

**BILL NO. 801**

**ORDINANCE NO. 801**

**AN ORDINANCE ADOPTING A SAFETY POLICY FOR THE CITY OF ST. MARY, MISSOURI AND DESIGNATING WHEN THIS ORDINANCE SHALL TAKE EFFECT.**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ST. MARY, MISSOURI, AS FOLLOWS:**

**SECTION 1.** The Board of Aldermen of the City of St. Mary, Missouri hereby adopts a Safety Policy to create safe work concepts and conditions within city work places and facilities.

**SECTION 2.** This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this the 24<sup>th</sup> day of May, 2007.

ATTEST:



CITY CLERK JOANN E. DONZE

  
MAYOR JAY T. WILSON

| <u>ALDERMAN</u> | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|-----------------|------------|------------|----------------|---------------|
| Robert Bequette | x          |            |                |               |
| Dennis Bovey    | x          |            |                |               |
| Frank Gerardot  | x          |            |                |               |
| Nate Odem       | x          |            |                |               |

I, JoAnn E. Donze, Clerk of the City of St. Mary, Missouri do hereby certify that the foregoing ordinance was duly passed and adopted by the Board of Aldermen at a regular meeting so convened on this the 24<sup>th</sup> day of May, 2007.

  
CITY CLERK JOANN E. DONZE

## **ARTICLE I**

### **SAFETY COMMITTEE RULES**

#### **SECTION 1.1 MEMBERSHIP**

The committee shall be comprised of the following members:

Mayor  
Chairman of the Board  
One Alderman  
Chief of Police  
City Clerk

#### **SECTION 1.2 OBJECTIVES**

Promote active participation of employees in accident prevention. Create safe work concepts and conditions within City work places and facilities. Establish safety rules and programs whereby individuals are properly educated so that their work environment reaches the highest achievable safety standards.

Safety Committee members will never lose sight of the fact that their basic function is to create and maintain an active interest in safety, and will act as a team to reduce hazardous conditions and promote safety.

#### **SECTION 1.3 CHAIRMEN**

The Mayor shall be the Safety Coordinator and shall supervise all safety efforts.

##### **Safety Coordinator - Responsibilities**

The Safety Coordinator shall chair the Safety Committee and monitor all safety activities.

The Safety Coordinator shall develop agenda items prior to Safety Committee meetings, ensure that adequate preparatory materials are distributed to all members prior to meetings, schedule meetings, see that recommendations are implemented after approval, and assist in prioritizing recommendations and establishing realistic target dates for the safety Committee.

## **SECTION 1.4 ALDERMEN RESPONSIBILITIES**

All Aldermen are delegated safety responsibilities and authority over their departments.

Aldermen participation is the key to the success of the City's safety program. Aldermen are considered the essential participant in the program and their motivation and support is vital.

Aldermen responsibilities shall include enforcement of all safety rules, accident investigation and self inspection, assistance in development of departmental safety rules, and providing a role model for good safety behavior.

## **SECTION 1.5 COMMITTEE MEMBERSHIP TERMS**

Due to the size of the city and number of employees those serving on the committee shall not be subject to terms. Those serving shall retain their membership until replaced by the mayor.

## **SECTION 1.6 REMOVAL OF A COMMITTEE MEMBER**

Any member with three (3) consecutive unexcused absences may be removed from the committee. The chairman, through the Board of Aldermen, shall notify the removed member. At that time, the Mayor shall name a replacement member from any department of the city or another alderman may serve on the committee.

## **SECTION 1.7 COMMITTEE PROCESS**

The committee process shall be democratic with all members having an active role and vote and all matters open to vote.

A  $\frac{3}{4}$  majority shall carry any voting and any tie vote shall register as a NO vote. Any no, or tie vote shall be brought up at the next meeting, and, if voted down for a second time, the issue will be closed.

## **SECTION 1.8 SHARED AND ACCEPTED DUTIES**

Since the committee is democratic, all members shall share and accept duties such as keeping minutes, performing research, and correspondence.

In the absence of the chairman, the chairman of the board shall preside over the meeting.

The Safety Committee is responsible for inspecting all City facilities annually. They shall document all findings and submit the report to that department head so correction can be made.

#### **SECTION 1.10 COMMITTEE MEETINGS**

Meetings shall always be the second Thursday of each month at the Board of Aldermen meeting.

The agenda shall be the responsibility of the chairman. A copy of the agenda shall be given to each member at least twenty-four (24) hours prior to a meeting.

#### **SECTION 1.11 AMENDMENTS**

All the above rules are subject to change as amended and adopted by the committee in writing. The chairman shall be responsible to update the rules and the beginning of his/her term. All old rules shall be filed for reference.

## **ARTICLE II**

### **EMPLOYEE TRAINING AND RESPONSIBILITIES**

#### **SECTION 2.1 SCHEDULE OF TRAINING MEETINGS**

Training sessions shall be held by the city to educate all employees regarding the basic components of the City safety program and to inform the employees of their responsibilities to be effective participants in it.

Training seminars will also be held to educate all employees in hazard recognition, accident investigation, and self-inspection. These seminars may be on-site or off-site as arranged by the Safety Coordinator.

#### **SECTION 2.2 REPORT ALL INJURIES AND ACCIDENTS**

**Employees are responsible for ensuring that all injuries and accidents are properly reported to the Human Resources Department.** Any bills or statements for medical treatment of on-the-job injuries received by employees should be forwarded to the City Clerk immediately.

#### **SECTION 2.3 REPORT DEFECTIVE EQUIPMENT**

Employees are responsible for ensuring that all defects in equipment and/or vehicles are properly reported to the aldermen overseeing their department. The city shall encourage all employees to report hazards and defects when they are discovered during the use of such equipment or vehicles.

#### **SECTION 2.4 USE OF EQUIPMENT AND VEHICLES**

Employees shall be instructed in the proper use of special equipment and vehicles when new or different features exist which may not be familiar to them.

