Don Holloman, City Engineer presented the Annual Road Maintenance Program. Mr. Holloman presented his recommendations for the upcoming road resurfacing program for 2011. Mr. Holloman stated the Greenville County list will need to be amended adding the end of Mountainview. He stated he was not sure why it had been removed.

Councilman Wayne Griffin made a motion to accept the amended recommendations as stated. Councilman Wryley Bettis seconded the motion.

Motion carried unanimously 7-0.

**Safety and Wellness Manual**
Chris Harvey, Fire Chief

Chris Harvey, Fire Chief presented the updated Safety and Wellness manual for approval.

Brief discussion held.

Councilman Jay Arrowood made a motion to adopt the Safety and Wellness manual as the official manual of the City of Greer. Councilman Lee Dumas seconded the motion.

**Motion carried unanimously 7-0.**

**EXECUTIVE SESSION**

Mayor Danner stated an Executive Session was not needed.

Regular Session adjourned at 7:33 p.m.

Richard W. Danner, Mayor

Tammela Duncan, Municipal Clerk
CITY OF GREER

CITY ADMINISTRATOR’S
HEALTH AND SAFETY MISSION STATEMENT

Employees of the City of Greer are our most valuable resource, undertaking a wide range of duties to ensure that our residents enjoy the best possible services. Although our daily duties vary widely, we share one common goal: creating a healthy and safe work environment through proper training and safeguards by adhering to federal, state, and City of Greer rules and regulations.

To help meet this goal, the city’s Safety and Wellness Committee has developed health and safety rules and regulations that are strictly enforced for all city employees. Because safety is the individual responsibility of each employee, I encourage all employees of the City of Greer to take a positive and proactive approach to all health and safety-related matters.

It is our expectation that City of Greer employees will report to work daily:

- Properly rested and alert;
- Sober and drug free;
- Properly attired for assigned tasks;
- In possession of and wearing corrective and protective eye wear, as needed;
- Possessing valid and necessary training and licenses for vehicles and/or equipment to be operated;
- Committed to total personal and co-worker safety; and
- Prepared to report to management any task, job, or assignment that cannot be executed safely.

It also is the responsibility of all supervisors to ensure that safe practices and conditions exist in their respective departments and facilities. All unsafe working conditions or potential safety hazards that cannot be corrected within the department without additional training or equipment should be brought to the attention of the Human Resources Manager or the chair of the city’s Safety and Wellness Committee.

The simple truth is that YOU are the future of the City of Greer and I challenge each employee to do his or her part to comprise the safest and healthiest possible work force. If you set the safety example for others to follow and share your safety knowledge with your fellow workers, we will all benefit from a healthy, safe, long, and caring association.

Edward R. Driggers
City Administrator
# TABLE OF CONTENTS

## ADMINISTRATIVE PROCEDURES
- Employee Health and Safety Program Overview ................................................................. 5
- Safety and Wellness Committee ............................................................................................ 6
- South Carolina Workers’ Compensation Report of Injury/Illness Procedures .......... 9

## EMERGENCY ACTION PLANS - EVACUATION PROCEDURES
- Emergency Action Plan: City of Greer City Hall ................................................................. 12
- Emergency Action Plan: City of Greer Fire Department Headquarters ......................... 13
- Emergency Action Plan: City of Greer Fire Department Hood Road ......................... 14
- Emergency Action Plan: City of Greer Fire Department Training Tower 1985 Hood Road ................................................................................................................................. 15
- Emergency Action Plan: City of Greer Operations Center ............................................ 16
- Emergency Action Plan: Needmore Community Center ................................................ 17
- Emergency Action Plan: Tryon Recreation Center ............................................................ 18
- Emergency Action Plan: Victor Gymnasium .......................................................... 19
- Emergency Action Plan: City of Greer Municipal Court .............................................. 20
- Emergency Action Plan: City of Greer Police Building .................................................. 22

## EXPOSURE CONTROL PLAN
.................................................................................................................................................. 24

## WRITTEN HAZARD COMMUNICATION PROGRAM
.................................................................................................................................................. 33

## SAFE DRIVING PROCEDURES
- Motor Vehicle and Defensive Driving .................................................................................. 39
- Safety Maintenance of Your Assigned City Vehicle ........................................................... 42
- Safety Belt Program .................................................................................................................. 48
- Parking Procedures .................................................................................................................. 50
- Chocking Procedures ............................................................................................................. 51
- Vehicle Backing Procedures ................................................................................................. 52
- Back-Up Alarms/Hand Signaling ........................................................................................... 53

## TRAFFIC CONTROL WORK AREA PROTECTION (TCWAP) PROCEDURES
.................................................................................................................................................. 54

## PERMIT REQUIRED CONFINED SPACE PROGRAM
.................................................................................................................................................. 55

## EXCAVATION WORK PROCEDURES
.................................................................................................................................................. 68

## LOCK OUT/TAG OUT TRAINING
.................................................................................................................................................. 73

## OFFICE SAFETY PROCEDURES
.................................................................................................................................................. 77

## PERSONAL PROTECTION EQUIPMENT (PPE) PROCEDURES
- Personal Protective Equipment Requirements by Work Task ............................................. 81
- Respiratory Protection Procedures ......................................................................................... 90
- Respiratory Protection Training ............................................................................................ 91

## CHAINSAW SAFETY TRAINING AND PROCEDURES
.................................................................................................................................................. 106

## MISCELLANEOUS SAFETY PROCEDURES
- Safe Lifting Procedures .......................................................................................................... 110
- Compressed Gas Procedures ................................................................................................. 111
Safety is the individual responsibility of each employee. It is also the responsibility of all supervisors to ensure that safe conditions exist throughout their areas of responsibility. All unsafe working conditions or potential safety hazards which cannot be corrected within the department should be brought to the attention of the Chair of the Safety and Wellness Committee or the Human Resources Manager.

The City of Greer operates under the South Carolina Occupational Safety and Health Act as administered by the South Carolina Labor, Licensing and Regulations Board. The City’s Safety Manual incorporates the rules and regulations of the S.C. OSHA State Plan. It is the responsibility of every employee to comply with the rules, regulations and procedures contained within the Safety Manual. Supervisors shall ensure that employees are knowledgeable on the contents of the Safety Manual and are directly responsible for enforcement of the City’s safety rules and procedures. The Safety Manual shall be made readily available to any employee in their respective departments. Safety rules, regulations and procedures shall be reviewed by the immediate supervisor with all new employees prior to beginning work on any City job.
CITY OF GREER

SAFETY AND WELLNESS COMMITTEE

It is the objective of the City of Greer to develop and implement a comprehensive safety program. To this end, the Safety and Wellness Committee has been established to promote maximum standards of safety and conduct investigations of working conditions and accidents. From these investigations, the Safety and Wellness Committee may make recommendations to the Department Heads in order to provide a safer workplace.

The Safety and Wellness Committee is composed of the Fire Chief, who will act as Chair/Safety Coordinator, the Human Resources Manager, and four additional City employees from different departments. A minimum of two upper management personnel will serve on the committee. The City Administrator shall appoint personnel to the Safety and Wellness Committee when vacancies occur. The City Administrator shall set the time limits for personnel to serve on the Safety and Wellness Committee.

To encourage healthy lifestyles, the Safety and Wellness Committee is also charged with the responsibility of reviewing and recommending improvements in the City’s Wellness Initiatives. These programs include Disease Management, Gym Reimbursement, the Annual Health & Benefits Fair, and various educational workshops (i.e., smoking cessation and the Weight Watchers At-Work).

