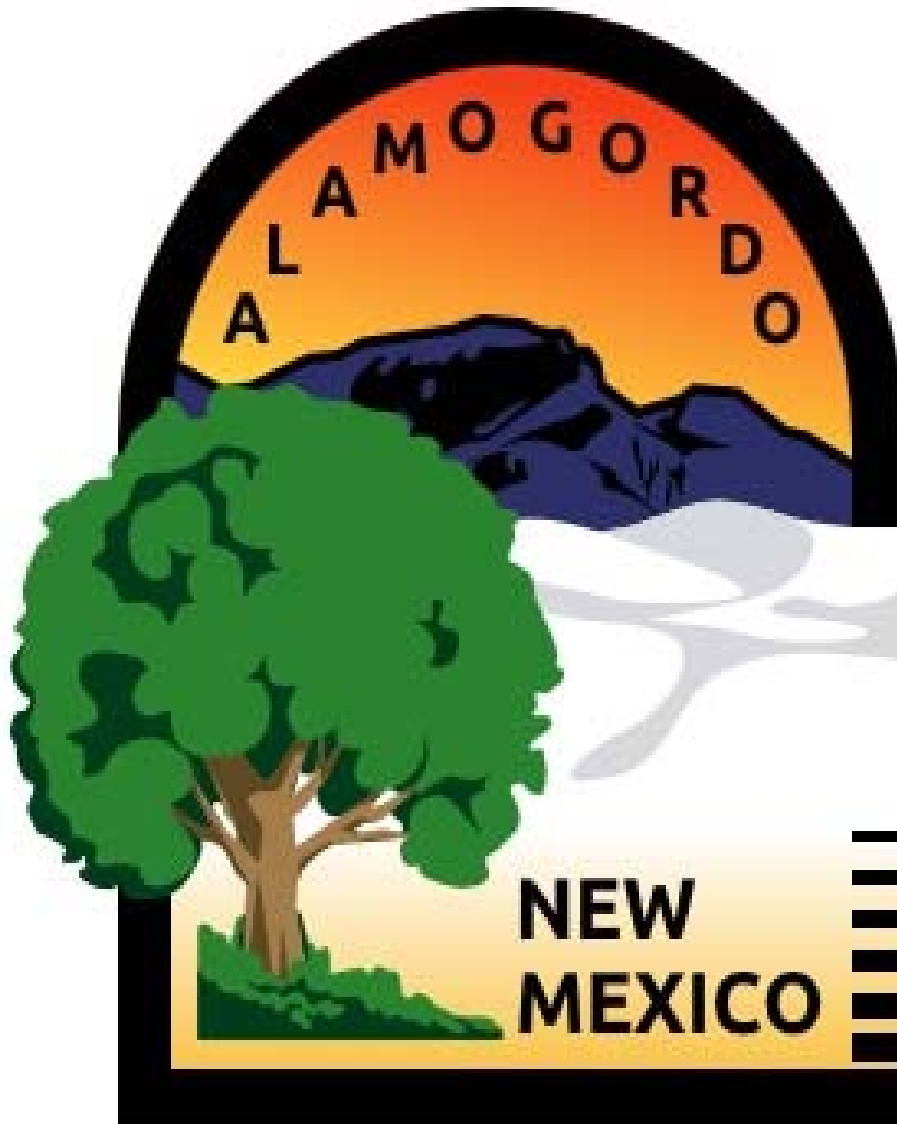


CITY OF ALAMOGORDO SAFETY & HEALTH MANUAL



05/31/2018

CITY OF ALAMOGORDO

SAFETY & HEALTH POLICY

It is the policy of **CITY OF ALAMOGORDO** to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

We have and will continue to maintain a Safety and Health Program designed to train our employees to follow safe practices, and to recognize and correct unsafe working conditions.

Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee will be required to perform a task that he or she believes is unsafe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as establishing safe work practices.

Our Safety Policy holds equal importance with **CITY OF ALAMOGORDO** policies in providing the best quality and most productive service in our industry.

It is our goal to reduce accidents and injuries to a minimum. Because of the many different hazards of our industry, we must maintain a constant safety awareness to achieve this goal.

_____ Date _____
Margaret D. Paluch, City Manager
City of Alamogordo

Signed by Maggie Paluch on June 1, 2018

TABLE OF CONTENTS

Section 1 – Introduction		Page
1.1 – PURPOSE		7
1.2 - COMPLIANCE		7
1.3 – GENERAL INFORMATION		7
1.4 – CONTRACTORS		8
1.5 - DEPARTMENT DIRECTOR RESPONSIBILITY		8
1.6 – SUPERVISOR RESPONSIBILITY		8
1.7 - EMPLOYEE RESPONSIBILITY		9
1.8 – INTOXICANT AND NARCOTIC DRUGS		9
Section 2 – Personal Injury and Vehicle Accident Reporting Procedures		
2.1 – PERSONAL INJURY AND ILLNESS-REPORTING PROCEDURES		10
2.2 – VEHICLE AND EQUIPMENT ACCIDENTS – REPORTING PROCEDURES		10
Section 3 – Classification of Preventable Incidents/Accidents		
3.1 – PREVENTABLE INCIDENTS/ACCIDENTS		11
3.2 - PREVENTABLE VEHICLE, EQUIPMENT INCIDENTS/ACCIDENTS		12
3.3 - SAFETY COMMITTEE RESPONSIBILITY		12
3.4 - EMPLOYEE RIGHT TO APPEAL		13
Section 4 - Personal Protective Equipment		
4.1 – CLOTHING		13
4.2 – EYE & FACE PROTECTION		13
4.3 – FOOTWEAR		14
4.4 – HAND PROTECTION		15
4.5 – HEARING PROTECTION		15
4.6 – RESPIRTORY EQUIPMENT/PROTECTION		16,17
4.7 – SILICA EXPOSURE CONTROL		18,19
4.8 – HEAD PROTECTION		20

TABLE OF CONTENTS

Section 5 – General Safety Rules		Page
5.1 – ALCOHOL, NON-PRESCRIPTION AND PRESCRIPTION DRUGS		21
5.2 – ASBESTOS AWARENESS		21
5.3 – BATTERY CHARGING		22
5.4 – CARBON MONOXIDE		22
5.5 – COLD ENVIRONMENT		23
5.6 – COMPRESSED AIR		23
5.7 – COMPRESSED GASES		23
5.8 – ELECTRIC OPERATED TOOLS		24
5.9 – FALL PROTECTION		24
5.10 – FIRE EXITS		25
5.11 – FLAMMABLE AND COMBUSTIBLES		25
5.12 – HOT ENVIRONMENTS		25
5.13 – JOKES AND HORSEPLAY		26
5.14 – LIGHTNING		26
5.15 – PNEUMATIC TOOLS		26
Section 6 – Ladders, Step Ladders, Scaffolds, and Aerial Lifts		
6.1 - LADDERS		27
6.2 - STEPLADDERS		28
6.3 - EXTENSION LADDERS		28
6.4 - SCAFFOLDS		29
6.5 - AERIAL LIFTS		29,30
Section 7 – Signs, Signals and Barricades		31
Section 8 – Material Handling		
8.1 - LIFTING		31
Section 9 – Office Safety		
9.1 - GENERAL RULES		32
9.2 - OFFICE MACHINES AND EQUIPMENT		33

TABLE OF CONTENTS

Section 10 – Fire Prevention/Safety	Page
10.1 – FIREFIGHTING EQUIPMENT AND FIREFIGHTING OPERATIONS	33
10.2 – FIRE SUPPRESSION SYSTEMS	34
10.3 – FIRE PREVENTION	35
10.4 – FIRE EVACUATION PROCEDURES AND DRILLS	36
Section 11 – Motor Vehicles & Equipment	
11.1 – GENERAL PRECAUTIONS	37
11.2 – INSPECTION, CARE AND REPAIR OF EQUIPMENT	38
11.3 – DRIVING RULES AND USE OF SEATBELTS	38
11.4 – GROUNDING OF UNSAFE EQUIPMENT	38
11.5 – MOWERS, CHIPPERS AND SHREDDERS	38
11.6 – SECURING TRAILERS AND LOADS	39
Section 12 – Trenching, Excavation and Shoring	
12.1 – EXCAVATION AND TRENCHING PROCEDURES	40
12.2 – SOIL CLASSIFICATIONS	40
12.3 – MARKING OF DITCHES AND TRENCHES	41
Section 13 – Confined Spaces	
13.1 – TYPES OF CONFINED SPACES	41
13.2 – CONDITIONS FOR ENTERING CONFINED SPACES	43
13.3 – ENTRANTS, ATTENDANTS, AND ENTRY SUPERVISORS	43-45
Section 14 – Infectious Disease Control	
14.1 – GENERAL WORK PROCEDURES	46
14.2 – PERSONAL PROTECTIVE EQUIPMENT	47
14.3 – DISPOSAL OF REGULATED/CONTAMINATED WASTE	47
14.4 – TRAINING	48
Section 15 – Lockout/Tagout Procedures	Page
15.1 - LOCKOUT PROCEDURES	48
15.2 – REENERGIZING PROCEDURES	49
15.3 – TAGOUT PROCEDURES	50
15.4 – LOCKOUT/TAGOUT DEVICES AND ADDITIONAL PRECAUTIONS	50

TABLE OF CONTENTS

Section 16 – Electrical Safety	Page
16.1 – GENERAL WORK PROCEDURES	52
16.2 – TOOLS & EQUIPMENT	52
16.3 – HIGH VOLTAGE ROOMS AND CLOSETS	52
16.4 – GROUND FAULT CIRCUIT INTERRUPTORS (GFCI)	53
16.5 – ARC FLASH PROTECTION & WORK PROCEDURES	53,54
Section 17 – Hazard Communication	
17.1 – LABELING AND STORAGE OF HAZARDOUS CHEMICALS	55
17.2 – LIST OF HAZARDOUS CHEMICALS	56
17.3 - SAFETY DATA SHEETS (SDS)	56
Section 18 – Kitchen Safety	
18.1 – GENERAL WORK PROCEDURES	57
18.2 – EQUIPMENT AND CLOTHING	57
18.3 – FIRE PREVENTION	58
Section 19 – Law Enforcement Safety	
19.1 – MOTOR VEHICLES AND EQUIPMENT SAFE OPERATION	59
19.2 – HAZARDOUS MATERIALS PRECAUTIONS AND PERSONAL PROTECTIVE EQUIPMENT	59
19.3 – WORKPLACE SAFETY	60
19.4 – EMERGENCY VEHICLE AND FOOT PURSUIT	61-63
Section 20 – Definitions	63-65
Safety Incentive Program	66
Appendices	
Appendix A – CORRECTIVE ACTION POLICY	67,68
Appendix B – EMERGENCY SERVICES CONTACT INFORMATION	69
Safety & Health Manual Acknowledgement	70
FORMS	71-75

SECTION 1 – INTRODUCTION

1.1 - PURPOSE

The City of Alamogordo shall provide, to the maximum extent possible, all their employees with safe working conditions so that the employees may perform their jobs without endangering their safety or health. These conditions include, but are not limited to the following:

- A safe place to work;
- Safe equipment with which to work;
- Proper training in safe work procedures; and
- Adherence and enforcement of all applicable safety rules.

1.2 - COMPLIANCE

The City of Alamogordo shall use the Code of Federal Regulations, 29 CFR 1910 and 1926, the Occupational Safety and Health Act (OSHA) Standards as safety guides to ensure that safe working conditions are in effect. The City of Alamogordo shall also abide fully with all other applicable Federal, State and Local Regulations, which have jurisdiction over the City of Alamogordo facilities and personnel.

1.3 - GENERAL INFORMATION

OSHA GENERAL DUTY CLAUSE

29 USC 654

(a) Each employer --

(1) shall furnish to each of his employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

The rules and regulations in this Safety & Health Manual shall extend to each employee of the City of Alamogordo.

Some of the regulations adopted by the Fire and Police Department are included here, and by reference, made a part hereof. Where there is a conflict between the Safety Manual or Fire

Department or Police Department Regulations, the Fire and Police Department Regulations will govern for Fire and Police employees.

Each employee shall be issued a copy of the Safety Manual and shall be required to review and follow the rules.

Employees will take every possible precaution to prevent accidents to themselves, their fellow employees and the public.

Unsafe practices or conditions shall be reported immediately to the Supervisor.

Safe work practices and procedures established for all departments SHALL BE OBSERVED.

1.4 - CONTRACTORS

All contractors working for the City of Alamogordo shall adhere to all Federal and State standards and City of Alamogordo policies and procedures. The City of Alamogordo is not responsible for providing safety equipment or clothing to the contractor or their employees.

1.5 - DEPARTMENT DIRECTOR RESPONSIBILITY

Providing a safe work environment and adequate supervision of operations, which includes as applicable:

- Providing a safe work environment and adequate supervision;
- Inspecting work areas and operations periodically;
- Provisioning of tools and equipment;
- Providing proper safety equipment/clothing;
- Training and on-site safety direction;
- Ensuring prompt action is taken when unsafe conditions or actions are identified;
- Ensuring all incidents are reported and properly investigated; and
- Reviewing incident/accident reports to verify proper corrective action is taken.

1.6 - SUPERVISOR RESPONSIBILITY

- Promoting safety awareness, and leading by example;
- Ensuring employees are trained on safe work practices related to their assigned job tasks;
- Conducting frequent safety inspections of all work areas and operations to improve and eliminate unsafe conditions;
- Reviewing new equipment to identify potential risks;

- Ensuring safety equipment and protective devices are provided and properly used;
- Educating employees on the corrective action policy as it relates to the safety policy;
- Taking prompt, corrective action when unsafe conditions and/or unsafe actions are observed;
- Investigating and reporting incidents involving personnel and/or property to management, and completing all incident/accident reports required as soon as possible;
- Arrange transportation and accompany the injured employee to the medical facility; and
- Facilitating paperwork and answering questions of both the treating physician and injured employee if necessary.

1.7 - EMPLOYEE RESPONSIBILITY

- Following the safety policy and procedures;
- Obey all safety rules and follow work instructions;
- Wear protective equipment when working in hazardous areas or jobs, and/or as required by a supervisor;
- Keeping work areas clean and orderly, and practicing good housekeeping at all times;
- Inspect all equipment prior to use and report any unsafe conditions to their supervisor promptly;
- Operating equipment only if authorized and instructed on safe work procedures;
- Make full use of safeguards provided with City equipment;
- Report unsafe conditions and practices to management immediately; and
- Report all incidents/accidents to management immediately, and complete all incident/accident reports as soon as possible.

1.8 - INTOXICANT AND NARCOTIC DRUGS

The use of any kind of intoxicant or narcotic drug during working hours is forbidden. Use of a prescribed narcotic drug shall be reported to Supervisor immediately. All employees covered by this Manual are subject to the City Employee Manual Section 7-1. Drug-Free and Alcohol-Free Workplace Policy.

SECTION 2 – PERSONAL INJURY & VEHICLE ACCIDENT REPORTING PROCEDURES

2.1 - PERSONAL INJURY AND ILLNESS - REPORTING PROCEDURES

It shall be the responsibility of every City employee to report all accidental injuries or illnesses arising out of and during employment including occupational disease and disablement, regardless of severity, to each of the following:

- Immediate Supervisor.
- Human Resources.
- Safety Coordinator.

Reporting shall be made immediately by the injured employee if possible or, by an employee/witness if the injured is unable to do the reporting because of the extent of injuries.

All employee injuries, including minor injuries, must be reported immediately to supervisor.

Whether or not an employee elects to seek medical attention, the employee and his supervisor must jointly complete the Employee Report of Injury form and submit the form to Human Resources within twenty-four (24) hours of the injury.

If an employee does want to receive medical attention, the employee will first report the injury to his/her supervisor and then report to Human Resources. It is the City's policy to allow an employee who is injured on-the-job to choose their initial health care provider for treatment. The City also reserves the right to change the health care provider after the first sixty (60) days.

2.2 - VEHICLE & EQUIPMENT ACCIDENTS – REPORTING PROCEDURES

It shall be the responsibility of each employee to report each accident/incident regardless of severity. Accidents involving City-owned vehicles, equipment or private vehicles on City property must be reported. Relevant information must be provided to include, but not be limited to, name of anyone injured, owner of property damaged, witnesses, and details of the incident.

