



CITY OF
ESTHERVILLE

SAFETY POLICY
&
RULES

Revised January 2015

GENERAL

It is the policy of the City of Estherville to have all work performed safely and to develop and encourage safety consciousness in employees in activities both on and off the job. To accomplish this, the city will establish and enforce a city safety program and rules.

In recognition of its responsibility for the prevention of accidents, the city undertakes to:

1. Assign each person employed by the city to work that is within his or her capabilities.
2. Provide standardized methods and tools for doing work operations in a safe manner.
3. Hold safety classes.
4. Provide First Aid supplies and give First Aid training as required and needed.
5. Investigate accidents on the job.
6. Furnish accident prevention literature and posters.
7. Evaluate work habits to see that the proper safety measures are taken.
8. Provide immediate professional care when an accident happens in the course of duty and which results in physical injury.

TRAINING REQUIREMENTS

Safety and First Aid training will be provided through the Northwest Area Safety and Support Alliance (NAASA) and conducted during normal working hours.

Training should develop the ability of an individual to foresee circumstances and to act accordingly. This makes accidents avoidable. Nearly every activity has accident possibilities. Supervisors who observe employees can call attention to the hazards introduced by poor work habits.

First Aid Training: All city field employees will be offered first aid training.

Job Knowledge and Job Safety: Job knowledge and job safety will be the responsibility of every supervisor and employee. The employee shall be responsible for knowing safe job procedures and safe operating procedures for all machines and tools used on the job.

All new employees should have adequate training before being assigned to work on a job.

No City employee should operate any type of power-activated stud (or masonry fastening) driver until properly trained.

All City employees required to use heavy equipment (example: dump trucks, snow plows, graders, end loaders and associated hydraulic equipment) should be thoroughly trained in the use of this equipment.

REPORTING ACCIDENTS

The reporting of all accidents whether personal, vehicle or otherwise shall be made to the departmental supervisor and then to the Community Development Director.

Job Injuries: Injury report shall be made by calling the Company Nurse Injury Hotline at 1-888-770-0928. This must be done within 24 hours of an injury. The Community Development Director shall report all disabling injuries to the City Administrator immediately.

All Fatalities are to be reported immediately to the City Administrator.

When Job Injuries Require Medical Attention the department supervisor or employee acting on their behalf should accompany the injured employee to see the physician.

All motor vehicle accidents involving a city owned, rented, or leased vehicle or equipment must be reported on an Accident Report Form in the Community Development Director's Office, immediately or not later than 24 hours after occurrence. All motor vehicle accidents must be IMMEDIATELY reported to the supervisor of the department for which he works. If possible, pictures should be taken of the accident scene (for major accidents).

INVESTIGATION OF ACCIDENTS

The Police Department shall investigate all vehicle accidents.

Regardless of its classification, every accident shall be investigated for the purpose of:

1. Collecting and identifying all pertinent facts.
2. Preventing similar accidents.
3. Improving operations.
4. Reducing costs of operations and economic losses caused by accidents.

Copies of the investigative report should be delivered to the Community Development Director's Office not later than a day or two following the accident.

Appointment of Investigating Committee: An investigating committee may be appointed by the Community Development Director to assist the supervisors in investigating each disabling injury case.

The investigating committee shall be composed of the Safety Director and Community Development Director.

If a committee investigation is not made, the supervisor to whom the employee reports shall make the investigation that is considered advisable under the circumstances.

SAFETY ALLIANCE

The City of Estherville is a member of the Northwest Area Safety and Support Alliance. Members of this alliance include Estherville, Milford, Spencer, Graettinger, and Everly. Safety classes are scheduled on a yearly basis conducted in one of the member cities by IAMU. The

City Council approved the appointment of Mitch Eveleth as the city's NAASA delegate, and Barb Mack as the alternate.

The delegate shall attend scheduling sessions and other meetings as scheduled by the NAASA board.