Duties:

The basic duties of the Safety and Wellness Committee may include but are not limited to the following:

- Develop a safety program to include enforcement and implementation;
- Conduct monthly meetings, or at the call of the Chair, to discuss safety and loss control infractions and make recommendations regarding the prevention of injuries and accidents;
- Evaluate all accident reports to determine if avoidable and make recommendations to reduce future risks. Recommendations will be made to the employee’s department head;
- Coordinate safety training with the Human Resources Manager and city department heads;
- Evaluate accident and illness prevention programs to determine effectiveness;
- Formulate safety policies and recommend their adoption by management;
- Ensure records are kept of all meetings, including safety and loss control infractions and any actions the committee took in regards to those infractions;
- Establish procedures for handling suggestions and recommendations in regards to workplace safety. Develop ideas of possible implementation;
- Conduct, along with Fire Marshals, on-site inspections of all city facilities and apparatus. Fire Marshals shall audit each City building at least semi-annually with
written reports submitted to the Safety and Wellness Committee upon completion;

• Create and maintain a calendar of OSHA required training/reviews to ensure compliance; Review documentation submitted by departments of mandated training;

• May make on-site accident and injury investigations in the event of a fatality and/or serious injury;

• Work in conjunction with the Human Resources Manager to coordinate the City’s Safety Breakfast/Awards Program;

• Evaluate the Wellness program and make recommendations to enhance the Wellness Initiatives to encourage healthy lifestyles;

• Encourage employee participation in the Annual Health and Benefits Fair and the health screenings provided on-site;

• Respect confidential information about the workplace, work processes and employees which was acquired by serving as a committee member;

• Provide a vehicle to communicate the City’s safety policies to ensure that every employee clearly understands management’s safety philosophy, knows the safety policies, recognizes the importance of abiding by them and the consequences of failure to do so; and

• Provide the City Administrator and Department Heads copies of the minutes of the monthly meetings.

**Authority and Responsibility**

While not imposing fines for preventable injuries, the Safety and Wellness Committee may rule on job related injuries and accidents and recommend appropriate action to all Department Heads. The committee is required to provide written documentation of their recommended actions to all Department Heads, Human Resources Manager and City Administrator. The Human Resources Manager shall ensure that the appropriate Disciplinary Action is completed by the employee’s supervisor that states what corrective and/or preventative action can be taken by the employee to prevent avoidable accidents.

All OSHA mandated policy reviews shall be reported to the Safety and Wellness Committee upon completion according to the federal/state timelines. The documentation of the training reviews will be submitted to Human Resources for recordkeeping purposes. The Safety and Wellness Committee will establish a calendar of reviews for discussion at the monthly meetings to ensure timely completion.

**The Safety Coordinator shall have the authority to shutdown a worksite or operation if serious hazards are discovered and not corrected.**

**Goals and Objectives**

• Ensure that safety and health concerns are discussed openly;
• Identify problems and recommend solutions;
• Demonstrate the importance of safety and health in the workplace;
• Encourage healthy lifestyles;
• Improve communication between management and staff;
• Recommend return-to-work programs;
• Record, communicate and follow-up on matters of concern; and
• Monitor workplace safety and health programs to ensure effective operations.
CITY OF GREER

SOUTH CAROLINA WORKERS’ COMPENSATION REPORT OF INJURY/ILLNESS PROCEDURES

In the event of an on-the-job injury or illness, the employee shall notify his/her supervisor as soon as possible. The supervisor will follow the transportation procedures as outlined. The supervisor should phone the Human Resources Manager as soon as possible after the injury/illness occurs so contact can be made with the City’s approved health care provider. The Spartanburg Regional Hospital System is the City’s provider of occupational health services by contract.

The Employee Incident Report and Medical Authorization Form should be completed by the employee on the day of the injury/illness and forwarded to the Human Resources Manager within 24 hours, if possible. If the employee will be unable to complete the form due to the severity of the illness/injury, the supervisor should complete it for documentation. Once the employee is able, the employee should be sent to Human Resources to review/revise the initial report and sign it.

The Human Resources Manager will complete the required First Report of Injury form and submit it along with the Employee Incident Report and Medical Authorization form to the workers’ compensation carrier within 48 hours of receiving the completed report.

Return to Work

If the employee is released to return to full duty the same day of the injury, the employee should return to work providing the City approved physician’s release statement to his supervisor before beginning work. If unable to return to work or released for light duty, the employee should report to Human Resources with the most recent doctor’s statement as soon as able and prior to returning to work. At that time, the employee will be informed of any additional workers’ compensation benefits and have an opportunity to ask questions regarding leave, pay, etc.

Any light duty assignments will need to be approved PRIOR to the return to work and will be limited in number and length.

Workers’ Compensation forms, including the Employee Incident Report and Medical Authorization Form, are located under the City’s “S” drive under Employee Accident Reports.

Transportation of Injured/Ill Employee

All employees that are injured or become ill while on duty due to an on-the-job injury/exposure will be provided transportation to an emergency care facility or City approved physician’s office by EMS or a management employee whenever possible.
In the event an employee is injured or becomes ill on the job and needs medical attention, the department manager or designee must ensure that transportation is provided to the medical provider by one of the following:

- An emergency care vehicle, i.e., ambulance, EMS unit
- Management staff or designee
- Human Resources Manager
- A fellow employee in the absence of a supervisor in the case of an emergency. In this event and depending on the severity of the incident, the department director or designee will proceed directly to the City’s approved medical provider’s facility or office, separately, as soon as possible.

No injured or ill employee shall drive themselves to the treatment facility. The injured or ill employee may not be able to physically drive a vehicle safely or concentrate fully on defensive driving. When follow-up appointments are necessary, the employee should make a leave request for those appointments to be charged to the leave category of “Workers’ Compensation Follow-up” for the timekeeping/payroll records. All time charged to workers’ compensation must be coordinated with the Human Resources Manager to ensure proper documentation and usage.
CITY OF GREER

EMERGENCY ACTION PLANS - EVACUATION PROCEDURES

Each City facility shall have an evacuation plan which meets OSHA 1910.38(a)(1). The plan shall identify all exit routes for both the employee and the general public. In addition, the plan shall identify a meeting place for all employees and the general public to gather once they have exited the facility. The Evacuation Plan depicting the exit route shall be posted in a visible location and all employees shall be trained on the plan upon employment and at least annually thereafter.

All Emergency Action Plans – Evacuation Procedures were approved by the City’s Fire Marshal.

Each Department's evacuation procedures follow.
**EMERGENCY ACTION PLAN: CITY OF GREER CITY HALL**

1. In the event of an emergency, employees and visitors are alerted by:
   - The sounding of an audible/visual alarm
   - A verbal announcement

2. The verbal announcement will consist of:
   - When the fire alarm is activated a pre-programmed message will state, “There is an emergency. Please leave the building by the nearest available marked exit” or
   - In the event that staying in the building is the safest action, such as a weather emergency, the 1st floor warden shall go to the fire alarm panel and state, “Severe weather alert, everyone should move to bottom floor conference room 116.”

