

# General Safety Manual for City of Marshalltown

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**CITY OF MARSHALLTOWN**  
**Management Statement of Safety Policy**

The success of **CITY OF MARSHALLTOWN** depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of **CITY OF MARSHALLTOWN** is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

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(Mayor or Chair Signature)

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(Date)

# Safety Responsibilities

## Management and Department Head Safety Responsibilities

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities.

Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Review losses for potential trends on a regular basis.
4. Enforce all safety rules.
5. Participate in facility and work site audits.
6. Participate and support all accident investigation activities.
7. Review accident reports and recommend corrective actions.

## Supervisors' Safety Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on CITY OF MARSHALLTOWN'S worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the organization's safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

### **Employee Safety Responsibilities**

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with **CITY OF MARSHALLTOWN'S** Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Ask for assistance from your supervisor. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

### **Safety Committees**

A safety committee has been established by the governing body and be composed of five to seven employees representing each department or division. The City of Marshalltown's committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members and following up on items discussed. In order to stay on top of things, the committees will meet monthly. The committees will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include online training, videos, speakers and exhibits.
5. Report the activities of the committee by posting a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.

## Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person.
4. Notify your Director or department designee.

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

## Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, **CITY OF MARSHALLTOWN'S** employees (except for Police and Fire) are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the *First Report of Injury Form*.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

# **Injury and Incident Reporting and Investigation**

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head and Human Resources as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.

Anytime an employee is involved in an accident with a city/county vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany the *Investigation Form*.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be provided immediately to the Human Resources Department.

# Training and Orientation

The **department head or their designee** will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents and injury.
- Newly identified areas of exposure.
- Annual refresher training required.

## **Documentation of Safety Training**

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept by supervisors. Employees who do not attend scheduled safety training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

## **New Employee Safety Orientation**

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained by the supervisor.

# Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of **CITY OF MARSHALLTOWN** that every new employee undergo a pre-placement physical. The employee will be directed to the **CITY OF MARSHALLTOWN'S designated medical provider**. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the city.

## **Job Descriptions**

It shall be the responsibility of the human resources department to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically reviewing all job descriptions within their department to ensure they adequately reflect the requirements of the job.

# Medical Services

## **Designated Physician Policy**

The City of Marshalltown has designated the Dr. Daniel Miller, at Occupational Medicine Plus, 204 E Linn Street , Suite 4, Marshalltown, IA 50158 as its workers' compensation authorized treating healthcare provider as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this healthcare provider. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

## **First Aid**

Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. All employees take a general first aid training course online annually.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.



# Disciplinary Policy

Each employee is required to comprehend and abide by the contents of **CITY OF MARSHALLTOWN** Safety Program.

## **Safety reprimands**

Should employees be observed not following documented safety rules/procedures, appropriate corrective action may be taken per personnel policy titled Disciplinary Practices and Procedures . Supervisors should make every effort to ensure employees are following safe work practices.

The **CITY OF MARSHALLTOWN** has developed this progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment.

## **Verbal warnings**

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more progressive corrective action.

## **Documentation**

The supervisor will maintain records of disciplinary action. Violations of **CITY OF MARSHALLTOWN** rules, regulations or procedures will be documented. The report will state the type of violation and corrective action(s) taken as per personnel policy titled Disciplinary Practices and Procedures.

# Safety Audits and Inspections

## **Department Self-Inspection Checklists**

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly department self-inspections are recommended. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at the monthly safety committee meetings.

## **Annual Safety Committee Inspections**

Annually the Safety Committee will conduct an inspection of each area. Results of that inspection will be given to the director and City Administrator. Any deficiencies, must be addressed and a reasonable timeframe given back to the Safety Committee for correcting the deficiency.

## **Reporting Unsafe Acts/Unsafe Conditions**

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.
3. Complete *Unsafe Conditions Report*.

# Basic Safety Rules

## General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be immediately reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited in City vehicles and areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

## Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

- A. Personal Protective Equipment
- B. Respiratory Protection
- C. Hearing Conservation
- D. Lockout/Tagout
- E. Confined Spaces Entry
- F. Hazardous Communications
- G. Blood-Borne Exposure Control Plan

# **Accident/Motor Vehicle Crash Review & Investigation Policy**

## **PURPOSE**

The purpose of the Accident Review Committee is to establish a policy which will allow the City and City employees to actively pursue a reduction in the frequency and severity of on the job accidents. The procedures developed to implement and maintain the review program are intended to promote the equitable treatment of City employees who are involved in accidents while on duty and/or driving City vehicles due to City business. The ultimate purpose is to learn from each accident, so that we may protect the health and well being of our employees, as well as to control the cost of injuries, work time losses and general liability claims.