SAFETY TRAINING ATTENDANCE

Each Department Supervisor shall be responsible for insuring that employees attend the safety classes appropriate for their job duties. Frequency of required training is determined by OSHA. Employees must attend classes to satisfy these training requirements.

COMMUNITY DEVELOPMENT DIRECTOR

(Regarding Safety)

Function: To oversee the safety program and policy.

Duties:

1. Discuss city work rules relating to safety with department heads.
2. File safety inspection reports.
3. Accompany federal, state, and insurance representatives and keep records relating to such inspection.
4. Investigate accidents.
5. File necessary accident reports.
6. Report and make recommendations to the city administrator and NAASA delegate.

MANAGEMENT RESPONSIBILITIES

In order to comply with safety requirements on the job and the Occupational Safety and Health Act of 1970, management personnel must fulfill the following responsibilities:

1. Become knowledgeable of city practices and applicable Occupational Safety and Health Standards established by the Secretary of Labor (OSHA).
2. Provide a safe and healthful place of employment, as free from hazards of injury, serious physical harm or death as possible.
 - a) Provide and maintain safe plant, safe buildings and working quarters, safe tools, equipment and materials.
 - b) Set up and enforce safety rules and working practices necessary to reduce the probability of accidents and comply with the law.
 - c) Instruct employees on safety rules and work practices to be followed on their job.
3. To train employees to accept the responsibilities for their personal safety and to comply with both city and OSHA requirements as a condition of employment.

If no further action is taken by the supervisor than to repeatedly remind an employee of a safety rule violation, he has failed, not only in enforcing safety rules, but has contributed to the employee's disregard for safety.

To comply with all City of Estherville and OSHA requirements concerning records and reports in connection with injuries and accidents. Report all on-the-job injuries and accidents to the community development director and administrative supervisor. Failure of supervisors to see their employees comply with the requirements of the city's safety policy and rules can result in serious charges against the city and subjects the supervisor to possible disciplinary action.

4. Make copies of all safety rules and regulations available to the employees.

NON-MANAGEMENT RESPONSIBILITIES

In order to comply with the safety requirements of the job, non-management employees must accept the following responsibilities:

1. Learn and obey the safety rules and follow the working practices presented by the city and the law to reduce the probability of accidents.
2. Report every on-the-job injury or accident to their supervisor without delay, furnishing complete and accurate information concerning all the circumstances.
3. Report without delay to their supervisor any hazardous or unsafe condition or equipment which they cannot correct, which may result in an injury to themselves or others.
4. Take part in safety training sessions.
5. Each employee has an obligation to follow the city's safety policy and good safety practice.

If the employee, for any reason, disregards safety rules with which he should be familiar, it will indicate that he has not accepted his personal responsibility for safety, and the city cannot tolerate it.

If an accident were to result from the violation of a known safety rule, no excuse for violating that rule will be acceptable. The suffering of those affected will not be lessened by excuses, such as being in a hurry. It doesn't require an accident to make this point. There is no acceptable excuse for failing to follow a known safety rule.

Employees violating the city's safety policy and rules will be subject to possible disciplinary action.

SAFETY RULES

Field employees shall mean all employees of the City of Estherville except the following:

Police Department personnel, City Hall clerical or office personnel, Library personnel, Recreation & Swimming Pool personnel

(Park maintenance personnel are considered field employees)

All field employees shall acquire and wear OSHA approved safety glasses and steel-toed or ANSI approved footwear while working for the city. It will be the employee's responsibility to keep their safety glasses and footwear in good repair and replace them as necessary.

Seat Belt Use: Seat belt use is required when operating or riding in any city vehicle or equipment unless provided for in Section 321.445 2(b) of the Code of Iowa. This includes the use of a personal vehicle when performing city business.

Eye Protection: Safety glasses and/or goggles shall be worn by employees whenever involved in work that creates the conditions for possible eye injury. Welding masks shall be worn whenever the employee is engaged in welding and cutting torch operations or similar work.