3. The policy of City Hall in the event of fire and/or activation of a fire alarm or other building emergency is:
   - In a real fire, sound the fire alarm and exit the building immediately. All personnel will evacuate immediately.
   - In the event of an emergency, employees shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the corridor walls.
   - When the signal to evacuate has been issued, the floor wardens will check every room, including restrooms, to ensure all employees have evacuated prior to their leaving the building. Floor wardens shall close each office door after they have checked a room to signal that the office has been cleared and to reduce the spread of fire. This applies only when the Floor Warden’s safety is not jeopardized by remaining in the building.
   - The Events staff will be responsible for ensuring all visitors on the 2nd Floor have exited the building in the event of evacuation or join employees in the 1st floor conference room 116 in the event of a weather emergency.
   - Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.
   - No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
   - After an emergency evacuation, employees are to gather in the following location:
     **lawn area at the dumpster pad.**

4. The procedure for accounting for all employees:
   - Each supervisor will account for their respective employees.

For further assistance with emergency evacuation procedures, the Fire Marshal may be contacted.
EMERGENCY ACTION PLAN: CITY OF GREER FIRE DEPARTMENT HEADQUARTERS

- In the event of severe weather, (i.e. tornado warning, severe thunder storms, etc.) all personnel at the headquarters station will take shelter in the classroom and/or office area with the doors closed. The shift officer will account for all personnel and ensure their safety.
- There will be no errands during a severe thunder storm warning and/or tornado warning. If employees are out of the station during severe weather, they are to report back to the headquarters station.
- In the event of a bomb threat, all fire personnel will remove all apparatus from the station if they are able to do so safely. The shift officer will notify the Fire Chief of the threat. All personnel shall take shelter behind the station near the State Auto parking lot.
- In the event of a fire and/or activation of fire alarm, all personnel shall meet at State Auto's parking lot. The shift officer will account for all personnel before the mitigation of the incident. The shift officer shall account for all personnel once at the shelter.
- Any injuries sustained, during or after the evacuation process, should be reported immediately to the shift officer and attended to by fire personnel until EMS can be notified.
- All emergency equipment, i.e. emergency generators, lights, fuel, and communications, should be checked promptly before and after the threatening condition.
- Any questions or recommendations in reference to this policy should be conveyed to the Fire Marshal of the Greer Fire Department.

All training in the aspects to this policy will be conducted by the Training Officer of the Greer Fire Department or other shift officers of the Greer Fire Department.
EMERGENCY ACTION PLAN: CITY OF GREER FIRE DEPARTMENT HOOD ROAD

- In the event of severe weather, (i.e. tornado warning, severe thunder storms, etc.) all personnel shall take shelter in the locker storage area. The shift officer will account for all personnel and ensure their safety.
- There will be no errands during a severe thunder storm warning and/or tornado warning. If employees are out of the station during severe weather, they are to report back to the headquarters station.
- In the event of a bomb threat, all fire personnel will remove all apparatus from the station if they are able to do so safely. The shift officer will notify the Fire Chief of the threat. All personnel shall take shelter in the Training Tower.
- In the event of a fire and/or activation of a fire alarm, all personnel shall evacuate the building meeting at the steps of the Training Tower. The shift officer will account for all personnel before the mitigation of the incident.
- Any injuries sustained, during or after the evacuation process, should be reported immediately to the shift officer and attended to by fire personnel until EMS can be notified.
- All emergency equipment, i.e. emergency generators, lights, fuel, and communications, should be checked promptly before and after the threatening condition.
- Any questions or recommendations in reference to this policy should be conveyed to the Fire Marshal of the Greer Fire Department.

All training in the aspects to this policy will be conducted by the Training Officer of the Greer Fire Department or other shift officers of the Greer Fire Department.
In the event of severe weather conditions (i.e., tornado, lightning, etc.) or a bomb threat while at the Training Tower, all personnel shall go immediately inside the Hood Road Fire Station and follow the Emergency Action Plan.

All equipment, except personal equipment, shall be left until the danger has past.

Any ladders extended against the building, in the event of a storm, should be lowered so they would not fall if this would not compromise employee safety.

Personnel should stay in the shelter for at least 30 minutes after the last clap of thunder. **Remember:** if you can hear thunder, you are close enough to the storm to be struck by lightning.

The Training Officer, Shift Officer or Instructor will be accountable for the safety of all personnel in the event of severe weather at the Training Tower.

There will be no errands during a severe thunder storm warning and/or tornado warning. If employees are out of the station during severe weather, they are to report back to the headquarters station.

In the event of a non-training fire, all personnel shall evacuate the building and meet at the front door of the Hood Road Fire Station. The shift officer will account for all personnel before the mitigation of the incident.

Any questions or recommendations in reference to this policy should be conveyed to the Fire Marshal of the City of Greer Fire Department.

All training in reference to this policy will be conducted by the Training Officer of the City of Greer Fire Department or the other shift officers of the Fire Department.
EMERGENCY ACTION PLAN: CITY OF GREER OPERATIONS CENTER

Parks and Recreation Department

Public Services Department

1. In the event of an emergency, employees are alerted by:
   i. The sounding of an audible / visual alarm

2. In the event that staying in the building is the safest action, such as a weather emergency, the floor warden shall notify everyone in the building by repeating loudly “Severe weather alert, everyone should move to the conference room.”

3. The policy of the Operations Center in the event of fire and/or activation of a fire alarm or other building emergency is:
   • In a real fire, sound the alarm and exit the building immediately. All personnel will evacuate immediately.
   • In the event of an emergency, employees shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the hallway wall leading to the secured entrance / exit door.
   • When the signal to evacuate has been issued, the Floor Warden will check every room including restrooms to ensure all employees have evacuated prior to their leaving the building. They shall close each office door after they have checked a room to signal that the office has been cleared and to reduce the spread of fire. This applies only when the Floor Wardens are not jeopardized by remaining in the building.
   • Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.
   • No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
   • After an emergency evacuation, employees are to gather in the following location: Operations Center sign located at the entrance of the facility. Warehouse personnel will meet at the portable stage shelter.

4. The department director or their designee will account for their respective employees.

For further assistance with emergency evacuation procedures, the Fire Marshal may be contacted.
EMERGENCY ACTION PLAN: NEEDMORE COMMUNITY CENTER

1. In the event of an emergency, employees are alerted by:
   The sounding of an audible / visual alarm

2. In the event that staying in the building is the safest action, such as a weather emergency, the Floor Warden shall notify everyone by repeating loudly “Severe weather alert, everyone should move to the bottom floor computer lab.”

3. The policy of the Needmore Community Center in the event of fire and/or activation of a fire alarm or other building emergency is:
   • In a real fire, sound the alarm and exit the building immediately. All personnel will evacuate immediately.
   • In the event of an emergency, employees shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the wall by the Community Center office.
   • When the signal to evacuate has been issued, the floor warden will check every room, including restrooms, to ensure all employees and camp participants have evacuated prior to their leaving the building. The Floor Warden shall close each door after checking a room to signal that the office has been cleared and to reduce the spread of fire. This applies only when the Floor Warden’s safety is not jeopardized by remaining in the building.
   • Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.
   • No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
   • After an emergency evacuation, employees are to gather in the following location:
     the bottom parking lot by the play structure.
   • The procedure for accounting for all employees is: Each supervisor will account for their respective employees/camp participants.

For further assistance with emergency evacuation procedures, the Fire Marshal may be contacted.
1. In the event of an emergency, employees are alerted by:
   The sounding of an audible / visual alarm
2. In the event that staying in the building is the safest action, such as a weather emergency, the Floor Warden shall notify everyone by repeating loudly “Severe weather alert and everyone should move to the Cultural Arts storage room or the recreation storage room.”
3. The policy of the Tryon Recreation Center in the event of fire and/or activation of a fire alarm or other building emergency is:
   • In a real fire, sound the alarm and exit the building immediately. All personnel will evacuate immediately.
   • In the event of an emergency, employees shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the wall by the Cultural Arts Director’s office.
   • When the signal to evacuate has been issued, the floor warden will check every room, including restrooms, to ensure all employees and cultural arts participants have evacuated prior to their leaving the building. The Floor Warden shall close each door after checking a room to signal that the office has been cleared and to reduce the spread of fire. This applies only when the Floor Warden’s safety is not jeopardized by remaining in the building.
   • Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.
   • No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
   • After an emergency evacuation, employees are to gather in the following location:
     at the sidewalk area by the upper and lower tennis courts
   • The procedure for accounting for all employees is: Each supervisor will account for their respective employees/participants.

