



City of Wentzville

Safety Manual

August 2005

RESOLUTION NO. 05-137

A RESOLUTION DECLARING THE CITY OF WENTZVILLE WILL CONTINUE IMPLEMENTING AND ADMINISTERING A LOSS CONTROL POLICY.

WHEREAS, it is the policy of the City of Wentzville to conduct its operations in a manner that will prevent serious injuries to its employees, and residents, prevent damage to its equipment and facilities, and control health hazards in the workplace; and

WHEREAS, the responsibility for carrying out this policy lies with each department head; and

WHEREAS, compliance with specific safety laws or standards, following proper operating procedures, and analyzing the accident experience is part of each supervisor's stand of performance; and

WHEREAS, such standards will be considered when reviewing overall performance; and

WHEREAS, through emphasis on loss prevention techniques, and creating a safe working environment, we will reduce injuries to our employees and prevent damage to property; and

WHEREAS, all employees are expected, as a condition of their employment, to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way; and

WHEREAS, the City of Wentzville wants to continue implementing and administering a safety program.

NOW THEREFORE, the Board of Aldermen hereby continues to support the Safety Policy and to emphasize that effective safety is an integral part of management procedures, designed to fully utilize municipal capital and personnel.

READ AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, THIS 24 DAY OF August, 2005.



Mayor Paul Lambi

ATTEST:



City Clerk, Vitula Skillman

TABLE OF CONTENTS

SAFETY COMMITTEE POLICY _____ **3**

SAFETY COMMITTEE RULES _____ **5**

1. MEMBERSHIP _____ 5

2. OBJECTIVES _____ 5

3. CHAIRMAN AND COMMITTEE MEMBERSHIP _____ 5

4. REMOVAL OF ALL COMMITTEE MEMBERS _____ 5

5. COMMITTEE STYLE _____ 5

6. SHARED OR ACCEPTED DUTIES _____ 6

7. PURCHASES _____ 6

8. MEETINGS: TIMES, DATES & AGENDA _____ 6

9. RULES _____ 6

10. PREVENTABILITY GUIDELINES _____ 7

CHAPTER I - MOTOR VEHICLE POLICY _____ **14**

VEHICLE MAINTENANCE _____ 14

VEHICLE INSPECTION _____ 14

ACCIDENT REPORTS _____ 15

VEHICLE SAFETY _____ 15

CHAPTER II- GENERAL/ALL DEPARTMENTS _____ **17**

BUILDING SAFETY _____ 18

MACHINERY & EQUIPMENT _____ 19

CHAPTER III - BUILDING DEPARTMENT _____ **14**

PERSONAL SAFETY _____ 14

BUILDING SAFETY _____ 14

MACHINERY & EQUIPMENT _____ 14

CHAPTER IV - POLICE DEPARTMENT _____ **15**

CHAPTER V - STREET, PARKS, WATER, WASTEWATER & SERVICE DEPT. _____ **16**

PERSONAL SAFETY _____ 16

BUILDING SAFETY _____ 17

MACHINERY & EQUIPMENT _____ 17

TO: ALL EMPLOYEES

FROM: SAFETY COMMITTEE

All personnel will be issued complete safety manuals:

This document contains a receipt from, which is self-explanatory. Each department head is to see that every employee under his/her direction returns the completed receipt. The receipt will then be placed in the employees' master personnel file.

REMEMBER: SAFETY IS NO ACCIDENT...

SAFETY COMMITTEE POLICY

No directive will be issued by any member of the Safety Committee without a majority vote of the entire committee.

**SAFETY COMMITTEE
OF THE
CITY OF WENTZVILLE**

The Safety Committee shall be comprised of one representative from each department of the City of Wentzville:

Board of Aldermen
Administration
Building
Parks
Police
Streets
Vehicle Maintenance
Water/Wastewater/Service

This committee shall be headed by a chairman and a recording secretary designated by the City Administrator.

The object of the Safety Committee shall be to create the safest working environment possible by providing proper training and education to all City employees.

Another objective is the education and training of employees in proper work procedure and equipment usage; a reduction in the loss of employee or equipment productivity should result.

In educating employees in proper safety procedures we hope to instill the desire to become safety conscious and to promote safety among City employees.

In the process of formulating the objective of the Safety Committee, guidelines will be compiled to include safety and operational procedures for every operation in this city.