All accident must be reported to:

- New Mexico State Police or Otero County Sherriff's Dept.;
- Immediate Supervisor;
- Human Resources; and
- Safety Coordinator.

It is the responsibility of the employee to notify the State Police or the Sherriff's Dept. immediately when there is damage to property or to other vehicles and equipment because of a motor vehicle accident. The damage to property or vehicle and equipment MUST BE REPORTED IMMEDIATELY.

Responsibility for notification to persons designated shall be by the following persons and in the following order:

Employee; however, if employee is unable to report due to incapacitation, then it shall be the responsibility of the supervisor to notify; however, if the supervisor is not available then it shall become the responsibility of the lead person to notify. In the event neither the supervisor nor the lead person is available, it shall be the responsibility of the Department Director to comply. A Vehicle/Equipment/Property Incident Report must be submitted to the Human Resources Department within twenty-four (24) hours of the incident.

Any safety sensitive, non-safety sensitive, or Department of Transportation (D.O.T) regulated employee involved in an on-the-job accident may be subject to post-accident drug and/or alcohol testing. See the City Employee Manual Section 7-1, Drug-Free and Alcohol-Free Workplace Policy on post-accident procedures for specific guidelines.

SECTION 3 – INDUSTRIAL INJURY CLASSIFICATION OF INCIDENTS & ACCIDENTS

3.1 - PREVENTABLE INCIDENTS/ACCIDENTS

The following list includes some examples of incidents and accidents that may be considered preventable, but is not all inclusive:

- Failure to observe safety rules and regulations;
- Failure to properly report injury regardless of severity (includes failure to report within prescribed time);
- Falsifying a report/deliberately furnishing false or misleading information;
- Reckless or negligent actions; carelessness/failure to exercise due caution;
- Horseplay or fighting;
- Causing injury to another employee;
- Failure to use personal protective equipment;
- Deliberately making a safety device inoperative;
- Failure to properly instruct an employee;
- Failure to use proper warnings and/or flagmen; and
- Being under the influence of alcohol, narcotic drugs or prescription drugs when employee is advised such substances will interfere with safety.

3.2 - PREVENTABLE VEHICLE, EQUIPMENT, INCIDENTS AND ACCIDENTS

The following list includes some examples of vehicle or equipment incidents and accidents that may be considered preventable but is not all inclusive:

- Driving on wrong side of street or highway (unless in accordance with City policies and procedures, no exceptions);
- Improper backing/failure to use mirrors and/or turn around;
- Turning from the wrong lane;
- Cutting in on moving vehicles;
- Leaving vehicle/equipment improperly parked;
- Excessive speeding-reckless driving;
- Failure to use signals at a turn;
- Failure to stop at a stop sign or traffic signal;
- Following too close;
- Abuse or lack of care for personal protective equipment or failure to use provided seat belt;
- Improper operation of motor vehicles entering or leaving a parking space;
- Passing in a no passing zone;
- Operating a vehicle or equipment under the influence of alcohol or drugs;
- Unauthorized use of a City vehicle or equipment, including the transporting of an unauthorized passenger (s);
- Failure to properly report a motor vehicle or equipment accident;
- Operating vehicles or equipment when known to be in an unsafe condition;
- Leaving the scene of an accident (failure to remain to give information); and
- Driving without a driver's license while license is suspended or revoked.

3.3 - SAFETY COMMITTEE RESPONSIBILITY

The Safety Committee shall consist of an appointed representative from each Division, Human Resources Representative, Safety Coordinator, and AFSCME and APSOA Union President or appointed Representative. The responsibilities of the Safety Committee shall consist of:

1. Make recommendations for department safety meeting topics, policy changes, equipment needs, personnel needs. Review suggestions presented by employees for consideration.
2. Discuss accidents/injuries that have occurred since the last meeting.
3. Review and discuss accidents with the purpose of making determinations if the accidents are preventable or non-preventable incidents. The committee is to make corrective action recommendations to the Department Director based on the Safety and Health Manual Corrective Action Policy, see Appendix A.
4. The Safety Committee shall meet once a month or more often as required.

3.4 - EMPLOYEE RIGHT TO APPEAL

The employee has the right to appeal recommendations of the Safety Committee and any corrective action resulting from an accident or incident in accordance with the City Employee Manual policies and procedures for appeal.

An employee appealing a corrective action recommendation or decision must notify his/her Department Director in writing of his/her intentions. This must be done within the specified time stated in Sections 4-15. and 4-16. of the City Employee Manual for appeals and grievances.

SECTION 4 - PERSONAL PROTECTIVE EQUIPMENT

4.1 - CLOTHING

Work clothing shall be of substantial quality, in good repair and clean. City issued uniforms should be worn when employee is on duty. City uniforms shall also be cleaned and serviced by the uniform service contracted with the City.

Fire and police personnel shall wear clothing and/or PPE as required by their respective departments.

Loose or baggy clothing, neckties and dangling jewelry shall not be worn by persons working in shops, around equipment or by persons engaged in maintenance or construction activities.

High visibility vests, jackets and/or coats with reflective material shall be worn when employees are working in streets, roads, highways or right of ways.

4.2 - EYE & FACE PROTECTION

It is the intent of the City to minimize the potential for eye injuries to all employees as stated in OSHA Standard 29 CFR 1910.133 that apply to eye and face protection. This policy shall define the type of eye protection required and when eye protection is required.

All safety glasses, goggles and face shields shall meet ANSI Z87.1-2003.

Proper eye protection and/or face protection shall be used when employees are exposed to flying particles, molten metal, chemical liquids, gases or vapors, or potentially dangerous light radiation. When there is a hazard from flying objects, eye protection offering side protection must be used. Eye and/or face protection shall be utilized, but is not limited to the following operations:

- Air tools;
- Air cylinder filling (SCBA);
- Firefighting;
- Chipping, concrete breaking;

- Exposure to bloodborne pathogens;
- Gas cutting;
- Grinding;
- Toxic/hazardous chemical handling;
- Laboratory areas; and
- Weed eating/string trimmers
- Welding – tinted full hood required
- Operating power tools

Any job or area deemed necessary by a supervisor.

Any area, tool or device where the need for eye protection or face protection is posted.

The aforementioned list is not all inclusive; if in doubt use the protection which offers the most protection to the eyes and face. In addition, the aforementioned list does not purport to exclude the use of other forms of protection as may be required such as respiratory protection.

Goggles, face shields, and other forms of eye protection shall be provided by the City of Alamogordo for the employees' protection.

4.3 - FOOTWEAR

It is the intent of the City to minimize the potential for foot injuries to all employees as stated in OSHA Standard 29 CFR 1926.96. Employees are required to wear safety footwear that meets the standard specifications as established in their respective positions.

All employees must wear protective footwear when working in areas where foot injuries may result from:

Falling or rolling objects, objects piercing the sole or the exposure of the employee's feet to electrical hazards.

All personnel who regularly work in or whose job requires them to perform rescue operations, firefighting, hazardous materials operations, maintenance, and construction or repair activities are required to wear footwear that are of substantial quality and material and approved for the activities they are used for. This policy shall apply to all employees of all departments engaged in the aforementioned activities.

Special jobs exist that do require employees to regularly enter process or maintenance areas of the work site. Some of these include but are not limited to working in oils or chemicals harmful to the human skin so rubber boots shall be worn. Other jobs such as jackhammering of concrete require additional foot protection such as steel toes, metatarsal guards and shin guards. Each special job shall be evaluated by the supervisor on a task by task basis to determine the need for special footwear.

Visitors to the work site and employees whose jobs do not require them to regularly be exposed to construction, maintenance or repair sites or other sites that pose a hazard regarding injury to the feet are not covered by this policy since their exposure is minimal. However, open toed shoes or high heels are still not to be worn by any individual in these restricted areas.

4.4 - HAND PROTECTION

Hand protection will be provided by the City of Alamogordo for all personnel. The appropriate type of hand protection depending on conditions and work duties will be determined by supervisors and personnel. Some types of hand protection that will be provided include: leather work gloves, disposable rubber or nitrile gloves, cold weather gloves, acid resistant gloves, and welding gloves.

Protective gloves must be worn when handling sharp or rough objects such as rough lumber, glass, sheet metal, etc. Additional conditions for wearing protective gloves include, but are not limited to:

- Handling hot objects, hot conditions and cold conditions;
- Welding;
- Concrete work;
- Handling or mixing chemicals;
- Handling and spraying pesticides;
- Handling animals;
- Hazardous electrical work;
- Performing medical treatment; and
- Working with inmates and prisoners.

Rubber gloves shall be worn when handling acids, hazardous substances, oils and solvents.

Latex or nitrile gloves shall be worn by all personnel when handling or possible exposure to bloodborne pathogens or any infectious material. Latex or nitrile gloves may be worn under leather gloves. Leather gloves exposed to bloodborne pathogens shall be disposed of properly.

4.5 - HEARING PROTECTION (noise exposure)

Hearing protection is required whenever engineering and work practice controls cannot reduce noise to required levels.

The City shall provide hearing protection to all workers when required or requested. The City shall allow employees the opportunity to select their protective devices from a variety of approved choices.

Hearing protection must be worn by employees who are exposed to an eight (8) hour time weighed average (TWA) of eighty-five (85) decibels or above. If levels equal or exceed an eight (8) hour

TWA of ninety (90) decibels the employees must wear City provided hearing protection, (earmuffs, earplugs).

Visitors to the work site where hearing protection is required shall be supplied with hearing protection and will be required to wear such protection.

4.6 - RESPIRATORY EQUIPMENT/PROTECTION

It is the intent of the City of Alamogordo to minimize the potential for respiratory injuries to all employees as stated in OSHA Standard 29 CFR 1910.134. Standard 1910.134 shall be adhered to by all personnel engaged in the use of respiratory equipment.

A respirator shall be provided to any employee when the equipment is necessary to protect the health of each employee. The City shall provide the respirators which are applicable and suitable for the purpose intended. The City shall be responsible for the establishment and maintenance of a respiratory protection program which shall include the requirements outlined in paragraph (c) of the Standard. The program shall cover each employee required to use a respirator.

The proper respiratory equipment will be provided and used for the task to be accomplished. The supervisor or competent person shall determine the proper respiratory equipment required for each job or task. All respirators shall be properly chosen and fit to each employee that is required to use one during hazardous conditions. Facial hair such as beards, mustaches, low hair lines etc. will limit or interfere with the proper sealing and fit of any type of respirator.

The proper respiratory equipment shall be used in these hazardous conditions to include, but not be limited to:

- Heat;
- Smoke;
- Toxic Gases;
- Radioactive Particles; and
- Oxygen Deficiency.

Respiratory equipment that can be used depending on each individual condition include, but not be limited to:

- Disposable dust masks (3M NP95 style disposable particulate respirators or an adequate substitution);
- Half face respirators;
- Full face respirators; and
- SCBA (Self Contained Breathing Apparatus).

Disposable dust masks may be chosen for minor hazardous conditions such as grass mowing, weed eating, etc. Half and full-face respirators will be used in conjunction with the proper cartridge and filter type depending on the condition. Supervisors and/or a competent person will determine the appropriate filter type for each employee working in a potentially hazardous condition. Filter types and their applications include:

- Particulate filters – used in minor dust applications; particulate filters can be used in combination with organic/vapor and chemical cartridges for additional protection depending on the severity of condition.
- Organic/vapor cartridges – used for sanding paints or varnishes, sawing, grinding or sweeping.
- Chemical cartridges – used for potentially health hazardous conditions such as - chemical handling (chlorine, hydrogen chloride, bleach, methamphetamine, etc.), asbestos, silica, lead paint, heavy dust, concrete cutting, mold, etc.

All filter types must be disposed of after each use. Half-face and full-face style respirators must be cleaned and disinfected using company approved sanitizing wipes and/or soap and water after each use. They must also be stored in a sealed container after sanitization. All the above mentioned respiratory equipment must be used in accordance with the manufacturer’s recommendations and instructions.

All employees of the Fire Department are required to use self-contained breathing apparatus style respirators only. No other type of respirator is approved. Any City employee preparing to utilize a SCBA type respirator must follow specific guidelines and instructions on maintaining SCBA type respirators. Some guidelines include, but are not limited to:

Self- Contained Breathing Apparatus (SCBA) shall be inspected and tested daily for:

- Cleanliness and damage;
- High and medium pressure hoses, and regulator gauge pressure;
- Emergency bypass operation and low-pressure warning alarm;
- Straps inspected and extended, tank pressure and hydro test date; and
- Pass device operability.

SCBA shall be maintained and overhauled as per the manufacturer’s instructions.

Hydrostatic test on cylinders shall be conducted as per the manufacturer’s instructions.

All SCBA units shall always be ready for emergency use. The donning and operation of SCBA respirators shall be in accordance with the manufacturer’s recommendations and instructions. Other references may also be used to determine appropriate procedures and operations.

Any SCBA failing the above inspection shall be tagged for repair and taken out of service.

All employees of the Water Plant, Wastewater Plant, Utility Maintenance, Utility Construction, Fire Department, and Police Department expected to use SCBA shall be instructed in the use, care, inspection and maintenance of SCBA and shall demonstrate their competency in such. All employees shall be trained by a qualified instructor initially and receive annual refresher training. All City employees must follow any interdepartmental developed Standard Operating Procedures (SOPs) involving SCBA type respirators or respiratory protection in conjunction with the guidelines set forth in this manual.

When using breathing equipment employees shall work in pairs - never alone.

Visitors shall not be allowed in any area requiring the use of respiratory protection.

4.7 - SILICA EXPOSURE CONTROL PLAN

Exposure to crystalline silica can lead to silicosis, a serious and sometimes fatal respiratory disease, lung cancer, other respiratory diseases and kidney disease. The primary root of exposure is through inhalation. Excessive amounts of silica dust may be generated during activities such as: sandblasting, rock drilling, roof bolting, foundry work, stonecutting, drilling, quarrying, brick/block/concrete cutting, gunite operations, drywall sanding, lead-based paint encapsulating applications, asphalt paving, cement products manufacturing, demolition operations, hammering, and chipping and sweeping concrete or masonry. This section applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below twenty-five (25) micrograms per cubic meter of air (25 µg/m³) as an eight (8) hour time-weighted average (TWA) under any foreseeable conditions.

The following written exposure control plan is designed to protect employees who may come into contact with silica during their work. Operations that may contain exposure crystalline silica will comply with OSHA Standard 29 CFR 1926.1153 Respirable Crystalline Silica.

COMPETENT PERSON(S)

A competent person will be designated by the supervisor of the project and will have the following responsibilities:

- Identify existing and predictable silica related hazards;
- Make frequent and regular inspections of the jobsite, materials, and equipment; and
- Implement this exposure control plan to qualified person(s) for further guidance as necessary.

TRAINING

Employees will be trained in the following:

- a. The identity of the competent person(s);
- b. Health hazards associated with silica exposure;
- c. Tasks in the workplace that could result in silica exposure;
- d. Protective measures to protect employees from silica exposure including engineering controls, work practices, and respiratory protection;
- e. The purpose and a description of the medical surveillance program; and
- f. Training outline available.

MEDICAL SURVEILLANCE

Medical surveillance will be made available at no cost for each employee who will be required to use a respirator for thirty (30) or more days per year. Medical surveillance will be in compliance with OSHA Standard 29 CFR 1926.1153(h).

WORKPLACE INSPECTIONS

Routine workplace inspections will be conducted on the project to assess potential dust generating tasks and implement adequate control methods.

DESCRIPTION OF TASKS

Tasks on the project that will involve potential silica exposure controls may include the following:

- a. Using handheld power saws for cutting or removing concrete;
- b. Using handheld drills (impact and rotary hammer drills) to drill into concrete;
- c. Using jackhammers and powered chipping tools for concrete removal or surface disturbance;
- d. Using handheld grinders for uses other than mortar removal; and
- e. Conducting general housekeeping/cleaning.

CONTROL METHODS

Exposure control methods include the following:

- a. Protect workers from exposures above the permissible exposure limit (PEL) of fifty (50) micrograms per cubic meter of air averaged over an eight (8) hour day;
- b. Perform an exposure assessment to assess the exposure of each employee who is or may reasonably be expected to be exposed at or above the action level;
- c. Dust control measures must be used to protect workers from exposures above the PEL; and
- d. Provide respirators to workers when dust controls cannot limit exposures.