For further assistance with emergency evacuation procedures, the Fire Marshal may be contacted.
EMERGENCY ACTION PLAN: VICTOR GYMNASIUM

1. In the event of an emergency, employees are alerted by:
   The sounding of an audible / visual alarm
2. In the event that staying in the building is the safest action, such as a weather emergency, the Floor Warden shall notify everyone by repeating loudly “Severe weather alert and everyone should move to the Social Hall."

The policy of the Victor Gymnasium in the event of fire and/or activation of a fire alarm or other building emergency is:

- In a real fire, sound the alarm and exit the building immediately. All personnel will evacuate immediately.
- In the event of an emergency, employees, participants and visitors shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the wall by the Social Hall entrance.
- When the signal to evacuate has been issued, the Floor Warden will check every room, including restrooms, to ensure all employees and visitors have evacuated prior to their leaving the building. The Floor Warden shall close each door after checking a room to signal that the office has been cleared and to reduce the spread of fire. This applies only when the Floor Warden’s safety is not jeopardized by remaining in the building.
- Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After an emergency evacuation, employees are to gather in the following location:
  the gated entrances to the baseball field
- The procedure for accounting for all employees is: Each supervisor will account for their respective employees/participants.

For further assistance with emergency evacuation procedures, the Fire Marshal may be contacted.
In the event of an emergency, employees are alerted by:

- the sounding of an audible alarm
- the activation of visual appliances

In the event that staying in the building is the safest action, such as a weather emergency, the Floor Warden shall notify everyone by announcing: “Severe weather alert. Everyone should move to (see below)……”

- If Court is NOT in session, all employees will proceed to the lobby of the Detention facility.
- When Court is in session, the first option is to move everyone to the police locker rooms. If there are too many people for that venue, the second choice is to move everyone into the court room.

The policy of this Department in the event of fire and/or activation of a fire alarm or other emergency requiring evacuation is:

- In the event of fire or other emergency, employees shall evacuate by means of the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the hall walls.

- Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires. In the event of fire, all other employees are to evacuate immediately.

- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

- When the signal to evacuate has been issued, the following shall occur:
  
i. When court is NOT in session:
     The Clerk of Court and Senior Ministerial Recorder shall check every room from the juror corridor to the back of the building including the interview rooms and hearing room as they exit through the rear of the building. The Deputy Clerk of Court shall check every room from the employee restrooms towards the front of the building including the Magistrate’s Office. Any personnel in the Clerk’s area should assist in checking the front lobby and public restrooms as they exit through the lobby exits. The floor warden will close each office door after they have checked that room to signal that the office has been cleared to reduce
the spread of fire. This applies only when the safety of the personnel checking the room is not jeopardized by remaining in the building.

ii. When court is in session:
The above shall apply with the following additions: The Judge shall exit with the Bailiff through the rear exit of the building. The clerk in the court room shall clear the court room through the front lobby.

iii. During night and weekend shifts, the building is not open to the public. The employees shall evacuate by means of the nearest available marked exit.

After an emergency evacuation, employees are to gather in the following location:

In the parking lot behind the Fire Department on the Miller Street side as designated by the signage

After an emergency evacuation, the procedure for accounting for all employees is: The Clerk of Court, Deputy Clerk of Court or Senior Ministerial Recorder will account for all employees.

For further assistance with emergency evacuation procedures, the following individuals may be contacted: Clerk of Court; Deputy Clerk of Court, Fire Marshal.
EMERGENCY ACTION PLAN: CITY OF GREER POLICE BUILDING

In the event of an emergency, employees are alerted by

The sounding of an audible alarm
The activation of visual appliances

In the event that staying in the building is the safest action, such as a weather emergency, the floor wardens shall notify everyone to: “Leave the second floor and proceed to the lobby of the Detention Facility.”

The policy of the Police Department in the event of fire and/or activation of a fire alarm or other emergency is:

- In a real fire or other actual emergency, all personnel will evacuate immediately. In the case of a fire alarm, all personnel, with the exception of Communications and Detention personnel, will leave the building immediately. Communications and Detention personnel will remain on post until an emergency is confirmed by the Chief of Police or his designee, at which point they will evacuate their areas. In the event of an emergency, employees shall leave the building by the nearest available marked exit. The nearest available marked exits are displayed on the Evacuation Plan placards mounted on the hall walls.

- Employees who are not currently trained to use portable fire extinguishers will not use them to fight fires.

- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

- In the event of an emergency, the following employees are to remain in the building to monitor critical operations before they evacuate: Communications and Detention employees will remain on post until an emergency is confirmed by the Chief of Police or his designee at which point they will evacuate their areas. In the event that it becomes necessary to evacuate the Communications Center, the Greenville County E911 Evacuation Plan for Greer PD will be followed. This plan (General Order 910.1) is located in the Communications Center and directs staff of the procedures to rollover the calls to the County so 911 calls are forwarded to that number. The evacuation of the Detention Center will follow General Order 820.1 for evacuation of prisoners to the Sally Port and then transported to the County if the Detention Center is not safe.

- When the signal to evacuate has been issued, the Chief of Police; his Administrative Assistant, the Lieutenant of the Criminal Investigations...
Division and his Sergeant will check every room, including restrooms and interview rooms, on the second floor to ensure all employees/visitors have evacuated prior to their leaving the building. This applies only when the safety of the personnel checking the rooms is not jeopardized by remaining in the building.

- After an emergency evacuation, employees are to gather in the following location:
  
  **In the parking lot behind the Fire Department on the Miller Street side as designated by signage**

- The procedure for accounting for all employees is: Each Lieutenant will account for their respective employees.

For further assistance with emergency evacuation procedures, the Chief of Police may be contacted.
Statement of Policy

Hepatitis B Virus (HBV) has long been recognized as a pathogen capable of causing serious illness and death. The virus is transmitted through blood and certain body fluids. Personnel who handle blood and other potentially infectious materials as part of their jobs have an increased risk of contracting HBV. The Human Immunodeficiency Virus (HIV) is the virus that causes Acquired Immune Deficiency Syndrome (AIDS). Because the transmission of HIV is considerably less frequent than HBV, the risk of HIV infection to employees who must handle blood or other potentially infectious material is less than for HBV. The consequences of HIV infection are grave because HIV causes the fatal disease AIDS. Accordingly, the following policy is established to further our efforts to provide a City-wide environment for employees which is free from recognized hazards that cause or are likely to cause serious physical harm or death.

The policy of universal precautions is hereby established. Universal precautions are a system of infectious disease controls which assume that every direct contact with body fluids is considered infectious and require that every employee exposed to direct contact with body fluids be protected as though such body fluids were HBV or HIV infected. Body fluids which have been directly linked to the transmission of HBV or HIV and to which universal precautions apply include blood, semen, blood products, vaginal secretions, cerebrospinal fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV virus. Universal precautions are intended to prevent firefighters, detention officers, law enforcement personnel and others from exposures to bloodborne pathogens.

Occupational exposure may occur in many ways including needle sticks and cut injuries. City employees employed in certain occupations are assumed to be at high risk for bloodborne infections due to their routinely increased exposure to body fluids from potentially infected sources. These high risk occupations include, but are not limited to, firefighters, police and detention officers and sanitation workers. Employees in any occupation where they are directly exposed to body fluids are considered to be at substantial risk of exposure to HIV or HBV. Neither HIV nor HBV is transmitted by casual contact in the workplace.

