, you would most likely not be able to do your present job, as well as many other activities. They are easily injured and just as easily protected through the use of adequate and proper eye protection.

- All city employees doing the following jobs, or any other task that may expose their eyes to injury from flying particles, dust, sparks, or other foreign objects, must wear correct and adequate eye protection.
 - a. Machine grinding (front and side protection)
 - b. Welding (or cutting) with oxy/acetylene: (goggles with tinted/plate lens)
 - c. Arc welding (helmet with goggles and filter lens-safety glasses under)
 - d. Power Saws/Sanders (face shields with goggles)
 - e. Using a chainsaw

- f. Chipping
 - g. Power filing
 - h. Handling/Spraying paint, chemicals
 - i. Pressurized hoses
 - j. Line trimmers
- If you have any questions concerning the proper type of eye protection to wear for a particular job, contact your supervisor or Risk Manager.
 - Remember to:
 - a. Provide eye protection for helpers.
 - b. Wear eye protection on windy days.

YOUR EYE PROTECTION MUST:

- a. Fit Properly**
- b. Be Right For The Job**
- c. Be Properly Maintained**
- d. Be Worn When Required**

3. HAND SAFETY

Like your eyes, hands cannot be replaced.

- On the job, your hands and fingers are exposed to the following dangers:
 - a. Sharp edges, objects, tools, or machines that cut.
 - b. Pointed objects or tools that puncture such as drill bits, screwdrivers, knives, etc.
 - c. Rotating shafts, gears, wheels, saws, sanders, and grinders that catch, cut, or smash.
 - d. Moving parts on machines, tailgates, and containers that crush.
 - e. Heat - causing burns
 - f. Cold - causing frostbite
 - g. Chemicals - destroying tissue
 - h. Electrocution - causing shock/burns
 - i. Heavy objects being put away or moved that pinch or smash.
 - j. Contact with solvents, acids, cleaning agents, fuels that cause irritation, inflammation, dermatitis, sores, blisters, and infection.

- What to do:
 - a. Remain cautious and aware around machinery and keep your hands/fingers away from moving parts and from in-between two objects coming together - watch out for sharp edges.
 - b. Clear jammed objects with something other than your hands, and don't use your hands where a shovel or broom can be used.
 - c. Correctly use tools for their intended purpose only - guards in place and used.
 - d. Remove jewelry when working on or around machinery, moving parts, etc.
 - e. Repair only after power is removed, correctly propped, or locked out.
 - f. Wear dry and adequate gloves when required - use caution.
 - g. Carry objects with hands on the top or bottom, not on the sides - set it down carefully.
 - h. Don't clean hands in gas, diesel fuel, or solvents - use approved hand cleaners.
 - i. If you have any questions concerning the proper type of hand protection to wear for a particular job, contact your supervisor or Risk Manager.

4. SKIN SAFETY

To protect your skin from injury caused by exposure or contact with chemicals (such as solvents, fuels, pesticides), injury caused by blows, cuts, friction, pressure, punctures, or injury from the effects of the sun, cold, or heat, follow these safety practices:

- Clean the affected area promptly using soap and water or hand cleaners (not solvents, gas, diesel), and apply creams afterward..
- Wear proper clothing and personal protective equipment to prevent injury and the effects of extreme heat/cold.
- Use first aid procedures immediately for cuts, scrapes, and bruises to speed up healing and fight infection.
- If possible, change clothing to keep hazards away from the skin.
- Keep hazardous materials properly stored:
 - a. Flammables away from heat source/work area.
 - b. Lids on containers (closed)
 - c. Labels in place and visible
 - d. Read and follow label directions
- Guards on equipment/machinery:
 - a. In place
 - b. Functioning
 - c. Properly used
 - d. Secure
 - e. Repair when required

**Keep Clean-up Areas/Restrooms Clean
And Equipped With Creams, Soaps,
And Towels**

5. FOOT SAFETY

- Injuries to the feet (including toes, ankles, etc.) are generally caused by:
 - a. Materials falling on them or by flying objects propelled from equipment such as lawnmowers and weed trimmers.
 - b. Trash containers, vehicle and equipment tires, barrels, or other objects rolling over your foot.
 - c. Stepping on something that punctures or by not being careful when using a power tool that can cut.
 - d. Putting your foot between or under objects that crush.
- What to do:
 - a. Watch where you're walking.
 - b. Wear proper footwear when required, such as:
 - (i) Steel toe safety shoes
 - (ii) High top boots
 - (iii) Shin guards
 - (iv) Metal foot guards
 - (v) Puncture proof/non-slip soles
- Don't try to stop or move a heavy object with your foot.
- Use caution and keep feet clear of power tools.
- If you drop it or it falls, get out of the way.
- Clear your work area of obstructions.

6. TRIPPING, SLIPPING OR FALLING

This category of accidents seriously injures or fatally harms a large number of people each year and is among the most costly in terms of medical expenses, lost work time, and loss of valuable services to the community.

- Employees should follow these safety guidelines:
 - a. Always look down for steps when rounding a corner, exiting, or entering a doorway.
 - b. On a smooth surface be alert for rugs, door mats, or area carpets that could slip out from under you if not taped down or rubber backed.
 - c. Use caution on freshly washed or waxed floors.
 - d. Watch for uneven surfaces, loose tiles, and door jambs.
 - e. Slow down and ensure footing and balance on ice - use sand or salt where needed or bring to applicable co-workers' attention to apply.

- f. On smooth surfaces, wet areas from spills, oil, or grease must be avoided - make sure the areas are cleaned up or absorbed immediately.
- Avoidance of injury through proper housekeeping procedures:
 - a. Keep unused drawers closed.
 - b. Pick up such things as pencils, parts, and tools from the floor.
 - c. Keep aisles, hallways, walkways, and stairs free of obstructions - store or keep materials in the proper place.
 - d. Arrange electrical cords out of the way, if possible - if not, use tape or protectors to secure them flush to the floor.
 - e. Don't allow furniture, filing cabinets, or the like to become an obstacle course.
- If you must walk among objects that can't be moved out of the way, walk around and don't climb over.
- Prevention tips:
 - a. Ensure adequate lighting.
 - b. Don't use a stack of boxes, chair, or other articles as a ladder substitute.
 - c. Keep all four legs / wheels of a chair on the floor; keep your office chair in good condition.
 - d. Pick up, clean up, repair, or replace where necessary – make the effort.
 - e. Don't block your vision when carrying something.
 - f. When you get down from ladders, scaffolds, ledges, or the like, lower yourself carefully - DON'T JUMP - (watch where you're stepping).
 - g. Shoes with non-skid flat soles are preferred (especially when working above the floor or ground).
 - h. Ensure shoe bottoms are free from ice, snow, or other debris.
- How to decrease the chances for injury:
 - a. Use proper and adequate safety equipment when required.
 - b. Watch out for and be alert to:
 - (i) What you are doing
 - (ii) Where you are going
 - (iii) Others
 - c. Slow down and avoid running. It's better to get there a little late than not at all.
 - d. Learn and use the procedures in this manual.
 - e. Don't stumble around in the dark - you must be able to see it before you can avoid it.

**Always Expect The Unexpected
Don't Take Unnecessary Risks!**

7. LADDERS

Ladders can help you in many ways, but they can also seriously hurt you if not used correctly.

- Remember to:
 - a. Make sure the ladder you're using is in good shape and has safety feet.
 - b. Use the buddy system - one employee climbs, the other holds at the bottom.
 - c. Don't try to move a ladder while you're on it and don't try to work beyond your reach - get down and move it.
 - d. Maintain your balance and ascend/descend facing the ladder (one foot and one hand must always have contact).
 - e. No more than one person on a ladder at a time.
 - f. Don't throw things up to the person on the ladder; don't throw things down to the person on the ground - use a rope to hoist or lower.
 - g. When using a stepladder, ensure the locking mechanism is level and legs are fully spread.
 - h. Ensure ladder is level before use - shore up safely when necessary.
 - i. Do not stand on the top step.
- Hopefully, you won't fall, but if you do, you can cut the odds of injury by trying to:
 - a. Relax - don't stiffen up.
 - b. Use your hands/arms/legs to absorb some of the fall.
 - c. Try to go in the direction of the fall.

WORKING ENVIRONMENT

1. HOUSEKEEPING MEASURES

Good housekeeping saves time, effort, and energy, helps get the job done efficiently, and lowers accident rates.

- To avoid accidents and injuries, City employees in their respective work areas must:
 - a. Stack materials properly.
 - b. Do not allow material to protrude past shelf/bin areas.
 - c. Use a front lip in stack bins to prevent material from falling out.
 - d. Store all tires vertically in racks.

- e. Store flammables in their designated areas and proper containers: oily rags in covered cans; paint in a flame proof locker; explosives in a protective hut; fuel oil, kerosene or solvents in an adequate container away from other combustibles.
- f. Store other materials, parts, and tools neatly after use.
- g. Clean as you go, especially spills, oil, etc.
- h. Clear work areas before quitting time.
- i. Stack pipes, poles, and lumber in tiers.

**Keep An Eye Out For Housekeeping Hazards
And Team Up To Prevent Them**

2. SHOP SAFETY

- Always read the Owner's Manual before using any power tool or equipment for the first time or when in doubt or unfamiliar with it.
- Always unplug equipment before changing blades, adjusting belts, or performing any maintenance around moving parts.
- When applicable, make sure all guards and safety devices are working properly.
- Keep blades and cutting tools sharp.
- Do not force material through equipment or vice versa.
- Keep work area clean and tools picked up.
- Check power cords periodically for bad plugs or frayed cords.
- When applicable, wear proper eye and hearing protectors.
- Do not wear loose clothing or jewelry around equipment.

**Taking The Time To Pay Attention To "Details"
May Avoid An Accident And/Or Injury
Situation Not Only For Yourself
But Your Co-Workers.**

CHAPTER 3

SAVE YOUR BACK! PROPER LIFTING / MATERIAL HANDLING

Your back is a miracle and deserves to be cared for because without it you cannot walk, run, lift, stand, work, stoop, or bend. It is also one of the most injury-prone parts of your body that is not as strong, by itself, as some people think it is. It is much easier to prevent a back injury through proper lifting and material handling procedures than it is to medically correct a back injury.

BACK INJURIES ARE ALMOST ALWAYS LIFELONG PROBLEMS

1. To prevent back pain, strain, or fatigue:

- If you stand for a prolonged period of time, frequently shift your weight or change positions - abdomen flat, back straight.
- If you stand for a prolonged period of time in the same place on a regular basis, consider acquiring a cushioned mat for the area.
- When sitting, try to keep the back straight and periodically stand up and walk around.
- Relax and gently stretch your arms, shoulders, and neck.
- When sleeping, it is best to be on your side with hips/knees bent.

2. Learn and practice the correct way to lift and move things properly. Apply these basic principles:

- Before you lift anything - ask yourself:
 - a. How large or heavy is the object? Where and how will I place my hands on it?
 - b. Are there things on it that can cut, pinch, or cause it to slip out of my grip? Do I need gloves?
- Before it's lifted - think about the following:
 - a. Where am I taking it?
 - b. Are there obstacles or conditions along the way that may cause a fall?
 - c. Where and how will I put it down?
 - d. Will my vision be blocked?
 - e. Will it stay together when lifted?
 - f. Do I need help? (too heavy or too large)

- How to do it properly (to save your back):
 - a. Stand close to it, feet level with one foot slightly in front of the other, and far enough apart (usually shoulder width) to maintain balance.
 - b. Lower yourself from your knees (like a baseball catcher's position), slightly straddle the object, back straight, knees bent.
 - c. Get a good, firm grip - bottom or bottom and top.
 - d. Take a deep breath just prior to lifting to support the spine with inflated lungs.
 - e. Slowly and smoothly lift with your legs by straightening them, keeping the back straight- once your legs are straight, return your back to a vertical position - avoid jerky motions.
 - f. Maintain your grip and keep the object held closely to your body (don't change your grip in mid-stream).
 - g. If changing direction, do so by changing the position of your feet rather than twisting your back.