## **PROCEDURES**

### **REPORTING**

1. All City employees are responsible for promptly reporting any accidents that occur while they are on duty and/or driving a City vehicle due to City business.
2. A police report must be filed for all motor vehicle crashes involving on duty City employees and/or City vehicles being driven due to City business.
3. A police report must be filed anytime there is personal injury or property damage to a third party.
4. A police report may be required when City equipment not intended for road use is involved in an accident, depending on the location and severity of the incident.
5. It is the responsibility of the vehicle operator, unless totally incapacitated by the crash, to make sure a police report is filed.
6. When the incident involves off highway equipment and it is unclear if a police report is necessary, an employee shall immediately notify their supervisor to decide if a police report shall be filed.
7. The vehicle operator is also responsible for completing employee accident report forms.
8. Department heads and supervisors are responsible for reviewing all reports related to accidents/motor vehicle crashes and for forwarding all reports to the Human Resources office.

### **ACCIDENT REVIEW COMMITTEE**

1. The committee will consist of five (5) members, appointed by the City Administrator for a two–three year appointment. The City Administrator will assign one of the members as the chairperson. Members of the committee will consist of at least two (2) supervisory employees and one (1) sworn officer from the Police department. Members will be representatives from the Police, Fire, Park and Recreation, Public Works, Transit, Administration and Housing departments. Committee members will receive training upon appointment.
2. The Accident Review Committee will be notified by the Human Resources office when an accident/motor vehicle crash has occurred and a review is necessary. The meeting time and place will occur within five (5) business days of the completion of the initial accident/motor vehicle crash investigation.
3. The committee shall review all reports and information related to accidents/motor vehicle crashes involving City employees; City vehicles or equipment; accidents/motor vehicle crashes that result in a lost time injury; accidents/motor vehicle crashes or injuries occurring with unusual frequency; and repeated accidents/motor vehicle crashes committed by the same individual.

4. The committee shall be empowered to review all personal injury accidents and workers' compensation claims and all records and information relating to such incidents.
5. The Accident Review Committee shall have the right to require written reports from such persons as deemed appropriate for the proper determination of the facts surrounding each accident/motor vehicle crash and shall have access to such documentary evidence as may be needed to complete its investigation. Before making a determination, the Committee will fully investigate each accident/motor vehicle crash. The procedure for investigation will be established by the Committee. All information provided to the Committee or discussed in a review meeting will be kept confidential to the maximum extent possible.
6. Employees will be advised as to when their accident/motor vehicle crash is to come before the Accident Review Committee and they shall attend to answer questions and/or to provide pertinent information in regard to their accident/motor vehicle crash. The employee shall be advised that the interview is administrative in nature, the employee is being told to cooperate, self-incriminating statements cannot be used against them in criminal proceedings and refusal to cooperate will result in disciplinary action up to and including termination for insubordination. When allegations of misconduct involve the possibility of a criminal violation, the Marshall County Attorney and the City Attorney shall be immediately notified, before an administrative investigation is started and their advice will be followed. The "Class" of accident/motor vehicle crash and "Points Assigned" will be determined by a majority of the members with a quorum present. All members are required to vote. Once a ruling has been made, the committee will make their recommendation to the Department Director. If the Department Director disagrees with the recommendation, they may discuss the action they feel necessary with the City Administrator and the Chairperson of the committee. The City Administrator will make the final decision on what level of action will stand.
7. For employees not covered by a bargaining agreement contract or Civil Service, in the event an employee wishes to appeal the action given, it must be in writing and submitted to the chairperson within fifteen (15) business days of when the action was given to them. The appeal shall be heard by the Committee at the next regular meeting unless otherwise designated by the chairperson. The Committee may affirm, modify, or reverse the ruling based upon the merits presented at the appeal. If appropriate to a particular accident, the Committee will recommend a course of corrective action to the respective department. For employees covered by a bargaining agreement or Civil Service, those rules shall apply.
8. All accidents/motor vehicle crashes involving City vehicles shall be reported to the Police Department and an officer must be dispatched to do the initial investigation and to complete an accident report. The officer shall perform a full investigation to determine if the accident was caused as a result of violating a City or State traffic law. The Police Department will forward a copy of all reports made to the HR Department.
9. The regular City Accident Report or Incident Report form must be properly completed and forwarded to the Human Resource Director for distribution. If this form is not provided to you by the Police Department – please complete the one included with this policy. This allows the employee, supervisor and department head an opportunity to submit factual as well as subjective information to the Accident Review Committee. The Committee will determine whether or not an employee was negligent in actions which contributed to the accident/motor vehicle crash or near miss.
10. The determination of negligence will be based on all information presented and not exclusively on a violation of the City or State traffic codes. The Accident Review Committee may have the following information available to them when reviewing an employee's motor vehicle crash:
  - 10.1. Possession of valid driver's license
  - 10.2. Driving experience with the City
  - 10.3. State driving record