Upon completion of the safety operational manual it shall be presented to the Mayor and Board of Aldermen for final approval prior to being enacted.

SAFETY COMMITTEE RULES

1. MEMBERSHIP

The committee shall be comprised of one (1) member from each of the departments of the City of Wentzville:

Administrative Department
Board of Aldermen
Building Department
Park Department
Police Department
Street Department
Water, Wastewater, Service Department
Vehicle Maintenance Department

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 best safety standards, which will be one of the policies of the City.

3. CHAIRMAN AND COMMITTEE MEMBERSHIP

- A. The City Administrator and Department Heads shall appoint committee members.
- B. The chairman shall be an active member of the committee, serve for one (1) year unless an extension is granted by majority vote of the committee; shall be subject to removal by the committee; may resign after having given thirty (30) days notice from the last meeting.
- C. The chairman shall be replaced from the active committee membership, commencing with the most active keeper of the minutes. If refused, then by vote of the membership on person or persons seeking the chairmanship.

4. REMOVAL OF ALL COMMITTEE MEMBERS

The committee may remove any member who misses three (3) formal meetings. The removed member shall be notified by the chairman, through the department head. At that time, the City Administrator shall be requested to approve a replacement member from the department of the removed member. Due to these circumstances, apprenticeship of the new member shall be waived, but the new member shall not vote until his/her third (3rd) meeting.

5. COMMITTEE STYLE

- A. The committee patronizing members will each have an active role and vote. All matters shall be open to vote, for shared safety targets, etc.

- B. Any voting shall be carried by a majority and any tie vote shall register as a NO vote. Any no or tie vote may be brought up again at the next meeting and, if voted down again, the issue will be closed.

6. SHARED OR ACCEPTED DUTIES

- A. All members shall share or accept duties such as performing research or correspondence.
- B. In the absence of the chairman, the recording secretary shall chair the meeting.

7. PURCHASES

- A. Each department head shall be responsible for allocating funds for safety violations within his/her department.

8. MEETINGS: TIMES, DATES & AGENDA

- A. Committee shall meet monthly during working hours. They shall correspond with the duty times of the Aldermanic Representative whenever possible.
- B. The agenda shall be the responsibility of the chairman. A copy of the agenda should be given to each member of the committee at least twenty-four (24) hours prior to a meeting.
- C. Agenda format shall be as follows:
 - 1. Roll call
 - 2. Minutes approval
 - 3. Old business, reports and voting
 - 4. New business, reports and voting
 - 5. Program or speaker
 - 6. Open and informal discussion
 - 7. Committee member reports
 - 8. Safety complaints, inspection and assignment
 - 9. Meeting conclusion and date of new meeting set

9. RULES

All the above rules are subject to change and any changes shall be amended in writing and adopted at a committee meeting. Any such change of rules, or additions, shall be noted to the section and page on the amended rule as well as being ear marked on the reference rule. The chairman shall be responsible to update the rules at the beginning of his/her term, and to present those rules at his/her first committee meeting. All old rules shall be filed in the record book.

10. DEFINITIONS

- 1. May – to be permissive
- 2. Must – to be commanded or requested to
- 3. Shall – regulations or directives to express what is mandatory

**City of Wentzville
Safety Committee Preventability Guidelines**

RULES/DEFINITIONS

A preventable accident is one in which the employee **failed** to do everything he or she could have reasonably been expected to do to prevent it.

By definition a non-preventable incident/accident is one in which the individual did everything **reasonable** to prevent the incident/accident from occurring.

The failure to report an accident, injury, property damage, or violation of a Safe Work procedure may result in the employee and/or supervisor being declared ineligible for that award period. The failure to report is, also, a violation of the Personnel Manual (Section 7, Improper Conduct) and therefore is subject to disciplinary action.

Multiple accidents or cases of property damage, injury, vehicular accidents, etc., may result in disciplinary action. The Department Director and City Administrator will make this decision.

The supervisor must report any injury. If an employee injury occurs, Workmen's Compensation Reports must be completed immediately.

The Safety Committee will make decisions on assigning accident responsibility. It will recommend penalties or awards as appropriate to the City Administrator. This also will apply in a case where more than one person may contribute to a preventable accident/injury, property damage, Safe Work procedure violation, etc.

