

**ACCIDENT PREVENTION
PROCEDURES MANUAL
FOR THE CITY OF NICEVILLE, FLORIDA**

This manual was initiated,
developed and composed
by the City Manager and
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CITY OF NICEVILLE

ACCIDENT PREVENTION PROCEDURES MANUAL

(1) The purpose of this manual is to provide acceptable safety and health standards for the performance of assigned, and/or permitted operations within areas under the jurisdiction of the City of Niceville, and to provide employees a fundamental understanding of basic safety requirements.

(2) Accidents are preventable; they do not happen without cause. The identification, isolation, and control of these causes are underlying principles of all accident prevention techniques. Even accidents caused by natural elements can be controlled to some extent. Only accidents caused by phenomena such as lightning, storms, earthquakes, or floods are extremely difficult to prevent, but even the effects of these can be minimized by taking preventive measures. Accidents resulting from extreme forces of nature are estimated to be only two percent of all accidents.

(3) The detection and elimination of unsafe personal characteristics (such as inattentiveness, excitability, impatience, and stubbornness) are normally extremely difficult. On the other hand, the elimination or reduction of unsafe acts and conditions is a relatively easy, simple, and effective means of accident/injury prevention.

(4) PREVENTION METHODS:

- A. Engineering Principles: Environmental causes of accidents or unsafe conditions can be eliminated or reduced through the application of engineering principles which involves controlling the working environment to the extent that only a minimum of physical hazards remain. Design of machine guards, vehicle and equipment safety devices, dust, mist, and vapor controls, are varied examples of safety engineering at work.
- B. Education and Training: Safety education is the most effective tool in the prevention of unsafe acts by humans through adequate instruction. Safety consciousness developed through education will be supplemented by instruction in safe working habits, practices, and skills. Training is a particularly important accident prevention control; it gives each employee a personal safety tool by developing in them, habits of safe practice and operation.
- C. Enforcement of Safety Standards: Usually accidents can be prevented through adequate safety engineering and education. However, some employees are a hazard to themselves and others because of their failure to comply with accepted safety standards. The strict enforcement of safety practices is necessary. No organized accident prevention effort can be successful without effective enforcement, because accidents are frequently the direct result of violations of safety principles. This is true of all equipment and vehicle accidents. Each department head is responsible for enforcing safety rules and regulations. They must issue accident prevention guidelines that will serve as guides for their employees. When these guidelines are not issued and enforced, responsible personnel, by saying nothing, are condoning conduct that leads to accidents and injuries.
- D. Management and Supervisory Support: Engineering and enforcement control cannot be completely effective without active management support of the entire safety program. Accident prevention is a function of management. All management personnel will aid in

applying these controls by positively identifying themselves with the aims and objectives of the accident prevention program. Although management has the overall responsibility, it will be the responsibility of the supervisory staff and safety personnel who must apply all elements of the prevention program, identify deficiencies, and take positive and timely actions for their corrections.

(5) EMPLOYEE PARTICIPATION:

- A. Every city employee is responsible for conducting his/her work in a safe manner so as not to endanger themselves or others. Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing any task. Each employee's safety commitment must include, but is not limited to the following:
1. Using the safety equipment provided for accomplishing work assignments.
 2. Operating only equipment and tools that they are trained and qualified to operate.
 3. Warning coworkers and supervisors of unsafe equipment and working conditions in the work environment and throughout the city.
 4. Reporting of all accidents immediately, regardless of severity.
 5. Take corrective action on unsafe conditions that could present a hazard to the public.
 6. Take care not to abuse tools and equipment so they will be in usable condition at all times.
 7. Maintain personal protective equipment in a sanitary and reliable condition.
 8. At no time will safety practices or safety devices be set aside to get the job completed sooner.
 9. Crews shall wear required personal protective equipment during all operations where there is an exposure to hazardous conditions.
 10. Employees shall not work near operating mechanical equipment unless they are employed in the operation of such machinery. In addition, when an employee is working on or near machinery he/she shall face the movement of that machinery.
 11. Caution shall be taken to prevent contact with wires, constituting a hazard to traffic or other workers when working in the vicinity of electric power lines.
 12. On projects that interfere with normal vehicular traffic, at least one or more persons trained as flagmen shall be used to control traffic and protect workmen.
 13. All work areas shall be kept orderly, clean, safe and well secured; horseplay, practical jokes or other acts which could lead to accidents or injuries is strictly prohibited.