- If you must lift something over your head:
 - a. Use extreme caution and spread feet for balance.
 - b. Raise it slowly - don't twist or use shoulders.
 - c. Protect your hands.
 - d. Ask for help if there is any doubt.

- If you must lift something large or very heavy:
 - a. Get help (team lift), don't try it alone.
 - b. Use a mechanical aid when required (dolly or hand truck).
 - c. Lift it a piece at a time, making more trips.
 - d. If you can't see where you are going, ask a co-worker to act as a guide.

- Other back saving tips:
 - a. Do not try to catch falling objects - they can be repaired or replaced - your back cannot.
 - b. When working on something on or near the floor or ground, keep knees bent deeply to relieve stress on the back.
 - c. If you are behind the wheel of a vehicle or applicable equipment, adjust seat so knees are higher than the hips. Periodically adjust your position.
 - d. If working while lying on your back, keep the knees bent to relieve lower back pressure.

- Putting it Down:
 - a. Do it the same way you lifted it, with your legs. Keep back straight.
 - b. Set it down gently - watch your fingers and feet.

- c. Slide it into place rather than lifting it.
 - d. Ensure it's secure after you put it down so it won't fall over or on someone else.
- When handling objects like barrels or trash containers:
 - a. Roll it carefully and slowly, keeping your hands and feet clear.
 - b. Use the buddy system.
 - c. If it's frozen to the ground, don't try to move it yourself.

3. Dollies and Hand Trucks

- When using a dolly to move material:
 - a. Team up for the job, if possible - two minds - four hands.
 - b. Do not overload, and ensure load is secure.
 - c. Work slowly.
- When using a hand truck to move material:
 - a. Do not overload, and ensure it is loaded evenly.
 - b. Do not obscure visibility with a load.
 - c. Push it rather than pull it, if possible, be positioned so that it cannot pin you or run over you.

REMEMBER ...

**Don't Try To Be The "Incredible Hulk"
Asking For Help Is Okay
Your Legs Are About 10 Times Stronger Than Your Back**

CHAPTER 4

PORTABLE AND POWER TOOLS

When used and maintained correctly, portable and power tools can help you do many jobs quickly, efficiently, and safely. If used or maintained incorrectly, they are capable of causing serious injury.

1. Portable and power tool accidents are usually caused by:

- Using the wrong tool for the job
- Incorrect use. Not paying attention
- Tools not kept in good repair
- Cluttered, unsafe work area

2. Choosing and Using the Right Tool

- Screwdrivers (for screw driving):
 - a. Insulated for electrical work
 - b. Fits the screw slot snugly and squarely
 - c. Not for prying or chiseling
- Hammers (for nailing):
 - a. Handle in good repair, head tight, and not mushroomed
 - b. Claw used for nail pulling, not as a wrench/flat edge
 - c. Hit objects squarely with head, not side
- Prybars/Crowbars (for prying):
 - a. Not a knife, file or screwdriver
 - b. Surface smooth
 - c. Not a hammer
- Chisels (for chiseling):
 - a. Not a screwdriver or knife
 - b. Blade even and sharp
 - c. Chisel away from the body

- Wrenches (for loosening/tightening bolts or nuts):
 - a. Not a hammer or flat edge
 - b. Pull, don't push
 - c. Square and tight on a nut/bolt
- Pliers (for gripping or holding):
 - a. Don't use where a wrench is better
 - b. Not a hammer
- Saws:
 - a. Wood for wood; hack for metal only
 - b. Blade/handle in good condition
 - c. Pressure applied on downstroke

3. Power Tools

Unlike other tools, power tool injuries are usually more severe because spinning blades cut off fingers/limbs and place flying particles in unprotected eyes. Electricity can cause burns or death from a defective or cut cord.

- Use the right tool for the job - don't use a screwdriver to pry.
- Use tools the correct way - don't use your leg as a saw horse.
- Keep your tools in good condition and repair when needed.
- Keep tools with sharp edges and points properly stored.
- Keep your work area clean and well lighted.
- Remember the safety rules for proper power tool use.
- If it's new or you are unfamiliar with it, read and follow the manufacturer's operation, maintenance, and safety instructions - practice with it first.
- Unplug/switch off before:
 - a. Changing blades/bits
 - b. Adjusting/cleaning
 - c. Removing debris or clearing jammed objects
- Finger off the trigger until use - maintain your balance while in use.
- Ensure blades, bits, etc. are correctly adjusted and tight before use.
- Secure work so your hands are free and keep them clear of spinning/moving parts. Ensure guards are in place and used (never override a guard).
- Never leave a power tool running if you're not using it.
- Ensure loose cords are correctly stored.

- Inspect cords for cuts, fraying, loose, or exposed wire.
- Don't use if plugs are worn, fit loosely, or have bent contacts - use three pronged plugs.
- Don't use it for more than it's capable of - don't force it to do the job.
- Choose the power tool with care:
 - a. U.L. listing
 - b. Grounded or double insulated
 - c. Correct extension cord (heavy duty)
 - d. Can you handle it?
- Be sure eyes, ears, hands, and feet are adequately protected while using a power tool:
 - a. Jewelry removed
 - b. Long hair tied back
 - c. Loose clothing removed or secured

4. Before and After Use

- Carefully inspect any tool before and after you use it and repair, replace, or report defects or damage.
- Properly maintain tools by looking for these safety risks:
 - a. Sufficient Lubrication; dirty
 - b. Blades/edges dull, ragged
 - c. Ground prongs removed
 - d. Guards broke/missing
 - e. Bits not removed after use
 - f. Handles/heads loose, broken, splintered
 - g. Stored/organized improperly

5. Correct Procedures

- Ensure the area where you are working is uncluttered, the floor is dry, and well lighted.
- Secure your work with clamps or vise on an adequate surface or workbench to keep your hands free.
- Do not work near flammables that may ignite or explode - ensure adequate ventilation.
- Allow enough room to do your job.
- Don't reach beyond your limits when using tools - maintain your balance and ensure your footing is secure.
- Don't allow yourself to be distracted (especially when using power tools) - take your time and take a break when you feel tired.

BE SURE TO:
 Use The Right Tool * Use It The Right Way
 Keep Tools In Good Shape * Concentrate On What You Are Doing

CHAPTER 5

MACHINE SAFETY

GENERAL GUIDELINES

1. Use only the machines/equipment for which you are trained and authorized to use. Be familiar with the use and intended purpose of a machine before using – inspect it often, provide regular maintenance and arrange for any necessary repairs.

- Wear eye protection where eye hazards exist.
- Make sure everyone is clear before turning on a machine.
- All guards and safety devices must be in place and properly adjusted before operating a machine.
- Do not leave an unattended machine running.
- Stop machines and disconnect the power before:
 - a. Changing chucks
 - b. Loading heavy or cumbersome objects onto a machine
 - c. Conducting repairs, maintenance, changing blades, wheels, bits, etc. (tag it out)
 - d. Clearing jammed objects
- Ensure chuck is tight and chuck key removed before operating.
- Never brake or slow a machine down with your hands or other objects - LET IT STOP BY ITSELF.
- Keep your machine and the area around it clean. After machine has stopped, remove chips, filings, etc. with a brush or other object - NOT YOUR HANDS.
- Do not wear loose clothing or jewelry. Use hairnet to secure long hair.
- Be familiar with the use and intended purpose of a machine before using - inspect often and repair as needed.

2. Grinding Wheels

- Wear a face shield when grinding - (helpers also).
- Maintain proper clearance between wheel and guard - ensure guard is in good condition and adjusted so it will do what it was designed to do.
- Ensure rests are in place and properly adjusted.

3. Drill Press

- Ensure work is securely bolted or clamped to the table or held securely by a vice or jig.
- Make sure your footing is secure while operating.

4. Lawn Mowers (Riding/Push)

- Read all owners/operators manuals and machine safety labels before attempting operation.
- Become familiar with the machine - learn all of the controls and various functions.
- Check motor/crankcase oil and all other fluids before starting or operating unit.
- Before refueling, make sure you are using the correct type of fuel: unleaded, diesel, or gas/oil mixture.
- Do not refuel a running or hot engine - refuel outdoors and NO SMOKING.
- Inspect often and make repairs when required, keep guards and covers in place, and service equipment on a routine basis.
- Inspect area ahead of mower and remove litter and debris that may be thrown, causing injury or damage.
- Wear proper clothing and personal protection equipment (PPE) such as boots, long length pants, eye protection, hearing protection (ear plugs), etc. when operating equipment.
- Mow only in sufficient daylight, and do not mow grass that is excessively wet.
- Always mow with sharp blades.
- Do not throw grass clippings onto sidewalks or into streets.
- Do not “ring” trees or shrubs with the mower deck - damaging the bark can seriously injure or kill the tree.
- Leave a clearance area when mowing around or near solid objects, such as rocks, landscaping, etc.
- Use extreme caution when mowing on slopes or side hills. Some types of equipment may tip over causing serious injury or possible death.
- NO passengers on tractors or riding mowers.

**Report Any Accident, Injury, Or Damage To Equipment
To Your Supervisor Immediately**

**This Will Help To Ensure The Proper Repair To The
Equipment And May Also Protect The Next User
... Which Could Be You!!**

CHAIN SAW SAFETY

1. Read the Owner's Manual and all supplements (if any) thoroughly before operating. Operation of a chain saw is restricted to authorized and properly instructed employees. Do not attempt operations beyond your capacity or experience.

- Wear close fitting and protective work clothing, such as:
 - a. Safety hat, safety shield, safety goggles or safety glasses
 - b. Safety work shoes
 - c. Heavy duty work gloves
 - d. Good grade ear plugs or sound barriers
- Don't use any other fuel than that recommended in the Owner's Manual.
 - a. Refuel in a safe place, open fuel caps slowly to release any pressure which may have formed in the fuel tank. Do not start a saw where you fuel it; move at least 10 feet (3 meters) from fueling area before starting.
 - b. Do not overfill or spill fuel. If fuel has been spilled on the unit, be certain the saw has dried before starting it. Do not refuel a hot saw – allow it to cool off.
 - c. Don't smoke while fueling or operating the saw.
- Don't work alone.
- Start the saw without help. Don't start a saw on your leg or knee. Never operate a chain saw when you are fatigued.
- Keep all parts of your body and clothing away from the saw chain when starting or running the engine. Before you start the engine, make sure the saw chain is not contacting anything.
- Beware of **kickback** (saw jumps or jerks, up or backward). Hold saw firmly with both hands when engine is running. Use a firm grip with thumbs and fingers encircling the chain saw handles and watch carefully what you cut. **Kickback** can be caused by:
 - a. Striking limbs or other objects accidentally with the tip of the saw while the chain is moving.
 - b. Striking metal, cement, or other hard material near the wood, or buried in the wood.
 - c. Running engines slowly at start of, or during cut.
 - d. Dull or loose chain.
 - e. Cutting above shoulder height.
 - f. Reduced concentration when holding or guiding saw while cutting.
 - g. Use devices such as a low kickback chain, chain brakes, and hand guards which help to reduce the hazards associated with **kickback**.
- Don't fell a tree during high or changing winds.
- Use wedges to help control felling and prevent binding the bar and chain in the cut.

- Be sure of your footing and preplan a safe exit from a falling tree or limbs.
- Do not set a hot saw down in areas where flammable material is present.