## CLASSIFICATION

1. The following will be classified as motor vehicle crash/equipment accidents for the purpose of review by the Accident Review Committee:
  - 1.1. Property damage to a third party
  - 1.2. Damage to City vehicle or City property
  - 1.3. Bodily injury to a third party as a result of an accident
  - 1.4. Bodily injury to employee
  - 1.5. Fatality
2. Unavoidable Crash: A crash shall be classified as unavoidable when it is concluded that the employee exercised reasonable caution to prevent the crash from occurring and observed applicable agency policy, procedures and training. The involved employee was not at fault. Crashes of this nature shall result in the assignment of 0 points.
3. Preventable Crash: A crash shall be deemed preventable when the employee failed to observe rules of the road, agency policy, procedures or training, and/or failed to exercise due caution or defensive driving tactics. Preventable crashes may be further defined as:
  - 3.1. Minor, but Avoidable: The motor vehicle crash is one that posed minimal danger to life and property; a mistake. These consist of motor vehicle crashes with minimal property damage and no personal injuries.
  - 3.2. Avoidable/Mitigating Circumstances: A motor vehicle crash with extenuating circumstances.
  - 3.3. Avoidable/Careless (Ordinary Negligence): Failure to exercise such care as an ordinarily trained officer or employee would exercise under the same or similar circumstances. The employee's act or action caused the motor vehicle crash resulting in death, personal injury or property damage.
  - 3.4. Negligence with Intent (Gross Negligence): An act or actions which demonstrate a willful and wanton disregard for the safety of persons and property.

## ACCIDENT CAUSES

1. Worker's compensation accidents can usually be broken down generally into two causes: an UNSAFE ACT or an UNSAFE CONDITION. Unsafe acts usually account for 85% of accidents, while the remaining 15% are caused by unsafe conditions. The following list offers prime examples of both.

- 1.1. UNSAFE ACT

Making safety devices inoperable	Unsafe loading or placing
Failure to use guards provided	Improper lifting, lowering or carrying
Using defective equipment	Taking unsafe position
Servicing equipment in motion	Unnecessary haste
Failure to use proper tools or equipment	Influence of abusive substances
Operating machinery at unsafe speed	Physical limitation or mental attitude
Failure to use protective equipment	Unaware of hazard
Operating without authority	Unsafe act of another
Lack of skill or knowledge	

- 1.2. UNSAFE CONDITION

Inadequate guards of protection	Fire or explosion hazards
Defective tools or equipment	Hazardous substances
Unsafe condition of machine	Inadequate ventilation
Congested work area	Excessive noise
Poor housekeeping	Inadequate illumination
Unsafe floors, platforms, stairways	Hazardous atmosphere: gases, dust
Improper material storage	Fumes or vapors
Inadequate warning system	

## PENALTIES

1. A standard point system will be used for all violations of safety policies to assure that all employees involved in accidents are treated equally.