SAFE WORK PRACTICES

The requirements necessary for safe work practices of a general nature involve operations which include proper lifting techniques, mower operations, chain saw operations, traffic control and job site safety.

(1) GENERAL REQUIREMENTS

- A. The wearing and use of required personal protective equipment shall be a condition of employment throughout the employment period with the City.
 - 1. The City shall require the wearing of appropriate personal protective equipment in all operations where there is exposure to hazardous conditions.
 - 2. The City will provide all necessary personal protective equipment for its employee from City funds except unique personal protective items, i.e. safety shoes.
- B. Individual employees must provide their own:
 - 1. Regular prescription safety glasses.
 - 2. Shoes designed to protect the feet and legs from hazards that may be inherent to the task being performed.
- C. At least one member of each crew shall have been trained and qualified to administer first-aid. Immediate availability of an approved first-aid kit is required. Also, radio communication should be utilized if available.
- D. High visibility orange vests shall be worn by all employees operating within 15 feet of the travel way. Vests will be reflectorized when worn during nighttime operations. Faded vests shall be replaced.
- E. The Florida Workers' Compensation Law gives the City the authority to set appropriate dress codes as related to safety and holds the City responsible for such safety policies. In view of the above, each supervisor has the responsibility to prescribe appropriate clothing as it relates to minimizing the risk of on-the-job injuries. This is in no way to be construed as a dress code for any purpose other than accident/injury prevention.

PERSONAL PROTECTIVE EQUIPMENT AND LIFE SAVING EQUIPMENT

(1) HEAD PROTECTION (HARD HATS):

Appropriate head protection will be worn at all times by City workers when the work environment subjects workers to impact from falling or flying objects, limited electrical shock and burns, bumping your head against objects.

- A. All personnel working or visiting City work sites where there is a possible danger of head injury shall be protected by protective helmets.

Each supervisor in charge of a work site shall make available, to all personnel requiring head protection, approved protective helmets.

- B. Helmets shall be inspected regularly by supervisors and replaced immediately when found defective.

(2) EYE AND FACE PROTECTION

Appropriate eye and face protection will be worn where there is a reasonable probability of injury that can be prevented by such equipment; machine operations that present the hazard of flying objects, glare, liquid splashes, injurious radiation or a combination of all of the above.

- A. Employees must wear eye and face protection equipment when machines or operations present potential eye or face injury from physical, chemical or radioactive agents.

- B. Employees whose vision requires the use of corrective lenses and whose work requires eye protection, shall be protected by one of the following:

1. Spectacles whose protective lenses provide optical protection.
2. Goggles or face shields that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
3. Goggles that incorporate prescription lenses mounted and attached behind the protective shield.

- C. The following activities would require eye and face protection:

1. Acetylene - burning, cutting and welding.
2. Electric (ARC) welding.
3. Abrasive blasting.
4. Chemical handling.
5. Furnace type operations where heat, glare, molten materials, hot or corrosive liquids, acids, and caustics are involved.
6. Grinding.
7. Certain laboratories.
8. Machinery.
9. Spot welding.

10. Powder/power activated tools.
11. Sledging, hammering, chiseling, scaling, drilling, dressing, buffing, polishing, wire brushing, caulking and any other operations where flying objects or particles may strike the face.
12. Injurious radiations.
13. Using compressed air for cleaning.
14. Chain saw operations.
15. Excessive dust.

(3) FOOT PROTECTION

Basic minimum standard for work shoes will be a sturdy shoe with low heels and nonskid soles, maintained in good repair, designed to protect your feet from the hazards you encounter (NO TENNIS SHOES).

- A. Employees whose duties shall regularly expose them to conditions hazardous to their feet shall wear appropriate good quality footwear.
- B. Department heads shall identify work areas that require employees to wear foot protection and enforce the wearing of good quality footwear.