**Be Exceptionally Attentive If You Are Operating a Chainsaw While
In a Tree, On A Ladder, Or On Any Other Unstable Surface**

If You Elect To Do So, Be Advised That These Positions Are Extremely Dangerous

- Don't cut in awkward positions (off-balance, out stretched arms, one-handed, etc.).
- When cutting a limb that is under tension, be alert for a spring back so that you will not be struck when the tension is released.
- Use extreme caution when cutting small size brush and saplings as slender material may catch the saw chain and be whipped toward you, or pull you off balance.
- Vibration - avoid prolonged operation of your chain saw and rest periodically, especially if your hands or arms start to have a loss of feeling, swell, or become difficult to move. These conditions can reduce your ability to control a saw.
- Exhaust fumes - do not operate your chain saw in confined or poorly vented areas.
- Observe all local fire prevention regulations.

NOTE:

You May Want To Keep a Fire Extinguisher And Shovel Close At Hand When Cutting In Areas Where Dry Grass, Leaves, Or Other Flammable Materials Are Present. Spark Arrester Screens Are Available For Installation In The Muffler Where Fire Regulations Require Them. Check Local Regulations For Special Requirements.

- Never operate a chain saw without a muffler.
- Do not carry the saw by the chain brake lever.
- When transporting a chain saw, use the appropriate guide bar scabbard.
- Turn off the saw when moving between cuts and before setting it down. 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.
- Don't touch or try to stop a moving chain with your hand.
- Don't allow any other person or animal close to a running saw or where a tree is being cut down.
- Don't touch or let your hand come into contact with a hot muffler, spark arrester, or a spark plug wire. Don't run the saw without a muffler, exhaust stack, or a spark arrester. Keep screens and baffles clean.

- Keep the chain sharp and snug on the guide bar.
- Don't allow dirt, fuel, or sawdust to build up on the engine or outside of the saw.
- Keep all screws and fasteners tight. 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. Keep the handles dry, clean, and free of oil or fuel mixture.
- Don't operate a chain saw unless the chain stops when the engine idles.

LINE TRIMMER (WEEDEATER) SAFETY

- 1. Wear the proper type of clothing and personal protection equipment (PPE) such as boots, long length pants, eye protection, hearing protection (ear plugs), etc. when operating trimmers.**
 - Line trimmers can throw small rocks and other debris causing injury or damage.
 - Do not let the line "ring" small trees or shrubs. Damaging the bark can seriously injure or kill the tree.
 - Check to ensure that you are using the correct type of fuel/oil mixture (mix).

CHAPTER 6

ELECTRICAL SAFETY

Electricity can seriously injure or kill faster than most job-related hazards and do so without warning. It is vital that electricity be treated with respect and extreme caution!

1. Do not attempt to install or repair electrical components, fixtures, equipment, etc. yourself. Notify the City electrician.

- If you have any questions about electricity, ask before you act. Follow these general guidelines:
 - a. Keep electrical connections, cords, equipment, cables, plugs, etc., in good repair (including conduit or insulation) and away from water, oil, grease, or solvents.
 - b. Keep electrical cords and cables out of areas where they may be damaged by traffic or cause tripping hazards.
 - c. Grounds provided on electrical apparatus must not be disconnected, broken, or cut off.
 - d. Ensure any faulty electrical equipment is disconnected and repaired using a tag or lock out procedure. Ensure current is off before repairing.
 - e. Use fuse pullers for removing/replacing light or power fuses - do not use bypasses or fuses larger than required.
 - f. When working on or around electrical circuits, be aware that wearing watches, rings, or other metallic objects may result in receiving a shock or burn.
 - g. As a general rule, maintain a 10 foot minimum distance when operating equipment around high voltage power lines.
 - h. Ensure proper protective clothing is worn when working with electricity.
 - i. Report any faulty electrical equipment immediately to your supervisor.
 - j. Do not overload outlets with multiple outlet assemblies.
 - k. Never use Flat-2 wire (zip) extension cords. Extension cords are only for temporary use.
 - (i) Three prong extension cords should be plugged into a GFCI (Ground Fault Circuit Interrupter).
 - (ii) Do not plug one surge strip into another surge strip to power it up. This is then classified as an extension cord.

REMEMBER ...

**110 - 120 Volts Kill More People
Than All Other Voltages Combined**

CHAPTER 7

REFUSE COLLECTION SAFETY

The duties of the sanitation refuse collector are performed in such hazardous environments as street traffic; weather conditions; machinery which has numerous shear, pinch, and crush points; broken glass; sharp, metal edges; heavy, awkward containers; bacteria, and under conditions that may cause fatigue. It is critical that workers remain constantly aware of potential hazards.

GENERAL GUIDELINES

- 1. Drivers must hold the applicable (CDL type) driver's license and must successfully pass a City driving course test two (2) times a year.**
- 2. Household Hazardous Waste (HHW) personnel must complete 40 hours of OSHA classes and take 8 hour refresher courses annually.**
 - HHW personnel must wear personal protective equipment (PPE) while working in the HHW facility.
 - HHW collection center personnel must be trained in CPR and First Aid. .
- 3. Dress right for the job and weather conditions: Dry leather gloves, adequate footwear, coveralls, safety glasses on windy days, etc.**
 - The City of Cheyenne Sanitation/Landfill department will supply employees with protective clothing: Jacket, rain gear, safety toe boots, gloves, safety glasses, and ear plugs. Employees are responsible for utilizing all safety clothing and equipment.
 - The City of Cheyenne will provide Hepatitis B shots at the employee's request.
 - Be alert to warning signs resulting in frostbite or heat exhaustion before it happens.
- 4. Employees must follow these safety guidelines:**
 - The crew must ride in the cab, not on the jump steps, except for rides of one block or less.
 - a. When utilizing riding steps, make sure they are clean; use handholds (both hands) anytime the vehicle is in motion.
 - b. Do not jump on or off a moving vehicle - WATCH YOUR STEP.
 - c. When riding on back, be aware of tree branches, poles, posts, or similar hazards.
 - d. No one is allowed to ride in the hopper or extend any part of their body into the hopper.
 - e. Do not hold onto or ride the loading sill.

- Never reposition anything in or near the hopper while packer is in operation.
- Never stand under a raised hopper if it is not properly blocked/supported.
- Never put a packer in motion with the hopper in a raised position. Stand clear when dumping.
- STAND CLEAR during the packing cycle and guard yourself against flying glass, ejected objects, pressurized containers, etc.
- Know where the emergency stop controls are and how to operate them. Make sure they work.
- Do not override or disconnect safety controls. If not working properly, get it repaired.
- If you must enter the packer body, lock out the controls and keep the keys with you.
- Do not operate controls until all hands are clear.
- Handle all containers with extreme caution. Watch for sharp edges or objects, dumpster lids, or other hazards – **Get help when needed!** Team lift when required.
- Ensure containers are securely buckled to packer before dumping. **Do not** put fingers/hands between container and packer.
- Do not lift bags from the bottom, and don't lift containers or bags over fences or hedges.
- Do not try to catch a falling container. They can be easily repaired, but your body can not!
- When throwing or placing bags into hopper, be careful of co-workers and surroundings. Use a shovel rather than your hands to clean up spills.
- Do not antagonize animals you encounter. If bitten attempt to identify the animal and/or find out where the animal/owner lives. **Contact your supervisor and seek medical attention immediately.**
- Watch out for others, particularly your co-workers, at all times.

5. Vehicle operator safety reminders

- Keep vehicles clean - inside and out.
- Keep vehicle head lights and tail lights clean and working.
- USE YOUR TURN SIGNALS!
- Inspect your vehicle daily and keep it in good repair.
- All traffic laws and the City of Cheyenne's backing policy (see Chapter 21) must be obeyed at all times.

DRIVERS SHOULD HAVE SPOTTERS WHEN BACKING

**If Spotters Are Not Available, A Driver Must Physically Get Out Of The
Vehicle And Look Behind It For Any Obstacles Or Persons**

ALWAYS WATCH FOR TRAFFIC

6. Lifting properly to avoid injury to back and knees

- Stand close to the object to be lifted with feet level, one foot slightly ahead of the other, and far enough apart (usually shoulder width) to maintain your balance.
- Lower yourself from your knees (like a baseball catcher's position), slightly straddle the object, back straight, knees bent.
- Lift with your legs.
- Get help when needed.
- Practice correct lifting / material handling procedures.
- Dump containers from hip level whenever possible to avoid muscle/back strain.

7. Handling of hazardous materials

- Do not open or handle suspected hazardous materials.
 - a. If hazardous waste is suspected, notify your supervisor immediately and stand "up wind" until help arrives.

CLAMSHELLS (Transfer Station Site)

- Be alert at all times.
- Be aware of obstacles i.e. (walls, ceilings, chains, poles, trucks).
- Do not operate clamshells above other workers.
- Inspect clamshells for any needed repair.
- Maintain and inspect safety chains and poles by making sure they are in good condition and always in the upright position.

FORKLIFT & LOADER

Operator must have proper City certification and authorized to operate the equipment by their supervisor and the City's Fleet Maintenance Director.

- Be alert at all times
- Be aware of obstacles
- Operate in a safe manner

CHAPTER 8

LANDFILL SAFETY OPERATIONS

Equipment operators are required by department policy to have a commercial driver license, Class B or A.

GENERAL GUIDELINES

1. Walk-around inspections of equipment

- Check all fluid levels
- Check brake linkage
- Check cutting edges
- Check tire and air pressure, if equipped
- Check safety equipment (seatbelts, wipers, etc.)
- Make sure windows are clean and no breaks in the glass
- Check lights and replace when necessary
- Check for oil and coolant leaks

2. Keep the following safety tips in mind and apply common sense to all landfill operations:

- Use seatbelts when operating all equipment.
- Lower raised blades, scraper bowls, three point attachments of farm tractors, and set parking devices before exiting the equipment.
- Operate scrapers at a safe speed at all times. This requires reducing speed for circumstances that include, but are not limited to, snow and ice, mud, rough terrain, working night operations, and interacting with the public.
- Be aware of where the public and co-workers are at all times to avoid mishaps with vehicles and equipment.
- When working disposal areas, maintain a safe distance with equipment from parked vehicles between the flags.
- Avoid soft edges when operating any equipment.
- Know your capabilities and don't operate above your abilities.
- Know what is behind you before you start to back, and back no further than needed.
- Practice defensive driving.
- Be observant and know what you are pushing with a dozer, both wheel and track type.
- Watch for pipe and lumber that can slip through the safety racks on the dozers or possibly the windshields.
- Use cable and chains that are sufficient in size to handle the load when lifting heavy objects

and pulling vehicles from the mud.

- When pulling a vehicle out of the mud, snow, or sand, tighten up slack in chain slowly and use even, steady pressure until vehicle is freed.
- When push-loading scrapers with dozers, ease into the hookup before applying full power.
- Use second gear with scraper or dozers unless lower gear is needed because of terrain or poor traction.
- If you come upon hazardous material, stop and contact the foreman to ensure it is dealt with immediately and appropriately.
- Refer to Chapter 2 concerning safety rules for working in the shop.
- Wear proper clothing for weather conditions.

CUTTING TIRES

- Lift the size of tire that you can handle with ease.
- When lifting larger tires, always ask for help from a co-worker.
- Be cautious and aware of where your hands and fingers are when operating the tire cutter to avoid injury.
- Wear eye protection at all times.
- Wear gloves, preferably rubber.

NIGHT TIME OPERATIONS

- Use adequate lighting at work site.
- Watch for drivers proceeding in and out of the shadows.
- Control the traffic to keep it from becoming congested and limiting visibility.

CHAPTER 9

STREET MAINTENANCE AND EQUIPMENT OPERATION SAFETY

Only properly trained, licensed and qualified personnel are authorized to operate vehicles and equipment. Operators must be constantly alert for people and other vehicles/equipment or property before putting any equipment or parts of equipment in motion.