Personal protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing and protective shields and barriers, shall be provided, used and maintained in sanitary and reliable conditions whenever it is necessary by reason of the processes or environment to protect against contamination by blood or body fluids. This equipment or clothing must be provided by the department concerned and available in the...
Work area at all times.

The use of gloves will vary according to the procedure involved. The use of disposable gloves is required when body fluids are handled and is particularly important if the employee has cuts, abraded skin, chapped hands, dermatitis or the like.

Gloves must be of appropriate material and quality for the procedures performed and of appropriate size for each worker. Surgical and examination gloves must be disposed of after use and may not be washed or disinfected. General purpose utility (rubber) gloves worn by maintenance, housekeeping and other non-medical personnel may be decontaminated and reused. No gloves shall be used if they are peeling, cracked, discolored or if they have punctures, tears, or other evidence of deterioration.

Gowns, aprons, lab coats, or similar garments must be worn when splashes to skin or clothing with body fluid are likely to occur. Gowns, including surgical gowns, shall be made of, or lined with, impervious material and shall protect all areas of exposed skin.

Masks and protective eye wear and/or face shields are required when contamination of eyes, mouth or nose is likely to occur due to splashes or aerosolized materials.

Pocket masks, resuscitation bags (BVM), or other ventilation devices shall be provided in strategic locations and to key personnel when the need for resuscitation is likely to occur to eliminate the need for emergency mouth to mouth resuscitation.

When an employee’s skin or mucous membranes may come in contact with body fluids, gowns (or like), mask and eye protection shall be worn.

Persons performing or assisting in postmortem procedures are required to wear personal protective clothing to avoid exposure to blood or body fluids.

Housekeeping and environmental services operations involving substantial risk or direct exposure to body fluids shall take into account the proper precautions while cleaning rooms and blood spills. Cleaning schedules shall be frequent as is necessary depending upon the area to be cleaned, the type of surface to be cleaned and the amount and type of contaminant present. Chemical germicides that are approved for use as hospital disinfectant and the tuberculocidal when used as recommended shall be used to decontaminate spills and other fluids. A solution of 5.25 percent sodium hypo chlorite (household bleach) diluted 1:10 with water or other suitable disinfectant shall be used for disinfections.

All specimens of body fluids shall be put in a well constructed container with a secure lid to prevent leaking during transport and shall be disposed of in an approved manner.

All persons at substantial risk of directly contacting blood or body fluids are offered Hepatitis B Vaccinations in the amounts and at the times prescribed by standard practice.
All laundry operations involving direct exposure to body fluids shall be identified by bagging in red bio hazard bags which prevent leakage in the area where it was removed and transported to be laundered.

Hands and other skin surfaces shall be washed thoroughly after removing gloves and immediately after contact with body or body fluids.

If a City of Greer employee has a percutaneous (needle stick or laceration) or mucous membrane (splash to eye, nasal mucosa, or mouth) exposure to body fluid or has a cutaneous exposure to blood when the worker’s skin is chapped, abraded, or otherwise non-intact, the source person shall be informed of the incident and tested for HIV and HBV infections after consent is obtained. If the source person refuses consent, follow Blood/Body Fluid Exposure Management for Greenville Memorial Hospital Emergency Room or Spartanburg Regional Hospital Emergency Room dependent upon where the patient is being taken (attached to all policies). The City employee shall be evaluated clinically by HIV antibody testing and advised to report and seek medical evaluation of any acute febrile illness that occurs within 12 weeks after exposure. The testing will be performed by the City’s designated Physician.

HIV serum-negative workers shall be retested 6 weeks after exposure and on a periodic basis thereafter (2 weeks and 6 months after exposure). Follow-up procedures shall be taken for an employee potentially exposed to HBV. The type of follow-up depends on the immunization status of the employee and the HBV serologic status of the source person.

If an employee refuses to submit to the foregoing procedures when such procedures are medically indicated, no adverse action can be taken on that ground alone since the procedures are designed for the benefit of the exposed employee.

All high risk employees shall receive education on precautionary measures, epidemiology, and modes of transmission and prevention of HIV/HBV. This education shall be provided by Spartanburg Regional’s designated person to explain possible and future risks. In addition, high risk employees must receive training regarding the location, availability and proper use of personal protective equipment. Employees shall review with their supervisor, medical control officer, or designated person concerning proper work practices and shall understand the concept of universal precaution as it applies to their work practices. Employees shall be trained by their supervisor, medical control officer, or designated person about the meaning of color coding the biological and infectious waste. Additionally, Spartanburg Regional Occupational Health staff will provide training of procedures to be used if an employee is exposed to needle sticks or body fluids.

All employees who may reasonably anticipate skin, eye, mucous membrane, or parietal contact with blood or other potentially infectious materials in the performance of their duties must participate in a training program at the time of initial employment and before being
assigned work or permitted to enter the work area. The material must be appropriate in content and vocabulary to the educational level, literacy, and language background of the participants.

The training program must contain the following elements:

- A copy of the OSHA Bloodborne Pathogen Standard and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the City of Greer Bloodborne Pathogenic Control Policy;
- An explanation of appropriate methods for recognizing tasks and other potentially infectious materials;
- An explanation of the use and limitations of practices that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
- Information on the type, proper use, location, removal, handling and/or disposal of personal protective equipment;
- An explanation of the basis for the selection of personal protective equipment;
- Information on the availability of Hepatitis B Vaccine including information on its efficiency, safety and benefits of being vaccinated;
- Information on the appropriate actions to take and persons to contact in an emergency;
- An explanation of the procedure to follow if an exposure occurs including the method of reporting the incident and the medical follow-up that will be made available, including medical counseling which will be provided to exposure individuals; and
- An explanation of signs, labels and/or color coding.

Exposure Determinations

Within this plan, blood is defined as human blood, human blood components and products made from human blood. The following body fluids are defined as “other potentially infectious material”: human semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissues or organ (other than intact skin) from a human (living or dead); and HIV-containing culture medium or other solutions, and blood organs or other tissue from experimental animals infected with HIV or HBV.

All employees in the following job classifications are considered to have occupational exposure to bloodborne pathogens:
Fire Department | Police Department | Other Job Titles
---|---|---
Chief | Chief | Animal Control
Fire Marshal | Captain | Recreation Program Director
Training Officer | Lieutenant | Nuisance Abatement Officer
Captain | Sergeant | Athletic Supervisor
Lieutenant | Corporal | Athletic Coordinator
Senior Engineer | Patrol Officer | Programs Supervisor
Firefighter/Engineer | Detention Officer | Recreation Leader
Firefighter | Field Training Officer | Grounds Superintendent
Fire Volunteer | Resources Officer | Groundskeeper

These lists are not absolute and may be updated (added to or deleted from at the discretion of department head, city administrator, or medical coordinator).

Method of Implementation for Eliminating or Minimizing Employee Exposure to Blood and Other Potentially Infectious Materials

The Human Resources Manager and Safety and Wellness Committee Chairperson shall be responsible for evaluating the need and implementing the following requirements of the OSHA Bloodborne Pathogen Standard. All controls must be reviewed and updated at least annually.

Universal Precautions

The City of Greer has adopted the practice of Universal Precautions to prevent contact with blood and other potentially infectious materials. Under circumstances where differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering Controls

Evidence such as sharps (needles) and other potentially infectious materials shall be stored and maintained in containers in accordance with this policy. Where occupational exposure remains after these controls, personal protective equipment (PPE) must be used.

