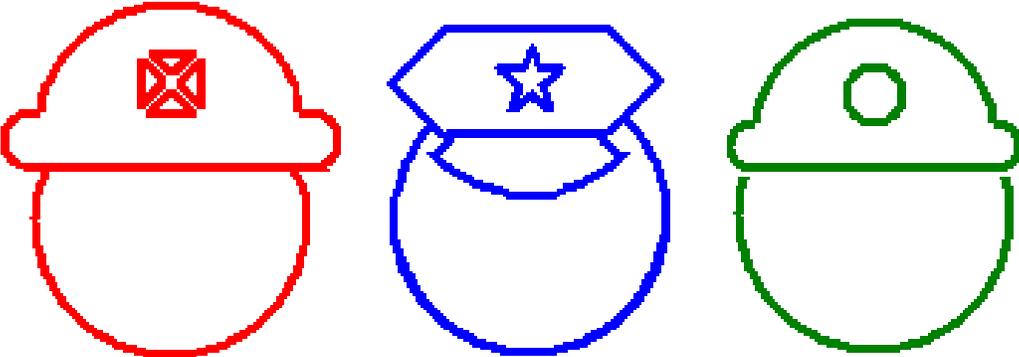


CITY OF FLAGSTAFF EMPLOYEE SAFETY HANDBOOK



Safety:
Work With It
Live With It

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ACCIDENT REPORTING AND INVESTIGATION

All accidents need to be reported in a timely manner in order to protect the city as well as the employee involved.

ACCIDENT REPORT FORMS

Most work injury, vehicle and property damage accidents will be reported in writing on the City of Flagstaff Vehicle or Property Damage Report. You can get this form from your Division's Administrative Specialist or Administrative Assistant, or Risk Management. A current copy can be found on the CityNet page. Please print only the applicable pages. The form requires signatures from the employee, supervisor, Division Head, and Department Head. Your supervisor will ask you details about the accident and make recommendations to prevent future accidents.

ACCIDENT REPORTING TIMEFRAME

Report the accident immediately to your supervisors. Accidents must be reported to Risk Management within 24 hours. If the written report cannot be completed within 24 hours, report the accident by telephone to Debbie Jo Maust, Risk Manager at 213-3634, Jill Colucci, Insurance Claims Specialist at 779-7685 ext. 3651 or Paul Stein, Safety Specialist at 779-7685 ext. 3650. Delays in reporting could jeopardize your rights and benefits!

CALL THE POLICE DEPARTMENT

Call the Police Department for any vehicle accident, regardless if it is on a public or private property. Also call the Police Department for any property damage accident.

WORK INJURY TREATMENT PROVIDERS

In the event of a serious injury that requires emergency care, go the **Flagstaff Medical Center** Emergency Room at 1200 N. Beaver Street. For most injuries that are likely to occur, such as simple fractures, sprains and strains, cuts and contusions, go to **Concentra** (773-9695) at 120 W. Fine. Their regular hours are from 8:00 AM to 8:00 PM Monday through Friday and 8:00 AM to 4:00 PM on Saturdays and Sundays. Injuries can also be treated by **Walk-In Medical Care** (527-1920) at 110 E. Route 66, Suite 100. Their regular hours are Monday through Friday 8:00 AM to 8:00 PM and Saturdays/Sundays 10:00 AM to 4:00 PM. Authorization forms should be signed by your immediate supervisor. Forms can be found on the CityNet page. Outside of these hours, go to Flagstaff Medical Center Emergency Room.

WORKERS' COMPENSATION INSURANCE CARRIER

The City is insured by the SCF of Arizona. Their billing address is PO Box 33069, Phoenix, Arizona 85067-3069. The call center for basic information is 1-800-231-1363. You can also reference the City's policy number: OC2343-6. This information should be provided to the medical provider at the time of service to avoid incorrect billing and out-of-pocket costs.

AUTOMOBILE INSURANCE COMPANY

The City of Flagstaff's vehicles are insured by St. Paul, Policy No. GP06301383. The insurance program is managed by the city's insurance broker, Willis North America, Inc. There should be an insurance ID card along with a red accident instruction card in each vehicle. Contact Risk Management to replace lost insurance cards.