The city should not assume that an employee knows the correct way to handle a piece of equipment or vehicle. The city should let an employee demonstrate the use of the equipment or vehicle to them. City employees should be stopped if they are incorrectly using equipment or vehicles. The employee should know why they are being stopped and the city should show the employee the correct way to use the equipment or vehicle.

The city is responsible, with the help of the employees, for making sure all city vehicles are inspected for proper safety on a continuous basis.

The city is responsible for presenting personal protective equipment, what types are available and how to use and maintain the equipment. All employees are to use personal protective equipment in all appropriate instances.

## **SECTION 2.5 JOB HAZARD ANALYSIS**

The city should conduct a "job hazard analysis" to ensure hazards of every job are evaluated and employees are given the necessary training to perform such jobs safely.

## **SECTION 2.6 SAFETY MEETINGS**

Department Directors shall ensure that appropriate opportunities are given to employees in their department to conduct necessary safety meetings or to review safety information. The city should document and keep accurate records of safety meetings for the employees.

## **SECTION 2.7 SETTING AN EXAMPLE**

Employees should remember that by following proper safety guidelines and by promoting safety in the workplace, they are setting a good example for the city... Employees are more likely to follow and use good safety practices when they see it demonstrated on a day-to-day basis by all city employees.

## **SECTION 2.9 PUBLIC SAFETY EMPLOYEE VACCINATIONS**

The city is responsible for making sure all appropriate fire, police, water and sewer personnel are made aware of any vaccinations that the city may choose to give to its employees. Any vaccinations that the city may so choose to give to the city employees will be reviewed year by year.

**ARTICLE III**  
**EMPLOYEE TRAINING**

**SECTION 3.1 NEW EMPLOYEE SAFETY**

It is the intent of the City of St. Mary to maintain a safe work place for all employees and at all times, minimize the possibility of injury to any employee or to any member of the public.

It is necessary to provide special attention to new employees to ensure they will perform their jobs safely and efficiently. To meet this goal, all new employees will be issued a copy of the City of St. Mary Safety Manual during their pre-employment session with the Board of Aldermen. Employees will be encouraged to review the information and be requested to read to his/her departmental safety rules prior to their first day of employment.

**SECTION 3.2 EMPLOYEE TRAINING**

Each department, via the department head and supervisors, is responsible for providing on-the-job safety orientation and on-going training on topics which will enable employees to do their jobs safely and efficiently.

On-going training throughout employment with the City of St. Mary shall include but not be limited to items such as seminars, films, magazines, other visual aid materials, and emergency medical training. All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar. All employees are also informed as to the procedures for processing hospital/medical bills related to job related injuries and sickness and the Workers Compensation claims processing and report filing procedures.

## **CHAPTER IV ACCIDENT, INJURY AND DAMAGE REPORTING**

### **SECTION 4.1 ACCIDENT NOTIFICATION**

The immediate supervisor, overseeing alderman, mayor or city clerk should be notified immediately or as soon as is reasonably possible in the event of an accident, injury or incident involving a city employee, or an injury to an individual by a municipal operation, or the damage of any property. Those involved and supervising should remain calm and in control and should take the steps to obtain emergency assistance if needed. In the event of serious injury or incident, 911 should be called first. Others can be notified later when circumstances permit. If there is an immediate supervisor they are responsible for make sure all forms are properly completed and forwarded to the city clerk as soon as possible.

### **SECTION 4.2 ON-THE-JOB INJURY PROCEDURES**

For the City's complete Worker's Compensation Policy, see the city clerk.

Report all injuries, regardless of severity, to your supervisor immediately. In the event of serious injury, emergency services should be called immediately by telephoning 911 or using radio services. If no medical attention is needed at the time of injury, the employee is asked to complete a form and submit it to the city clerk within 24 hours. This form will be kept on file in the event the employee needs medical attention at a later date due to the recorded injury. **Immediate medical attention should always be the first priority.**

When an injury involving medical treatment, lost time or death occurs, the **Report of Injury/ Supervisor Accident Investigation** must be completed as soon as possible. This form shall be completed by an immediate supervisor of the injured party or employee other than the injured party who has knowledge of the incident. Any serious injuries should be reported immediately by the city clerk.

### **SECTION 4.3 LOST TIME**

If an employee will be off work beyond the day the injury occurred, the injury is considered a "lost-time injury." Employees are only permitted to be off work on a job-related injury if a doctor has certified the time off prior to the taking of the time. This certification of time off may be subject to concurrence by a workmen' compensation physician.



## **SECTION 4.4 FOLLOW-UP VISITS**

Employees are required to attend all scheduled follow-up visits unless other arrangements have been made and approved by the Mayor and Board of Aldermen. Individuals who miss follow-up appointments and have not returned to their jobs because of their injury, may lose continuing benefits, and also be considered absent without leave from their jobs. Individuals who have been hospitalized for job-related injuries must call or report their status to the City Clerk immediately upon discharge from the hospital. If the City Clerk cannot be contacted then the employee is to contact the Mayor.

Each appointment for treatment, or a return visit, is to be considered the end of the period of care unless new instructions are given during the visit. Failure to keep appointments or to report status immediately after such visits is the same as not showing up for work and not calling in.

## **SECTION 4.5 CONSULTATIONS**

Employees may seek consultations regarding their conditions from other doctors. However, the City of St. Mary will not be responsible for the cost of the consultations unless it is approved by the Mayor and Board of Aldermen. No consultation will be paid for under any circumstance unless a complete medical report is submitted from that consultant. Please note, Chiropractic consultation or services are not provided for under the City's workers compensation coverage. Such services are solely at the employee's own expense.

## **SECTION 4.6 BILLS, MEDICAL REPORTS**

All documents received that relate to the injury or sickness must be submitted to the City Clerk. Do not assume that bills received at your residence are copies and that originals have already been sent for payment.