2. Categories of Accidents/Motor Vehicle Crashes and Violations:

Unavoidable	Class 1	0 points
Minor, but avoidable	Class 2	0-2 points
Avoidable/mitigating circumstances	Class 3	3-5 points
Avoidable/carelessness	Class 4	6-8 points
Negligence with intent – i.e.: <ul style="list-style-type: none"> <li>• D.U.I.</li> <li>• Excessive speed</li> <li>• Leaving the scene of accident</li> <li>• Willful violations of safety policies &amp; procedures</li> </ul>	Class 5	9-10 points or immediate termination

3. Penalty Schedules:

1-5 points	Written reprimand
6-10 points	1 day suspension
11+ points	2-10 day suspension or termination
Class 5 violation-2 <sup>nd</sup> offense	Automatic termination

4. All suspensions are without pay and are effective within thirty (30) days of said notice. If an employee wants to appeal the suspension, it must be presented to the committee chairperson, in writing, within fifteen (15) business days. Bargaining agreement and Civil Service rules shall apply.
5. Reduction of Points for Periods Without Accident/Motor Vehicle Crash or Violation: An employee's accumulated points will be reduced for continuous periods of 12 months time from the date of the original accident without a further accident or violation at the rate of five (5) points per year except for Class 5 violations which will remain on the employee's record for a period of three years before reduction takes place. No employee will receive credit for more than the total of their accumulated points at the time.
6. Any discipline issued to the employee as a result of an accident/motor vehicle crash is separate from any pending criminal/traffic charges or fines.
7. The employee under review should be able to not only attend and provide a statement but should also be allowed union or legal representation at the review hearings. The employee should be able to call witnesses. The employee under review should have access to all of the documents the committee utilizes to make their findings.

# Accident/Incident Report Form

COMPLETE THIS FORM, IF THE POLICE DEPARTMENT HAS NOT COMPLETED AN ACCIDENT REPORT, AND GIVE IT **TO YOUR SUPERVISOR PRIOR** TO BEING FORWARDED TO THE HUMAN RESOURCES DIRECTOR.

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Weather conditions at time of accident/incident: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone number to reach you at: \_\_\_\_\_

Nature of the incident/accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses of incident: \_\_\_\_\_

Did an injury result from this accident/incident:  Yes  No

If yes, notify your supervisor immediately and report, or seek treatment, as appropriate.

Was there damage to the equipment involved in the accident/incident?  Yes  No

Supervisor notified: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This document will be used by the Accident Review Committee. You will be notified when they will be meeting.*

**On the back of this form, if appropriate, please draw a diagram of where vehicles were, surrounding objects that caused damage, etc.**





## How To Respond When An Active Shooter or Violent Intruder Is In Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### 1. Evacuate-RUN

**If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

### 2. HIDE

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:**

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

**To prevent an active shooter from entering your hiding place:**

- Lock the door.
- Blockade the door with heavy furniture.

**If the active shooter is nearby:**

- Lock the door.
- Silence your cell phone and electronic devices.
- Turn off any other source of noise (i.e. radios, televisions).
- Hide behind large items (i.e. cabinets, desks).
- Remain quiet.

**If evacuation and hiding are not possible:**

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the E911 dispatcher to listen.

### 3. Take action against the active shooter/violent intruder-FIGHT

**As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:**

- Acting as aggressively as possible against the active shooter/violent intruder.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.
- Work as a team with other bystanders to counter the actions of the active shooter/violent intruder.

### **HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

**Law enforcement's purpose is to stop the violent actions as soon as possible. Police officers will proceed directly to the area in which the active shooter/violent intruder was last seen.**

- Officers usually arrive in teams of two or four.
- Officers may wear regular patrol uniforms or external body armor, helmets and other police tactical equipment.
- Officers may be armed with rifles, shotguns and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push people to the ground for their safety.

**How to react when law enforcement arrives:**

- Remain calm and follow the officers' instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards the officers such as grabbing a hold of the officers.
- Avoid pointing, screaming or yelling.
- Do not stop to ask the officers for help or direction when evacuating, just proceed in the direction from which the officers are entering.

**Information to provide law enforcement or the E911 operator:**

- Location of the active shooter or violent intruder.
- Number of shooters or suspects, if more than one.
- Physical description of suspect(s) or shooter(s).
- Number and types of weapons held by the suspect(s) or shooter(s).
- Number of potential victims at the location.

The first officers to arrive at the scene will not stop to help injured person. Expect rescue teams comprised of additional police officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove injured persons. They may also call upon able bodied individuals to assist in removing wounded from the premises.

Once you have reached a safe location or assembly point, you will likely be held by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

# Emergency Procedures



## Fire Emergency

- Evacuate the building immediately
- Call 911 immediately when you are safely out of the building
- Do not use the elevators and notify others as you leave
- Assist individuals who may need assistance to move to a safe area
- Do not re-enter the building until authorized to do by emergency personnel
- Set a gathering spot outside the building for your department and account for all staff. Report any unaccounted for staff to emergency personnel immediately.