ACCIDENT REVIEW BOARD

The City of Flagstaff has an Accident Review Board that meets monthly. The purpose of the ARB is to review accidents and make recommendations to prevent similar accidents. Risk Management may recommend disciplinary actions against employees who cause accidents. The ARB is made up of employee representatives from each department. In the interest of accident prevention, you should appear and cooperate fully if you are involved in a case being heard by the ARB.

ALCOHOL AND DRUGS

The City of Flagstaff has a policy that prohibits the use of alcohol and drugs while at work. Among other adverse effects, alcohol and drugs can impair one's judgment and safety as well as the safety of others. The policy differs among Departments, but may include testing at the time of employment, random testing, reasonable suspicion, and testing in the event of an accident. Violations of this policy could result in disciplinary action including termination. For specific information, consult Human Resources or the city's written alcohol and drug policy.

AUTOMOBILE, VEHICLE, AND DRIVER SAFETY

The greatest occupational hazard in today's workplace is driving. In fact, according to the Occupational Health and Safety Administration, motor vehicle accidents are the leading cause of workplace fatalities in the United States. The City of Flagstaff seeks to be proactive in fleet safety in an effort to prevent motor vehicle accidents. To accomplish this, the city will review motor vehicle records of new applicants prior to employment and all employees annually, and take corrective action when necessary. Risk Management will also make available Defensive Driver training to all employees. Each employee who gets behind the wheel of a motor vehicle will carry the

responsibility to operate with safety as the number 1 priority. All applicable traffic laws must be observed. This applies to all employees, departments, vehicles (whether owned or not) on public or private property.

VEHICLES

Drivers are required to inspect their vehicles closely prior to operation. Basic inspections should include the operation of lights and signals, fluid levels, braking operation, tires (inflation, wear, defects), mirrors and glass, and wipers. Any defects that would prevent the safe operation of the vehicle should be reported to Fleet Management immediately and repaired prior to moving the vehicle.

LOADS

All loads that are transported are to be adequately secured against falling or shifting by a minimum of two tie downs. Refer to Department procedures for more information on how to properly secure various types and sizes of loads.

TRAILERS AND TOWING

Some employees will be required to tow trailers or other vehicle as a part of their job. When towing, make sure that you thoroughly inspect both vehicles. Make sure that the lights on the towed vehicle work properly. Check tire inflation and brakes. Inspect the towing mechanism and make sure it properly latches. Be sure that a safety pin or lock is in place. The City of Flagstaff requires that 2 safety chains be used between the towing and towed vehicles. More information is available on towing from your Department.

FUEL

Extra fuel will not be transported in the trunk or passenger compartment of any vehicle for obvious reasons. Fuel can only be transported when in containers approved by DOT and OSHA that are adequately secured.

ATTITUDE

The best prevention of vehicle accidents will come from each individual driver. The City of Flagstaff seeks to establish the importance of driver awareness and defensive driving concepts among all of its employees. The city encourages careful planning in your daily driving. Don't use the road to 'make up time'. One driver, in a recent Accident Review Board case, admitted that he should have "expected the unexpected". Anticipate accidents before they happen.

BACKING

Many accidents occur while operating a motor vehicle in reverse. The City of Flagstaff strongly recommends that you avoid backing wherever possible. You can do this through careful planning. When you must back up the vehicle, step out and check for hazards that you cannot see from inside the vehicle. Low walls or posts, large rocks or ground surface conditions can cause serious damage to your vehicle. When other employees are present use them to help 'spot' you. Large vehicles should only be moved with one or more 'spotters'. Some Departments or Divisions prohibit backing up altogether for certain types of equipment.

SEAT BELTS

The use of seat belts in City of Flagstaff vehicles, or in personal vehicles used on City of Flagstaff business is mandatory. All occupants whether or not they are employed by the City of Flagstaff must also use seat belts before a vehicle can be operated. Children under that age of 5 years will be in approved car seats.

PARKING BRAKES

Whenever vehicles are parked, parking and emergency brakes must be fully engaged. Drivers cannot rely on simply leaving vehicles in gear or park to keep a vehicle from rolling.

