

RESOLUTION NO. 74-12-06

A RESOLUTION OF THE TOWN COMMISSION OF LAKE PARK, FLORIDA, APPROVING THE WORKPLACE SAFETY AND HEALTH MANUAL; REVISING THE TOWN OF LAKE PARK EMPLOYEE POLICY/HANDBOOK TO INCORPORATE REFERENCE TO THE WORKPLACE SAFETY AND HEALTH MANUAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, staff has prepared a Workplace Safety and Health Manual, a copy of which is attached as Exhibit A, which complies with all applicable federal and state laws and regulations pertaining to job safety; and

WHEREAS, the Town Commission has determined that it is in the best interest of the Town of Lake Park to adopt such Workplace Safety and Health Manual to help provide for the operation of Town functions and the health and safety of Town employees and the general public;

WHEREAS, the Town Commission has determined that it is necessary to revise the safety rules and risk management provisions which are set forth in the Lake Park Employee Policy/Handbook in Section 7 “General Operating Procedures” at Article 4 “Safety and Risk Management” to make reference to the Workplace Safety and Health Manual;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA:

Section 1: The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Workplace Safety and Health Manual which is attached as Exhibit A and made a part hereof is hereby approved.

Section 3. The Lake Park Employee Policy/Handbook Section 7 “General Operating Procedures” at Article 4 “Safety and Risk Management” is hereby revised to make reference to the Workplace Safety and Health Manual.

Section 4. This Resolution shall take effect upon adoption.

The foregoing Resolution was offered by Commissioner Balius who moved its adoption. The motion was seconded by Vice-Mayor Daly, and upon being put to a roll call vote, the vote was as follows:

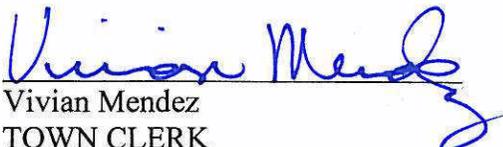
	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 74-12-06 duly passed and adopted this 20 day of December, 2006.

TOWN OF LAKE PARK, FLORIDA

BY: 
PAUL W. CASTRO
MAYOR

ATTEST:


Vivian Mendez
TOWN CLERK



FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
TOWN ATTORNEY

Workplace Safety and Health Manual

**TOWN OF LAKE PARK
535 Park Avenue
Lake Park, Florida 33403**

December 2006

INTRODUCTION

State and federal law, as well as town policy, make the safety and health of our employees top priority. Safety and health considerations must be a part of every operation, and every employee's responsibility at all levels. It is the intent of the Town of Lake Park to comply with all laws concerning the operation of town functions and the health and safety of our employees and the public.

It is the objective of the Town of Lake Park to promote and operate 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.

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Section 1

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against any employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

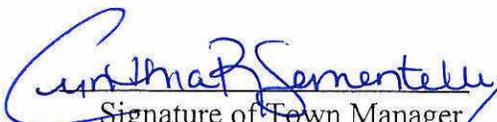
Name:

Title: Safety Program Officer Telephone: 561-881-3345

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program officer, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety policies and procedures.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.


Signature of Town Manager / *INTERIM*

12/22/06
Date

DEFINITIONS

Management: Public Works Director, Safety Officer, and Risk Manager (Human Resources Director).

Field Crew: Parks and beaches personnel that are maintaining the recreational areas and are responsible for the general upkeep.

Playing Court: An area set aside for specific active sports, i.e.; tennis, basketball, volleyball, etc.

Playing Field: An area with sod that is set aside for organized sports, i.e.; baseball fields, soccer fields, football fields, etc.

Playground: An area that is set aside for the purpose of children to play on or around various apparatus. This playground apparatus includes sand boxes. A playground may or may not be fenced in.

Florida League of Cities: FLC

Safety Program Officer: Person delegated to coordinate the safety program and follow thru with compliance.

Safety Program Coordinator: Person delegated to work with the Safety Program Officer scheduling inspections and reports.

Division of Safety: Organization dedicated to setting all workplace safety policies.

Town of Lake Park: Town, employer, Town of Lake Park.

Also reference page 2 – HANDBOOK OF PUBLIC PLAYGROUND SAFETY

RESPONSIBILITIES

Department Head

The department head shall be primarily responsible for the safe operation of his or her department. The Department Head has regular contact with both first line supervisors (foreperson) and employees in general. The Department Head must ensure the safety of each employee and the efficient operation of the departmental functions.

Foreperson or First Line Supervisor

The foreperson or first line supervisor has the primary responsibility for the implementation of definite safety policies established by the Town Management, Department Heads, and the Safety Committee. They are also responsible for holding safety meetings at least monthly, and more often if deemed necessary.

Employees

Employees are expected to follow all safety procedures. This cooperation is needed to ensure protection of employees, Town equipment, Town buildings, and the general public. Employees are encouraged to detect and report to supervisors or safety committee representatives, any hazardous conditions, practices, and behaviors, and to make suggestions for their correction.

Section 3

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of one representative from each department/division and the safety program coordinator.

Responsibilities

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee shall be responsible for assisting management in reviewing and updating workplace safety policies and procedures based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation through continuous improvements to the workplace safety program.

Safety committee representatives will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings

Safety committee meetings shall be held monthly. The safety officer will distribute the minutes of each meeting within one week after each meeting. Minutes shall be distributed to all members of senior management, all department/division supervisors, all committee representatives, and posted on each department/division bulletin board.

Communication

The safety officer will act as a liaison between the safety committee and management while the safety committee representatives act as the liaison between the safety committee and their respective departments/divisions. Within five working days after each safety committee meeting, the safety program coordinator shall communicate to management, either verbally or in writing, those issues determined by the safety committee. Within ten working days after each safety committee meeting, each committee representative will hold a department/division safety meeting to report on the actions of the committee.

Section 4

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation shall begin on the first day of initial employment or job transfer. Upon initial employment or job transfer, employees are required to read and verify by signature that they have read and understand identified parts of the safety manual. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety policies and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety policies, and job-specific procedures described in our workplace safety and health manual. All employees will be instructed by their supervisors that compliance with the safety policies and procedures described in the workplace safety and health manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety policies and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety policies and procedures, and when changes are made to the workplace safety and health manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section 5
FIRST AID PROCEDURES
EMERGENCY PHONE NUMBERS

Safety Officer	<u>561-881-3345</u>
Poison Control	<u>1-800-282-3171</u>
Ambulance	<u>911</u>
Police	<u>911</u>
Fire Department	<u>911</u>
Medical Facility	<u>Jupiter Medical Center/Occupational Health Services</u>
Clinic Address	<u>1210 S. Old Dixie Highway, Jupiter, Florida 33458</u>
Clinic Phone Number	<u>(561) 745-5787</u>
Clinic Fax Number	<u>(561) 745-5713</u>

Minor First Aid Treatment

First aid kits shall be kept in every Town facility building (see your supervisor for specific locations) and in every Town vehicle. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident report.
- Call and report incident to FLC (if work related).

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident report.
- Call and report incident to FLC (if work related).

First Aid and CPR Training

Each employee will receive training and instructions from his or her supervisor on first aid procedures. In addition, the Town will provide formal First Aid and CPR training on a periodic basis.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor - cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major - large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold eyelids open and flush the eyes continuously with water using an eye wash station.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section 6

ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at first notice of injury (DWC1, if work related) location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports (see section 13) are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident, who shall forward them to the Human Resources Director upon receipt.

Section 7

RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The Human Resources Director is the head of risk management and will control and maintain all employee accident/injury records and safety committee records. Records are maintained for a minimum of three (3) years and include:

See Section 13 for forms and reports

- Accident Investigation Reports, Employee Accident Report Form, Employee Incident Report Form, Employees Report of Injury, Fatality or Serious Incident Form, Follow-up Action Form,
- Workers' Compensation Notice of Injury Reports DWC 1, see section 13;
- Log & Summary of Occupational Injuries and Illnesses LES SAF 200, see section 13;
- Safety committee agendas, minutes, and correspondence.

Section 8 Employer Self Inspection & Job Hazard Analysis

General Requirements

- **Each Self-insurer is required under FAC (Florida Administrative Code), Rule Chapter 38I-10.008 (4)© to implement a safety inspection program, which includes a job hazards analysis as part of their Comprehensive Safety and Health Program.**

Purpose and Responsibility for Self-inspections

Effectively managed and well conducted self-inspection programs constitute one of the most important blocks on which to build a successful safety and health program. The purpose of the Self-Inspection program is two-fold:

- Systematically identify conditions and or practices, which have the potential to cause injury/illness to employees and cause significant property damage.
- Implement effective corrective action, which will eliminate or reduce unacceptable conditions and or practices.

Who Should Inspect

All employees have both a duty and responsibility to inspect their tools and equipment before each use. With some pieces of equipment such as forklifts, cranes, hoists, respirators, brake presses, etc., federal requirements clearly spell out the required frequency of inspection.

Beyond the employee's duty to inspect his/her equipment, there is a responsibility for employers to ensure a "safe & healthful workplace" for all employees. One technique by which the employer can achieve this requirement is through regular self-inspections conducted by members of each division.

In addition to supervisory self-inspections, safety committees can also help the employer to comply by ensuring inspection activities are clearly documented and forwarded to management for corrective action.

Frequency Of Inspection

Depending on the size of the establishment, inspections may be completed in a relatively short period of time or certain areas may have to be selected and inspected over several days. There are four (4) fundamental types of inspections: daily, intermittent, special, and periodic.

Daily-These inspections shall occur at the start or end of a shift and may include inspections for forklifts, cranes, hoist etc. These inspections are typically part of the employee's or supervisor's daily routine.

Intermittent-These inspections shall occur irregularly, usually unannounced and may include traditional department inspections conducted by safety committees and supervisors.

Appendix F

Self-Inspection Check List

Employer Posting

- Is the Public Sector Job Safety and Health workplace poster displayed in a prominent location where all employees are likely to see it? **Note:** it is not mandatory to post this poster, it is recommended to inform employees.
- Is the Florida Right-to-Know workplace poster displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and “Material Safety Data Sheets” been posted or otherwise made readily available to affected employees?
- Are signs concerning “Exiting from buildings,” room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Recordkeeping

- | | |
|--|---|
| <ul style="list-style-type: none">□ Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the SAF 200 log? | <ul style="list-style-type: none">□ Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on Workers Compensation (DWC-1) forms? |
|--|---|

- Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current federal regulations?
- Are employee training records kept and accessible for review by employees, as required by specific federal regulations?
- Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)
- Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?

Safety and Health Program

- Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- Is one person clearly responsible for the overall activities of the safety and health program?
- Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?
- Do you have a working procedure for handling in-house employee complaints regarding safety and health?
- Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

Medical Services and First-Aid

- Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?
- Are medical personnel readily available for advice and consultation on matters of employees' health?
- If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?
- Have all employees who are expected to respond to medical emergencies as part of their work:
 - (1) received first-aid training; (2) had hepatitis B vaccination made available; (3) had appropriate training on bloodborne pathogen protection procedures, including universal precautions, and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne disease?
- Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?

- Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Pursuant to OSHA (memorandum of July 1, 1992), employees who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must

record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and followup requirements of the standard with respect to "exposure incidents, as defined by the standard; (3) the employer must train designated first-aid providers about the reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

Fire Protection

- Is your local fire department well acquainted with your facilities, its location and specific hazards?
- If you have a fire alarm system, is it certified as required?
- If you have a fire alarm system, is it tested at least annually?
- If you have interior stand pipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- Are fire drills and emergency evacuations held periodically at Lake Park Town Hall?

Personal Protective Equipment And Clothing

- ❑ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ❑ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- ❑ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- ❑ Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?
- ❑ Are hard hats provided and worn where danger of falling objects exists?
- ❑ Are hard hats inspected periodically for damage to the shell and suspension system?
- ❑ Is appropriate foot protection required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions? Are approved respirators provided for regular or emergency use where needed?
- ❑ Is all protective equipment maintained in a sanitary condition and ready for use?
- ❑ Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- ❑ Where special equipment is needed for electrical workers, is it available?
- ❑ Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic materials, blood, or other potentially infectious materials?
- ❑ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the federal noise standard?
- ❑ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- ❑ Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

General Work Environment

- ❑ Are all work sites clean, sanitary, and orderly?
- ❑ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ❑ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- ❑ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ❑ Is all regulated waste, as defined in the bloodborne pathogens standard, discarded according to federal, state, and local regulations?
- ❑ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- ❑ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ❑ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- ❑ Are covered metal waste cans used for oily and paint soaked waste?
- ❑ Are all oil and gas fired devices equipped with flame failure controls will prevent flow of fuel if pilots or main burners are not working?
- ❑ Are paint spray booths, dip tanks, etc., cleaned regularly?
- ❑ Is the minimum number of toilets and washing facilities provided?
- ❑ Are all toilets and washing facilities clean and sanitary?
- ❑ Are all work areas adequately illuminated?
- ❑ Are pits and floor openings covered or otherwise guarded?

- ❑ Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ❑ Are broken or fractured handles on hammers axes and similar equipment replaced promptly?
- ❑ Are worn or bent wrenches replaced regularly?
- ❑ Are appropriate handles used on files and similar tools?
- ❑ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ❑ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ❑ Are jacks checked periodically to assure they are in good operating condition?
- ❑ Are tool handles wedged tightly in the head of all tools?
- ❑ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

Walkways

- ❑ Are aisles and passageways kept clear?
- ❑ Are aisles and walkways marked as appropriate?
- ❑ Are wet surfaces covered with non-slip materials?
- ❑ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- ❑ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- ❑ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- ❑ Are spilled materials cleaned up immediately?
- ❑ Are changes of direction or elevations readily identifiable?
- ❑ Are aisles or walkways that pass near moving or operating machinery, welding operation or similar operations arranged so employees will not be subjected to potential hazards?
- ❑ Is adequate headroom provided for the entire length of any aisle or walkway?
- ❑ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- ❑ Are bridges provided over conveyors and similar hazards?

Floor and Wall Openings

- ❑ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ❑ Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- ❑ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- ❑ Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- ❑ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing? Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- ❑ Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- ❑ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self dosing feature when appropriate?

Stairs and Stairways

- ❑ Are standard stair rails or handrails on all stairways having four or more risers?
- ❑ Are all stairways at least 22 inches wide?
- ❑ Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise? Do stairs angle no more than 50 and no less than 30 degrees?
- ❑ Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- ❑ Are step risers on stairs uniform from top to bottom?
- ❑ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ❑ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- ❑ Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- ❑ Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
- ❑ Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
- ❑ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ❑ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- ❑ Is the vertical distance between stairway landings limited to 12 feet or less?

Elevated Surfaces

- ❑ Are signs posted, when appropriate, showing the elevated surface load capacity?
- ❑ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- ❑ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- ❑ Is a permanent means of access and egress provided to elevated storage and work surfaces?
- ❑ Is required headroom provided where necessary?
- ❑ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- ❑ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Exiting or Egress

- Are all exits with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways, that are near exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ " inch wide?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building, enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?
- Where ramps are used as part of required exiting from a building, is the ramp slope limbed to 1 ft. vertical and 12 ft. horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

Exit Doors

- ❑ Are doors which are required to serve as exits designed and constricted so that the way of exit travel is obvious and direct?
- ❑ Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- ❑ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- ❑ Is a revolving, sliding or overhead door prohibited from serving as a required exit doors?
- ❑ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- ❑ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- ❑ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ❑ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

Portable Ladders

- ❑ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?

- ❑ Are non-slip safety feet provided on each ladder?
- ❑ Are non-slip safety feet provided on each metal or rung ladder?
- ❑ Are ladder rungs and steps free of grease and oil?
- ❑ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- ❑ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- ❑ Are employees instructed to face the ladder when ascending or descending?
- ❑ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- ❑ Are employees instructed not to use the top step of ordinary stepladders as a step?
- ❑ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- ❑ Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- ❑ Are portable metal ladders legibly marked with signs reading "CAUTION" – Do Not Use Around Electrical Equipment" or equivalent wording?
- ❑ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- ❑ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- ❑ Are metal ladders inspected for damage?
- ❑ Are effective guards in place over beds, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?
- ❑ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Hand Tools and Equipment

- Are all tools and equipment (both company and Employee owned) used by employees at their workplace in good condition?

Section 9

PLAYGROUND INSPECTION PROGRAM

Purpose

This program is provided to ensure the safety of the public through maintenance, inspections, repairs and review of the Town's recreational areas for the intention of repair, removal, replacement or up-grade of equipment.

The purpose of this program is to provide a playground inspection plan that will provide guidelines for a comprehensive inspection program of all playgrounds, parks and recreational areas in the Town of Lake Park. The Town of Lake Park's Commissioners have committed the Lake Park Public Works Department to maintain certain Town owned and operated parks, playgrounds and playing fields. This inspection program will provide for:

1. Accountability
2. Documentation of maintenance
3. Documentation of inspection
4. Documentation of repair of equipment and facilities
5. Documentation of need to replace or remove
6. Management support

SCOPE

The inspection program will compliment the previous maintenance procedures. This inspection program will consist of three (3) procedures:

1. Preliminary – Field Crew
 - a. Inspection
 - b. Repair or barricade dangers
 - c. Documentation
2. Intermediate – Management and Safety Officer
 - a. Review of inspection report
 - b. Place work orders for repair, upkeep or removal
 - c. Occasional Safety Officer inspections
3. Semi-annual review – Public Works Director and Staff
 - a. Upgrade or removal
 - b. Safety report to Risk Management
 - c. Reporting to the Safety Committee

This program will include the mowing schedule for parks, beaches, playgrounds and playing fields.

AREAS OF CONCERN

Entrance to and from the playground: An entrance to a fenced in playground should be handicapped accessible and clear of any hazards that the public can slip, trip or fall on or over.

Signs: All playgrounds should have the following signs:

1. Children must be accompanied by an adult
2. Report hazards to (561-881-3345)
3. No alcoholic beverages allowed
4. (If no lights available) Park closes at sundown
5. No animals allowed in playground area
6. No loitering

Lighting: Lighting of a playground area, if available, should be sufficient enough to provide for a safe play area at night.

Areas needing barricades: All field crews will have barricades to prevent usage of playground areas or equipment in the event that a danger is evident and can not be repaired or removed immediately. **Barricades are not a long term solution.** The hazard should be removed or repaired within a reasonable amount of time. All field crews should have some yellow caution tape. A piece of equipment that has been barricaded from use shall be noted on the inspection sheet.

Park association responsibilities: The park associations that create conveniences for the enjoyment of the public are accountable for their actions and should be held accountable.

INSPECTIONS

Enclosed are two inspection sheets for each area PLAYGROUND to be inspected by the *FIELD CREW*

- The field crew shall have a WEEKLY and MONTHLY INSPECTION SHEET provided specifically for their designated park or recreational area.
 1. They shall print their name at the top where it states INSPECTED BY
 2. They shall put the date of inspection below their name

Weekly inspections: General upkeep and surfacing

- A weekly inspection will be conducted and documented.
 1. Inspect the area including playground, beach and playing fields
 2. Comment on any area of deterioration
 3. Recommend repair, removal or replacement
 4. Repair any hazard if possible and document actions
- The Field Crew Inspector must fill in every line. If the inspection sheet has areas that do not apply then write N/A, O, or ?
- State what actions you took, if you picked up debris or broken glass, etc.
- Note anything broken even if you have to note the same thing every week. It is important to document that it was noticed and that something is wrong every week until the hazard is removed, repaired or replaced.
- The surface material on a playground shall comply with federal guidelines. All playground surfaces should be clear of debris, removal of protruding rocks, glass or roots. All impact resistant material should be replaced in its appropriate area under the swing, bottom of slide or around the merry-go-round. All actions should be noted on inspection sheet.
- Note any vandalism, criminal activity or suspicious activities.
- If there is no place to note certain items, place them at the bottom under comments or attach a sheet to the inspection report. (State "See Attached" if you are attaching something to the sheet).

Monthly Inspection Reports: - Equipment

- A monthly inspection report shall be handled in the same manner as the weekly inspection report. this report shall also include:
 1. A thorough inspection of the equipment

2. Comments on any areas of deterioration of equipment
 3. Recommendation for removal or replacement of equipment
- Monthly inspections include a thorough review of all playground equipment; including repair, lubrication or barricading any questionable equipment.

Inspection sheets will be turned into the area supervisor for their initials, review and placement of work orders if needed.

- Playground inspection Field Crew should keep a copy of inspection for reference.

MANAGEMENT STAFF RESPONSIBILITIES

The Area Supervisor Shall:

1. Review, initial and date the inspection report
2. Place work orders for the repair or removal of the hazard – document the work order number on the inspection sheet
3. Assign a work detail to correct any safety hazards and document this action as an attachment to the inspection sheet
4. Keep a copy of the inspection and within 24 hours of inspection send to the Safety Officer for review and placement in the PLAYGROUND EQUIPMENT INSPECTION BOOK

Safety Officer

1. This inspection report will be initialed by the Safety Officer and placed in the Town of Lake Park PLAYGROUND EQUIPMENT INSPECTION BOOK. This book shall be available for review by the Public Works Director, Safety Officer and Risk Manager when necessary
2. A follow-up of work orders will be performed by the Safety Officer and date of completion or status documented on the inspection report upon receipt of the following week's inspection.

Management Staff

1. The PLAYGROUND INSPECTION PROGRAM LOG BOOK shall be reviewed by the Public Works Director, Safety Officer or Risk Manager as often a necessary. This review will be used to note deficiencies in the playgrounds, program and staff.