HOUSEKEEPING

- a. Restrict dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible; and
- b. Cleaning with compressed air will not be permitted unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created or no alternative method is feasible.
- c. The use of sweeping compounds and other alternatives should be utilized to minimize dust and reduce employee exposure.

RESTRICTION TO WORK AREAS

Access will be restricted to work areas where potential silica dust exposure is present by the use of barricading systems.

4.8 – HEAD PROTECTION

Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets as provided in OSHA Standard 29 CFR 1926.100.

All personnel shall be issued and wear helmets for the protection against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.

Helmets for the head protection of employees exposed to high voltage electrical shock and burns shall meet the specifications contained in American National Standards Institute, Z89.2-1971. In addition to the requirements of OSHA Standard 29 CFR 1926.100 all employees will adhere to the following for utilizing hard hats or helmets:

While engaged in repair, maintenance or construction work outside of any building or on roadways.

When engaged in work inside a building when such work entails the use of an overhead crane, aerial lifts, hoists, chain fall, com-a-long and/or the suspension or elevating of any object. Hardhats will also be worn inside of buildings when personnel are placed in a position below a catwalk, grating, scaffolding, low mounted pipes or any situation that poses a threat to a possible head injury of personnel.

Hardhats are not required by operators of heavy equipment unless the cab is of the open type. If the operator leaves the equipment, a hardhat must be worn while entering work area.

Hardhats are not required by operators of mowing machines. Hardhats are not required to be worn during the operation of automotive vehicles such as cars, pickups and trucks. Hardhats are not required in areas where there are no overhead dangers or potential of falling objects, and/or electrical shock/burns.

Police Officers and Firefighters shall wear approved helmets issued to them whenever they enter a hazardous area or any area that may evolve into a hazardous situation. Police and Fire personnel shall adhere to specific departmental policy or Standard Operating Procedures (SOPs) as set forth.

Office workers are excepted unless they enter a hazardous area or any area that may evolve into a hazardous area such as a construction site or roadway.

Hardhats shall be worn always in areas that have been designated or posted as requiring hardhats.

All hardhats and helmets shall be utilized in the manner prescribed by the manufacturer. All helmets and hardhats shall be worn with the suspension system installed and intact. The suspension system or shell shall in no way be modified. Caps or hats shall not be worn under a hardhat.

Hardhats and helmets receiving a blow or being impacted by an object shall immediately be turned in to their Supervisor and replaced by an approved helmet or hardhat. Hardhats shall be replaced as recommended by the manufacturer.

Visitors shall wear approved hardhats while visiting any City related hazardous area.

SECTION 5 – GENERAL SAFETY RULES

Familiarity with any job may foster carelessness. Every employee must constantly remind himself or herself of the hazards present and reconsider whether his/her habits and procedures are safe. He/she must examine whether there is something unique or different about the job at hand.

5.1 - ALCOHOL, NON-PRESCRIPTION AND PRESCRIPTION DRUGS

Use or possession of alcohol or non-prescription drugs is prohibited in the workplace.

Use of prescription or over the counter drugs that may impair an employee in any manner while engaged in his/her job are prohibited. Employees that are taking prescribed or over the counter medication that can affect performance or safety should report the use of these substances to their employer. See the Drug-Free and Alcohol-Free Workplace Policy, Section 7-1. in the City of Alamogordo Employee Manual for additional information.

5.2 - ASBESTOS AWARENESS

Asbestos is a mineral-based material that is resistant to heat and corrosive chemicals. Usually asbestos appears white in color and is a fibrous material that can release fibers when disturbed that can cause health damage. Exposure to asbestos can cause Asbestosis (scarring of the lungs resulting in loss of lung function that often progresses to disability and death) and Mesothelioma (cancer affecting the membranes lining the lungs and stomach), cancers of the lungs, esophagus, stomach, colon and rectum. The City of Alamogordo has established some procedures to follow when encountering asbestos.

1. Stop work immediately and contact management.
2. Employees are not to handle asbestos.
3. Have all employees leave the immediate area.
4. Close off the area and post a warning in the entrance.
5. Management will contact professional asbestos consultants to inspect the area, provide recommendations and perform all remediation and removal.

In some situations, work duties may arise that City employees must perform tasks due to emergency conditions that may include a potential asbestos exposure. Any work duties that must be done by a City employee and has the potential of asbestos exposure must be reviewed by a supervisor prior to the start of work and the appropriate personal protective equipment must be utilized by all employees working in the affected area. The appropriate respiratory equipment shall be provided, and the procedures outlined in this Safety & Health Manual in reference to respiratory protection shall be enforced by the supervisor to protect all personnel from potential asbestos exposure.

Please note that some of the older water line pipe used by the City contains asbestos.

5.3 - BATTERY CHARGING:

The maintenance of batteries installed in City vehicles and equipment should be done by qualified personnel only. Fleet Maintenance shall be contacted in event of a faulty battery or battery in need of maintenance. The charging and other maintenance of batteries can present several hazards. The following precautions should be adhered to:

- Ensure proper ventilation;
- Provide fire protection;
- Provide PPE for all involved including eye and face protection;
- Provide emergency eye wash and flushing;
- Prohibit smoking, open flames and arcing; and
- Ensure proper polarity.

5.4 - CARBON MONOXIDE

Carbon monoxide is a colorless odorless gas produced by fuel powered engines including but not limited to vehicles, mowers, chain saws, pumps, weed whackers, welders, compressors, landscaping equipment, pressure washers and heavy equipment. Carbon monoxide is also present in stoves, ovens, heaters and furnaces.

Carbon monoxide accumulates rapidly. Over exposure can cause illness, permanent neurological damage and death. Use the proper respirator as may be required.

The use of engines and other carbon monoxide emitting equipment inside of buildings or confined spaces is extremely dangerous and proper venting must be provided.

Be cognizant of the following signs and symptoms of exposure:

- Headache;
- nausea weakness;
- dizziness;
- visual disturbances;
- changes in personality; and
- loss of consciousness.

OSHA standards limit employee exposure to an average of fifty (50) parts CO per million parts of air during an eight (8) hour work shift in a forty (40) hour work week. If in doubt, monitor the area with properly calibrated monitoring equipment.

5.5 - COLD ENVIRONMENTS

Environmental emergencies can lead to serious injury including death. The signs and symptoms of cold emergencies include:

- Tingling sensation followed by numbness;
- Hard and numb skin;
- Pale, waxy white skin color;
- Usually affect the extremities, fingers, toes, ears and nose; or
- Blisters.

Effects of cold emergencies include:

- Fatigue or drowsiness;
- Uncontrolled Shivering;
- Cool bluish skin;
- Slurred speech; or
- Clumsy movements.

To protect against cold exposure employees must dress to break the wind, use proper head protection, and use of feet and hand protection. Use safe work practices whereas sufficient breaks are provided, limit exposure and schedule tasks during warmer parts of the day if possible. Keep hydrated; the risk of dehydration during vigorous work activities is possible even in cold temperatures. Provide portable heaters and shelters as may be required.

Be aware that a small amount of wind can substantially drop the temperature.

5.6 - COMPRESSED AIR

Only authorized employees will use compressed air and compressed air equipment. Compressed air must not be directed at anyone. Compressed air will not be used to blow dust, chips, etc., off clothing while being worn.

When using air for job duties or cleaning purposes, the appropriate personal protective equipment such as eye, face and hearing protection must be worn always.

5.7 - COMPRESSED GASES

Only trained, qualified personnel shall be allowed to handle, use, and store compressed gas materials and related supplies.

Gas cylinders shall always be secured to a compartment, truck bed, cart or wall.

Never use a hammer or cheater wrench to open or close a valve. If valves cannot be opened by hand with the approved wrench/handle the cylinder should be sent back to the vendor. If a special wrench is required, it must be left in position on the stem of the valves while the cylinder is in use.

Use all gases only for their intended purpose. Treat all cylinders with respect as they contain high pressures.

5.8 - ELECTRIC OPERATED TOOLS

All such tools shall be properly grounded. This does not apply to U.L. approved double insulated construction tools.

Read and understand all the instructions and safety precautions provided by the manufacturer of all power type tools. Inspect all tools for worn or deteriorated insulation or other parts. Repair or replace as is needed.

5.9 - FALL PROTECTION

OSHA Standards 29 CFR 1926.500, 1926.501, 1926.502, and 1926.503 Subpart M requires the use of fall protection when workers are working at heights of six (6) feet or greater above a lower level. It applies at heights of less than six (6) feet when working near dangerous equipment, working over machinery with open drive belts, pulleys or gears or open vats of degreasing agents or acid.

Fall protection must be provided at:

- Floor openings including temporary floor openings;
- Wall openings and holes from which there is a drop of more than six (6) feet, including temporary wall openings and holes;
- Open-sided floors, platforms and runways that are six (6) feet or more above ground level, including temporary ones;
- Stairway railings and rails that meet certain specifications;
- Workers on scaffolds;
- Steep roofs; and
- Hoisting areas.

Fall protection can be provided with guardrail systems or personal fall arrest systems.

Guardrail systems are barriers erected to prevent workers from falling to lower levels. If the employer chooses to use guardrail systems to protect workers from falls, the following provisions shall be adhered to:

- a. Top rails, or equivalent guardrail system members, must be forty-two (42) inches plus or minus three (3) inches above the walking or working level.
- b. When mid rails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking or working level.
- c. Guardrail systems must be capable of withstanding a force of at least two-hundred (200) pounds applied within two (2) inches of the top edge, in any outward or downward direction, at any point along the top edge.

- d. When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section must be placed across the access opening between guardrail sections during those times when hoisting operations are not taking place.

A personal fall arrest system is a system used to safely stop (arrest) a worker who is falling from a working level. It consists of an anchorage, connectors, and a body harness. It also may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

When employees choose to use a personal fall arrest system as a means of worker fall protection the following provisions shall be adhered to:

- a. Limit the maximum arresting force on a worker to eighteen-hundred (1,800) pounds when used with a body.
- b. Be rigged so that a worker can neither free fall more than six (6) feet nor contact any lower level.
- c. Bring a worker to a complete stop and limit the maximum deceleration distance a worker travels to three and half (3.5) feet.
- d. Have sufficient strength to withstand twice the potential impact energy of a worker free-falling a distance of six (6) feet or the free fall distance permitted by the system, whichever is less.
- e. Be inspected prior to each use for wear, damage, and other deterioration. Defective harness components must be removed from service.

5.10 - FIRE EXITS

All exits and means of egress shall comply with all applicable fire and building codes. All exits and means of egress shall be maintained and clear of any obstructions.

All employees shall be familiar with all exits and means of egress.

All buildings shall be provided with floor plans indicating all means of egress and exits from buildings. These plans shall be prominently displayed for all occupants.

5.11 - FLAMMABLES AND COMBUSTIBLES

Gasoline and other flammable liquids shall not be used for any cleaning purposes.

Flammable liquids and combustible liquids shall be maintained, stored and used in keeping with this safety manual and the fire code.

Storage of all flammable liquids shall be maintained in self closing safety cans and flammable liquid cabinets.

5.12 - HOT ENVIRONMENTS

Environmental emergencies can lead to serious injury including death.

The three (3) heat emergencies that are most common are:

- Heat Cramps - This includes muscular pain and spasms caused by loss of water and salt through sweating. Place victim in cool area and give water and/or energy drinks such as Gatorade.
- Heat Exhaustion - Symptoms include cool, pale and moist skin. First aid should include getting the victim into the shade, place in shock position, lying down with feet raised. Cool by fanning, misters, applying cold packs, wet sheets or towels. If conscious give water.
- Heat Stroke - Symptoms include skin that is hot, red and dry; pupils are constricted and body temperature is very high. First aid includes getting the victim into cool place and begin aggressive cooling. Call for help immediately.

Provide plenty of water and electrolyte enhanced drinks. All workers should drink plenty of water, about a quart of water each hour. Avoid caffeine as it dehydrates you.

Encourage workers to wear lightweight, loose-fitting and light-colored clothing. Provide frequent work breaks in shaded, cooler areas.

Seek professional advice for any workers that may have heart conditions or other medical issues that may increase their risk to heat related illnesses.

5.13 - JOKES AND HORSEPLAY

Tricks, practical jokes and horseplay are prohibited.

5.14 - LIGHTNING

New Mexico has a high incidence of lightning and lightning strikes and as such, extreme caution must be exercised.

Employees, visitors and contractors shall not be allowed to work outside when lightning is present within the vicinity of the work site.

All athletic/recreational fields, swimming pools and/or other facilities owned or under the jurisdiction of the City shall be immediately evacuated when lightning is in the area. Coaches, managers, officials and employees of the City shall have the responsibility and the authority to evacuate these areas when deemed necessary.

5.15 - PNEUMATIC TYPE TOOLS

Read and understand all the instructions and safety precautions provided by the manufacturer of all such tools. Only compressed air shall be used for pneumatic tools. Never exceed the pressure that the tool is designed for.

Hose and hose connection for connecting compressed air tools must be designed for the pressure and service to which they are subjected.

Inspect all tools prior to use including cracks in housings; repair or replace as required. Employees using pneumatic tools are required to use eye, face, hand, and hearing protection as needed.

SECTION 6 - LADDERS, STEPLADDERS, SCAFFOLDS AND AERIAL LIFTS

6.1 - LADDERS

Manufactured wood ladders must comply with the requirements of ANSI A14. 1, "Portable Wood Ladders", ANSI A14.2, "Portable Metal Ladders" or ANSI A14.5, "Fiberglass (Plastic) Ladders".

Job-made ladders must be fabricated in accordance with the applicable criteria contained in OSHA Standard 1926.1053.

Ladders shall be inspected by a competent person on a periodic basis. All parts shall be checked for visible wear, corrosion, bent frame members and other structural defects.

Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.

Do not use makeshift ladders, such as boxes, chairs or desks to reach a certain area.

The areas around the top and base of ladders must be kept clean and free of tripping hazards. The same holds true for the bottom of stairways and on stairway platforms.

Ladders must be erected at the proper angle. The base of a ladder should be set out at least one fourth of the ladder's height measured from bottom to point of bearing.

Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.

The length of a ladder shall be sufficient to extend a minimum of thirty-six (36) inches above the top landings.

Ladders should not be placed in passageways, doorways or any similar location that subjects it to displacement by personnel, moving equipment or material handling. If it is necessary to place a ladder in a passageway or doorway, barricades and warning signs must be placed on the job site.

Never lean a ladder against unsafe backing such as loose boxes, barrels, window panes, etc.

Secure both bottom and top to prevent displacement when using a ladder for access to scaffolds.

Always face toward the ladder when ascending or descending. Hold on to the side rails with both hands and never slide down a ladder.

Be sure that your shoes are not greasy, muddy or slippery before climbing. Also ensure that the ladder is clean and free of slip hazards.

Do not carry materials or tools up or down a ladder. Materials and tools should be lowered or raised with a rope or other mechanical means.

Work facing the ladder and hold on with one hand. Do not reach or lean too far in any direction.

A safety belt or lifeline shall be used if the nature of the work requires it.

Do not use ladders during strong winds except in an emergency, and then only when they are securely tied and guarded at the base by another worker.

Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top on step ladders.

Metal ladders must not be used for electric welding or near any electrical lines or services.

Ladders shall be inspected frequently for wear, corrosion and bent frame members.

Ladders shall be stored where they will not be exposed to the weather, or excessive heat or dampness.

Ladders should be hung on brackets against a wall or placed on edge on racks rather than stored flat. This will prevent warping, rungs becoming loose and other structural damage.

Do not place tools or equipment on ladders.

6.2 - STEPLADDERS

Open stepladders fully and lock the spreaders.

Do not stand on the top two steps and keep tools off steps.

When using a stepladder on grating, the grating must be covered with plywood.

6.3 - EXTENSION LADDERS

The sections of an extension ladder must be overlapped a minimum of three rungs.

Extension ladders must not be taken apart and sections used separately.

After the extension ladder has been raised to the desired height, check the safety latches to ensure they are engaged, and the extension rope is secured to a rung on the base section of the ladder.

6.4 - SCAFFOLDS

All scaffolds shall be erected and provisions for their use shall be followed in accordance to state and federal requirements.

Scaffolding must be erected on firm footing capable of carrying the maximum intended load.

No scaffold shall be erected, moved, or dismantled, except under the supervision of competent persons.

Guardrails shall be 2 X 4 inches in diameter to withstand two-hundred (200) pounds top rail pressure.