FIFTEEN PASSENGER VANS

According to the National Highway Traffic Safety Administration, 15 passenger vans have a propensity to rollover due to a high center of gravity and the stability of this type of vehicle. The NHTSA says vans with more than 10 passengers have a rollover ratio 3 times greater than vans that are lightly loaded. These vans are not required to pass the same government safety tests as passenger vehicles or school buses. The city seeks to eliminate the use of 15 passenger vans, but until it can achieve this goal equitably, the following must be followed:

1. Do not fill van to capacity – 10 passengers or less.
2. Seat passenger toward the front of the van (forward of the rear axle).
3. Make sure all passengers are wearing seatbelts.
4. Remove roof racks, or simply do not use.
5. Check that the fuel tank is less than half-full to lower the van's center of gravity.
6. Complete a maintenance check for tire pressure and tire condition before use.
7. Do not tow a trailer.
8. Hire experienced drivers.
9. Instruct drivers to never drive more than 60 MPH.
10. Do not use a cell phone while driving.

BLOODBORNE PATHOGENS

Almost every employee in the City of Flagstaff may at some time have potential exposure to diseases that could be transmitted by Human Blood or Other Potentially Infectious Materials (OPIM). Police may become engaged with combative subjects. Firefighters and Paramedics respond to emergencies. Recreation employees must deal with adult and child athletes. Environmental Services, Parks, Facilities, and Utilities employees may come into contact with needles, broken glass, or OPIM in parks, bathrooms, refuse containers or in water and sewer systems. Any employee may be asked to render first aid.

EXPOSURE CONTROL PLAN

The City of Flagstaff's Exposure Control Plan seeks to minimize these potential exposures through a program of training, personal protective equipment, and vaccinations when required or appropriate.

In general, employees should use good judgment and caution in situations where there could be exposure to Human Blood or OPIM. When rendering first aid, patients should apply their own band-aids, if able. Personal protective equipment (PPE) is available to all employees who may encounter Human Blood or OPIM. This equipment includes at a minimum: disposable or latex or rubber gloves, safety glasses, face shields, aprons, respirator/guard. Tools must be used to pick up broken glass, needles, or OPIM. Tools may include tongs, brooms and brushes, dust pans, shovels. Tools and gloves must be disinfected with a 10% bleach solution. Needles must be disposed of in approved containers and other materials such as bloody clothes, tissues, and feminine hygiene products, must be stored in approved plastic bio hazard bags. Both needle containers and plastic bio hazard bags are available from the warehouse. Small amounts of infectious materials can be disposed of at the Coconino County Health Services building under an agreement between the City of Flagstaff and Coconino County.

Obviously, hygiene practices like frequently washing hands with warm soapy water or disinfectant will reduce the risk of contracting a disease or illness. Activities that are strictly forbidden during potential contact with Human Blood or OPIM include (but are not limited to): eating, smoking, applying lip balm or make up, or handling contact lenses. Sufficient time must be permitted for proper hygiene.

VACCINATIONS

Some employees may be offered vaccinations such as Hepatitis A and Hepatitis B vaccinations. Other positions may be eligible for other types of immunizations. These shots will be available at no cost to the employee. For those vaccinations that require multiple shots, only those shots administered during the term of employment will be paid for by the City of Flagstaff. To be sure, check with your department's Administrative Assistant or Administrative Specialist.

EXPOSURES

In the event of exposure to Human Blood or OPIM, wash or rinse the affected area immediately. If the exposure involves contact with eyes, nose, mouth, mucous membranes or a cut or break in the skin, report the incident immediately to your supervisor. The exposure should be documented in writing on the proper form. At this point, you will be directed to a medical consultant as soon as possible after the exposure. The physician or Licensed Health Care Professional (LHCP) may recommend post-exposure vaccination, or other prophylactic treatment at no cost to the employee. The physician or LHCP will likely recommend testing for previous exposures to Human Immunodeficiency Virus, Hepatitis B, or Hepatitis C. The physician or LHCP will also provide a written opinion regarding the exposure. Employees will be eligible for counseling benefits. **Important: Testing for HIV, HBV, or HCV is voluntary, but failure to submit to a test could end the employees' future workers' compensation benefits.**

Consult your department's Exposure Control Plan, Infection Control Officer or Risk Management for more information about Bloodborne Pathogens.

CONFINED SPACES

A "Confined Space" is a space that is large enough for an employee to bodily enter and perform assigned work; has limited or restricted means for entry or exit; and is not designed for continuous employee occupancy. Some examples might be tanks, vessels, silos, storage bins, hoppers, vaults, and pits.

A "Permit-Required Confined Space" (permit space) is a space that contains or has a potential to contain a hazardous atmosphere; contains a material that has the potential for engulfing an entrant; has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or contains any other recognized serious safety or health hazard.