Section 10

Reserved For Future Use

Section 11

Reserved For Future Use

SAFETY POLICIES AND PROCEDURES**TABLE OF CONTENTS**

The safety policies and procedures contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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SAFETY POLICIES AND PROCEDURES

SUBSECTION A – OFFICE SAFETY

1. Keep an eye open for loose or rough floor covering and report same to supervisor.
2. Be extra cautious when approaching a door that can be pushed open towards you. Gently push doors open and slow down-when coming to a blind corner.
3. Haste when walking between desks results in bruises and falls. Slow down and pay attention to your movements.
4. Electrical cords should not be placed near foot traffic, however, if this is necessary, an approved cord cover must be utilized to minimize tripping hazards.
5. All file, desk, and table drawers shall be kept closed when not in use. Close drawers immediately after each use. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets is dangerous. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
7. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projected edges, wobbly legs, etc. Notify your supervisor immediately of any deficiencies.
8. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Be sure the chair is behind you before you sit down.
9. Never use chairs, desks, or other furniture as a makeshift ladder. Always use a step ladder or safety step stool.
10. Message spindles should not be used unless the point is protected by a suitable blunt cover and/or the point is bent at a horizontal angle.
11. Keep the blades of paper cutters closed and locked when not in use. Keep fingers and hands clear of blades when using.
12. Pencils are safest when carried point down in pockets.
13. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such accidents at once to your supervisor to protect yourself from infection.
14. Keep paper clips, thumb tacks, and pins in a place where they can't bite, and keep razor blades covered. Even a little scratch can get infected.
15. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, UNPLUG IT, and report it to your supervisor.

SUBSECTION B – HOUSEKEEPING

1. Keep work areas and storage facilities clean, neat, and orderly.
2. All aisles, stairways, passageways, exits, and accessways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
3. Do not place supplies on top of lockers, hampers, boxes or other moveable containers at a height where they are not visible from the floor. Store heavy items below shoulder level.
4. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep isles clean and with adequate space to work in them.

5. When storing materials suspended from racks or hooks, secure it from falling, and route walkways a safe distance from this surface beneath.
6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
7. Tools, equipment, machinery, and work areas are to be maintained in a clean, and safe manner. Defects and unsafe conditions shall be reported to your supervisor at once.
8. Return tools and equipment to their proper place when not in use.
9. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc. in such a way to minimize tripping hazards or obstruction to traffic.
10. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.
11. Nail points, tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, etc. Nails are to be removed as soon as lumber is disassembled.
12. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points. Place sharp objects into a sealed, labeled, sturdy container (i.e. cardboard box) prior to disposal.
13. All packing materials should be properly disposed of to prevent fires.
14. Wastebaskets are to be emptied into approved containers.
15. Oil and greasy rags shall be put into a designated metal container for that purpose.
16. Adequate lighting in obscure areas shall be secured for the protection of both employees and public. Notify your supervisor of areas with inadequate lighting.

SUBSECTION C – FIRE PREVENTION

1. Fire equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
2. Know the location and type of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor, so a replacement may be obtained or the extinguisher recharged.
3. Different types of fires require different types of extinguishers. The following describes extinguisher ratings and how they should be used:
 - “A” rating – fires of wood, rubber, paper, cloth and plastics.
 - “B” rating – flammable liquids, gases and greases: motor oil, paint thinner, gasoline, propane, natural gas, etc.
 - “C” rating – use on fires when live electrical equipment is involved, to prevent possible severe electrical shock.
 - “D” rating – use on particular types of metal fires such as sodium and magnesium.
4. Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall

- be removed from the Public Works shop building as soon as possible and, in no case, shall be left unattended in a building overnight.
5. Cleaning solvents that have flammable properties shall be kept in approved safety containers. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning floors or any parts of buildings.
 6. Gasoline used in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., shall be handled and dispersed in the smaller (one gallon) approved metal safety containers. Containers must be labeled as to their contents.
 7. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can be filled in order to guard against the build-up of static electrical charge.
 8. Never overfill a tank, but rather, underfill it to allow room for expansion of the liquid.
 9. No artificial light, except UL approved flashlights will be used near escaping gasoline, or other flammable vapors, or when entering an enclosure suspected of containing gas.
 10. The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed. Fuel oil or kerosene will not be used for starting fires in stoves. Under no circumstances will gasoline be used for starting fires.
 11. "No Smoking" shall be enforced in all areas where hazardous substances are stored or used, and any other areas where posted.
 12. Exits shall not be locked (chained or otherwise) from the inside.
 13. All Town vehicles shall have a 2A5BC, 2-1/2 lb. Fire extinguisher securely mounted in a convenient location.
 14. All fire extinguishers must be inspected and certified annually by a Licensed Florida State extinguisher company. Each department shall have a designated person to inspect fire extinguishers on a monthly basis. Discrepancies shall be reported to the Supervisor who shall be responsible for obtaining a replacement unit.
 15. It is necessary that shops and fixed activities that contain fire hazards have an *Emergency Action and Fire Prevention Plan*. Frequent training shall be provided to employees to ensure that all are familiar with the plan.
 16. All fires shall be reported to the Fire Department.

SUBSECTION D – MATERIAL HANDLING

Accidents can be avoided by taking time to plan ahead, using mechanical equipment whenever possible, and thinking about the proper way to do the task and the proper tools to use while performing it.

1. 4-STEP MANUAL LIFTING PROCESS

STEP 1 – GETTING READY

- Size up the load. If it is too heavy or bulky, play it safe – get help.

- Check the load over and remove any protruding materials such as nails, splinters, sharp edges, or anything that could cause you to lose your grip such as oil or grease.
- If surface is rough, wear gloves.
- Be sure the path you take is clear from any obstacles.

STEP 2 – PICKING IT UP

- Ensure firm footing and balance, and try to stand with feet about shoulder width apart, grip load firmly.
- If load is below waist, bend knees to get into position, keep your back straight, stomach muscles tight and lift *slowly* with your legs.
- Lift object or load close to the body.

STEP 3 – CARRYING IT CAREFULLY

- Be sure you can see where you are going, turn your body with the direction of your feet.
- Use extra care in tight places as not to smash hands and fingers.

STEP 4 – PUTTING IT DOWN

- If receiving surface is about waist high, use the surface edge to take part of the load, then push it forward.
- If you must lower the load to the floor or ground, bend your knees, keep back straight, stomach muscles tight, and again use your legs.

For those employees issued a back belt, be sure to use it properly. Improper use of a back belt can do more harm than good. Your supervisor will provide initial training at time of issuance and periodic retraining when necessary.

2. Cylinder Handling (Oxygen, Acetylene, Chlorine, Sulfur Dioxide)

- Always secure cylinders containing gas in an upright position.
- Valve Protection caps shall be in place and secured tightly when moving and storing cylinders.
- Valve protection caps shall not be used for lifting cylinders.
- Do not tamper with safety devices on cylinders or valves.
- If a valve cannot be opened by hand, do not use a hammer or wrench to open cylinder valves with fixed hand wheels.
- Cylinders shall be identified as full or empty at all times.
- Only trained personnel shall be allowed to change out cylinders or tanks.

SUBSECTION E – PERSONAL PROTECTIVE EQUIPMENT (PPE)

The variety of work operations performed by municipal employees involves potential industrial hazards. The tasks performed range from custodial services to heavy construction activities. Care should be taken by each

employee to protect themselves and others from injury by following these general rules:

1. Clothing

- a. The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is prohibited (i.e. longsleeves, shirt tails, etc.)
- b. To avoid injuries footwear should be in good condition. Wear appropriate footwear required for the work being done. If any doubts, contact your supervisor.
- c. Hair should be pulled back and secured on the head, so as not to get in the way, especially around moving equipment.
- d. Gas and oil soaked clothes are a serious hazard. Keep clothes oil free.
- e. Safety vests shall be worn at all times when working on right of ways, roadways, and areas of reduced visibility.
- f. Excessive jewelry: Loose jewelry can be a hazard while operating equipment.

2. Head Protection

- a. Hard hats shall be worn in the following situations:
 - All personnel working on a site involving construction.
 - All personnel working with high voltage electrical equipment.
 - All personnel engaged in tree trimming or cutting operations.
 - All personnel engaged in inspections or supervision of the above activities.
 - Supervisors may designate additional areas where hard hat usage is required, as the need arises.

3. Face and Eye Protection

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust, particles of steel, concrete, sand, and splashes from corrosives and liquid chemicals. Safety glasses, goggles, or face shields made of plastic or glass, offer a vital protection when used properly. Dirty or scratched lenses may provide another hazard from reduced visibility and should be cleaned or replaced immediately.

All employees in the Town of Lake Park are expected to follow the below safety procedures regarding face and eye protection:

- a. Safety goggles or safety glasses should be worn when:
 - Grinding, cutting, milling, or drilling with powered tools.
 - Using impact wrenches, compressed air tools and pressure washers.

- Chipping, scraping, or scaling paint, rust, carbon, or other materials.
- Using punches, chisels, or other impact tools.
- Cutting or breaking glass.
- Chipping or breaking concrete.
- Soldering.
- Cleaning dirt from vehicles, machinery, etc.
- Sand blasting or air cleaning operations.
- Using power woodworking machinery, both fixed and portable.
- Tree trimming, brush cutting or stump removal.
- Using any lawn mowing equipment (mowers, blowers, edgers, etc.).

- b. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.
- c. A face shield with the proper filter lens or welders' lens shall be worn at all times during metal cutting and welding operations. Warning signs shall be posted to warn others prior to any welding operations. Additionally, welding screens shall be used if available.
- d. A face shield should always be used with other eye protection such as goggles or glasses.
- e. After market glasses and shades are not permissible. Most of these glasses do not protect against impact from foreign objects.

4. Finger, Palm and Hand Protection

- a. Do not wear rings, metal, bracelets, and other jewelry when working around machinery. Jewelry increases the danger of electrical shock and can cause fingers or hands to be badly injured.
- b. Gloves should be worn when handling hot, cold, abrasive, caustic, infectious, or any other hard to handle materials. Several types of gloves are available to employees; be sure to choose gloves appropriate for the task at hand.
- c. Any allergic reactions or rashes thought to be caused by gloves shall be reported at once.

SUBSECTION F – HAND TOOLS

The following safety procedures shall be followed by each employee:

1. Employees who are inexperienced in the use of a hand or power tool shall not use the tool unless properly supervised.
2. Select the right tool for the job.
3. Sharpen and carry all cutting tools with the sharp edge down.
4. Check the handles of all tools for tightness and splinters prior to use.
5. Check the head of each tool, such as hammers, chisels, punches, etc. If the tool needs dressed, repair it prior to use or do not use it.
6. Wear shatterproof glasses or goggles when using chisels, punches, and wedges.
7. Use only properly insulated tools when working around electrical circuits or equipment.

8. Avoid using metal measuring tapes, fabric containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
9. Return all tools to their proper place.
10. Employees will receive a short orientation from their supervisor or foreman. (How to use the tool safely).

SUBSECTION G – POWER TOOLS & EQUIPMENT

Potential serious injuries can occur from the operation of both portable and stationary power tools. All employees who use power tools or equipment must first be trained and display adequate knowledge of safety operating procedures.

1. General Safety Rules
 - a. All power tools should be visibly inspected for damage, prior to each use (i.e. cords, housings, blades, etc.).
 - b. Make sure all machine guards are in proper place prior to operation.
 - c. Install or repair equipment only if you are qualified. Unplug equipment prior to repairing or making adjustments.
 - d. Be sure equipment is properly grounded. Check all ground connections regularly for tightness.
 - e. Wear all proper protective equipment required for the job.
 - f. Unplug power cords by pulling on the plug, not the cord.
 - g. Work area should be clean, well lit, and dry.
 - h. Do not carry tools by the cord.
 - i. Always be aware of your surroundings. Stay alert and stay safe!
 - j. Inspect power tools for frayed wires, exposed wires and loose components.