Hard Hats: Hard hats and liners will be furnished by the city and shall be part of each field employee's minimum required list of safety equipment (along with safety glasses and footwear). Field employees shall wear hard hats whenever they are in areas where danger of being struck by objects exists. Field employees shall wear a hard hat inside buildings whenever involved in work where they may be struck by flying or falling objects.

Trench Shoring: All trenches more than five (5) feet deep shall be shored or banks laid to a stable slope to prevent cave-ins.

Safety Vests: All field employees engaged in work on or adjacent to any roadway shall wear approved safety vests furnished by the city.

Ear Protection: Ear protection shall be worn whenever there is excessive noise at the work site.

Chemical Handling: Whenever corrosive or toxic chemicals are used, protective apparel shall be worn.

Protection of the Public: Necessary measures will be taken to protect the general public from any hazard or unsafe condition that may exist on city property or as a result of city operations.

FR Clothing: All employees working on or near exposed energized lines or parts where they may be exposed to electric arcs or flames shall wear clothing that complies with OSHA Standard 29 CFR Part 1910.269(1)(iii).

Job Briefings: Before each job a job briefing shall be held with the employee or group of employees assigned to perform the job that shall cover the hazards associated with the job, work procedures involved, special precautions, energy source controls, and personal protective equipment needed. (Added by Memo dated 1-19-2015)

Temporary Floor Openings: All temporary floor openings shall be constantly attended by someone unless appropriate railings are in place. Monitoring the temporary opening shall be the only responsibility of the attendee, while such temporary opening exists. (Added by Memo dated 1-19-2015)

Safety Programs: Employees shall comply with and attend safety training classes to remain up to date on all safety requirements contained in OSHA required programs that pertain to their position. These programs include but are not limited to: Lockout-Tagout, Respiratory Protection, Confined Space, Hazard Communication, Blood Borne Pathogens, Hearing Protection, Personal Protective Equipment, and Hot Work.

Specific Departmental Safety Rules

Additional safety equipment or rules may be required in various departments due to their specific working conditions.

Electrical Distribution:

GENERAL

All employees will be responsible to know, understand and adhere to rules governing safe work practices as related to the National Electrical Safety Code. All employees shall comply with the Occupational Safety and Health Act Rules, Standards and Regulations.

PERSONAL PROTECTIVE EQUIPMENT

1. All employees shall be equipped with the appropriate PPE necessary to safely perform their job.
2. Approved head gear shall be worn by all employees in areas where falling objects, electrical contact, or other hazards may cause a head injury, and when required by City Policy.
3. Employees working on or near exposed energized lines or parts and exposed to the possibility of electric arcs or flashes, shall wear clothing that complies with OSHA Standard 29 CFR Part 1910.269 (i) (iii).
4. Rubber gloves shall be worn during the following conditions:
 - a) Working on or within falling or reaching distances of conductors, electrical equipment or other parts and equipment which may become energized.
 - b) During wet or stormy conditions when working on conductors and equipment that may be or may become energized.
 - c) Performing tests on cables using approved testing devices.
 - d) Operating manually controlled air-break switches.
 - e) Pulling wire or handling conductive materials near circuits or apparatus that may be or may become energized.
 - f) While setting or removing poles near conductors energized above 600 volts.
 - g) Whenever opening any underground equipment which has been damaged or dislodged in any way from its normal position.
5. Rubber sleeves shall be worn whenever working on energized overhead 3 Phase lines. Rubber sleeves should be worn whenever using protective cover-up materials on energized conductors or equipment.
6. Low voltage rubber gloves shall be worn whenever working on secondary live lines or equipment energized at 480 V. They should be worn on lower voltage when wet conditions prevail.
7. Rubber glove protector shall never be worn alone as standard work gloves.

WORKING ON ENERGIZED CONDUCTOR OR EQUIPMENT ABOVE 5000 V.