## **SECTION 4.7 LIGHT DUTY**

Occasionally, light duty is available so that employees may return to work sooner. This duty is available only with the consent of the individual's supervisor, and the Board of Aldermen. Light duty may be assigned in a department other than the employee's own department. If no light duty is available, the employee must remain off the job until released by a doctor for full duty. Unwillingness to accept a light duty assignment as directed by the department head will make the employee ineligible for the City's portion of the Worker's Compensation payment during the remainder of leave. *The City is not required to offer light duty.*

## **SECTION 4.8 RETURN TO WORK**

No employee may return to work from any injury involving medical treatment or lost time without a doctor's release.

## **SECTION 4.9 RELEASE OF MEDICAL INFORMATION**

Employees may be requested to sign a release for medical information in order for the municipality and its agents to obtain pertinent medical information from private care providers or hospitals. This information is vital to the continuation and/or payment of benefits to which you may be entitled.

## **SECTION 4.10 ON-THE-JOB VEHICLE ACCIDENT PROCEDURES**

Report all vehicle accidents while on-the-job regardless of severity, to the city clerk or the department alderman immediately. In the event of serious injury, emergency services should be called immediately by using 911 or using radio services.

A policing agency covering the jurisdiction of the accident scene should always be contacted for any accident involving a City of St. Mary employee whether using a City vehicle or your own vehicle on City business. Request a copy of the **Police Report** at the scene or inquire about the procedure for having it forwarded to the City Clerk.

Employees involved in a vehicle accident will be required to undergo immediate drug screenings.

The City Clerk is to complete a report per the requirements.

Accidents with vehicles not owned by the City should be reported to the driver's own insurance company by following procedures of that company. A copy of the report should be sent to the City Clerk in order to protect the interests of the City of St. Mary.

## **SECTION 4.11 ON-THE-JOB PROPERTY DAMAGE ACCIDENT PROCEDURES**

Report all property damage while on-the-job to private and public property, regardless of severity to your supervisor and City Clerk.

Immediate attention to the property damage should be given by the direct supervisor or appointed inspecting employee. Photographs of the property damage should be taken with notations of location, date and time of the accident. The immediate supervisor shall decide if the employee involved needs to undergo immediate drug screenings.

## **SECTION 4.12 ON-THE-JOB NON-EMPLOYEE ACCIDENT PROCEDURES**

Report all injuries to a non-employee while on-the-job, regardless of severity, to your department alderman and City Clerk immediately.

Immediate medical attention should always be the first priority. Make the injured person comfortable. Arrange for first aid or necessary emergency treatment by calling 911 or using radio services. Do not promise to take care of any medical or hospital bills. Secure the injured person's version of the accident.

Secure the names and addresses of others in the vicinity whether they were eye witnesses to the incident or not. Note any names and addresses of other City employees.

If no employees saw the accident, get two or more employees to inspect the scene and fill out a witness report. **Avoid contacting the potential claimant.**

Inspect and verify the condition of the accident premises. Note:

- (a) Any defects
- (b) Clean and dry surfaces
- (c) Lightning presence
- (d) Any objects near the injured person
- (e) Improperly stacked or dropped falling objects by injured or other person
- (f) If equipment was operating properly
- (g) Fill out any necessary maintenance reports if involving City property.

**A Non-Employee Accident Report** shall be completed by the employee(s) observing the non-employee accident or a supervisor who has direct knowledge of the accident. Follow the guidelines below when reporting a non-employee accident:

DO

- Do - Go to scene at once
- Do - Be courteous
- Do - Be businesslike
- Do - Inspect scene closely
- Do - Get all basic information - i.e., name(s), addresses and phone numbers and location
- Do - Erect warning barricades, signs, etc. if necessary, to secure a location prior to repairs.

DON'T

- Don't - Apologize for accident
- Don't - Argue with potential claimant
- Don't - Reprimand any employee(s) at scene
- Don't - Offer to pay medical expenses
- Don't - Admit responsibility
- Don't - Mention insurance
- Don't - In days or weeks following discuss accident with strangers.

## **CHAPTER V**

### **ACCIDENT INVESTIGATION AND ANALYSIS**

#### **SECTION 5.1 ACCIDENTS AND NEAR MISSES**

Accidents are, by definition, any unplanned or uncontrolled event. This definition includes much more than just events which result in bodily injury. It also includes events which result in equipment damage, fires, work disruption, etc. An accident can also result in no actual damage or injury known as a "**near miss**". The difference between an accident which results in injury or a near miss is often only a matter of chance. For this reason, it is important to investigate all accidents, including near misses and those resulting in injury or property damage.

Responsibility for conducting an accident investigation will rest with the supervising alderman and the safety committee. The immediate alderman knows the most about the employees the work environment, and the events leading up to the accident. Further, the supervising alderman is able to take immediate action to prevent accidents from recurring.

#### **SECTION 5.2 PROCEDURES FOR CONDUCTION AN ACCIDENT INVESTIGATION**

An investigation should be made of all accidents involving doctor care, property damage and first-aid cases which might have resulted in more serious consequences. The investigation should be made as soon as possible after the occurrence of the accident, or incident, at least within twenty-four (24) hours. When making the investigation, it should be remembered that its purpose is not to fix blame\ but rather to find out how a similar accident or incident can be avoided in the future.

The investigation should be made first by the direct supervising alderman in charge of the affected employee or the department which first becomes aware of an accident involving a non-employee,

Normally, the investigation should proceed as follows:

Discuss the accident or incident with the affected employee. **Do not discuss the accident with a non-employee; simply record any statements or information provided if on-the-scene at the time of the accident.** Speak with other employees who may have seen the accident or incident. Proceed to fill out the **Report of Injury/ Supervisor Accident Investigation Form (Appendix G)** with the following basic information:

1. **Identify** who, where, when and what was involved in the accident
2. **Accident description-** accurate description of what happened before, during and after the accident

3. **Record the basic elements** of the accident including:
  - a. **The Agent** - tool, material or equipment involved
  - b. **Accident Type** - i.e. slip fall, struck by, caught between, flying particle, contact with chemical
  - c. **Unsafe Condition** - the condition of the agent i.e. unguarded knife, defective tool, oil on floor, etc.
  - d. **Unsafe Acts** - human conditions which contributed to the accident i.e. lack of training, disregard for instructions or safety rules, distraction, etc.
  - e. **Personal/Supervisory Factors** - reasons for the unsafe acts and/or conditions i.e. lack of training, disregard for instructions or safety rules, distraction, etc.
4. **Accident Cause(s)** - based on the elements of the accident, determine the primary causes of the accident and the reasons those were allowed to exist. Most accidents do not have a certain cause but involve a combination of unsafe acts, unsafe conditions and personal/supervisory factors. All causes must be determined to correct the actions.
5. **Recommended corrective action** must be developed and implemented to prevent future accidents from the same causes. This is most important.

