



Safety Manual

**Adopted
By the Belle Fourche City Council
12/2020**

INTRODUCTION

The City of Belle Fourche is committed to the safety and well-being of employees and dedicated to providing a safe working environment for all employees.

To provide this, the City of Belle Fourche will:

- Identify sources of risk and potential loss to our employees, our property, and the public
- Ensure development and adoption of policies and practices to protect our employees, citizens, facilities, and resources.
- Ensure safety training and education programs for the City of Belle Fourche employees to maintain and improve safe work practices.
- Ensure periodic safety inspections of departments and safety procedures for our City.
- Ensure that unsafe conditions are corrected immediately.
- Evaluate incidents to determine cause, preventability and recommend corrective action.

This manual provides guidance for general applications, not all situations and/or emergencies that may occur on the job. Earnest cooperation of the employee is required in dealing with unsafe conditions and unsafe practices. Suggestions to improve the general safety of the city employees are greatly appreciated. In situations where more information is desired, the City of Belle Fourche will seek guidance from the appropriate State and Federal Regulations. This manual has been developed to incorporate applicable State, Federal, and local standards.

This manual is designed to inform you of the procedures you are to follow as a City employee. Temporary and permanent employees alike are responsible for keeping themselves informed on City safety procedures.

This manual will be reviewed on an annual basis. Conflict between the general safety manual and individual department safety policies will be resolved by following the department policy.

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SAFETY POLICY

It shall be the policy of the City of Belle Fourche to:

- To identify sources of risk and potential loss to our employees, our property, and the public.
- To evaluate the potential risks that exist within our operations and activities and the associated losses that may occur.
- To make every effort to control the causes of loss by and through a specific action plan.
- To correct deficiencies that have been identified by inspection as quickly as possible.
- To monitor that potential risks and deficiencies have been properly corrected.
- To make any necessary changes to ensure the risk is being controlled in the most effective way possible.

It is the policy and top priority of the City to provide an incident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations that apply to our operations.

To maintain the safety standards desired for the City of Belle Fourche employees, it is necessary to actively pursue an incident prevention program through all levels of our company, from top management through all employees. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone. Each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules are taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the City of Belle Fourche's personnel policies.

Prior to employment with the City of Belle Fourche, employees shall be informed of the requirements set forth in this manual.

THE SAFETY PROGRAM

RESPONSIBILITIES AND ROLES

Responsibilities of the Human Resource Manager:

The Human Resource Manager shall:

- Ensure new employees receive the Safety Manual at Orientation and are trained by supervisors within the first week, with a review of the safety manual. Keep records of training in employee personnel file.
- Work with department heads to schedule relevant training for supervisors and staff.
- Work with department heads to ensure departmental “tail gate” and safety training is active, and records are being maintained of such training.
- Maintain the incident record system, submit reports to SD Worker’s Compensation, investigate fatal or serious incidents, and verify corrective action taken by department heads to eliminate incident causes.
- Guide employees as needed when they go through the Workers’ Compensation process.
- Verify that proper corrective action has been taken by the department head on all violations of safety procedures, and that a record of such action is turned in to the Human Resources Department. When disciplinary action has been taken, file reports in employee’s personnel file.
- Present quarterly safety statistics to the Executive Safety Committee and present an annual report regarding safety issues and statistics to the City Council.

Responsibilities of the Department Head:

Department Heads are responsible for maintaining safe and healthy working conditions within their jurisdiction. It is expected that a sustained effort will be directed toward the **prevention** of injuries, incidents, and potential liabilities.

- Work with supervisors to conduct department inspections for the purpose of discovering and correcting unsafe conditions or unsafe work practices.
- Conduct at a minimum monthly safety training within the department, such as at staff meetings, tail-gate meetings, training on new equipment. Document attendance/participation and keep on file. Such documentation shall be submitted to HR monthly.
- Complete necessary reports, investigate all accidents, secure supervisors incident reports and verify that corrective action has been taken by supervisors to eliminate accident recurrence.
- Ensure that the Human Resources Director is notified of injuries, accidents, and near misses as they occur, and turn in to HR the First Report of Injury, Release of Information Form, and Supervisor’s Investigation Report within 24 hours of the accident/injury.

- If indicated, ensure proper disciplinary action has been taken for violations of safety practices within 10 business days.

Responsibilities of the Supervisor/Designee:

- Provide job training and safety instructions to all employees on an initial and ongoing basis. *(See Job Orientation Guide, pg. 26)* Also focus attention upon potential hazards, changes in work condition or procedures, etc.
- Promptly investigate accidents, immediately complete required reports, and ensure proper action has been taken to correct safety issues.
- Participate in all City of Belle Fourche Safety Programs and stay abreast of all current safety practices.
- Maintain high standards in housekeeping in the workplace.
- Ensure the workplace (i.e. buildings and equipment) are maintained, that safety hazards are eliminated, and that monthly inspections are completed and documented.
- Assist the Department Head in developing safety rules.

Responsibilities of the Employee:

- Be familiar with and comply with proper health and safety practices.
- Use the required safety devices and proper personal protective safety equipment.
- Notify direct supervisor or department head of unsafe conditions/acts, incidents, and injuries.

Responsibilities of the Safety Committee:

The Executive Safety Committee will be composed of the department heads and Human Resource Manager. Departmentally, a Safety Committee shall be established to promote safety within each department of the City. Departmental Safety Committee recommendations shall be reported to the Department Head.

- Meet on a Quarterly basis (more often if needed) and maintain records of meetings.
- Review incident statistics for the previous calendar quarter.
- Review the trends of circumstances and causes of incidents, injuries, and general liability claims based on statistics, not confidential names. Make recommendations based on those trends for preventative measures.
- Represent the Safety Committee within your department, and actively promote safety in all areas of your work environment. Develop and recommend improvements to the safety program.
- Schedule and conduct periodic safety inspections and recommendations for correction of unsafe conditions and practices within your division.
- Review safety policies and procedures within your department.
- Listen to suggestions by employees and report them to the committee for consideration.
- Report activities to the Common Council.