## Chemical Spill

- Remove yourself and others from the area
- Call 911 immediately when you are safely away from the spill
- Cordon off the area and do not let others enter the area
- Do not pull the fire alarm unless there is a fire
- Provide first responders with information about the spill, chemical and spill area



## Medical Emergency

- Call 911 immediately
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Designate someone to flag down emergency responders outside of the building



## Tornado/Severe Weather

- Monitor TV, radio, NOAA weather radio, Internet, etc.
- Shelter on the lowest level of your building – signs are posted in each building
- Do not pull the fire alarm
- Stay away from windows
- Move to an interior hallway
- Wait for an “all clear” notification
- If outdoors, lie in a ditch or crouch near a strong building

# Lock Out Tag Out

## **PURPOSE:**

This establishes City of Marshalltown policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes.

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

## **SCOPE:**

This policy applies to all City of Marshalltown employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

## **EMPLOYER AND EMPLOYEE RESPONSIBILITIES:**

City of Marshalltown is responsible for implementing and enforcing this policy. All employees must comply with this policy.

Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.

Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.

Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

## **LOCKOUT AND TAGOUT DEVICES**

Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.
- Each lock must have a unique key.
- A multi use HASP having a minimum of 6 places for locks to be installed by all workers.

Energy-isolating devices are the primary means for protecting City of Marshalltown employees who service equipment and must be designed to accept a lockout device. Energy isolating must clearly identify function.

**Electrical energy sources.** Lockout or tagout of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy. See also, **Alternative methods.**

### **EXPOSURE SURVEY**

City of Marshalltown will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

### **ENERGY CONTROL PROCEDURES**

Authorized employees who lockout or tagout equipment or do service and maintenance must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing equipment
- Steps for placing and removing lockout devices
- Equipment-testing requirements to verify the effectiveness of the energy-control procedures

When re-energizing equipment is necessary - when power is needed to test or position the equipment, for example - temporary removal of lockout or tagout devices is allowed. Only the employee installing the lock out or tagout out device can remove it. This applies only for the time required to perform the task and the procedure must be documented.

#### **Employees must do the following before they begin service or maintenance work:**

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy sources.
6. Verify the equipment is isolated from hazardous energy and de-energized.

#### **Employees must do the following to remove lockout or tagout devices and re-energize equipment:**

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are off or in neutral position.
5. Remove the lockout or tagout device.
6. Re-energize equipment.

#### **SPECIFIC ENERGY-CONTROL PROCEDURES:**

The City has developed specific energy-isolation procedures for all machines and equipment that have energy-isolating devices.

## **SPECIAL LOCKOUT/TAGOUT SITUATIONS:**

### **Energized Testing:**

When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

1. Remove unnecessary tools and materials.
2. Ensure that all other employees are out of the area.
3. Remove locks or tags from energy isolating devices.
4. Proceed with test.
5. Deenergize equipment and lockout or tagout energy-isolating devices.
6. Operate equipment controls to verify that the equipment is de-energized.

### **Contract service and maintenance**

City of Marshalltown and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. City of Marshalltown employees must understand and comply with the contractor's energy-control procedures.

### **Shift Changes and long-term shutdowns**

Employees must follow City of Marshalltown specific written procedures when it is necessary to continue lockout/tagout when work shifts change and during long-term shutdowns. Incoming shift workers must install their personal locks before outgoing workers remove their locks. Division superintendents are responsible for monitoring lockout and tagout devices that control the energy to equipment during long-term shutdowns.

## **ALTERNATIVE METHODS**

When lockout or tagout is *not* used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy.

Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task.

For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shutoff valve. A control-reliable dual channel hardwired circuit of industrially-rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding system, must be used.

Under all circumstances, the individual must have exclusive personal control over the means to maintain the state of the control circuit in a protective mode.

Vehicles will have their starter keys removed and locked out while the vehicle is being either maintained, serviced or repaired.

## **TRAINING**

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand City of Marshalltown energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. *An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.*
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. *An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.*
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

## **INSPECTIONS OF WRITTEN ENERGY-CONTROL PROCEDURES**

City of Marshalltown will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included on the inspection.
- The inspector.

