

IMMOKALEE WATER & SEWER DISTRICT

SAFETY POLICY

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Injury and Illness Prevention Program

Written Plan

Every employer should have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

Introduction to Our Program

State and federal law, as well as District policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Immokalee Water & Sewer District to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee of Immokalee Water & Sewer District is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

Immokalee Water & Sewer District maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals

The objective of Immokalee Water & Sewer District is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of Immokalee Water & Sewer District that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Immokalee Water & Sewer District's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our District and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees must not start work on any machine until safety procedures and requirements have been explained (and you understand them). Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to the supervisor and/or the Safety Committee Member as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Safety Rules for All Employees

It is the policy of Immokalee Water & Sewer District that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. Your supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard hats, respirators, eye protection) will be worn whenever needed.

5. All employees will participate in a safety meeting conducted by their supervisor once every thirty days. Any accidents, safety suggestions, or other concerns discussed in these meetings, should be reported to the Safety Committee in writing.
6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.
7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment. Ask for assistance when lifting heavy objects or moving heavy furniture and wear a back brace.
9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
10. There will be no consumption of liquor or beer on the job.
11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the your supervisor.
12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
13. All injuries should be reported to the your supervisor so that arrangements can be made for medical or first aid treatment.
14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
16. Do not wear shoes with thin or torn soles.

Agreement to Participate

Every employer is required to provide a safe and healthful workplace. Immokalee Water & Sewer District is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of Immokalee Water & Sewer District.

The information in this manual constitutes a written injury and illness prevention program. While Immokalee Water & Sewer District cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious.

Study the guidelines contained in this manual. Discuss the workplace situation with the your supervisor.

Attend all District sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing the acknowledgement at the end of this handbook, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask your supervisor.

Training

Employee safety training is a requirement of an effective injury and illness prevention program. While Immokalee Water & Sewer District believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor. You may wish to make notes in the margins of this manual where it applies to your work.

Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- a) the success of Immokalee Water & Sewer District's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the District.
- b) each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of Immokalee Water & Sewer District's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual. Supervisors will be required to file a written report to the Safety Committee each month regarding safety activity, meetings, etc.

Communication

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. Immokalee Water & Sewer District communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person. We sometimes forget actions speak louder than words.

Accident Prevention Policy Posting

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the District. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work.

Your responsibilities include the following:

- * Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- * Know and obey safe practice rules.
- * Know that disciplinary action may result from a violation of the safety rules.
- * Report all injuries immediately, no matter how slight the injury may be.
- * Caution fellow workers when they perform unsafe acts.
- * Don't take chances.
- * Ask questions when there is any doubt concerning safety.
- * Don't tamper with anything you do not understand.
- * Report all unsafe conditions or equipment to your supervisor immediately.

Safety Meetings

Supervisors will conduct department safety meetings every 30 days, and provide a written report of their safety meeting to the Safety Committee each month. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Each month, your supervisor will review a portion of the District's safe work practices contained in this booklet, or other safety related information essential to accomplish the goals of the program. Immokalee Water & Sewer District requires all its employees to accept responsibility for their own safety, as well as that of others in the workplace. It is your responsibility to read this manual and to become familiar with the Code of Safe Work Practices and Specific Safety Rules contained in this manual, as well as any posted government Safety Orders.

Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with your supervisor. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, Immokalee Water & Sewer District hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview, conducted by the Safety Committee. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety.

In addition to historical information, workplace safety depends on workplace observation. Your supervisor is responsible for inspecting your working area daily before and while you are working, but this does not mean you are no longer responsible for inspecting the workplace also. Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others.

Supervisors must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees, supervisors are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated.

Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Safety Committee, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically every 3 months, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and Immokalee Water & Sewer District code of safe work practices.

Accident Investigation

A primary tool used by Immokalee Water & Sewer District to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and Immokalee Water & Sewer District's insurance risk management advisors, and, if the accident resulted in serious injury, to District attorneys. If the accident resulted in serious injury, the procedure will be directed by the attorneys to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation.