The Safety Committee will make classification of accidents or injuries as "preventable" or "non-preventable". Failure to provide sufficient information on the appropriate report may result in the Safety Committee ruling that the accident was "preventable". The recommendation of the Safety Committee will be submitted to the City Administrator on the Supervisor's Report.

Decisions of the Safety Committee may be appealed by the following steps:

1. Appealing to the Safety Committee – providing new evidence or a better explanation of incident.
2. Appealing to the City Administrator.

In all cases, the decision of the City Administrator will be final.

VEHICLE DAMAGE – Any damage that occurs to a city vehicle that is not caused by a collision.

- (a) Improper pre-trip inspection overlooks low oil in the engine and the engine is damaged. This is damage.
- (b) Carrying a long object to load into a vehicle and accidentally poking this object through a window. This is damage.
- (C) Changing a tire and the vehicle slips off the jack and damages a wheel cylinder.

This is damage.

CITY DRIVER – An employee of the member operating a city-owned, or leased, or privately owned, motor vehicle while on member business.

GENERAL PREVENTABILITY

- (a) An accident/incident is an event that should be closely reviewed. This review is most properly done by the supervisory chain of command of the employee involved.
- (b) The purpose of the review is to find the cause and determine preventability on the part of the employee. The purpose of the investigation is not to fix blame.
- (c) The supervisor's investigation is to be done independently of any police reports or lack of police reports. The determination of preventability or non-preventability is to be made without regard to whether any citations that were issued at the scene.
- (d) All accidents or damages, regardless of how minor (vehicle, personal or property damage), is to be reported and investigated. It is only by this type of investigation that the causes of accidents can be properly analyzed. Without this investigation and review, plans and programs that will reduce the number of accidents cannot be developed. The form, Supervisor's Accident Investigation, should be used for this purpose.

EXAMPLES OF ACCIDENTS NEEDING TO BE REPORTED

- (a) A city vehicle is legally parked and unattended and is hit by another vehicle. The City employee is planning to return to the vehicle during the workday. This is an accident and needs to be reported immediately. An accident report is to be completed by the vehicle driver and a police report is needed.
- (b) During the pre-trip inspection a vehicle is noted with a dent in the right rear quarter panel. Casual inspection clearly shows that the vehicle has had a collision with something. This is an accident and needs to be reported. The driver may be "UNKNOWN".
- (c) City driver backs into the corner of a building. There is no damage to the building. The City vehicle has a dent in the bumper. This damage is not unsightly and the vehicle is safe to operate. This is an accident and a police report needs to be done. The fact that the damage is minor and might not be repaired does not change the fact that an accident has occurred.

DRIVER PREVENTABILITY GUIDELINES

For purposes of determining a driver's responsibility for safe driving, it is not enough to ascertain that he/she was not in violation of any traffic law or regulation. They must follow the **defensive driving code** – to drive in such a way that they commit no error themselves and to control their vehicle to make due allowance for conditions of the road, weather, and traffic, so that mistakes of other drivers do not involve them in an accident.

A Defensive Driver is one who commits no driving errors and makes allowances for the lack of skill or improper driving practice of the other drivers. They adjust their own driving to compensate for unusual weather, road, and traffic condition, and are not coerced into an accident by the unsafe actions of pedestrians or other drivers. By being alert to accident-inducing situations, they recognize the need of preventive action in advance and take the necessary precaution to prevent the accident. As a Defensive Driver, they know when it is necessary to slow down, stop, or yield their right-of-way to avoid involvement.

Accidents may be preventable if the:

- (a) Driver was not operating at a speed consistent with the existing conditions of road, weather, and traffic.
- (b) Driver failed to control speed so that he could stop within assured clear distance.
- (c) Driver misjudged available clearness.
- (d) Driver failed to yield right of way to avoid accident.
- (e) Driver was in violation of any applicable traffic laws or ordinances.

SPECIFIC DRIVER PREVENTABILITY GUIDELINES

Accidents involving traffic originating from alleys, driveways, street entrances, and other special intersection locations should be carefully analyzed to determine what measures the city driver might have taken to avoid the occurrence.

Accidents may be preventable if:

- (a) Driver failed to signal when pulling out from curb.
- (b) Driver failed to check traffic before pulling out from curb.
- (c) Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- (d) Driver attempted to pull out in a manner that forced another vehicle to change speed or direction.
- (e) Driver failed to yield right-of-way to approaching traffic.