2. Portable Power Tools

SAWS

- a. Do not use dull or loose blades.
- b. Don't overload the motor by pushing too hard or cutting material that is too heavy.
- c. Before cutting, inspect the material to be cut for nails or foreign objects.
- d. Be sure you have firm footing and balance.

DRILLS

- a. Select the correct drill bit for the job and be sure that it is sharp.
- b. Make sure the material being drilled is secured or clamped firmly.

- c. Hold the drill firmly and at the correct angle. Don't force it to work or lean on it with all your strength.
- d. Always remove the bit from the drill when you're finished.

ROUTERS

- a. Never start the router when the cutting edge of the bit is in contact with the work.
- b. Hold the router firmly, especially when starting.
- c. When the cut is complete, turn off the motor. Don't lift the machine from the work until the motor has come to a complete stop.
- d. Always keep router base flat on work surface.

GRINDING WHEELS

- a. Before use, make sure that wheels are firmly held on spindles and work rests are tight.
- b. Stand to one side while starting motor, until operating speed is reached – prevents injury if a defective wheel breaks apart.
- c. Use light pressure when you start grinding, too much on a cold wheel may cause failure.

PORTABLE SANDERS

- a. Arrange cord so that it will not be damaged by the abrasive belt.
- b. Keep both hands on the tool to ensure good control.
- c. Hold onto sander when you plug it in.
- d. Clean dust and debris from the motor and vent holes and lubricate regularly.

3. Stationary Power Tools

TABLE SAW

- a. Never reach over the saw to push stock that has been sawed.
- b. Stand slightly to one side, never in line with the saw.
- c. To avoid "kickback" (the greatest hazard of running a table saw):
 - Never use a dull blade
 - Don't cut "freehand" or attempt to rip badly warped wood
 - Use splinter guard
 - Don't drop wood on an unguarded saw.

RADIAL-ARM SAW

- a. The saw and motor should always be returned to the rear of the table against the column after a cut is made.

- b. If the motor slows while cutting, it means it is overloaded. Can be due to low voltage, bad blades or material being fed too fast.
- c. Keep machine in good alignment and adjustment to prevent excessive vibration.

BAND SAW

- a. Stand to left front of saw. If the blade breaks, it will fly out to the right.
- b. Don't cut until saw is moving at full speed.

JIG SAW

- a. Be sure blade is secured tightly.
- b. Handle material being cut with both hands and keep fingers away from blade.
- c. When making curved cuts, do not push stock into blade. Turn stock on the table until curve has been cut.

DRILL PRESS

- a. Clamp or securely fasten the material being drilled whenever possible.
- b. Make sure any attachments are fastened and adjusted.

LATHES

- a. Use only sharp cutting tools.
- b. When operating a lathe, stand to the side. This will prevent injury if the tool catches and is thrown out of your hand.
- c. Make sure the wood you are going to turn is free of knots, cracks and other defects.

JOINTER

- a. Never run a piece of wood shorter than 10 inches across jointer. Use hand tools to plane such small pieces.
- b. Use a push block when working with boards thinner than three-quarters of an inch.
- c. Always keep your hands on top of the work to avoid injury.
- d. Always try to plane in direction of grain.

4. Welding Machines

- a. All welding equipment should be kept clean (free from grease and oil) and in good repair.
- b. Proper welding shields or goggles and gloves should be worn.
- c. An appropriate fire extinguisher shall be available for instant use.

- d. Before any welding operations begin, proper warning signs and/or screens shall be placed to warn and protect other employees. Employees entering the area must wear appropriate eye protection.
- e. At the completion of the work, the welder should make a careful inspection of the job site to ensure that hot articles have not been left smoldering which might later develop into a serious fire.

5. Compressed Air

- a. The use of compressed air for cleaning purposes is prohibited.
- b. Eye protection is required.
- c. Be sure that the discharge end of air hoses is securely fastened prior to turning compressed air into the hose.
- d. Always maintain a secure hold on any air powered tool to prevent injury to the operator or those nearby.

6. Grounds Maintenance Equipment

MOWERS

- a. Wear employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, and hearing protection during mowing operation.
- b. Make sure all equipment is in good operating condition prior to use.
- c. No mowing equipment will be left unattended with the motor running.
- d. Visually inspect the area to be mowed. Remove or mow around hazards.
- e. If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn off engine, wait for all motion to stop and inspect for damage. Raise the cutting decks when driving from one area to another.
- f. Do not run the engine in a confined area without adequate ventilation.
- g. Bystanders should be warned by the operator of the danger of flying objects. Do not direct discharge towards bystanders.
- h. Become familiar with the controls and know how to stop the engine quickly.
- i. Keep all safety devices and decals in place, replace as needed.
- j. Operator must keep feet and hands away from the undercarriage of the mower.
- k. Check safety switches daily.
- l. No mowing equipment shall be operated without the manufactured safety guards in place.
- m. Do not touch engine, muffler, or exhaust pipe while engine is running.
- n. Never refuel with engine running.
- o. Use only approved gasoline containers.
- p. Do not smoke while handling gasoline.
- q. Do not use mowers in rainy weather.
- r. Only Town certified mechanics are permitted to make repairs on equipment. NO repairs will be made on the job site unless it is performed by a Town mechanic.

CHAIN SAWS

- a. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and secure it to prevent fuel spillage and damage.
- b. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear.
- c. Always start a chain saw with a 10-inch or larger bar on the ground.
- d. Do not place a chain saw on your knee when starting it.
- e. Always use both hands to maintain control of the chain saw using only those grip locations specified by the manufacturer.
- f. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
- g. Do not operate a chain saw above your shoulder height.
- h. Do not set a saw down while the blade is engaged.
- i. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended or refueled. Do not overfill the fuel tank.
- j. Place cones and barricades in the area where you are performing chain saw operations.
- k. Choose an area for cut branches to fall before beginning work. Alert co-workers by yelling "timber" to notify them of falling branches.
- l. Disengage spark plug wire before attempting to remove jammed material from blade.

EDGERS

- a. Do not start an edger if the blade is touching the ground.
- b. Operate the edger at full blade speed.
- c. When edging along roads, stay as close to the curb as possible.
- d. Wear your employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, breathing filters, and hearing protection.
- e. Do not use the edger in rainy weather.
- f. Do not use the edger if it has loose or worn blades, belts, or other parts. If these damages exist tag the edger "out of service" and do not use it.
- g. Visually inspect the area to be edged for possible hazards.
- h. When working in close proximity to roadways, wear a safety vest.

LINE TRIMMING/WEED EATER/BRUSHCUTTER

- a. Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.
- b. Wear employer prescribed Personal Protection Equipment (PPE), such as eye/face protection, gloves, breathing filters, hearing protection, and long sleeve pants and shirts.

- c. Only use grip locations as specified by the manufacturer as a handhold when operating the unit; keep both hands on the unit during operations.
- d. Visually inspect for and trim around hazards.
- e. Do not perform timing operations above 10 feet in height alone; a co-worker must assist you.
- f. When working in close proximity to roadways, wear a safety vest.

BACKPACK BLOWERS

- a. Do not use the blower to clean yourself.
- b. Do not direct the blower toward bystanders.

CHIPPERS

- a. Daily maintenance and inspection of equipment should be performed prior to operation (i.e. belts, hoses, fluid levels, leaks, bolt tightness, etc.). Only qualified personnel may operate this equipment.
- b. Wear employer prescribed Personal Protective Equipment (PPE), such as eye/face protection, gloves, and hard hat.
- c. Avoid wearing loose clothing when operating the chipper. Short sleeve shirts are preferred to prevent a limb from catching on a shirt and pulling you into the chipper feed housing.
- d. Prior to starting the machine, block the tongue and chock the wheels.
- e. Check the chipper housing, intake area, and engine area for foreign objects.
- f. Make sure no one is in the path of discharge flipper.
- g. Keep all bystanders away from machine.
- h. Never place hands or feet or any foreign objects into the feed chute while feed wheels are turning.
- i. Do not allow the machine to run unattended.
- j. At least two people must be present to operate this machinery.
- k. Only one person should feed the machine at one time.
- l. Do not stand in front of the hopper during feeding operations; stand to the “left” or “right” side of the hopper.

SUBSECTION H – ELECTRICAL HAZARDS

- 1. Where electrical equipment must be used in damp or wet locations, use low voltage equipment and wear rubber boots and gloves.
- 2. Proper lockout/tagout procedures (see the *Lockout/Tagout Procedures Plan*) shall be followed when performing installation, repair, maintenance, modification, or any other adjustments to power equipment where unexpected energization or start-up of the equipment could harm employees.
- 3. Never attempt work in or near overhead or underground power lines, or gas lines. Contact the appropriate personnel prior to any work being performed.
- 4. In case of downed power lines, get away from the danger area, keep others away, and contact emergency services or appropriate personnel equipped to do the repair job.

5. In case of contact with live wires, **do not** touch the victim. Call 911.
6. Control or fuse boxes should be kept closed at all times and should be labeled to indicate the areas or machinery they operate.
7. Extension cords should not be run across aisles or through oil or water. Do not tightly bind cords as they become damaged and dangerous. Cords should be inspected for kinks, worn insulation, and exposed strands or wire before use. Dispose of and replace any cords exhibiting wear.
8. When fuses blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor immediately.
9. Keep electrical equipment properly oiled, free of grease, and dirt.

SUBSECTION I – PUBLIC UTILITY SERVICES: LINE LOCATIONS

Public utilities are often installed in or near the work sites, and good coordination between you and the utility companies is a must. Contact with, or damage to, other utilities may affect the safety of the workers on the job, the safety of the general public, or interruption of essential utilities services. To avoid these problems, line locations are required prior to any digging, trenching, or overhead or underground operations. Schedule locates at least 24-48 hours in advance, when possible. The following is a list of utility companies that should be considered:

Florida Power & Light (697-8000)	FL Dept. of Transportation-FDOT (561-432-4966)
People's Gas (877-832-6747)	Public Works (881-3345)
Gas-Florida Public Utilities (838-1700)	Adelphia Cable (627-3600)
Water & Sewer-Seacoast Utility Authority(627-2900)	Bell South (888-757-6500)

Employees should be knowledgeable of the Uniform Color Code, as published by the Utility Location and Coordination Council. When any doubt exists as to utility locations, do not proceed until clarification is received.

The following safety procedures shall be followed:

BEFORE WORK IS STARTED, a supervisor shall:

- a. Check plans to see if any utility services are located in or adjacent to the work site area.
- b. Contact other utility agencies and coordinate line locations.
- c. Make a personal inspection of the job site to identify what signs, post markers, overhead electrical lines, etc., may be seen and make this information known to all affected employees.
- d. Have all utility agency's emergency phone numbers at the job site area, so that an immediate report can be made if accidental contact is made.

IF ACCIDENTAL CONTACT IS MADE:

- a. Call 911 for emergency medical/fire/rescue services.

