



# Safety Manual

CITY OF LA VISTA

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# Safety Manual

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City of La Vista  
8116 Park View Blvd.  
La Vista, NE 68128  
Phone 402.331.4343 • Fax 402.331.4375

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## **Introduction**

This safety manual is designed to serve as a general guideline for employees and Members of the Volunteer Fire Department (MVFD) in the performance of their duties. It is not intended to define all of the jobs and varied duties required in the daily operations of a municipal government. Employees shall refer to specific City safety policies and State safety and health standards for more detailed guidance and specific rules.

All City, department, division, section and crew safety policies remain in effect and will be adhered to by all City employees and MVFD.

## **Safety Program**

The City of La Vista is committed to providing a safety program to prevent accidents and to provide a place of employment and facilities for public use that are free from hazards which may result in accidents.

Accidents are unplanned, unwanted events that interrupt the completion of an activity and may result in personal injury and/or property damage.

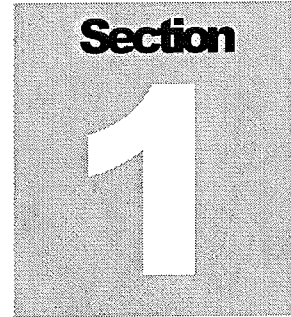
Accidents cause physical and emotional suffering to our employees and the public. In addition, accidents cause an unnecessary drain of tax dollars for payment of medical expenses, compensation costs, liability claims and legal fees.

The City of La Vista Personnel Manual requires employees and MVFD to know and observe prudent safety precautions at all times, to wear required safety equipment, to observe all posted safety rules and regulations and to keep the work place neat and clean.

The City's Safety Committee has been established in accordance with Sections 48-443 through 48-445 of the Nebraska Revised Statutes, to consist of management and non-management personnel. The duties of the committee shall be in accordance with the cited Nebraska statutes, and the rules and regulations promulgated thereunder by the Nebraska Department of Labor (Title 230, Chapter 6) of the Nebraska Administrative Code.

Each employee and MVFD has the responsibility to make the safety of themselves, their fellow employees, and the public a basic concern. This objective is fundamental to the well being of all employees and MVFD, as well as to the efficient operation of the City.

Safety rules alone cannot prevent all accidents. It takes a combination of management commitment, knowledgeable supervisory staff and conscientious employees with every individual dedicated to the principle that prevention of accidents is an essential part of their job.



## **Section One: Responsibilities**

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**DEPARTMENT  
HEADS**

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### **Department Heads**

Each Department Head shall ensure that safety rules and regulations are posted properly and that all employees of the department and Members of the Volunteer Fire Department (MVFD) are trained to work safely. Designated City personnel shall conduct periodic safety inspections of work sites to detect hazardous areas or practices for correction as appropriate. A record of such inspections and the results thereof shall be maintained by the Department Head. Each Department Head has full authority and responsibility for maintaining safe working conditions in their department, whether in the field, the shop or the office.

The exposure of personnel to hazards varies from department to department and within departments. It is expected that an unrelenting effort will be directed toward preventing accidents, eliminating or reducing work place hazards and compliance with government regulations and standards.

Each Department Head will:

1. Provide positive leadership, direction and the resources necessary to ensure that loss prevention is always a prime consideration during all department operations.
2. Ensure that all department employees have access to and comply with applicable safety rules, policies and procedures. Take appropriate disciplinary action when employees fail to comply.
3. Call upon City Hall staff for any assistance required to promote an aggressive loss control and safety program.
4. Ensure that required reports pertaining to injuries, motor vehicle accidents and inspections/investigations are promptly prepared and forwarded to the City Clerk in accordance with the City's Personnel Rules and

Regulations. (Note that failure to file an incident report in a timely manner may result in disciplinary action.)

5. Demonstrate a personal concern for each employee who has sustained an injury or has been involved in a motor vehicle accident.
6. Appoint one or more employees to serve on the Safety Committee, support their efforts, and provide them with sufficient resources to fulfill their duties.
7. Ensure that all employees are properly trained, and when necessary, retrained in the safety methods of accomplishing their assigned duties.
8. Ensure that all training is documented in accordance with the procedures prescribed herein.
9. Ensure that employees required to wear personal protective equipment (PPE) or use other safety equipment have been trained on "How, Why and When to Use." Failure to use required safety equipment is considered a serious safety violation and appropriate corrective action shall be taken.
10. Encourage all employees to report safety hazards observed during the course of their work. Employees should also be encouraged to suggest ways to improve department safety.
11. Ensure that all accidents are thoroughly investigated by the supervisor and representatives of the Safety Committee as prescribed herein. Take corrective action promptly to prevent a recurrence.

### **Supervisors**

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**SUPERVISORS**

The supervisor is responsible to the City and Department Head for the safety of personnel and equipment under their supervision. The supervisor is a "key" person in the safety program as they are in the best position to observe the employee at work.

Each supervisor will:

1. Set a good example for employees by complying with all applicable job safety rules.
2. Train all new employees in the correct methods of performing their assigned duties. This training shall include safety requirements, use of safety equipment, potential hazards and accident reporting procedures.



3. Complete and forward to the Human Resources Assistant the "Employee's Orientation Checklist" for all new employees. Never allow an employee to perform a task for which they have not been properly trained. Retrain employees as necessary.
4. Consistently and uniformly enforce all safety rules. Ensure that employees understand that working safely is a condition of employment and safety violations will not be tolerated. Violations of safety rules may result in disciplinary action up to and including termination.
5. Ensure that all incidents are promptly reported, even if an injury is not apparent. When an employee is injured, seek medical treatment promptly and notify the Department Head and Human Resources Assistant. Even if the employee is not seeking medical treatment, they are to document the injury on an Incident Report Form.
6. Ensure that required reports pertaining to injuries, motor vehicle accident and inspections/investigations are promptly prepared and forwarded through the chain of command to the City Clerk. (Note that failure to file an Incident Report may result in disciplinary action.)
7. Conduct a thorough investigation of all accidents and take positive corrective action to prevent a recurrence. Corrective action may include employee training, modification of work procedures and/or equipment, elimination of an unsafe condition, provision of personal protective equipment and/or disciplinary action.
8. Conduct regular safety inspections of the work area. Look for unsafe acts or work habits, faulty equipment, poor housekeeping or unsafe conditions. Take positive action to correct all noted deficiencies.
9. Properly maintain equipment and ensure that all safety devices are both operational and used by the employees.
10. Develop and administer an effective housekeeping program with high standards of operational cleanliness.
11. Provide appropriate safety equipment for each job as determined by safety rules, City and Department Policy or the supervisor's judgment.
12. Conduct periodic safety meetings and training sessions to ensure that employees are aware of the safety requirements of their job and work area. Seek their advice on methods to improve safety, and make them a part of your safety team.

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**EMPLOYEES**

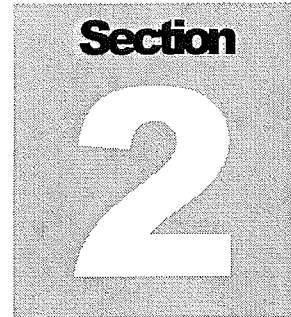
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## Employees

Each employee is an important part of the City's safety program. By working safely, employees help to protect their well being and that of their fellow employees. Working safely is a condition of employment and failure to do so may result in disciplinary action up to and including termination.

Each employee will:

1. Properly use the provided safety equipment while performing work assignments. This includes personal protective equipment and seat belts.
2. Not operate any equipment or use any tools for which training or orientation has not been provided. Employees are responsible for notifying their supervisor when they are not sure how to safely perform any task, operate equipment or use any personal protective equipment.
3. Warn their supervisor and co-workers of unsafe condition or practices which could lead to or cause an accident/injury.
4. Clearly mark all unsafe conditions which could be a safety hazard to fellow employees and the public. When the hazard is within the employee's control to correct, the employee will take appropriate measures to do so in a timely manner.
5. Immediately report all defective equipment to their supervisor.
6. Promptly report to their supervisor all incidents and injuries regardless of severity. Complete all required reports for injuries and motor vehicle accidents in a timely fashion.
7. Take care not to abuse tools or equipment so they will be safe for use by all employees.
8. Never ignore safety rules or procedures in order to get the job done.
9. Refrain from horseplay that could result in injury to themselves or others and/or property damage.