If the inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained and the procedure deficiencies corrected. The affected employee's supervisor will be notified and they will take the necessary steps to make sure he employees know the reason for the procedures.

If the inspection covers a procedure for equipment with an energy-isolating device that can be *locked out*, the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.

If the inspection covers a procedure for equipment with an energy-isolating device that can only be

*tagged out*, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.



# Hearing Conservation Program

## Program Management

### **GENERAL STATEMENT:**

The City of Marshalltown has developed a hearing conservation program to inform and protect its employees from the danger of over-exposure to noise in all areas of the operation. The employees health and safety is always the first consideration in any activity conducted by the department.

### **PROGRAM RESPONSIBILITY:**

The City of Marshalltown intends to administer the hearing conservation program under the rules and regulations of OSHA 1910.95. The coordination and supervision of the program shall be overseen by the department supervisor.

### **NOISE MONITORING:**

The City will conduct a noise survey to determine the areas that indicate high noise levels and will evaluate the employee's jobs that might be affected by the high noise levels (85 decibels and above). Further monitoring of facilities and jobs shall be conducted anytime operations and equipment might change.

### **HEARING PROTECTION USE:**

In addition to specific department/building identified and areas labeled, throughout the City, the use of an endloader, backhoe, Jet, Jet vacuum machine, generators and air compressors/jack hammers all produce noise levels that require hearing protection for extended use.

Employees who perform work around these areas or pieces of equipment are those covered under this program. The employees working in the areas that noise levels exceed 85 decibels shall wear hearing protection. Employees are encouraged to request and participate in noise measurement studies pertaining to his or her job duties.

In the City's attempt to lower noise exposure levels, the City intends to review all new equipment and engineering designs to provide the most efficient, safest systems possible.

### **RECORD KEEPING:**

The City shall maintain an accurate record of all information generated from the Hearing Conservation Program. At a minimum the City shall maintain:

- 1 – Up to date noise monitoring information, including time weighted averages of employee jobs.
- 2 – All audiometric testing of an employee to include:
  - a - Name and job description of employees
  - b - Date of audiogram, baseline and annual
  - c - Name of examiner
  - d - Date of last acoustic or exhaustive calibration of the audiometer
  - e - Measurements of the background sound pressure level of the audiometric test room
  - f - Audiometric test results

g - Employees most recent noise exposure assessment

3 – Training information including training date, information covered and attendance roster

4 – Noise exposure assessment problems and corrective action taken

## **Procedures**

### **GENERAL RULES AND REGULATIONS:**

In order to maintain safe operating conditions, all must abide by the following rules:

1 – All employees should try to minimize the exposure time in areas of loud noise.

2 – Anyone spending time in a department/building identified and labeled as a loud noise area, or throughout the City when using an endloader, backhoe, Jet, Jet vacuum machine, generators and air compressors/jack hammers shall wear hearing protection for extended use.

3 – Equipment shall be maintained to provide quiet operations.

4 – Suggestions to reduce noise levels in given areas are encouraged by all Department Directors, supervisors and the safety committee.

### **AUDIOMETRIC TESTING PROGRAM:**

The City of Marshalltown shall provide audiometric testing of employees in positions identified by the City. Testing done for these employees at hire date, or transfer to an identified position, shall be considered as Baseline Audiogram for further reference. Annual audiograms shall be given to all employees to insure that there is no shift in hearing due to employee working conditions. Any employee showing a hearing shift of 10dB or greater shall be evaluated with corrective actions taken if necessary, i.e. reducing noise level or hearing protection. The audiometric testing shall be performed at no cost to the employee, and in accordance with CFR 1910.95 (g).

### **HEARING PROTECTORS**

The employer shall make hearing protectors available to all employees exposed to noise levels of 85 dBs or greater at no cost to the employee. The location where hearing protection is available will be identified in each department by the director or supervisor. Hearing protection shall also be available with equipment known to have high noise levels.

### **VISITORS OR CONTRACTORS**

Both visitors and contractors should be informed of the noise level condition if they are visiting a noisy area for any length of time. Hearing protection devices should be offered to the visitor or contractor while in these noisy areas.

# Hazard Communication Program

## **Introduction:**

The Bureau of Labor (OSHA) has developed rules regulating a person's Right to Know about hazardous chemicals in the work place. These rules are found under The Bureau of Labor, Labor Services (347), Chapters 110, 120, 130, and 140, and relate to "Hazardous Chemical Risk Right to Know", "Workers Right to Know", "Community Right to Know", and "Emergency Response Department Right to Know" respectively.