Guardrail height shall be between thirty-six (36) and forty-five (45) inches. The mid-rail shall be 1 X 4 inches in diameter or equivalent. The toe board shall be at least four (4) inches in vertical height.

Safety belts, lifelines and lanyards shall be used in accordance with state and federal safety regulations. Boxes, barrels, loose concrete blocks or brick must not be used to support the structure.

All scaffolds shall be erected and provisions for their use shall be followed in accordance to state and federal requirements.

Scaffolding must be erected on firm footing capable of carrying the maximum intended load.

No scaffold shall be erected, moved, or dismantled, except under the supervision of competent persons.

Platforms that are four (4) or more feet above adjacent floors or ground levels shall be guarded by a standard railing. The railing shall have a toe board.

Safety belts, lifelines and lanyards shall be used in accordance with state and federal safety regulations. Boxes, barrels, loose concrete blocks or brick must not be used to support the structure.

Consideration must be given to the weight the scaffold is to carry. It must be capable of supporting, without failure, four (4) times the maximum intended load.

The load includes not only the weight of the people on the scaffold but also any supplies and equipment being used.

6.5 - AERIAL LIFTS

Implementation of Fall Protection OSHA Standard 29 CFR 1926.500 is required during aerial lift operation. A minimum of two (2) employees are required to operate aerial lifts always.

Fall protection safety harnesses should be inspected for wear and defects and must be replaced as needed. This can be determined by the operator and/or a competent person.

Prior to each work shift, conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition. Follow the manufacturer's recommendations and include a check of:

Vehicle components

- Proper fluid levels (oil, hydraulic, fuel and coolant);
- Leaks of fluids;
- Wheels and tires;
- Battery and charger;
- Lower-level controls;
- Horn, gauges, lights and backup alarms; and
- Steering and brakes.

Lift components

- Operating and emergency controls;
- Personal protective devices;
- Hydraulic, air, pneumatic, fuel and electrical systems;
- Fiberglass and other insulating components;
- Missing or unreadable placards, warnings, or operational, instructional and control markings;
- Mechanical fasteners and locking pins;
- Cable and wiring harnesses;
- Outriggers, stabilizers and other structures;
- Loose or missing parts; and
- Guardrail systems.

Do not operate any aerial lift if any of these components are defective until it is repaired by a qualified person. Remove defective aerial lifts from service (tag out) until repairs are made.

Aerial baskets or platforms shall not be allowed to rest on or against any structure when workmen are on the platform or in the basket while in an elevated position. Transferring from a basket or platform to another location while in an elevated position is not permitted.

Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to each day of use to determine that such controls are in safe working condition.

Only a competent person shall operate an aerial lift. A competent person is a person familiar with the construction and operation of the equipment and the hazards involved.

Be aware of overhead clearance and overhead objects, including ceilings. Do not position aerial lifts between overhead hazards if possible. Treat all overhead powerlines as energized and stay at least ten (10) feet away.

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices as a working platform.

Boom and basket load limits specified by the manufacturer shall not be exceeded.

The braking system shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline provided they can be safely installed. All outriggers shall be equipped with individual locks at the outriggers.

All employees working on or around aerial lifts shall wear head protection and a safety vest always.

SECTION 7 - SIGNS, SIGNALS AND BARRICADES

To protect City workers and the public all construction sites and work sites along streets, roads, right of ways and other locations shall have proper signage, signal and barricades erected. This shall include construction sites, trenches/ditches/open excavation sites, highway/street construction and repair sites, water and sewer line installation and repair sites and surveying crews.

Placement of a traffic control device should be within the road user's view so that adequate visibility is provided. The traffic control device should be appropriately positioned with respect to the location, object, or situation to which it applies. The location and legibility of the traffic control device should be such that a road user has adequate time to make the proper response in both day and night conditions. Traffic control devices should be placed and operated in a uniform and consistent manner.

Employees working in or around traffic and on roadways must wear a City provided ANSI approved Class II reflective vest and hard hat. Flaggers shall be used as required.

Locate, mark and protect utilities to prevent damage.

SECTION 18 – MATERIAL HANDLING

8.1 - LIFTING

Lifting of any object greater than fifty (50) pounds by a single individual is prohibited. Employees are urged to use hand trucks or a buddy system whenever possible. Hand trucks, platform trucks or other approved devices shall be used for any item more than fifty (50) pounds.

Do not attempt to lift a heavier weight than you can handle safely. Get help when needed. While lifting, keep your back straight and as nearly upright as possible. Lift with the strong leg muscles, not with the weaker muscles of the back and abdomen. Squat down bending at the knees and hips to a comfortable degree. Keep your lower back in a normal posture. Never lift when the body is

in an awkward position, as when twisting or when footing is insecure. Stretching and warm up is encouraged before starting strenuous labor.

The use of cranes, backhoes, loaders and other devices designed and used properly for the load anticipated is encouraged and shall be used for loads exceeding the weight of fifty (50) pounds or when such load is awkward, bulky and/or places the material handler in an unsafe position or compromises his/her personal safety or the safety of another.

Employees shall wear back belts provided by the City when loading and unloading heavy objects as needed.

Wear proper hand and feet protection when lifting objects. Work Smarter, Not Harder. Use a buddy to help lift whenever possible.

SECTION 9 - OFFICE SAFETY

9.1 - GENERAL RULES

Drawers and doors of desks, files and cabinets should not be left open when unattended.

Potential hazards should be discussed in office safety meetings. Doors of safes, vaults, and other closures should be closed with the proper handles insuring that fingers are clear before closing. To prevent file cabinets from tipping over, open only one drawer at a time.

Electrical outlets that provide electricity to more than one component should be checked periodically by feeling the outlet for heat to ensure that the load being used is not too much for the capacity of the cord or outlet. Power strips with surge protectors should be used to prevent overloading and electric shock.

Fire-protective equipment, fire extinguishers, etc. shall be available in the workplace for emergency use. Additionally, all employees who may use this equipment shall be trained regularly in firefighting and extinguisher use.

All obstruction which could cause employees to trip or fall, such as telephone and machine cords, should be kept out of general traffic areas and arranged to prevent trips and falls.

Sharp edges on chairs, desks, and filing cabinets should be repaired immediately to prevent injury.

When retrieving heavy objects from overhead storage, always use a ladder to eliminate the possibility of the objects falling on you.

Employees shall not run in company offices and buildings, especially on stairways, in hallways, and entrances.

During inclement weather, entrances into offices and buildings shall be salted to ensure firm footing and minimize slip/fall hazards.

Metal transition strips which hold down carpet edges must be solid. Carpet edges should be secured to prevent tripping.

9.2 - OFFICE MACHINES AND EQUIPMENT

Place heaters and fans in such a way that employees cannot come in contact with them. Heaters shall have a "tip-over" switch which interrupts the circuit when the heater is not upright.

Contact Facility Maintenance for any adjustments or repair on all electrical equipment.

Never use damaged electrical extension cords.

Never use an electrical extension cord across a walking surface (it may cause a trip hazard). If cord must cross floors, cover with rubber channels.

Never overload electrical circuits. Things that overload circuits are microwaves, coffee pots, and portable space heaters because of the amount of electrical current drawn in the same circuit.

Do not store equipment and heavy objects on window sills, ledges, and tops of cabinets or other areas not designed for such storage.

Office supplies shall be stacked no closer than eighteen (18) inches from the ceiling in all buildings to ensure proper spacing for proper fire suppression ceiling operation.

SECTION 10 - FIRE PREVENTION/SAFETY

All buildings of the City are subject to the Fire Code as adopted by the City and other rules and regulations promulgated by the State Fire Marshall. Fire safety and prevention is everyone's responsibility.

10.1 - FIREFIGHTING EQUIPMENT AND FIREFIGHTING OPERATION

City vehicles and buildings shall be equipped with the approved fire extinguishers as required by the Fire Department. Fire extinguishers shall be located in buildings so that travel distance does not exceed fifty (50) feet to any extinguisher. Because there are several different types of fire extinguishers, the proper class should be chosen depending on the environment. There are five classes of fire extinguishers and their capabilities:

- Class A – Used to extinguish ordinary combustibles such as wood, paper, and trash. Class A extinguishers are charged with water, dry powder, and/or halon.

- Class B – Used to extinguish flammable liquids such as gasoline, petroleum oil and paint. Also included are gases such as propane and butane. Class B extinguishers are charged with CO₂, dry powder and/or halon.
- Class C – Used to extinguish energized electrical equipment such as motors, transformers, and appliances. Class C extinguishers are charged with CO₂, dry powder, and/or halon.
- Class D – Used to extinguish combustible metals such as potassium, sodium, and aluminum magnesium. Class D extinguishers are charged with dry powder.
- Class K – Used to extinguish cooking oils and greases such as animal fats and vegetable fats. Class K extinguishers are charged with wet chemical.

Each department shall designate a staff member responsible for checking fire extinguishers. The Fire Department will provide training as needed.

All fire extinguishers shall be inspected monthly, and an inspection log should be maintained. All departments should also have all fire extinguishers inspected annually by an approved fire extinguisher company. Chemical from fire extinguishers must not be used for any purpose except fighting fires.

Employees should attend fire extinguisher training every two years.

Check batteries in department smoke alarms monthly.

Fire blankets must not be taken from fire blanket boxes and seals must not be broken except in case of an emergency.

Contact the Fire Department before attempting to extinguish a fire.

Never attempt to extinguish a fire on an electrical apparatus with water or foam because water is a conductor of electricity. Instead use a dry chemical or carbon dioxide fire extinguisher that is rated and approved for such use.

If your clothing is on fire protect your face with hands and arms, run out of the fire and immediately STOP - DROP and ROLL to extinguish the fire.

Dry chemical fire extinguishers can be used on people (if the nozzle is kept at least four (4) feet from the person) whose clothes are on fire.

10.2 - FIRE SUPPRESSION SYSTEMS

Fire suppression extinguishing systems shall be inspected and maintained annually or when discharged. Such inspection and maintenance shall be conducted by an approved company.

If fire suppression systems use agents that are serious health hazards such as carbon dioxide or halon, the following shall apply:

Signs will be posted in areas protected by the system.

The system shall be equipped with an alarm system to warn employees of the impending discharge and allow them time to evacuate the area.

10.3 - FIRE PREVENTION

Fire prevention is everyone's responsibility. Potential ignition sources include, but are not limited to:

- Open flames from matches, candles and cutting torches;
- Open flames from fuses;
- Open flames from pilot lights on stoves, furnaces, hot water heaters and pressure washers;
- Electric arcs from welding equipment;
- Over loaded electrical systems;
- Chemical reactions;
- Compression type actions;
- Friction producing actions;
- Lightning; and
- Smoking.

The installation of stoves or ranges and the cooking on such is prohibited unless said appliance is provided with an approved vapor/grease removal type hood, an approved extinguishing system and an approved automatic fuel gas terminating valve.

Good housekeeping shall be incorporated using the International Fire Code as a standard.

All doors shall be kept closed at night or when the building is not in use. This is to limit the spread of fire if such should occur.

Oil soaked rags shall be placed in an approved self-closing metal container and disposed of as soon as possible.

Burning of debris is prohibited unless the proper permits have been received from the Fire Department. Only yard type waste may be burned. Burning of plastics, rubbers, paper and construction material is prohibited. Burning of flammable and combustible liquids and gases is prohibited.

Only approved cleaning materials shall be used for cleaning purposes. Flammable liquid storage shall be in accordance with the International Fire Code.

Paint, solvents, etc. shall be stored in their original containers. All such containers shall be kept in approved Flammable Liquid Cabinets. Combustible and flammable liquids used for fueling operations should be kept in approved containers with self-closing lids.

Combustible and flammable liquid containers stored inside buildings shall be done so in accordance with the fire code. All such containers shall be kept in approved flammable liquid cabinets with the exception of fire apparatus or maintenance vehicles where such shall be kept

within closed compartments or beds of trucks. Combustible and flammable liquids and gases shall not be carried inside the passenger compartment of any vehicle.

Candles or any open flame device for decorative purpose(s) shall not be used in any City building. Dead or dying vegetation such as Christmas trees or hay shall not be brought into any City building.

Smoking is prohibited inside any City of Alamogordo facility, vehicle, or equipment. Approved “butt” cans shall be provided outside of buildings at designated smoking areas.

Smoking and the use of matches, lighters and other open flames are prohibited during fueling operations or while near any combustible or flammable liquid or gas. "Strike anywhere" type matches are prohibited.

Matches and lighters shall be removed from clothing prior to commencement of welding/cutting or firefighting operations.

10.4 - FIRE EVACUATION PROCEDURES & DRILLS

All employees shall be trained in fire evacuation procedures and drills.

A means to alert employees of a drill, fire or other emergency shall be provided in all City buildings. The alert shall sound an audible signal such as voice, bells, whistles and or horns.

A means for all employees to report emergencies shall be made available in all City buildings, facilities and vehicles. A procedure for accounting for all employees shall be provided.

Procedures to evacuate physically impaired employees and the public shall be provided. All employees shall be familiar with and trained in all procedures and their specific roles in the procedures.

Drills should be conducted on a regular basis and logged. Drills should be conducted in the same manner as a real emergency. The Fire Department may be scheduled to assess the drill for effective procedures.

In the event of a drill, fire, smoke, hazardous material incident, bomb threat or other similar hazard the following shall be adhered to:

- Immediately call 9-1-1 and report the incident type and location and other information as requested by the 9-1-1 operator.
- Sound the alarm if it has not already been activated.
- Upon receipt of an alarm all persons (employees, visitors and citizens) shall be immediately evacuated or sheltered in a safe location based on the hazard/emergency at hand.
- A “quick sweep” of a given area to determine evacuation or sheltering shall be made by employees designated to do so.
- Utilize floor plans/site plans and evacuate via shortest routes.

- Ensure all windows and doors are closed.
- The last person out of each area shall ensure total evacuation. Do not lock doors unless sheltering from other hazards.
- Gather all employees in a pre-determined area and take roll call.
- Do not move vehicles as their movement may impede emergency apparatus.
- The right of way around all buildings must be available to fire apparatus.
- Meet with Command Personnel from the fire or police departments.
- Follow directions from Emergency Responders.
- Do not re-enter facilities until given the All Clear by Emergency Responders.

Be cognizant of the possibility of persons armed and/or seeking to harm building occupants by utilizing evacuation of a building to lure people out.

SECTION 11 – MOTOR VEHICLES & EQUIPMENT

All violations under the Motor Vehicle Code of the State of New Mexico, which Code is adopted by reference herein, are made violations under this policy.

11.1 - GENERAL PRECAUTIONS

Only qualified and trained personnel shall operate City equipment.

Riding tandem on any equipment or vehicle is unauthorized unless such vehicle is designed for such use.

No one shall be permitted to ride loads.

Never walk under a load.

No equipment shall be overloaded beyond the vehicles gross weight.

All operators shall be responsible that equipment is in safe operating condition. The operator shall inspect their equipment each day prior to operating the equipment. The operator shall use the COA Vehicle Inspection Form to perform and document commercial vehicle checks. No equipment shall be used that is found to be in an unsafe condition or is defective. Operators shall comply with the equipment manufacturers operation and maintenance manual.

Operators should keep to the right of the roadway.

Lifting equipment shall never be operated beyond the rated load capacities and recommended speed.

No one shall ride in the bucket of any backhoe or loader.

No one shall be lifted in the bucket of a backhoe or loader.

Extreme caution shall be used when operating on sloped embankments. A spotter shall be used whenever possible when operating equipment in sloped embankments or backing up.

Equipment operators must maintain adequate clearance and be aware of all overhead lines.

Loads transported in dump trucks or waste trucks must be tarped.

11.2 - INSPECTION, CARE AND REPAIR OF EQUIPMENT

Employees shall ensure that equipment in their charge is always in safe operating condition including but not limited to a check of brakes, steering, tires, wheel lugs, windshield wipers, shocks, mirrors, windshields, horns and audible warning devices. A pre-trip inspection is to be performed every time a commercial vehicle is to be used along with a pre-trip vehicle inspection form. Supervisors are responsible for ensuring safety procedures and inspections are performed daily. See the attached COA Vehicle Inspection Form.

Employees shall report all defects to the immediate supervisor as soon as possible after the employee notices the defect. The supervisor shall make sure defects are corrected before the equipment/vehicles are used. All equipment must be equipped with the appropriate operator's manual. Any equipment missing an operator's manual must be reported to Fleet Maintenance for replacement.