(4) RESPIRATORY PROTECTION

- A. In emergencies, or when controls are not adequate to prevent exposure of employees to harmful dusts, vapors, or gases, appropriate respiratory protective devices must be provided and must be used.
- B. Supervisors of a work area must ensure that users of respiratory equipment are thoroughly trained in the designed use, limitations, cleaning and care of respirators.
- C. Supervisors will develop standard operating procedures for respirator use. The manufacturer's instructions should be utilized for this purpose. These should include all information and guidance necessary for their proper selection, use and care.
- D. Respirators are required when:
 1. Spray painting.
 2. Mixing and applying pesticides-herbicides (may not be required in certain cases).
 3. When exposed to chemicals whose Material Safety Data Sheet (MSDS) specifies the use of respiratory protection.
 4. Handling fly ash.

5. Excessive dust on construction or maintenance projects.
6. Cutting/welding on lead, zinc, cadmium, chromium, or beryllium, bearing metals.
7. Asbestos exposure.

(5) SKIN PROTECTION

Skin disease is the most common on-the-job illness, therefore, the City of Niceville has set the following guidelines which require employees to understand the possible health hazards of the environment in which they are working and the substances they are working with and to take protective action against those hazards, to include specialized protective equipment when working with specific substances when the equipment is recommended by the manufacturer.

A. Protection against hazards:

1. Always try to cover as much of your skin as possible by wearing gloves, face shields or even full protective suit when working with hazardous chemicals. Follow safety training and material safety data sheets (MSDS) instructions.
2. Be sure to select equipment that is designed to protect against the specific hazard you face and take care of it.
3. Wash thoroughly with lots of soap and water when finished with chemicals.
4. Report any skin reactions immediately.
5. Select and use protective sun screen when exposed to sun.

(6) SAFETY BELTS, LIFELINES, AND LANYARDS

- A. Safety belts, lanyards or lifelines are required when working from scaffolds suspended ten feet or more above the ground or other work surfaces (including water) where safety nets are not provided.

(7) SAFETY VESTS

- A. Safety vests will be worn by all personnel while out of city vehicle on any right of way.

(8) BACK BELTS

A. Back belts:

1. Are required anytime you are lifting or performing any strenuous physical activity.
2. Are required while operating light or heavy equipment for short or extended periods of time.

(9) HAND PROTECTION

Most hand injuries can be prevented by paying more attention to your hands and keeping them out of harm's way and by using the appropriate hand protective equipment provided by the City.

There are gloves designed to protect your hands from almost any kind of injury such as cuts, punctures, broken bones, and worse amputation, contact injuries resulting from direct contact with hot or cold objects, chemicals, detergents, or metals.

- A. Gloves are one of the best ways to protect your hands against hazards, and like other safety equipment, the gloves you use have to be selected to protect you against the particular hazard you are working with. Gloves appropriate for the task are required, e.g.
 - 1. Insulated for hot and cold.
 - 2. Special insulated rubber for electrical.
 - 3. Leather for rough surfaces.
 - 4. Fabric for slippery objects.
 - 5. Neoprene or nitrile rubber for corrosives.
- B. More important, be familiar with the material you are handling; follow manufacturer's instructions for selecting the proper safety equipment. Read labels and MSDS.

WOODWORKING MACHINERY

Woodworking machines are very dangerous because of the high speeds at which sharp cutting edges are operated, therefore the City of Niceville has set the following minimum requirements and safety standards for all personnel who operate these machines.

Table Saw

Band Saw

Radial Arm Saw

Bench Grinder

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Dust and dirt
- B. Cuts and abrasions
- C. Electrical shock
- D. Loud noises

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate machinery.
- B. Prior to operating machinery check to insure cutting edges are sharp, guards are in place and equipment is in good repair and safe to operate.
- C. Machinery will not be left running unattended.
- D. When maintenance is required on machinery, it will be completely shut down and control switches or power source will be locked or tagged in the off position.
- E. Personnel will not wear loose clothing or jewelry which could become tangled in moving machinery.
- F. Floors around machines will be kept clear to provide a safe work zone.
- G. Hands will be kept out of the line of cutting blades while feeding stock through the machine.

(3) PROTECTIVE EQUIPMENT:

- A. Ear protection is required when working in high noise areas.
- B. Eye protection is required when using machinery and/or any material that can cause injury or illness, to include respirator, face shield and goggles.
- C. Kickback apron will be used when feeding material through equipment where there is a possibility of kickback.
- D. Operators will read and follow all available operating and/or safety instructions furnished by the manufacturer for each machine.