Do **NOT** enter any areas that are marked as either Confined Spaces or Permit-Required Confined Spaces. Special training and supervision are required before entering Confined Spaces and Permit-Required Confined Spaces. These areas could contain hazardous atmospheres that may be harmful or fatal.

OSHA requires special training for **Entrants, Attendants, Permit Authorizing Supervisors, and Entry Supervisors**. It is important to note that Permit Authorizing Supervisors and Entry Supervisors are terms used by OSHA and that they are not necessarily supervisors in the sense of employment. The terms Permit Authorizing Supervisor and Entry Supervisor are determined by the level of training and experience. On the other hand, this policy does require that a City of Flagstaff direct supervisor be notified prior to **ANY** confined space entry.

Prior to **ANY** confined space entry (permit or not) the following precautions must be undertaken prior to and during the entry (each and every entry):

1. Atmospheric testing for oxygen deficient or rich atmospheres, flammable gases vapors or mists, hydrogen sulfide, carbon monoxide, ammonia, any other hazardous materials likely to be present.
2. Hazardous atmospheres must be eliminated by a continuous forced-air ventilation system operating throughout the entry and verified by atmospheric testing.
3. Retrieval and fall protection systems must be used throughout the entry in all spaces over 5 feet deep. Exception: where entanglement or other hazards may place the employee in greater danger.
4. All other hazards must be eliminated prior to and during the entry. (Lockout of electrical, water, or other chemical hazards, and hearing protection).
5. **Permit Confined Spaces** will require a trained and qualified **Attendant** outside the point of entry at all times and whose sole duties will be to assure the safety and protection of the **Entrants**.

Rescue-All divisions who will enter confined spaces must notify the Flagstaff Fire Department in the event of an emergency. It is important to emphasize here that over 60% of fatalities in confined spaces are untrained rescuers. Therefore, **NO untrained persons will attempt a confined space rescue!** Focusing on the recommended entry procedures above will reduce the likelihood that a rescue will ever be necessary!

If you identify a confined space that is not adequately marked or secured, notify your supervisor immediately.

CONTROL OF HAZARDOUS ENERGY AND ELECTRICITY (LOCKOUT/TAGOUT)

This policy is designed to reduce the risk of injuries due to the unexpected energizing, start up, or release of stored energy while working on electrical, mechanical, hydraulic, pneumatic or chemical energy. Examples could include (but are not limited to): Simple electrical circuits and equipment, sanitation truck power take-off compaction equipment and hydraulic body lift and fork equipment, pneumatic tire changing equipment, shop power presses, or chemicals in a process system.

To work on systems where there may be stored energy or electrical hazards, employees must first be trained in the policy and then on hazards and procedures specific to equipment in the employee's particular workplace. That employee is said to be an "authorized employee".

No employees will work on 'energized' or 'live' circuits or equipment. Circuits or equipment must first be disconnected from power at the source(s) by placing a lock or tag to indicate that a person is working on the circuit or equipment.

Prior to working on any circuit or equipment, a qualified employee must confirm that the circuit and equipment has been properly disconnected from its power source by operating the switch(es) and confirming with test equipment that there is no power from inadvertent induced voltage or backfed source.

Stored electrical energy must be released, capacitors must be discharged, and high capacitance elements must be short-circuited and grounded prior to beginning work to prevent accidental shock.

Non-electric stored energy must be relieved, blocked, or otherwise restrained to prevent energizing of the circuit or equipment prior to beginning work.

Employees must use appropriate personal protective equipment, such as insulated rubber gloves while working on electrical equipment, even when it has been properly de-energized.

Follow all recommended procedures for re-energizing of circuits and equipment upon completion of work.

Ground Fault Circuit Interrupters (GFCIs) are required in environments where water, metal, or other hazards increase the risk when using electric portable power tools. This applies to generators and double insulated tools.

Any equipment that is raised or any equipment that could move accidentally due to gravity, electricity or by any other means, must be supported or otherwise blocked out by at least two support methods, and each support method must be capable of blocking out the hazard independently of the other.

Consult the full written Control of Hazardous Energy and Electricity program, and specific procedures outlined by your supervisor.

CUMULATIVE TRAUMA AND REPETITIVE MOTION

This section applies mainly to office occupations; however, principles can be adapted to other positions.