Consideration should be taken of:

- What the employee or non-employee was doing just prior to and at the time of the accident or incident.
- Was this in pursuit of his regular duties (if an employee)
- Was the employee properly instructed as to the manner in which to perform his duties. Did the non-employee fail to observe any obvious safety rules
- Did the employee follow instructions
- Did the employee or non-employee have any physical handicap
- Were any other employees or non-employees involved in the accident or incident
- What supervisor factors may have been involved
- Were the equipment or machinery used by the employee or non-employee in good condition. Was the premises or location of the accident affected by weather, disrepair, neglect, etc.
- Was all equipment properly guarded
- Was the equipment suited for the purpose for which it was used
- Was the accident area adequately lighted
- Was housekeeping a factor in the accident
- Is the same work done by other employees in another way (if accident involved employee)
- Is there a safer way in which this work could be done (if accident involved employee)
- Was the employee in good health when reporting for work on the day of the accident or incident Was the non-employee healthy prior to the date of accident or incident

**ARTICLE VI**  
**SAFETY RULES - ALL EMPLOYEES**

**SECTION 6.1 GENERAL SAFETY RESPONSIBILITIES**

1. All known hazards shall be corrected and/or reported as soon as possible to a supervisor.
2. Employees shall participate in safety training programs as required by the supervisor
3. Employees shall cooperate in the promotion of safe work practices and safe working conditions.
4. Employees shall refrain from any work procedure or personal action(s) that might endanger the employee or a fellow employee in any way.
5. Obey all city rules, regulations, signs, markings and instructions. Be particularly familiar with those that apply directly to you or to your department.
6. Obey all other on-site safety signs or rules when doing city business off city property.
7. Whenever you are involved in an accident that results in personal injury or damage to property, NO MATTER HOW SMALL, the accident must be reported to your supervisor. Get first aid treatment promptly.
8. Each department shall maintain a regular program of equipment inspection at regularly scheduled intervals to insure safe operation of said equipment.
9. Each department shall display proper warning devices whenever that department is engaged in an activity that creates a safety hazard in the immediate area of the task being performed.
10. Temporary hazards or unsafe conditions, such as wet slippery floors, must be posted or a visible sign displayed saying "DANGER".
11. The use of intoxicating beverages and/or consciousness-altering drugs forbidden by law is strictly prohibited during work hours or while on duty. Testing could be requested for yours and the public's safety.
12. For the purpose of this rule, work hours shall include all time elapsing between the time you report for work and the time you leave to return home, including lunch and other break periods.

In recognition of the serious duty entrusted to the employees of the City, with knowledge that substance abuse hinders a person's ability to perform duties safely and effectively, a complete policy against substance abuse is included in the City of St. Mary Personnel Manual.

## SECTION 6.2 PERSONAL SAFETY

1. Avoid distracting employees and do not be the cause of accidents
2. When lifting, use approved lifting methods, i.e., bend at the knees, and grasp the load firmly. Then raise the load while keeping your back straight. Get help for heavy loads. Haste often causes thoughtless action.
3. Stairs, aisles, and all other areas of pedestrian traffic must be kept clear of ice and snow. If not, notify your supervisor.
4. All desk drawers, lockers, filing cabinets, etc., should be kept closed when not in use.
5. Unless engaged in physical fitness programs or required duties, no city employee shall run on any stairs, hallway, corridor, sidewalk, driveway, or any other area in or on city property.
6. All prescribed safety and personal protective equipment shall be used when required and shall be maintained in good working condition.
7. Do not operate any equipment that is not in safe condition! Report unsafe conditions immediately to your department head or to the City Administrator using the employee unsafe and hazardous report form.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized.
9. Good housekeeping must be practiced: return all tools, equipment, materials, etc., to their proper places. Disorder often results in injury.
10. Never attempt to repair or replace parts on any city-owned power operated machine or device without first disconnecting/disabling/removing the source of power.
11. Any city employee entering a construction area or any area where hard hats are required shall wear the required hard hat, unless on an emergency response.
12. No city employee shall work under/beneath any city vehicle that is supported only by a jack. Car stands or similar approved devices designed to prevent vehicles from falling shall be used.
13. No city equipment shall be operated without the use of attached safe guards or safety devices.
14. Any employee who, in the performance of any task assigned to him/her, is exposed to the possibility of eye injury SHALL wear approved personal protective equipment.
15. With the exception of certain Public Safety emergency activities, no employee shall be assigned a hazardous task (whether moderate or severe) to perform by himself. Always work in such conditions in pairs.