Safety Meetings

Safety meetings are often called “tailgate” meetings due to their informal nature. All departments shall have a minimum of one safety meeting per month. An extensive library of printed and film material is available through the South Dakota Safety Council and Safety Benefits, Inc. Upon request, Safety Committee members, Human Resources or Safety Benefits, Inc. can be contacted to assist with Safety Programs. A log of each meeting must be kept by Supervisors including those in attendance and forwarded to Human Resources monthly.

Supervising Others

You may be asked to train or supervise new staff members, particularly temporary employees. Convey a positive attitude towards safety and provide careful instruction of safety procedures needed to complete their jobs. Encourage the individual to ask questions

INCIDENT MANAGEMENT

Injury On Duty/Return To Work

- If an employee is injured on the job, the injury must be reported to the Supervisor immediately.
- Medical treatment of an injured employee is the primary concern in any incident situation. Supervisors will first secure medical aid if needed, and then fully investigate the incident or injury.
- An injured employee must report to the Human Resources office as soon as possible, within three working days after the injury, to complete the First Report of Injury form.
- If the employee is off their assigned duties for 1 day or more, the Human Resources Office shall be notified immediately.
- In the event an employee is injured and is unable to return to work, written work restrictions from a treating physician shall be delivered by the employee to their immediate Supervisor or Human Resource Manager. It will be the responsibility of the individual to provide the City with appropriate "return to work documentation" from the treating physician, including any restrictions and time limits.

Incident Investigation

(See Incident Documentation Form – page 34)

- An incident investigation will be performed by the supervisor/employees at the location where the incident occurred. Supervisors will investigate all incidents, injuries and occupational diseases using the following investigation procedures and have the proper forms completed.
- Implement temporary control measures to prevent any further injuries to employees or bystanders.
- The purpose of investigation is to determine cause and prevent similar incidents for the future.
- Review the equipment, operation, and processes to gain an understanding of the incident situation.
- Identify and interview each witness and any other person who might provide clues or further details to the incident's causes.
- Employees shall cooperate with the investigation process in an honest and forthright manner whether they are the injured party or witness to the incident.
- Investigate causal conditions and unsafe acts of employees or others at the site; make conclusions based on existing facts.
- Provide recommendations for corrective actions and indicate the need for additional or remedial safety training.
- For injury to a worker, complete the First Report of Injury Form, Release of Information Form and Supervisors Investigation Report and turn into Human Resources no later than three business days after the incident.
- General liability claims include injuries to citizens and property damage to City property or a citizen's property. When a general liability claim occurs supervisors will complete an incident report form and turn it in to the department head. If a vehicle is part of the general liability claim the police department must be contacted to file appropriate incident reports. The department head will ensure an incident documentation notice is completed and submitted to the Finance Office, who will file the claim with the City's insurance representative. The Finance Office will keep a file containing all correspondence on each claim.
- Outside law enforcement agencies will be used when appropriate to conduct investigations to reduce the appearance of bias.
- If a City employee is involved in a vehicle incident please follow the City's Drug and Alcohol-Free Workplace Plan for post-accident testing.
- All staff shall respect the privacy of injured parties and are asked to refrain from discussing the incident to other non-involved parties. A formal investigation may be required. Written documentation by those involved will be the official record.

Disciplinary Action

It is the purpose of this policy to reduce risk to the City of Belle Fourche employees and the public. Failure of any employee to follow the City safety procedures, departmental safety procedures or laws will not be tolerated. Therefore, failure to follow City safety procedures or department guidelines may be cause for disciplinary action in accordance with Policy 4 in the Personnel Policy Manual.

SAFETY POLICIES AND PROCEDURES

Safety Data Sheets (SDS)

All Departments will maintain and make readily accessible a Safety Data Sheet book. Supervisors shall review SDS items with employees on a periodic basis, and employees have the responsibility to review the sheets independently and whenever they are not sure about safe handling or use of chemicals.

Mandatory Use of Personal Protective Equipment

The use of PPE will be Mandatory as a condition of employment when PPE has been deemed a necessary element of any job duty.

SDCL 62-4-37 of the South Dakota Worker's Compensation Law: Injury or death due to willful misconduct of employee not compensable. *No compensation may be allowed for any injury or death due to the employee's willful misconduct, including intentional self-inflicted injury, intoxication, illegal use of any schedule I or schedule II drug, or willful failure or refusal to use a safety appliance furnished by the employer, or to perform a duty required by statute. The burden of proof under this section is on the defendant employer.*

SDCL 62-8-22: Disability or death due to employee's willful misconduct, willful self-exposure, or disobedience not compensable. *Notwithstanding anything contained in this chapter, no employee or dependent of any employee, or personal representative of a deceased employee, or other person is entitled to receive compensation for disability or death from an occupational disease if the disability or death, wholly or in part, was caused by the willful misconduct or willful self-exposure of the employee or by the employee's disobedience to reasonable regulations adopted by the employer, that have been and are kept posted in conspicuous places in and about the premises of the employer, or otherwise brought to the attention of the employee.*

An employee may disagree with certain safety practices and may go above and beyond standard minimum practices to a level they feel is safe but must ask for an immediate review of the safety practices in question by the direct supervisor. The employee may request further review of the practice by the Department Head or his/her designee if the employee does not agree with the supervisor's review of the safety practice in question. An employee who follows this procedure and refuses to perform a task due to real or perceived safety concerns will not face retaliation of any sort.

Personal Protective Equipment (PPE)

All PPE will be maintained and fitted properly. All required PPE will be purchased by the City of Belle Fourche at the discretion of the Supervisor.

PPE includes but is not limited to: Safety Glasses, Goggles, Face Shields, Reflective Vest and Jackets, Gloves, Chainsaw Chaps, Helmets, Earmuffs or Plugs, Respirators, Life Jackets, Chemical Suits and Gloves. Any clothing worn for chemical safety shall not be taken home or placed in personal vehicles to prevent secondary contamination.