## **Section Two: Safety Committee**

### **City Safety Committee**

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**CITY SAFETY  
COMMITTEE**

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The Safety Committee, established on January 1<sup>st</sup> 2005, conducts regular monthly meetings unless otherwise determined. Meetings are held at the La Vista Police Facility. The Safety Committee is organized into four sub-committees:

- Standard Policies
- Safety Analysis and Tracking of Incidents
- Training & Inspections
- Rewards & Incentives

The Safety Committee's function is to serve as a forum for the discussion of safety and health issues affecting City employees and to help formulate City policy on safety and health issues.

The Safety Committee will record and distribute the minutes of the meeting by posting copies of the minutes on workplace bulletin boards for the information of all employees.

The Safety Committee is responsible for the organization, coordination and implementation of safety programs and safety training. The Safety Committee's responsibilities also include work site inspections to eliminate or reduce work place hazards, the review and tracking of incidents, , and to serve as a technical resource for advice on safety and health issues.

The Committee will advise the City Administrator, Department Heads, supervisors, and employees regarding unsafe conditions, unsafe acts, results of incident reviews, requirements for compliance with safety and health legislation and training requirements.

The Safety Committee's activities shall supplement, rather than fulfill, the obligations of department management in the area of work place safety, training and inspections.

### **Safety Committee Representatives**

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**S A F E T Y  
C O M M I T T E E  
R E P R E S E N T A T I V E S**

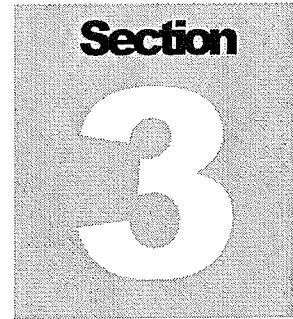
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Safety Committee representatives shall include at least one employee from each Department. Larger Departments may elect to have more than one representative on the committee. The Committee shall include both management and non-management employees.

Safety Committee representatives are selected by their Department Heads in consultation with the City Administrator to serve on the City's Safety Committee. In cases where employee groups are covered by collective bargaining agreements, State Statute will be followed regarding the selection of Safety Committee representatives.

Safety Committee representatives will be active in safety inspections.

Serving as a Safety Committee representative is a collateral duty and employees serving in this capacity shall be provided the support and resources necessary to accomplish both their regular and safety committee representative duties.

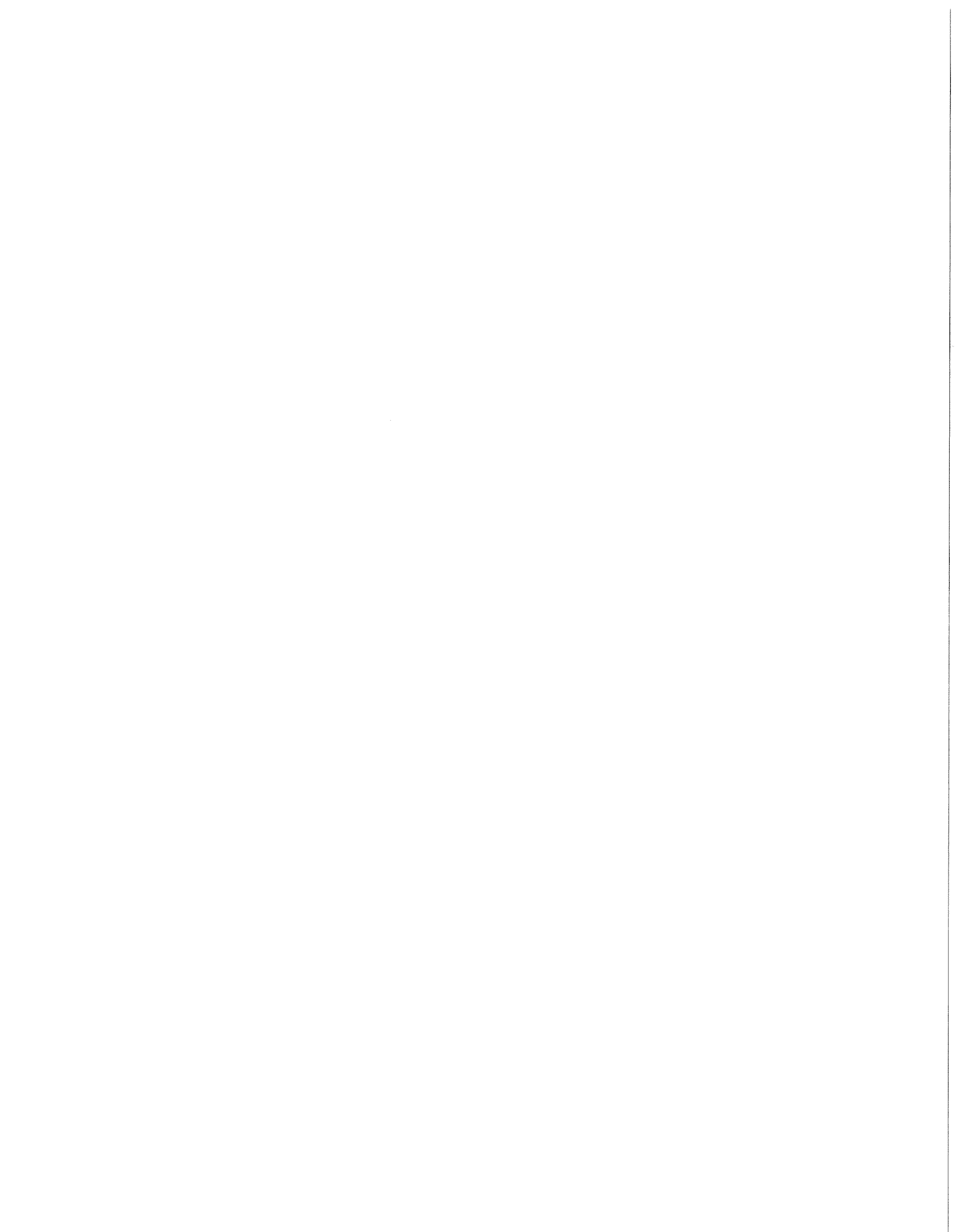


## **Section Three: Rewards and Incentives**

The City has a Rewards and Incentive Program – SAFETY FIRST.

The City Council, first and foremost, wants every City employee to be safe at the workplace. They also want a powerful tool to motivate the employee to remember: SAFETY FIRST.

The City has designed this program to target specific City Council goals regarding the safety of every employee, loss control and productivity. This program focuses on proactive behavior and is an excellent way to raise awareness and communicate various safety issues throughout the workplace.



## Section Four: Employee Training

The proper training of employees in safety and health matters is a critical part of hazard recognition and control. City of La Vista employees must be trained in those unique requirements of their job that include hazards from personal exposure to chemicals, machines, tools, equipment, or work procedures. For example, a Building and Grounds employee may need training in the proper uses of various chemicals and cleaning agents, or the dangers associated with operating power tools. However, an office employee who spends several hours each day operating a computer terminal might acquire back, muscle, eye or hand strain and would need training in ways to avoid these conditions.

### Levels of Training

Training may be completed in several forms, depending on the nature of the job and prior experience of the employee. It may be formal classroom, one-on-one in the work area, written or verbal instructions or self taught. The City of La Vista offers three levels of training, depending upon the specific work being done:

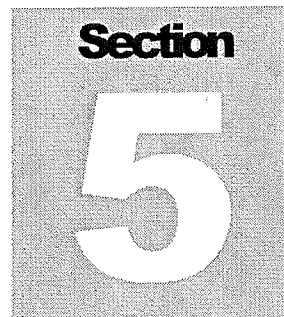
- **Level One** training is knowledge that the employee can acquire about the assigned job on their own by reading a manual or from other sources such as a video tape.
- **Level Two** training can be provided by other qualified City of La Vista personnel who have demonstrated a proficiency at various tasks, and have been approved and assigned to train. The following are examples of Level Two training: accident reporting, eye protection, chemical handling, proper use of fire extinguishers, housekeeping, lifting or back care, slip and fall prevention, ladder handling, vehicle safety and emergency radio operations.
- **Level Three** training requires that a certified instructor do the training associated with a particular job task. A certified instructor can be from within the City of La Vista, but that person must have completed all training and received a certificate allowing them to train others on a

specific topic. The following are examples of Level Three job tasks that require training by a certified instructor:

- First Aid/CPR/AED
- Flagging/Traffic Control
- Defensive Driving
- Infectious Disease Awareness

Level 2 and 3 training will be scheduled and conducted throughout the year. Multiple course times may be scheduled to accommodate the various shift workers in the City. Some training may be offered to employee spouses for a fee.