AIRLESS SPRAYER AND PRESSURE WASHER - AIR COMPRESSOR

High pressure spray can cause serious injury, therefore, the City of Niceville has set the following minimum requirements and safety standards for all personnel who operate these machines.

Airless paint sprayer

Pressure washer

Air compressor

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Electrical shock
- B. Cuts and abrasions

- C. Vapors and chemicals
- D. High pressure liquid
- E. Flying particles

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate these machines.
- B. Never point the nozzle or gun at yourself or anyone else. Fluids can penetrate the skin causing serious injury.
- C. If at anytime spray appears to have penetrated the skin seek emergency medical care. Do not treat as a simple cut. Be prepared to tell the physician exactly what you were spraying.
- D. Do not direct spray toward fragile material.
- E. Hold firmly to the gun/wand assembly when starting and operating these machines.
- F. Never operate the trigger/gun in high places without the proper safety equipment to prevent a fall. Thrust from the gun can cause you to lose your balance.
- G. Never operate the trigger from a ladder.
- H. Never fill gasoline engine when hot.
- I. Keep clear of moving parts when unit is operating.
- J. Do not attempt maintenance when unit is pressurized. Shut down power source, bleed pressure before repairing or leaving unit unattended.

(3) PROTECTIVE EQUIPMENT:

- A. Eye goggles or face shield is required when using this equipment.
- B. Respirators, Gloves, Rubber suits

This equipment will be worn when using cleaning detergents of a corrosive nature.

All personnel who operate these machines will read and follow all available operating and safety instructions furnished by the manufacturer for each machine.

PORTABLE POWER TOOLS

Portable power tools are powered by electricity, air or gasoline engine. While portable tools increase mobility and convenience, they can be more dangerous than their stationary counterparts, therefore, the City of Niceville has set the following minimum requirements and safety standards for all personnel who operate these tools.

Skill saw

Hand grinder

Jigsaw

Sander

Miter saw

Router

Drill

Post Hole Drill

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Electrical shock
- B. Cuts & abrasions
- C. Dust & dirt, fumes, vapor
- D. Loud noises
- E. Lifting
- F. Danger of falling from ladders, scaffolds & work platforms, etc.

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate tools.
- B. Tools will be checked, prior to operation, to insure they are in good repair and safe to use.
- C. When maintenance or adjustments are required, tool will be shut down and disconnected from power source.
- D. Switches will be shielded against accidental operation. "Gagman" type switches which require continuous pressure will be used whenever possible.
- E. All guards will be kept in place during operation.

(3) PROTECTIVE EQUIPMENT:

- A. Eye protection is required when using tools; goggles, face shield.
- B. Ear protection is required when working in high noise areas.

- C. Head - hard hat will be worn for overhead work and in areas designated "hard hat area".
- D. Respirator will be worn in areas where tool operation may produce injurious dust, vapors or other respiratory hazards.
- E. Clothes - suitable work clothes which will not come in contact with moving parts of tools will be worn.
- F. Gloves and Back support equipment should also be used as needed.
- G. Sunscreen.

Personnel who operate tools will read and follow all available operating and/or safety instructions furnished by the manufacturer for each tool.

HEAT VACUUM APPLICATOR (SIGN MACHINE)

Heat vacuum applicator poses a hazard of possible electrical shock and burns, therefore, the City of Niceville has set the following minimum requirements and safety standards for all personnel who operate this machine.

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Electrical shock
- B. Fire resulting in burns
- C. Explosion

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate this machine.
- B. Prior to starting check machine to insure that it is in good working condition.
- C. To prevent explosive hazard do not use combustible liquids or vapors with this unit.
- D. Make sure all electrical connections and power source is secure.
- E. High voltage danger.
- F. Allow time for completed material to cool before handling.

Operators will read and follow all available operating and safety instructions furnished by the manufacturer.

VEHICLES

The City of Niceville set the following minimum requirements and safety standards for all city vehicles not requiring a specialized license.