GENERAL GUIDELINES

1. Dress appropriately for the job and weather conditions, i.e., dry gloves, adequate shoes/boots, safety glasses and/or goggles, fluorescent vests, etc.

- Be alert to warning signs resulting in frostbite or heat exhaustion before it happens.
- Use ear plugs or ear muffs in noisy environments.

2. Vehicle and/or equipment maintenance and safety precautions

- Pre-check vehicle or equipment. If broken or malfunctioning, ensure repairs are made.
- Keep head lights, tail lights, and warning/emergency lights on applicable vehicles and equipment clean and working.
- When a job requires work that may conflict with other street users, ensure that all hazard warning lights are used and that personal protective clothing is worn.
- Do not leave running vehicles or equipment unattended.
- Equipment left overnight in an unsecured area must be locked, braked, blades/shovels lowered, and if practical, blocked to prevent unauthorized use.
- Follow the City backing policy (see Chapter 21); observe and follow all traffic laws.
- Use extreme caution when working around high voltage electrical lines. Maintain a 10 foot minimum distance if practical. Be alert and avoid striking low hanging objects with raised or high profile equipment.
- Be sure to make adjustments in driving techniques to accommodate the handling characteristics of machines such as dump trucks and street sweepers when loads are increased/decreased and a change occurs to the center of gravity, depending on quantity of load.
- Crews must ride in the cab of the vehicle and not in pickup beds or on running boards or tailgates, etc.
- Use ear plugs or ear muffs in noisy environments.
- Be aware of all controls on equipment, where they are, how they work and ensure they are functioning correctly.

- Always watch for traffic.
- Practice correct lifting/material handling procedures (see Chapter 3). Team lift when needed.
- Do not jump on or off a moving vehicle. Watch your step.
- Keep hands and fingers from in between metal parts on equipment. Remain alert when working on or around heavy equipment.
- Be alert to sharp edges, hazardous materials, and work areas.
- Do not try to catch a falling object, tool, or piece of equipment.
- Proceed cautiously when moving heavy or large equipment on streets or roads. Make sure all warning or hazard lights, emblems, etc. are visible from both directions.
- Operators must constantly be alert for people and other equipment/vehicles or property before putting any equipment or parts of equipment in motion.
- Do not allow equipment to be serviced while the engine is running.

Do Not Leave A Work Site Where Hazards Are Present Without Setting Up Barriers, Warning Lights Or Signs, Or Similar Devices To Warn The Public.

PNEUMATIC TOOLS

- Wear hearing protection.
- Take frequent breaks.
- Wear proper clothing.
- Wear eye protection.
- Ensure a deadman switch is there and working.
- Ensure thick rubber hand grips are in place.
- Ensure no pressure in air hose before uncoupling.
- Ensure hammer retainer clips are in place and used.
- Ensure cutting tool head not mushroomed.
- Check bolts for tightness; check bushing for wear.
- Do not guide hammers with feet.

CHAPTER 10

SNOW REMOVAL SAFETY

Snow removal from streets is not only difficult to do, but it's usually done during undesirable conditions, such as cold, limited visibility, snow hidden objects, other traffic, etc. Operators must, therefore, be especially cautious during these operations for their own safety and that of others.

1. Operators should be aware of the following:

- Conduct a pre-check of vehicles/equipment. Ensure all equipment and warning devices are in proper working condition. (Don't forget the radio in case of a breakdown).
- Ensure all warning/signal devices are visible in both directions. Check your mirrors and keep them clear.
- Mentally prepare yourself for any obstacles and hazards along the route, such as fire hydrants, deep shoulders, ditches, blind intersections, etc.
- Wear proper and adequate clothing in case you must be outside your vehicle (be alert for frostbite).
- If possible, avoid situations that require backing, such as cul-de-sacs, dead ends, steep hills.
- Be aware of carbon monoxide effects (drowsiness) in the cab.
- Stay with the truck if immobilized and call for help.

CHAPTER 11

FLEET MAINTENANCE SHOP SAFETY

The normal activities of motor vehicle maintenance shops present numerous hazards to maintenance employees. It is essential that adequate safety standards be prescribed and observed by all shop employees to reduce the possibility of personal injury and property damages.

GENERAL GUIDELINES

- Keep repair shops adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. Move any equipment with the engine running to the outside or attach a hose to the muffler leading to the outside.
- Always work with adequate illumination at work benches, lubrication pits, and other shop work areas.
- Maintain working area that is free of trash scraps and other tripping hazards.
- Set aside time for shop clean-up prior to the end of each work day.
- Employees should avoid wearing extremely greasy, oily, or dirty clothing.
- Do not wear rings, other jewelry, or loose fitting clothing when working on motor vehicles, servicing batteries, operating rotating machine shop equipment, or working on or around electrical equipment.
- To reduce fire and slipping hazards, do not allow floors to become saturated with oil or other flammable materials. Clean with absorbent material as quickly as possible.
- Never smoke while fueling equipment or allow anyone to smoke in the immediate area.
- Use a safety solvent (combustible rather than flammable) approved for cleaning parts. Never use carbon tetrachloride, gasoline, or any other hazardous materials for this purpose. To use other than approved safety solvents will expose you and your co-workers to the danger of burns or lasting health problems.
- Be sure fire extinguishers are available and that there are no obstructions which will prevent your access to them - KNOW HOW TO USE THEM.
- Do not carry sharp, pointed tools in your pockets.
- Do not smoke in areas where not allowed.
- Wear applicable personal protective equipment as required for the job. Examples - safety glasses, face shields, gloves, steel toe safety boots/shoes, approved hearing protection (ear plugs, ear muffs), back support when lifting, and face masks.

SAFETY MAINTENANCE ACTIVITIES

- Air compressor storage tanks will be drained at least once a week by opening the drain valve and allowing water and water vapor to escape.

- All belts, pulleys, gears, chains, sprockets, or any moving parts on air compressors will be completely enclosed with a guard.
- Only persons properly trained in the operation of shop machines are authorized to use them.
- Do not drain gasoline, oil or other liquids and materials in areas where they are likely to go into storm sewers and sewage systems. This is an **extremely hazardous** practice, it can cause fire, explosion and extensive problems in sewage plant operation.
 - a. Drain petroleum products into drums or buckets for proper disposal.
- Compressed air shall not be used for blowing dirt from hands, face, or clothing.
 - a. Be sure the nozzle is designed for a maximum of 30 psi when used for cleaning.
 - b. Eye protection shall be worn.
- All compressed gas cylinders must be racked and secured in carts or secured to walls and posts to prevent being accidentally knocked over. Valve protection caps shall be used on all cylinders not in use. These requirements also apply to cylinders transported in vehicles.
- All shop hand tools will be frequently inspected for defects and any defective tools found should be repaired or replaced as soon as possible.
- Hoods on some vehicles have caused injuries when they dropped while the mechanic was working on the engine. A prop of safe design should be used to prevent this type of accident.
- When a vehicle is jacked up or hung up on chain hoists and when a mechanic is making repair underneath, it will be blocked with pyramid jacks, trestles, or substantial wood blocking.
- Use extreme caution when working inside a vehicle that is blocked up when another person is working under the vehicle.
 - a. Mechanics working under vehicles will ensure that their legs do not protrude into aisles, exposing themselves to injury and creating a tripping hazard.
- Promptly clean up spills/wet spots (oil, gas, fuel, grease, solvents, and antifreeze) with absorbent materials.
- Know and practice correct lifting/material handling procedures. Team lift when required.
- When hoods, dumpbeds, blades, buckets, packer hoppers or vehicles/equipment are raised for repair, ensure they are properly blocked or propped to prevent falling (jackstands, blocks, prop rods or bars).
- Be extremely cautious when climbing on equipment. Use a helper to hand (not throw) tools to you.

TIRE REPAIR

Tire repair work is hazardous if proper precautions are not taken.

- Avoid strains or hernia when handling heavy tires by getting help placing tires on dollies or use lifting equipment.
- Do not use extension handles (pipe cheaters) or wrenches for removing lug nuts; use air-operated wrenches whenever available. Use a penetrating oil on nuts that are “frozen,” and, if a wrench must be used, be sure it is the proper size. Tapping a wrench lightly on the nut will aid in freeing it.
- Always use a safety cage when inflating tires equipped with lock rings. While inflating the tire, turn your face away from it and stand to one side. Never hold the tire between your legs.

ELEVATING TYPE LIFTS

Regular inspections of these types of lifts, including hydraulic or pneumatic cylinder(s) and lines, must be made to maintain safe operating condition.

- Elevating lifts should be provided with a “safety leg.” Tripping this leg to lower lift is a procedure which will not permit a worker to get trapped under the lift.
- All lifts will be provided with stop chocks.
- Rocking of lifts during the lubrication process will not be permitted.

ABOVE GROUND MAINTENANCE RACKS

- Above ground racks used for maintenance and lubrication work will be provided with guard rails and steps or stairs.
- The rack and areas below must be kept clean to limit grease, oil, and other slippery materials from accumulating. Gasoline or other flammable solvents will never be used for cleaning maintenance racks; use only approved cleaning materials, and if caustics are used, suitable protection shall be worn.
- Always utilize sufficient lighting. Portable or permanent lighting will incorporate guards for protection. If lights are to be used or installed where explosive vapors are likely to be present, they shall be of the explosive-proof type.

HOISTING AND LIFTING EQUIPMENT

- Never overload hand or electrically operated hoists. The rated load will be legibly and permanently marked in a prominent location on all hoist and lifting equipment. (Jacks supplied with vehicles are excluded.) Rated load limits shall not be exceeded.
- Standard hand signals are used if there is an operator and a helper.

SPECIALIZED SHOP WORK

- Welding, painting, and undercoatings will be conducted in separate, isolated areas of shops using portable screens designed for this purpose.
- Only trained and authorized personnel will operate specialized testing machines and equipment.
- Eye protection shall be worn by maintenance personnel operating permanently mounted or

portable grinding and cutting tools that produce flying chips or dust.

- When using air operated tools, be sure it is of the size and type required for the job. Pay attention to footing to prevent slipping. The tool should be secured in a manner which will prevent it from falling if working above someone.
- Use substantial wooden blocking when working in or under a scraper while the bowl or apron is raised on the blade of a bulldozer.
- Be sure that all guards have been replaced before operating any equipment that has been repaired or adjusted.
- All electrically powered machines, motors, portable tools, and equipment must be properly grounded.

POWERED INDUSTRIAL TRUCKS, FORKLIFTS, HAND TRUCKS

1. GENERAL REQUIREMENTS

- Only qualified personnel trained and certified in the operation of forklifts and other powered industrial trucks are authorized to operate this equipment.
- Prior to operation of powered industrial trucks, the operator shall examine the vehicle, and if any item is found to be defective or in need of repair, the item shall be corrected prior to use.

2. FORKLIFT TRUCKS

- All forklift operators must be certified by a qualified instructor.
- When using forklifts, do not operate in excess of speeds that allow full control of the equipment and safety of the load. Avoid quick turns and slow down for cross aisles, sharp curves, ramps, dips, wet and slippery or rough floors, congested areas, and when vision is limited or obstructed.
- Do not permit any part of the load to obstruct vision while driving.
- Only the driver shall ride on the forklift.
- Riding the forks is strictly prohibited.
- Sound horn at blind corners and watch out for pedestrians.
- On inclines, always keep the load pointed up the incline.
- Do not drive with greasy hands.
- Lift and lower loads smoothly and never carry loads in an elevated position.
- When entering other vehicles with forklift trucks, the wheels of the vehicle being entered shall be chocked to prevent any movement.
- Power trucks shall not be left unattended without first lowering the platform or forks, shutting off power, neutralizing controls, setting brakes, and removing the ignition key.