To ensure those utilizing the equipment are protected, Department Heads and Supervisors shall:

- Evaluate which exposures must be controlled with protective equipment.
- Research the type of protective equipment that is needed.
- Have selected employees trained in fitting and testing the equipment chosen.
- Establish and maintain records of fitting, inspection, and maintenance of equipment and safety systems.
- Explain the need for use of equipment to employees and discuss during safety meetings.
- Supervisors AND Employees shall ensure that all personal protective equipment is being used appropriately.
- Supervisors will replace PPE on an as needed basis.

Employees shall inspect all PPE prior to each use and notify supervisors of concerns. Employees shall report defective or missing PPE to supervisors. Employees who abuse PPE will be subject to disciplinary action.

PPE Standards

- Hard hats to protect the head against falling objects, head bumping situations or electrical conductors. Selected head protection must comply with ANSI Standards for protective headgear.
- Goggles, face shields, or safety glasses to protect eyes and face against airborne debris, dust, flying particles, chips, liquid chemicals, heat, acids or caustic liquids, chemical gasses, or vapors, or potentially injurious light rays. If employees are engaged in operations that involve potential eye hazards, safety glasses with protective lenses or eye protection that can be worn over prescription lenses without disturbing the proper position of the prescription lenses shall be worn. Selected Eye and Face protection must comply with ANSI regulations and safety standards for eyewear.
- Ear plugs/earmuffs shall be worn to guard against prolonged exposure to noise exceeding 85 dB. Ear plugs/muffs must meet ANSI Standards.
- ANSI approved respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions will be provided and shall be worn as specified by the Department Head.
- Safety shoes to protect feet against injuries from rolling or falling objects, objects piercing the sole, and where feet are exposed to electrical hazards shall be worn if required by the

Department. The Department Head and supervisors will notify employees if safety shoes are required.

- Life jackets/ protective floatation devices shall be worn when working in, around, or over any body of water to increase your survival if you experience unexpected entry into the water. Lifejackets/PFDs must be Coast Guard approved, in good and serviceable condition, and the appropriate size for the intended user. This gear must be worn if required by the Department. Department Heads and Supervisors will notify employees of this requirement. Lifeguards and swim pool maintenance workers are exempt from this requirement when working at a pool.
- ANSI approved reflective vests or bright articles to increase workman visibility while working in or around traffic lanes must be worn in compliance with MUTCD (Manual for Uniform Traffic Control Devices) standards. City of Belle Fourche employees are required to wear reflective vests or jackets whenever they are working in the roadway, areas which are in the immediate vicinity of traffic, or in construction areas identified by the supervisor as being danger areas. Any person not wearing proper attire must be REQUIRED to leave the area immediately.
- Protective clothing such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals, chemical splash or spray, and any other potential safety risk may be required for certain tasks and will be provided as needed.

Proper Dress for Work

Each employee will wear clothing suitable to the job he/she is performing at all times.

Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc.

- Individuals with long hair shall wear a cap or net while working around machines.
- Individuals required to wear breathing devices in toxic atmospheres shall be clean-shaven where the mask contacts the face.
- Employees working in hazardous areas are to wear shoes designed for safety. Tennis shoes, loafers, or sandals are not appropriate shoes in hazardous areas.
- Employees working with motorized or sharp tools will wear long pants as directed by the supervisor.
- Shirts are to be worn at all times by all employees on City time, with the exception of lifeguard staff.
- Sunscreen is recommended when working outside during the summer season.
- When working in winter weather, dress in layers.
- Jewelry is not to be worn while performing manual labor or when around mechanical devices.
- Supervisors shall make the determination on the specific tasks to which this rule applies.

Departmental Inspections:

Departmental inspections occur at the following intervals:

Daily – Employees shall inspect their work area, tools, vehicles, and equipment at the beginning of each workday. If any unsafe condition is noted it shall be taken care of by the employee immediately or reported to their Supervisor immediately for corrective action to be taken.

Monthly – Planned, scheduled, and documented inspections by Supervisors on all equipment, vehicles, facilities, and/or when recommended by the Safety Committee Chair or HR/Risk Manager as a result of investigations and/or trend analysis reports.

- Each Department shall tailor a checklist to suit specific Department requirements and ensure that they are completed accurately.
- Department Heads will keep a copy of all inspection reports and forward to the HR Manager on a monthly basis. Departments will review previous inspection reports to ensure previous corrective recommendations have been completed within reasonable budgetary and timeframe guidelines. Certain risks may require immediate correction and supplemental budget appropriations.

As a result of any inspection, Department Heads or his/her designee shall:

- Whenever possible, direct the immediate correction of any safety issues that have potential for personal injury.
- For circumstances that cannot be corrected immediately, employees and/or supervisors shall take action to secure the area to prevent injury, and then submit a written report to the Department Head. The conditions will be listed in the order of priority, including suggested solutions and compliance dates, if possible. Department Heads will then review steps taken to secure the area or unsafe equipment as needed and draw up timely plans for repair or solution to the safety problem.
- Any unsafe tools, equipment, and vehicles shall be taken out of service until corrective action can be taken.
- Failure to conduct and document inspections, as well as failure to correct unsafe conditions by following these guidelines can be cause for disciplinary action.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of employment or job transfer. Each employee will receive a Safety Manual at HR Orientation. The manual will be reviewed with a member of the Supervisory Staff at his/her department, as part of job-specific training for their Department.