## SECTION 6.3 VEHICLE SAFETY

1. Seatbelts are to be used at all times by drivers and passengers.
2. Any city vehicle left unattended shall be parked in "park" or in the case on manual transmission, first gear and shall have the parking brake engaged. Ignition keys shall be removed, and the vehicle shall be locked unless it is a public safety vehicle under emergency code.
3. With the exception of Fire and Police emergency vehicles, no city vehicle shall exceed any posted speed limit or disregard any traffic law, light, signal or sign.
4. No city vehicle whose visibility immediately to the rear of that vehicle is restricted to side-view mirrors, or is obstructed in any manner, shall be operated in reverse without another city employee being positioned to the rear and left, signaling directions to the driver. In isolated areas, the driver of any city vehicle must stop and get out to look for any obstructions around the area in which he intends to operate the vehicle in reverse gear.
5. No city employee shall position himself immediately behind any city vehicle while said vehicle is being backed up (operated in reverse).
6. No employee shall operate any city vehicle while taking prescribed medicine that warns against operating motor vehicles.
7. The installation and use of back up alarms on all currently owned city vehicles larger than a pickup truck shall be required. All such vehicles purchased in the future shall include this requirement in specifications.
8. Any city vehicle transporting overhanging materials shall be properly flagged if item extends two feet or more. When possible another city vehicle should follow the transporting vehicle and use emergency flashers to warn others of the hazard.
9. Unless otherwise provided in specific department rules and regulations, no city employee shall ride on any city vehicle anywhere except in the seats provided for that purpose, nor shall any unauthorized person be allowed to ride in or on any city vehicle.
10. The driver of any city vehicle that becomes stalled in traffic shall cause immediate operation of vehicle flashers and any other vehicle warning devices. Driver and passengers shall not remain inside of the disabled vehicle. No attempt shall be made to physically move such a vehicle unless more than one employee is present, or under assistance to Police or Fireman.



## **SECTION 6.4 FIRE SAFETY**

1. Sound alarms and advise all persons to evacuate immediately in the event of a fire hazard.
2. Call Fire Department (911).
3. At least once each year, each individual city facility shall conduct a fire drill under the supervision of the Fire Department personnel.
4. All gasoline-operated vehicles and equipment shall be shut off while being filled with gasoline.
5. All employees shall observe the "No Smoking" rule while dispensing or handling gasoline or any flammable liquid. No employee shall handle gasoline or any flammable liquid near an open flame, sparks, or any other source of ignition.
6. The quantity of gasoline or any flammable liquid used or stored at any city facility shall be kept to an absolute minimum. Storage of such liquids shall be confined to approved containers conspicuously labeled "GASOLINE" or "FLAMMABLE LIQUID". All flammable liquids shall be stored in facilities with proper ventilation.
7. The use of any flammable liquid as a cleaner or cleaning solvent is prohibited indoors unless in specified locations.
8. Each individual city facility shall be provided with the proper quantity and type of fire extinguishers. Said extinguishers shall be readily accessible and conspicuously labeled as to their locations.
9. All city vehicles shall be equipped with approved U.L. listed rechargeable fire extinguishers. Extinguishers shall be maintained in accordance with manufacturer's instructions and city code.
10. No ashtrays or extinguished matches shall be thrown into any waste receptacle in any city facility.
11. Electrical extension cords shall be used ONLY for low electrical demands. All extension cords shall be U.L. approved and shall not be used for appliances that exceed the rated capacity of the extension cord. Frayed extension cords must be replaced immediately, or proper electrical outlets requested.
12. All city facilities shall be kept clear of combustible materials. All storage areas shall be kept in a neat, orderly condition.
13. All loose or improperly working light switches, electrical receptacles, fuses, lamps, fans, heaters, etc., shall be tagged and reported to superiors for repairs.

## SECTION 6.5 BASIC BODY MECHANICS

### Sitting:

1. Knees higher than hips. If not possible, lower knees, lean forward and support back with arms on surface.
2. Use appropriate equipment for foot rests.
3. Do not twist. If an item falls to the floor, get up from the chair to pick it up.
4. When driving a vehicle or equipment, use your arm on the back of the seat to support your back when turning to look behind you.
5. Hold the telephone with your hand. Don't cradle the phone on your shoulder.
6. Move as close to your desk, steering wheel, controls, etc. as you can and maintain comfort. Adjust your chair or use a back support.
7. Do not sit for more than an hour. Stand up and move around. If possible, move every thirty (30) minutes.

### CRT Operators (VDT, CPT):

1. Screen should be at eye level or not more than 15 degrees below horizontal level. Raise on a stand if too low.
2. Chair should fit under the desk. Arm rests are helpful for support, if available.
3. Use a back support item if chair is too deep or uncomfortable.
4. Put feet on foot rest to reduce pressure on back.

### Standing:

1. Use a wide base of support. Put one foot in front of the other, bend knees slightly. Maintain natural curve line of body.
2. Use equipment to help support your body.
3. Change body positions frequently; if possible, raise one foot.
4. Stand on a rubber mat, particularly on concrete if standing for a long period of time.
5. Use cushioned footwear for extra protection.

### Pushing (Recommended over Pulling):

1. Use your legs, not your back.
2. Keep the objects in front of you.
3. Stay as close as possible.

### Pulling:

1. Have a firm grip on the object.
2. Stay as close as possible.
3. Do not twist.
4. If an item is lightweight, pull with both hands behind you to keep from twisting.
5. Use the diagonal stance rather than a parallel stance if pulling an inanimate object.

#### Lifting:

1. Check intended path or route before lifting the load.
2. Keep the load in front of you.
3. Keep feet staggered (diagonal stance), one foot alongside and one behind object.
4. Get down to the level of the object.
5. A knee on the floor will give you leverage.
6. An elbow on the knee may give additional leverage.
7. Keep the load close.
8. Use your legs, not your back. Maintain natural curve of body line.
9. Control your load.
10. Do not turn quickly - pivot.
11. Do not pivot while still lifting.
12. Only lift the amount you can handle easily.
13. If an object is too heavy, get some help.

#### Turning/Pivoting:

1. Use your entire body. The lower back is not designed for turning.
2. Step in the direction of the turn. Pivot off the opposite foot: (a) if an object is being carried to your right, step first with the right foot into the turn and pivot off the left; (b) if an object is being carried to your left, step first with the left foot into the turn a pivot of the right.
3. Shift your weight in the direction you are moving.
4. Keep the load close to you.
5. Do not throw the load; this can cause twisting.
6. If the load is too heavy, get some help.