Every job location will have on site at least one camera, preferably either a video or a sixty second type,

with enough film to take pictures immediately after any occurrence. Some workplaces will have a video camera.

A written report should be prepared from notes and diagrams made at the scene, or a portable tape recorder will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the town or county where the statement was made. If the statement is intended to be used in court proceedings, a suitable jurat is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. Also, make sure that the names and addresses and day and evening phone numbers of all eye witnesses are noted or recorded.

If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the District lawyer attend your statement at no cost to you.

A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the Director and the supervisor on the project. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

Immokalee Water & Sewer District maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the supervisor. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

Protective Clothing

Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act.

Safety goggles, glasses, hats, and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor.

Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials. When handling hazardous waste materials or bio-waste wear gloves and wash hands frequently.

Wear gloves whenever handling castings, scrap, barrels, etc.

Specified footwear must be worn.

No jewelry shall be worn around power equipment.

Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the appliance.

The District recommends that you have steel toe shoes and (if necessary) prescription eye protection to start the job. Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by your supervisor. Replacement for mandatory personal protective equipment which has been purposely destroyed or lost may be purchased by you at cost. You may purchase personal protective equipment that is not mandatory through the District, at cost.

Smoking and Fire Safety

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them.

You can help prevent fires by observing the smoking rules:

- * Smoking is not allowed on the site, except in designated areas.
- * Smoking is not permitted in rest rooms.
- * If you are not sure about where you may smoke, ask the supervisor.
- * Never empty an ash tray into a waste basket or open receptacle.
- * Use flammable items, such as cleaning fluids, with caution.

Chapter 2

General Code of Safe Work Practices

General Fire Safety

Our local fire department is well acquainted with our facility, its location and specific hazards.

All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions, including their counterweights. Fire door and shutter fusible links must be in place. Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials.

Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways.

Portable fire extinguishers are provided in adequate number and type and are located throughout the facility.

Fire extinguishers are mounted in readily accessible locations. Fire extinguishers are recharged regularly and the date of last inspection noted on their tags. All employees are periodically instructed in the use of extinguishers and fire protection procedures. Notify your supervisor of any damage to fire protection equipment.

Mechanical Equipment Rooms

Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment, etc. Such rooms must be separated from other areas of a building by fire-resistant walls and doors. To maintain the integrity of these separations, the fire doors must never be left open.

Fan rooms house ventilation equipment which often includes automatic shut down and dampers activated by interlocking with the building smoke and fire detectors. Fire dampers and other automatic shut-down provisions must not be disabled without Fire Department approval (as for temporary maintenance procedures).

Mechanical equipment rooms and fan rooms must not be used for storage of any kind.

Environmental Controls

All employees must be aware of the hazards involved when working with chemicals and the remedies that need to be used when an accident does occur. A training program will give instructions on how to handle the chemical being used and first aid to be applied to victims of chemical exposure. First aid and caution signs will be conspicuously posted so as to alert individuals on a constant basis. Charts identifying the chemicals utilized in the workplace, their symptoms and effects must also be posted. The workers must know what the acceptable level of exposure to a chemical is and what safety systems must be in place when working with a chemical. Staff should also be aware of new chemical products which may be available that are less harmful, and they must ensure that facilities are adequately ventilated when using chemicals on the premises.

If welding is done, the welder should be certified. In the area of operation where the welding is taking place, the welder must be aware of ventilation available, the type of respirator that can be used in the area, and if exposure time or other means will suffice as a safe and adequate measure when welding as to the fumes that will be emitted. Welders should also be supplied with protective clothing and a flash shield during welding operations.

When forklifts and other vehicles are used in buildings or other enclosed areas, carbon monoxide levels must be kept below maximum acceptable concentration.