## **Section Five: Incident Reports**

An Incident Report form must be completed by City employees as an initial report of **all** incidents or accidents involving:

- City employees
- City property
- Public injury while on City property
- Public injury allegedly caused by a City employee

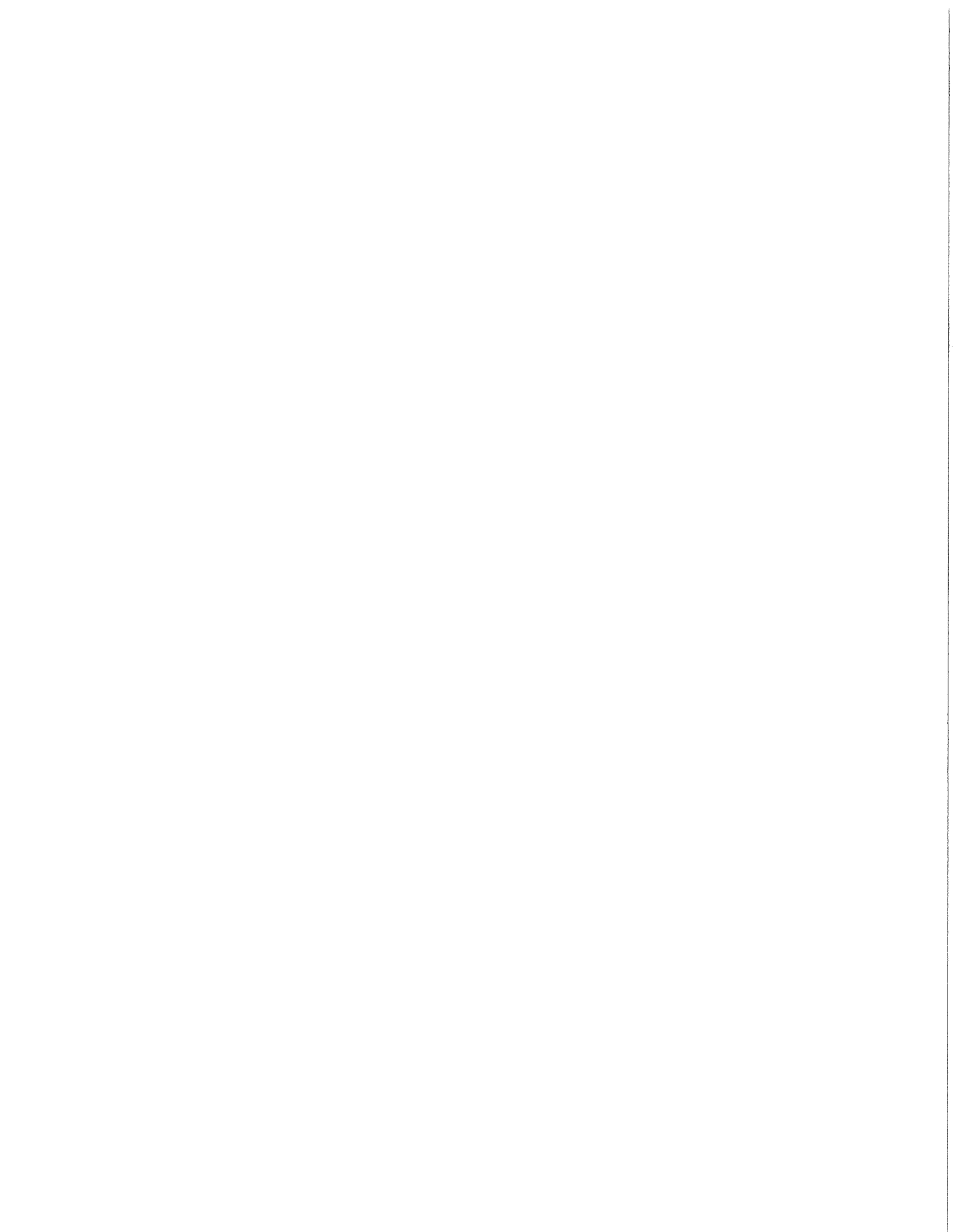
This report must be submitted to the City Clerk within two working days of the occurrence.

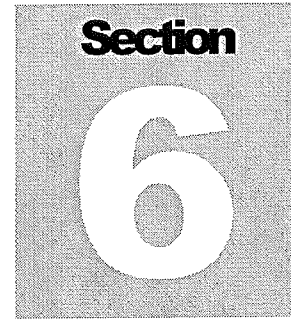
For purposes of the Incident Report Form, types of incidents and accidents to be reported include but are not limited to the following:

Accidents: Any occurrence which involves damage to City property (including City equipment or vehicles) regardless of who or what was at fault.

Any occurrence which involves damage to private property regardless of repair costs, caused by any City employee.

Any occurrence involving bodily injury to a City employee or injury to any other person if the injury occurred on City property or as a result of an act or omission of a City employee.





## Section Six: On-The-Job-Injuries

### Employee's Responsibilities

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EMPLOYEE'S  
RESPONSIBILITIES

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1. A City employee or MVFD must complete the City Incident Report form within two days of any accident or injury and must file this Report with the City Clerk. In the event the employee is unable to complete the Incident Report form, it will be the responsibility of the supervisor or Department Head to complete this form.
2. Follow the instructions of your supervisor.
  - A. If no medical attention is required, the employee will be returned to work.
  - B. Injuries of a minor first-aid nature may be treated at the work site or department office, but must be reported.
  - C. In emergencies where immediate medical attention is necessary the nearest medical provider or emergency room is to be used. Rescue squad services shall be used to transport employees or MVFD to a hospital if the accident or injury results in the incapacitation of the employee or MVFD.
  - D. If non-emergency medical attention is needed, the employee may see their doctor of choice (as indicated on Form 50) or use CompChoice at 86<sup>th</sup> & "F" Street.
3. If a doctor has approved an employee to return to work in a light duty capacity, the employee must submit a request to his or her Department Head for a temporary limited light duty (TLD) assignment, together with a release for light duty work from the employee's physician outlining the employee's work limitations and restrictions. The Department Head shall review the employee's limitations and restrictions and meet with the Human Resources Assistant to determine if an appropriate TLD

assignment is available. Each TLD assignment must be approved by the City Administrator or his or her designee.

4. Employees will advise their supervisor immediately if they feel that any part of the temporary limited light duty assignment conflicts with their restrictions.
5. Employees will need to provide Human Resources with regular updates on their condition as they make visits to their doctor.

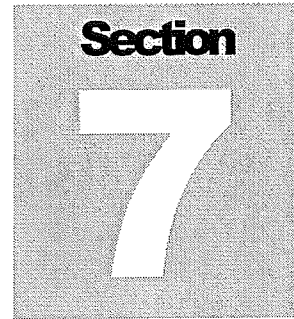
### **Department Head / Supervisor's Responsibilities**

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**DEPARTMENT  
HEAD /  
SUPERVISOR'S  
RESPONSIBILITIES**

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1. High priority shall be given to acquiring any necessary medical attention for an employee injured on the job. The City Incident Report shall be completed and sent to the City Clerk within two (2) days of the incident; if the injured employee cannot complete the form, the supervisor or the Department Head is responsible for completing and submitting of the form
2. When immediate paramedic care is needed, call Fire/Police Dispatch by dialing 911 (from a City phone you may have to first dial 9 for an outside line, then 911 to get an outside line to) or by using the emergency dispatch channel on the City's handheld radio (channel 14).
3. Notify the City Administrator or his/her designee immediately in the case of a serious accident or injury.
4. If an employee is released for light duty, that employee must submit a request to their Department Head for a temporary limited light duty (TLD) assignment, together with a release for light duty work from their physician that outlines any and all work limitations and restrictions. The Department Head shall review the employee's limitations and restrictions and meet with the Human Resources Assistant to determine if an appropriate TLD assignment is available. Each TLD assignment must be approved by the City Administrator or his or her designee.
5. Notify Human Resources if an employee who has been injured on the job calls in sick or does not report to work.



## **Section Seven: Accident Prevention**

Accidents are unplanned, unwanted events that interrupt the completion of an activity and may result in personal injury and/or property damage.

Accidents are caused by unsafe acts, unsafe conditions or natural events. Research indicates that most accidents are caused by unsafe acts and conditions that can be controlled. The impact of natural events can be minimized by proper preparation.

The "3E's of Safety" can be utilized to prevent accidents. The "3 E's" are: Engineering, Education and Enforcement.