## **ARTICLE VII**

### **SAFETY RULES - OFFICE OF PERSONNEL**

Although office work appears to be a safe occupation, studies show that office employees are involved in approximately 47% of all job-related accidents compared to approximately 37% for blue-collar employees. Most of the office-related accidents are the result of falls due to objects in the worker's path and littered floors, usually telephone wires, electric cords, running from the floor mounted outlets, open drawers and slippery or wet floors.

Although not intended to cover all situations, the following safety rules are provided to assist employees in maintaining a safe working environment.

1. Unplug electric heaters, fans, etc., before leaving the area for an extended amount of time.
2. Never open more than one filing cabinet drawer at a time.
3. Close all desk drawers, filing cabinet drawers, locker drawers, etc., when not in use.
4. When attempting to move any office machinery, supplies, or furniture that is heavy or bulky, get help. Do not attempt to move it yourself.
5. Keep all aisles and pedestrian traffic areas clear of cartons, stacks of paper, waste cans, boxes, etc. Keep floor areas clean at all times.
6. Do not carry stacks of books, reports, etc., which are either too heavy or which are stacked so high that they impair your vision. Split the load and make extra trips or get help.
7. Keep fingers out of the type basket when trying to repair equipment.
8. Never insert metal objects such as paper clips, etc., inside any electric office machine or appliance that is plugged in. Electrical shock may occur. Call the authorized service repairman if an appliance needs repair.
9. Accidental dropping of any electrical office machine may disturb the insulation system. Disconnect cord before picking up the machine to avoid possible shock.
10. Never tilt or lean back in a chair. Keep all chair legs and employee legs in contact with the floor. Never stand on movable equipment.
11. Know the location of fire extinguishers in your area and know how to use them. Seek assistance from the fire department for training.
12. When dealing with irate or combative persons, ask another employee to assist you. Never approach suspicious persons; ask for police assistance.
13. Before leaving for the day, make sure all electrical equipment has been turned off.
14. Keep the front door locked except during working hours or unless special meetings are scheduled to be held.

## **ARTICLE IX**

### **SAFETY RULES - PUBLIC WORKS DEPARTMENT**

Some rules of safety that cover many of your operations can be found in the general rules of Section I. The Safety rules provided here are intended to deal with certain specific situations that often confront our department. Many other safety guidelines will be in the departmental operations manual. Since no safety rules can cover everything, employees are expected to use common sense and work safely while performing any assigned task.

1. Use all personal safety equipment when required, such as hearing protection, eye protection and hard hats.
2. Wear hard hats while working under overhead work, i.e., loading a truck with equipment and at all times when an activity could result in head injury.
3. When working at the bench grinder, gloves, safety shoes, and goggles must be worn. Always use the guard over the wheel.
4. Wear safety vests at all times when working on or near a street or when in the vicinity of traffic.
5. Wear safety shoes at all times.
6. Hearing protection should be worn during any time when noise levels are above 90dBA or a time weighted average of 85dBA.
7. Use "Caution - Men Working" signs or appropriate signage in the immediate working area when employees on or near the street. Signs are to be placed so as to warn all oncoming motorists of the employee presence.
8. Never operate fuel-powered equipment in closed areas without proper ventilation.
9. Shut off motor when gassing vehicles and do not smoke. Keep gasoline and all flammable liquids away from heat, flame, or spark.
10. Keep bystanders at a safe distance when operating power equipment.
11. Clean up oil, grease or any spills immediately.
12. Never operate a chain saw or similar dangerous equipment when working alone. Under these circumstances, at least one other employee must be present.
13. Operate motor vehicles in a safe and reasonable manner. No passengers may ride in the bed on a vehicle.
14. Store equipment and tools in the proper storage area.
15. All Public Works employees who operate equipment and vehicles shall have a Missouri State CDL license.
16. No driver shall operate a snowplow without proper seat belts being affixed to the vehicle in order to eliminate the possibility of the driver being thrust into the steering column or windshield. The vehicle plow shall be properly maintained to fold over when items are struck on the roadway.
17. All persons required to use any hazardous materials, or any chemicals or chemical bi-products such as paint, cleaners, etc., shall comply with the listed standards for using the product as well as any applicable rules.

## **ARTICLE X**

### **SAFETY RULES - PARKS AND RECREATION DEPARTMENT**

Some rules of safety that cover many operations can be found in the general rules, Section I. The safety rules provided here are intended to deal with specific safety that Parks and Recreation employees may confront. Many other safety guidelines will be found in the department's operations manual. Employees are expected to use commonsense and work safely while performing all tasks.

1. Use all personal safety equipment when required, such as hearing protection and eye protection.
2. Wear hard hats while working under overhead work, i.e., loading a truck with equipment and at all times when an activity could result in head injury.
3. Wear eye protection when using a chain saw, grinder, etc.
4. Wear safety vests at all times when working on or near a street or when in the vicinity of traffic.
5. Hearing protection should be worn during any time when noise levels are above 90dBA or a time weighted average of 85dBA.
6. Always wear a shirt while at work.
7. Shut off engine when refueling vehicles and equipment and place approved fuel containers on the ground while refueling. Never leave such equipment in the back of a truck or on electrically insulated surface. Static electricity can ignite fumes.
8. Keep gasoline and all flammable liquids and materials away from heat generating and all moving parts.
9. Be alert to others around the assigned work areas, other city employees and the general public.
10. Never operate a power tool or equipment with safety guards or shields removed or in non-working order.
11. Never operate a power tool in a closed area without proper ventilation.
12. Keep safety of self and other employees a priority while performing any task.
13. Keep first aid kit supplied and accessible at all times.
14. Never fill or store gasoline or other flammable liquid in an unapproved container.
15. Never operate a chipper or chain saw alone. Always have at least one other employee present.
16. Always wear and maintain safety equipment in proper condition.
17. Keep all chemicals locked or out of the accessibility of unauthorized personnel and general public.
18. Keep all power tools locked or out of the accessibility of unauthorized personnel and general public.
19. Clean all spills quickly and appropriately, and place needed signage when appropriate.
20. Block off work zone when using power tools.
21. Never ride or allow passengers in truck bed.
22. Always write-up equipment as soon as possible when needing repair service.
23. Always remove ignition keys from City vehicles when exiting the vehicle.
24. Always secure City equipment, trucks, vehicles and property when parking on City

property, streets or private property.