Employees shall keep windshields, windows, mirrors, and observation parts clean and clear always. Broken or cracked windows and mirrors that affect or obstruct the operator's view shall be replaced in a timely manner.

11.3 - DRIVING AND THE USE OF SEATBELTS

All City employees in company owned vehicles must fasten their seat belts before the vehicle is put into motion. The operator of the vehicle shall ensure that all passengers in the vehicle have properly fastened their seat belts prior to starting or leaving for a destination. In the event a passenger or operator is observed without having the seat belt properly fastened, he/she shall be in direct violation of State Law (Mandatory Seat Belt Use Act).

Operators shall never allow more than three (3) persons to ride in the front seat. Operators shall also ensure their view is not obstructed either with passengers, dashboard clutter or cracked/damaged windshields (Section 66-7-357, NMSA, 1978 as amended). Operators shall also ensure and enforce that there are no personnel allowed to ride in the back (bed) of trucks.

11.4 - GROUNDING OF UNSAFE EQUIPMENT

Based on the determination of the Fleet Maintenance Manager, Department Director, Department Supervisor or Safety Coordinator, equipment that is not in safe operating condition shall be immediately stopped from use until repaired and safe to operate. This grounding action or "shutting down" or "Red Tagging" action will be coordinated with the appropriate Department Supervisor and Fleet Maintenance Manager.

11.5 - MOWERS, CHIPPERS, SHREDDERS

Mower operators shall use personal protective equipment as recommended by the manufacturer. This shall include face shields, safety glasses, steel toe shoes, hard hats, dust masks, earplugs and

gloves. The operators shall also use protective clothing while operating a mower. The clothing should consist of long sleeve shirts, pants or jeans, and steel toe boots.

Do not operate any mower on a slope where there is a danger of roll-over.

All guards shall be inspected regularly and kept in place. Safety devices provided with the machine shall not be compromised, bypassed or removed. Any safety device that is damaged or missing shall be replaced by contacting the manufacturer.

All personnel will receive adequate training in the use of the chipper/shredder prior to operation.

All safety rules and procedures posted on the machine shall be maintained in a legible manner. Any warning labels, placards, or operator manuals on any mower or chipper/shredder that are damaged, missing, or not legible should be replaced by contacting the manufacturer as needed.

Chipper/shredder operators shall use all personal protective equipment as recommended by the manufacturer or deemed necessary by the supervisor or competent person.

11.6 - SECURING TRAILERS AND LOADS

All loads shall be adequately secured with appropriate tie downs including but not limited to ratchet straps, rope, or chains. All employees should be trained by a supervisor or a competent person on the proper procedures for securing loads. All tie down equipment used for securing loads should be inspected for defect before each use. Defective or damaged tie down equipment should not be used and taken out of service.

Proper flagging and signs shall be required on any load that extends beyond the sides or rear end of vehicle. Loads should be loaded level and the weight should be evenly distributed. Loads that can roll or have wheels should be blocked with boards to avoid shifting or rolling during movement. Operators must monitor all secured loads during movement for load shift, failed or loose tie downs, and loose items that could fall into the roadway.

Trailers shall be secured to the vehicle with the proper sized ball and with safety chains in use. All lighting shall be hooked up and checked for proper operation. This includes running lights, signals, and hazard flashers. All trailers requiring electric brakes due to load weight shall be used. Trailers requiring air brakes should be checked for proper air pressure and connection. Any loose items or materials such as gravel or debris should be removed from the trailer before movement.

SECTION 12 - TRENCHING, EXCAVATION, AND SOIL CLASSIFICATION

12.1 - EXCAVATION AND TRENCHING PROCEDURES

Excavation, trenching, and shoring shall be performed in accordance with State, Federal, and OSHA regulations.

A supervisor or competent person must be on all dig sites.

Before excavation work of any kind is begun, make a thorough inspection of the site to include underground installations which require notification to utility companies.

First consideration shall be given to the safety of the City staff and the public. The proper type of traffic control, such as but not limited to warning signs shall be provided in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD).

When employees are required to enter an excavated area, excavated or other materials (dirt spoils) shall be kept two (2) feet or more from the edge of the excavation unless effective retaining devices are used.

Always work in teams. Never enter an excavation, trench, ditch, hole, or other confined space without other workers present. All excavation sites shall have a ladder in place for safe entry and exit of the trench or ditch.

Precautions shall be taken to protect employees against the hazards posed by water accumulation while working in excavations. Soil in an excavation that has been exposed to a large amount of water either from a water break or heavy rain can quickly become soft and hazardous with potential of a cave in. Sides of trenches in unstable, water saturated, or soft material shall be supported by the appropriately selected protective systems. Shoring, benching, shielding, and/or sloping are protective systems that can be selected to sufficiently provide employees with adequate protection and prevent a cave in.

When employees are required to be in trenches four (4) feet or more in depth, a means of exit shall be provided within twenty-five (25) feet.

Employees shall wear the appropriate protective equipment, i.e. hard hat, safety vest, safety glasses, etc. when working in or around an excavation/trench.

12.2 - SOIL CLASSIFICATION

OSHA's classification system includes three (3) types of soils:

1. Type A – Cohesive (clay or clay rich) soil with a high unconfined compressive strength of 1.5 tons per square foot or greater, or a cemented soil like a caliches or hard pan. Type A

will not be split or cracked, previously disturbed or water seeping through it. Type A can withstand more weight without falling.

2. Type B – Soil is cohesive (medium stiff clay) with medium unconfined compressive strength of 0.5 – 1.5 tons per square foot or less. Type B can be cracked or disturbed, with pieces that do not stick together as well as Type A.
3. Type C – Soil that is the least stable or cohesive (soft, wet clay) with low unconfined compressive strength of 0.5 tons per square foot or less. Type C soils include granular, gravel or sand and may be submerged or water seeping through it.

Soil classifications can be tested and obtained with field tests, with a competent person performing one or more of these tests to determine the soil cohesiveness and strength.

Adequate protective systems can be chosen once the soil classification is determined by a competent person to protect employees from cave-ins.

The competent person should always be mindful that rain, or any other introduction of water may be all that is required to turn Type B into Type C. Likewise the soil may change vertically and horizontally as the excavation progresses.

12.3 - MARKING OF DITCHES AND TRENCHES

All excavations shall be adequately marked with barrels, safety fencing, and warning lights when left unguarded. All barriers and barricades shall be securely installed using adequate materials and in an organized, uniform method.

Trenches should be barricaded and lighted in such a manner to prevent vehicles and persons from accidentally entering a ditch/trench. All barricades and lighting shall be clearly visible.

SECTION 13 - CONFINED SPACES

All employees required to enter a confined or enclosed space shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. Employees assigned to work in confined spaces must be provided the necessary training in confined space, use of specific equipment, harness, oxygen testers etc.

The City of Alamogordo shall comply with OSHA Standard 29 CFR 1910.146 that applies to confined space work in hazardous or potentially hazardous work areas.

13.1 - TYPES OF CONFINED SPACES

All City departments are required to notify the Fire Department when employees are scheduled to enter any confined space. Notification is also required when the employees have completed their work duties and are no longer occupying the space.

A confined space:

- Has limited or restricted means of entry or exit;
- Is large enough for an employee to enter and perform assigned work; and
- Is not designed for continuous occupancy by the employee.

These spaces may include but are not limited to, underground vaults, tanks, storage bins, pits, sewers, manholes and pump houses.

A permit-required confined space is one that has all the characteristics of a confined space and has one or more of following characteristics:

- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing the entrant;
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and
- Contains any other recognized serious safety or health hazard.

All employees entering permit spaces are required to follow the Permit Entry Requirements below and complete the Confined Space Entry Permit Form.

An entry permit, signed by the entry supervisor, must be posted at all entrances or otherwise made available to entrants before they enter a permit-required confined space. The permit must verify that pre-entry preparations outlined in the standard have been completed. The duration of entry permits must not exceed the time required to complete an assignment.

Entry permits must include:

- Name of permit space to be entered, authorized entrant(s), eligible attendants and individuals authorized to be entry supervisors;
- Test results;
- Tester's initials or signature;
- Name and signature of supervisor who authorizes entry;
- Purpose of entry and known space hazards;
- Measures to be taken to isolate permit spaces and to eliminate or control space hazards;
- Name and telephone numbers of rescue and emergency services and means to be used to contact them;
- Date and authorized duration of entry;
- Acceptable entry conditions;
- Communication procedures and equipment to maintain contact during entry;
- Additional permits, such as for hot work, that have been issued authorizing work in the permit space;
- Special equipment and procedures, including personal protective equipment and alarm systems; and
- Any other information needed to ensure employee safety.

The entry supervisor must cancel entry permits when an assignment is completed or when new conditions exist. New conditions must be noted on the canceled permit and used in revising the permit space program. The standard requires that the employer keep all canceled entry permits for at least one year.

13.2 - CONDITIONS FOR ENTERING CONFINED SPACES

Each facility will be inspected to identify and evaluate all confined spaces. Determinations will be made as to whether a space is a permit space or not. A decision flowchart can be found in OSHA Standard 29 CFR 1910.146 and can be used as a guide for making these determinations. Newly contracted facilities or changes in the scope of work at existing facilities will require implementation or revision of the confined space identification program.

All affected employees are to be informed of the existence and location of all permit spaces. Signs or other equally effective means of communicating the existence, location, and the danger posed by the permit spaces are to be employed.

After the initial identification of all confined spaces, specific conditions shall be met before any employee is allowed to enter.

1. Identify and evaluate permit space hazards before allowing employee entry.
2. The confined space must be carefully cleaned and decontaminated to place it in a safe condition for entry.
3. All connecting lines to the confined space liquid, steam, or electrical must be physically disconnected, or turned off, locked, and tagged or blinded.
4. The atmosphere inside all identified confined spaces must be checked before entry for combustible gases, explosive, oxygen deficiency and toxic vapors. The inside of all confined spaces must be:
 - a. Explosivity – Zero; and
 - b. Oxygen Deficiency – Minimum of 19.5% volume oxygen.

The confined work space shall be constantly monitored for explosivity and oxygen deficiency before and while it is occupied using tested and calibrated equipment necessary for monitoring permit space conditions. If hazardous conditions are detected during entry, employees must immediately leave the space. The space must be reevaluated to determine the cause of the new conditions and modify the space for reentry.

13.3 - AUTHORIZED ENTRANTS, ATTENDANTS, AND ENTRY SUPERVISORS

Authorized entrants are required to:

- Know space hazards, including information on the means of exposure such as inhalation or dermal absorption, signs of symptoms and consequences of the exposure;
- Use appropriate personal protective equipment properly;

- Maintain communication with attendants as necessary to enable them to monitor the entrant's status and alert the entrant to evacuate when necessary.

Exit from the permit space as soon as possible when:

- Ordered by the authorized person;
- Alert the attendant when warning signs or symptoms of exposure exists;
- A prohibited condition is detected that is not associated or recognized with the confined space assessment in the entry space; or
- An automatic alarm is activated.

An attendant shall be required when employees enter confined spaces. The attendant is required to:

- Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences and physiological effects;
- Remain outside the permit space during entry operations unless relieved by another authorized attendant;
- Perform non-entry rescues when specified by the employer's rescue procedure;
- Maintain communication with and keep an accurate account of those workers entering the permit space;

Order evacuation of the permit space when:

- A prohibited condition exists;
- A worker shows signs of physiological effects of hazard exposure;
- An emergency outside the confined space exists;
- The attendant cannot effectively and safely perform required duties;
- Summon rescue and other services during an emergency;
- Ensure that unauthorized people stay away from permit spaces or exit immediately if they have entered the permit space;
- Inform authorized entrants and the entry supervisor if any unauthorized person enters the permit space; and
- Perform no other duties that interfere with the attendant's primary duties.

Entry supervisors are required to:

- Contact the Fire Department prior to space entry and subsequently after work in space is completed;
- Know space hazards including information on the mode of exposure, signs or symptoms and consequences;
- Verify emergency plans and specified entry conditions such as permits, tests, procedures and equipment are in place before allowing entry;
- Verify that rescue services are available and the means for summoning them are operable;
- Issue the company/department approved entry permit;
- Take appropriate measures to remove unauthorized entrants;

- Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained; and
- Terminate entry and cancel permits when entry operations are completed or if a new condition exists.

The proper personal protective equipment should be provided when an employee enters a confined space. Confined space PPE includes but is not limited to:

- Safety Harness;
- Ropes and or cables for retrieval in case of emergencies;
- Ladders;
- Hard hats, safety glasses, fire resistant clothing;
- Hand protection, safety shoes, hearing protection;
- Respirators, or any other form of breathing protection;
- Communication equipment as needed for continuous monitoring of personnel occupying space; and
- Testing, monitoring, ventilating, and lighting equipment.

Authorized entrants who enter a permit space must wear a chest or full body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads. Wristlets may be used if the employer can demonstrate that the use of a chest or full body harness is not feasible or creates a greater hazard. Also, the employer must ensure that the other end of the retrieval line is attached to a mechanical device or a fixed point outside the permit space. A mechanical device must be available to retrieve someone from vertical type permit spaces more than five (5) feet deep.

Employees of other employers or contractors are required to adhere to this policy while working with and for City personnel. Contractors working independently from City personnel are required to follow all provisions of this policy. In these circumstances, the City's responsibility to the contractor are as follows:

- a. Identify permit spaces to the contractor and entry into permit spaces under the City's responsibility will only be allowed through compliance with this standard.
- b. Apprise the contractor of elements, including hazards that make a space a permit space.
- c. Apprise the contractor of safety precautions or procedures implemented to protect employees in or near permit spaces where contractor personnel are working.
- d. Coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space so that employees of one employer do not endanger the employees of other employers.
- e. Debrief the contractor after the entry operations regarding the permit space program followed and regarding any hazards confronted or created in the permit space during entry operations.

Where City personnel are contracted to perform work for a host employer, all provisions of this standard apply, which include:

- a. The City will obtain any available information regarding permit space hazards and entry

- operations from the host employer.
- b. The City will coordinate entry operations with the host employer when both host employer and City personnel will be working in or near permit spaces.
 - c. The City will inform the host employer of the permit space program followed and of any hazard confronted or created in the permit space, either through a debriefing or during the entry operation.

All confined spaces shall be secured for unauthorized entry. Confined spaces will be barricaded or secured when not being occupied. Spaces should all be clearly marked with warning signs stating “confined space” or “permit-required confined space” for all personnel.

SECTION 14 - INFECTIOUS DISEASE CONTROL

The City of Alamogordo has established a written exposure-control plan for all employees who handle, store, use, process or dispose of potentially infected blood and bloodborne pathogens. This program includes requirements for personal protective equipment, housekeeping procedures and training. The City will comply with OSHA Standard 29 CFR 1910.1030 that applies to bloodborne pathogens.

The City of Alamogordo will provide, at their own expense, vaccinations including Hepatitis B to employees covered under this program, and who choose to be vaccinated. The City will document that it offered the vaccines, as well as the employees’ decision to accept or decline the vaccinations.

14.1 - GENERAL WORK PROCEDURES

Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

Do not eat, drink, smoke, or handle contact lenses in areas where exposure to bloodborne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.

If any personnel sustain an exposure (contact with eye, mouth, or mucous membrane, non-intact skin, or piercing skin barrier through such events as needle sticks, human/animal bites, cuts, and abrasions), initial first aid shall be performed. The exposed area shall be thoroughly washed immediately using water on mucosa; and soap and water on skin surfaces. If soap and running water is not available, alcohol or other skin cleaning agents that do not require water shall be used until soap and running water can be obtained. After the initial first aid is done, an immediate confidential medical evaluation shall be made available to all employees who sustain an exposure. Documentation should be made on the following:

- a. The individual exposed.
- b. The routes of exposure and how the exposure occurred.
- c. A description of the employee’s job duties relevant to the exposure incident.

All sustained exposures should be reported to the immediate supervisor. The exposure and the details of the incident should be recorded on a COA Employee Report of Injury Form as soon as possible and submitted to Human Resources.

14.2 - PERSONAL PROTECTIVE EQUIPMENT

All personnel prior to any contact with patients, prisoners, waste matter, urine, fecal matter, blood, contraceptives, or sanitary napkins shall use latex gloves as provided by the City. Personnel with lacerated, chapped or otherwise damaged skin will cover these areas with adhesive dressings.