3. HAND TRUCKS

- When using two-wheeled hand trucks, do not overload. Make sure the load is stable and the weight is on the axle, not the handle.
- The same warning against overloading applies to the four-wheeled hand truck. Never pile a load so high that it might fall or prevent you from seeing ahead.
- With the exception of the four-wheeled truck with swivel axles or wheels and tongue designed for pulling, hand trucks are generally meant to be pushed, not pulled. Never pull a four-wheel truck down an incline. If it gets out of control, it can pin or run over you.

MACHINE SHOP OPERATIONS

1. MACHINE SHOP SAFETY

- Use only those machines and equipment that you are qualified and authorized to use. Wear eye protection at all times where eye hazards exist.
- All guard and safety devices must be in place and adjusted properly before operating a machine.
- Before turning on a machine, make sure everyone is clear.
- Do not leave an operating machine unattended.
- Machines must be stopped and power turned off before changing chucks. Make sure the chuck is tight and the chuck key is removed before restarting the machine.
- Never brake or slow down a machine with your hands; turn off the power and WAIT. It will stop itself.
- KEEP YOUR MACHINE CLEAN. Remove chips with a brush or stick, not your hands.
- Keep your area clean of oil, solvents, and coolants. Slippery floors and machinery do not mix.
- Do not try to prove how strong you are. Get help to lift or move heavy objects or use mechanical lifting equipment.
- Do not wear neckties, loose or ragged clothing, long sleeves, gloves, or jewelry. They are hazardous near machinery.

If Not Contained, Long Hair Can Be Hazardous Around Rotating Machinery. If An Operator Must Lower Their Head To Get A Better Look, Loose Hair May Get Entangled In The Rotating Parts And Cause Scalping. Wear a Hat, Hair Net, Tie It Back, Or Get It Cut Before The Machine Does It For You!

2. GRINDING WHEELS

- Never use a grinder without a wheel guard. A broken wheel makes an excellent unguided missile.
- Safety glasses without side shields are not sufficient protection when grinding. Wear a face shield.
- Cracked grinding wheels will be replaced, wheels dressed, and inspected periodically.
- Proper clearance must be maintained between the wheel and guard.
- Tool rests will be in place and clearance between the tool rest and wheel will be adjusted to measure one-eighth of an inch from the wheel.

3. DRILL PRESS

- Be sure that the work is securely bolted or clamped to the table or held in a vise or jig. **DO NOT TRY TO HOLD IT BY HAND.**
- Be sure that the table clamps are properly tightened so that the table cannot move.
- When setting up or removing work, SHUT OFF POWER even though the table or arm has been moved out of line.

4. LATHES

- Always start the chuck inside the circumference of a chuck. If necessary, change or reverse the jaws.
- After setting up or taking work out of the chuck, immediately remove the wrench from the chuck.
- When doing work on centers, be sure that the work is countersunk deeply enough so that it cannot be thrown out of the lathe.
- See that the tail stock is fastened to the lathe bed and the dead center is properly lubricated.
- Use only safety type lathe dogs or those with flush set screws.
- **DO NOT HOLD** emery cloth in your hand while polishing revolving work, use a wood block or jig for this purpose. Only use files with handles.
- The machining of irregularly shaped castings, crankshafts, and similar objects where the tool is not in contact with the work during entire revolution of the chuck, is **EXTREMELY HAZARDOUS**. An operator **MUST BE CONSTANTLY ON THE ALERT** to avoid being caught or struck by the work.
- Do not knock chips off the tool or lean over the lathe to inspect the work while it is running.

5. GAS WELDING AND CUTTING

- Any welding or cutting process requires that a fire extinguisher be located within 10' of where the work is being conducted.
- Always use a dark shield when gas welding.
- Beware of heat and where it dissipates. Consider everything hot; check before picking up.
- Only weld where there is adequate ventilation, especially when welding on lead, zinc, or cadmium coated materials.

- Handle oxygen cylinders with care, they are charged at 2200 pounds per square inch and can be lethal. Never transport a cylinder without the protector cap.
- If the valve is broken under pressure, do not try to hold the bottle. Warn others and leave the area.
- Keep tanks chained securely at all times.
- Do not grind near oxygen tanks or expose them to direct torch flame.
- Acetylene is dangerous if used beyond a pressure of 15 pounds.
- Never open an acetylene bottle more than 1-1/2 turns at the valve, one-half turn should be sufficient so it can be shut off quickly in an emergency.
- Should a line fire or detonation start without danger of bodily harm, shut acetylene off first, if possible; a fire cannot be sustained without fuel.
- Always leave the wrench on the acetylene bottle valve stem so it may be shut off quickly in an emergency.
- In the case of a manifold system, brass piping may be used with acetylene. Copper piping in the presence of acetylene forms copper acetylate, an unstable compound that disassociates violently at the slightest shock, and must not be used.
- The regulator is perhaps the single most important device contributing to safety in oxyacetylene welding. Proper handling procedures are:
 - a. Always crack (open slightly) the cylinder valves and blow out the cylinder fitting passage before attaching a regulator. The fitting should face away from the operator during this operation.
 - b. Examine the condition of the threads on both the regulator and the cylinder fittings. The regulator fitting should screw onto the cylinder valve easily. Have the fittings repaired rather than use great force to assemble. Acetylene fittings have left hand threads and oxygen fittings have right hand threads.
 - c. Use the proper wrench to tighten the regulator fitting to the cylinder. Be sure that the wrench fits the regulator nut properly and NEVER USE COMMON PLIERS OR PIPE WRENCHES.
 - d. Be sure that the regulator adjustment is turned all the way out before opening the cylinder valve. In this position no gas will flow through the regulator into the low pressure side.
 - e. Open the cylinder valve slowly, because, as in the case of an oxygen cylinder and regulator, if the cylinder valves were to be opened suddenly and the cylinder has maximum pressure, the sudden build up of pressure in the regulator may cause considerable heat of compression within the regulator. The temperature at the regulator seat may approach 1000° Fahrenheit and cause the seat to fail.
 - f. Never use oil on oxygen equipment. Oil or grease should not be allowed to come into contact with any part of oxygen welding equipment. Never work with welding equipment when wearing greasy or oily gloves or clothing.
 - g. Test for leaks ONLY with soapy water solution or by submersing in water.
 - h. Ground electrical equipment; insulate the tanks with wood or rubber to prevent grounding, resulting in an explosion.
- Always hang up the torch when not in use to prevent it from dropping to the floor and being damaged.
- Always extinguish a torch when it is not in your hands.

- Be careful that a torch is not directed at anyone while it is being lit. Never light a torch with a match.
- Wear slow burning clothing to avoid burns. This may include a leather apron, denim jeans without cuffs or fray spots, leather gloves, and possibly a wool skull cap to prevent hair from burning.
- Proper eye protection is a must and can be found in many styles from glasses to shields and goggles, which come in various colors and shades.
 - a. Rule of thumb: Shade 5 for oxy fuel cutting; Shade 11 for arc welding.
- In the use of the cutting torch, these procedures should be observed:
 - a. Floors on which cutting is done should be concrete or other fireproof material.
 - b. Work benches and other necessary furniture should be concrete or other fireproof material.
 - c. Oil, paper, wood shavings, gasoline, lint, and flammable materials should not be in the room in which flame cutting is performed.
 - d. Clothing worn should be the same as for welding procedures, but with special attention paid to pockets and their contents of flammable materials such as buttons, combs, celluloid rules, matches, pencils, and the like.
 - e. Objects being flame cut may present inherent hazards. Tanks and containers may be welded or cut **only by an experienced welder**, who has the equipment required to steam the tank or pass an inert gas through the tank as it is being worked.. The tank may also be filled with water except in the area of work.
 - (i) In all cases the tank must be vented to prevent the entrapment of potentially explosive gases. **This work should never be done except under the supervision of a qualified safety engineer.** When flame cutting, a small amount of flammable material in such an object may cause a powerful explosion. If flame cut, certain metals such as magnesium may burn with an explosive force. Be sure you know what you are cutting.
 - (ii) A fire watch person is required to be present while working in a hazardous environment.
 - f. Your face and hands must be protected from metal splatter.
 - g. Beware of fume hazards from metals such as lead, zinc, and cadmium. Be sure you know what metal you are working on before performing an oxyacetylene cutting operation.

<p>A Fire Extinguisher Should Always Be At Hand While Flame Cutting</p>
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CHAPTER 12

FORESTRY OPERATIONS

GENERAL GUIDELINES

1. Various types of specialized equipment and tools are used in the Forestry Division to perform tree pruning, removing, planting, spraying, and watering.

- Each type of equipment and all power tools needed to perform work duties will require prior training and documentation after the training has been completed and before the equipment can be used by an employee.
- Individual equipment training will be conducted by a Forestry Division supervisor using the Operators Manual for the respective piece of equipment.
- The following list of equipment and tools require documentation of training prior to use:
 - a. Aerial lift truck
 - b. Brush chipper, tree spade, stump cutter
 - c. Hydraulic sprayer
 - d. Front-end loader, backhoe, sod cutter, chainsaws

2. Personal Protective Equipment (PPE)

The following Personal Protective Equipment is required for performing Forestry Division work duties. All of the required PPE is provided by the city with the exception of steel-toe boots. Budget permitting, employees may be allowed up to \$150 in each fiscal year for purchasing steel-toe boots.

- Head Protection – Hard hat (arborist hard hat has an attached mesh face shield and ear muffs).
- Hearing Protection – Foam ear plugs or ear muffs (attached to an arborist hard hat).
- Eye Protection – Safety glasses and/or face shield (in case of flying debris or chemical splash back).
- Lower Torso Protection – Chainsaw chaps are required when ground use of a chainsaw is involved.
- Feet Protection – Steel-toe boots
- Hand Protection – Leather work gloves and rubber gloves (for chemical use).
- All other clothing (long work pants, shirts, jackets, coats, winter insulating clothing, etc.) is the responsibility of the employee if the employee's yearly clothing allowance (contributed by the City) has been depleted.

CHEMICAL USE; FUELING; PERSONAL SAFETY

1. HERBICIDES

- The Forestry Division currently utilizes Roundup®, containing the active ingredient Isopropyl amine salt of glyphosate at 41% in solution with water, for controlling undesirable vegetative growth.
 - a. Roundup® is applied to undesirable vegetative growth around trees using a backpack hand pump sprayer unit.
 - b. The Material Safety Data Sheet (MSDS) is required to be available on site when this chemical is mixed and used. Follow the MSDS information specifically.
 - c. Training with an on-staff Wyoming Certified Pesticide Applicator is required prior to herbicide use.

2. INSECTICIDES

- The Forestry Division currently uses Merit®, containing the active ingredient Imidacloprid which is used as a soil injection in solution with a complete fertilizer and water, to systemically control insects feeding on trees.
 - a. Merit® is injected into the soil in suspension with the water and fertilizer solution using a hydraulic spray unit. Use of the spray unit requires hands-on training and sign-off under the direction of a Forestry Division supervisor.
 - b. The Material Safety Data Sheet (MSDS) is required to be available on site when this chemical is mixed and used. Follow the MSDS information specifically.
 - c. Training with an on-staff Wyoming Certified Pesticide Applicator is required prior to insecticide use.

3. OTHER CHEMICALS USED FOR TREES

- The Forestry Division uses chemicals to protect trees from desiccation caused by wind.
 - a. Transfilm®, an anti-transpirate containing the active ingredient Diethanolamine, is used on conifers during the winter months and after planting when the weather is hot and dry.
 - b. Transfilm® is applied to trees using a backpack hand pump sprayer unit. The Material Safety Data Sheet (MSDS) is required to be available on site when this chemical is mixed and used. Follow the MSDS information specifically.