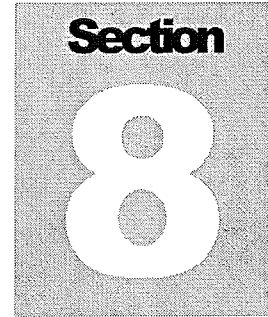
Unsafe conditions can be eliminated through the application of engineering controls. Engineering controls are utilized through proper design of equipment and work space. Some examples of engineering controls at work are: design of machine guards, pressure relief valves, hand rails, ergonomically designed computer work stations, etc.

Safety education can also help to eliminate unsafe acts. Appropriate safety instructions for employees and MVFD provide them with the specific knowledge and skills they need to work safely. In addition, safety training can help them to foster safe attitudes.

Often safety engineering and education are sufficient to prevent accidents. However, sometimes people fail to comply with safety policies and procedures even with the proper education.

Enforcement of safety rules is necessary in cases where employees fail to follow proper procedures. Supervisors are responsible for enforcing safety rules and taking appropriate disciplinary action. Failure to enforce safety rules may be perceived as condoning unsafe behavior.

At no time shall safety devices or practices be set aside or ignored in order to get the job done sooner or cheaper. The price paid for setting aside or ignoring safety devices or procedures often greatly outweighs the gain anticipated.



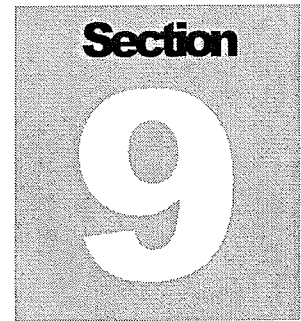
## **Section Eight: Incident Investigation**

The purpose of an incident investigation is to identify the facts about an incident. The investigation can be a valuable tool in controlling the losses associated with employee incidents. Devoting the necessary time and effort to properly investigate an incident can result in the prevention of a recurrence.

1. Employees or MVFD who have an accident with a city-owned vehicle shall first notify a law enforcement agency.
2. Employees or MFVD who have an accident with a city-owned vehicle shall secondly notify their supervisor or department head. The involved employee is responsible for completing an Incident Report Form describing the incident and forwarding the form through their supervisor to the City Clerk.
3. Accidents involving motor vehicles occurring in La Vista will be investigated by the Police Department.
4. State reportable collisions involving La Vista police cars will be investigated by an outside law enforcement agency.
5. All accidents or incidents shall be reported to the City Clerk for initial investigation and, if warranted, the City's insurance carrier will also perform an investigation.







## **Section Nine: Safety Rules, Policies and Procedures**

The following sections offer general guidelines for working safely. In some cases, more specific details can be found in City or Department policies and procedures. Employees and MVFD are required to comply with all applicable safety and health rules to protect themselves, their co-workers and the public.

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**GENERAL  
SAFETY  
PRACTICES**

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### **General Safety Practices**

1. Adequate rest, exercise and a good diet will enhance your health and level of awareness. Being alert and healthy will help you prevent accidents and injuries.
2. Each employee and MVFD is responsible for knowing, understanding and complying with the safety rules, policies and procedures applicable to their job.
3. Always be alert for hazardous conditions and equipment. If possible, correct or eliminate them. Report all such conditions and the steps you have taken to correct them to your supervisor. If the hazardous conditions cannot be immediately corrected, then clearly mark them to prevent an injury until it can be corrected.
4. Immediately report all incidents and injuries, no matter how minor to your supervisor. This includes damage to equipment, vehicles, city or private property. Cooperate with your supervisor and the Department Safety Representative during all incident investigations.
5. Never attempt to perform work or drive a vehicle when you are impaired by drugs, alcohol or medication. Inform you supervisor of anything that might affect your ability to safely do your job.

6. Do not use equipment or operate machinery until you have been trained and authorized to do so by your supervisor.
7. Obey all safety signs and notices.
8. Never walk or stand under suspended loads. When overhead work is being done, be alert for falling objects.
9. Avoid walking or driving vehicles or equipment through smoke, fog or any condition that obscures your vision.
10. Wear clothing suitable for the job you are performing. Suitable clothing means apparel that minimizes the danger from moving equipment, chemicals, hot substances, etc. Your task may require the use of special personal protective equipment such as hard hats, safety shoes or work gloves.
11. Caution should be exercised in the wearing of rings, chains, necklaces, and bracelets because of the serious injuries that can happen when they are caught on an object or in moving machinery.
12. Use the right tool for the job and always keep tools in good condition.
13. Keep hands, tools, clothes, jewelry and rags away from moving equipment.
14. When handling material or reaching for objects, be aware of burrs, sharp edges, or points which can puncture or lacerate.
15. Do not operate any equipment or machinery unless the safety guards and devices are in place and operational.

### **Back Safety**

It is estimated that 8 out of 10 Americans will have a back injury sometime during their lives. Back injuries can be prevented by using proper lifting and material handling techniques, eliminating excess body weight, strengthening back and abdominal muscles and adopting good posture habits.

Tips for Preventing Back Injuries:

1. Avoid lifting and bending whenever you can. Anytime you can spare your back the stress and strain of lifting and bending, do so! If you

don't use your back like a lever, you avoid putting it under so much potentially damaging force.

2. Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, do it so you won't have to reach down to pick it up again.
3. Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level, lighter objects on lower or higher shelves.
4. Use carts and dollies to move objects, instead of carrying them yourself. Use cranes, hoists, lift tables, and other lift-assist devices whenever you can.
5. Use proper lifting procedures. You can't always avoid lifting, but there are ways to reduce the amount of pressure placed on the back when you do so. By bending the knees, you keep your spine in a better alignment, and you essentially take away the lever principle forces. Instead of using your back like a crane, you allow your legs to do the work.

Follow these steps when lifting:

1. Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
2. Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
3. Use your palms (not just your fingers) to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
3. Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck line.
4. Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
5. When you put a load down, use these same guidelines in reverse.
6. Reduce the amount of weight lifted. If you're moving a bunch of books, better to load several small boxes than one extremely heavy load.

7. Use handles and lifting straps.
8. Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself!

Additional Body Management Tips:

1. It is important to know your body's limitations, and it is important to be aware of your body position at all times. Learn to recognize those situations where your back is most at risk: bending, lifting, reaching, twisting, etc. Then take measures to avoid an injury.
2. Stretch first. If you know that you are going to be doing work that might be hard on your back, take the time to stretch your muscles before starting, just like a professional athlete would do before a workout. This will help you avoid painful strains and sprains.
3. Slow down. If you are doing a lot of heavy, repetitive lifting, take it slowing if you can. Allow yourself more recovery time between lifts, as well. Don't overdo it.
4. Rest your back. Take frequent, short (micro) breaks. Stretch. If you've ever been working in an awkward position for a long time, then stood up and felt stiff and sore, you know you've been in that position too long, and your body is now protesting. Taking a one minute stretch break every now and then can help you avoid that.
5. Sleep on a firm mattress. Also, the best sleeping position for many people is either on the back with the knees slightly elevated (by a pillow), or on the side with knees slightly bent.
6. Get in shape. Strengthen your stomach muscles, lose a little weight, increase your flexibility.

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**B L O O D B O R N E**  
**P A T H O G E N S**

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### **Bloodborne Pathogens**

Bloodborne pathogens are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) which causes AIDS.

Employees whose job responsibilities include the reasonable anticipation of certain kinds of contact with another person's blood are in the City's Bloodborne Pathogens Program. Some examples of job titles in this program are Firefighter, Firefighter/Paramedic, Police Officer, Lifeguard, and Public Works.

Employees in this program are provided annual training, hepatitis B vaccines and special equipment to be used when providing first aid, CPR or medical treatment.

Because of the potentially fatal hazard of uneducated and unprotected contact with another's blood, only the employees in this program are authorized to provide first aid or CPR as a job responsibility.

The City's Bloodborne Pathogens Exposure Control Plan and the OSHA standard 1910.1030 Bloodborne Pathogens may be consulted for additional information. This information is available in each department.

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**CHEMICAL  
HANDLING**

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### **Chemical Handling**

Employees using volatile solvents, bases or acids should work in a well ventilated area. Many solvents can be dangerous to the health of employees either through inhalation or absorption through the skin.

Solvents should be stored in special explosion-proof containers. Storage in a refrigerator could cause ignition.

Various chemicals react violently when combined with others. Therefore, Material Safety Data Sheets (MSDS) should be checked before employees handle the chemicals.

Chemicals must not be handled without appropriate hand protection.