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Moving traffic
- B. Heavy lifting
- C. Hazards of work zones
- D. Adverse weather conditions
- E. Toxic fumes, vapors, dust

(2) SAFETY PROCEDURES:

- A. Only qualified, licensed and authorized personnel will operate vehicle.
- B. Vehicles will be checked daily to insure fluid levels and safety equipment is in safe operating condition.
- C. Seat belts will be worn for vehicle movements.
- D. Obey all rules and regulations to and from the work sites and normal use.
- E. Do not overload vehicle.

CEMENT & MORTAR MIXER

The City of Niceville has set the following minimum requirements and safety standards for all personnel who operate these machines.

Cement mixer

Mortar mixer

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Dirt and dust
- B. Cuts and abrasions
- C. Extensive bending
- D. Heavy lifting
- E. Moving machine parts

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate machinery.
- B. Machines will be kept in good repair and checked prior to operation to insure they are safe.
- C. When maintenance is required, machinery will be completely shut down.
- D. Machinery will not be left running unattended.

(3) PROTECTIVE EQUIPMENT:

- A. Eye protection is required; face shield or safety glasses.
- B. Gloves may be required for some jobs.
- C. Back supports may be required.
- D. Clothes - proper fitting clothes will be worn to avoid getting tangled in moving machine parts.

Operators will read and follow all available instructions and safety instructions furnished by the manufacturer.

PORTABLE GENERATOR

The City of Niceville has set the following minimum requirements and safety standards for all personnel who operate this machine.

(1) JOB HAZARD - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Electrical shock

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate this machine.

Operators will read and follow all available operating and safety instructions furnished by the manufacturer.

HEAVY EQUIPMENT/SPECIAL PURPOSE VEHICLES

Operators of City vehicles will comply with all applicable laws, as well as, any additional rules and regulations of the City of Niceville and manufacturers operating and safety manuals. Only properly trained and authorized personnel will operate vehicles.

Accidents involving special purpose vehicles are responsible for many injuries and for a large portion of property damages. Careful selection and training of operators is important to keep the accident rate to the

absolute minimum. Operators who have been properly selected and trained will be better prepared mentally and physically to fulfill their driving responsibilities. Therefore, the following minimum safety requirements and safety standards will apply for all personnel who operate these special purpose vehicles.

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Cuts & abrasions
- B. Loud noises
- C. Dust & dirt
- D. Adverse weather conditions; heat, cold, wet
- E. Slips & falls
- F. Exposure to hazardous chemicals
- G. Exposure to hazardous waste
- H. Heavy lifting
- I. Traffic conditions
- J. Moving machine parts
- K. Hazards of working heights

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate machinery.
- B. Safety belts will be worn by all drivers and passengers.
- C. Before initial use of any vehicle each day, the driver will:
 - 1. Check vehicle for damage and for any condition which may create an unsafe condition.
 - 2. Make sure hand holds and steps are clear of debris, oil, grease and foreign objects to avoid slipping.
 - 3. Make sure all screens, guards and other safety equipment is present and in working order.
 - 4. Make sure all lights, flashers and beacons are in working order.
- D. Before operating equipment:
 - 1. Adjust seat, mirrors and fasten seat belt.

2. Know the alternate exit routes from the operator's compartment for use in an emergency.
 3. Carefully check overhead clearance when operating in areas with overhead obstructions such as guide wires, power lines, bridges, trees and building exits.
- E. Special equipment such as large trucks, tractors, fork lifts, graders, front loaders, boom trucks, chippers, scooters, trailers and/or any unit which has special devices added for specific type of work, will require formal instruction prior to use by a driver. This training will include the following:
1. Explanation and demonstration of all control and safety devices.
 2. Knowledge of maintenance items such as fuel, water, oil or other minimum requirements of the equipment.
 3. Passengers will ride only in seats designed for passengers in special equipment. Do not use machine's controls or hoses as hand holds when climbing on or off the machine. Riding on sides, tool boxes, tailgates or roof of any truck is prohibited.
 4. Operators will use spotters while backing when possible and especially when engaged in street work.
 5. Construction type equipment will use right lane, except when a left turn is required, travel at less than 20 m.p.h., have head lights turned on and orange colored slow moving vehicle sign displayed on rear of vehicle.
 6. During periods of limited visibility or at any time windshield wipers are turned on vehicle headlights will be turned on.
 7. The operator must be alert and physically fit. Consumption of alcoholic beverages, drugs and medications that might affect ones reactions in the operation of a vehicle is prohibited.
 8. Trailers will be fastened securely to hitches, safety pins put in place, and safety chains secured before moving vehicle.
 9. All items to be transported in trucks or trailers will be secured. Remove and secure all loose items near and around controls to avoid interference with movement of those controls and loss of vision.
 10. There will be a minimum of two people present when using the chipper.
 11. Operation of special purpose equipment without proper driver's license will result in disciplinary action.
 12. Operators are required to report any suspension or revocation of driver's license to supervisor.