25. Never perform a task when safety may be jeopardized without first consulting supervisor.
26. Exercise good judgment when working outdoors in all types of weather conditions to prevent illness.
27. In regards to excavations and trenching, utility notification is a must and the utility companies are to be notified before anything else is done. Shoring of any trench or excavation area where employees are present is a must to prevent injury or death.
28. Never work or crawl under a vehicle or piece of equipment without proper safety precautions.
29. When cleaning and servicing equipment, use proper precautionary procedures.
30. Exercise good judgment and proper precautionary procedures when cleaning servicing areas where bodily fluid and contamination may exist.

Some rules of safety that cover many operations can be found in the general rules, Section I. The safety rules provided here are intended to deal with specific safety that parks maintenance employees may confront. Many other safety guidelines will be found in the department's operations manual. Employees are expected to use commonsense and work safely while performing all tasks.

1. Use all personal safety equipment when required, such as hearing protection, eye protection and hard hats.
2. Wear hard hats while working under overhead work, i.e., loading a truck with equipment and at all times when an activity could result in head injury.
3. Wear eye protection when using a chain saw, grinder, etc.
4. Wear safety vests at all times when working on or near a street or when in the vicinity of traffic.
5. Wear safety shoes at all times.
6. Hearing protection should be worn during any time when noise levels are above 90dBA or a time weighted average of 85dBA.
7. Wear long pants when performing tasks such as chain saws, string trimmers, grinders, welders, cutting torch, etc.
8. Always wear a shirt while at work.
9. Shut off engine when refueling vehicles and equipment and place approved fuel containers on the ground while refueling. Never leave such equipment in the back of a truck or on electrically insulated surface. Static electricity can ignite fumes.
10. Keep gasoline and all flammable liquids and materials away from heat generating and all moving parts.
11. Be alert to others around the assigned work areas, other city employees and the general public.
12. Never operate a power tool or equipment with safety guards or shields removed or in non-working order.
13. Never operate a power tool in a closed area without proper ventilation.
14. Always bring tractor/mowers to a complete stop, set parking brake, and shut off engine before getting off the equipment.

15. Keep safety of self and other employees a priority while performing any task.
16. Keep first aid kit supplied and accessible at all times.
17. Never fill or store gasoline or other flammable liquid in an unapproved container.
18. Never operate a chipper or chain saw alone. Always have at least one other employee present.
19. Always wear and maintain safety equipment in proper condition.
20. Keep all chemicals locked or out of the accessibility of unauthorized personnel and general public.
21. Keep all power tools locked or out of the accessibility of unauthorized personnel and general public.
22. Clean all spills quickly and appropriately, and place needed signage when appropriate.
23. Block off work zone when using power tools.
24. Never ride or allow passengers in truck bed.
25. Always write-up equipment as soon as possible when needing repair service.
26. Always remove ignition keys from City vehicles when exiting the vehicle.
27. Always secure City equipment, trucks, vehicles and property when parking on City property, streets or private property.
28. Never perform a task when safety may be jeopardized without first consulting supervisor.
29. Exercise good judgment when working outdoors in all types of weather conditions to prevent illness.
30. Never work or crawl under a vehicle or piece of equipment without proper safety precautions.
31. When cleaning and servicing equipment, use proper precautionary procedures.
32. Exercise good judgment and proper precautionary procedures when cleaning servicing areas where bodily fluid and contamination may exist.



## **ARTICLE XI**

### **SAFETY RULES - POLICE DEPARTMENT**

The following safety rules address general situations specific to the Law Enforcement profession. Not every situation is covered. The Police Policy and Procedure Manual contains all safety regulations. Since no safety rules can cover everything, you are expected to use common sense and to work safely while performing any task assigned to you. When in doubt, ask your supervisor.

#### **SECTION 12.1 VEHICLE SAFETY**

1. Emergency responses.
  - a. Whenever rain, snow, sleet or any condition which would adversely affect vehicular traction exists, or when conditions cause decreased visibility, vehicle speed shall be reduced accordingly,
  - b. All audible and visual devices shall be fully activated,
  - c. When approaching or crossing an intersection, speed shall be reduced to the extent that, if need be, the vehicle can be brought to a safe and rapid halt,
  - d. Procedures for hot pursuit are set forth in the department's Policy and Procedure Manual.
2. Non-emergency responses.
  - a. Vehicle operator shall observe and comply with all traffic laws, b. Audible and visual emergency warning devices shall not be used.
3. No Police Officer shall operate a department vehicle unless he/she has a valid Missouri Operator's license and adequate training to operate such vehicle.
4. No one other than designated Officers may operate a department vehicle except in an emergency situation at the direction of the Police Officer, or for repair purposes.
5. At any time that ice, snow or sleet accumulations indicate that slippery road conditions exist, snow tires or skid-chains/devices shall immediately be mounted on police vehicles.
6. No person shall be permitted to ride as a passenger in a Police Department vehicle except when necessary for the proper performance of police duty, unless permission has been granted by the Chief of Police.
7. Any unsafe vehicle condition shall be reported to a supervisor and the vehicle shall be removed from service for immediate repair.
8. No police vehicle shall be operated without proper safety devices such as headlights, horns, and etc. and secure exhaust system.
9. No police vehicle shall be operated without proper use of seat belts for driver and passenger.
10. No police vehicle shall be left unattended with ignition keys left in the vehicle.
11. No police vehicle shall be left unattended at any time with department weapons unlocked in the rack or with a round in the chamber.
12. No flammable liquids shall be transported in police vehicles unless in an emergency, and in containers complying with national fire codes or a recognized explosive container.