4. VEHICLE/EQUIPMENT FUELING PRECAUTIONS

- The Forestry Division uses two cycle engine oil mixed with regular unleaded gasoline for two cycle engines such as chainsaws and power pruner. Follow the label on the two cycle oil mix when mixing with gasoline.
- Gasoline containers are to be filled with the pump only when the gas can is on the ground. Gasoline containers are NEVER to be filled when they are in the back of a truck or inside any vehicle at any time. If the container is not grounded, sparks from static electricity may cause an explosion and fire.
- Open flames or burning sources are to be kept away while refueling equipment or vehicles with gasoline.

5. GENERAL PERSONAL SAFETY

- The scope of Forestry Division job duties requires lifting equipment, sections of tree limbs and trunks, and balled and burlapped transplant trees into the back of pickup trucks and dump trucks. Equipment, sections of tree limbs and trunks, and balled and burlapped transplant trees larger than 50 pounds **require two (2) or more people to lift**. When lifting objects from the ground or below the waist:
 - a. Keep your back straight.
 - b. Bend your legs at the knees.
 - c. Enter a squatting position with your knees bent.
 - d. Firmly grasp the object.
 - e. Keeping your back straight, rise to a standing position by using your leg and buttock muscles, not your back muscles.
 - f. Place the object where it is needed.
- Tree work equipment is designed to cut, chip, or grind wood into small pieces. Equipment designed to quickly reduce large wood to chips and splinters will easily shred flesh and bones. A well-rested brain is mandatory to ensure your safety and the safety of co-workers and the public.

SAFETY REMINDER . . .

**Jobs Requiring The Use Of Equipment With Moving Parts
Demand As Much Thinking Be Put Into Planning The Task
As To Actually Doing The Task**

CHAPTER 13

GOLF SAFETY

MANDATORY/RECOMMENDED SAFETY EQUIPMENT

- Although it is not an OSHA requirement, hard/safety hats are available to any employee upon request.
- Ear plugs will be worn by every employee when operating equipment.
- When weed eating, ear plugs, safety glasses, gloves, pants (not shorts), and shoes must be worn.
- Shoes that cover the entire foot must be worn at all times.
- Seat belts must be worn while driving city vehicles.
- Dust masks and respirators will be worn when necessary.

GENERAL SAFETY POLICIES

- Headphones (i.e., non-business, entertainment use, etc.) are not allowed at any time while on the job.
- Sun block may not be provided, but is recommended.
- Read the labels - This pertains when painting or cleaning to assure proper ventilation and safety.
- No smoking while fueling equipment.
- Turn equipment off while fueling.
- Reduce vehicle and equipment speed when driving through parking lots or in traffic areas.
- Watch out for golfers while working on Golf Course.

CHAPTER 14

WORK SITE / TRAFFIC CONTROL SAFETY

City crews often find themselves working in areas where other traffic or pedestrians are present, which presents a two-way danger to both. It is critical that precautions are taken to warn the public of your presence and work site dangers.

GENERAL GUIDELINES

- If practical, close the street and detour traffic or pedestrians around the work site.
- If a detour is impractical, minimize congestion by blocking as few lanes as possible.
- Maintain two-directional flow, except on one-way streets.
- Protect walkways by keeping pedestrians/onlookers from a work site by using barricades, cones, warning signals, ropes with flags, or similar devices.
- Wear high visibility clothing at all times.
- For short maintenance/repair stops, use flag stands, cones, or other similar devices.
- Ensure the warning signals on the vehicle are adequate, visible in all directions, functioning properly, and be sure to use them.
- Highly visible flagging control must be used if traffic may be interrupted or blocked.
- Ensure traffic control warning or guiding devices (i.e., signs, barricades, cones, flashers) are clean, repaired or replaced, and adequate for the job, such as correct height, reflectorized, etc.
- Employees must remain within the protected area while working.
- Before you start, be prepared with enough people and equipment to efficiently complete the task.
- If working above the public, route their travel around the work site with signs, barricades, etc.
- Do not leave a work site unprotected where hazards exist.

KNOW THESE 3 FUNDAMENTAL TRAFFIC CONTROL GUIDELINES:

- 1. WARNING – Make It Visible And In Advance**
- 2. GUIDING - Make It Simple And In Advance**
- 3. PROTECTING - Make It Your Goal To Protect Motorists, Pedestrians, Workers, EVERYONE!!**

CHAPTER 15

TRAFFIC SAFETY

1. All employees shall read and understand the City of Cheyenne's safety manual.
2. All employees will use common sense when operating equipment. If there is any question, the employee should ask their supervisor.
3. Employees will operate tools and equipment in a safe and proper manner.
4. Employees working in any aerial lift will wear a body harness and lanyard attached to the boom or basket as the appropriate personal fall arrest system.
5. IMSA (International Municipal Signal Association) work zone safety rules will be used for traffic control when working in the street.
6. PPE (Personal Protective Equipment) will be used according to the work being performed. This may include gloves, hearing protection, safety glasses and steel-toed boots.

CHAPTER 16

WOODWORKING SAFETY

GENERAL GUIDELINES

In addition to information contained elsewhere in this manual, the following woodworking safety general guidelines must be followed:

- ALWAYS USE EACH MACHINE FOR ITS INTENDED PURPOSE ONLY.
- No machine will be cleaned or repaired while operating. Ensure all power is removed with switches locked and tagged in the “off” position.
- Functioning guards must be in place, correctly adjusted, and in good repair.
- Never leave any machine running while it is unattended.
- Completely stop a machine before removing jammed pieces, chips, or other debris.
- Ensure circular saws/rip saws are equipped with the proper safety equipment.
- Overhead swing saws must be equipped with a mechanical device to prevent the front end of the saw from traveling beyond the front edge of the table. A return mechanism must also be present to automatically return the saw when released.
- Radial arm saws must be equipped with a power brake to quickly and safely stop the blade after the motor is turned off.
- To prevent throw back, do not push two or more pieces side-by-side through a planer.
- Never remove ground prongs on cords - replace/repair damaged cords.
- Use a push stick, not your hands, when using a table saw.

SPECIAL SAFETY REMINDERS

- Wear personal protective equipment, such as goggles, face shields, ear plugs, etc.
- Never wear loose clothing, neckties, or jewelry around operating machinery.
- Remember, mahogany or redwood splinters are poisonous - use gloves, wear safety glasses.
- Report defective or malfunctioning machinery immediately to your supervisor.

CHAPTER 17

PAINTING / PAINT AND SOLVENT STORAGE

GENERAL GUIDELINES

- Proper protective clothing and safety equipment must be worn to assist with safety to protect the eyes, lungs, and skin (i.e., goggles, respirators/masks, gloves, and other similar protection as a particular task may require).
- Paint mixing must be done outdoors if practical, or if done inside, in an adequately ventilated room designated for painting operations.
- Spray painting areas must be equipped with an adequate and clean exhaust system, ventilation system, and lighting and explosion proof electrical equipment.
- Any spilled paint, solvents, grease, oil, or other similar materials must be cleaned up immediately and disposed of properly.
- Clean painting brushes, rollers, etc. in strict compliance with manufacturer's recommendations.
- Follow manufacturer's recommended cleaning disposal requirements for containers and other supplies affiliated with the job.

STORAGE

- Storage cabinets, shelving, or areas where flammable material may be kept must be clearly marked as such and have appropriate "No Smoking" signs (in red letters) visibly posted on the cabinets/shelving or placed in a site nearby.
- Flammable liquids should be stored in metal cabinets that:
 - a. Meet OSHA and NFPA Code 30 specifications.
 - b. Have secondary spill containment capacity of not less than 5 gallons.
 - c. Have doors labeled FLAMMABLE.
 - (i) Additional information as to the contents in the cabinet can be labeled on the outer door as well.
 - (ii) Vapor-absorbent cartridges for trapping noxious and harmful vapors can be purchased and placed in the cabinets.
- Flammable paints, solvents, thinners, and cleaning agents must be stored separately from other combustible material.
- Ensure there is adequate ventilation and store away from heat or other sources of ignition.
- No more than one week's supply of flammable paints, solvents, thinners, etc. should be stored in work areas.
- Eliminate spontaneous combustion by storing paint or solvent soaked rags or drop cloths in

an adequate fireproof container (metal container with lid-marked) away from ignition sources.

- Do not paint on or around electrical equipment or bare wires.
- Know where fire extinguishers are and how to use them.
- Inflammable liquids can be stored in all purpose steel cabinets. Spill trays are recommended to capture spills and to protect from corrosive liquids.
- Material Safety Data Sheets (MSDS) should be readily accessible to all employees. MSDS will tell you the hazardous ingredients, first aid procedures, protective clothing, eye protection, respiratory protection, ventilation, and flash point in all the products that you purchase.

SAFETY REMINDER

**Storage Of Paint And Other Flammable Materials
Presents A Number Of Often Overlooked Hazards ...**

**A Simple Can Of Spray Paint May Explode
If Improperly Stored Or Used.**

CHAPTER 18

FIRE PROTECTION AND PREVENTION

The possibilities of injury or death exist in most accidental fires, as well as property damage from fire and smoke. The prevention and protection against the hazards of fire, therefore, become a crucial part of the City's safety program.

GENERAL GUIDELINES

- Ensure fire extinguishers are present in your work area and that they are inspected and tagged yearly. (They are no good if they are not there or do not work).
- Know the location of fire extinguishers or fire equipment (such as hoses, pull boxes, alarms) and how they work.
- Do not block fire extinguishers, fire hoses, fire alarm boxes, sprinkler valves/heads, or other similar devices.
- Do not hang clothing or place materials on fire extinguishers or other fire equipment.
- Always observe posted no smoking regulations.
- Dispose of all flammable waste as soon as possible.
- Know where fire exits/routes are located.
- Ensure fire exits/routes are not blocked.
- Do not block the ventilation system on furnaces, boilers, electrical equipment, etc.
- Ensure containers of flammable materials are properly stored (away from sources of ignition) and marked.
- Repair or replace damaged electrical cords.
- Approved safety cans must be used for handling or transporting small quantities of flammable liquids. Replace any damaged or leaking container.

**If You Have Questions Regarding
Fire Prevention And Protection For Your Area, Contact:**

- * **YOUR SUPERVISOR**
- * **THE CHEYENNE FIRE AND RESCUE DEPARTMENT, OR**
- * **THE CITY RISK MANAGER**

CHAPTER 19

SAFETY PRACTICES FOR FACILITY MAINTENANCE CUSTODIANS

GENERAL GUIDELINES

- When moving heavy objects, always use a dolly and ask for assistance when needed.
- Always wear latex gloves when cleaning rest rooms.
- Always read (and follow) the labels on manufacturer's recommended use and disposal of products.
- Store flammable cleaning solvents or other flammable liquids in a metal cabinet and away from other combustibles.

CHEMICALS

- Never mix cleaners or any type of chemicals.
- Always wear rubber gloves when handling chemicals.
- Always pour chemicals into objects so as not to splatter.
- Always mark containers if no label is visible.
- Have adequate ventilation.

VACUUM CLEANERS

- Never remove belt cover or belts without first unplugging the vacuum from the electrical source.
- Never leave unattended vacuums plugged in as it may suddenly short out.
- Never unplug from the electrical source by pulling on the cord. Always pull the plug from the receptacle.

BUFFING (FLOORS)

- Always wear safety shoes.
- Adjust the handle so you can control the buffer's movement.

CHAPTER 20

SHOP SAFETY

GENERAL GUIDELINES

- Always read Owner's Manual before using any power tool or equipment for the first time or when in doubt or unfamiliar with it.
- Always unplug equipment from power source before changing blades, adjusting belts, or performing any maintenance around moving parts.
- When applicable, make sure all guards and safety devices are working properly.
- Keep blades and cutting tools sharp.
- Do not force material through equipment or vice versa.
- Keep work area clean and tools picked up and put away.
- Check power cords periodically for bad plugs or frayed cords.
- When applicable, wear proper eye and hearing protectors.
- Do not wear loose clothing or jewelry around equipment.