Practically all backing accidents are preventable. A driver is not relieved of his responsibility to back safely when a guide (another person giving directions) is involved in the maneuver.

Accident may be preventable if:

- (a) Driver backed up when backing could have been avoided by better planning of route.
- (b) Driver backed into traffic stream when such backing could have been avoided.
- (c) Driver failed to get out of vehicle and check proposed path of backward travel.
- (d) Driver depended solely on mirrors when it was practical to look back.
- (e) Driver relied solely on a guide to help them back.

Collisions with fixed objects may be preventable. They usually involve failure to check or properly judge clearances. Unfamiliar streets or new traffic situations on regularly traveled routes are not, in themselves, valid reasons for excusing a driver from being involved in an accident. The driver must be constantly on the lookout for such conditions and make the necessary allowances.

Also may be preventable if:

- (a) Driver was not entirely in their proper lane of travel.
- (b) Driver did not check or properly judge clearances.

Regardless of the abrupt or unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway or streets, either in plain view or hidden by the crest of a hill or the curve of a roadway.

Accident may be preventable if:

- (a) Driver failed to maintain safe following distance and have their vehicle under control.
- (b) Driver failed to keep track of traffic conditions and note slowdown.
- (c) Driver misjudged rate of overtaking.
- (d) Driver came too close before pulling out to pass.
- (e) Driver failed to wait for car ahead to move into the clear before starting up.

Collisions with trains occurring at grade crossings, in traffic, or on private property are the responsibility of the driver to prevent.

Also may be preventable if:

- (a) Driver attempted to cross tracks directly ahead of train.

- (b) Driver ran into side of train.
- (c) Driver stopped or parked on or too close to tracks.

It is the responsibility of drivers to approach, enter, and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersection, or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as "not preventable". Failure to take precautionary measures prior to entering the intersection is factors to be studied in making a decision.

Also may be preventable if:

- (a) Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- (b) Driver pulled out from side street in the face of oncoming traffic.

Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded, may be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to obtain immediate repairs where continued operation might result in an accident. An accident caused by mechanical failure that results from abusive driving should be considered preventable. Also the accident may be preventable if a defect was of a type which driver should have detected during normal operation of the vehicle.

Projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open, etc., resulting in damage may be preventable if driver failed to secure them on the vehicle.

Many accidents, such as overturning, jack-knifing, or running off the road, may result from emergency action by the driver to avoid being involved in a collision. Examination of their driving procedure prior to the incident may reveal speed too fast for conditions, or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of

defensive driving practice. Also the accident may be preventable if driver did not adjust their driving to conditions.

It is extremely important to check the action of the driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact must be carefully verified. Even though an opposing vehicle enters the driver's traffic lane, it may be possible for the driver to avoid the collision. For example, if the opposing vehicle was in a passing maneuver and the driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter his or her own lane, he or she has failed to take action to prevent the occurrence.

Also may be preventable if:

- (a) Driver was not entirely in their proper lane of travel.
- (b) Driver did not pull to their right and slow down and stop for vehicle encroaching

on their lane of travel when such action could have been taken without additional danger.

Unconventional parking locations, including double parking, failure to put out warning devices, etc., may constitute evidence for judging an accident preventable. Rollaway accidents from a parked position may be classified preventable. This includes failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

Passenger accidents in any type of vehicle may be preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it may be considered preventable when the driver stops, turns, or accelerates abruptly. Emergency action by the driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver. Passengers and drivers in vehicles should always wear seat belts. Passengers should not ride on the outside of vehicles or on trailers.

Failure to pass safely indicated faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver.

Also may be preventable if:

- (a) Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- (b) Driver attempted to pass in the face of closely approaching traffic.
- (c) Driver failed to signal change of lanes.
- (d) Driver pulled out in front of other traffic overtaking from rear.
- (e) Driver cut in short returning to right lane.

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic should be traveled at speeds equal to the particular situation. Young and inexperienced operators generally operate bicycles, motor scooters, and similar equipment.

Investigation often disclosed that drivers risk being struck from behind by failing to maintain a margin of safety in their own following distance. Rear-end collisions preceded by an abrupt stop at a grade crossing, when a traffic signal changes, or when your driver fails to signal a turn at an intersection, could be preventable. Failure to signal intentions or to slow down gradually could be considered preventable.