Noise levels also present a potential hazard. Noise levels within a facility must be at acceptable levels and if not, steps must be taken to reduce the level using recommended engineering controls.

Machinery such as grinders, saws and other tools that produce a fine airborne dust must be vented to an industrial collector or central exhaust system. In any ventilation system the system should be designed and operated at an airflow and volume necessary for proper application and effectiveness. In the design of the ventilation system the ducts and belts must be free of obstructions and slippage.

As with all operations, there must be written standards on the procedures for the equipment, description of the job task, usage of the protective equipment provided, such as the selection and use of respirators, and when they are needed.

Any water that is provided to an employee throughout the facility should be clearly identified as to whether it is for drinking, washing or cooking. All restrooms must be kept clean and sanitary.

Employees should be screened before taking positions that may expose them to hazards they are not physically capable of handling. An employee who takes an assignment which requires physical labor must be trained to lift heavy loads properly so as not to damage themselves physically. If the work assignment involves dealing with equipment that produces ultra-violet radiation, the employee must be properly protected or given the correct protective clothing. An employee posted to an assignment on a roadway where there is heavy traffic must be given the designated protective clothing (bright colored traffic orange warning vest) and safety training regarding the hazards of this job.

Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A training program plus regular question and answer sessions on dealing with hazardous materials will be given to keep employees informed.

The program will include an explanation of what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the "Right to Know"; identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliance must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adaptors are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

Employees must be aware of the following:

Exposed wiring and cords with frayed or deteriorated insulation must be repaired or replaced.

Flexible cords and cables must be free of splices or taps.

Clamps or other securing means must be provided on flexible cords or cables at plugs, receptacles, tools, equipment. The cord jacket must be held securely in place.

All cord, cable and raceway connections must be intact and secure.

In wet or damp locations, electrical tools and equipment must be appropriate for the use or location, or otherwise protected.

The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun.

All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors.

The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors.

All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served.

A means for disconnecting equipment must always be opened before fuses are replaced.

All interior wiring systems must include provisions for grounding metal parts or electrical raceways, equipment and enclosures.

All electrical raceways and enclosures must be fastened securely in place.

All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures.

Sufficient access and working space will be provided and maintained around all electrical equipment to permit ready and safe operations and maintenance.

All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.

Electrical enclosures such as switches, receptacles, and junction boxes must be provided with tight-fitting covers or plates.

Disconnecting switches for electrical motors in excess of two horsepower must be capable of opening the circuit when the motor is in a stalled condition without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating.)

Low voltage protection must be provided in the control device of motor driven machines or equipment which could cause injury from inadvertent starting.

A motor disconnecting switch or circuit breaker must be located within sight of the motor control device. Motors: a) must be located within sight of their controller; b) must have their controller disconnecting means capable of being locked in the open position; c) or must have separate disconnecting means installed in the circuit within sight of the motor.

A controller for a motor in excess of two horsepower must be rated equal to but not in excess of the motor it services.

Employees who regularly work on or around energized electrical equipment or lines will be instructed in cardio-pulmonary resuscitation (CPR) methods.

Employees will be trained on how to work on energized lines or equipment over 600 volts.

Material Handling

In the handling of materials, employees must know the following:

There must be safe clearance for equipment through aisles and doorways.

Aisle ways must be designated, permanently marked, and kept clear to allow unhindered passage.

Motorized vehicles and mechanized equipment will be inspected daily or prior to use.

Vehicles must be shut off and brakes must be set prior to loading or unloading.

Containers of combustibles or flammables, when stacked while being moved, must be separated by dunnage sufficient to provide stability.

If dock boards (bridge plates) are used when loading or unloading operations are taking place between vehicles and docks, precautions must be observed.

Trucks and trailers will be secured from movement during loading and unloading operations.

Dock plates and loading ramps will be constructed and maintained with sufficient strength to support imposed loading.

Hand trucks must be maintained in safe operating condition.