Job-Specific Training

- Managers/Supervisors will train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual. Additionally, they will both complete the employee safety training and safety program acknowledgement form, sign it and return the form to Human Resources.
- Supervisors will observe employees performing the work. If necessary, the Supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom used or new equipment before using it.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Formal Safety Training

Employees will receive the following training, as determined by the Department Head:

- **Hazard Communications** - Supervisors will ensure that all employees are briefed and trained on the hazardous substances in the workplace before they start working with these substances/chemicals. Department-specific procedures will be in writing and training provided.
- **Noise Exposure Protection Training** - All employees whose noise exposure equals or exceeds an eight-hour *time-weighted average (TWA)* of 85 decibels shall participate in this training. The time-weighted average sound level is an average sound level determined by several sound level measures and the time duration for each sound level. Exposure to impulsive or impact noise shall not exceed 140dB. Department policy defines how exposure is tested and protected against.
- **Respiratory Protection Program** – All employees whose job requires the use of respiratory protection will receive training. This training will be determined by the Department Head and provided per department policy.
- **Confined Space Entry Program** – All employees required to work in a confined space situation will be required to undergo proper training prior to any such work. The objective of this Confined Space Entry Program is to help ensure the safety of all employees involved in confined space work operations. Department-specific procedures will be in writing and training provided.
- **Infection Prevention Program / Blood borne Pathogen** - All employees who could be reasonably anticipated as the result of performing their job duties to have skin, eye, mucous membrane, or parenteral contact with blood and other potentially infectious materials (i.e.: blood, vomit, mucus, saliva, and amniotic fluid, etc.) shall receive Blood borne Pathogen training. This includes, but is not limited to, employees in Fire, Police, Custodial, Parks, Recreation, Wastewater, and Solid Waste Operations. Department-specific procedures will be in writing and training provided.
- **Trenching and Safe Excavations Operating Program** – All employees whose job requires them to operate in excavations or trenches will receive safety training for these practices

prior to being assigned this type of duties. Department-specific procedures will be in writing and training provided.

- **Cold/Heat Stress** - All employees whose job requires them to work in conditions that could result in Cold/Heat Stress will be instructed in proper precautions to avoid such conditions. Supervisors shall strive to protect employees from cold/heat stress and provide adequate breaks, hydration, and/or adjusted hours to avoid exposure to dangerous weather elements. The purpose of all such adjustments is employee safety and well-being.
- **First Aid / CPR / AED Training Program** – All City of Belle Fourche employees will participate in the opportunity to be certified in basic CPR/AED. Certain jobs require such certification at higher levels than basic training and such will be provided as needed. Training will be conducted by American Heart Association instructors, or by personnel with training that is equivalent to or exceeds American Heart Association Standards.
- **Chain Saw Training Program** - All employees whose job requires them to work with Chain Saws will receive training on proper Chain Saw operation and on proper PPE that shall be worn while operating a Chain Saw.
- **Safe Driver Training Program** – All employees whose job requires them to drive a City of Belle Fourche vehicle or a personal vehicle for City business will receive training on Safe Driving techniques. The training will be provided on an annual basis internally, with department-specific training. The DDC-4 (Defensive Driving Course – 4 hours) is recommended for each employee every 3 years.
- **Lockout/Tagout Training Program** - Training will be provided to employees whose job duties include exposure to the hazards of unexpected energization, start-up, or release of stored energy, and all potentially hazardous energy sources included but not limited to hydraulics, gravity, and pressurized gasses.
- **Emergency Preparedness**- Training will be provided to employees for emergency situations that may be experienced in the workplace. The City of Belle Fourche has developed a comprehensive list of procedures for each City owned building. This includes but is not limited to:

Fire Drills
Workplace Violence
Severe Weather Drills
Power Outages
Hazardous Spills

FIRST AID PROCEDURES

Reporting Procedure

All incidents are to be reported immediately, using the South Dakota Employer’s First Report of Injury. A copy of the report is to be turned in to Human Resources, and a copy given to the employee. The employee is asked to sign an SDML Worker’s Compensation Fund Authorization for Release of Information, and the Supervisor is to fill out a Supervisor’s Incident Investigation Report. These are to be turned in to Human Resources. Forms are to be completed for all injuries, including minor injuries, as minor injuries can develop into major concerns at a later date and MUST be

documented properly if they are to be covered through Worker's Compensation if complications develop.

Minor First Aid Treatment

First aid kits are kept in all departments and in all City vehicles. First Aid kits will be inspected as part of departmental inspections. If you sustain an injury or are involved in an incident requiring minor first aid treatment, follow this procedure:

- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the incident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Inform your supervisor so the injury can be evaluated, and a decision made if further treatment may be necessary.
- The Supervisor will provide details for the completion of the incident report form.

Non-Emergency Medical Treatment

If you sustain an injury requiring treatment other than first aid:

- Inform your Supervisor.
- Proceed to a clinic or medical facility to receive treatment. If possible, have a co-worker or supervisor drive you.
- Provide details for the completion of the First Report of Injury.

Emergency Medical Treatment

If you sustain a severe injury or you are a witness to an injury requiring emergency treatment:

- Call 911 and seek assistance from a co-worker or anyone available in the area. Notify those around you that an emergency exists and solicit help.
- If you are injured do not drive, call for help.
- If you are providing transportation assistance do not let the injured person drive.
- If leaving the site to seek treatment let those around you know that treatment is being sought and where that treatment is being administered.
- Provide details for the completion of the incident investigation report.

GENERAL SAFETY

(See General Inspection Checklist – page 30)

Vehicle Rules and Regulations

All drivers of City vehicles, and those using their personal vehicle for City business, will comply with all applicable laws of the state as well as any additional regulations of the City. Law enforcement vehicles under emergency situations are exempted from certain motor vehicle laws and rules, but are required to exercise due caution and care in travel, in accordance with South Dakota Statutes and departmental S.O.P.'s

- It is the City of Belle Fourche's policy that no vehicle will be placed in motion before the driver and all passengers have buckled their seat belts.