Sometimes employees who make the same movements over and over again can develop symptoms ranging from tingling or numbness sensations to pain and cramping in wrists, hands and fingers. These symptoms may be early indications of repetitive motion disorders also know as cumulative trauma disorders.

These injuries rarely require invasive treatments like surgery. Most of the time, initial treatment involves splinting, muscle relaxants, and exercises to stop or even reverse the progression of these disorders.

Workstation set up is the most important component in countering repetitive motion stresses. The first component is a suitable chair that needs be of the correct size, adjustable, and with good lumbar support. The chair may have armrests so long as it does not interfere with keying or cut off circulation in your arms.

In adjusting a workstation, the idea is to make the most comfortable workstation possible within the limitations of your equipment. Try to adjust workstations so that your body is positioned with most or all of your joints in the 'neutral' position. For most joints, this is about halfway through the range of motion. Start with raising or lowering the chair so that your feet are flat on the floor with knees at about 90 degrees. Your forearms should be parallel to the floor as your fingers work the keyboard, and the angle between your forearms and upper arms should be about 90 degrees or more. If necessary, obtain a gel pad for the back of your palm to rest on as you type. The monitor should be placed between 18 and 30 inches from your eyes, with the top of the monitor even with your eyes so that you look down slightly. Make sure that no part of your arms, wrists, or hands is resting against a sharp edge like the corner of your desk, which will cut off circulation.

It is important to remember to stay as relaxed as possible rather than remaining rigid or bound in this 'starting position'. In fact, it is important to change positions frequently, as the most comfortable position is usually the next position. Avoid squeezing the mouse with a tight grip or keying with hard strokes. Change tasks frequently so that you break up long periods of keying or mousing with other tasks such as phone work or filing. Get up and stretch or walk around for a few minutes for every hour of repetitive motion.

Exercise and stretch frequently and take advantage of city massages that are offered. If you would like a workstation assessment, please check with Risk Management.

ENVIRONMENTAL SAFETY

The City of Flagstaff and its employees will make every reasonable effort to protect employees and the environment through proactive Hazard Communication and Waste Management programs.

HAZARD COMMUNICATION

In the workplace, there are a number of chemical hazards that you as an employee could be exposed to. The purpose of this program is to educate you as to the types, quantities, and locations of these materials; the health risks that they pose; and necessary precautions to safely handle these chemicals.

Material Safety Data Sheets provide much of the information you need to know about individual chemicals such as physical properties and hazards, health hazards, labeling, personal protective equipment, spill control waste procedures, and general information about how to protect yourself when working with them. They are provided for each material in your workplace. If you cannot locate a MSDS for a specific material, contact

your supervisor. You are required to read and understand the MSDS for each material before you work with it.

If you need to transfer a chemical or material from its original container to a secondary container, you must label the secondary container in accordance with the city's written Hazard Communication program.

WASTES AND SPILLS

The City of Flagstaff is proactive in its approach to wastes generated from the use of hazardous chemicals and materials. The city intends to comply with all applicable laws and regulations regarding the storage and disposal of hazardous waste. If you are not sure about how to handle waste materials, contact your supervisor or Environmental Services. Wastes can be generated due to accidents like spills or even fires, and through the normal daily use of materials. People and organizations that handle or dispose of hazardous wastes generated by the city must be properly insured and licensed. Generally speaking, owners, generators and transporters of hazardous chemicals and wastes may incur liability for those materials. **Any hazardous wastes that are generated either as a result of operations or by accident must be reported to Environmental Services immediately!**

Your division or supervisor should provide you with basic instruction and training about what to do in the event of an accidental spill or release of hazardous materials. Know where clean up kits and materials are located before working with hazardous chemicals. For small incidents, follow the guidelines set forth on MSDSs and department/division procedures. In the early stages of a spill, containment is essential. Do what is necessary to prevent the material from entering the soil, water, or air. In the event of large accidents, evacuate the area, notify the Fire Department, and secure MSDSs of the materials involved if possible.

ASBESTOS

The buildings you work in may contain asbestos. Asbestos is a material used in many common building materials. In certain forms, asbestos can cause cancer; however, it is safe as a building material as long as it remains undamaged and undisturbed. Much of the asbestos in city buildings has already been safely removed. The Environmental Protection Agency requires building owners to treat all building materials as asbestos, until the material is proven not to be asbestos through testing.