CHAPTER 21

OFFICE SAFETY

Office work is generally considered to be one of the safest of all city activities. Often overlooked, however, are the hazards present in most offices that may cause accidents resulting in serious injury and lost work time. Exposure to slips, trips, and falls, collisions with desks, chairs, open drawers, or injury from improper lifting are common in an office environment.

GENERAL GUIDELINES

- Use proper lifting/material handling techniques (see Chapter 3).
 - a. If it's too heavy to lift by yourself, don't attempt it.
 - b. Team lift when required.
- Do not use chairs, boxes, or other objects as a substitute for a ladder.
- Overloading the top file drawer in file cabinets may overbalance the cabinet and cause it to fall forward when the drawer is pulled out.
 - a. When filling file cabinets, start with the bottom drawer first.
- Always close desk/file cabinet drawers after use.
- Always try to store heavy objects on lower shelves and not on top of filing cabinets or on upper shelves to avoid back injury when handling. This will also reduce the risk of shelving or files from tipping over.
- Be extremely cautious when using paper cutters, automatic staplers, or similar office equipment. Don't be in a hurry and ensure any safety guards are in place and used.
- Repair or replace damaged electrical cords on office machines, coffee pots, and any approved extension cords. Inspect all the cords periodically and make sure they are grounded.
- Store flammable solvents or other flammable liquids in a metal cabinet and away from other combustibles.
- Eliminate tripping hazards caused by telephone cords, extension cords, or other similar objects by covering them with rubber mats or rearranging them out of the way.
- Don't forget good housekeeping practices (see Chapter 2).

CHAPTER 22

MOTOR VEHICLE / MOTORIZED EQUIPMENT OPERATIONS

City employees operate vehicles and equipment of all types on streets, roads, alleys, or where no road exists, and under a wide variety of road and weather conditions. No matter what type of vehicle or equipment you are driving or where you are driving it, there are certain basic safe driving practices you must follow to avoid accidents.

As the driver of any city vehicle or equipment, you are solely responsible for operating it in a safe manner and complying with all state and local traffic laws, and the City's Vehicle Management Policy.

GENERAL GUIDELINES

- Concentrate on driving; drive defensively, and expect the unexpected.
- USE YOUR MIRRORS AND TURN SIGNALS!
- If you can not drive because of fatigue, certain medications, illness, or other impairments, do not get behind the wheel – talk with your supervisor.
- NEVER press for the Right-of-Way.
- Limit your speed to allow enough time and space between yourself and other drivers, pedestrians, objects, etc.
- Slow down in residential areas, heavy traffic, intersections, curves, where visibility is limited, or where road and weather conditions are poor.
- Keep your vehicle/equipment in proper working condition including safety devices, signals, lights, etc.
- Do not allow personnel to ride outside the cab of any vehicle/equipment unless authorized to do so.
- Remember, it takes longer to stop large equipment (especially on slick surfaces and when loaded).
- When needed, ensure your lights are on and clean, especially rear lights.
- Loaded dump trucks, street sweepers, packers, or similar equipment respond differently than when unloaded/empty. Adjust your driving accordingly.
- Never leave a running vehicle unattended, and when the vehicle is not being used, take the keys out of the ignition – keep them with you or in the designated location.
- Remember, it's better to get there a little late than not at all!

CITY BACKING POLICY

- AVOID BACKING WHENEVER POSSIBLE.
- If you must back when you can not see behind you, follow these procedures:
 - a. If you do not have a guide or spotter, exit the vehicle and check the top, sides, and rear

- for obstructions and proper clearance.
- b. If you have a rider with you, have them guide you whenever backing is necessary. Ensure they know what you want them to do and keep them in view at all times.
 - c. Back slowly, using the mirrors to watch your spotter, if available, and the area behind.
 - d. It is the driver's responsibility, not the guide or spotter, to back safely.
- Usually, backing accidents CAN BE AVOIDED.

CELL PHONE AND TWO-WAY RADIO USAGE

Purpose of this policy is to establish a procedure designed to significantly reduce the possibility of an accident or injury using cell phones while operating City vehicles or equipment. It is important to remember that all other actions are secondary to driving safely.

- Cell phone use while driving is prohibited unless it is an emergency.
- Use of hands free adaptors is allowed on cell phones used for official City business and emergencies – however, hands free equipment use should be suspended in heavy traffic or dangerous weather conditions.
- Avoid unnecessary cell phone or two-way radio use.
- Keep cell phone and two-way radio conversations brief.
- When making or receiving a cell phone call, safely pull off the road and legally park to complete the call.

EXCEPTIONS to the above Cell Phone and Two-Way Radio Usage policy are communications between Fire or Police personnel while responding to emergency calls for service.

For specific requirements for Police Department and Cheyenne Fire and Rescue, refer to each Department's written policy.

**ACCIDENTS INVOLVING A
CITY VEHICLE OR MOTORIZED PIECE OF EQUIPMENT
(Those Requiring A Driver's License Or License Plate)
MUST BE REPORTED TO THE POLICE DEPARTMENT
AND YOUR SUPERVISOR IMMEDIATELY.
DO NOT LEAVE THE SCENE UNTIL AUTHORIZED!**

CHAPTER 23

REPORTING VEHICLE ACCIDENTS AND INCIDENTS

- 1. Any job-related accident involving vehicles resulting in vehicle damage, personal injury and/or property damage must be reported to your supervisor and the Police Department immediately.**
 - Do not move vehicles/equipment after an accident, unless necessary.
 - Do NOT leave the scene until authorized to do so!

- 2. Following an accident or incident, don't forget to fill out all appropriate forms, such as:**
 - City of Cheyenne Supervisor's Incident Report
 - Employers/Employees Report of Injury to Worker's Compensation (if applicable)
 - State of Wyoming Operator's or Owner's Traffic Accident Report (if applicable)

CHAPTER 24

PERSONAL PROTECTIVE EQUIPMENT

GLOVES

- When involved in activities or operations where gloves are necessary, wear the proper type specified by your supervisor.

HARD HATS

- If an area is designated as a “HARD HAT AREA,” all persons entering these areas shall be required to wear a hard hat/safety hat.

RESPIRATORS

- Respirators are designed to filter the air you breathe. Various types of respirators are provided for your protection. These are filter-type respirators for employees working in dusty areas or handling dust-producing materials. They are also required when engaged in paint spray operations. A respirator is not a substitute for a gas mask or self-contained breathing apparatus. Check with your supervisor for more specific information.

AIR BREATHING EQUIPMENT

- Self-contained air breathing equipment, with the air contained in cylinders as part of the equipment, is used for rescue work or short term work in excessively contaminated atmospheres.
- Airline breathing equipment, with the air source obtained from a shop air system or compressor, is used for long term work in contaminated air atmospheres and in areas where it is impossible to use self-contained air breathing equipment because of space limitations.
- All personnel required to wear air breathing equipment must be trained in its proper use.
- Air breathing equipment must be inspected in accordance with manufacturers' recommendation. Prompt repair must be accomplished by a qualified technician on all equipment found to be defective.

FOOT PROTECTION

- Appropriate foot protection is required for work functions that include lifting heavy objects that may be dropped on the feet, electrical protection, piercing protection, chemical protection, fire protection, and working in areas that are designated as high hazard areas and require foot protection, i.e., around fork lifts and rolling stock.

- The wearing of sandals or tennis shoes is not allowed in high hazard areas. Safe and slip resistant shoes should be encouraged by office personnel. The wearing of high-heel shoes is a personal choice, and if worn the wearer should exercise caution as many slip, trip, and fall injuries are related to high heels as well as sandals and shoes with slippery soles.

SAFETY GLASSES, GOGGLES, FACE SHIELDS

- Goggles or face shields must be worn by all employees performing work that exposes them to eye injury. Employees not performing work, helpers, or visitors who are in the area of exposure should also wear eye protection.
- Hazard areas should be identified with eye protection required in these areas. Sufficient visitor goggles or face shields should be available for protection of persons entering these areas and will be of the type required to guard against the existing hazard. This requirement will be strictly enforced.
- Welding hazards can be easily controlled by use of suitable personal protective equipment and proper work procedures. Welding goggles or helmets must be used. When helmets are used, safety glasses must also be worn whenever secondary finishing is done on the work piece.
- Appropriate goggles with filter lenses shall be used for such operations as oxyacetylene welding, cutting, lead burning, and brazing. Where eye injury is increased by grinding, buffing, sandblasting, etc., additional precautions such as side shields for safety glasses must also be employed.

SAFETY REMINDER

DO NOT TAKE CHANCES WITH EYE INJURIES!

**Contact Your Supervisor Or Persons Knowledgeable
In First Aid Upon Receiving An Injury**

Do Not Rub Your Eyes When A Foreign Object Is In Them

PERSONAL CLOTHING

- If uniforms are not provided, the clothing you wear is a personal matter. However, clothing must adhere to the requirements set forth by the department for your position.
- Clothes can be a safety hazard if they are loose or ragged. The material can get caught in moving machinery and cause serious or fatal injury. Clothing that is not clean is not only unsightly but a health hazard, causing skin infections and irritations.

CHAPTER 25

OSHA MANDATED PERSONAL FALL ARREST SYSTEMS

In order to avoid confusion as to whether work being conducted falls under the OSHA 1910 General Industry Standards or OSHA 1926 Construction Standards, it is the **City of Cheyenne's policy that all employees working in any aerial lift will wear a body harness and lanyard attached to the boom or basket as the appropriate personal fall arrest system.** Failure to comply with this policy could result in disciplinary action including, but not limited to, reprimand, suspension, or termination. Any questions regarding this policy should be directed to the appropriate Department or Division Head, Supervisor, Safety Technician, or Risk Manager.

CHAPTER 26

LIGHTNING STRIKE INJURY PREVENTION

It is important not to wait for the first lightning flash to determine whether there is a possible dangerous situation. The approach of an impending storm should be a cue to take safe shelter.

GENERAL GUIDELINES

1. If you are caught in a storm with lightning conditions while driving an automobile, REMAIN INSIDE.

- You are protected by the metal body around you. A common misconception is that the tires insulate the car. This is false: lightning can and will strike automobiles. The electrical charge is transferred through the metal body, through the suspension and arcs to the ground completing the discharge and dissipation process.

2. If you are outdoors and lightning is impending, get indoors to a safe place.

- Do not take cover under a tree.
- Stay away from fences (a metal fence is a very good conductor of electricity).

3. If you are on water, get below the boat's deck or get in the cabin.

- If the boat does not have a cabin, crouch down in the middle of the boat. If at all possible, make shore before the storm reaches.

4. If you are indoors when a storm approaches, stay out of the shower or bath. Both of these are connected to the metal vent pipes that run to the roof.

- Do not use the phone unless it is an emergency. Many times phone lines are connected to the electrical poles outside the house. These poles are favorite targets of lightning. Telephone lines serve as a conductor for the resulting current.

5. If caught out in the open without protective shelter, avoid being at the highest point.

- Assume a crouched position with both feet close together. Do not lay flat on the ground. A lightning strike will set up ground currents that will travel through the body with enough energy to **kill**.
- Lightning can strike when a storm is not apparent. If a build-up of electrical current is felt in your body (hair standing up, chill up back, etc.), the atmosphere is attempting to dispose of the charges through you, **crouch immediately**.

6. If someone is struck by lightning, a heartbeat and breathing are often absent.

- **DO NOT ASSUME THE VICTIM IS DEAD.** Apply prompt cardiopulmonary resuscitation (CPR) and call for medical assistance immediately.