When working with corrosive chemicals, employees should wear rubber aprons, gloves, and goggles. When handling dangerous chemicals, employees should wear a face shield or chemical-type goggles.

All chemicals must be clearly labeled and dated. Old chemicals should be properly discarded.

Segregate reactive chemicals. Clearly labeled storage cabinets can inform Emergency/Rescue Personnel.

### **Colors of Safety**

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**COLORS OF  
SAFETY**

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Safety colors are used to quickly identify safety devices and to alert and/or caution personnel of hazardous conditions and equipment.

Outlined below are the colors of safety and their meanings.

#### **RED:**

- a) Fire - fire protection equipment and apparatus to include fire alarm boxes, fire extinguishers, exit signs

b) Danger – Safety cans or other portable containers used to store flammable liquids, danger signs

c) Stop – Emergency safety devices, emergency stop bars on hazardous machines and electrical devices used for the emergency stopping of equipment

**ORANGE:**

Dangerous equipment – parts of machines and equipment that may cut, crush, shock or otherwise injure

**YELLOW:**

Caution – The basic color for designating caution to protect against physical hazards such as: striking against, tripping hazards, and being caught in between objects

NOTE: Yellow and black stripes may also be used to designate caution.

**BLUE:**

Warning – caution limited to warning against starting, using or moving equipment under repair

**BLACK ON YELLOW:**

Radiation – X-ray, alpha, beta, gamma, neutron and proton hazards

**BLACK AND WHITE:**

Boundaries – traffic aisles, stairways (risers, direction and border limit lines) and directional signs

**Compressed Air**

The following rules shall be complied with to avoid injuries when using compressed air for cleaning.

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**COMPRESSED  
AIR**

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1. Compressed air should not be used to blow particles off clothing, hair, or skin. Doing so can cause serious personal injury.
2. Air pressure used for cleaning must be equipped with a pressure regulator that limits the discharge pressure to 30 psi.
3. Employees using compressed air for cleaning must wear protective goggles and warn other employees in the immediate area.

4. Compressed air shall not be used to clean the floors.
5. Consideration should be given to the use of vacuum methods instead of compressed air for cleaning.
6. Use caution in connecting or disconnecting pneumatic tools.

### Compressed Gas Cylinders

The following guidelines should be followed when using or storing cylinders.

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**COMPRESSED  
GAS  
CYLINDERS**

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1. Cylinders containing compressed gas such as oxygen, nitrogen, acetylene, etc., must be handled with extreme care. Consider each container as a potential rocket.
2. Do not remove or change the numbers or markings stamped on the cylinders.
3. Because of their shape, smooth surface and weight, cylinders are difficult to carry by hand. Cylinders may be rolled on their bottom edge but never dragged. Cylinders weighing more than 40 lbs. should be transported on a hand or motorized truck and suitably secured to prevent falling.
4. Protect cylinders from cuts and abrasions.
5. Do not let cylinders drop or strike each other violently.
6. Do not use cylinders for rollers, supports, or any purpose other than to contain the gas for which they were designed.
7. Do not tamper with the safety devices in valves or on cylinders.
8. Cylinders should be stored and secured in an upright position in a safe, dry, well ventilated space. Flammable substances such as oil and volatile liquids should not be stored in the same area. Cylinders should not be stored near stairs, elevators, gangways or other places where they can be knocked down or damaged.
9. Except when in use, all oxygen cylinders shall be separated from fuel gas cylinders by a distance of twenty feet or by a fire wall with a one hour fire rating. This applies to both full and empty cylinders.

10. When empty cylinders are to be returned to the vendor, mark them "Empty" or "MT" with chalk. Close the valves and replace the valve protection caps if the cylinder is designed to accept a cap.
11. When in doubt about the proper handling of a compressed gas cylinder or its contents, consult the supplier of the gas.

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**CONFINED  
SPACES**

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### **Confined Spaces**

A confined space is a space that is large enough and so configured that an employee or MVFD can bodily enter it; has limited or restricted means for entry or exit; and is not designed for continuous human occupancy. Examples of confined spaces are: tanks, vessels, silos, vaults, storage bins, hoppers, sewers, etc.

Confined spaces may subject employees to the hazards of a toxic or oxygen deficient atmosphere, the presence of a material that may engulf a worker or an internal configuration that may trap an employee.

Employees working in confined spaces require special training and equipment. Permits must be completed and atmospheric testing done prior to entry.

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**CONTRACTOR  
SAFETY**

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### **Contractor Safety**

1. Departments shall notify contractors of any safety related information they need to work safely while performing work at any City facilities or property.
2. Contractors are solely responsible for the safety of their employees while working for the City of La Vista.
3. Contractors are fully responsible for training their employees in procedures adequate to ensure safe operations.
4. Contractors are fully responsible for providing their employees with all necessary protective and safety equipment.
5. Contractors must abide by all applicable safety and health laws and regulations.
6. Contractor personnel are required to conduct themselves in a professional manner at all times while on City property.
7. Contractors shall make available to the City MSDS's for any toxic substances which they use in a City facility.



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DRIVING CITY  
VEHICLES

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### Driving City Vehicles

Department Heads and other employees or MVFD as designated by the City Administrator shall be allowed to use city owned vehicles as transportation to their homes from their places of work in addition to use during normal duty hours. As an essential job function, employees may also be required to operate/drive city-owned motor vehicles during normal duty hours. Such vehicles shall not be used for other than official city business. They shall be kept clean and driven in a manner so as to conform with existing traffic regulations and not bring discredit upon the city.

Operators of city owned vehicles must possess a valid, current operators' license in accordance with state laws. The City may establish procedures to routinely inspect such licenses. Operators are expected to drive safely and observe all traffic laws. Seat belts must be worn by employees at all times while driving a City vehicle, when a passenger in a City vehicle, or while conducting City business. Employees who receive a traffic ticket while conducting City business will be responsible for paying any associated fine and may be subject to disciplinary action.

Employees or MVFD who have an accident with a city-owned vehicle shall first notify a law enforcement agency and then their supervisor or department head. This shall be done regardless of how minor the accident may be.

The City Administrator or his/her designee will review the ability of an employee or MVFD to operate a city-owned motor vehicle if an employee or MVFD has been involved in two or more traffic accidents and/or has received two or more moving violations while operating a city-owned vehicle within a twelve month time frame. The review may result in disciplinary action which may include but is not limited to driver's safety training, suspension from use of city-owned vehicles, suspension from work or demotion.

If driving a City vehicle is part of an employee's job duties for the City, the employee may be subject to disciplinary or other job action – such as termination of employment or transfer to a vacant position (with any applicable pay reduction) - if the City's insurer advises the City that the City will no longer have insurance coverage for accidents involving a vehicle operated by the employee.

Supervisors shall:

1. Ensure that only authorized employees operate City owned or leased vehicles. Employees and MVFD shall not be permitted to operate any vehicle until they have demonstrated complete familiarity with all functions.

2. Ensure that all equipment and loads carried in or on a vehicle or trailer are properly secured for the protection of the people in the vehicle and the general public in the roadway.
3. Be alert in observing unsafe driving practices of employees and MVFD and take immediate corrective action.
4. Assist the employee and MVFD in completing an incident report and State Vehicle Accident Report after any incident involving a City vehicle. Investigate the accident and take appropriate action for any unsafe acts which were responsible for or contributed to the incident. A state accident report will be completed on all crashes involving city owned vehicles when death, injury or estimated damage to the property of any person exceeds \$1,000.00.

Employees and MVFD shall:

1. Conduct a vehicle pre-trip inspection of the vehicle prior to driving the vehicle and immediately report any damage or equipment problems to their supervisor.
2. Report to their supervisor any vehicle found to be unsafe to drive and request another vehicle.
3. Ensure that all equipment and loads carried in or on a vehicle or trailer are properly secured for the protection of the people in the vehicle and the general public in the roadway.
4. Always wear the seat belt.
5. Ensure that all employees are safely "buckled up" prior to putting the vehicle in motion. Do not transport more employees than there are seat belts.
6. Not ride in the back of a pick-up truck while traveling on a public roadway. Under unusual circumstances such riding may be permitted off the public roadway (i.e. within a city park) only if the following conditions are met: occupants are seated in the bed of the truck with head, hands, arms, etc. totally within the confines of the back of the truck and the driver maintains a safe and slow speed.
7. Report all collisions/accidents to the local police department and to your supervisor. NEVER LEAVE THE SCENE UNTIL RELEASED BY THE AUTHORITIES.