Also may be preventable if:

- (a) Driver made sudden stop to park, load or unload.
- (b) Vehicle was improperly parked.

Turning movements, like passing maneuvers, require the most exacting care by a driver. Failure to signal, to properly position the vehicle for the turn, to check the rear view mirrors, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that the driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the incident.

Adverse weather conditions are not normally an excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavement, increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions could be cause for determining an accident preventable. Failure to use safety devices such as skid chains, sanders, snow tires, etc., provided by the city could be cause for a preventable decision when it is reasonable to expect the driver to use such devices.

DETERMINING PREVENTABILITY

The facts of each incident presented to the Safety Committee should come from several sources:\

- (a) Employee's report of the accident.
- (b) Supervisor's investigation report.
- (c) Police investigation report is applicable.
- (d) Insurance company investigation reports if applicable.
- (e) Statement of witnesses.
- (f) Diagrams, photographs and any other available evidence.

CHAPTER I
MOTOR VEHICLE POLICY

It is the intent of the City of Wentzville to have all its employees carry out their assigned jobs safely and efficiently. This includes all tasks that require the use of a motor vehicle. Employees must be 18 years of age to operate a motor vehicle, and only operate a vehicle with the appropriate license. All employees must wear/use seat belts while driving City vehicles.

Each Department Head has the responsibility to see that all vehicle accidents are reported to the City Clerk within 24 hours. They are also required to cooperate fully in the investigation of all accidents with the proper authorities and with the City's claim service representatives.

VEHICLE MAINTENANCE

Department Heads should see that all employees who regularly drive City owned vehicles report any defects that become apparent. Department Heads shall see that needed repairs are made to correct the defects that are reported. Also, employees are responsible for checking such routine maintenance as fluids, tire pressure, cleanliness, lights, etc. Complete the forms provided by your Supervisor and Supervisor is to file completed forms.

VEHICLE INSPECTION

The following applies to City owned vehicles:

At least once a year the City Mechanic must arrange for inspections of the overall condition of all City vehicles inside and outside.

The City Mechanic must verify that all vehicles which were equipped with seat belts by the manufacturer still have seat belts and that they are in good condition.

1. Do not operate any equipment that you have not received training. Report unsafe conditions immediately.
2. Always use the right tools and equipment for the job. Use them safely.
3. Good housekeeping must be practiced. Return all tools, equipment, materials, etc., to their proper places. Disorder results in injury.
4. Never attempt to repair or replace parts on any power-operated machine or device without first disconnecting/disabling/removing the source of power.
5. No equipment/machinery equipped with safety guards/devices shall be operated with said guards/devices disconnected or inoperable.
6. All City departments shall maintain a scheduled equipment inspection to insure/verify safe operation of said equipment. Tools and equipment shall be inspected for wear or damage. Any and all defects shall be reported. All departments shall practice lock out/tag out of any dangerous equipment that could result in accidental injury.
7. All departments shall inspect all safety equipment. Records are filed with each Department Supervisor and a memo forwarded to City Clerk.

ACCIDENT REPORTS

The employee shall request a police report with the local police in the jurisdiction in which the accident occurred.

The Department Head must get a copy of the report and forward it to the City Clerk.

When an accident involves injuries to person, contact the Department Head who will then contact the City Administrator or Assistant City Administrator immediately.

VEHICLE SAFETY

1. Any City vehicle left unattended shall be parked in "Park" (automatic transmission) or in a low-range gear (manual transmission).
2. All City vehicles shall obey all Federal, State, County and City traffic laws.
3. Employee must be at least 18 years of age and have an appropriate drivers license to operate a City vehicle.
4. No City vehicle whose visibility is restricted to side-view mirrors shall be operated in "reverse" without another City employee being positioned to the rear and left (driver's side) signaling directions to the driver of said vehicle. 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/she intends to operate the vehicle in reverse gear.
5. No City employee shall position himself/herself immediately behind any City vehicle while said vehicle is being backed up (operated in reverse).
6. Where City vehicles are equipped with seat belts; driver and passengers shall use/wear said seat belts.
7. No City Employee shall ride on any City vehicle anywhere except in the seats provided for that purpose.
8. All City vehicles larger than pickup trucks must be equipped with "back-up alarms".
9. Any City vehicle transporting over-length or overhanging materials shall be properly "flagged". When practical, another City vehicle shall follow the transporting vehicle, using emergency flashers to warn other motorists of the hazard.
10. All employees shall report to their supervisor if they or other employees are taking a medication that would impair their ability to operate a motor vehicle in a safe manner. Any employee reporting for duty under the influence of alcohol shall be reported to his/her supervisor immediately. In either case the supervisor receiving the report shall report the incident to the Department Head as soon as possible, as per the City's Drug and Alcohol Policy.
11. The driver of any City vehicle that becomes "stalled" in traffic shall turn on all emergency devices immediately. Driver and passengers shall not remain inside or in the immediate area of such disabled vehicle while waiting for help. No attempt shall be made to physically move such vehicles unless more than one person is present or unless safety interest warrants to remove the vehicle.