Work Practice Controls

The following controls are applicable to City of Greer employees who may reasonably anticipate skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials in the performance of their duties:

- Hand washing facilities are generally readily accessible. When hand washing facilities are not feasible, the employee’s department shall provide an appropriate antiseptic
hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleaners or antiseptic towelettes are used, hands shall be washed with soap and running water as soon as possible in accordance to BBP training;

- Employees shall wash their hands immediately after removal of gloves or other protective equipment;
- Employees shall wash hands and any other skin with soap and running water immediately after contact with blood or other potentially infectious material;
- Bending or shearing of contaminated needles is prohibited. Recapping of needles by two handed technique is prohibited. No pipetting or suctioning by mouth;
- Contaminated sharps (needles) shall be placed in appropriate containers until properly disposed. Containers must be puncture resistant, labeled with the biohazard warning label, leak proof on the sides and bottom and packaged in such a manner that employees are not required to reach by hand into the container and located near services rendered, if possible. Dispose of container when needed by container manufacturer’s instructions. Daily inspect to ensure no overfilling;
- Eating, drinking, smoking, use of smokeless tobacco, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a likelihood of occupational exposure;
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, countertop or desk tops where blood or other potentially infectious materials are present;
- All procedures involving blood or other potentially infectious materials shall be performed in a manner to minimize splashing, spraying, splattering or the generation of droplets;
- Blood or other potentially infectious material shall be placed in containers which prevent leakage during collections, handling, storage, transport, or shipping;
- Internal containers for storage, transport or shipping shall be color coded **RED** and marked with the biohazard symbol;
- The high risk occupation employee’s department shall provide, at no cost to the employee, access to appropriate personal protective equipment such as gloves, gowns, lab coats, face shields, masks, eye protections (with side shields), mouth pieces, resuscitation bags, pocket masks and other such personal protection as required to protect the employee from exposure;
- The employee’s department shall provide protective clothing and equipment in appropriate sizes which are readily available or are issued to employees. Hypoallergenic gloves, glove liners, powderless gloves must be readily available for employees who are allergic to gloves normally provided;
- The employee’s department shall clean, launder and dispose of personal protective clothing and equipment at no cost to the employee. Disposable protective clothing and equipment provided by the department is an acceptable alternative to cleaning and laundering;
- All personal protective clothing and equipment shall be removed prior to leaving a
contaminated work area and placed in appropriately designated containers for storage, cleaning or disposal.

- Gloves and other personal protective clothing and equipment shall be worn when the possibility of contamination exists;
- Employees shall immediately report to management any exposure or potential exposure to contamination and immediate action shall be taken to initiate the Control Plan.

**HBV Vaccination and Post Exposure Evaluation and Follow-Up**

**Hepatitis B Vaccination**

Hepatitis B Vaccination is offered at no cost to the employee through the City of Greer designated physician within 10 working days of the initial assignment to a position where occupational exposure to bloodborne pathogen is possible and at anytime thereafter that the employee chooses to receive the vaccine. Refusal to receive the vaccine will be in writing utilizing the statement found in appendix A to Section 1990.1010 of the OSHA Standards. This form may be obtained at the City of Greer Human Resources office.

**Procedures After Exposure Report**

Following a report of an exposure incident, the employee will receive a confidential medical evaluation and follow-up including documentation of routes of exposure, the circumstances and documentation of the source individual unless that identification is infeasible or prohibited by state or local law. Post exposure prophylaxis when medically indicated will be provided along with counseling and evaluation of reported illness. All blood samples will be held for ninety (90) days.

**Record Keeping: Medical Records**

The City of Greer Human Resources Department shall establish an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.20.

This record shall include:

- The name and social security number of the employee.
- A copy of the employee’s Hepatitis B vaccinations and any medical record relative to the employee’s ability to receive vaccinations.
- A copy of the employee’s election regarding Hepatitis B vaccination that the vaccinations have been declined. (See Attached)
- A copy of all results of examinations, medical testing and follow-up procedures.
- The employer’s copy of the health care professional’s written opinion, when one is consulted after an employee exposure to blood or other potentially infectious material.
- A copy of the information provided to the healthcare professional who is responsible
for evaluating an employee after an exposure incident.

The employer shall ensure that employee medical records are:

- Kept confidential.
- Are not disclosed or reported without the employee’s express written consent to any person within or outside the work place except as required by this section or as may be required by law.
- The employer shall maintain the records for at least the duration of employment, plus 30 years in accordance with 29 CFR 1910.20.

**Record Keeping: Training Records**

Training records shall include the following information:

- The dates of the training session(s).
- The contents or a summary of the training session(s) including documentation of employee’s receipt of OSHA standard 1910.20.
- The names and qualification of person(s) conducting the training.
- The names and job titles of all persons attending the training session(s).
- Training records shall be maintained for three (3) years from the date on which the training occurred.
- Records of any subsequent yearly training.
CITY OF GREER

EMPLOYEE ELECTION REGARDING
HEPATITIS B VACCINATION

_____________ I decline the Hepatitis B vaccination. I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection.

_____________ I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious material and want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me while currently employed by the City of Greer.

_____________ I have had the Hepatitis B vaccination in the past, but at this time cannot obtain documentation. Approximate date(s) of vaccinations: ________________.

Date: _____________   Employee Name (Print): _____________________________

Employee Signature: ________________________________
CITY OF GREER

WRITTEN HAZARD COMMUNICATION PROGRAM

On November 25, 1983, OSHA issued the Hazard Communication Standard, 29 CFR 1910.1200. To comply with this standard, the City of Greer has established this written Hazard Communication Program. When implemented, this program will ensure that the hazards associated with all chemicals used with the City are evaluated and that this information is transmitted to affected employees. This Hazard Communication Program includes provisions for container labeling, material safety data sheets, and employee training.

Container Labeling

Under the standard, chemical manufacturers, importers, and distributors have the initial responsibility for labeling containers of hazardous chemicals. For this reason, each container coming into a facility should already be labeled, tagged or marked with the following information:

- Identity of the hazardous chemical;
- Appropriate hazard warnings; and
- Name and address of the chemical manufacturer or other responsible party.

The responsibility of the City of Greer includes ensuring that each container in the workplace is labeled, tagged, or marked with the identity of the hazardous chemical and appropriate hazard warning. The hazard warning may be any type of message, words, pictures or symbols which convey the hazards of the chemical in the container. Labels must be legible, in English and prominently displayed.

The standard allows several exemptions to individual container labels as follows:

- If a number of stationary containers within a work area have similar contents and hazards, the City may post signs or place cards which convey the hazard information;
- Various types of standard operating procedures, process sheets, batch tickets, blend tickets, and similar written materials may be substituted for container labels on stationary process equipment if they contain the same information as the container labels and if they are readily available to employees in the work area;
- If hazardous chemicals are transferred from a labeled container to a portable container for immediate use of the employee who makes the transfer, labels are not required for the portable container;
- Labels are not required for pipes and piping systems; and
- Any defaced or illegible label will be immediately reported to the immediate supervisor and the chair of the Safety and Wellness Committee.
Material Safety Data Sheets (MSDS)

The City of Greer will obtain from the chemical manufacturer or importer a material safety data sheet for each hazardous chemical used at the facilities.

Each material safety data sheet must be in English and must include the following information:

- Both the specific chemical identity and the common name of each of the hazardous chemicals involved;
- The physical and chemical characteristics of the hazardous chemical (vapor pressure, flash point);
- The physical hazards associated with the hazardous chemical;
- The health hazards associated with the hazardous chemical (such as known acute and chronic health effects) and related health information;
- Exposure limits;
- Whether the chemical is considered to be a carcinogen;
- Precautionary measures;
- Emergency first-aid procedures; and
- The identification of the organization responsible for preparing the material data safety sheet and the date of preparation or alteration.