13. Except in emergencies, posted speed limits and rules of the area will be strictly adhered to.

(3) PROTECTIVE EQUIPMENT:

- A. Rain gear
- B. Gloves
- C. Protective headgear
- D. Goggles (safety glasses)
- E. Hearing protection
- F. Visibility vests
- G. Back support
- H. Sturdy shoes or boots with non-slip soles are required.

TRACTOR ATTACHMENTS

Tractor attachments (e.g., Trim Mower, Bush-hog, Sweeper, Aerifier, Fertilizer sprayer, Tiller, Edger, Roller/compactor, Hay Baler/Hay Tedder, Hay Rake) can be very dangerous if not properly operated and used for the specific uses in which they are designed. Read the safety manual and review the safety precautions for each piece of equipment prior to operating.

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Dust & dirt
- B. Cuts & abrasions
- C. Loud noise
- D. Flying objects
- E. Adverse weather conditions
- F. Moving gears & belts
- G. Exhaust fumes
- H. High pressure hydraulic leaks

(2) SAFETY PROCEDURES:

- A. Only properly trained and authorized personnel will operate equipment.

- B. Each attachment application can have unique safety requirements.
- C. Before operating the equipment, do a walk around visual inspection, check for defects and damaged components. Correct any problems prior to use.
- D. Do not allow children to operate.
- E. Do not carry passengers.
- F. Do not operate without shields and guards in place and in good condition.
- G. Keep hands and feet away from moving parts.
- H. Wear protective equipment such as, but not limited to, protection for eyes, ears, feet, hands and head while operating or repairing the equipment.
- I. Do not wear loose clothing or jewelry that may catch on equipment or moving parts.
- J. Never stand between tractor and attachment when backing up to hook up.
- K. Use flashers and warning lights on roads and highways during transport and operation.

(3) PROTECTIVE EQUIPMENT:

- A. Ear protection is required when using high noise attachments or open cab tractors where noise levels are high.
- B. Eye protection is required when the equipment being used can cause injury to eyes.
- C. Sturdy shoes or boots with non-slip soles are required.
- D. A respirator (filter mask) is required when dusts and particles are present.

WALK BEHIND/RIDING/HAND HELD EQUIPMENT

Improper use and operation of this equipment may result in serious injury. Read the safety manual prior to use of this equipment. Each machine may be different and some what unique in their operation guidelines.

Walk Behind & Riding Equipment:

Push & self propelled mowers

Tiller

Vertical mower

Tamper

Edger

Roller/compactor

Sod cutter

Hand Held Motorized Equipment:

Chain saws

Jack hammers

Blowers

String trimmer & brush cutter

Hedger

Cut off saws

Small Motorized Riding Equipment:

Mowers; reel & rotary

Easy rider

Cushman

(1) JOB HAZARDS - SUBJECT TO SOME OR ALL OF THE FOLLOWING:

- A. Dirt & dust
- B. Cuts & abrasions
- C. Loud noise
- D. Flying objects
- E. Moving gears & belts
- F. Exhaust fumes
- G. Forces such as; kick back

(2) SAFETY PROCEDURES:

- A. Only properly trained personnel are to use this equipment.
- B. Make a visual inspection of equipment prior to use.

- C. Do not allow children to operate.
- D. Do not operate without proper shields and guards in place.
- E. Keep hands and feet away from moving parts.
- F. Do not wear loose clothing or jewelry that may catch on moving parts.
- G. Wear proper eye, ear, face, hand and foot protection.
- H. Do not run engine in confined area without proper ventilation.
- I. Do not operate equipment on steep slopes or ground that is not level.
- J. Do not touch engine or exhaust while engine is running.