8. Report all accidents to their supervisor and complete the Incident Report Form. See the section on "Incident Reports."
9. Never operate a vehicle while under the influence of alcoholic beverages or medicines that impair your ability to safely control and operate a vehicle.

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**EMERGENCY  
RESPONSE  
FOR THE  
RELEASE OR  
SPILL OF A  
HAZARDOUS  
MATERIAL**

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### **Emergency Response for the Release or Spill of a Hazardous Material**

Employees who observe or detect an incident involving the release, spill or leak of a hazardous material shall:

1. Immediately notify everyone in the affected area as to the hazardous material released or spilled and evacuate everyone from this area.
2. Notify their supervisor and the Fire Department.
3. Secure the spill and affected area from accidental entry and disconnect all sources of ignition if possible.
4. Do not attempt remediation of the spill or leak unless the employee has been trained and designated as an emergency responder and have the appropriate equipment available. In most cases, the Fire Department will be responsible for this activity.
5. Do not reenter the area until it is declared safe by the appropriate authorities.

### **Excavations**

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**EXCAVATIONS**

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1. The location of utility installations, such as sewer, telephone, fuel, electric, water lines or any underground installations that may reasonably be expected to be encountered during excavation work shall be determined prior to any excavation or digging activity. Supervisors will be responsible for making sure that this determination has been made.
2. Employees who will be performing an excavation must notify Diggers Hotline (402-344-3565) 48 hours prior to digging.
3. Documentation shall be kept on the notification to Diggers Hotline.
4. The sides of all excavations 5 feet or greater in depth, or excavations that present a potential cave-in hazard regardless of depth, shall be provided with an adequate protective system.

Refer to OSHA standards 29 CFR 1926.651 and .652 for additional requirements and information on excavations.

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**EXITS**

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**Exits**

All exit routes must be clearly marked and lead to a public way. Areas around exit doors and passageways leading to and from the exit must be adequately illuminated and kept free of obstructions at all times.

Supervisors shall advise employees of the designated exit routes from their work areas.

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**FIRE  
PREVENTION**

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**Fire Prevention**

A good fire prevention program eliminates accidental sources of ignition, controls the amount of flammables and combustibles in the work place and uses sound construction practices.

Some common ignition sources are: smoking and careless disposal of smoking materials, faulty or overloaded electrical wiring and equipment, poor maintenance, improper waste disposal and improper storage of flammables and combustibles.

The prevention of fire is of the utmost importance. Good housekeeping and equipment maintenance must be followed to keep fire hazards at a minimum.

Follow these guidelines:

1. The area immediately adjacent to buildings and equipment should be kept free of combustible materials, debris and to the extent possible, dry weeds/grass.
2. Approved metal containers should be used for the storage and collection of all flammable liquids and materials.
3. The use of gasoline for cleaning purposes is prohibited.
4. All portable extinguishers must be checked monthly to ensure that they are in their designated place and have not been damaged or discharged.
5. Records of fire extinguishers and fire alarm system inspections and tests must be maintained.
6. Extinguishers removed from the premises for service must be replaced with a spare extinguisher.

7. All fire alarm systems used for alerting employees and the public must be tested periodically to ensure dependability. The alarm must be distinctive and discernible above ambient conditions.
8. All employees must be trained in the preferred means of reporting emergencies and what their responsibilities are. This should be accomplished as a part of the supervisor's new employee orientation.

Supervisors shall instruct employees on the location of fire alarms, fire safety rules and emergency exits routes in the workplace.

### **First Aid**

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FIRST AID

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First Aid kits are provided in work areas and in all City vehicles. These first aid kits are to be used by employees to tend to minor injuries. The City will periodically provide training in basic first aid for all employees.

Aid for injuries or illness of a more serious nature should be rendered only by employees who are trained and certified to provide this aid such as Fire, Rescue, Police and Lifeguard personnel.

### **Housekeeping**

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HOUSEKEEPING

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An orderly work area is conducive to better job performance, good morale and safety. Housekeeping is one of the most important factors in accident and fire prevention. You can do your part by keeping your work area clean and orderly.

The types of accidents that frequently result from poor housekeeping are:

1. Tripping over objects on the floors, stairs and platforms.
2. Slipping on wet, greasy or dirty floors.
3. Bumping against projecting or misplaced objects.
4. Puncturing or scraping hands or other parts of the body on protruding objects.

The following housekeeping guidelines will aid in preventing accidents:

1. All stairways, exits, safety showers, eye washes, aisles and walkways must be kept clean and clear of obstructions at all times.
2. Flammable materials and greasy rags should be stored in approved containers.

3. Spills should be cleaned up immediately so as not to pose a slip or fire hazard.
4. Store items not being used and ensure that the storage will not topple, roll over or fall.
5. Keep the area free of debris and fire hazards.

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**LADDERS**

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### **Ladders**

Electrocution and falls are the two most common injuries associated with ladders. Other hazards include: splinters and slips usually resulting in strains, sprains, bruises and abrasions.

The following safety procedures will prevent injury.

1. Ladders shall be frequently inspected and maintained in good condition. Defective ladders shall be withdrawn from service for repair or destruction and shall be tagged "Dangerous, Do Not Use."
2. Wooden ladders or scaffold planks should not be painted as defects may be covered by the paint. Wooden ladders should be protected with a clear sealer varnish, shellac or wood preservative.
3. Rungs must be kept free of grease and oil to prevent slipping. Clean muddy or slippery shoes before climbing.
4. Use ladders of sufficient height for the job. On a step ladder, never climb higher than the second step below the top of the ladder. Never stand on the top three rungs of a straight ladder.
5. Ladders shall not be placed on barrels, boxes or other unstable surfaces to obtain additional height.
6. Care should be taken in the placement of ladders so that they are not carried or positioned near overhead power lines. Maintain at least a ten foot distance from overhead lines.
7. Metal ladders shall not be used in the vicinity of electrical circuits nor shall electric power tools be used while on a metal ladder.
8. If it is necessary to place a ladder near a door or where there is potential traffic, set up a warning sign or take other precautions to prevent accidental contact that might upset the ladder.

9. When using a straight ladder, it should be long enough to extend at least three feet above the level to which the user is climbing. Step ladders must not be used as straight ladders.
10. Nonskid feet shall be used on all straight and extension ladders.
11. Straight ladders shall be positioned to form a triangle when placed against the wall. Ladders should never be placed against a window frame. The ladder is properly placed when the user is able to stand on the bottom rung of the ladder and is able to grasp the rungs with their arms fully extended.
12. Place the base of the ladder so that it has a secure footing. It may be necessary to secure the ladder in position by the use of ropes or by stationing an employee at the base of the ladder to hold it in position during use.
13. Only one person shall be on a ladder at a time.
14. Never carry articles in your hands while climbing. Use a hand line to raise or lower tools and materials or carry them in a tool belt.
15. Always face a ladder when ascending or descending it.
16. Use the three point system when climbing a ladder - always have two hands and one foot or two feet and one hand in contact with the ladder at all times.
17. Do not overextend your body while on a ladder. Reposition the ladder instead of reaching too far to one side.

### Office Safety

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**OFFICE  
SAFETY**

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1. Desks and work areas should be kept clean and orderly. Pick up such items as pencils and paper clips and wipe up spilled liquids. Good housekeeping is one of the keys to a safe office environment.
2. Keep an eye open for loose or rough flooring.
3. Watch out for the trip hazards presented by electrical and telephone cords and keep them out of aisles or walkways.
4. Be extra cautious when you come up to a door that can be pushed toward you. Take it easy when pushing a door and slow down when coming to a blind corner.

5. All file, desk, and table drawers shall be kept closed when not in use. Never open more than one drawer at a time.
6. Overloading the top drawer of an unsecured file cabinet is unsafe. If unfamiliar with a file cabinet, check to see if it is secured to the floor or wall or weighted to prevent tipping over. Ensure the locking device prevents the drawer from coming all the way out.
7. Furniture such as tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Chairs that tilt can be a hazard if improperly used. Care should be taken to ensure that chairs are in good condition. Always make sure that the chair is behind you before you sit down.
9. Never use chairs, desks, or other office furniture as a makeshift ladder.
10. Keep sharp objects such as thumb tacks, scissors, razor blades, etc. covered and stored in a manner that doesn't present a hazard. Carry sharp objects point down.
11. Keep the blades of paper cutters closed when not in use.
12. Paper cuts can lead to infection. Use a sponge or wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
13. When working with computers, attention should be given to the design and set-up of the work station. The computer screen should be just at or below eye level and approximately 18-30 inches from your eyes.
14. Document holders should be placed at the same height and distance and in the same plane as the screen. Screen glare can cause eyestrain so position the screen or adjust the window blinds to avoid glare.
15. Consider using a headset if you use the telephone a lot. This will help you to avoid neck strain.