Based on these regulations, the City of Marshalltown has developed the Hazard Communication Program to guide it's Department through the Rules and implementation of the law.

## **Policy Statement:**

It is the policy of the City of Marshalltown, to insure that each of its employees have a safe and healthful place to work.

The purpose of the City's Hazard Communication Program is to emphasize the hazards of chemicals in the work place, inform the employee of hazards, how they are to be handled and most importantly, provide a means to communicate the hazard to all employees prior to use.

The program shall emphasize the responsibility of management to inform and train its employees on all hazardous chemicals in the work place.

## **Program Responsibility:**

### A – The Department Head

The Department Head is directly responsible for the development, implementation and ongoing administration of his/her departments Hazard Communication Program. The duties of the Department Head include, but are not limited to the following:

- Provide the leadership and innovation necessary to maintain the Hazard Communication Program.
- Be familiar with chemical uses in the work place to the degree that employee safety can be monitored.
- Oversee the Department Supervisors work in the area of program supervision.
- Review all chemicals requested by the Supervisors or purchasing agents for employee safety and for Department readiness to accept the chemical.
- Review inventories, MSDS, labels and placarding, training activities, and employee accident records to evaluate the effectiveness of the Hazard Communication Program.
- Provide modification and supplements to the general City program to fit his/her Department.

### B-Program Supervisor

The Program Supervisor is the person selected in each Department to assist the Department Head in the supervision of the Hazard Communication Program. The duties of the Program Supervisor are:

- Stimulate employee interest in the Hazard Communications Program.
- Evaluate MSDS for purchasing approval and proper employee training.

- Provide training on the proper use of chemicals or lineup training by someone else.
- Provide daily program supervision and assistance, including the initiation of corrective action and discipline as needed.

#### C-Purchasing Agent

The purchasing agent is the person in the Department responsible for the purchasing of chemical and materials that may fall under the Hazard Communication Program. This person may be the Department Head, Program Supervisor or someone separate shall have the following responsibilities:

- Maintain chemical inventories in the Department and ensure that up-to-date MSDS are available at the work site for each chemical.
- Shall work with Program Supervisor to ensure chemical and material are not allowed in the work place prior to proper MSDS evaluation and employee training for these chemicals.
- Ensure proper labeling and placarding of materials and building are keep up-to-date.
- Keep Fire Department informed of any changes in hazardous materials used, and amounts inventoried.

#### D-The Employee

The Employee is the person this program was developed to protect. The program will only work if all employees participate in the program and assume certain duties and responsibilities to assure proper use and handling of hazardous materials in the work place. These include:

- Review and understand the written Hazard Communication Program.
- Accept training activities for your personal safety as well as others.
- Evaluate all materials for proper use before handling.
- Follow all procedures developed for the handling and storage of hazardous materials.
- Inform Supervisor of unsafe conditions and make recommendations for the betterment of the program.

The actual person that is responsible in each Department is spelled out in the next section of the program so each employee knows who to contact if they have any questions.

### **City of Marshalltown Responsibilities**

#### A-Director

The Director is directly responsible for the development, implementation, and overview of the Department's Hazard Communication Program. The duties of the Director include, but are not limited to the following:

- Delegate program responsibilities to the Department Personnel.
- Oversee the Department Supervisor's work in the area of program implementation.
- Provide modifications and supplements to the program to meet the Department's needs and ensure the safety of its Employees.
- Provide annual review of the program with Supervisors.
- Assist the Department Supervisors in providing training as needed.

#### B-Department Supervisors

The Supervisors shall be responsible for the implementation of the Hazardous Communication Program. The duties of the Supervisor include:

- Provide leadership and innovation necessary to stimulate employee interest and maintain the Hazardous Communication Program.

