

## **Industrial & Maintenance**

1. Report any injury, however minor, to your supervisor immediately, and keep your supervisor informed as to your condition and medical treatment (if treatment was necessary).
2. Report hazardous working conditions, defective tools or equipment, or unsafe acts promptly to your supervisor.
3. In order to promote a safe working environment, good housekeeping must be maintained in shops, storage houses, sheds, storage yards, and vehicles. A weekly inspection shall be made in these areas to maintain good housekeeping and correct deficiencies.
4. Action such as horseplay on work operations will not be tolerated and will be the cause of disciplinary action.
5. Never attempt to do any job if you are in doubt about the safety of yourself or others. Ask for help.
6. The use of gasoline, or other combustible liquids, by any employee to start a fire or as a cleaning fluid is prohibited.
7. Keep guards and protective devices in place at all times except for repairs or preventive maintenance. Persons providing such maintenance shall be qualified and trained to do so.
8. Never direct compressed air toward another person or oneself.
9. City employees are prohibited from transporting any type of empty, filled, or partially filled gasoline containers or explosives in the body of any equipment when convicts are being transported.
10. Asphalt and bituminous materials must not be heated, except in containers (free of water) provided for that purpose, and must be constantly attended while materials are being heated.
11. Keep oxygen and gas cylinders upright and secured. Keep free from oil and grease. Tank shall not be accepted from supplier unless properly capped.
12. All grinders must be securely fastened and guards adjusted to within 1/8 inch of grinding wheel.
13. Check lifting chains regularly for damage. Never allow anyone to walk under load.
14. Avoid pushing or pulling equipment unless equipment is so designed.
15. Do not wear loose clothing, torn sleeves, key chains, rings, bracelets, etc., that may get caught in machinery or cause bodily injury.

16. All employees must wear approved protection while working under equipment, when striking metal against metal, feeding a crusher, using an emery wheel, while breaking rock, concrete, or any substance that is likely to break or shatter, or while working around others so engaged.
17. All employees must wear regulation respirators while operating a sweeper blower unit, chip spreader, while loading trucks at crusher gins, or while feeding crushers, and in any other operation where there is a high concentration of dust or harmful fumes.
18. When welding or assisting in a welding operation, employees must use regulation hoods. When cutting or burning metals, approved eye protection must be used, and a fire extinguisher must be available at the location of work.
19. Welding on tanks, distributors, or any other container of bituminous or flammable materials shall not be done unless the proper safeguards are taken. All bituminous or flammable material tanks are to have wide open vents while work is being done. Before welding, the container is to be steamed for 48 hours and flushed to remove all fumes. When welding, after tank has been cleaned, flame or arc is to be shielded with appropriately rated sheeting to contain sparks.
20. Use proper tools and care when checking a hot radiator.
21. All tail pulleys, v-belts, sprocketed rivets, shafts and couplings, etc., must be guarded.
22. No one will work on, under, or from raised equipment until it has been properly blocked.
23. When working under equipment, trucks, raised beds, etc., blocks must be used to prevent pinning or crushing worker.
24. When operating electric disconnect switches: stand on an insulated mat, keep switch panel front closed, and guard eyes against possible flash.
25. Supervisors are to make sure all electrical tools and equipment are properly grounded.
26. Use insulated electrician's gloves and special stick to move electric cable. Be sure power source is locked out and tagged. Keep cable out of standing water and protect from being run over and damaged by equipment or falling material.
27. Let operator know where you are at all times. Avoid being caught between equipment or other objects or buildings when working around operating equipment.
28. Keep a safe distance and in view of driver or operator at all times. Never use voice signals; use hand signals for instructing driver or operator.
29. Follow equipment operator's instructions. Learn the proper way to perform a job.
30. When lifting: use legs instead of back, keep back straight, bend knees. If load is too heavy, get help.

31. Smoking is not permitted in shops, storage sheds, or storage yards except in specifically authorized areas.
32. Smoking or the use of a torch, lantern, etc., or any open flame within 50 feet of flammable material being transferred from one container to another is prohibited.
33. No open flame shall be used to inspect or examine drums or other containers in which bituminous or flammable materials have been stored.
34. Open flame heating is strictly prohibited.
35. No alcoholic beverages, drugs, or effects of same are allowed on the job. Refer to Administrative Regulation 23.8 Substance Abuse Policy for specific details.
36. Open fires must not be built within 200 feet of any point where bituminous or flammable material have been stored.
37. Do not run; watch your step; keep firm footing and proper balance at all times.
38. All equipment without a self-starter must be cranked by the operator or by someone who has been properly instructed in the cranking procedure.
39. Waste Management workers will be allowed to wear approved safety shoes at all times while conducting collection of refuse.
40. Waste Management workers will be allowed to wear bright orange shirts or reflective vests while making refuse collections.
41. All City owned and operated equipment (such as pumps and compressors) must have a fully charged portable fire extinguisher readily accessible. It is the responsibility of the operator to insure the presence of an extinguisher.
42. An industrial first aid kit should be readily accessible at each work site.
43. Confined space entry shall be in accordance with published standards of safety.