Chutes must be equipped with sideboards of sufficient height to prevent the handled materials from falling off.

At the delivery end of rollers or chutes, provisions must be made to brake the movement of the handled materials.

Pallets must be inspected before being loaded or moved.

Hooks with safety latches or other arrangements will be used when hoisting materials, so that slings or load attachments won't accidentally slip off the hoist hooks.

Securing chains, ropes, chockers or slings must be adequate for the job to be performed.

When hoisting material or equipment, provisions must be made to assure no one will be passing under the suspended loads.

Material Safety Data Sheets will be available to employees handling hazardous substances.

Ergonomics

With the introduction of computers into the workplace, new areas of physical debilitation have been recognized. These new potential hazards have required a redesigning of both the workplace and how employees work. A set of standards will be developed and practiced with this new technology.

Furniture will be adjustable, positioned and arranged to minimize strain on all parts of the body. The glare of a computer screen will be minimized by a glare screen to prevent eye strain. Repetitive motions can harm, back, shoulders, neck, wrists and other parts of the body, so employees will not proceed with a task when they are physically feeling an impairment. Each employee will be entitled to a rest break.

Keep cabinet doors and file and desk drawers closed when not in use.

Sit firmly and squarely in chairs that roll or tilt.

Manual Lifting Rules

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is Immokalee Water & Sewer District policy that employees whose work assignments require heavy lifting be properly trained and physically qualified, by medical examination if deemed necessary.

The following are rules for manual lifting:

Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots.

Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.

Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.

Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.

Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help.

If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc.

Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue.

To lift an object off the ground, the following are manual lifting steps:

Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other.

Assume a knee-bend or squatting position, keeping your back straight and upright. Get a firm grip and lift the object by straightening your knees - not your back.

Carry the load close to your body (not on extended arms). To turn or change your position, shift your feet - don't twist your back.

The steps for setting an object on the ground are the same as above, but in reverse.

Load Path Safety

Loads moved with any material handling equipment must not pass over any personnel. The load path must be selected and controlled to eliminate the possibility of injury to employees should the material handling equipment fail. Equipment worked on while supported by material handling equipment must have a redundant supporting system capable of supporting all loads that could be imposed by failure of the mechanical handling equipment. A suspended load must never be left unattended but must be lowered to the working surface and the material handling equipment secured before leaving the load unattended.

Off Site Shipping

Material being shipped off site must be packed or crated by competent shipping personnel. Boxes, wooden crates, and other packing materials must be safely consigned to waste or salvage as soon as practicable following unpacking.

Ventilation for Indoor Air Quality

HVAC systems should provide at least the quantity of outdoor air required by the State Building Standards code, Title 24, Part 2. The HVAC systems should be inspected annually for any potential problems and there should be an approved inspection certificate available for review. Records should be retained for a minimum five year period.

Safety Posters

Immokalee Water & Sewer District is required to post certain employment related information. The required information is maintained in the office where employees can find the following required posters:

Various state and federal orders regulating the Wages, Hours and Working Conditions in certain industries.

Pay Day Notice

Anti-Discrimination Poster

Equal Employment Opportunity is the Law (EEOC form)

OSHA Safety and Health Protection on the Job

Notice of Workers Compensation Carrier

Notice: Employee Polygraph Protection Act (form WH 1462)

In addition to the above listed notices, a copy of this injury prevention program, a log and summary of Occupational Injuries and Illnesses, a copy of Immokalee Water & Sewer District's code of Safe Work Practices and a Fire Prevention and Evacuation Plan will be posted.

Material Data Safety Sheets for Immokalee Water & Sewer District's premises are available from your supervisor. When employees are required to work on the premises of any other employer, such as a service call or installation situation, the job site will maintain a collection of Material Data Safety Sheets that describe any hazards unique to that site. Check with the other employer's job site coordinator or supervisor for the exact location of the MSDS information.

In addition to these required safety postings, emergency numbers are maintained in the office.