Leather gloves shall be worn by personnel in any situation where sharps or rough surfaces are likely to be encountered such as extrication or maintenance, the latex gloves shall be worn under the leather gloves.

The City shall provide all personnel with eye protection, face shields and/or masks to use for incidents in which splashing of contaminated fluids can occur, such as situations involving combative patients, prisoners, and working around sewage.

All personnel shall wear protective clothing such as splash suits and shoe coverings that are provided by the City if entering a work area where infectious materials are handled.

Remove all protective clothing and equipment when leaving the work area, and if the equipment and/or clothing is contaminated, place it in a proper storage container for washing, decontamination or disposal. All personnel shall remove contaminated clothing before entering other work areas, leaving the building or returning home.

14.3 - DISPOSAL OF REGULATED/CONTAMINATED WASTE

Contaminated waste shall be placed in containers which are closable, constructed to contain all contents, which are non-penetrable and prevent leakage of fluids during handling, storage, transport or shipping. Warning labels must be affixed to containers of regulated waste. This may include, containers of contaminated sharps, refrigerators and freezers containing blood or OPIM, and bags or containers of contaminated laundry. Facilities may also use bags red in color or marked with the universal bio-hazard symbol.

All personnel shall take precautions during procedures or work tasks to prevent injuries from handling or encountering of sharps. Sharps may include, but are not limited to needles, scalpels, glass, or knives.

All used sharps shall be placed in a sharps container. Needles shall never be recapped, bent or broken following use, but placed in a sharps container as soon as possible. Departments expected to handle or dispose of sharps shall have containers available and shall be used exclusively for this purpose.

All reusable equipment shall be disinfected and washed for re-use. Affected work areas including floors shall be decontaminated and washed as needed.

14.4 - TRAINING

The City of Alamogordo will provide training on bloodborne pathogens exposure by a qualified professional or competent person to all employees whose assigned job duties include potential contact with infectious materials. All employees with affected jobs will receive training upon hiring, and yearly thereafter. Training will include, but is not be limited to:

- Company policy;
- Scheduled safety training with a qualified instructor;
- Interdepartmental developed Standard Operating Procedures (SOPs);
- Types and transmission of bloodborne pathogens;
- General safety rules and precautions;
- Use of personal protective equipment;
- Contaminated waste disposal procedures;
- Post-exposure treatment and procedures; and
- HBV vaccinations.

SECTION 15 – LOCKOUT/TAGOUT PROCEDURES

It is the intent of the City of Alamogordo to define those procedures necessary to assure the safe lockout and/or tagout of equipment found to be defective and not in safe operating condition, and to assure the safe lockout/tagout of equipment prior to maintenance work. These procedures are mandatory and considered the minimum of protective measures to be utilized.

It shall be the responsibility of the supervisor to ensure employees are informed of the requirements for compliance with these procedures and that each employee is properly trained in methods of safe operation and lockout/tagout of equipment.

The City of Alamogordo will provide additional training to all employees on the purpose of lockout/tagout procedures and the prohibited action of restarting or reenergizing equipment that has been locked and/or tagged out. Lockout/Tagout procedures can only be performed by trained, authorized personnel.

15.1 - LOCKOUT PROCEDURES

The user and maintenance departments shall have the joint responsibility to specify, install and maintain equipment which may be locked out in accordance with this order.

An energy-isolating device is considered “capable of being locked out” if it meets one of the following requirements:

- a. Is designed with a hasp or other part to which you can attach a lock such as a lockable electric disconnect switch;
- b. Has a locking mechanism built into it; or

- c. Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy-control capability, such as a lockable valve cover or circuit breaker block out.

Any equipment found to be defective or in need of maintenance shall be rendered inoperable using the following procedures:

1. In preparation for shutdown, an initial survey must be made to make sure no one is operating the equipment before proceeding to turn off the power. All affected personnel should also be notified of the power shut down before maintenance begins. Locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine or equipment to be locked out.
 - a) If the equipment is electrical, this will include locking out the breaker and returning to the equipment to try field mounted start/stop devices to verify the proper breaker was pulled and the equipment is disabled.
 - b) On mechanical, pneumatic, steam, and hydraulic equipment this will include locking out the energy isolating devices such as valves or pressure switches and verifying the release of any stored energy by opening bleeders and verifying complete depressurization.
 - c) On vehicles and motorized equipment this will include the removing of the key and/or other starting device.
2. Locate, padlock and tag all energy isolation devices to include date, person executing lockout and signature with tag clearly labeled "Do Not Operate". The lockout padlock and tag will remain attached to the energy isolating devices until all maintenance work is complete. Only the person placing the lockout tag and padlock shall have the authority to remove such items and only after the equipment is rendered safe.

15.2 - REENERGIZING PROCEDURES

1. The operator of the equipment under maintenance shall perform an on-site audit of the work area to be certain all equipment components are operationally intact, and all nonessential items are removed from the area before all maintenance tags and padlocks have been removed. The operator must also check to assure that everyone is positioned safely and away from the equipment before reenergization.
2. After removing the lockout or tagout devices, but before reenergizing the machine, the operator must assure that all employees who operate or work with the machine, as well as those in the area where service or maintenance is performed, know that the devices have been removed and that the machine is capable of being reenergized.
3. The equipment should be reenergized and tested to ensure the equipment is safe to put back in operation.

4. If a problem is discovered which would affect safe operation of the equipment, the lockout padlock and tag shall be reinstalled on the equipment, the power turned off, and the problem corrected before the operator's padlock and tag are permanently removed.
5. If the equipment is found to be in satisfactory operating condition, the lockout padlock and tag may be removed, and the equipment put back in service.

15.3 - TAGOUT PROCEDURES

Sometimes it is not possible to lock out the energy-isolating device associated with the machinery. In that case, authorized personnel must securely fasten a tagout device as safely possible to the energy-isolating device in a position where it will be immediately obvious to anyone attempting to operate the device.

If an energy isolating device is not capable of being locked out, tagout procedures may be utilized. When a tagout warning/danger tag is used on an energy source which is incapable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached. Ensure that the placement of the warning/danger tag will provide a clear warning to employees that the equipment is non-operable and is unsafe for use. Follow the lockout procedures using a tag in place of a lock. The person applying the tag shall sign, date, and state the cause for placement of the tag.

Additional means to be considered as part of the demonstration of full employee protection shall include additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, or the removal of a valve handle to reduce the likelihood of inadvertent energization. Safety measures must demonstrate that the tagout will provide a level of safety equivalent to that obtained by a lockout.

Only the person applying the warning/danger tag shall have the authority to remove such tag and only after the equipment is rendered safe.

A tagout device is a prominent warning that clearly states that the machinery being controlled must not be operated until the tag is removed in accordance with an established procedure. Tags are essentially warning devices and do not provide the physical restraint of a lock. Tags may evoke a false sense of security. For these reasons, OSHA considers lockout devices to be more secure and more effective than tagout devices in protecting employees from hazardous energy.

15.4 - LOCKOUT/TAGOUT DEVICES AND ADDITIONAL PRECAUTIONS

Whether lockout or tagout devices are used, they must be the only devices the employer uses in conjunction with energy-isolating devices to control hazardous energy. The employer must provide these devices and they must be singularly identified and not used for other purposes. In addition, they must have the following characteristics:

- a. Durable enough to withstand workplace conditions. Tagout devices must not deteriorate or become illegible even when used with corrosive components such as acid or alkali chemicals or in wet environments.
- b. Standardized according to color, shape, or size. Tagout devices also must be standardized according to print and format. Tags must be legible and understandable by all employees. They must warn employees about the hazards if the machine is energized and offer employees clear instruction such as: “Do Not Start,” “Do Not Open,” “Do Not Close,” “Do Not Energize,” or “Do Not Operate.”
- c. Substantial enough to minimize the likelihood of premature or accidental removal. Employees should be able to remove locks only by using excessive force with special tools such as bolt cutters or other metal-cutting tools. Tag attachments must be non-reusable, self-locking, and non-releasable, with a minimum unlocking strength of thirteen (13) to fifty (50) pounds. Tags must be attachable by hand, and the device for attaching the tag should be a one-piece nylon cable tie or its equivalent so it can withstand all environments and conditions.
- d. Labeled to identify the specific employees authorized to apply and remove them.

Temporary removal of lockout or tagout devices and the reenergization of the machine is only permitted in limited situations for particular tasks that require energization—for example, when power is needed to test or position machines, equipment, or components. However, this temporary exception applies only for the limited time required to perform the particular task requiring energization. Authorized personnel must provide effective protection from hazardous energy when employees perform these operations. The following steps must be performed in sequence before reenergization:

1. Clear tools and materials from machines. Clear employees from the area around the machines.
2. Remove the lockout or tagout devices as specified in the standard.
3. Energize the machine and proceed with testing or positioning.
4. Deenergize all systems, isolate the machine from the energy source, and reapply energy-control measures if additional service or maintenance is required.

Training must ensure that employees understand the purpose, function, and restrictions of the energy-control program. Initial training shall be provided before starting service and maintenance activities that will include lockout/tagout procedures.

Affected employees (usually machine operators or users) are employees who operate the relevant machinery or whose jobs require them to be in the area where service or maintenance is performed. These employees do not service or maintain machinery or perform lockout/tagout activities. Affected employees must receive training in the purpose and use of energy-control procedures. They also need to be able to recognize when the energy-control procedure is being used, understand the purpose of the procedure, and understand the importance of not tampering with lockout or tagout devices, and not starting or using equipment that has been locked or tagged out.

SECTION 16 – ELECTRICAL SAFETY

The City of Alamogordo shall ensure that their employees will be responsible for performing electrical work in a safe manner by assessing and controlling the hazards associated with performing the work and by adhering to safe work practices. The City has established work policies and procedures to train employees in electrical hazard recognition and safe work practices. These procedures apply to all employees that are exposed to electricity as part of their job.

16.1 - GENERAL WORK PROCEDURES

Only trained, qualified personnel are authorized to work on electrical equipment.

All personnel will wear the appropriate National Fire Protection Association (NFPA) 70E Series approved protective personal equipment such as electrical rated boots, non-conductive gloves, fire rated clothing, face shields, safety glasses and hard hats, when working with or around electrical equipment.

City employees are required to report all electrical safety hazards to their supervisor.

All personnel shall use the lockout/tagout procedures on all electrical systems while completing maintenance work.

All electrical systems should have the manufacturer's name, or descriptive marking that identifies the company responsible for the product. The equipment will also have its operating voltage, current, wattage or other rating clearly marked on it.

16.2 - TOOLS AND EQUIPMENT

All extension cords, power strips and power tools shall be inspected before use. If any defects or damage is found, the cord or strip should be removed from service and repaired by a qualified person only.

Power strips should only be used in office settings.

Grounding prongs will never be removed from the end of any cord, power strip or power tool and should not be plugged in until repaired.

Extension cords should not be used where vehicles or other equipment could run over the cord.

Electrical tools shall be stored in a dry place when not in use.

All tools should be insulated when working on electrical systems and equipment.

Fiberglass ladders should be used when working on electrical systems, equipment, or wires.

16.3 - HIGH VOLTAGE ELECTRICAL ROOMS AND CLOSETS

All electrical distribution panels, breakers, disconnects, switches, and junction boxes will be completely enclosed.

All electrical receptacles and cover plates will be kept intact and in good condition.

All electrical panels will be easily accessible at all times and a minimum of three (3) feet of clearance will be maintained on all sides.

High voltage rooms and closets must be locked at all times.

Only qualified employees are allowed into high voltage rooms and closets.

No non-qualified employee will open or remove covers or access panels of high voltage electrical distribution systems.

Safety signs warning about any electrical hazards shall be clearly displayed on the front door of the room or closet.

16.4 - GROUND FAULT CIRCUIT INTERRUPTERS (GFCIs)

Ground fault circuit interrupters (GFCIs) protect employees from electrical shock while using electrically powered tools and equipment, especially in wet environments. GFCIs can be located on an extension cord or power strip, wall outlet or circuit breaker.

GFCIs will be used in the following conditions:

- Locations where employees are likely to come in contact with water or conductive liquids such as outdoors, bathrooms, kitchens or any other work area with potential exposure to water. A GFCI wall outlet should be installed around sinks or any other area where water is found;
- Construction sites; and
- When portable lighting is used in wet or other conductive locations such as boiler rooms, tanks, or vault rooms.

16.5 - ARC FLASH PROTECTION AND WORK PROCEDURES

Whenever possible, electrical systems and equipment should be de-energized to eliminate the risk of shock or arc flash. In some cases, if it is necessary to work on energized equipment, procedures must be established to protect employees from an arc flash injury.

An arc flash occurs when electrical current passes through the air. This occurs when an electric current leaves its intended path and travels through the air from one conductor to another.

Only authorized, qualified personnel shall perform work on energized electrical systems and equipment. An arc flash blast can generate heat up to thirty-six thousand (36,000) degrees. If someone is within proximity to the arc flash, serious injury and even death can occur.

In the event it is necessary to work on energized equipment, the proper PPE guidelines should be followed:

- 1. Electrical Hazard/Risk Category – 0** - Energized equipment where the voltage is 50v or less:

- a. Long sleeve shirt.
- b. Safety glasses.
- c. Hearing protection.
- d. Leather gloves.

2. Electrical Hazard/Risk Category – 2 – Energized equipment where the voltage is 50v to 600v:

- a. Fire rated long sleeve shirt and pants.
- b. Fire rated coveralls.
- c. Fire rated face shield or flash suit hood.
- d. Hard hat, safety glasses or goggles.
- e. Voltage rated rubber gloves with leather protectors, and leather work boots.

No personnel are allowed within a boundary of four (4) feet without wearing the appropriate electrical protective equipment.

3. Electrical Hazard/Risk Category – 4 – Energized equipment where the voltage is 600v or greater:

- a. Fire/Arc rated long sleeve shirt and pants.
- b. Fire/Arc rated coveralls, flash suit jacket and pants.
- c. Fire/Arc rated flash suit hood, parka or rainwear.
- d. Fire/Arc rated hard hat, hard hat liner.
- e. Safety glasses or goggles.
- f. Hearing protection (ear canal inserts).
- g. Voltage rated rubber gloves with leather protectors and leather work boots.

Live work shall only be performed by personnel that are certified and authorized to work at the rated voltage level.

Two (2) people will be required to perform work at Category 4 level, both wearing appropriately rated protective equipment. One person can act as a Standby Person and is not required to be an electrician, but should be trained to know what to do should a problem arise.

Personnel is not allowed within ten (10) feet of work area without wearing the appropriate electrical protective equipment.

Electrical systems and equipment that are likely to require examination, adjustment, servicing or maintenance while energized shall be field-marked with a label containing all the following information:

- Nominal system voltage;
- Arc flash boundary;
- Minimum arc rating of clothing; and
- Site specific level of PPE.

Labels that are illegible, damaged or missing on all electrical systems and equipment should be replaced as soon as possible by contacting the original manufacturer of the equipment.

SECTION 17 - HAZARD COMMUNICATION

The City of Alamogordo has developed a hazard communication program to ensure that all potentially hazardous chemicals brought to City property are evaluated and that information of their hazards be communicated to all employees. This communication will include container labeling, maintaining a Safety Data Sheet for all chemicals, and procedures on safe handling, storage and precautions when using hazardous chemicals. The City will comply with OSHA Standard 29 CFR 1910.1200 that applies to toxic and hazardous substances.

Training will be provided to all employees who are exposed to potentially hazardous chemicals upon hiring and yearly thereafter. Training will include, but will not be limited to:

- Company policy;
- Scheduled safety training with a qualified instructor;
- Interdepartmental developed Standard Operating Procedures (SOPs);
- Safety Data Sheet (SDS); and
- Use of personal protective equipment.

17.1 - LABELING AND STORAGE OF HAZARDOUS CHEMICALS

All chemicals brought on City property shall be properly labeled in English. If labels do not arrive with the chemical, the supplier should be contacted to get the specific labels. These labels should provide the following information:

- Identity of the chemical products or substance in the container;
- Hazard warnings;
- Name and address of the manufacturer or other responsible party; and
- Labels should not be removed and be replaced if damaged or illegible.