The Department/Division head will maintain copies of the material safety data sheets for each hazardous chemical at each work site and will ensure that they are readily accessible to employees in that area. All MSDS manuals shall be categorized in alphabetical order by product name and include an index. As a source of detailed information on hazards, the material safety data sheet will be located close to the work area and will be readily available to employees during each shift.

Employee Information and Training

The established training and information program covers all employees exposed to hazardous chemicals in their work area. Appropriate training is presented to affected employees at the time of initial assignment and whenever a new hazard is introduced into the work area.

General Information

The discussion topics include the following subjects:

- The requirements of the hazard communication standard;
- The components of the hazard communication program in the employees’ workplace;
- Operations in the work area where hazardous chemicals are present; and
- The location of the written hazard evaluation procedures, communications program, list of hazardous chemicals and the required material safety data sheets.
Training

Ensuring employees attend training annually and retraining as necessary is the responsibility of the Department Director. The Training Officer for the Fire Department is responsible for the development, compliance and presentation of this annual training City-wide.

The training program includes the following elements:

- How the hazard communication program is implemented in that workplace, how to read and interpret information on labels and material safety data sheets, and how employees can obtain and use the available hazard information;
- The hazards of chemicals in the work area;
- Measures employees can take to protect themselves from the hazards;
- Specific protection procedures such as work practices and the use of personal protective equipment; and
- Methods and observations (such as visual appearance or smell) which employees can use to detect the presence of a hazardous chemical.

Re-training

Re-training is necessary when new chemicals are brought into the workplace; when process, equipment or work practice changes are made which increase or create new employee exposures; and whenever employees are transferred from one work area to another where different hazards are present.

Non-Routine Tasks and Unlabeled Pipes

Whenever an employee is required to perform tasks which involve potential exposure to hazardous chemicals and which are not in the regular and normal course of his/her permanent or assigned job, the supervisor will review with him/her the nature of the hazardous chemicals which are present. The employee will also be informed as to any precautionary or safety measures which are to be taken in performance of the non-routine task. Any employee performing a non-routine task will also be apprised of any hazards associated with chemicals contained in unlabeled pipes in the work area. Any employee performing non-routine tasks may request an opportunity to review the material safety data sheets on hazardous chemicals to which he/she may be exposed.

Contractors

The City of Greer will apprise contractors of the hazardous chemicals to which their employees may be exposed and of the appropriate control measures where appropriate. The City will provide contractors with copies of the notices which have been posted throughout the work area which explain and identify the existence of hazardous chemicals in that work area. Further, each contractor will agree to comply with all OSHA regulations and requirements, including the requirements of the Hazard Communication Standard.
The safe use of pesticides is important for everyone to protect against human injury and harm to the environment. Safety begins the moment you choose a chemical for use, along with transportation, application and storage of the chemical. Deaths from pesticides are uncommon, but precautions are very important.

Because pesticides encompass numerous products designed for control of a variety of pests, regulation is product specific. In other words, the label is the law.

Pesticide hazards to humans depend on length of exposure and the toxicity of the chemical applied.

Before using a pesticide, diagnose the problem and then choose the appropriate type and amount of pesticide needed. This reduces storage problems. Always follow the label directions and obey all federal, state and local pesticide laws and regulations. Because of environmental risks, including water quality and wildlife toxicity and similar concerns, and risks of handling, some pesticides are classified as Restricted Use Pesticides. Such products bear this designation on their label and can be purchased and applied only by (or supervised by) certified applicators.

There are several guidelines that can reduce the likelihood of a pesticide mishap.

**READ THE LABEL.**

The label information is not advertising - it is solid science. The label includes the proper rate of pesticide use for various conditions, the relative toxicity of the product, directions for safe mixing and application, and any environmental precautions. It lists the product manufacturer’s name and address, required protective clothing, and warnings about groundwater contamination and hazards to wildlife.

There are four specific times to read the label. When you are purchasing the pesticide, when you are applying the pesticide, when you dispose of the pesticide and the pesticide container, and any time you have questions concerning the pesticide.

The label will have signal words to alert you to the level of danger:

- **DANGER-POISON** indicates high toxicity, and is printed in red, with a skull and crossbones
- **WARNING** indicates moderate toxicity
- **CAUTION** indicates low toxicity
- No signal words indicate non-toxicity
Make Your Protective Clothing Effective

The label on the pesticide will explain the protective clothing needed for application.

Wearing protective clothing such as coveralls, goggles, and gloves can be cumbersome and bulky, but their importance cannot be overstated. Studies show 97% of chemical exposure occurs through the skin. By knowing the hazards and proper precautions, applicators can protect themselves.

Stay away from areas which have just been treated. Wait until the spray has dried or the dust has settled unless a longer restricted reentry interval (REI) is specified (See the label).

Be aware of the early symptoms caused by pesticide poisonings. There are two kinds of poisonings – acute and chronic.

Acute poisoning is severe and occurs after a single exposure to the chemical. Symptoms are usually dramatic and sudden.

Chronic poisoning occurs after repeated exposures to the chemical. Symptoms may include nervousness, slowed reflexes, irritability, or general decline of health.

General symptoms of acute pesticide poisoning:

**Mild**

- Fatigue, headache, dizziness, blurred vision, or skin irritation
- Excessive sweating, vomiting, or stomach cramps

**Moderate**

- Inability to walk or weakness
- Chest discomfort or pinpoint pupils

**Severe**

- Unconsciousness, pinpoint pupils, or foaming from the mouth and nose
- Strained breathing, coma, or death

The label will give you proper application, clothing, and emergency instructions.

Never eat, drink, or smoke when applying pesticides. Always wash hands after applying pesticides.

Wear proper protective equipment (PPE). Protective clothing can be coveralls, chemical-resistant gloves, hat/hood, socks, or shoes. Eye protection and respirators may be needed. Examine the label for minimum clothing requirements.
Spray Application

Test application equipment with water to check for proper function and to verify the sprayer is leak free prior to mixing pesticides. When using hand held or back pack applicators, try to plan your spraying so that any breeze is at your back. Enter the area and slowly make your application walking backwards. Stop often and check your route and position.

When using tractor mount applicators, refer to the manufacturer's literature for proper application procedures.

Never spray handheld equipment in breezes of 4 mph or higher to avoid drift and possible non-target damage.

Never spray motorized or tractor mounted equipment in breezes of 7 mph or higher to avoid drift and possible non-target damage.

In the event of drift contamination of yourself or others, be thoroughly aware of the proper procedure to clean yourself or others as specified on the label of the product.

Applicators should always have the appropriate product label displayed for quick reference.
Employees driving City of Greer vehicles face some unique challenges. Many of these drivers operate large vehicles, which are difficult to maneuver. Beyond that, employees driving City of Greer vehicles spend most of their work time under a critical public’s eye. Consequently, all City employees must drive in a safe and courteous manner during work hours. This can become a difficult task when other drivers are dangerous and inconsiderate. However, safe and courteous driving is a requirement of all employees driving City of Greer vehicles. Furthermore, all City team members must obey all City of Greer driving procedures and governmental laws.

These procedures contain information on how to be a safe and considerate driver. Topics covered include defensive driving, preventative vehicle maintenance, rules and procedures for safe driving, and driving in adverse weather conditions. Hopefully, you will gain the skills and knowledge to stay alive, remain healthy, and become a positive representative of the City.