1. Only qualified employees working under direct supervision may work on or near exposed energized lines or equipment.
2. Whenever direct contact with energized lines or equipment is performed a minimum of 2 qualified employees shall be required.
 - a) Employees with a minimum 3 years of experience working in the electrical field, trained in CPR, pole top and bucket rescue will be considered qualified personnel.
3. Whenever live line work is done on lines above 5000 V., one qualified employee shall be positioned on the ground at the immediate location at all times.
4. When working on energized circuits or equipment above 5000 V the following conditions shall be met:
 - a) Employees shall be isolated from all grounds and conductors by using approved insulation devices such as aerial baskets.
 - b) Insulated cover-up shall be used as necessary and considered only as a partial protection against accidental contact.
 - c) When installing protective cover-up, always protect the nearest and lowest conductors first protecting as they progress.
 - d) The employees shall be familiar with and protect against the minimum clearances as set forth by NESC Table 441-1.
 - e) When 2 or more employees are working on the same line section, they shall only work on or contact the same conductor at one time.
5. When working on energized lines or apparatus, work should be done from below, if possible.
6. Rubber blankets shall never be used on the ground.
7. Rubber gloves and sleeves shall be put on before entering the work area.
8. Rubber protective equipment should not be left in place on energized lines overnight or for more than one 8-hour period to avoid ozone damage.

SWITCHING

1. When switching energized lines and equipment only qualified employees shall engage in the operation of switch gear or the removal and reinstallation of elbows, fuse doors or other apparatus.
2. All employees shall be aware of all steps involved in each switching procedure.
3. When possible a written procedure for multiple-step procedures shall be available.
4. All switched circuits shall be considered energized until they have been checked and grounded.

GROUNDING

1. All lines, cable and equipment shall be considered energized until tested and grounded.
2. De-energized primary circuits and equipment shall have a visible opening, be tested for voltage and grounded with approved grounding cables before work is to be done on them.
3. De-energized cables shall be grounded at a point as close to work area as possible.
4. All conductors of a circuit shall be grounded when work is to be done on any of them.
5. Approved grounding cables shall be a minimum of #2 AWG.
6. When attaching grounds, the ground end shall be attached first. The other end shall be attached and removed by means of an insulating tool.
7. Equal potential grounding should be used whenever possible. When not possible, dual point grounding is acceptable.
8. When using dual point grounding, grounds shall be installed as close as practical to the work location.

AERIAL DEVICES

1. Only authorized persons who are properly trained and qualified may use or operate aerial devices.
2. Load limits of the boom and basket shall not be exceeded.
3. Malfunctions or unsafe conditions shall be reported. Equipment not in proper operational condition shall not be used.
4. Employees shall not belt to an adjacent pole or structure and climb out of lift.
5. Fall protection shall be worn at all times when aerial devices are in use.
6. Employees shall not stand or sit on the edge of the basket and shall have their feet on the floor of the basket at all times.
7. When operating a 2-man device, one employee should maneuver the controls to position the second man in the work area.
8. In no case shall more than one energized conductor be worked on at one time.
9. Operators shall maintain proper clearances at all times.
10. Aerial devices working adjacent to energized lines and equipment shall be treated as energized.
11. Outriggers shall be used according to the manufacturer's recommendations.

DERRICKS AND LIFTING DEVICES

1. Only authorized persons who are properly trained and qualified may use or operate any derrick or lifting device.
2. No person shall ride the hook, sling or load lifting device.
3. Load limits as specified by the manufacture shall not be exceeded.
4. Before lift attempt is made the lifting device shall be leveled and outriggers deployed as per manufacturer's recommendations.
5. No load shall be lifted until its weight has been determined.
6. A signal person who has been trained and qualified must be present when operator's visual of the load is obstructed.

7. No employee shall be under a suspended load or inside the angle of the winch line.
8. Winch lines, slings and lifting attachments shall be inspected for damage before use.
9. Operators shall not leave their control position while loads are suspended.