13. No police vehicle shall be used to transport any violent or OBS person unless such person has been properly handcuffed and secured in special lock-up cage.
14. No police vehicle shall respond to other police service when actively transporting prisoners(s), nor shall any prisoner be left unattended in a locked police vehicle.

## **SECTION 12.2 PERSONAL SAFETY**

The following safety rules address general situations specific to the Law Enforcement profession.

1. While on duty, no member of the Police Department shall engage in any activity which would expose that employee to greater than normal risk of personal injury, except for those activities which are required for the protection of life and property and the suppression of crime.
2. While specific departmental procedures are set out in this Safety Manual, officers should not overlook safety instructions received in Police Academy and other in-service training.
3. Law enforcement officers are exposed daily to many unsafe conditions. Employees are required to make instant decisions, often placing themselves in harm's way.
4. Employees must be very aware of unsafe conditions and protect themselves and others.
5. Think Safety and do not expose yourself to abnormal risks.
6. Follow the rules of weapons.
7. Do not assume prisoners are harmless.
8. Use all personal protective equipment (PPE) correctly.
9. Call for assistance.
10. Keep department doors locked at all times.

## **ARTICLE XII**

### **SAFETY RULES - FIRE DEPARTMENT**

The safety rules presented herewith are intended to deal with particularly unsafe conditions which recur frequently due to the nature of the profession.

#### **SECTION 13.1 VEHICLE SAFETY**

1. Each employee shall be provided with a Drivers Training Program administered through the department. No employee should be assigned a departmental vehicle until he or she has demonstrated competency in operating the vehicles.
2. Fire Department apparatus shall be operated in reverse gear only in accordance with Department SOP utilizing a "ground guide" to the rear/left of the apparatus. (Apparatus is defined as any Fire Department vehicle used for fire suppression or medical care.
3. Speed during responses shall be governed by the SOP. Excessive or unnecessary speeding beyond limits set forth in the SOP is prohibited.
4. When crossing major/blind intersections, speed shall be reduced to the extent that, the apparatus could be brought to a rapid halt. Be particularly cautious at any blind intersection.
5. All audible and visual warning devices shall be fully utilized during all emergency responses.
6. Whenever rain, snow, sleet or any condition which would adversely affect vehicle traction, when conditions cause decrease visibility, vehicle speed shall be decreased accordingly. SLOW DOWN.
7. During non-emergency responses, including return trips from emergency responses, apparatus operator shall observe and comply with all traffic laws, lights, signals and signs.
8. During non-emergency responses, including return trips from emergency responses, audible and visual warning devices shall not be used.
9. During non-emergency responses, including return trips from emergency responses, no employee shall ride the "tail board" of the fire suppression apparatus.

#### **SECTION 13.2 PERSONAL SAFETY**

1. Self Contained Breathing Apparatus (SCBA) shall be provided to all fire fighting employees for personal protection. Specific rules governing use of SCBA are set forth in Department SOP.
2. No fire fighting employee shall enter any premises or area (opened or confined) which due to fire or other conditions, indicates an oxygen deficient or toxic atmosphere unless he/she has first donned and properly activated the SCBA.
3. While performing fire fighting or other emergency operations which require the use of SCBA, if the low air warning on the SCBA sounds, then the fire fighter should advise at least one other fire fighter immediately and exit the area of operations. The fire fighter will proceed directly to the nearest area which offers a safe breathing atmosphere.

4. No fire fighter shall enter a fire area or any other hazardous area, including any area deemed to be of an oxygen deficient or toxic atmosphere, by him or her self. Always work in pairs.
5. The nature of Fire emergency operations renders that eyes are particularly vulnerable to injury. For this reason, every helmet is equipped with a face shield. During fire fighting and other hazardous operations when the face is in close proximity to any condition which could be expected to cause eye or face injury, the helmet face shield should be worn down over the face.
6. Whenever any fire fighter is engaged in non-emergency which could reasonably be expected to cause eye injury, i.e., maintenance work involving grinding, filing, he or she shall wear eye protection equipment.
7. Every St. Mary Volunteer Fire Fighter is provided with personal protective clothing that consists of bunker pants, fire coat, fire helmet and gloves.
8. Mandatory requirements governing the use of protective clothing items are as follows: during all fire fighting operations, hazardous materials operations or any operation which poses unusual hazards to the human anatomy, full complete turnout gear shall be worn; safety vests or turnout gear shall be worn while on highway or major roads.

**ARTICLE XIII**  
**VIOLENCE IN THE WORKPLACE**

The City of St. Mary will not tolerate acts of violence committed by or against city employees or members of the public while on St. Mary property, or while performing St. Mary business. The city will use legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to protect employees and members of the public.

#### **ARTICLE XIV**

#### **HAZARDS AND SEWER DEPARTMENT**

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The purpose of this program is to ensure that the hazards of all chemicals produced or imported are evaluated and that the information concerning hazards is transmitted to all city employees who come in contact with and use these chemicals. This distribution of information is to be accomplished by means of comprehensive hazard communication programs which are to include container labeling and other forms of warning, material safety data sheets and employee training.

1. St. Mary departments that handle hazardous chemicals are to develop, implement and maintain a hazardous communication program at the workplace. Proper eye and skin protection should be used at all times when handling chemicals.
2. Departments are to inform their employees of the availability of the program, including the required list(s) of hazardous chemicals and material safety data sheets required.
3. Each container of hazardous chemicals in the workplace is to be labeled, tagged, or marked with the identity of the hazardous chemical(s) contained therein; and is to show hazard warnings appropriate for employee protection.
4. Departments are to have a material safety data sheet for each hazardous chemical used.
5. Departments are to provide employees with information and training on hazardous chemicals in their work areas at the time of an employee's initial assignment and whenever a new hazard is introduced into his or her work area.
6. Departments are to provide employees with information on any operations within their work area where hazardous chemicals are present and the location and availability of the written hazard communication program. This program is to include the required list(s) of hazardous chemicals and material safety data sheets required.