Do not contact, disturb or attach anything to any building material until you have consulted with your Asbestos Coordinator. If you should come across any building material that is damaged or has been disturbed notify your Asbestos Coordinator as soon as possible. For more information about asbestos, contact Environmental Services or Risk Management.

EXCAVATION AND TRENCHING

Your work occasionally may require you to enter excavations to perform your duties. Before any employee can enter a trench over 4 feet deep, it must be inspected and approved by a 'Competent Person' to assure that it is safe to do so. The Competent Person is trained to analyze soil conditions and will see that adequate precautions such as shoring are provided to prevent cave-ins.

Generally speaking, **any trench 5 feet or deeper will require some form of protection** against cave-in, usually a mechanical shoring system, or sloping or a combination of both. Other safety rules include keeping the spoil piles at a minimum of 3 feet from the edge of the excavation, enter and exit excavations only by ladders provided, and wear appropriate personal protective equipment such as hard hats.

Recognize danger signs and signals like vibration and moisture. If you are not sure about the safety of a particular excavation, talk to your supervisor or the Competent Person.

If you are supervising a job with excavations that cannot be backfilled by the end of any given shift, appropriate measures to prevent unauthorized entry into excavations and spoil pile must be provided in the form of hard covers and/or rigid perimeter fencing.

Prior to **ANY** excavation, you must contact Blue Stake to locate any underground utilities before any digging takes place. (An excavation means any penetration of the soil by hand tools or mechanical methods.)

FALL PROTECTION

Falls occur in many places in the workplace. Most commonly, they occur on the same level due to icy conditions or snow. If your job requires you to shovel snow or ice, do it well because many fellow employees are depending on you. During periods of snowfall, maintain a log for each location. The log should be simple indicating hourly inspections showing the time, condition, action taken, and the initials of the employee responsible. If you spot icy or snow conditions that need to be shoveled or salted, notify Facilities Maintenance or Parks.

Knock ice and snow off of shoes before entering the building. If you track in ice or snow inadvertently, wipe and dry it up quickly. If you spot wet or slippery areas, clean them up promptly and you might just prevent a serious injury.

Avoid stacking items in hallways and areas of high pedestrian traffic. Keep power cords off of floors and reroute them behind desks or overhead if necessary. Do not leave file drawers open for longer than necessary. Remember safety is everyone's responsibility.

Exercise care when using ladders. Inspect ladders carefully before and after each use and destroy ladders with defects. Extension ladders must have a solid base and must

be set at an angle where the base is one fourth of the working length. Always tie off the top of the ladder.

Powered platforms, scaffolds and other equipment designed to elevate employees require special training. Be sure that you thoroughly understand the rules for safe erection and operation of this equipment prior to use.

If you work at heights, you may require training and use of special fall protection apparatus such as harnesses and lanyards. Consult with your supervisor or Risk Management for special training on fall protection equipment.

HEARING CONSERVATION

The City of Flagstaff seeks to prevent hearing loss due to occupational noise exposures.

Your position may require you to work in environments that will have high noise levels. Whenever employees are exposed to noise levels that equal or exceed 85 dBA (decibels A scale) over an 8 hour TWA (time-weighted-average); employees will be monitored for noise exposures and controls. This means that machinery, jobs or work areas will be analyzed for noise level output; and you as an employee may be monitored to determine personal noise level dose. This information will be used to develop engineering controls and personal protective equipment recommendations necessary to prevent hearing loss. You will also be tested for previous hearing loss to establish a baseline audiogram within 6 months of employment, then tested annually to check for hearing loss, at no cost to you.

A major part of the program will focus on engineering and administrative controls to reduce or control noise levels. Where this is not practical, you will be supplied with personal protective equipment such as headphones or ear plugs at no cost to you. You will be required to use the hearing protection equipment, as well as care and maintain the equipment.

Questions about this program should be directed to your immediate supervisor, Hearing Conservation Administrator, or Risk Management.

MACHINERY, EQUIPMENT, PORTABLE POWER TOOLS

Most employees in maintenance positions will have occasion to operate some sort of machinery or portable power tools during their tenure with the City of Flagstaff.

Prior to operating any specific piece of machinery or equipment, your supervisor should provide a thorough orientation on the safe operating procedures, guarding, and

personal protective equipment required before your first use, regardless of your previous work experiences.