TRENCHERS AND BACKHOES

1. Only authorized persons who are trained and qualified may use or operate any trencher, plow or backhoe.
2. Before any excavation is begun, the area shall be marked and called in for locates of all underground facilities.
3. When trenching no one shall be permitted to step near or over the rotating digging chain.
4. Operators shall be aware of and warn any other employees of the possibility of materials being thrown rearward of the turning digging chain.
5. When operating any boring equipment, the operator shall watch for excessive pressure on boring pipe which may become bound up in bore hole.
6. No employee shall ever step across a spinning boring pipe.
7. When operating a trencher or plow device on uneven ground, the operator shall be aware of the possibility of a rollover.
8. When operating a back hoe, the operator shall be aware of the location of any employees in the swing or dig area.
9. No employee shall approach an operator from the swing area while the backhoe is in use.

TREE TRIMMING, CHAIN SAWS AND CHIPPING

1. Employees engaged in tree trimming and removal shall be trained in chainsaw safety.
2. Employees will wear head, eye and ear protection when trimming or felling trees.
3. When trimming near energized equipment, care shall be taken to avoid dropping debris across live lines or equipment.
4. Tree trimming and felling shall not be done during electrical storms, high winds or weather conditions dangerous to employees.
5. Employees shall be aware of all public property and persons on the ground and protect them at all times.
6. Employers and employees should be trained to understand the hazards associated with chippers. Training should cover the following:
 - Correct operation of the chipper and its safety controls.
 - Manufacturer's instructions on operation, inspection and maintenance of the chipper.
 - Proper procedures for machine start-up and shutdown.
 - Correct use and maintenance of personal protective equipment.
7. Training should be provided in an effective manner and should make provision for those employees who speak or read little or no English.
8. Employers should closely supervise newly-hired employees to ensure that they are safely operating the chipper and should reinforce training through regular safety talks and unannounced site visits. When an employee engages in unsafe work practices, or disables

existing safety devices, immediate corrective action, including refresher instruction and/or disciplinary measures, should be taken.

9. Proper work practices are essential for safe operation of chippers. Employers should reinforce proper work practices on a regular basis, such as during "toolbox talks".
10. The following are recommended safe chipper work practices to reduce "caught-in" and "struck-by" hazards:
 - Designate one or more employees as a safety watch to be stationed near emergency shut-off devices while other employees feed material into the chipper.
 - Stand to the side of the infeed chute when feeding material into the chipper. This reduces the "caught-in" hazard and allows quick access to emergency stop devices.
 - Keep hands and feet out of the immediate infeed chute area while the chipper is running.
 - Push material into feed rollers with a wooden tool or a long branch.
 - Feed branches into the chipper butt-end first.
 - Place shorter branches on top of longer branches being fed into the chipper.
 - Place small debris into trash cans instead of feeding it into the chipper.
 - Never stand, sit or climb onto any part of the chipper while it is running.
 - Shut down the chipper and remove the ignition key when it is unattended.
 - Before starting a chipper, ensure that the chipper's disc hood is completely closed and latched, and that there are no foreign objects in the infeed area.
 - Ensure that the discharge chute is positioned to prevent chips from hitting employees.
 - Do not stand in front of the feed table when the chipper is running.
 - Check material to be fed to ensure that it is free of metal and other foreign objects.
 - Use proper locking pins to immobilize the disc cutting wheel when attempting to clear a clogged chipper chute or changing chipper blades.
11. Employers must "assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment" (29 CFR 1910.132(d)(1)).5
12. Employees must take the following precautions:
 - Use appropriate hand protection ... relative to the task(s) to be performed, conditions present ... and the hazards and potential hazards identified (29 CFR 1910.138(a) and (b)).
 - Use appropriate eye and face protection (29 CFR 1910.133). Devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989 (.133(b)).
 - Wear a protective helmet (29 CFR 1910.135). Helmets purchased after July 5, 1994 must comply with ANSI Z89.1-1986 (.135(b)).
13. The following are industry and ANSI recommended clothing and apparel to prevent entanglement hazards:
 - Wear gloves with no cuffs (non-gauntlet) (ANSI Z133.1-2006-3.4 4, 8.6.3).
 - Wear close-fitting and tucked-in clothing with no stray straps or strings. Jewelry should not be worn while operating chippers (ANSI Z133.1-2006-8.6.3).