### **Personal Protective Equipment**

When engineering or administrative controls are not adequate to remove a hazard from the workplace, the use of personal protective equipment (PPE) may be required.

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**PERSONAL  
PROTECTIVE  
EQUIPMENT**

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The requirement to wear PPE will be determined by the information provided by a Material Safety Data Sheet (MSDS) or label, established safety rules and policies and/or judgment of the supervisor. Supervisors may require the wearing of PPE when in their judgment such protection is advisable even if this protection is not required by a specific MSDS, label or rule.

When personal protective equipment has been specified for certain assigned tasks or duties, its use is mandatory and is considered a condition of employment. Employees shall be instructed by their supervisor in the proper selection, use and maintenance of PPE.

Specifications for the design and purchase of PPE shall be coordinated between Purchasing, City Administration, and the appropriate Department Head during the budgetary planning process.

### **Prohibited Activities**

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**PROHIBITED  
ACTIVITIES**

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**USE OF HEADSET RADIOS AND TAPE PLAYERS:** The use of personal headset radios or tape players by employees is prohibited on the job when use of this equipment would distract an employee from the concentration required to perform a task or interfere with the employee's ability to hear ambient sounds, equipment noise or verbal communications.

**ALCOHOLIC BEVERAGES:** Under no circumstances shall an employee report to work at the beginning of a shift or after a lunch or break under the influence of alcohol; nor shall any alcoholic beverages be consumed during work or carried open or unopened in a City vehicle.

**DRUG ABUSE:** The use of non-prescription drugs or the abuse of prescription drugs while on the job, where the taking of some would impair judgment or ability to work safely as determined by the supervisor is prohibited.

**HORSEPLAY:** Horseplay includes tripping others intentionally, throwing things, and any other act which may startle or distract other employees. Since horseplay can lead to injury it is prohibited on the job.

Failure to observe these rules will result in disciplinary action.

### **Safety Enforcement**

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**SAFETY  
ENFORCEMENT**

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Provisions for progressive disciplinary action are established in the City of La Vista Personnel manual. Employees who violate safety rules, policies or procedures are subject to disciplinary action which may include oral reprimand, written reprimand, suspension and/or termination.

Supervisors and/or Department Heads must take immediate and positive action to correct any observed violation of safety rules. Disciplinary action should be considered when employees cause injury to self or others, destroy or damage equipment, willfully violate safety rules, disregard traffic regulations, or demonstrate an attitude of indifference or defiance toward safety. Supervisors and/or Department Heads should include an evaluation of employee safety performance in employee performance appraisals.

### **Safety Inspections**

Supervisors and/or Department Heads should conduct periodic safety inspections of their work area and take corrective action to eliminate all hazards noted. The frequency of these inspections should be based on the type of work performed. As a general guideline, office areas should be inspected monthly and other areas inspected on a weekly basis.

Periodic inspections by the City Safety Committee will be made. These inspections will be accomplished at a frequency to ensure that the department is complying with City procedures and government regulations. The work areas will be inspected for safety hazards, safe work practices and compliance with training requirements.

### **Safety Vests**

A safety vest/shirt must be worn when working in a street right-of-way or parking lot with moving vehicular traffic. The vest/shirt shall be fluorescent orange or fluorescent green in color. Reflective tape shall be present on the vest when work is performed at night or in low light conditions.

### **Slips, Trips and Falls**

Slips, trips, and falls are major contributors to occupational injuries.

The following guidelines will aid in the prevention of slips, trips and falls.

1. Avoid wet, oily and highly waxed floors.
2. Immediately clean up all spilled liquids and items. Keep items such as paper clips, thumbtacks, rubber bands, pencils and pens off the floor.
3. The soles of some shoes may increase your chances of slipping; therefore, wear shoes that provide good traction.

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**SAFETY  
INSPECTIONS**

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**SAFETY  
VESTS**

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**SLIPS, TRIPS  
AND FALLS**

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4. When exerting extreme force on wrenches or other tools, make sure that your footing is stable in case the wrench slips or releases.
5. Be alert for tripping hazards posed by garden hoses, shovels, rakes, concrete bumpers in parking lots, broken sidewalks, shadow holes in the street and crosswalks, extension cords, loose shoe laces, pants that are too long, etc. Take action to eliminate tripping hazards, where possible.
6. Openings in the floor or ground into which a person could accidentally step must be protected by a standard railing, covered, barricaded or otherwise secured.
7. When carrying tools or materials, keep one hand free to use the handrail as you go up and down the stairs.
8. All steps, walkways and stairs must be kept free of obstructions, storage and slippery materials such as oil and grease. Stairways and aisles should be adequately illuminated.
9. When walkways are provided, they must be used. Do not take shortcuts.
10. Tools, equipment and materials must not be left in walkways.

### **Tools and Equipment**

Tools assist in getting the job accomplished. Tools that are defective or improperly used can pose serious hazards.

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**TOOLS AND  
EQUIPMENT**

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Follow these guidelines for safe use of tools and equipment.

#### **POWER AND HAND TOOLS:**

1. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to your supervisor for repair or replacement.
2. Hand and power tools should be used only in the manner and for the work designed. Never remove the safety guards from power tools. Never subject a hand or power tool to strain beyond its capacity.
3. Before making any adjustments, repairs or servicing any type of power equipment, the power source must be disconnected. If the equipment is driven by a gasoline engine, the ignition wire shall be removed from

the spark plug or other precautions must be taken to prevent the accidental start-up of the engine.

4. Use approved metal safety cans for the storage and dispensing of fuel. If a flexible hose is not provided for dispensing, use a funnel to prevent spilling the fuel. Allow equipment to cool down before refueling it.
5. No cutting, burning, welding or use of spark producing tools shall be done on containers or vessels that have held flammable liquids or gases until the container has been made free of any fire/explosion hazards and the atmosphere inside the container has been made inert.
6. Portable electric tools and equipment shall be approved double insulated (i.e. UL listing and approval) or properly grounded. Outlets supplying power to portable electric tools/equipment which are outside or in wet areas shall have approved ground fault circuit interrupters (GFCI).
7. Hand-held electric power saws and chain saws shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. Hand held drills; saber, scroll and jig saws may have lock-on controls provided that the turn-off can be accomplished by a single finger motion of the same finger that turned it on.
8. Where there is a danger of explosion or fire, air operated tools are preferred. Employees using air-operated tools must make certain that the air supply cannot exceed the safe working pressure of the tool.

### **Weapons**

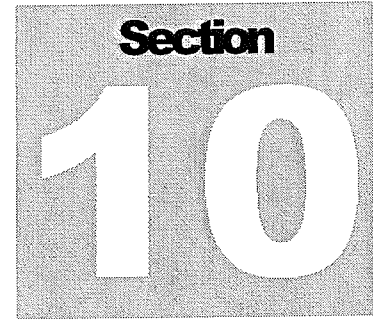
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**WEAPONS**

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The possession of weapons by employees or MVFD at any time while on City property or within a City building or facility or at any time while on duty for the City at any location, is strictly prohibited. This would include having a weapon in any package, container or vehicle that is in possession or custody of the employee or MVFD. "Weapon" shall include but not be limited to any firearm or knife with a blade longer than three inches that is not the property of the City. Exceptions apply for City police officers and other employees in certain positions who are granted permission by their Department Head (see personnel manual for specifics).

Employees or MVFD who might come across a weapon in the course of their duties or who receive information that a weapon could be in the possession of a person on City property or located on City property, should contact law enforcement immediately.