- b. Report incident to the affected utility service and to your supervisor.
- c. Secure the area and re-route traffic, if necessary, until situation is cleared or until relieved by the proper authorities.

SUBSECTION J – LADDERS AND SCAFFOLDING

The following procedures will prevent accidents and possible injury relating to ladders and scaffolding:

1. Ladders

- a. Metal ladders shall not be used in the vicinity of electrical circuits.
- b. Inspect for defects before using. Keep rungs clean and free of grease and oil.
- c. Ladders should not be placed against window sash.
- d. Straight ladders form a triangle when placed against a wall or object for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical, (i.e. if the ladder is leaned against the wall eight feet high, the feet should be set two feet from the wall.)
- e. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders are not designed to be used as straight ladders.
- f. If the bottom of a ladder is placed on an unsecured surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats or other anti-slip devices, or by stationing an employee at the ladder base to hold it in position during use.
- g. Never stand on the top step of a ladder to work.
- h. Only one person should be on a ladder at a time.
- i. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals, or take other precautions to prevent accidental contacts which might upset the ladder.

2. Scaffolding

- a. Planks and other materials used in building scaffolding must be sound and free from knots. Keep planks in good condition with a spar varnish (never use paint on planks).
- b. Planking should be adequately cleated; the scaffolding over ten feet high should have toe boards, mid-rails and handrails.
- c. Be sure staging is on a sound base.
- d. Loose tools on top of scaffolding are liable to fall and injure someone. Keep tools in a bucket or box secured on the scaffolding.

SUBSECTION K – WORKING IN CONFINED SPACES

The OSHA confined space standard defines a confined space as a space that is large enough for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy. Examples of confined spaces are storage tanks and bins, ductwork, tunnels, sewers, manholes and wetwells. The most common confined space areas for city employees will be sewers, manholes and wetwells.

Specific confined space hazards include physical hazards (mechanical equipment, temperature, sound, engulfment, entrapment, etc.), oxygen deficiency (identified as the primary hazard), combustibility (fire and explosion), and toxic air contaminants. The presence of any one or combination of these hazards constitutes a permit-required confined space (PRCS). Before entry into a PRCS, a written permit must be obtained according to the *Confined Space Operating and Rescue Procedures Plan*.

1. General Safety Procedures

- a. Before entering confined spaces, test for oxygen and explosive/toxic vapors and gases.
- b. Venting of hazardous atmospheres shall be accomplished before entering, whenever possible.
- c. Maintain adequate ventilation while working.
- d. When using portable blowers to ventilate; make sure the air intake will not pick up carbon monoxide fumes from the engine.
- e. Adequate respiratory equipment shall be available for use, if necessary, and all potential users shall be instructed in the proper use of such equipment.
- f. No employees shall enter a manhole, sewer, tank, or other underground confined space without a safety belt or harness and attached lifeline, tended by another employee at the point of entry.
- g. When opening manholes in streets, use barricades and warning signs to protect pedestrian traffic and to alert vehicle traffic to the hazard.
- h. Never allow exits to be blocked.
- i. Ladders shall be used when entering manholes, when there is any doubt about the safety of manhole steps.
- j. Only lights approved and provided by the Town shall be used in manholes on areas where explosive vapors or gases may exist.

SUBSECTION L – MOTOR VEHICLE & MOBILE EQUIPMENT

Town vehicles are easily identified and, therefore constitute a traveling advertisement seen by many citizens. In our relationship with other motorists and pedestrians, we exercise an important influence upon good or bad public relations. By utilizing courteous, considerate, and safe driving habits, we shall build good public relations as well as avoid needless accidents.

1. General Safety Procedures (Motor Vehicles):

- a. If employees must ride in the back of a truck, they shall sit on the floor of the bed, or in seats constructed for that purpose.
- b. All employees shall be responsible for a safety check EACH DAY of any vehicle or mobile equipment, he/she is assigned to drive. Safety checks shall be documented on the appropriate form, as provided by the Department. Supervisors shall be notified immediately of any necessary repairs needed.
- c. Position all adjustments for safe driving before starting vehicle (i.e., seat, mirrors, etc.)
- d. Drivers of Town vehicles must possess a valid Florida driver's license and they must be thoroughly familiar with state and local regulations governing motor vehicle operation.
- e. All slow moving equipment operated in public right-of-ways shall be equipped with a triangular shaped reflecting sign and flashing lights in accordance with Florida Motor Vehicle Code.
- f. Be sure all loads are secured prior to movement of vehicle.
- g. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illnesses or extreme fatigue may affect your ability to judge distances, speed, and driving conditions.
- h. Supervisors are responsible for ensuring that employees are utilizing seat belts.
- i. No more than three (3) persons shall be permitted to ride in the front seat of any vehicle.
- j. Never leave the vehicle unattended with the motor running.
- k. Stay within posted speed limits. Slow down when condition warrant.
- l. Be particularly cautious and alert while driving around children.
- m. Do not assume the right-of-way. DON'T BE PUSHY: YIELD OR STOP.
- n. Avoid tailgating. Keep a safe distance behind other vehicles and slow down or stop to let tail-gaters pass.
- o. Turn on low beam headlights during rain storms and fog.
- p. When refueling, shut off motor and do not smoke.

2. Aerial Platforms and Baskets:

- a. Exercise extreme care when operating this type of equipment near overhead power lines.
- b. Only those employees who are trained and well versed in this type of equipment operations shall be allowed to perform these operations.
- c. Vehicle must remain parked while platform or basket is raised.
- d. When outriggers are part of the vehicle's equipment, use them.
- e. Strategically place appropriate warning devices to warn on-coming traffic while working in or near roadways.

3. Motor Vehicle Accident Procedures:

- a. Obtain first aid or medical treatment, if required.
- b. Notify the Police Department immediately, and request an investigation at the scene. Notify Department Head and Supervisor.
- c. Complete accident kit located in glove box of Town vehicle.
- d. In the event the police investigator fails to appear within a reasonable time, exchange names, drivers license numbers and vehicle numbers with the other persons involved. Offer no information regarding the responsibility for the accident or what should have been done to avoid the accident.

SUBSECTION M – WORKING IN ROADWAYS AND PUBLIC RIGHT-OF-WAYS

Municipal employees are often required to work in or along public roads and right-of-ways, normally used for vehicle or pedestrian traffic to repair utility services, or perform tree trimming, or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns.

The following are general guidelines to be followed when working in these situations:

1. Prior to full or partial road closure, notify all appropriate agencies, as necessary.
2. Wear employer prescribed Personal Protective Equipment (PPE), such as a safety vest, hard hat, safety shoes, gloves, etc.
3. Individuals working in roadways and right-of-ways must be properly trained in current traffic control practices.
4. The *Traffic Control and Workzone Safety Plan* shall serve as the standard for all related activities and should be referred to often.

SUBSECTION N – CHEMICAL HAZARDS

1. General Safety Policies:

- a. Never eat, drink, or smoke around chemicals in the work area.
- b. Keep flammable and explosive material away from any heat sources.
- c. Make sure there is enough ventilation in the work area. If you feel the slightest amount of dizziness or nausea, report the incident immediately to your supervisor.
- d. Use the proper personal protective equipment. This may include gloves, safety glasses, masks, respirators, and work clothes depending on the type of chemicals you are using.
- e. Know how to properly dispose of all contaminated materials.
- f. Always use established procedures for handling, storing, or transporting hazardous chemicals.

- g. Material Safety Data Sheets (MSDS) are available for every chemical on site and should be referred too often.
- h. Because most injuries occur when mixing chemicals or loading chemical application devices, special care should be taken when performing these tasks.
- i. Employees should be trained on and familiar with their department/division's *Hazard Communication/Right to Know Plan*.

SECTION 13

FORMS

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____ Time: _____
Minutes Prepared By: _____ Location: _____

Members in Attendance:

Name	Name	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items: _____

Review of Accidents Since Previous Meeting: _____

Recommendations for Prevention: _____

Suggestions From Employees: _____

Recommended Updates To Safety Program: _____

Recommendations from Accident Investigation Reports: _____

Safety Training Recommendations: _____

Comments:

(Written format may vary as long as all identified areas are included)

**TOWN OF LAKE PARK
ACCIDENT INVESTIGATION REPORT**

REPORT # _____

1. Name of injured: _____
2. Sex: [] M [] F Age: _____ Date of accident: _____
3. Time of accident: _____ a.m. _____ p.m. Day of accident: _____
4. Employees job title: _____
5. Length of experience on job: _____ (years) _____ (months)
6. Address of location where accident occurred: _____
7. Nature of injury, Injury type, and Part of the body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of accident: _____

10. Was personal protective equipment required? [] yes [] no Was it provided? [] yes [] no
Was it being used? [] yes [] no If "no", explain. _____

11. Witness(es): _____

12. Safety training provided to the injured? [] yes [] no If "no", explain. _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of report _____ 20____ Employee Signature: _____

Supervisor (Signature): _____ Date: _____

16. Status and follow-up action taken by safety committee: _____

Safety Officer (Signature): _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

- (Items 1-6) Identification: This section is self-explanatory.
- (Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture.
- Injury Type: First aid - injury resulting in minor injury/treated on premises;
Medical - injury treated off premises by physician;
No Injury - no injury, near-miss type of accident.
- Part of Body: Be specific and be sure to indicate right or left side, if necessary.
- (Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.
- (Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,
- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
 - b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.
- (Item 10) Personal protective equipment: Self-explanatory
- (Item 11) Witness(es): List name(s), address(es), and phone number(s).
- (Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?
- (Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e. barricading accident area, posting warning signs, shutting down operations.
- (Item 14) Self-explanatory
- (Item 15) Self-explanatory
- (Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

TOWN OF LAKE PARK
EMPLOYEE ACCIDENT REPORT FORM

1. Date: _____ Time: _____

2. Location: _____

3. Road Conditions: wet _____ dry _____ other _____

4. Weather Conditions: clear _____ rain _____ overcast _____

5. Parties Involved: Employee(s) _____

6. Town vehicle number or equipment involved: _____

Other vehicles or equipment involved: _____

7. License No.(s): _____

8. Witness(s): Yes () No () If yes, please list names and addresses, if applicable.

9. Name of injured party(s): _____

10. Police Report No.: _____

11. Property damage: yes _____ no _____ vehicle _____ other _____

12. Comments: _____

Signature of Supervisor: _____ Date: _____

Signature of Reporting Employee: _____ Date: _____

TOWN OF LAKE PARK
EMPLOYEE INCIDENT REPORT FORM

1. Date: _____ Time: _____

2. Location: _____

3. Road Conditions: wet _____ dry _____ other _____

4. Weather Conditions: clear _____ rain _____ overcast _____

5. Parties Involved: Employee(s) _____

6. Town vehicle number or equipment involved: _____

Other vehicles or equipment involved: _____

7. License No.(s): _____

8. Witness(s): Yes () No () If yes, please list names and addresses, if applicable.

9. Name of injured party(s): _____

10. Police Report No.: _____

11. Property damage: yes _____ no _____ vehicle _____ other _____

12. Comments: _____

Signature of Supervisor: _____ Date: _____

Signature of Reporting Employee: _____ Date: _____

**Town of Lake Park
Employee's Report of Injury**

1. Name of Employee: _____

2. Date of Accident: _____ Department: _____

3. To whom was it first reported or mentioned? _____

Date and Time: _____

Location of incident _____

4. Was first aid rendered? _____ By whom? _____

5. Has employee seen a physician? _____ yes _____ no

Physician name: _____ Date seen _____ Time _____

6. Describe incident that caused injury: _____

7. Describe nature of injury _____

8. Did other persons, animal or circumstance contribute to the accident? ____ Yes ____ No

How or what? _____

9. How was employee counseled to prevent similar accidents?

Signature of Reporting Employee

Date

Signature of Immediate Supervisor

Date

Signature of Public Works Director

Date

Fatality or Serious Incident Form

For a Fatality Or Serious Incident, Complete The Following:

Employer's type of business: _____

Employer's Federal Employer I.D.#: _____

Unemployment Insurance Account#: _____

Worker's Compensation Carrier: _____

Date/Time of Death: _____

Environmental Conditions: Weather: Temp: _____ Winds: _____ Humidity: _____

Was there adequate lighting?: _____ If not explain: _____

Public Employers:

Has the **fatality** been reported to the Division of Safety? (24 hours)

_____ Yes _____ No

Date: _____ Reported By: _____

Division of Safety: (800)367-4378

Signature and Date of Reporter

Print Name

Follow-Up Action Form

Status and follow-up action taken by safety coordinator: _____

Date Referred to Safety Committee: _____

Action/Recommendations by Safety Committee: _____

Total Medical Claims Paid: _____

Total Indemnity Paid: _____

Safety Officer (Signature): _____

Date: _____

FIRST REPORT OF INJURY OR ILLNESS

FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741
Or contact your local EAO Office

Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

PLEASE PRINT OR TYPE

EMPLOYEE INFORMATION

NAME (First, Middle, Last)		Social Security Number	Date of Accident (Month-Day-Year)	Time of Accident
HOME ADDRESS Street/Apt. #: _____ City: _____ State: _____ Zip: _____		EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)		
TELEPHONE Area Code _____ Number _____				
OCCUPATION		INJURY/ILLNES THAT OCCURRED	PART OF BODY AFFECTED	
DATE OF BIRTH	SEX			

EMPLOYER INFORMATION

COMPANY NAME: D.B.A.: _____ Street: _____ City: _____ State: _____ Zip: _____	FEDERAL I.D. NUMBER (FEIN)	DATE FIRST REPORTED (Month/Day/Year)
TELEPHONE Area Code _____ Number _____	NATURE OF BUSINESS Municipality _____	POLICY/MEMBER NUMBER FMIT # _____
EMPLOYER'S LOCATION ADDRESS (if different) Street: _____ City: _____ State _____ Zip: _____ LOCATION # (If Applicable) _____	DATE EMPLOYED	PAID FOR DATE OF INJURY
PLACE OF ACCIDENT (Street, City, State, Zip) Street: _____ City: _____ State: _____ Zip: _____ COUNTY OF ACCIDENT: _____	LAST DATE EMPLOYEE WORKED	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP?
	RETURNED TO WORK? IF YES, GIVE DATE	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP
	DATE OF DEATH (If applicable)	RATE OF PAY \$ _____ PER Hourly Rate
	AGREE WITH DESCRIPTION OF ACCIDENT?	Number of hours per day Number of hours per week Number of days per week
Any person who, knowingly and with intent to injure, defraud or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s.817.234, Section 440.105(7), F.S. I have reviewed, understand and acknowledge the above statement.		NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL
EMPLOYEE SIGNATURE (If Available to sign)	DATE	
EMPLOYER SIGNATURE	DATE	AUTHORIZED BY EMPLOYER?

CLAIMS-HANDLING ENTITY INFORMATION

<input type="checkbox"/> 1 (a). Denied Case – DWC-12, Notice of Denial Attached	<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3)
<input type="checkbox"/> 1 (b). Indemnity Only Denied Case – DWC-12, Notice of Denial Attached	Employee's 8 th Day of Disability _____ / _____ / _____
<input type="checkbox"/> 3. Lost Time Case – 1 st Day of Disability _____ / _____ / _____	Entity's Knowledge of 8 th Day of Disability _____ / _____ / _____
Date First Payment Mailed _____ / _____ / _____	Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____ / _____ / _____
AWW _____	Comp Rate _____
<input type="checkbox"/> T.T. <input type="checkbox"/> T.T. – 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> Death <input type="checkbox"/> Settlement Only	
Penalty Amount Paid in 1 st Payment \$ _____	Interest Amount Paid in 1 st Payment \$ _____

REMARKS:	INSURER NAME FLORIDA MUNICIPAL INSURANCE TRUST
INSURER CODE #: 0915	CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE FLORIDA LEAGUE OF CITIES, INC. ATTN: WC CLAIMS P. O. BOX 538135, ORLANDO, FL 32853-8135 PHONE: 407-245-0725
EMPLOYEE'S CLASS CODE	
EMPLOYER'S NAICS CODE	
SERVICE CO/TPA CODE # 6190	CLAIMS-HANDLING ENTITY FILE #

SECTION 14

CHECKLISTS

Subject Area: Office Safety

Exhibit: Checklist for Office Safety

Point of Contact: Safety Officer

Aisles and Floors

- _____ Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building.
- _____ Office arrangement allows easy egress under emergency conditions.
- _____ There are no tripping hazards in the area created from either placement of loose objects, furniture projection, loose carpeting or floor tile.
- _____ Floors are clear of pencils, bottles and other loose objects that may create a slipping hazard.
- _____ Aisles, exits, stairwells and doorways are kept clear at all times.

Electrical Equipment

- _____ Electric fans are protected with guards of not over one-half inch mesh.
- _____ Cords and plugs are in good condition.
- _____ Electrical and extension cords are not run through openings in doors, walls, ceilings, or under carpets and not placed over radiators or steam pipes.
- _____ Multi-outlet strips are not plugged into other multi-outlet strips ("daisy" chained).
- _____ Extension cords are not plugged into other extension cords.
- _____ Small appliances (e.g., fans, lights) with exposed metal must have a 3-prong (grounded) plug unless double insulated.
- _____ Space heaters are UL-listed.
- _____ Space heaters have automatic shut-offs that will actuate if the heater tips over.
- _____ Space heaters are located at least 3 feet from combustible material.

_____ Space heaters, microwave ovens and other high-current devices are plugged directly into a wall receptacle (not into strips, extension cords). **Note:** A high current device draws MORE than 50% of the current rating of the power strip.

Emergency Preparedness

_____ Staff is familiar with emergency signals and procedures, and emergency equipment (i.e., fire extinguisher, pull station, Automated External Defibrillator (AED) station) usage in the building.

_____ Emergency numbers are prominently posted.

Housekeeping

_____ Housekeeping is maintained to minimize accidents.

_____ Ladders/step stools are provided for reaching materials on shelves and are kept in safe serviceable condition.

_____ Use step stools or ladders – not swivel chairs or other office furniture.

_____ Cleaning fluids are used only in small quantities and are stored in closed containers that are kept in well-ventilated areas. If flammable, they are not used near a flame or an open heating element.

_____ Do not permanently store combustibles in offices.

_____ Do not place combustibles under desks, tables, or shelves where they would be shielded from automatic sprinkler protection.

_____ Wrap sharps (e.g., razor blades, utility blades, metal pieces), broken/cracked glass, brittle plastic objects, or other materials that may break and produce a sharp or rough edge in corrugated cardboard, secured with tape and marked with the condition and material type (e.g., broken glass) before placing in a trash container.

Office Furniture and Equipment

_____ Office furniture, equipment and electrical appliances are arranged to obtain maximum safety and use of installed facilities, such as overhead lighting, wall outlets, telephones and other services.

_____ Bookshelves and cabinets that are potentially unstable (e.g., over 5 feet in height, top-heavy) are secured so they will not fall over. (Contact your Safety Officer for assistance).

_____ Desks, file cabinets, etc., are arranged so that drawers do not open into aisles or walkways. Desk and file drawers are closed after use.

- _____ Weight is distributed in file cabinets so that upper drawer contents do not create a top-heavy condition.
- _____ Faulty desks, chairs, or other office equipment are repaired or taken out of service.
- _____ Adequate and sufficient lighting is provided in all working areas.
- _____ Paper cutter blades are in locked position when not in use.
- _____ Knife blades have guards when not in use.

“Think” before you act – avoid accidents!

FACILITY SAFETY INSPECTION

Building _____ Date _____ Inspector _____

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

	Yes	No	Comment
1. Is combustible waste removed efficiently?	_____	_____	_____
2. Are walkways kept free of obstructions, oil and standing water?	_____	_____	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?			
a) Basement, utility, boiler and janitorial rooms	_____	_____	_____
b) Elevator control room and pits	_____	_____	_____
c) Kitchens	_____	_____	_____
d) Offices and public areas	_____	_____	_____
e) Loading dock	_____	_____	_____
4. City and solvent rags kept in appropriate metal receptacles?	_____	_____	_____
5. All closets free of oily mops and misc. flammable material?	_____	_____	_____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible?	_____	_____	_____
2. Smoke detectors operational?	_____	_____	_____
3. All control panels operational?	_____	_____	_____
4. Doors to alarm control panels, sprinkler valves locked?	_____	_____	_____
5. Sprinkler system fully pressurized?	_____	_____	_____
6. Sprinkler main control valve secured in the open position?	_____	_____	_____
7. Sprinkler heads free of obstruction by high piled storage, partition or lights?	_____	_____	_____
8. Any fire department connections/post indicator valves accessible, free from defects and visible?	_____	_____	_____
9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired?	_____	_____	_____

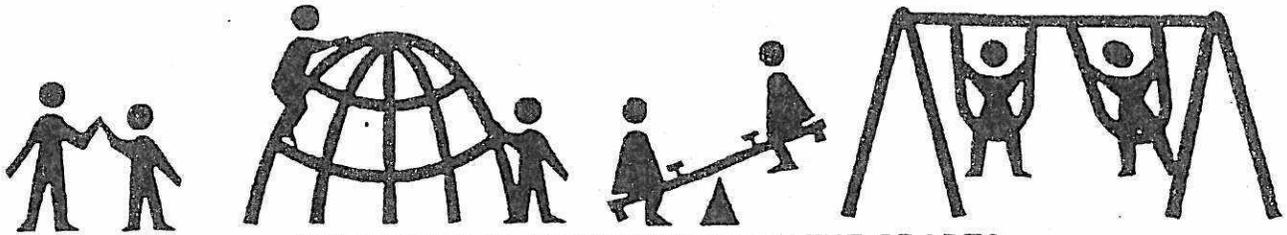
- 10. In standpipe hose closets:
 - a) Hoses dry and in good condition? _____
 - b) Nozzles on tight and in the closed position? _____
 - c) Door handles tight and operable? _____

- 11. Any special portable fire extinguishing systems properly charged and powered? _____

- 12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record? _____

America's Playgrounds

Safety Report Card



DOES YOUR PLAYGROUND MAKE THE GRADE?