- Whenever possible, position your vehicle so that backing up or backing out is not necessary.
- When Backing up vehicles without a clear view behind the vehicle, take the following steps:
 1. If another employee is available, he/she will get out and guide the vehicle back using standardized hand and voice signals.
 2. If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing.
- At all times, strict caution is to be observed.
- Riding on the sides, toolboxes, tailgates, running boards, or roof of any truck is prohibited. Riders will be seated only in the intended area with seatbelts worn.
- Drivers will carry their valid driver's license at all times when operating motor vehicles.
- Each employee who operates a City vehicle or a personal vehicle on City business is required to report any suspension or revocation of his license to his Supervisor. Failure of any employee to report a change in license status will result in disciplinary action in accordance with prescribed personnel rules.
- Except for Police in authorized emergencies, posted speed limits will be strictly adhered to.
- Drivers will direct their full attention to driving. When possible, inspections of streets, trees, signs, etc. will be made by a passenger, not the driver.
- During periods of limited visibility or when windshield wipers are in use, vehicle headlights shall be on.
- All drivers may be subject to periodic review of their driving skills and/or attendance at a safe driving course.
- Consumption of alcoholic beverages, marijuana, or illegal drugs prior to or during operation of a vehicle is strictly prohibited.
- Any employee who operates a city vehicle must report to their Supervisor when a physician prescribes medication that may impact their ability to drive, or when taking Over- The-Counter medications that affect driving.
- Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be connected and checked for proper operation.
- All equipment (riding mowers, skid loaders etc.) to be transported either in a truck or trailer shall be secured with a minimum of 4 points of contact.
- No passengers are allowed in the box or bed of any pickup or other truck on public roads except when authorized by the HR/Risk Manager (i.e. parades, special events, etc.).
- Drivers are to refrain from all forms of distracted driving.
- These rules may be updated periodically and may be amended as necessary.

Vehicle Parking -- Inspection --Security of Vehicle

- City vehicles are to be locked when not in use.
- City vehicles are not to be left running or unattended with a key left in the ignition unless it is locked.
- City vehicles are not to be parked in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times when a vehicle is parked in a "NO PARKING" zone, emergency blinkers shall be turned on.
- Before initial use of a vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under inflated tires, or any other condition

which may create an unsafe situation. It is the driver's responsibility to see that a vehicle is in safe operating condition.

- All city vehicles will be subject to an annual inspection through the city's fleet maintenance department.
- Any deficiency encountered will be reported to a Supervisor immediately. It will be the Supervisor's responsibility to ensure that appropriate action is taken to correct the problem.

Vehicle Equipment & Operation

- Safety belts will be worn at all times by all drivers and passengers in city vehicles that are equipped with them.
- The vehicle registration shall be in the vehicle at all times.
- Turn signals will be utilized by all drives at all times in ample time to warn oncoming or following vehicles of the intent to turn.
- Drivers will ensure that the windows, headlights, taillights, and windshield wipers are clean and operational at all times.
- Tailgates shall be up and latched when vehicles are in motion. Extended loads with tailgate open must be secured and flagged.
- In any case, the driver of the vehicle is responsible to see that all necessary conditions are met on his/her vehicle before he/she operates it.
- If the vehicle does not have a tailgate, but is loaded, the driver of the vehicle will ensure that the load is secure on the truck and that overhangs are properly marked in accordance with applicable state and local laws.
- The maximum number of passengers riding in a vehicle shall not exceed the number of seat belts/seating space.
- Objects hanging from mirrors or obstructing the view of the driver are not allowed.

Operating Special Equipment

Instruction:

Special equipment such as tractors, hi-lifts, high rangers, graders, plows, cranes or any unit which has special devices added for specific types of work will require formal instruction prior to use by the driver. This special training will include:

- Explanation and demonstration of all control devices.
- Explanation and demonstration all safety equipment.
- Knowledge of maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
- Demonstration of operation.
- New driver operation under supervision of designated trainers.
- Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing.
- Road test required on special or large equipment.
- A report of this training is to be documented by the Department Head or Supervisor and filed with Human Resources to be placed in the employee's personnel record.

Passengers: Passengers will ride only in seats so designed for passengers on special equipment.

Backing Up: Operators will follow backing guidelines set forth in Vehicles Rules and Regulations of this manual, # 1 & # 2.

Traffic Rules: Construction type equipment will travel at prudent speeds without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. If so equipped, headlights or flashing lights will be on at all times when driving down the street. Triangular, orange colored slow-moving vehicle signs will be displayed on the rear of the vehicle.

Use of special equipment without previous training or authorization will result in disciplinary action.

Operations in the Public Right of Way

If street construction or repair work is to be done, preparations will be made to assure vehicle and pedestrian safety before such work is allowed to begin.

If traffic is affected by the operation, proper signage must be used to warn in advance of the work area. Traffic control signs in and around the affected area are to be correctly placed and maintained through the period when work is being performed and traffic obstructions exist. All signs and placement are to be in accordance with the MUTCD standards. (Manual for Uniform Traffic Control Devices).

Where barricades and signs are used overnight, Supervisors will examine the work area for proper placement at the end of the workday.

High Intensity Sheeting barricades or better will be used for overnight protection. Lights are optional when this type of barricade is used.

Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of a roadway, a flagman wearing a protective vest will be stationed at the appropriate area for purposes of directing traffic.

All workers in or near the roadway will wear reflective vests or reflective clothing while at the work site.

Reflective vests will meet the ANSI 107-2004 standard.

- Class 1 vest is required when the posted speed limit is below 25 M.P.H.
- Class 2 vest is required when the posted speed limit is between 25 and 50 M.P.H.
- Class 3 vest is required when the posted speed limit exceeds 50 M.P.H.

A flag person will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers.

Any person setting up signage and barricades must possess proper training, which will be provided internally.

Emergency Road Repair: Crews are to set up the signs and cones when arriving on the scene. Work in one lane at a time if at all possible.

In any case where streets are significantly obstructed or closed for any period of time the Police and Fire Departments shall be notified of the situation and told approximately how long the closure shall be in effect.

Pedestrian Safety

When pedestrian traffic is impeded by official City barricades, restrictive tape, rope, barricades, or other restraints will be used to keep the public from the work site. If pedestrian traffic must be routed off sidewalks and into the street, cones, barricades, and signs to guard from vehicular traffic will provide protection.

Holes in the sidewalk or parkway which must be left open will be covered whenever possible. Perimeter protection will be erected. Every reasonable means of preventing accidental entry into the hole shall be used. Keep in mind that darkness and rain can complicate this situation and require extra safety efforts.

Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the specific Department Supervisor and the Human Resource/Risk Management Director immediately.

PERSONAL SAFETY

Confined Space Entry

This task is to be done only by those employees currently trained in this area.