(3) PROTECTIVE EQUIPMENT:

- A. Ear protection is required when using high noise equipment.
- B. Eye protection is required when eye injury is possible.
- C. Sturdy shoes or boots with non-slip soles are required.
- D. Shorts or loose fitting clothing will not be worn.

SPECIFIC OPERATIONS

(1) CONFINED SPACE ENTRY:

A confined space is defined as one large enough for a person to get into and work, but not designed for continuous occupancy. It is not easy to get into or out of and has limited ventilation.

Confined spaces are extremely dangerous and anything that can be a hazard in the work place can be even more of a hazard in a confined space. One must be properly trained, assigned to the task, have the proper entry permit and proceed according to established guidelines. The City of Niceville has developed a Confined Space Entry Safety Program using the guidelines provided by the Occupational Safety and Health Administration.

(2) EXCAVATIONS:

When excavations are required to accomplish work assignments, supervisors will ensure that the excavations are accomplished within the guidelines established by the Occupational Safety and Health Administration. A copy of Construction Standard For Excavations 29CFR Part 1926.650-652 Subpart P. is available for review at the Niceville Library.

(3) ABRASIVE WHEELS

Immediately before mounting, all abrasive wheels will be closely inspected and sounded (ring tested) by the user to make sure they have not been damaged in transit, storage or otherwise.

(1) RING TEST

- A. To conduct the ring test on smaller wheels, they should be tapped lightly with a light nonmetallic implement, such as the handle of a screwdriver. For light wheels, or a wooden mallet for heavy wheels, tap wheels about 45 degrees each side of the vertical center line and about one or two inches from the periphery, then rotate the wheel 45 degrees and repeat the test. A sound and undamaged wheel will give a clear metallic sound. If cracked, there will be a dead sound and not a clear ring. If they sound cracked (dead), they must not be used. Wheels must be dry and free from sawdust when applying the ring test, otherwise the sound will be deadened.
- B. It should also be noted that organic bond wheels do not emit the same clear metallic ring as do vitrified and silicate wheels.

(2) VIBRATION TEST

- A. Larger wheels may be tested by vibration to detect damage. To perform the vibration test, an abrasive wheel is set on a test fixture in a horizontal position and coated with a thin layer of fine dry sand. The wheel is vibrated gently. As the wheel vibrates, the sand granules respond to the vibration. The granules will move away from any cracks that may be in the wheel. Conversely, the granules will be uniformly distributed over the surface of a sound and undamaged wheel.
- B. Note that the spindle speed of the machine must be checked before mounting the wheel to be certain that it does not exceed the maximum operating and speed marked on the wheel.

(4) **GRINDING MACHINE**

(1) WORK REST

- A. Work rest will be adjusted closely to the wheel with a maximum opening of one-eighth inch to prevent the work from being jammed between the wheel and the rest (which could cause wheel breakage). Adjust the work rests only when the wheel is stationary and securely clamp the work rest after each adjustment.

(2) TONGUE GUARD OR SAFETY GUARD PERIPHERAL

- A. The tongue guard or safety guard peripheral will be adjusted to within one-fourth inch of the wheel periphery to contain and deflect fragments away from the operator if the wheel shatters, as the wheel is ground down. Readjust the guard. This adjustment should be checked routinely before energizing the wheel, as a standard safe operating procedure.
- B. Sufficient access and working space will be maintained around all machinery and equipment at all times.

(5) PORTABLE TOOLS AND EQUIPMENT - JACKS

(1) LOADING AND MARKING:

The operator shall make sure that the jack used has a rating sufficient to lift and sustain the load.

The rated load shall be legibly and permanently marked in a prominent location on the jack.