12. All gasoline operated vehicles and equipment shall be shut off while being filled with gasoline.
13. All employees shall observe the "NO SMOKING" rule while dispensing or handling gasoline or any flammable liquid. No employee shall handle or dispense gasoline or any flammable liquid near an open flame, sparks, or any other source of ignition.
14. All City vehicles shall be equipped with approved U.L. listed rechargeable fire extinguishers and first aid kits. Extinguishers shall be inspected by a certified inspector in accordance with manufacturer's instructions and City code. All documents will be filed with the Service Department.
15. 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.
16. All Portable gasoline tanks shall be filled outside the vehicle.

CHAPTER II

GENERAL/ALL DEPARTMENTS REGULATIONS

Although office work appears to be a pretty “safe” occupation, some recent studies show that office people were involved in approximately 47% of all job-related accidents compared to approximately 37% for blue-collar workers. 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 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 in maintaining a safe working environment:

1. Don’t “horseplay”; avoid distracting others, and don’t be the cause of accidents.
2. When lifting, use approved lifting methods, i.e.; bend your knees, grasp the load firmly, then raise the load while keeping your back straight. Get help for heavy loads. Haste often causes thoughtless action; think before acting.
3. No City employee shall run on any stairs, hallway, corridor, sidewalk, driveway, or any other area in or on City property.
4. All prescribed safety and personal protective equipment shall be used when required and shall be maintained in good working condition.
5. Any employee who, in the performance of any task that would expose himself/herself to the possibility of eye injury, shall wear approved safety glasses/goggles, or other approved face/eye protection devices. Hard hats will be worn when entering areas where hard hats are required.
6. Obey all City rules, regulations, signs, markings and instructions. Be familiar with those that apply directly to you or to your department.
7. Whenever you are involved in any 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 or necessary treatment promptly.
8. All employees shall report to their supervisors if they or another employee is taking medication that would impair their ability to perform their assigned duties in a safe manner. Any employee reporting for duty under the influence of alcohol shall be reported to his/her supervisor immediately. In either case, the supervisor receiving the report shall report the incident to the Department Head as soon as possible. For the purpose of this rule, “duty” shall include all time elapsing between the time you report for work/duty and the time you leave to return home (at the end of the “work day”), including lunch periods and/or “break” periods.
9. The use of gasoline, or any other flammable liquid, as a cleaner or cleaning solvent is STRICTLY PROHIBITED, use proper cleaner.
10. Never insert metal objects such as paperclips, nail files, etc., inside any electric office machine or appliance that is plugged in, as an electrical shock may result. If it needs fixing, call or ask your supervisor to call, the authorized service repairman.
11. Never tilt or lean back in office chairs, keep all chair legs in contact with or on the floor.

12. When dealing with irate or combative persons, ask a supervisor or work mate to assist you. Never approach suspicious persons; ask for police assistance.
13. If only one (1) person is left to take care of the main counter, make sure that the back door is locked to the general office.
14. All departments shall have at least one (1) regular full time employee certified in Standard First Aid. All City departments shall have at least one (1) regular full time employee certified in Cardio Pulmonary Resuscitation (CPR.) and be aware of whom to contact for quick response.

BASIC BODY MECHANICS: Lifting

- a. Keep the load in front of you.
- b. Keep feet staggered (diagonal stance), one foot along side and one behind the object.
- c. Get down to the level of the object.
- d. A knee on the floor will give you leverage.
- e. An elbow on the knee may give additional leverage.
- f. Keep the load close.
- g. Use your legs, not your back.
- h. Control your load.
- i. Do not turn quickly – pivot.
- j. Do not pivot while lifting.
- k. If an object is too heavy, get some help.