A confined space refers to a space which has limited openings for entry and exit, unfavorable natural ventilation which could contain or produce hazardous atmospheres, and which is not intended for continuous employee occupancy. **Examples of such confined spaces include but are not limited to** metering vaults, regulating vaults, valve vaults, storage tanks, sludge pump vaults, well housings, dam site gate control chambers, pipelines, trenches, filter beds, air vacuum and release vaults, and other utility vaults, manholes and tunnels.

Further, a confined space requires meeting OSHA standards 29 CFR 1910.146 for permitted entry if it has the potential to have a hazardous condition as described below:

Hazardous conditions include, but are not limited to the following:

1. An atmosphere containing less than 19.5% oxygen (normal air contains 20.9% oxygen). This is usually the result of oxygen displacement by inert gases such as nitrogen, argon, or helium.
2. Flammable gases and vapors (e.g., methane, ethane, propane, gasoline, methyl-ethyl ketone, and alcohol).
3. Toxic gases and vapors (e.g., hydrogen sulfide, nitrogen dioxide).
4. Internal configuration that has inwardly converging walls or floors which slopes downward to a smaller cross section.
5. A liquid or solid substance that can trap an entrant.
6. Energy hazards such as electrical equipment, steam, heat, shafts, augers, etc.

Department-specific procedures will be outlined, and training provided as needed, along with general training provided through SDML / Safety Benefits, Inc.

Drug-Free and Alcohol-Free Policies

The City of Belle Fourche is committed to a drug-free and alcohol-free work environment, which is a vital component of our safety program. Please refer to the City of Belle Fourche Personnel Policy and Procedures Manual for specifics regarding these policies.

Electrical Safety

All electrical testing, repair and/or maintenance shall only be performed by trained employees or contractors. ANY unsafe cord, appliance, tool or fixture shall be reported immediately to Supervisors and taken out of service until repaired or serviced.

Ladders and Scaffolding

Aluminum ladders no longer meet safety guidelines and shall be replaced as soon as possible – this replacement shall be worked into department budgets as a current priority. The main reason for this is load bearing and electrical conduction. All other ladders and scaffolding shall be inspected prior to each use for unsafe conditions or damage. All ladders and scaffolding have safety procedures and attached warning stickers. These shall be followed at all times. Proper training in the use of ladders is required in each department annually, as well as training in scaffolding. Special attention is required around water or electrical cords and devices. Ladders have use restrictions for reaching certain heights. The proper ladder and procedure for needed height is to be used without exception.

Office & Shop Safety

Office and Shop environments can contain safety risks. Follow these procedures to prevent incidents and injury.

- Every employee shall be responsible to see that his/her own work area is clean, orderly, and free from objects that may fall or pose a risk such as puncture or cut, to themselves or others.
- Drawers shall be closed when not in use to minimize risk of tripping.
- Chairs must be stable.
- Emergency action procedure training shall be provided to each employee. Training will include evacuation routes and procedures in the event of inclement weather, fire, active shooter, or hazardous spills.
- Building layouts with marked evacuation routes will be clearly displayed in each building.

Outside Contractors:

- All contractors hired to do work for the City of Belle Fourche will follow all local, state, and federal rules, regulations, ordinances, and laws.
- All contractors and organizations renting City of Belle Fourche facilities for purpose of generating revenue or fundraising may be required to provide certificates of insurance

listing the City of Belle Fourche as an additional Insured and must sign a lease or rental agreement. Other restrictions by the City of Belle Fourche may apply as needed.

Lifting Techniques /Back Injury Prevention

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees will not be required to lift heavy or bulky objects that overtax their physical condition or capability. All employees shall attempt to minimize twisting at the waist while lifting.

Proper lifting and carrying are to be done by recommended methods. Employee Back Safety and Lifting/ Carrying training is provided annually.

Manual Lifting

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is City of Belle Fourche policy that employees whose work assignments require heavy lifting be properly trained and physically qualified.

The following are rules for manual lifting:

- Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots.
- Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.
- Inspect the route over which the load is to be carried. It will be in plain view and free of obstructions or spillage that could cause tripping or slipping.
- Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.
- Size up the load and make a preliminary “heft” to be sure the load is easily within your lifting capacity. If it is not, get help.

Muscle and back injuries can be very painful. To help prevent them, follow these guidelines for lifting and carrying, handling heavy or bulky materials, using team lifting, and lifting over your head.

Lifting and Carrying

- Stand close to the object with feet spread for balance. It may help to set one foot forward of the other.
- Don’t twist your body to get into position.
- Squat down, keeping your back straight and your knees bent.
- Grasp the object firmly.
- Breathe in to inflate your lungs. (This helps support your spine.)
- Lift smoothly with your legs, slowly straightening them. Then return your back to a vertical position.

- Hold the object firmly and close to your body as you carry the load.
- Turn by moving your feet, not by twisting your body.
- The steps for setting an object on the ground are the same as above, but in reverse.

Handling Heavy, Bulky Materials

- Use dollies or hand trucks for moving materials packed in bulky burlap sacks, crates, boxes and barrels.
- Store heavy, bulky materials on lower shelves, or on pallets. This eliminates the need to lift heavy objects over your head and makes materials easy to reach.
- Avoid storing heavy or bulky items on top shelves.

“Team” Lifting

Two or more people shall work together any time an object must be placed high on a shelf or can't be easily handled by one person.

- If team lifting is required, personnel shall be similar in size and physique.
- One person will act as leader and give the commands to lift, lower, etc.
- Two persons carrying a long piece of pipe or lumber shall carry it on the same shoulder and walk in step. Shoulder pads will be used when needed to prevent cutting shoulders and help reduce fatigue.

Lifting over your head is usually a two-person task. One person may be able to lift a box from the floor to waist level quite easily, because this movement relies on leg muscles. But it may take two people to lift the same box to an overhead shelf, because this motion uses weaker arm and back muscles. Remember, heavy or bulky items shall be stored on lower shelves.