LIGHTNING DOESN'T ALWAYS COME FROM THE SKY

**It Can Be Conducted "Up" From The Ground
Into The Atmosphere**

CHAPTER 27

EMERGENCY ACTION PLAN

The City of Cheyenne has developed this emergency action plan for City facilities to assist in evacuation in the event of a fire, chemical spill or leak, or similar emergency situation. This plan shall be followed to protect City employees and members of the public who use our facilities. Each individual facility will have an emergency action plan specific to its facility.

1. EMERGENCY EVACUATION: The following procedures shall be observed:

- Employees will vacate a City building when a fire alarm is activated or when a verbal warning is issued. Evacuation also applies to sirens activated through the Laramie County Emergency Management notification system. If non-employees are present, employees will escort them to the designated emergency exit. If the designated emergency exit is obstructed or unavailable, then the nearest emergency exit shall be used.
 - a. Each facility shall have emergency evacuation maps with evacuation routes marked. The maps shall be prominently posted by exit doors in each room of the facility.
 - b. If time permits, employees should secure any sensitive areas and turn off electrical equipment and lights before exiting the office. All office doors and windows must be shut before exiting, if time permits. Do not lock doors; this will hinder the efforts of emergency response personnel.
 - c. Most City facilities have fire alarms which are tied into the “9-1-1” Center, thus eliminating the need to call in the event of a fire. If your facility is not tied into this system, one employee must call “9-1-1” prior to evacuating the facility. Many employees now have cell phones and calling “9-1-1” can be done after evacuating the facility.
 - d. Employees may take personal items such as a coat or purse with them if time permits, but employees should not take any extra time to gather other personal items.
 - e. Employees shall use the stairs in the event of fire or tornado warning. Do not use elevators.
- The supervisor of each facility shall designate an area outside of the building where all employees and non-employees will meet after evacuation. Employees of the municipal building shall exit as directed by the emergency evacuation diagram and proceed to the designated place in the west parking lot for accountability. Alternate location will be the Civic Center auditorium, entering through main entrance on 20th Street. No one shall leave the designated area until they are directed to do so by their supervisor.

- a. (1) One employee shall check all rooms in their area of the facility making sure all employees are evacuated. That employee shall account for all employees for that facility at the designated meeting place. In a large building, such as the Municipal Building, an office monitor will be assigned to account for the employees from their office at the designated meeting area. When the office monitor has an accounting of employees, he/she shall report immediately to the floor monitor the status of those employees and the floor monitor will meet with the Risk Manager, or in his absence, the Safety Technician to report on employee status. The Risk Manager or Safety Technician will notify the Cheyenne Fire & Rescue Commander at the command post of employee status.

(2) Municipal Building employee emergency evacuation checklist:

- (i) Office monitor checklist, see Attachment A.
 - (ii) Floor monitor checklist, see Attachment B.
- b. The supervisor shall make arrangements with employees to assist any non-employees or employees with a physical disability requiring assistance during an evacuation. Handicapped employees or non-employees, who cannot negotiate the stairs will be assisted by an employee to the nearest safe area of the building where they will remain until they can be safely evacuated by rescue personnel. Safe areas for Municipal Building will be the north and south stairway landings on second or third floor.
 - c. No one shall re-enter the building until Cheyenne Fire and Rescue or other emergency response personnel indicate that re-entry is safe.
 - d. Employees trained in first aid shall render aid to those who need it. If emergency personnel have arrived, employees shall defer to them to render first aid.
- In the event of a chemical spill or leak, employees will evacuate immediately. The supervisor or designated employee at the facility shall call "9-1-1" prior to leaving the facility or call with a cell phone, if one is available, upon evacuation. The employee should describe the situation so the dispatcher can notify Cheyenne Fire & Rescue's Hazardous Materials Team.
 - a. Employees shall not attempt to secure a chemical spill or leak. Only professional hazardous material incident responders should be in the affected area after evacuation.
 - b. Employees shall not return to the facility until Cheyenne Fire and Rescue indicates that re-entry is safe.

2. EMPLOYEE TRAINING:

- Employees shall review the facility emergency action plan upon being hired, annually, and within a reasonable time after any changes or modifications to the evacuation plan are instituted.

- a. Employees will receive instruction on how to operate a fire extinguisher and circumstances requiring use of a fire extinguisher.
- b. Employees should also receive instruction on the limitations of fire extinguishers.
- c. Training shall be conducted by Cheyenne Fire and Rescue personnel or other qualified instructors.
- d. Emergency evacuation drills shall be conducted at least quarterly for each facility. Records shall be maintained to reflect the date of the evacuation drill.

DISASTER PREPAREDNESS PLAN

When the Laramie County Emergency Sirens are activated, all employees should turn on a radio and listen for the emergency message to determine why the sirens were activated.

If the sirens are activated for a tornado warning, appropriate security precautions should be taken to secure the office area. All employees and citizens doing business in City buildings should assemble in a basement, if available, an interior hallway on the lowest level, or a small interior room. Stay away from windows, doors, and outside walls since most injuries occur from flying debris.

Employees working in a vehicle should get out and take shelter in a nearby building. Do not attempt to out-drive a tornado.

When working outdoors or in a vehicle and no shelter is nearby, lie flat in the nearest ditch, depression, or culvert with your hands shielding your head. As a last resort, lie under a vehicle. Be alert for flash floods.

Citizens and employees should remain in a safe area until the warning expires or warning no longer applies to your location.

The emergency action plan has been established for the protection of all City employees. It will be reviewed annually and updated as needed. A copy of this plan is available from Department Heads and from the Risk Manager.

ATTACHMENT (A)

MUNICIPAL BUILDING

EMPLOYEE EMERGENCY EVACUATION CHECK-LIST FOR OFFICE MONITORS

- Employee Status - Present / Absent
(Any Given Time)**
- Evacuate Employees And Visitors
(Escort Employees / Visitors With Disabilities To Safe Area)**
- Secure Critical Documents And Monies
(As Determined By Department/Division Head)**
- Check Each Room In Office For Employees And Visitors**
- Close All Hallway Access Office Doors Upon Evacuating
(Do Not Lock Doors)**
- Go To Employees Designated Meeting Area**
- Account For Each Employee (And Visitors) At Meeting Area**
- Report Results Of Employee And Visitor Accountability To Floor Monitor**
- Stay At Employees Meeting Area Until All Clear**

ATTACHMENT (B)

**MUNICIPAL BUILDING
(1st, 2nd and 3rd Floors)**

**EMPLOYEE EMERGENCY EVACUATION CHECK-LIST
FOR FLOOR MONITORS**

- Upon Emergency Evacuation Check Restrooms And Conference Rooms On Designated Floor**
- Go To Employees Designated Meeting Area**
- Receive Office Monitor Report**
- Notify Risk Manager Of Employee (And Visitor) Status**
- Remain At Employees Meeting Area Until All Clear**

CHAPTER 28

HANDLING SUSPICIOUS LETTERS / PACKAGES

Due to nationwide concerns as the result of the September 11, 2001 national tragedy, the following information on OSHA recommendations for handling suspicious letters and packages is being included in this manual as a safety precaution for employees.

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into injured/chafed skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

It is important to note that OSHA recommendations emphasize minimum disruption of suspect packages and their contents.

GENERAL MAIL HANDLING GUIDELINES:

- Be observant for suspicious envelopes or packages.
- Open all mail with a letter opener or method that is least likely to disturb contents. Do not use hands.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes.
- Do not shake or pour out contents.
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

SOME ITEMS THAT CAN TRIGGER SUSPICION:

- Discoloration, crystallization, strange odors or oily stains on outside of envelopes or packages.
- Envelope with powder or powder-like residue.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Unusual size or weight given the size.
- Lopsided or oddly shaped envelope.
- Postmark that does not match return address.
- Restrictive endorsements such as "Personal" or "Confidential".
- Excessive postage.
- Handwritten, block-printed, or poorly typed addresses.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.

- No return address.
- Addressed to individual no longer with organization.

HOW TO HANDLE A SUSPECT PACKAGE OR LETTER:

- **CONTACT YOUR SUPERVISOR IMMEDIATELY.**
- Try to stay calm.
- Do not shake or empty the contents of any suspicious package or letter.
- Keep hands away from mouth, nose, and eyes.
- Isolate the package or letter.
- Gently cover the envelope or package with anything available nearby (e.g. clothing, paper, inverted trash can, etc.) and do not remove cover. If an unknown substance spills from the package/envelope, do not try to clean up substance.
- Avoid creating air currents.
- Do not handle package/envelope any further.
- If material spills on floor, avoid stepping near it. Avoid tracking any spilled materials to other locations.
- Wash hands with soap and water.
- Do not remove any potentially contaminated items from area.

IF YOU THINK YOU HAVE BEEN CONTAMINATED:

- Keep movements within the room to a minimum and turn off any fans/portable heaters. This will keep contamination of building to a minimum.
- Gently remove heavily contaminated clothing as soon as possible to minimize dispersal. If shower facilities are available, remove clothing in shower under water stream.
- Place clothing into a plastic bag or other container that can be sealed; give bag to emergency responders for proper handling.

CONTACT SUPERVISOR/DESIGNATED RESPONDER (Cheyenne Fire And Rescue/Cheyenne Police Department, Etc.) Who Will Determine If Further Action Is Necessary Such As:

- Notifying others in the building, closing office doors, evacuating the building, ensuring no one enters the building until proper authorities arrive.
- Report incident to facility management so they can shut down the building's ventilation system.
- Employees/individuals present should, as soon as possible, make a list of all people who were in the room or area when the package or letter was recognized as possibly containing a contaminate and give to health and law enforcement officials.

CHAPTER 29

Safety Time Program

The Safety Time Program is designed to encourage safe employee behaviors and practices. The program recognizes different levels of risk and rewards full time and permanent, part time employees for accident free and safety compliant work performances.

Levels of Risk

The program recognizes three levels of risk:

1. High Risk – Employees that have high risk of physical injury or operate equipment in a high risk environment.
2. Moderate Risk – Employees that drive vehicles as a part of their job description or work in a moderate risk environment.
3. Low Risk – **All other** City employees not included as high or moderate risk employees.

The employee's level of risk is determined by their respective Department and Division Heads. Department and Division Heads are not eligible for the program.

Safety Time and Required Performance

1. High Risk employees begin the year with ten (10) hours of awarded Safety Time.
2. Moderate Risk employees begin the year with eight (8) hours of awarded Safety Time.
3. Low Risk employees begin the year with two (2) hours of awarded Safety Time.
4. Depending on their designated level of risk, permanent, part time employees begin the year at the rate of 50% of the Safety Time hours awarded full time employees.

To retain the Safety Time hours, the employee must work accident free for the entire calendar year. Accident free means having no accident or incident in which the employee is at fault that results in damage to City equipment or vehicles in excess of one hundred dollars (\$100.00), personal injury requiring medical treatment at a hospital or clinic, or lost time from the job. Department and Division Heads may deduct all or a portion of the Safety Time hours for unsafe acts or behaviors exhibited by an employee. The following are examples of how Safety Time could be lost: An employee might lose two (2) hours of Safety Time for not wearing a seat belt in a City vehicle or five (5) hours of Safety Time for not using required Personal Protective Equipment (PPE) in the performance of their duties.

Safety Time Program Administration

Each Department or Division administers its own program, which requires tracking of at fault accidents or incidents, safety compliant work performances, and the calculation of Safety Time retained by the employee. Safety Time hours must be used the next calendar year or the hours will be forfeited. Employees will not be financially compensated for earned Safety Time.

NOTE: The program was initially set up for a one year trial period from July 1, 2003, to June 30, 2004. In May of 2004, the Mayor's Committee on Employee Safety reviewed the program at the Mayor's request and unanimously voted to continue the program. January 1, 2005, the program was designed to run on a calendar year basis rather than a fiscal year.