Always inspect machinery, equipment, and tools carefully prior to each use. Pay special attention to blades and be sure that they are at peak sharpness. Make sure any arbors or attaching hardware is correct and tightly fastened. Check for cracks in the housing or casing. Make sure guards at any nip points or point-of-operation are in place and functioning properly. Check the condition of power cords for kinking, fraying, looseness, or missing grounds. Any tools that are not double insulated should be checked for a continuous ground between the case and ground wire. Tools used on construction sites or where portable generated or temporary power is supplied, or where wet conditions or excessive conductive metals may be encountered must use ground fault circuit interrupters between the power source and tool.

Consult operator manuals, Department or Division SOPs, or Risk Management for additional information.

PERSONAL PROTECTIVE EQUIPMENT

Prior to your initial assignment, your supervisor should provide you with information and training on specific hazards on the type of work that you will be performing. This training will include what specific hazards might be expected and the required personal protective equipment to control those hazards. This information will include the types and effectiveness of different kinds personal protective equipment, as well as inspection, maintenance, fitting, disinfecting, care and storage.

Some equipment may be used by more than one individual, and other equipment may be used for emergency events only. This stresses the importance of maintaining equipment in sanitary and good condition.

When a hazard assessment indicates personal protective equipment is required for a specific job, then the use of PPE should also be considered as a requirement of employment.

There may be occasions when you would prefer to provide your own PPE, for example prescription safety glasses, or respirators. You may also want use your own PPE or city provided PPE in circumstances or jobs that are not justified by a hazard assessment. The City of Flagstaff will not discourage the use of your own PPE, or any PPE in jobs not normally required. However, in doing so, all applicable rules regarding PPE will apply with regard to respiratory physicals, inspection, maintaining, fitting, disinfecting, and storage of equipment.

Whenever a job can be engineered to eliminate a safety or chemical hazard and eliminate the requirement for PPE, it should be implemented whenever it is feasible. Your input and ideas are encouraged, especially when they regard safety, and should be brought to the attention of your supervisor or management.

RESPIRATORY PROTECTION

There may be certain tasks or jobs that will require you to wear a respirator in order to protect against exposures to chemical or dust hazards. The use of a respirator will only be recommended where administrative controls (ventilation, exhaust) are not feasible.

Before you will ever be required to wear a respirator, you must first be medically qualified, trained, and fit-tested.

Medical qualification as a minimum will involve the completion of a medical questionnaire or evaluation by a Physician or Licensed Health Care Professional (PLHCP). The City of Flagstaff will use Concentra as its preferred PLHCP. This qualification process will be completed during your regular working hours and at no cost to you. The medical qualification process may be as simple as answering a few questions to completing recommended tests like x-rays or pulmonary function tests. This depends greatly on many factors like age, general health, smoking history, previous work exposure, type of respirator, and types of chemicals. Respirator medical evaluations may be required as frequently as every six months depending on the task, frequency of use, and materials that the employee is exposed to.

Training will be provided on respirator use, limitations, types, seal checks, inspections and other aspects of respiratory protection.

Every effort will be made by the City of Flagstaff to supply you with a sufficient number of types, sizes, etc., of respirators to assure a choice that suits both the City and the employees.

Once you have been medically qualified to use a respirator, trained in respirator use and respiratory protection, and made a selection of a respirator, you will need to be fit tested. This is a process where your supervisor will administer a test or series of tests to determine whether or not the type of respirator that you have chosen is adequately fitted, and seals to prevent exposure to hazardous chemicals, and certify that the test was passed (or failed). Fit tests must be administered at least once per year, whenever the type of respirator is changed, whenever there is a change in the shape of the employee's face that could affect the seal (weight loss/gain, scarring), or any other reason deemed necessary by the supervisor or Respiratory Program Administrator. It is important to remember that in order for a fit test to be valid, the employee must be medically qualified and trained.

As a user of respiratory equipment, you may be assigned responsibility for a respirator for your own use and/or respirators for emergency or escape use by others. All employees who use respirators will be expected to inspect and care for respirators according to manufacturer's requirements. Respirators must be cleaned and sanitized according to manufacturer's recommendations after each use.

All cartridge type respirators will be equipped with End-of-Service-Life-Indicators (ESLIs). Exception: asbestos cartridges.

For more information on the Respiratory Protection Program, consult the City of Flagstaff's full written Respiratory Protection Program, your immediate supervisor, Program Administrator, or Risk Management.