## **Section Ten: Tornado Procedures**

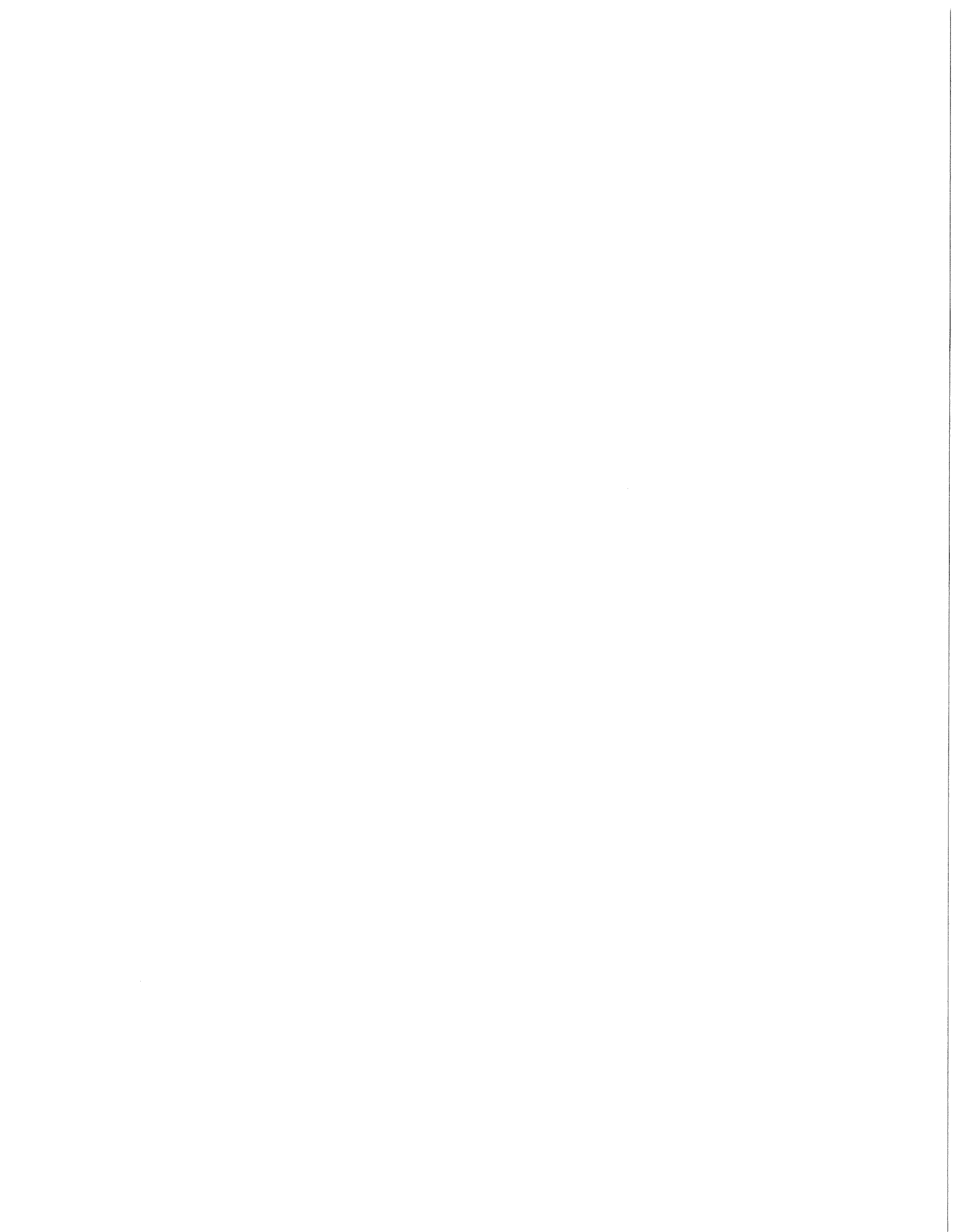
Tornado watch – tornadoes and severe thunderstorms are possible.

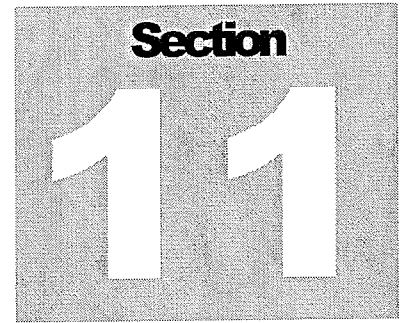
Tornado warning – tornadoes have been detected, take shelter immediately.

Siren – a steady wail of the siren means take cover immediately.

- Stay away from windows/glass.
- Do not go into rooms with boilers, mechanical or electrical equipment.
- Stay low to the ground and cover your head and face.
- Stay out of auditoriums and away from atriums or anywhere with a high ceiling span.
- Close all doors to keep glass and debris from striking you.
- Place as many barriers as possible between you and the outside.
- Always seek shelter on the lowest possible level of the building.
- Encourage civilians to seek shelter with city employees and MVFD for their protection and well being.

Each department has specific procedures for each building. Members of the staff have been assigned to provide assistance in locating shelter.

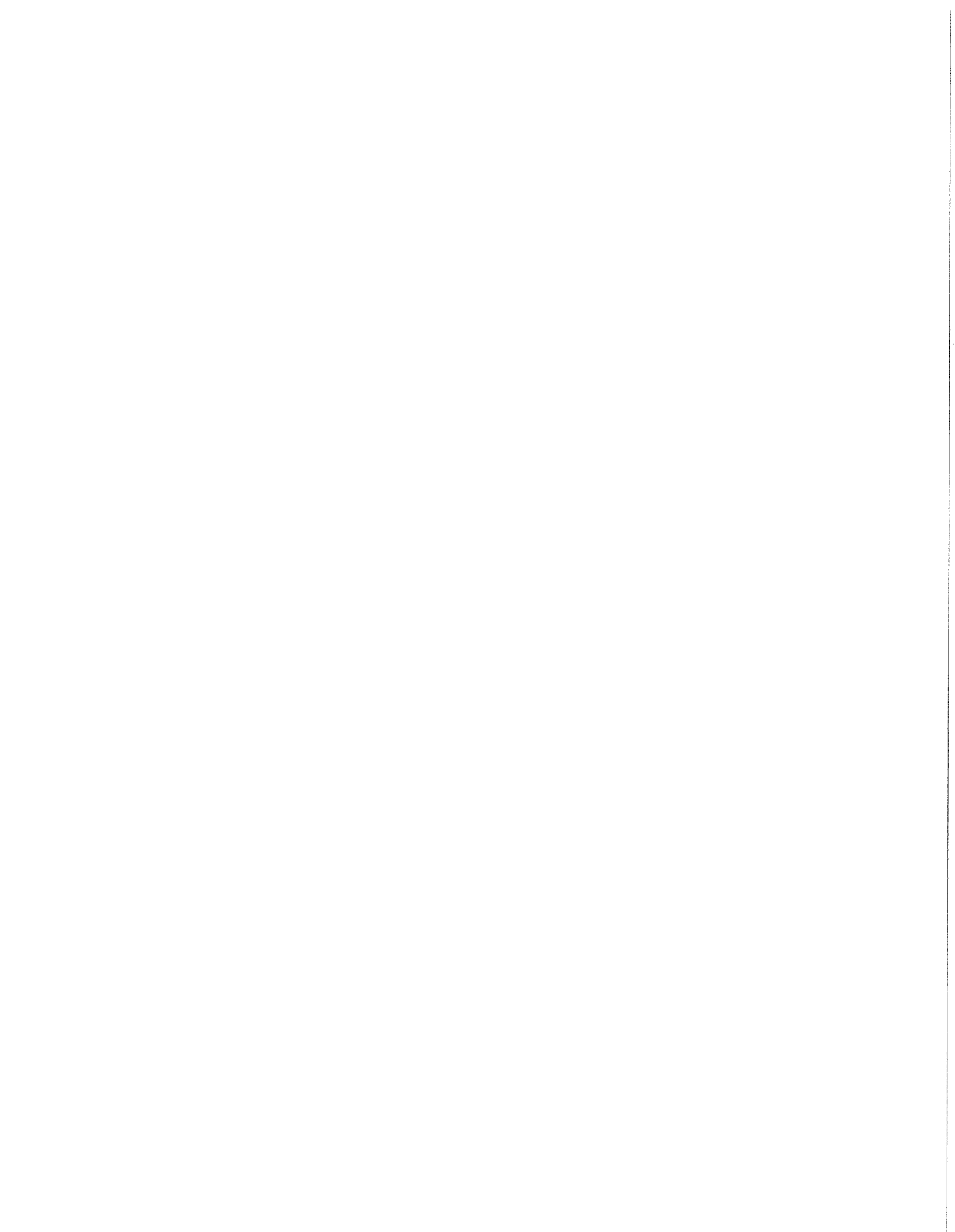




## **Section Eleven: Fire Procedures**

1. In case of a fire or alarm, leave the building using the closest exit possible.
2. Shut the door of the room when everyone is out.
3. There should be one-way traffic in the hallways.
4. Take your group well away from the building and make sure all your people are with you.
5. People should not go back into the building for any reason..
6. Do not return to the building until an all clear sign has been given by a designated staff person.

Each department has specific procedures for each building. Members of the staff have been assigned to provide assistance in evacuating the building.





## Notes