BUILDING SAFETY

1. All desk drawers, locker doors, filing cabinets, drawers, etc., shall be kept closed when not in use.
2. Stairs, aisles and all other areas of pedestrian traffic must be kept clear and uncluttered at all times. Grease/oil spills must be cleaned up immediately. All exterior City property, which is normally used for pedestrian traffic shall be kept clear of ice and snow.
3. 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 location.
4. No ashtrays or extinguished matches shall be thrown into any waste receptacle in any City facility. The “NO SMOKING” rule shall be observed in all areas.
5. Electrical extension cords shall be used only for low electricity demand appliances. 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/worn extension cords must be replaced immediately; or proper electrical outlets should be requested when possible.
6. All City facilities shall be kept clear of combustible materials (paper, trash, etc.). All storage areas shall be kept in a neat, orderly condition.
7. All loose or improperly working light switches, electrical receptacles, fuses, lamps, fans, heaters, etc., shall be tagged and reported to supervisors for repairs.
8. At least once each year, all City facilities shall be inspected by the City’s Building Department in accordance with the City’s building codes.

9. Each department shall use/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. "Temporary" hazards or unsafe conditions such as wet, slippery floors must be posted or visible sign displayed saying "DANGER".
10. Before leaving for the day, make sure that all electrical equipment has been turned off, for example; coffee maker, calculator, cash register, copy machine, etc. All space heaters should be turned off and unplugged when not in use.
11. All doors and windows must be locked at the end of each working day.

MACHINERY & EQUIPMENT

(same as Chapter I, Vehicle Inspection)

1. Do not operate any equipment that you have not received training. Report unsafe conditions immediately
2. Always use the right tools and equipment for the job. Use them safely.
3. Good housekeeping must be practiced. Return all tools, equipment, materials, etc., to their proper places. Disorder results in injury.
4. Never attempt to repair or replace parts on any power-operated machine or device without first disconnecting/disabling/removing the source of power.
5. No equipment/machinery equipped with safety guards/devices shall be operated with said guards/devices disconnected or inoperable.
6. All City departments shall maintain scheduled inspections to insure/verify safe operation of said equipment. Tools and equipment shall be inspected for wear or damage. Any and all defects should be reported. All departments shall practice lock out/tag out of any dangerous equipment that could result in accidental injury.
7. All departments shall inspect all safety equipment. Records are filed with each Department Supervisor and a memo forwarded to City Clerk.

CHAPTER III

BUILDING DEPARTMENT

The safety rules provided here are intended to deal with specific situations that often confront our department personnel. Many other guidelines will be found in the adopted Building Code and the City's Recompiled Municipal Code.

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.

PERSONAL SAFETY

1. With the exception of certain Public Safety Department's emergency activities, no employee shall be assigned a "Hazardous Task" (whether moderate or severe hazard) to perform by himself/herself; always work under such circumstances in pairs.

BUILDING SAFETY

1. Any City employee entering a construction area or any area where hard hats are required shall wear the required hard hat.
2. When called to make an inspection of any building damaged by fire, natural disaster or deterioration, always wear your hard hat, gloves (preferably leather), and safety boots or hard-soled shoes. Never make an inspection alone, always have member of the Police Department, Fire Department, Building Department or other qualified staff member make the inspection with you.
3. When making inspections at construction sites, see that all safety guidelines found in the BOCA Building Code, recompiled Municipal Code, and all other City Ordinances are being enforced. You are expected to use common sense in matters not specifically covered, so as to insure the safety of all persons.

MACHINERY & EQUIPMENT

1. When notified of a hazardous condition, always tag, barricade or flag the unsafe condition until it is corrected.
2. When using any hazardous materials, such as solvents, chemicals or chemical products, always comply with the listed standards for using the material, which are maintained at designated entryways as determined by the fire department.

**"You are expected to know and enforce all safety rules of
the City of Wentzville"**

CHAPTER IV
POLICE DEPARTMENT

The below defined safety rules are general policy for all police employees in the use of city owned vehicles. Such operation of police vehicles will be defined in the Police Department Manual of General Orders, as herein referenced;

- G/O 01-04 Use of Force
- G/O 41-03 Vehicular Pursuits
- G/O 41-04 Assigned Vehicle Operations
- G/O 62-03 Emergency Vehicle Equipment and Operation
- G/O 63-02 Police Vehicle Accidents

and/or any other applicable General Order, written and defined, but not herein stated due to omission by error.