(2) OPERATION AND MAINTENANCE:

- A. In the absence of a firm foundation, the base of the jack shall be blocked. If there is a possibility of slippage of the cap, a block shall be placed in-between the cap and the load.
- B. The operator shall watch the stop indicator, which shall be kept clean, in order to determine the limit of travel. The indicated limit shall not be overrun.
- C. After the load has been raised, it shall be cribbed, blocked or otherwise secured at once.
- D. Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.
- E. All jacks shall be properly lubricated at regular intervals.
- F. Each jack shall be thoroughly inspected at times which depend upon the service conditions. Inspections shall not be less frequent than the following:
 - 1. For constant or intermittent use at one locality, once every 6 months. Findings to be documented and kept as permanent record.
 - 2. Jacks sent out of shop for special work will be inspected when sent out and when returned.
 - 3. For jacks subjected to abnormal load or shock, immediately before and immediately thereafter.
 - 4. Repair or replacement parts shall be examined for possible defects. Jacks which are out of order shall be tagged accordingly and shall not be used until repairs are made.

PESTICIDE APPLICATION EQUIPMENT

It is the policy of the City that any individual using pesticides be certified or under the supervision of a certified applicator and be well informed of the proper and safe technique for using these materials.

Back pack sprayer

Boom spray

Cyclone spreader

(1) SAFETY PROCEDURE FOR PESTICIDE HANDLING & APPLICATION:

Anyone handling or applying pesticides will be required to follow all of the guidelines set forth by the Florida Department of Agriculture and the Florida Department of HRS. These guidelines thoroughly explain all the procedures that must be followed when handling pesticides

EMERGENCY ACTION PLAN

PURPOSE: To ensure the safety of employees and visitors and to reduce structural damage as much as possible in the event of a fire or other hazardous conditions.

(1) FIRE PLAN

- A. In the event of a fire, we have a number of built-in protections to keep it from getting out of hand in addition to fire retardant building materials. Other protections include:
 - 1. Smoke Alarms that will go off if there is smoke from a fire.
 - 2. Alarm System that is set off by the person who spots the fire to warn other employees to get out of area and alert our Fire Department.

(2) TYPES OF FIRES

- A. Class "A"
 - 1. Wood, paper, textiles and other combustibles.
- B. Class "B"
 - 1. Gasoline, grease, oil or other flammable liquids.
- C. Class "C"
 - 1. Electrical (wiring, etc.)

(3) PROCEDURES

- A. The most important part of the plan for employees is the warning alarm. Locations of alarms are marked on your work area evacuation plan posted in your work area.
- B. If you spot a fire, the first thing to do is to pull the nearest alarm. Once you have turned on the alarm, the next step is to follow these general guidelines:
 - 1. Do not panic.
 - 2. Do not shout, "FIRE!"
 - 3. The protection of life comes first. If you see someone not getting out...

- a. Alert them so they can get to safety.
 - b. Assist any person who needs help to get out of the building.
4. Call 911.
 5. Turn off critical equipment IF TIME PERMITS.
 6. Close any windows that don't lead to fire escape routes.
 7. Confine the fire or smoke as much as possible.
 8. Extinguish the fire if possible.
 9. Never use water on an electrical, gas or oil fire.
 10. Leave quickly by your assigned evacuation route.
 11. Report to your assigned assembly point. If you are missing, we might think you are trapped inside, which could cause someone who is looking for you to be in danger.
 12. If someone is injured, provide whatever first aid you can and get medical attention immediately. Call 911.

(4) FIRE PREVENTION

- A. When it comes to fires, your most important job is preventing them. To prevent fires, every employee should know the following:
 1. Location of nearest fire alarm box and how to operate it.
 2. Location of all exits. Do not wedge doors or block access to these exits.
 3. Learn proper use of extinguishers.
 4. Know general plan of the building.
 5. Proper waste disposal.
 6. Know location of main electrical panel and gas shut off.
 7. Good housekeeping & constant alertness are the two most important phases of active fire prevention. Keep corridors and stairways clear of obstructions.
- B. Annual Training in the use of fire extinguishers will be conducted by a qualified person (Fire Department) and all new personnel will be briefed in the use of extinguishers.
- C. Annual Fire Drills will be held to further your knowledge of this plan.

- D. For information or clarification concerning this plan or to schedule training for requirements, contact the Fire Chief at 729-4050.

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It is not feasible to cover all hazards that could arise, and those listed are not intended to be an inclusive listing. Therefore, the cooperation and resourcefulness of all personnel is needed to cope with the hazardous conditions and acts which are not covered. These safety standards will be updated as necessary.