Fire Extinguishers

All vehicles and equipment shall have fire extinguishers installed in them. All buildings shall have fire extinguishers installed so employees do not have to travel more than seventy-five feet to reach one for class A fires which consist of ordinary combustible materials such as cloth, wood, paper, rubber, and many plastics. Extinguishers will be installed no more than fifty feet for class B fires which consist of flammable liquids such as gasoline, petroleum oil, paint, and butane; and fifty feet for class C fires which are electrical fires.

Departments will be required to train all staff on the proper use of fire extinguishers every two years. Training shall be documented, recording training provided, who attended the training, and when the training was provided.

Fire extinguishers must be inspected annually by certified staff and service work completed by an outside vendor.

Preventing Slips, Trips & Falls

Each department will provide Preventing Slips, Trips & Falls annually. Training shall be documented recording training provided, who attended the training, and when the training was conducted.

Prohibited Actions

- Horseplay on the job will not be tolerated or condoned.
- The use of personal headset radios or tape players by employees shall not be permitted.
 1. Headset units provide mental distraction from the concentration required to perform most jobs.
 2. State Law prohibits the use of these items while operating motor vehicles and machinery.
 3. The ability to hear ambient sounds, including abnormal rattling and equipment noise is affected.
 4. Verbal communication from other employees is impaired.
 5. Hanging wires leading from the unit's receiver to the headset can prove dangerous when near machinery.
- Employees operating motor vehicles and machinery shall exercise extreme caution when driving behind bicycle riders who are wearing headsets.

SAFETY RESOURCES & FURTHER INFORMATION

The Human Resource Manager, Safety Benefits, Inc., the South Dakota Safety Council, supervisors, and the department heads are some of the resources for safety training and information.

Employees are encouraged to continually further their knowledge and training on safety issues pertaining to their employment and respective duties.

If you feel a safety issue is important, discuss it with supervisors and co-workers BEFORE an incident happens. It is both admirable and effective to pay attention to detail, be a responsible proactive employee, and take precautionary and/or corrective action before someone gets hurt. Your attention to safety details is important for you, for your family, for your coworkers, and for their families. We may never know how many injuries we prevent by never taking short-cuts, but a healthy and active workforce is the result.

Employees are responsible to conduct themselves in a safe manner and to protect themselves at all times from unnecessary risks. The City of Belle Fourche will strive to maintain a safe, healthy, and proactive safety environment for all employees. We all share the goal of keeping everyone safe, free from injury, and concerned about the welfare of all. Together we can prevent incidents and strive towards ZERO lost time for employees and continued long-term use of our equipment and resources. Together we can respond appropriately when incidents occur.

A safety manual and/or program cannot possibly cover all aspects of operations and employee conduct. It is a guideline pointing employees and supervisors towards proper conduct, actions, protective work environment, and equipment. Safety is an ongoing component of each and every task. Please be sure to seek out additional information if you have any questions regarding safety.

Job Orientation Guide

Company: <u>City of Belle Fourche</u>	Employee: <u>(Enter Employee Name)</u>
Trainer: <u>(Enter Name of Trainer)</u>	Hire Date: <u>(Enter Employee's Hire Date)</u>
Date: <u>(Enter Date of Orientation)</u>	Position: <u>(Enter Employee's Job Title)</u>

This checklist is a guideline for conducting employee safety orientations for employees new to City of Belle Fourche. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and OSHA	_____	_____

- 6. First aid supplies, equipment and training
 - A. Obtaining treatment _____
 - B. Location of Facilities _____
 - C. Location and names of First-aid trained personnel _____

- 7. Emergency plan
 - A. Exit location and evacuation routes _____
 - B. Use of firefighting equipment (extinguishers, hose) _____
 - C. Specific procedures (medical, chemical, etc.) _____

- 8. Vehicle safety _____

- 9. Personal work habits
 - A. Serious consequences of horseplay _____
 - B. Fighting _____
 - C. Inattention _____
 - D. Smoking policy _____
 - E. Good housekeeping practices _____
 - F. Proper lifting techniques _____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: _____ Supervisor's Signature: _____

Date: _____ Employee's Signature: _____

Equipment Safety Inspection Checklist

Date: _____

Project: _____

Equipment: _____

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

Other Items Checked:

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: _____

Checked by: _____

Hazard Communication Checklist

1. Have we prepared a list of all the hazardous chemicals in our workplace?
2. Are we prepared to update our hazardous chemical list?
3. Have we obtained or developed a material safety data sheet for each hazardous chemical we use?
4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?
5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?
6. Are our employees aware of the specific information and training requirements of the Hazard Communication Standard?
7. Are our employees familiar with the different types of chemicals and the hazards associated with them?
8. Have our employees been informed of the hazards associated with performing non-routine tasks?
9. Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?
10. Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure?
11. Does our training program include an explanation of labels and warnings that are used in each work area?
12. Does the training describe where to obtain data sheets and how employees may use them?
13. Have we worked out a system to ensure that new employees are trained before beginning work?
14. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?
15. Do we have a system for informing employees when we learn of new hazards associated with a chemical?



General Inspection Checklist

Periodic inspection (semi-annually) and correction of identified hazards are department head/supervisor requirements. Completed copies should be submitted to and kept on file for at least one year at the Human Resources office. Report any facility-related deficiencies below to the custodial/ maintenance department. Completion of this checklist is to ensure safe and proper maintenance of City facilities. This checklist is not all-inclusive. Items should be added or deleted based upon the applicability to your work environment. Some items may not be applicable to your area – just leave those blank. Carefully consider each item. Comments should be listed on back of form with corresponding item number.