All containers of chemical products including laboratory bottles, solvent cans and dispensers must be labeled. In storage areas where chemical products are stored, signs or placards will be posted to identify the material and transmit the required information to employees. In cases where a product, other than that specified on the container label, is placed in the container, you must re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

Only approved containers and portable tanks shall be used for storage and handling of flammable liquids. Approved safety cans shall be used for the handling of flammable liquids in quantities of five (5) gallons or less. For quantities of one (1) gallon or less, the original container may be used for handling and storage.

Flammable liquids should be stored in approved flammable storage cabinets. OSHA Standard 29 CFR 1910.106 requires flammable cabinets to be constructed to specific requirements and must be designed to limit the internal temperature to three-hundred twenty-five (325) degrees F. The

cabinets must be labeled “Flammable – Keep Fire Away”. Cabinets must be constructed with eighteen (18) gauge sheet iron, double walled with half-inch (1/2) air space, riveted joints, and the bottom of the cabinet raised at least two (2) inches above the cabinet bottom to retain spilled liquid within the cabinet.

Spill containment platforms or spill pallets shall also be used for all stored hazardous chemicals to prevent spills or in event of hazardous chemical container leakage. Spill pallets should be utilized for fifty-five (55) gallon drums, or when a hazardous chemical is stored in large quantities.

Flammables shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

17.2 - LIST OF HAZARDOUS CHEMICALS

All departments shall maintain an inventory list of all chemicals used at each site. Each chemical should be listed exactly as it is stated on the container. The expiration of each chemical should also be listed; an expired chemical can become unstable and hazardous when past their expiration date. The list will be expanded as new chemicals are brought into the department and deleted as they are removed from service. The list should be in written form, but can also be filed electronically by the department supervisor. The chemical list should be kept in the same location as the Safety Data Sheets.

17.3 - SAFETY DATA SHEETS (SDS)

All departments shall have a safety data sheet in the workplace for each hazardous chemical which they use or may be exposed to. Supervisors and employees should review SDS's as often as necessary for completeness, and missing SDS's or new chemicals brought into use should be obtained and/or replaced from the supplier.

Each department shall have SDS notebooks or a storage area such as a file cabinet that is clearly marked and is easily accessible for all employees in case of an emergency or chemical spill. All SDS's should be kept in alphabetical order and should be maintained regularly for new chemicals or the deletion of any chemical in the department.

All employees should be trained and familiarized on how to use SDS's. New employees should be introduced and familiarized with all hazardous chemicals they will be in contact with. Supervisors should ensure that all affected employees understand the purpose and use that SDS's provide. This includes, but is not limited to:

- Hazard identification;
- First aid measures in case of exposure;
- Fire-fighting measures in case of a spill or fire;
- Handling and storage;
- Exposure control;
- Proper personal protective equipment needed to handle chemical safely;

- Transport information;
- Disposal procedures; and
- Mixing instructions and restrictions.

All City departments should have all appropriate personal protective equipment for employees to ensure safe handling and use of hazardous chemicals in their work areas. This may include heavy duty disposable gloves, eye protection, respirators or masks, splash suits, and face shields.

All departments that have hazardous chemicals in their area must also have an adequate eye wash station and first aid kit in event of an emergency. The eye wash station should be maintained and serviced regularly for effective use in case of an emergency. The first aid kit should be inspected and stocked regularly to ensure the proper supplies are available in case of an emergency.

The City of Alamogordo will comply with all Local, State and Federal Right to Know reporting requirements regarding employee's rights to know of the dangerous chemicals in their workplace.

SECTION 18 – KITCHEN SAFETY

18.1 - GENERAL WORK PROCEDURES

Floors should be clean, uncluttered and treated with slip-resistant coatings or chemical treatments. Floor cleaning chemicals with good grease-removal and slip resistant properties must be used. Spills should immediately be cleaned up and “wet floor” signs should be posted.

Ice machines should have rubber or fabric faced mats in front of them to minimize spill accidents. Employees should make sure any spills or excess ice dropped on the floor be mopped up immediately. All ice machines and freezers should be checked for proper sealing to prevent water from leaking on the floor.

Employees who need to move loads of up to fifty (50) pounds or more should take extra caution and seek assistance. The buddy system should be used whenever possible. Employees should use proper lifting and handling techniques to reduce potential back injuries. Carts and dollies should be used for extra heavy loads. Aisles should be wide enough for employees to lift and carry items without obstruction.

18.2 - EQUIPMENT AND CLOTHING

New employees should be trained on proper knife handling. Knives should be kept sharp, and the blades covered when not in use. Knives that are stored on a wall mount in the kitchen area should always have the blades facing up to guard against an employee hand injury. All employees should be trained on electric slicers before operating them. All slicer guards should be kept in place and be replaced when damaged. Slicers should be cleaned and oiled daily to ensure safe operation of the equipment.

Employees should use proper clothing to prevent injuries or accidents. Employees should wear long sleeve shirts to prevent burns. Closed toe skid-resistant shoes should be used to reduce falls and injuries from hot substances and slippery floors.

Pot holders should be easily accessible for safe handling. Only allow trained employees to condition deep fryer grease, and only with proper personal protective equipment.

18.3 - FIRE PREVENTION

Good housekeeping should be performed on a regular basis to help prevent kitchen fires. Below are some guidelines that should be followed by all kitchen employees.

- Keep rags and other cloth materials away from hot surfaces.
- Keep all appliances clean to reduce grease build-up.
- All kitchens should have at least one Class K fire extinguisher. A Class K is capable of extinguishing a fire started with hot oil or grease igniting.
- Do not overload electrical outlets.
- Never use equipment that does not have three-pronged cords. Always inspect equipment for damaged cords.
- All electrical outlets located within six (6) feet of a sink or other water source must have a ground-fault circuit interrupter (GFCI) to prevent shock hazards. GFCI's should be tested at least once every three (3) months using the test button located on the device. Faulty GFCI outlets should be reported to Facility Maintenance for servicing.
- Do not use equipment that smokes, sparks, or demonstrates other signs of equipment defect. Kitchen employees should always be aware of the building evacuation plan, how to turn on the fire alarm, the location of all fire extinguishers and how to use them.

SECTION 19 – LAW ENFORCEMENT SAFETY

The City of Alamogordo Police Department's mission is to assure a safe and secure community by developing a police force that upholds the Constitution and protects the rights of all citizens through the shared responsibility of police personnel, government leaders, and the overall community. APD (Alamogordo Police Department) enforces the laws and protects the lives, property, and safety of Alamogordo citizens, victims, offenders, and its law enforcement officers. In partnership with the community, APD engages in constitutional policing to promote public safety, and it enforces all laws to reduce crime.

The City has set forth some procedures to assist the Police Department in ensuring public safety, as well as the safety of APD personnel. These procedures exist to maintain high levels of professional conduct and are the embodiment of the APD's concerns for ensuring effective, safe, and constitutional law enforcement.

19.1 - MOTOR VEHICLES AND EQUIPMENT - SAFE OPERATIONS

Personnel will be responsible for safeguarding, using, and properly maintaining all departmental-issued property. All authorized equipment will be used only for its intended purpose. Personnel will operate official vehicles in a careful and prudent manner and will obey all laws and all department orders about such operation. Official vehicles will be used by personnel while on-duty and for official business.

Except for emergency communication, the use of hand-held cellular telephones or electronic devices is prohibited while operating a City emergency vehicle. Personnel may use a hands-free device, such as an earpiece or Bluetooth while operating a City vehicle. APD personnel should provide their full attention to the road and possible hazards and avoid distractions such as cell phone use unless it involves an emergency. The priority should always be the safety of the public and APD personnel. All Department personnel will utilize seat belts when operating Department vehicles except in situations that wearing a seat belt would cause a greater safety risk.

When stopped on heavily traveled or unlighted streets or highways to provide traffic control or make traffic stops, officers will:

- Activate all the emergency flashing lights of their vehicle;
- Remove the police vehicle from the traveled portion of the highway, whenever possible;
- Use flares and traffic cones whenever possible;
- Wear a reflective traffic vest when outside of their vehicles and in the street for extended periods or directing traffic.

Whenever possible, officers should not park their police vehicle in a manner that will hamper traffic flow, block driveways or traffic control devices. If possible, park in a safe position ensuring approaching motorists a clear field of vision with enough distance for braking and merging into traffic.

APD vehicles will be properly secured and parked to prevent damage to the vehicle and theft of its contents. All employees assigned an APD vehicle will exercise good judgment in utilizing them and will not drive or use the vehicle in an unsafe manner or cause additional hazards to the public. APD personnel should adhere to all City roadway markings, speed limits, and stopping points that correspond with MUTCD standards and regulations unless they are responding to an emergency.

Employees of the APD should not expose a City vehicle to unreasonable hazards or abuse, except in exigent circumstances.

19.2 – HAZARDOUS MATERIAL PRECAUTIONS AND PERSONAL PROTECTIVE EQUIPMENT

The appropriate respiratory protection and other personal protective equipment are key components in reducing the risk of adverse health effects for personnel that may be exposed to methamphetamine or other similar hazardous materials. The appropriate respiratory equipment,

protection, and procedures in Section 4 of this manual shall be referenced to when an employee is exposed to meth and requires respiratory protection.

Personnel who may be exposed to methamphetamine during seizure or remediation tasks should have safety and health training (40-hour HAZWOPER training) and should use the appropriate level of personal protective equipment based on the site-specific conditions. PPE for meth exposure may include protective eye glasses, disposable gloves, foot coverings, steel toe boots and long-sleeved coveralls or a disposable protective suit. Decontaminate or discard, as appropriate, all clothing and PPE worn during contact.

Because meth can be injected intravenously, loose hypodermic needles may be present in a former meth lab or in a vehicle involved in a search, and may pose a danger to those involved in seizure or remediation activities. Therefore, heavy work gloves and thick-soled leather shoes should be worn when collecting and removing trash, bedding, clothing, drapes, furniture, carpet, flooring or materials from any location that could conceal needles. Dispose of all needles in a labeled sharps container following state and local requirements or guidelines. Use respiratory protection when removing contaminated materials or working in highly contaminated areas. Respirators also should be used if the inhalation of sampling materials and cleanup solvents poses a threat to human health. Never eat, drink, smoke or store food or beverages in a former meth lab prior to or during remediation.

It is the responsibility of the APD to ensure personnel receive the appropriate treatment when an exposure occurs to any hazardous material or infectious material to facilitate proper protection and follow-up care. The procedures set forth in Section 14, Infectious Disease Control of this manual shall be adhered to with regard to employee exposure.

19.3 - WORKPLACE SAFETY

All employees shall safely handle firearms while performing on-duty assignments or while acting in a law enforcement capacity, in a manner consistent with APD training and policy.

Employees who handle firearms shall do so in a safe manner to avoid unintentional discharges. Employees are responsible for any discharge of a firearm in their custody. Any unintentional, reckless, unlawful, or other discharge inconsistent with APD training and policy may result in discipline.

Some emergency situations may arise that require APD personnel to lift heavy objects or assist in lifting injured or incapacitated persons due to intoxication or subdued conditions. Some basic rules to lifting heavy objects include:

- a. Bend at the knees;
- b. Get a good hand hold;
- c. Center on the load;
- d. Lift straight up – let your legs do the work;
- e. Keep the load as close to your body as possible; and
- f. Do not twist or turn or make any awkward movements while lifting.

Twisting or turning while lifting heavy objects can cause a strain on many parts of the body. It is important to maintain a straight back position while lifting. Do not twist or turn load to regain grip, it is safer to set the load down to regain a better grip.

Always seek help when a task requires heavy lifting. Seek multiple personnel to make a heavy lift safer and minimize back, wrist, knee, and hand injuries. Lifting an injured or incapacitated person should involve as many emergency personnel that is available, and it is important that everyone lifts at the same time, so the weight is evenly distributed.

19.4 - EMERGENCY VEHICLE AND FOOT PURSUIT

It is the priority of the Alamogordo Police Department to protect lives while enforcing the law and to guide its officers in the safe and reasonable performance of their duties. To accomplish this, the following policy is provided to control and regulate emergency vehicle operations. When engaged in emergency vehicle operations in the performance of official duties, drivers of authorized emergency vehicles are granted exemptions from certain traffic laws by State Statute. These exemptions are provided to help protect lives, not to place them at undue risk.

Emergency vehicle pursuit is justified when:

- A vehicle operator fails to stop after being given a visual or audible signal to stop by a peace officer;
- A vehicle contains a felony suspect who poses an immediate threat of death or serious bodily injury to the member or others, or if probable cause exists that the fleeing suspect committed a felony which resulted in death or serious bodily injury.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

- The safety of the public including the type of area such as a school zone;
- Time of day, lighting, weather, and density of vehicular and pedestrian traffic;
- Whether or not the identity of the suspect has been verified;
- The need to immediately apprehend the suspect is more important than the risk created by the pursuit, and the likelihood of apprehension at a later time.

Some procedures and tactics to consider during a pursuit include:

- All pursuing units must space themselves from other involved vehicles to enable them to see and avoid hazards or react safely to unexpected maneuvers by the eluding vehicle;
- Pursuing units shall exercise due caution and slow down as necessary when proceeding through intersections, especially controlled intersections;
- Eluding suspects shall not be pursued driving on the wrong side of a roadway. In the event the eluding vehicle is driving in the wrong direction, officers shall maintain visual contact with the eluding vehicle by paralleling the vehicle while driving on the correct side of the roadway; and
- Officers shall notify the NM State Police or other law enforcement agencies if it appears that the pursuit may enter another jurisdiction;

- The primary unit shall update critical information to the dispatcher before leaving its jurisdiction; and
- Upon receiving notification that the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch:

1. Unit identification;
2. Offense for which the suspect is being pursued;
3. Suspect vehicle description including license number;
4. Location, direction, and speed of both vehicles; and
5. Any other pertinent information about the suspect vehicle or environment (for example, suspect is traveling without lights, or officer has lost sight of the vehicle).

If a secondary unit enters the pursuit, the driver shall:

1. Immediately notify the dispatcher of entry into the pursuit;
2. Remain a safe distance behind the primary unit, unless directed to assume the role of primary unit; and
3. Serve as a backup to the primary unit once the eluding vehicle has been stopped.

The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect, and shall consider terminating the pursuit under the following conditions:

- When a supervisor directs the pursuit to be terminated;
- When it is determined that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the suspect;
- Communication is broken;
- Visual contact is lost for a reasonable period of time or the direction of travel cannot be determined; and
- The pursuing vehicle sustains damage, mechanical failure, or if the vehicle's emergency lighting or siren becomes inoperable and renders it unsafe to drive.

If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. The primary unit will be responsible for ensuring assistance is provided to people who may have been injured during the course of a pursuit. The primary unit may delegate the responsibility to render assistance to a secondary unit.

The primary officer and the supervisor shall file a summary report after the pursuit has concluded. The report must contain the following elements:

- The reason (s) and the circumstances for engaging in the pursuit;
- The alleged offense;
- The length of the pursuit including time and distance;

- The outcome of the pursuit;
- Any injuries or property damage resulting from the incident; and
- Any pending criminal charges against the driver.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue a foot pursuit must be continuously evaluated depending on the circumstances presented at that time.

When engaging in a foot pursuit of a suspect, officers must exercise sound judgment, carefully consider the facts, and weigh the seriousness of the offense against the consequences of jeopardizing the safety of themselves or others.

SECTION 20 - DEFINITIONS

ACCIDENT – An event that happens by chance or that is without apparent or deliberate cause.

BENCHING – A method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. Benching cannot be done in Type C soil.

BLOODBORNE PATHOGENS – Pathogenic microorganisms that are present in human blood and can cause disease to humans.

CITY – The City of Alamogordo municipal government, composed of the City Commission, the City Manager, all departments, divisions, agencies, and employees which comprise the organization design to provide service to the citizenry.

COMPENTENT PERSON – One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them. All competent persons shall only be designated by a supervisor.

DECIBEL – A unit used to measure the intensity of a sound or the power level of an electric or acoustic signal by comparing it with a given level on a logarithmic scale.

ENERGY-ISOLATING DEVICE – A mechanical device that physically prevents the transmission or release of energy.

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

EXCAVATION – A man-made cut, cavity, trench, or depression in the Earth’s surface formed by earth removal.

EXPOSURE – When an employee is subjected to a hazardous chemical during employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential, accidental, or possible exposure.