Evaluate your playground using the following criteria.

A full explanation of the criteria is on the back of this sheet.

	Yes	No
SUPERVISION		
Adults present when children are on equipment		
Children can be easily viewed on equipment		
Children can be viewed in crawl spaces		
Rules posted regarding expected behavior		
AGE-APPROPRIATE DESIGN		
Playgrounds have separate areas for ages 2-5 and 5-12		
Platforms have appropriate guardrails		
Platforms allow change of directions to get on/off structure		
Signage indicating age group for equipment provided		
Equipment design prevents climbing outside the structure		
Supporting structure prevents climbing on it		
FALL SURFACING		
Suitable surfacing materials provided		
Height of all equipment is 8 feet or lower		
Appropriate depth of loose fill provided		
Six foot use zone has appropriate surfacing		
Concrete footings are covered		
Surface free of foreign objects		
EQUIPMENT MAINTENANCE		
Equipment is free of noticeable gaps		
Equipment is free of head entrapments		
Equipment is free of broken parts		
Equipment is free of missing parts		
Equipment is free of protruding bolts		
Equipment is free of rust		
Equipment is free of splinters		
Equipment is free of cracks/holes		
TOTAL POINTS		

SCORING SYSTEM

Total the number of "Yes" answers in the "Total Points" box in the table.

24 – 20 = A

Congratulations on having a SAFE playground. Please continue to maintain this excellence.

19 – 17 = B

Your playground is on its way to providing a safe environment for children. Work on the areas checked 'No'.

16 – 13 = C

Your playground is potentially hazardous for children. Take corrective measures.

12 – 8 = D

Children are at risk on this playground. Start to make improvements.

7 & = F

Do not allow children on this playground. Make changes immediately.

If any of the gray boxes are marked "No", the potential for life-threatening injuries significantly increases. Contact the owner of the playground.

Parks and Recreation Playground Inspection Sheet

Facility

General Maintenance: Okay
 Pick up glass/trash Correction Needed

Rake surfaces under equipment
 Check for vandalism

Playground Surface Action Taken Date
 footings exposed _____ _____
 rocks/tripping hazards _____ _____
 erosion under equipment _____ _____

Swings
 worn or broken chain _____ _____
 open or worn "S" hooks _____ _____
 swing seats broken _____ _____
 swing hanger rusted _____ _____
 swing frame rusted _____ _____
 swing frame unstable _____ _____
 exposed bolts _____ _____
 loose or missing bolts _____ _____

Slides
 loose or missing bolts _____ _____
 protruding bolts _____ _____
 bedway not smooth _____ _____
 platform guardrails loose or broken
 surface at slide exit worn away _____ _____
 steps broken/missing _____ _____
 handrails broken/missing _____ _____
 rungs broken/missing _____ _____
 equipment unstable _____ _____
 foreign objects in bedway _____ _____

Climbers Action Taken Date
 loose or missing bolts _____ _____
 equipment unstable _____ _____
 rails and/or rungs move _____ _____
 metal needs painting _____ _____

Jogging Track

General Maintenance:
 Pick up glass/trash
 Check for vandalism

Track Action Taken
 roots _____
 dips _____
 low hanging branches _____
 asphalt _____

Exercise Stations

loose or missing bolts _____
 erosion under equipment _____

Inspection completed by:

 Signature Print name Date

Please list corrections needed:

No corrections needed

 Signature Print Name Date

Public Works Compound

Safety Inspection Form - Meeting/Exhibit Halls Month of: _____

Symbols ✓ = Ok, ☒ = Corrective Action Needed

Premises Locations

2 nd fl/Mech. Rooms/Exits		Carp Shop	Fuel Depot
Break room	Shop Storage	Elect Shop	Solid Waste Transfer
1 st fl office	Compressed Gas	A/C Shop	Solid Waste Shops
Main Break Room	Open Shop	Plumbing Shop	Solid Waste Lot
Warehouse	Flam Storage	Irrigation Shop	Natural Gas Station
Lockers	Lift Bays	Paint Shop	Perimeter Fence/Gates
Restrooms	Facility Maint	Outside Yard	Nursery Sheds

General Conditions/Premises Operations and Maintenance

1	Housekeeping	22	Unauthorized Vehicles
2	Signage: Fresh paint/intact/clear view	23	Parking Lot Striping
3	Temperature control Adequate	24	Step Hazard Yellow Striping
4	Lighting Inside	25	Sprinkler Heads
5	Lighting (Outdoor) Poles Free of Damage	26	Outer Walls
6	Improper tool use	27	Benches
7	PPE In place/adequate inventory	28	Sidewalks
8	Ceiling Tiles/Water Marks	29	Door Mats
9	Flammable Storage Policy Followed	30	Ground Floor Windows
10	Hall Lighting	31	Parking Surfaces
11	Emergency Lighting	32	Ant Piles
12	Exit Sign Lighting	33	Excess Vegetation
13	Fire Extinguishers	34	Outer Door Locks
14	Carpeting	35	Wind Sock
15	Other Floor Surfaces	36	Auth. Personnel Only signage
16	Restroom Floors	37	A/C Poles at all tanks/buildings
17	Storage at Exits	38	Overhanging trees
18	Storage in Front of Breakers	39	Debris/Trash
19	Fire Alarm	40	Yard Waste
20	Security Alarm	41	Other:
21	Smoke Detectors	42	Other:

NIGHT TIME

43	Lighting Building Entrances	46	Lighting - Loading Docks
44	Parking area lighting	47	Flood Lights
45		48	Perimeter Lighting

Security Delivery / Contractors

49	Contractor monitoring	51	Shipping/Receiving attendees
50	Certification of contractor Training	52	Loading Attendees

Chemical Storage (General) Areas

53	Tanks/feed lines: safe zone maintained	66	Poisonous gas mixtures
54	Leak detection equip/alarms tested	67	MSDS review

Garage/Vehicular

68	Engine exhaust hoses in good condition.	81	No cloth shoes, sandals, loose fitting clothing or jewelry.
69	Exhaust Syst while vehicle engine running.	82	All personnel in repair areas should wear eye protection and/or face shields (100% eye protection).
	Exhaust hoses returned into their enclosures when not in use and cover plates closed.	83	Long hair tied back or under a hat, cap or net to prevent entanglement with moving parts or equipment.
71	Floor free of water, oil, grease, tools, blocks or other material which could cause slip, trip.	84	All Class 1 flammable liquids stored and/or handled in approved safety cans or in original containers.
72	Metal containers with covers provided for oily rags and waste material. Containers emptied regularly.	85	Approved pumping devices used to remove gasoline from vehicles. Bonding straps used.
73	Power lockout procedure posted and enforced A.	86	No smoking, sparks, welding, cutting or open flame within 15 feet of where Class 1 flammable liquids are stored.
74	All automotive lifts inspected annually.	87	Portable fire extinguishers
75	All auxiliary support or positive stop devices on automotive	88	Portable and fixed equipment checked monthly and thoroughly inspected annually.
76	All cranes, hoists, chain falls and winches have their rated capacity clearly identified.	89	Eyewash station and emergency shower clean, unobstructed and operable near battery charging location.
77	All chains, cables and slings inspected. Damaged units discarded.	90	First aid kit fully stocked, fire blanket in body shop and repair area.
78	All portable power or hand tools inspected.	91	"NO SMOKING" sign posted in these restricted areas and enforced..
79	All hammers with mushroomed heads, files without tang covers, wrenches with spread jaws, or cracks, etc., repaired or replaced.	92	Employees performing welding/cutting, should not wear cuffed trousers or shirts with open pockets. Work permits and procedures enforced.
80	All electrical equipment checked for continuity of ground frayed cords and exposed wiring. Those with defects removed from service.	93	Written preventative maintenance program in effect.

Carpentry, Sign, Electrical, Plumbing, A/C and Irrigations Shops

	Housekeeping	104	Exit Sign Lighting
	Signage: Fresh paint/intact/clear view	105	Fire Extinguishers
96	Temperature C=control Adequate	106	Other Floor Surfaces
97	Lighting Inside	107	Restroom Floors
98	Improper tool use	108	Storage at Exits
99	PPE Mounted/In place/adequate inventory	109	Storage in Front of Breakers
100	Fire Blankets	110	Fire Alarm
101	Ceiling Tiles/Water Marks	111	Security Alarm
102	Flammable Storage Policy Followed	112	Other:
103	Emergency Lighting	113	Other:

Outdoor Parking Areas

114	Unauthorized Vehicles	124	Parking Surfaces
115	Parking Lot Striping	125	Ant Piles
116	Step Hazard Yellow Striping	126	Excess Vegetation
	Sprinkler Heads	127	Outer Door Locks
117	Outer Walls	128	Wind Sock
118	Benches	129	Auth. Personnel Only signage
119	Sidewalks	130	A/C Poles at all tanks/buildings
120	Door Mats	131	Overhanging, trees
121	Ground Floor Windows	132	Debris/Trash
122	Other:	133	Yard Waste
123	Other:	134	Other:

FACILITY SAFETY INSPECTION

Marina
 Building _____ Date _____ Inspector _____

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

Yes No Comment

- 1. Is combustible waste removed efficiently? ___ ___ _____
- 2. Are walkways kept free of obstructions, oil and standing water? ___ ___ _____
- 3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?
 - a) Basement, utility, boiler and janitorial rooms ___ ___ _____
 - b) Elevator control room and pits ___ ___ _____
 - c) Kitchens ___ ___ _____
 - d) Offices and public areas ___ ___ _____
 - e) Loading dock ___ ___ _____
- 4. City and solvent rags kept in appropriate metal receptacles? ___ ___ _____
- 5. All closets free of oily mops and misc. flammable material? ___ ___ _____

B. Fire Protection and Control

- 1. Fire alarm pull stations unclogged and accessible? ___ ___ _____
- 2. Smoke detectors operational? ___ ___ _____
- 3. All control panels operational? ___ ___ _____
- 4. Doors to alarm control panels, sprinkler valves locked? ___ ___ _____
- 5. Sprinkler system fully pressurized? ___ ___ _____
- 6. Sprinkler main control valve secured in the open position? ___ ___ _____
- 7. Sprinkler heads free of obstruction by high piled storage, partition or lights? ___ ___ _____
- 8. Any fire department connections/post indicator valves accessible, free from defects and visible? ___ ___ _____
- 9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired? ___ ___ _____

- 10. In standpipe hose closets:
 - a) Hoses dry and in good condition? _____
 - b) Nozzles on tight and in the closed position? _____
 - c) Door handles tight and operable? _____

- 11. Any special portable fire extinguishing systems properly charged and powered? _____

- 12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record? _____

FACILITY SAFETY INSPECTION

Evergreen House
Building

Date _____

Inspector _____

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

Yes No Comment

- 1. Is combustible waste removed efficiently? _____
- 2. Are walkways kept free of obstructions, oil and standing water? _____
- 3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?
 - a) Basement, utility, boiler and janitorial rooms _____
 - b) Elevator control room and pits _____
 - c) Kitchens _____
 - d) Offices and public areas _____
 - e) Loading dock _____