In most cases of real emergency call 911. State your name, the nature of the emergency, and exact location of the injury. Answer all questions completely. Do NOT use 911 for routine calls to police or fire departments.

Licenses and Permits

In addition to other postings required by law, Immokalee Water & Sewer District maintains a copy of all necessary business licenses, permits, and notices required by the National Labor Relations Board or other governmental bodies, notices of citations during abatement periods, and other required information which are posted during the appropriate times in the office.

Work Environment, General

Work sites must be clean and orderly. Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant. Spills must be cleaned up immediately. All combustible scrap, debris and waste must be stored safely and removed promptly. Combustible dust must be cleaned up with a vacuum system to prevent the dust from going into suspension. The accumulated combustible dust must be removed routinely. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.

Waste containers must be covered. Oily and paint soaked rags are combustible and should be discarded in sealable metal containers only. Paint spray booths, dip tanks and paint areas must be cleaned regularly. All oil and gas fired devices should be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working. Ask your supervisor where these controls are located.

Make sure all pits and floor openings are either covered or otherwise guarded.

Walkways

All aisles and passageways must be kept clear. Also, aisles and passageways should be clearly marked. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards. All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces.

In cases of passageways used by forklifts, trucks or other machinery, use a separate aisle for walking, if available. If no separately marked aisle is available, use extreme caution. Remember, walking in a passageway used by machinery is like walking in the middle of a street used by cars: You may have the right of way, but the heavier vehicle can't always see you and can't always stop in time. The key to moving around in such circumstances is to stop, look and listen and then to move when there is no danger. Make eye contact with the drivers of moving vehicles so that you know that they know you are there.

Equipment must be properly stored so that sharp edges do not protrude into walkways. Changes in elevations must be clearly marked, as must passageways near dangerous operations like welding, machinery operation or painting. If there is a low ceiling, a warning sign must be posted. If the walkway or stairway is more than thirty inches above the floor or ground, it must have a guardrail.

If an employee is aware of any breach of these standards, please inform the workplace supervisor.

Driving

Drive safely. If vehicles are used during the work day, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic. Defensive driving must be practiced by all employees. Employees should park their vehicles in well-lighted areas at/or near entrances to avoid criminal misconduct. Operate motorized equipment only if authorized by your immediate supervisor. All operators must be licensed by the District.

Any accident involving District vehicles (included private, rented, or leased vehicles used on official District business) must be reported to the driver's supervisor. If the driver is unable to make a report, another employee who knows the details of the accident must make the report.

It is Immokalee Water & Sewer District's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the District and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party. Be sure to obtain adequate information on the drivers involved as well as on the owner of the vehicles. Names, addresses, driver's license numbers, vehicle descriptions, and registration information are essential. In addition, a description of damages is needed for completion of accident reports. If the accident is investigated by off-site police agencies, request that a copy of the police report be sent to Immokalee Water & Sewer District, or obtain the name and department of the investigating officer. A printed card titled "In Case of Accident" is kept in each official vehicle to assist in collecting required information.

In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision. If unable to locate the other party, leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number.

The driver of any Immokalee Water & Sewer District vehicle involved in an accident must also complete a District Motor Vehicle Accident Report and submit it to his/her supervisor within one work day of the accident.

The supervisor should interview the driver and complete the supervisor's portion of the report. Within two

work days of the accident, the completed form and vehicle must be taken to the Administration Office so that damages may be estimated and repairs scheduled.

Forms for obtaining appropriate information about an accident are carried in the vehicle or may be obtained from Administration. The Supervisor will receive copies of all accident reports and will prepare any required OSHA reports.

Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both District and employee-owned) used by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced regularly. Appropriate handles must be used on files and similar tools. Use the right tool for the job, and use it correctly.

Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface.

It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Portable Power Tools

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screw drivers.

Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer.

Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked periodically and before each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded.

All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically-operated tools and equipment should be effectively grounded or of the approved double insulated type. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings 1/2 inch or less.