- Evaluate the chemical inventory list annually for chemicals no longer in use or chemical's that were accidentally not entered to the list during the year. Review all chemicals on the list for their hazardous status.
- Evaluate MSDS for purchasing approval and proper employee training, and see that all MSDS notebooks are kept up-to-date.
- Oversee the day to day purchasing of chemicals as to not purchase multiple brands of the same product and require additional MSDS sheets.
- Evaluate each chemical purchased for its hazard. See that the hazardous chemicals receive the proper labeling before use.
- Review hazardous chemical list and update as chemicals are added or deleted from the list. Provide Fire Department notification of materials in significant amounts that require placarding of building. Keep building placards current for hazards in buildings and/or when relocated.
- Evaluate chemicals and provide the proper personal protective equipment for the job. Train Employees on use and location of Personal Protective Equipment.
- Provide training to Employees on the proper use of chemicals and protective equipment or line up training from outside sources.
- Discuss hazards and methods to be used for non-routine tasks with employees before starting work on the project.
- See that all program activities are documented and maintained in the record keeping system.
- Provide daily program supervision and assistance, including initiation of corrective action and discipline as needed.

#### C-The Employee

The Employee is the person this program was developed to protect. The following duties and responsibilities of the Employee are the fundamentals that will make the program a success:

- Review and understand the written Hazard Communication Program.
- Accept training activities and participate in making the program better.
- Understand how to read a Material Safety Data Sheet, and reference same before working with chemicals.
- Evaluate materials before use and utilize the proper protective equipment and storage.
- Always reference the chemical inventory list when purchasing a replacement chemical. Always purchase the same product so we can utilize the current MSDS.
- Never bring a new product on to the property without running the "Approval to Use" through your Supervisor for evaluation.
- Inform your Supervisor of un-safe conditions and make recommendations for the betterment of the program.

#### **Record Keeping**

Each Department shall maintain their own records pertaining to the Hazard Communication Program at their central office. The following are minimum record keeping requirements:

- 1 – Copy of the Hazard Communication Program.
- 2 – Copy of the up-to-date Chemical Inventory/MSDS.
- 3 – Employee Records – Employee records shall be open to inspection by the Employee, the Employee's representative and to the OSHA representative.
  - Written confirmation from Employee that they have read the Hazard Communication Program.

- Training – including date of training, outline of training, signature of trainer, test (if applicable), dates of re-training, written confirmation from Employee that they received training (i.e. roster).
- Employee health problems and accidents relating to hazardous chemical use and storage.
- Employee communications and reprimands pertaining to the program and chemical safety.

4-Communications (i.e Fire Department, OSHA, Employee, representative or public).

5 – All out dated chemical inventory lists and MSDS for historical purposes.

### **Program Review**

It is the responsibility of the Department Head to review his/her program on an annual basis. The following items should be checked:

- Is the Hazard Communication Program document available to the Employees?
- Are the chemical inventory and MSDS available to the Employees?
- Is the chemical inventory and MSDS up-to-date and represent all hazardous chemicals in the facility?
- Has the training requirement of the program been met by all current employees?
- Does the chemical labeling and building signs appear to be in place?
- Is the record keeping system up-to-date?
- Has there been a chemical injury of an Employee, and has corrective action been taken to protect the Employees in the future?

# Personal Protective Equipment

## Introduction

The purpose of the Personal Protective Equipment Policy is to protect City of Marshalltown employees from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE).

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection.

The City of Marshalltown Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

## Responsibilities

Department Safety Committees and Supervisors in conjunction with the City of Marshalltown Safety Committee are responsible for the development, implementation, and administration of PPE policies.

This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
  - a job changes
  - new equipment is used
  - there has been an accident
  - a supervisor or employee request it
  - or at least every year
4. Maintaining records on PPE assignments and training.
5. Providing training, guidance, and assistance to employees on the proper use, care, and cleaning of approved PPE.
6. Periodically re-evaluating the suitability of previously selected PPE.
7. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

## Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that employees properly use and maintain their PPE, and follow PPE policies and rules.

4. Notifying management and the Safety Committee when new hazards are introduced or when processes are added or changed.
5. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required.
2. Completing required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following PPE policies and procedures.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action up to and including termination and may jeopardize a worker's compensation claim should an accident occur.

### **Procedures**

#### **Hazard Assessment for PPE**

The department Safety Committee in conjunction with Supervisors will conduct a survey to identify sources of work hazards.

Supervisors will conduct, review, and update the hazard assessment for PPE whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee request it
- or at least every year

#### **Selection of PPE**

Once the hazards of a workplace have been identified, it will be determined the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet appropriate standards will be procured or accepted for use.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the City of Marshalltown. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

#### **Training**

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary



- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. Training of each employee will be documented. Each employee will also be required to do annual online training.

### **Cleaning and Maintenance of PPE**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

***NOTE:*** *Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.