In addition to adherence to all written General Orders, and specifically in the area of SAFETY, each police employee shall exercise such common sense and good judgment as is reasonably expected of Law Enforcement professionals.

CHAPTER V

STREET, PARKS, WATER, WASTEWATER & SERVICE DEPARTMENTS

PERSONAL SAFETY

1. When operating mowers, make sure hands, feet and clothing are at a safe distance from the blade(s) and all other moving parts. Tuck in long shirttails, roll up sleeves, etc.
2. Be especially careful when mowing/cutting on steep grades.
3. Never smoke or have open flame near gasoline or when refueling.
4. Keep bystanders at a safe distance when operating any power equipment.
5. Never operate a chain saw or similar dangerous equipment when working alone. Under these circumstances, at least one (1) other employee must be present. Use/wear all appropriate safety equipment.
6. Use all safety equipment when/where required, i.e.; safety shoes, safety (hard) hats, eye protection (safety glasses/goggles), etc. Approved shoes to be worn at all times. Shirts and shoes are to be worn at all times.
7. When two (2) or more people are operating weed-eaters in the same area, they shall stay at least six (6) feet from other operators. This is to avoid cutting head from contacting feet, ankles, etc. This can cause injury.
8. No employee shall be assigned a hazardous task (whether moderate or severe hazard) to perform by himself/herself.
9. Obey all on-site safety signs or rules when doing City business whether on or off City property.
10. Use ALL safety equipment when required, i.e.; safety shoes, safety (hard) hats, eye protection (safety glasses/goggles), etc.
11. Wear hard hats while working under/below overhead work, i.e.; tree trimming, while loading trucks with equipment, and at any/all times when activity could reasonably be expected to result in a head injury.
12. Wear safety glasses/goggles when using a chain saw, an electric saw, an electric grinder, a leaf machine, etc.
13. Wear safety vests at all times when working on or near streets or in the vicinity of traffic.
14. Wear appropriate shoes AT ALL TIMES WHILE WORKING.
15. Use "CAUTION – MEN WORKING" signs or other appropriate signs in the immediate area whenever men are working in/on streets. Signs shall be placed so as to warn all oncoming/passing motorists of the presence of those men working in/on streets.

16. When working within or adjacent to a street, a minimum of one (1) person shall act as a FLAGGER. If the situation warrants, additional workers shall be used.
17. NEVER operate fuel-powered equipment in closed area/building without proper ventilation.
18. Keep bystanders at a safe distance when operating power equipment.
19. All persons required to work with or use any hazardous materials, such as solvents, chemicals or any chemical by-products such as paints, cleaners, acids, etc., shall always comply with the listed standards for using the product, as well as with any applicable rules governing the same.
 - a. When any new product is introduced into the work area, the directions for use of that product shall be added to the above city regulations.
20. There shall be three (3) men present when entering a manhole or storm drain. A gas detector, harness and blower should be used.
21. One person shall be appointed to watch the ditch lines while men are working in ditches. For ditches which are four feet (4') or greater in depth, shoring or terracing shall be used.
22. Properly mark off an unsafe area.
23. Keep bystanders at a safe distance when operating any power equipment.

BUILDING SAFETY

1. Be sure a first aid kit is available in all buildings.
2. Chemicals shall be kept locked where small children and/or the general public cannot reach them.

MACHINERY & EQUIPMENT

1. 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 wheel or windshield. The vehicle plow shall be properly maintained to fold over when items are struck on the roadway.
2. Store equipment and tools in the proper place.
3. Inspect tools and equipment for wear or damage. All defects should be reported and tools/equipment tagged for repairs.
4. Notify Police Department, Fire Department and Ambulance, if street is impassable any reason, (emergency or planned jobs).
5. If called out for overtime, keep in contact with the Police Department dispatcher. Keep them informed of the problems and let them know when you are completed.

6. Coordinate with the Police Department for traffic control on construction work being done on busy streets.
7. Never operate a chain saw or similar dangerous equipment when working alone. Under all circumstances, at least one (1) other employee must be present. Use/wear all appropriate safety equipment.