FIRE SUPPRESSION SYSTEM – A system used to control and extinguish fire in a building without human intervention.

GROUND FAULT CIRCUIT INTERRUPTORS (GFCI) – A device designed to reduce electric shock by shutting off an electric power circuit when it detects that current is flowing incorrectly, such as through water or a person.

HALON – A liquefied, compressed gas that stops the spread of fire by chemically disrupting combustion.

HAZARD - An unavoidable danger or risk, even though often foreseeable.

HAZWOPER - Hazardous Waste Operations and Emergency Response is a set of guidelines produced and maintained by the Occupational Safety and Health Administration which regulates hazardous waste operations and emergency services in the United States and its territories.

INCIDENT – An unplanned, undesired event that affects completion of a task; An event that has the potential to lead to an accident.

INTERNATIONAL FIRE CODE – A series of building codes which covers the regulation of fire hazards in existing buildings, and the installation, testing and maintenance of fire protection in new and existing buildings.

MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) – Manual that contains basic principles that govern the design and use of traffic control devices for all streets, highways, bikeways, and private roads open to public travel.

METHAMPHETAMINE - A synthetic drug with more rapid and lasting effects than amphetamine, used illegally as a stimulant and as a prescription drug to treat narcolepsy and maintain blood pressure.

OPIM – Other Potentially Infectious Materials.

OSHA - Occupational Safety and Health Administration, an agency of the U.S. government under the Department of Labor with the responsibility of ensuring safety at work and a healthful environment.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Specialized clothes or equipment worn by employees for protection against health and safety hazards.

PRIMARY UNIT – The law enforcement vehicle who initiates a pursuit, or any unit that assumes control of the pursuit as the lead vehicle.

PRUDENT – Careful or wise in handling practical matters, exercising good judgment and common sense.

REMEDIATION – Abatement, cleanup or other method to contain or remove a hazardous substance from an environment.

SAFETY DATA SHEET (SDS) – Documents used by chemical manufacturers and importers to convey both the physical hazards and health hazards of their chemicals to the end user.

SANITIZATION – Cleaning something to make it free of bacteria or disease-causing elements.

SCBA – Self-Contained Breathing Apparatus – A device worn by rescue workers, firefighters, and others to provide breathable air in an immediately dangerous to life or health atmosphere.

SHIELDING - Protects workers by using trench boxes or other types of supports to prevent soil cave-ins.

SHORING - Requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins.

SLOPING - Involves cutting back the trench wall at an angle inclined away from the excavation.

SILICA – A common mineral used to manufacture building materials such as sand, stone, concrete, and mortar.

STANDARD OPERATING PROCEDURE (SOP's) – A set of step by step instructions compiled by a department to help workers carry out complex routine operations.

SAFETY INCENTIVE PROGRAM

The City of Alamogordo has established an incentive program to reward employees who perform their duties safely and comply with their annual safety training requirements. It is important to reward employees for their safety awareness while serving the citizens of the City of Alamogordo.

Safety incentives offered every three (3) fiscal years:

Eligibility: If the employee does not have a preventable vehicle accident or preventable personal injury and has completed the number of safety training hours required by the New Mexico Self-Insurer's Fund for the length of time listed in the appropriate category, the employee will be offered a safety incentive. The safety incentive will be the employee's choice of a jacket or gift card.

Safety incentive offered every five (5) fiscal years:

"It Pays to be Safe". If an employee does not have a preventable accident and has completed the number of safety training hours required by the New Mexico Self-Insurer's Fund for the length of time listed in the appropriate category, the employee will be eligible for one (1) regular day off with pay.

Eligibility for safety incentive awards will begin in July of 2021 for fiscal years 2019-2021.

Ineligibility: If an employee has a preventable vehicle accident or preventable personal injury, or if the employee has not met the safety training requirements of the New Mexico Self-Insurer's Fund the employee will be ineligible and will start over in calculating the years for safety incentive eligibility.

The Safety Committee and Department Director will recommend the safety incentives awarded to eligible employees and reserve the right to change the incentives with the City Manager's approval.

The City of Alamogordo's fiscal year for safety purposes is June 1 to May 31. Safety incentives are subject to the availability of budget funding.

APPENDIX A – CORRECTIVE ACTION POLICY

PURPOSE

This section is intended to provide rules and guidelines for administering corrective action to employees who violate safety rules and procedures, or if their actions are decided by the Safety Committee as unsafe.

In addition to the classification of preventable injuries, incidents and accidents mentioned in Sections 3.1 and 3.2 of this manual, listed below are conditions that could result in corrective action under the provisions of the policy:

- Violation of a supervisor's safety related instructions;
- Violation of instructions on posted safety related signs;
- Accumulation of a multiple number of injuries or accidents;
- Accumulation of a multiple number of company policy infractions;
- Unsafe actions as may be indicated by the improper use of equipment, horseplay, or practical joking, poor housekeeping practices, fighting, etc.;
- Lack of concern toward safety instructions and programs; and
- Reporting to work or operating any vehicle or equipment under the influence of illegal drugs or alcohol.

The above conditions are not all inclusive. Any other circumstances that indicate an employee's disregard for his/her own safety, the safety of others, or the neglect of proper care for equipment, may also result in corrective action under the provisions of this policy.

PROCEDURE

All vehicle/equipment accidents and personal injury and illness incidents will be classified by the Safety Committee and the Department Director according to the accident report, law enforcement crash report, degree of negligence and whether it was preventable or non-preventable.

If the employee was not at fault and exercised all available precautions to avoid the incident or accident, it will be classified as non-preventable.

If the employee was at fault and a negligent act was a contributing factor, the incident or accident is classified as preventable.

Non-Preventable - No Disciplinary Action

Preventable - 1st Offense: Consultation and verbal warning with Department Supervisor and Department Director.

2nd Offense within a three (3) year period: Written reprimand, counseling with Department Supervisor and Department Director. A letter stating the reason for the corrective action will be included in the individual's personnel file.

3rd Offense within a three-year period: One (1) to three (3) day suspension, final written warning and counseling with Department Director and HR Director. A letter stating the reason for the corrective action will be included in the individual's personnel file.

4th Offense within a three (3) year period: Up to thirty (30) day suspension or possible recommendation for termination. A letter stating the reason for the corrective action will be included in the individual's personnel file.

Unreported Accidents - 1st Unreported Accident: One (1) to three (3) day suspension without pay. Medical bills, repair costs and other expenses may be forwarded to individual for payment. A letter stating the reason for the corrective action will be included in the individual's personnel file.

2nd Unreported Accident within a three (3) year period: From a thirty (30) day suspension without pay to termination of employment. A letter from the Department Director stating the reason for the suspension will be included in the individual's personnel file.

APPENDIX B - EMERGENCY SERVICES CONTACT INFORMATION

LOCAL AGENCIES	NAME OF CONTACT	NUMBER
POLICE DEPARTMENT	BRIAN PEETE	(575) 551-6443 (575) 439-4300
FIRE DEPARTMENT	JIM LECLAIR	(575) 430-5103 (575) 439-4298
GAS COMPANY	DOUG WEBBER	(575) 443-6410
HOSPITAL	GERALD CHAMPION RE. MED. CENTER	(575) 439-6100
POWER COMPANY	PNM	(575) 443-6637 (575) 430-2977
WATER TREATMENT PLANT	DAVE NUNNELLY	(575) 430-1947
WASTE WATER PLANT	BRAD BOWMAN	(575) 430-3612
SAFETY COORDINATOR	JIMMY VARGAS	(575) 439-4296 (575) 491-3489
COUNTY AGENCIES		

OTERO COUNTY HEALTH OFFICE	HEATHER BROWNELL	(575) 437-9340
OTERO COUNTY SHERIFF	BENNY HOUSE	(575) 443-2937
COUNTY HAZMAT TEAM	PAUL QUAIROLI	(575) 491-5942

SAFETY & HEALTH MANUAL ACKNOWLEDGMENT

This Safety & Health Manual is an important document intended to help you conduct your job with the City of Alamogordo in a safe manner. This document is intended to provide the minimum guidelines and procedures only, it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the industry's federal, state, and local standards and the City's operations may change, the contents of this manual may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Safety & Health Manual.

The key provisions of this manual have been reviewed with me and I acknowledge my responsibility to know all provisions included in this manual. I understand that the policies, rules and guidelines described in it are subject to change at the sole discretion of the City at any time. I understand that my signature below indicates that I have been made aware that the City's Safety & Health Manual is available on the City's website at ci.alamogordo.nm.us. Contact Human Resources for any questions regarding this manual.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.

Confined Space Entry Permit

Issue Date: _____ Issue Time: _____ Duration: _____
 Supervisor: _____ Supervisor Phone: _____
 Location: _____ CS Number: _____
 Purpose of Entry: _____

Equipment Required for Entry				Hazards					
Fall protection equipment	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Oxygen Deficiency	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Air mover / ventilator	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Fire Hazard	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
GFCI	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Toxic Gasses	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Hearing protection	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Heat Stress	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Eye protection	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Engulfment	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Hard hat	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Hot Work (Permit Needed)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Communication equipment	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Isolation				Meter	
Electrical equipment locked out and tagged out	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Calibration Date: _____
Mechanical equipment locked out and tagged out	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Model: <u>GasAlertMicro5</u>
Isolation valves closed and locked out and tagged out	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Proper ventilation or purging completed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Operations notified and understands clearly	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Confined Space Entry

Entry Supervisor: _____ Signature: _____
 Attendant: _____ Signature: _____
 Entrant # 1: _____ Signature: _____
 Entrant # 2: _____ Signature: _____
 Entrant # 3: _____ Signature: _____
 Entrant # 4: _____ Signature: _____

ONLY AUTHORIZED ENTRANTS LISTED ON PERMIT MAY ENTER CONFINED SPACE

Atmospheric Testing

	Pre-Entry Test	1 st Test	2 nd Test	3 rd Test	4 th Test	5 th Test	6 th Test
Time							
Oxygen (19.5%-23.5%)							
Flam. (<10%LEL)							
H2S (<10 ppm)							
CO (<10 ppm)							

Initials: _____ Completion Time: _____ Duration: _____

Actual Start Time: _____

Is Confined Space Labeled? YES NO

Emergency Contact: **COA Fire Department** **Phone: 911**

Manager / Supervisor: _____ Date: _____

Confined Space Entry Permit Continued
Only Needed if Additional Testing or Entrants Space Required

Confined Space Entry Continued

Entrant # 5:	_____	Signature:	_____
Entrant # 6:	_____	Signature:	_____
Entrant # 7:	_____	Signature:	_____
Entrant # 8:	_____	Signature:	_____
Entrant # 9:	_____	Signature:	_____
Entrant # 10:	_____	Signature:	_____
Entrant # 11:	_____	Signature:	_____
Entrant # 12:	_____	Signature:	_____
Entrant # 13:	_____	Signature:	_____
Entrant # 14:	_____	Signature:	_____
Entrant # 15:	_____	Signature:	_____

Actual Start Time: _____ Completion Time: _____ Duration: _____

Is Confined Space Labeled? YES NO

Emergency Contact: **COA Fire Department** **Phone: 911**

Manager / Supervisor: _____ Date: _____

INSPECTION PROCEDURE

HAVE ALL DEFECTS CORRECTED BEFORE DEPARTURE

1. Approaching vehicle note general condition. Look for leakage of water, fuel or lubricants under vehicle.
2. Under hood check water, crankcase and any other fluid levels. Check fan and compressor belts for cracks and excessive slack and wear. Note general condition of engine space.
3. Start engine and set at fast idle for warm-up. Check for abnormal engine noise. Check gauges for normal readings (pilot lights, if equipped), "LOW AIR" warning should operate if air pressure is below 60 pounds. Anti-lock warning light should light briefly and then go out (vehicles with operable anti-lock).
4. Check emergency equipment, horn(s), windshield wipers. Turn on all lights including 4-way flasher switch for turn signals. Check steering wheel action.
5. Leave cab to check headlights and turn signals. Switch headlights on and check both beams, then turn off headlights *only*. Leave all other lights on.
6. Check front clearance and identification lights.
7. Check left and right front wheels, tires, lugs or studs. Check for leaks around hubs.
8. Check right side of cab, door, mirrors, etc. and check lights and reflectors along right side as inspection progresses.
9. Check right rear tractor tires, wheels, lugs or studs. Note any thrown lubricant.
10. Check trailer light and brake lines for secure connections. Be sure manual shut-off valves are open. Be sure lines are properly secured to prevent entangling or chafing.
11. Check hook-up: fifth-wheel, jaws, release lever on tractor-trailer, pintle hook, towbar, safety chains, converter gear on full-trailer unit.
12. Check right trailer tires, wheels, lugs or studs. Check for thrown lubricant.
13. Check rear of body, mudflaps, rear light (clearance and identification, stop, tail, turn signals), rear reflectors, rear-end protection.
14. Check left trailer tires, wheels, lugs or studs. Check lights and reflectors on left side as inspection progresses.
15. Check left rear tractor tires, wheels, lugs or studs. Check for thrown lubricant.
16. Re-enter cab. Re-check all gauges. Air pressure should be at maximum.
17. Check parking brake.
18. With fully-charged system, check air brakes as follows:
 - a.) Be sure Trailer Air Supply valve is "in" and that trailer brake air system(s) are charged. Apply and release brakes with treadle valve to check service system.
 - b.) Pull out Trailer Air Supply valve to check manual application of trailer brakes. Push button back in.
 - c.) Reduce air pressure by rapid application and release of treadle valve. "LOW AIR" warning should operate when primary needle reaches 60 psi. Brakes should apply automatically when secondary needle reaches a point between 45 and 20 psi.
 - d.) Recharge trailer air system to check for leaks. With engine off, apply treadle valve and hold for 1 minute. After initial drop of 5-10 psi, air pressure should not drop more than 4 psi. If audible leaks or rapid pressure drop are noted, have repairs made before departure.
19. Turn off 4-way flasher and actuate left and right turn signals. Proper operation of turn signals can be ascertained by checking front ones.
20. Make a test stop before leaving yard. Drain air tanks daily. Check tires each time the vehicle is parked when carrying placarded hazardous materials.
21. Use this form to report vehicle condition at end of run.

DON'T FORGET

- FASTEN YOUR SEAT BELT • CHARGE TRAILER AIR RESERVOIRS
- FOR HAZARDOUS MATERIALS – CHECK PLACARDS AND SHIPPING PAPERS

DRIVER'S VEHICLE INSPECTION REPORT

Completion of this report required by Federal Law 49 CFR 396.1 1 & 396.13

CITY OF ALAMOGORDO

Location: _____ Date: _____

Truck/Tractor _____ Trailer #1 _____

WO# _____ Trailer #2 _____

Odometer Mileage _____

Check <input checked="" type="checkbox"/>	Explain any Defects
	Engine
	Transmission
	Clutch
	Steering Mechanism
	Horn
	Windshield Wipers/Washers
	Rear Vision Mirrors
	Lighting Devices and Reflectors
	Parking Brake
	Service Brakes
	Air Lines/Light Lines
	Coupling Devices
	Tires - Road Damage, Pressure
	Wheels and Rims
	Emergency Equipment (Fire Extinguisher, Warning Flares, Fuses)
	Other

Vehicle condition OK
(This must be checked if there are no out of service defects)

Reporting Driver's Signature

Defects need to be corrected for safe operation

Defects Corrected

Certified by: _____
Mechanic's Signature

Reviewing Driver's Signature

WHITE - MAINTENANCE
CANARY - DRIVER REVIEW

Print DE-89...
1 8



CITY OF ALAMOGORDO

Hepatitis A and B Vaccination Waiver Form

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis A and/or B virus (HBV) infection. However, I decline Hepatitis A and B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis A and B, a serious disease. If in the future, while on assignment with City of Alamogordo, I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis A and/or B vaccine, I can receive the vaccination series at no charge to me.

I hereby release you, City of Alamogordo and all others from liability or damages that may result from furnishing the information requested, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of my choice to decline the Hepatitis A and/or B vaccine.

Date: _____

Employee Printed Name

Employee Signature

Important: If you have received the vaccination series and/or have proof of immunity to Hepatitis A and/or B, please enclose appropriate documentation.

Note: The statement of declination of Hepatitis B vaccinations is not intended to supersede or in any way affect any workmen's compensation law, common law, statutory rights, or duties or liabilities of employers and employees arising out of or in the course of employment.