Do not attempt to lift heavy objects without proper equipment. Hoisting equipment will be made available for lifting heavy objects, with hoist ratings and characteristics appropriate for the task.

Power tools are either battery operated or wired. If battery operated, don't under-estimate their power. A small electric drill or power screw driver can cause a severe injury if it lands in the wrong place. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source.

Hard wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Mechanical Lockout-Tagout

Point of operation devices shall protect the operator by:

Preventing and/or stopping normal stroking of the press if the operator's hands are inadvertently placed in the point of operation; or

Preventing the operator from inadvertently reaching into the point of operation or withdrawing his/her hands if they are inadvertently located in the point of operation, as the dies close; or

Preventing the operator from inadvertently reaching into the point of operation at all times; or

Requiring application of both of the operator's hands to machine operating controls and locating such controls at such a safety distance from the point of operation that the slide completes the downward travel or stops before the operator can reach into the point of operation with his/her hands; or

Enclosing the point of operation before a press stroke can be initiated and maintaining this closed condition until the motion of the slide had ceased; or

Enclosing the point of operation before a press stroke can be initiated, so as to prevent an operator from reaching into the point of operation prior to die closure or prior to cessation of slide motion during the downward stroke.

A gate or movable barrier device shall protect the operator.

A presence sensing point of operation device shall protect the operator by interlocking into the control circuit to prevent or stop slide motion if the operator's hand or other part of his/her body is within the sensing field of the device during the downstroke of the press slide.

The device may not be used on machines using full revolution clutches.

The device may not be used as a tripping means to initiate slide motion.

The device shall be constructed so that a failure within the system does not prevent the normal stopping action from being applied to the press when required, but does prevent the initiation of a successive stroke until the failure is corrected. The failure shall be indicated by the system.

Muting (bypassing of the protective function) of such device, during the upstroke of the press slide, is permitted for the purpose of parts ejection, circuit checking, and feeding only.

The safety distance from the sensing field to the point of operation shall be greater than the distance determined by the following formula:

$D_s = 63 \text{ inches/second} \times T_s$ where:

D_s = minimum safety distance (inches);

63 inches/second = hand speed constant; and

T_s = stopping time of the press measured at approximately 90° position of crankshaft rotation (seconds).

Guards shall be used to protect all areas of entry to the point of operation not protected by the presence sensing device.

The pull-out device shall protect the operator and shall include attachments for each of the operator's hands.

Attachments shall be connected to and operated only by the press slide or upper die.

Attachment shall be adjusted to prevent the operator from reaching into the point of operation or to withdraw the operator's hands from the point of operation before the dies close.

A separate pull-out device shall be provided for each operator if more than one operator is used on a press.

Each pull-out device in use shall be visually inspected and checked for proper adjustment at the start of each operator shift, following a new die set-up, and when operators are changed. Necessary maintenance or

repair or both shall be performed and completed before the press is operated. The sweep device, shall protect the operator as specified in this subsection, by removing his/her hands safely to a safe position if they are inadvertently located in the point of operation, as the dies close or prior to tripping the clutch. Devices operating in this manner shall have a barrier, attached to the sweep arm in such a manner as to prevent the operator from reaching into the point of operation, past the trailing edge of the sweep arm on the downward stroke of the press. This device may not be used for point of operation safeguarding.

The sweep device must be activated by the slide or by motion of a foot pedal trip rod.

The sweep device must be designed, installed and operated so as to prevent the operator from reaching into the point of operation before the dies close.

The sweep device must be installed so that it will not itself create an impact or shear hazard between the sweep arm and the press tie rods, dies, or any other part of the press or barrier.

Partial enclosure conforming with this subsection, as to the area of entry which they protect, must be provided on both sides of the point of operation to prevent the operator from reaching around or behind the sweep device and into the point of operation after the dies start to close. Partial enclosures shall not themselves create a pinch point or shear hazard.