14. Employers need to inspect and maintain chippers in accordance with the manufacturer's specifications. Employers should inspect and test the chipper at the start of each workshift to ensure that all parts and safety devices are functioning properly. This should include looking for broken parts, cracks, worn hinges, and missing parts and pins.
15. Before beginning any servicing operation, lockout/ tagout procedures must be utilized to control hazardous energy related to start-up of the chipper (29 CFR 1910. 147).

WORK ZONE SAFETY

1. Work areas shall have adequate safeguarding or protection of pedestrians, motorists, and employees at all times.
2. When working in traveled portions of roadways proper signage, barricades and flagmen shall be used.
3. When working in any residential area, employees shall prevent any persons from entering the work zone.
4. All employees shall receive training in traffic and work zone control as set forth by the Iowa D.O.T.

POLE CLIMBING

1. All poles and structures shall be inspected prior to climbing.
2. No unsafe pole shall ever be climbed.
3. No existing strain on a pole shall be changed while a climber is on the pole.
4. Climbers should be put on and removed at the base of the pole prior to ascending and after descending.
5. Only approved body belts and straps may be used.
6. Employees shall not climb in rubber gloves.

CELL PHONES

1. Personal cell phones shall not be used when engaged in work on energized equipment.
2. Personal cell phones shall not be used during switching procedures or during outage situations.

Vehicle Maintenance Garage

1. Use exhaust system whenever vehicles are running and garage doors are closed.
2. Use air-cleaning filter when sweeping, welding or creating a dusty atmosphere.

Solid Waste Collection Department

1. Hands will be kept away from the hopper as long as it is in operation. Only until it stops should hands be used to clean it, etc.
2. Leather or rubber gloves should be worn whenever handling rubbish or containers holding refuse.
3. A spotter should always be watching when the packer driver backs up.
4. There should be no riding on the outside of a truck when it is in reverse and backing.
5. Generally hard hats and reflective vests should be worn. Also when stopped on the road or alley, the four way flashers must be on.
6. Windshields and mirrors will be kept clean at all times.

Wastewater Treatment Department

1. When handling caustic chemicals, eyewash and shower shall be available.
2. When entering manholes, there shall be a three-man crew as a minimum. The person entering the manhole shall wear a safety harness with the other people on the ground above to assist if necessary. The person in the manhole shall have an oxygen detector with him while in the manhole.

Confined Space Entry Procedures

At times confined space entries will be required while working at the wastewater plant or the collection system. Precautions must be taken to insure all work is done safely so no injuries occur to any employees.

The safety equipment available to all employees for entry work includes:

- Atmospheric monitoring equipment
- Tripod with body harness
- Forced air ventilation blower
- Hip boots, rain gear & hardhats
- UHF radios

Confined space entries will be done with a MINIMUM of 3 employees:

1. Entrant
2. Observer
3. Entry supervisor

A confined space entry permit will be filled out for all entries to insure the following items have been implemented:

- Barricades & signs are in place
- Hazardous energy has been locked out
- Emergency plan is in place (radios & cell phones)
- Retrieval systems are in place
- Space has been properly ventilated
- Appropriate Personal Protective Equipment is used

All personnel must remain on site until the job is complete.

Atmospheric monitoring shall be done before an entry is made. Record the meter readings on the permit and continue to monitor will the entry work is in progress.

Always be cautious and aware of hazards associated with this kind of work environment.