Completed by: _____ Date: _____

Building: _____ Rooms: _____

Supervisor: _____ Phone: _____

Department: _____

GENERAL	Yes	No	N/A
1. Workplace is clean and orderly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Floors are clear and aisles, hallways, and exits are unobstructed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Floor surfaces are kept free of slip hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Stairways, sidewalks and ramps are free of defects (e.g. damaged treads, frayed carpet)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Illumination is adequate in all common areas and workstations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Emergency evacuation plans are posted at every stairway and elevator landing, and immediately inside all public entrances to the building.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Any hazardous chemicals and waste containers are well-labeled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Stored materials are secure & limited in height to prevent collapse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Electrical cords and plugs are in good condition with proper grounding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. No wires or cords under carpets or other objects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. All electrical outlets/switches covered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENERAL	Yes	No	N/A
12. Universal adapters not in use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Extension cords and power strips are not daisy-	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- chained and no permanent extension cords in use.
- | | | | |
|----------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 14. Trash receptacles are kept clear of electrical cords & outlets. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. Portable electric heaters have at least 3 ft. of clearance from combustible materials. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. Equipment and machines are clean and working properly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. Mechanical safeguards are in place and in proper working order (e.g. paper cutter guards). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Access to public is under control. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 19. Staff trained on threat reporting requirements. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 20. Employees trained on safe & proper lifting techniques. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. Thermostat working properly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 22. Check for blocked or closed air conditioning vents in employee's working areas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 23. Adequate airflow & ventilation available to working areas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 24. Air conditioning filter maintained according to its specifications. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 25. Storage areas, closets are organized with adequate cleared aisles. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 26. Employees trained in reporting accidents and investigation procedures. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 27. Supervisors have emergency phone numbers for staff/next of kin/close family member to contact. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 28. First aid kits are readily available. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 29. Equipment maintained as scheduled. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 30. Tools, equipment & materials stored properly when not in use. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

FIRE	Yes	No	N/A
------	-----	----	-----

- | | | | |
|--------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 1. Emergency exit signs are lit properly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Fire alarms & fire extinguishers are visible & accessible. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Fire doors (e.g. in stairways) are kept closed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. 18" vertical clearance is maintained below all sprinkler heads. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Fire extinguishers are serviced annually. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Check date on fire extinguish tag | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

FIRE	Yes	No	N/A
------	-----	----	-----

- | | | | |
|-----------------------------------------------|-----------------------|-----------------------|-----------------------|
| 7. Staff is trained on fire extinguisher use. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
|-----------------------------------------------|-----------------------|-----------------------|-----------------------|

- | | | | |
|---------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 8. Corridors and stairways are kept free of obstruction & not used for storage. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. 18" clearance in front of all alarm stations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Exits are marked. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Evacuation routes are up-to-date and clearly posted. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Handrails available & securely fastened on stairways. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Stairwells, aisles, halls & common areas well lit. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Ramps have non-slip surface in good condition. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

OFFICES/EQUIPMENT/ENVIRONMENT	Yes	No	N/A
-------------------------------	-----	----	-----

- | | | | |
|---------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 1. Employee work area is clean and orderly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Chair casters are in good working order. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Rubber/plastic mats large enough for work area. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Rubber/plastic mats in good condition/flat on floor. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Work area sufficiently lighted for work being performed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Monitors positioned to avoid glare or fitted with guard. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Keyboard at a height equal to the employee's elbow when the arms are at rest. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Often-used office items are within easy reach of the employee while seated at the working area. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Desk and drawers are in good condition. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Desk drawers equipped with stop to prevent pulled all the way out. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Employees trained to use step ladders or step stools when items are stored at above shoulder level. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Paper cutters have guard & functioning blade lock. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Tension on paper cutter blade is adjusted to prevent the from free falling. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 14. Paper shredders guarded per manufacturer's guidelines. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 15. Power, telephone, computer cables/cords arranged & to avoid a tripping hazard. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 16. Shelves are not overloaded. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 17. Objects/items on shelves properly stacked/weight distributed evenly. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 18. Objects placed on shelves for safety & easy access. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

OFFICES/EQUIPMENT/ENVIRONMENT	Yes	No	N/A
-------------------------------	-----	----	-----

- | | | | |
|---------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| 19. Safe access to top shelves with safe/proper use of step stool/ladder. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 20. Heavy storage shelves/tall bookcases/file cabinets stable. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 21. File cabinets checked for overloaded drawers/balanced | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

loading.

22. File cabinets, doors, or drawers do not open into traffic flow.

23. Exposed sharp corners removed or cushioned.

24. Storage areas are uncluttered – providing clear evacuation routes in the event of an emergency.

INCIDENT DOCUMENTATION NOTICE

EMPLOYEE INFORMATION:

Employee Name:

Job Title:

Employment Category:

Department:

Supervisor:

INCIDENT INFORMATION:

Date/Time:

Place:

Type of Incident:

Bodily Injury

Property Damage

Who:

Type of Property:

Estimated Loss:

Description of Incident:

Vehicle Accident (attach Police report)

Results:

Estimated Loss:

Was seat belt worn at time of accident: Yes No

Witnesses:

Witness #1 Report:

Witness #2 Report:

Witness #3 Report:

Details of Incident:

NEXT STEPS

Any disciplinary actions taken against this employee? Yes No

Explain.

Did employee offer any explanation? Yes No

Explain.

Signature of Supervisor Preparing Report:

Date:

Use the back of this form to complete any other information on the incident. (Who, what, when, where, how and why.)

Any other information needed about incident not included on the front of this form.

SUPERVISOR INVESTIGATION REPORT

How soon were you made aware of the incident?

Was the incident reported to the police? Attach a copy of the police report.

Was proper protective equipment utilized (if appropriate)? Yes No
If not, why not?

From your investigation, describe what happened.

What, in your opinion, caused the incident?

What corrective action have you taken to prevent a similar incident?

Date:

CITY OF BELLE FOURCHE

STATEMENT OF RECEIPT AND RESPONSIBILITY

I, _____, hereby acknowledge receipt of the City of Belle Fourche Safety Manual. It is my responsibility to read and ask questions regarding the policies and procedures contained in the Safety Manual.

I also understand that it is my responsibility to follow the City of Belle Fourche Safety Manual and support the safety program. If infractions occur, it is important that procedures be in place for both the City of Belle Fourche and the employee to resolve such issues. Negligence or refusal to follow safety rules can be cause for corrective action up to and including termination of employment.

Date _____

Signature _____