A holdout or a restraint device shall protect the operator and shall include attachments for each of the operator's hands. Such attachments shall be securely anchored and adjusted in such a way that the operator is restrained from reaching into the point of operation. A separate set of restraints shall be provided for each operator if more than one operator is required on a press.

The two hand control device shall protect the operator.

When used in press operations requiring more than one operator, separate two hand controls shall be provided for each operator, and shall be designed to require concurrent application of all operators' controls to activate the slide. The removal of a hand from any control button shall cause the slide to stop.

The safety distance between each two hand control device and the point of operation shall be greater than the distance determined by the following formula:

$D_s = 63 \text{ inches/second} \times T_s$, where:

D_s = minimum safety distance (inches);

63 inches/second = hand speed constant; and

T_s = stopping time of the press measured at approximately 90° position of crankshaft rotation (seconds).

First Aid Kits

First-aid kits and required contents are maintained in a serviceable condition. Unit-type kits have all items in the first-aid kit individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Individual packaging and sealing shall be required only for those items which must be kept sterile in a first-aid kit.

First-aid kits shall contain at least the following items:

1 Pkg. Absorbent gauze, 24" x 72" (1 per pkg.)

1 Pkg. Adhesive bandages, 1" (16 per pkg.)

2 Pkgs. Bandage compresses, 4" (1 per pkg.)

1 Pkg. Eye dressing (1 per pkg.)

1 Pkg. Scissors* and tweezers (1 each per pkg.)

2 Pkgs. Triangular bandages, 40" (1 per pkg.)

1 Pkg. Antiseptic soap or pads (3 per pkg.)

2 Pairs of rubber or latex gloves

7 Pkgs. of consulting physician's choice

Scissors shall be capable of cutting 2 layers of 15 oz. cotton cloth or its equivalent. The first-aid kits are maintained at the ten, sixteen, twenty-four or thirty-six package level.

Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided, within the work area, for immediate emergency use. A poster shall be fastened and maintained either on or in the cover of each first-aid kit and at or near all phones plainly stating, the phone numbers of available doctors, hospitals, and ambulance services within the district of the work site.

Safety Committee

General Statement

The Safety Committee will administer, review, and amend Immokalee Water & Sewer District's Safety Policy, with guidance from the Director.

Membership

The Committee will consist of three appointed members - one management representative, and two employee representatives. Each member will serve a two year term. (Initially appointed members will consist of one 1 year, one 2 year, and one 3 year term, so that membership terms can be staggered.) The Director will appoint members based on technical and leadership qualities, as well as supervisors recommendations. Every effort will be made to include representatives from every employee group.

Common Functions Include:

Loss prevention, including potential losses from fire, employee injury, crime and vehicle operation. Conducting safety audits. Recommend purchases of personal protective equipment, additional lighting apparatus, machine guarding, etc.

Safety Training and education, machine guarding, new processes and/or operations, fire prevention and control, occupational health, personal protective equipment, premises security, traffic routing, and other areas involving loss prevention and control.

Safety Resource Library Maintenance. The District has access to a safety library that contains copies of codes, standards, safety manuals, and reports that regulate Immokalee Water & Sewer District's safety program.

Meetings

Meetings will be conducted the second Thursday of every month, at 1:00 p.m. in the Boardroom. The agenda will consist of the following minimum items:

- A. Call to Order
- B. Roll Call
- C. Reading of Minutes of Previous Meeting
- D. Old Business
 1. Items not completed at previous meeting.
 2. Status of previous recommendations.
- E. New Business
 1. Review accident investigations.
 2. Review preventive maintenance program and driver trip reports.
 3. Review safety suggestions.
 4. Formulate recommendations.

F. Adjournment

Chapter 4

Biological Hazards

General Procedures

The following procedures must be followed by personnel when in medical or biological rooms or laboratories.

All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment, and in proper clean-up and disposal techniques.

Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact in groups where resuscitation is a part of their responsibilities.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for exposure to any health hazard. Food and drink must not be stored in refrigerators, freezers, or cabinets where potentially infectious material is stored or in other areas of possible contamination.

In infectious disease laboratories, the following requirements apply to utility rooms and attics serving these laboratories:

Only authorized employees, participating guests, students, and visitors are permitted to enter.

All surplus materials and equipment must be kept out of these rooms.

Drinking fountains must be the sole source of drinking water for humans.

Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used in the following circumstances:

When the employee has cuts, abraded skin, chapped hands, dermatitis, or similar conditions.

Employees must wash their hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

All personal protective equipment must be removed immediately upon leaving the work area, and if this equipment is overtly contaminated, it must be placed in an appropriate area or container for storage, washing, decontamination, or disposal.

Contaminated laboratory clothing must not be worn in clean areas or outside the building.

Confined Spaces

Definitions

A confined space is defined as any structure that must be entered and that has or may contain dangerous concentrations of hazardous gases or vapors or an oxygen deficient atmosphere.

Entry to these spaces must be rigorously controlled to prevent serious injury or death.

Hazardous Conditions

Hazardous conditions include, but are not limited, to the following:

An atmosphere containing less than 19.5% oxygen (normal air contains 20.9% oxygen). This is usually the result of oxygen displacement by inert gases such as nitrogen, argon, helium, or sulfur hexafluoride.

Flammable gases and vapors (e.g., methane, ethane, propane, gasoline, methyl-ethyl ketone, alcohol).

Toxic gases and vapors (e.g., hydrogen sulfide, nitrogen dioxide, 1,1,1 trichloroethane, perchloroethane, methylene chloride).

Hazard Prevention

The primary objective is to prevent oxygen deficiency or other hazardous condition. This must be accomplished by accepted engineering control measures, such as general and local ventilation and substitution of materials. Only when such controls are not possible should respiratory protection be used.

Written operating procedures governing the identification, testing, and entry into a confined space with a potential for oxygen deficiency must be established by the operating personnel and approved by the Director.

Monitoring devices, audible alarms, warning lights, and instructional signs should be installed where there is a potentially oxygen-deficient atmosphere. These installations must be approved by the Director.

Before entering a confined space, the steps below must be followed:

An entry permit must be issued to the worker by the responsible supervisor and reviewed by the Director. Air quality must be tested to determine the level of oxygen and toxic or flammable air contaminants.

Air purging and ventilation must be provided whenever possible.

The confined space must be isolated from supply lines capable of creating hazardous conditions.

Lock-out procedures must be used to secure electrical systems, pressure systems, piping, machinery, or moving equipment.

If a person must enter a confined space containing hazardous gases, the procedures below must be followed:

Protective equipment must be worn, including air supply respirator plus harness and lifeline.

At least one person must be stationed outside the confined space, with suitable respirator.

Communication with personnel in the confined space must always be maintained.

Chapter 6

Emergencies

Organization

Immokalee Water & Sewer District requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage.

All of Immokalee Water & Sewer District's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Supervisors Responsibilities

During an emergency, the supervisor must:

Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.

Render assistance to the person in charge during an emergency, as required.

Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.

Know the location and use of all safety equipment on his or her floor.

Keep employees from reentering an evacuated area until reentry is safe.

Follow procedures in the District's Emergency Operations Manual.

No Loitering Policy

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.

Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.

Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

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Receipt & Acknowledgment Of Safety Policy

Read the following statement and sign below to indicate your receipt and acknowledgment of the District Safety Policy.

I have received and read a copy of the Immokalee Water & Sewer District Safety Policy. I understand that the policies and procedures described in it are subject to change at the sole discretion of the District at any time.

Employee's Printed Name	Position
Employee's Signature	Date
Supervisor's Signature	Date

The signed original copy of this agreement should be given to your supervisor - it will be filed in your personnel file.