4. City and solvent rags kept in appropriate metal receptacles? _____

5. All closets free of oily mops and misc. flammable material? _____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible? _____

2. Smoke detectors operational? _____

3. All control panels operational? _____

4. Doors to alarm control panels, sprinkler valves locked? _____

5. Sprinkler system fully pressurized? _____

6. Sprinkler main control valve secured in the open position? _____

7. Sprinkler heads free of obstruction by high piled storage, partition or lights? _____

8. Any fire department connections/post indicator valves accessible, free from defects and visible? _____

9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired? _____

- 10. In standpipe hose closets:
 - a) Hoses dry and in good condition? --- --- _____
 - b) Nozzles on tight and in the closed position? --- --- _____
 - c) Door handles tight and operable? --- --- _____

- 11. Any special portable fire extinguishing systems properly charged and powered? --- --- _____

- 12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record? --- --- _____

FACILITY SAFETY INSPECTION

Public Works
Building _____

Date _____

Inspector _____

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

	Yes	No	Comment
1. Is combustible waste removed efficiently?	___	___	_____
2. Are walkways kept free of obstructions, oil and standing water?	___	___	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?			
a) Basement, utility, boiler and janitorial rooms	___	___	_____
b) Elevator control room and pits	___	___	_____
c) Kitchens	___	___	_____
d) Offices and public areas	___	___	_____
e) Loading dock	___	___	_____

- 4. City and solvent rags kept in appropriate metal receptacles? _____
- 5. All closets free of oily mops and misc. flammable material? _____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible?	___	___	_____
2. Smoke detectors operational?	___	___	_____
3. All control panels operational?	___	___	_____
4. Doors to alarm control panels, sprinkler valves locked?	___	___	_____
5. Sprinkler system fully pressurized?	___	___	_____
6. Sprinkler main control valve secured in the open position?	___	___	_____
7. Sprinkler heads free of obstruction by high piled storage, partition or lights?	___	___	_____
8. Any fire department connections/post indicator valves accessible, free from defects and visible?	___	___	_____
9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired?	___	___	_____

- 10. In standpipe hose closets:
 - a) Hoses dry and in good condition? _____
 - b) Nozzles on tight and in the closed position? _____
 - c) Door handles tight and operable? _____

- 11. Any special portable fire extinguishing systems properly charged and powered? _____

- 12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record? _____

FACILITY SAFETY INSPECTION

Pavilion (east)
Building

_____ Date

_____ Inspector

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

	Yes	No	Comment
1. Is combustible waste removed efficiently?	___	___	_____
2. Are walkways kept free of obstructions, oil and standing water?	___	___	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?			
a) Basement, utility, boiler and janitorial rooms	___	___	_____
b) Elevator control room and pits	___	___	_____
c) Kitchens	___	___	_____
d) Offices and public areas	___	___	_____
e) Loading dock	___	___	_____

4. City and solvent rags kept in appropriate metal receptacles?	___	___	_____
5. All closets free of oily mops and misc. flammable material?	___	___	_____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible?	___	___	_____
2. Smoke detectors operational?	___	___	_____
3. All control panels operational?	___	___	_____
4. Doors to alarm control panels, sprinkler valves locked?	___	___	_____
5. Sprinkler system fully pressurized?	___	___	_____
6. Sprinkler main control valve secured in the open position?	___	___	_____
7. Sprinkler heads free of obstruction by high piled storage, partition or lights?	___	___	_____
8. Any fire department connections/post indicator valves accessible, free from defects and visible?	___	___	_____
9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired?	___	___	_____

- 10. In standpipe hose closets:
 - a) Hoses dry and in good condition? _____
 - b) Nozzles on tight and in the closed position? _____
 - c) Door handles tight and operable? _____

- 11. Any special portable fire extinguishing systems properly charged and powered? _____

- 12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record? _____

FACILITY SAFETY INSPECTION

Pavilion (west)

Building

Date

Inspector

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

	Yes	No	Comment
1. Is combustible waste removed efficiently?	___	___	_____
2. Are walkways kept free of obstructions, oil and standing water?	___	___	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?			
a) Basement, utility, boiler and janitorial rooms	___	___	_____
b) Elevator control room and pits	___	___	_____
c) Kitchens	___	___	_____
d) Offices and public areas	___	___	_____
e) Loading dock	___	___	_____
4. City and solvent rags kept in appropriate metal receptacles?	___	___	_____
5. All closets free of oily mops and misc. flammable material?	___	___	_____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible?	___	___	_____
2. Smoke detectors operational?	___	___	_____
3. All control panels operational?	___	___	_____
4. Doors to alarm control panels, sprinkler valves locked?	___	___	_____
5. Sprinkler system fully pressurized?	___	___	_____
6. Sprinkler main control valve secured in the open position?	___	___	_____
7. Sprinkler heads free of obstruction by high piled storage, partition or lights?	___	___	_____
8. Any fire department connections/post indicator valves accessible, free from defects and visible?	___	___	_____
9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired?	___	___	_____

10. In standpipe hose closets:

- a) Hoses dry and in good condition?
- b) Nozzles on tight and in the closed position?
- c) Door handles tight and operable?

—	—	_____
—	—	_____
—	—	_____

11. Any special portable fire extinguishing systems properly charged and powered?

—	—	_____
---	---	-------

12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record?

—	—	_____
---	---	-------

FACILITY SAFETY INSPECTION

Town Hall

Building

Date

Inspector

General Facility Evaluation

	Excellent	Above Avg.	Average	Fair	Poor
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mechanical/Electrical	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. Housekeeping/Order

	Yes	No	Comment
1. Is combustible waste removed efficiently?	___	___	_____
2. Are walkways kept free of obstructions, oil and standing water?	___	___	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?			
a) Basement, utility, boiler and janitorial rooms	___	___	_____
b) Elevator control room and pits	___	___	_____
c) Kitchens	___	___	_____
d) Offices and public areas	___	___	_____
e) Loading dock	___	___	_____
4. City and solvent rags kept in appropriate metal receptacles?	___	___	_____
5. All closets free of oily mops and misc. flammable material?	___	___	_____

B. Fire Protection and Control

1. Fire alarm pull stations unclogged and accessible?	___	___	_____
2. Smoke detectors operational?	___	___	_____
3. All control panels operational?	___	___	_____
4. Doors to alarm control panels, sprinkler valves locked?	___	___	_____
5. Sprinkler system fully pressurized?	___	___	_____
6. Sprinkler main control valve secured in the open position?	___	___	_____
7. Sprinkler heads free of obstruction by high piled storage, partition or lights?	___	___	_____
8. Any fire department connections/post indicator valves accessible, free from defects and visible?	___	___	_____
9. Stairwell standpipe fire department connections in closed position, tightly capped and appropriately safety wired?	___	___	_____

10. In standpipe hose closets:

a) Hoses dry and in good condition?

b) Nozzles on tight and in the closed position?

c) Door handles tight and operable?

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11. Any special portable fire extinguishing systems properly charged and powered?

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12. All portable fire extinguishers fully charged, accessible and tagged with the inspection record?

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Job site Survey

Supervisor:				Date:			
Describe location & project:							
Contractor being used, describe:							
General Information							
Yes	No		Yes	No			
<input type="checkbox"/>	<input type="checkbox"/>	Communications onsite	<input type="checkbox"/>	<input type="checkbox"/>	1" aid kit on site		
<input type="checkbox"/>	<input type="checkbox"/>	Potable water available	<input type="checkbox"/>	<input type="checkbox"/>	Law enforcement onsite		
<input type="checkbox"/>	<input type="checkbox"/>	PPE being worn by personnel	<input type="checkbox"/>	<input type="checkbox"/>	1" call for utilities used		
<input type="checkbox"/>	<input type="checkbox"/>	Good job site layout	<input type="checkbox"/>	<input type="checkbox"/>	Good housekeeping		
<input type="checkbox"/>	<input type="checkbox"/>	Barricaded from pedestrians	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle strobe/beacons used	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles/equip. stored away from roadside/sidewalks		
<input type="checkbox"/>	<input type="checkbox"/>	Back up alarms on vehicles/equipment	<input type="checkbox"/>	<input type="checkbox"/>	Vehicles/equipment in good condition		
Comments:							
Work Zone							
<input type="checkbox"/>	<input type="checkbox"/>	Warning signs placed	<input type="checkbox"/>	<input type="checkbox"/>	Employees trained MUTD		
<input type="checkbox"/>	<input type="checkbox"/>	Certified flaggers used	<input type="checkbox"/>	<input type="checkbox"/>	Holes covered/barricaded		
<input type="checkbox"/>	<input type="checkbox"/>	Night blinkers used	<input type="checkbox"/>	<input type="checkbox"/>	Cones/barrels placed		
<input type="checkbox"/>	<input type="checkbox"/>	Inspection program to check	<input type="checkbox"/>	<input type="checkbox"/>	Temporary pavement markings		
<input type="checkbox"/>	<input type="checkbox"/>	Drop offs over 4" at the site	<input type="checkbox"/>	<input type="checkbox"/>	Night time work/lighting		
<input type="checkbox"/>	<input type="checkbox"/>	Drop off protected	<input type="checkbox"/>	<input type="checkbox"/>	Site equipment locked/secured		
Comments:							
Trenches, holes on site							
<input type="checkbox"/>	<input type="checkbox"/>	Evaluation of soil types, hazard	<input type="checkbox"/>	<input type="checkbox"/>	Proper sloping/layback used		
<input type="checkbox"/>	<input type="checkbox"/>	Shoring/properly used	<input type="checkbox"/>	<input type="checkbox"/>	Trench box/properly used		
<input type="checkbox"/>	<input type="checkbox"/>	Dirt set back 2' from edge	<input type="checkbox"/>	<input type="checkbox"/>	Backhoe using outriggers		
<input type="checkbox"/>	<input type="checkbox"/>	Items not lifted over employees	<input type="checkbox"/>	<input type="checkbox"/>	Ladders every 25'		
<input type="checkbox"/>	<input type="checkbox"/>	Trench barricaded/covered	<input type="checkbox"/>	<input type="checkbox"/>			
Comments:							
Confined Space							
<input type="checkbox"/>	<input type="checkbox"/>	Written procedures	<input type="checkbox"/>	<input type="checkbox"/>	Always 1 person outside		
<input type="checkbox"/>	<input type="checkbox"/>	Air sampling /detection instruments available/used	<input type="checkbox"/>	<input type="checkbox"/>	Employees trained on entry/rescue procedures		
<input type="checkbox"/>	<input type="checkbox"/>	Air sample for oxygen content	<input type="checkbox"/>	<input type="checkbox"/>	Air sample for flammability		
<input type="checkbox"/>	<input type="checkbox"/>	Air sample for specific vapor	<input type="checkbox"/>	<input type="checkbox"/>	Air supply/venting being used		
<input type="checkbox"/>	<input type="checkbox"/>	Harness/equipment available/fitted	<input type="checkbox"/>	<input type="checkbox"/>			
Comments:							