At the completion of the job the permit should be signed and turned in to the Plant Superintendent.

In case of an emergency call 911 immediately.

CONFINED SPACE ENTRY PERMIT

City of Estherville, Iowa

Location:				Type of Space:					
Reason for Entry									
Atmospheric Hazards:		<input type="checkbox"/> Oxygen deficiency		<input type="checkbox"/> Combustible gas		<input type="checkbox"/> Toxic contaminants			
Physical Hazards:		<input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Heat		<input type="checkbox"/> Chemical/Biological		<input type="checkbox"/> Noise <input type="checkbox"/> Other			
Hazard Controls:		<input type="checkbox"/> Ventilation <input type="checkbox"/> Lockout/Tagout		<input type="checkbox"/> Personal Protective Equipment		<input type="checkbox"/> Other			
Beginning Date:	Beginning Time:	A.M. P.M.	Ending Date:	Ending Time:	A.M. P.M.				
Authorized Personnel									
Entrants' Names with Dept./Shop/ or Company				Attendants' Names with Dept./Shop/ or Company					
Required Equipment									
Communication Methods with Entrants: <input type="checkbox"/> Voice <input type="checkbox"/> Radio <input type="checkbox"/> Phone <input type="checkbox"/> Visual <input type="checkbox"/> Rope signals <input type="checkbox"/> Other									
Communication Methods to Contact Emergency Services: <input type="checkbox"/> Phone <input type="checkbox"/> Radio <input type="checkbox"/> Other									
Personal Protective Equipment: <input type="checkbox"/> Coveralls <input type="checkbox"/> Tyvek® suit <input type="checkbox"/> Leather gloves <input type="checkbox"/> Chemical Resistant gloves									
<input type="checkbox"/> Welding gloves <input type="checkbox"/> Welding hood <input type="checkbox"/> Eye protection <input type="checkbox"/> Hearing protection <input type="checkbox"/> Respiratory protection									
<input type="checkbox"/> Safety shoes/boots <input type="checkbox"/> Hard Hat <input type="checkbox"/> Harness/life line <input type="checkbox"/> Tripod/winch <input type="checkbox"/> Other									
Traffic Control: <input type="checkbox"/> Barricades <input type="checkbox"/> Vests <input type="checkbox"/> Flags <input type="checkbox"/> Signs				Hot works: <input type="checkbox"/> Yes (Hot Works Permit required) <input type="checkbox"/> No					
Atmospheric Testing									
Type of Gas Monitor: _____				Date of Last Calibration: _____					
Tests	Acceptable Entry Conditions	1st	2nd	3rd	4th	5th	6th	7th	8th
Oxygen	19.5-23.5%								
Combustible Gas	Below 10% LEL								
Carbon Monoxide	0-25 ppm								
_____ Initials of Tester									
Approvals									
Entry Supervisor (Print) _____				(Sign) _____					
I assumed the responsibility of Entry Supervisor on (date) _____ at (time) _____									
Entry Supervisor (Print) _____				(Sign) _____ This					
Confined Space Entry Permit has been revoked because:									
Entry Supervisor (Print) _____				(Sign) _____					
Comments:									

Water Department

1. Whenever there are employees below ground, there shall be at least one other person above ground to assist as necessary.
2. Safety climbing devices shall be used when climbing any tower.

Parks and Recreation Department

1. Eye protection must be worn when necessary (i.e.: spreading chemicals).
2. Gloves will be worn when necessary (i.e.: spreading chemicals).
3. Protective footwear such as steel-toe shoes are required.
4. No one will operate any machine for which they have not completed training.

Any interim administrative policies established after the effective date of this policy statement shall become as binding as if set out in writing above.

Effective upon adoption. Adopted this 2nd day of June, 1980.

Amended this 2nd day of February 2015.

Penny Clayton, City Administrator

Kenny Billings, Mayor

ATTEST:

Elizabeth Burton, City Clerk