**Defensive Driving**

Defensive driving is more of an attitude than a set of techniques. It’s looking out for “the other guy,” being cautious, and remaining calm. There are many types of motorist on the road. Some are impatient and pushy. Some are risk takers. Others are oblivious to what is happening around them. Some are trying to do other things while driving; a few may even be impaired by drugs and/or alcohol. None of these types of drivers are driving defensively. So, it is up to you to be the responsible one.

**How to React to Irresponsible Drivers**

First of all, don’t become agitated. Such a reaction may be natural, but it doesn’t help the situation. An angry gesture or expression makes a bad impression, and it takes your attention away from other hazards at hand. Instead, you should remain calm and cautious about the situation.

Look for ways to avoid these types of drivers. Slow down, let these drivers pass you, or move into another lane. If a driver is being extremely dangerous or you believe he or she is impaired, pull over and contact the police.

Avoid braking suddenly and make turn signals at least 100 feet in advance. Give up the right-
of-way when an aggressive driver obviously wants it, and change lanes or pull over when you are being tailgated. Also, keep a safe distance behind others to prevent yourself from tailgating (approximately 4 to 5 seconds).

Seasoned drivers can gain a false sense of security with years of experience. Drivers who have never been in an accident before may begin to take driving for granted and ignore common hazards. This is when drivers are most likely to become involved in accidents. Conscious defensive driving can prevent this from happening. Furthermore, being aware, maintaining a good attitude, and controlling your anger among poor drivers will reduce stress.

How to be a Safe and Courteous Driver

Obviously, you must follow posted speed limits and other rules of the road. This includes having your driver’s license with you at all times; wearing your seat belt; and abstaining from illicit drugs, alcohol, and certain medications both before and during the times you drive. The City of Greer also prohibits smoking or any tobacco use in a City vehicle.

Safe and courteous drivers also avoid dangerous distractions. Reading a map, texting, eating, looking over work assignments, or doing any other distracting activity takes your attention away from the road and creates a serious hazard. These activities are strictly forbidden. Using a cell phone while driving also creates safety risks and should be avoided. To eliminate such hazards, have a passenger do the task; or if you don’t have a passenger, pull over and stop at a safe area.

Here are some other tips for safe and courteous drivers:

- Don’t keep your eyes on one thing (vehicle in front of you, center line, etc.). Scan the entire scene looking for all hazards;
- Adjust your speed to traffic and weather conditions;
- Always use your horn, headlights, hazard flashers, signals, and brake lights to let others know what you are going to do;
- Secure all loads;
- Keep plenty of space between your vehicle and others (4 to 5 seconds); and
- Adjust your speed before you enter a curve, not after.

Special Precautions for Backing Up or Parking in a Hazardous Area

Many City employees, especially public service workers, are required to back up and park in hazardous areas. If a vehicle must be backed up or parked in an area normally used for vehicle or pedestrian traffic, appropriate traffic control devices and flaggers must be used to redirect traffic.
If it is not essential that a vehicle be parked in a hazardous area near a work site, other parking options should be explored. It is better to park in a safe area and walk than to park in a hazardous area.

Hazard lights and back-up alarms should be used each time you back up. Before backing into an area that is difficult to negotiate, get out of your vehicle to inspect the area. Also, use co-workers to direct you. Most importantly, back up slowly.

Whenever a vehicle is parked in a designated parking area near a curb, the vehicle must be parked on the right side of the street (not facing traffic). Once parked, the vehicle’s front wheels should be turned towards the curb. To finish parking, put the transmission in either the lowest gear or “park,” turn off the motor, remove the key, and set the emergency brake(s). This will prevent the vehicle from rolling into traffic.
CITY OF GREER

SAFETY MAINTENANCE OF YOUR ASSIGNED CITY VEHICLE

Preventative maintenance can be just as important as defensive driving when it comes to preventing accidents. Preventative maintenance is the responsibility of all drivers who are assigned City vehicles.

To make sure your vehicle is as safe as possible, safety checks must be performed on the following items each day before a vehicle is driven:

<table>
<thead>
<tr>
<th>horn</th>
<th>mirrors</th>
<th>windshield wipers</th>
</tr>
</thead>
<tbody>
<tr>
<td>clutch</td>
<td>seat belts</td>
<td>windshield wiper fluid</td>
</tr>
<tr>
<td>tires</td>
<td>spare tire</td>
<td>sirens</td>
</tr>
<tr>
<td>gas</td>
<td>hydraulic systems</td>
<td>dump lights</td>
</tr>
<tr>
<td>lights and signals</td>
<td>brakes</td>
<td>backup alarms</td>
</tr>
</tbody>
</table>

Fleet vehicles that are serviced by Public Services are checked out by employees periodically. Assigned vehicles must undergo safety checks by the employee assigned the vehicle.

In addition to this, all seats and mirrors should be properly adjusted and all truck boxes, ladders, aerial buckets, and other equipment should be secured.

See attached departmental vehicle checklists for the Police, Fire and Public Services (above) departments. All other departments should refer to the above list as it applies to the particular vehicle.
**GREER POLICE DEPARTMENT**  
**VEHICLE INSPECTION FORM**

<table>
<thead>
<tr>
<th>DATE  /  /</th>
<th>VEHICLE #</th>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICER**    **SUPERVISOR**

**OFFICER IS TO COMPLETE THIS FORM BY CHECKING ANY DEFECTS. IF NONE DETECTED, CHECK BOX AT BOTTOM**

<table>
<thead>
<tr>
<th>EQUIPMENT REPORT-VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGINE</td>
</tr>
<tr>
<td>○ Knock</td>
</tr>
<tr>
<td>○ No Power</td>
</tr>
<tr>
<td>○ Oil Pressure/Level</td>
</tr>
<tr>
<td>○ Noise</td>
</tr>
<tr>
<td>○ Leaks</td>
</tr>
<tr>
<td>○ Warning Light on</td>
</tr>
<tr>
<td>○ Idle: High/Low</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRAKES</th>
<th>LIGHTING</th>
<th>STEERING</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ GRINDING</td>
<td>○ Headlights</td>
<td>○ Hard</td>
</tr>
<tr>
<td>○ FADE/ING</td>
<td>○ Tail Lights</td>
<td>○ Vibrating</td>
</tr>
<tr>
<td>○ SQUEALING/SQUEAK</td>
<td>○ Brake Light</td>
<td>○ Loud</td>
</tr>
<tr>
<td>○ LOCKING UP</td>
<td>○ Directional</td>
<td>○ Grinding</td>
</tr>
<tr>
<td>○ CLUNKING</td>
<td>○ Tag Light</td>
<td>○ Excessive Play</td>
</tr>
<tr>
<td>○ FLUID LEVEL</td>
<td>○ Hazard Lights</td>
<td>○ Pulls</td>
</tr>
<tr>
<td>○ PARKING BRAKE</td>
<td>○ Dash Lights</td>
<td>○ Fluid Level</td>
</tr>
<tr>
<td>○ Dome Light</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRICAL</th>
<th>GLASS/WIPERS</th>
<th>TIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Battery Dead</td>
<td>○ Windshield</td>
<td>Front: ○ Worn</td>
</tr>
<tr>
<td>○ Weak Lights</td>
<td>○ Rear</td>
<td>Rear: ○ Worn</td>
</tr>
<tr>
<td>○ Lights Flicker</td>
<td>○ Doors</td>
<td>○ Cut</td>
</tr>
<tr>
<td>○ Horn</td>
<td>○ Wiper Streak</td>
<td>○ Cut</td>
</tr>
<tr>
<td></td>
<td>○ Wipers Inoperative</td>
<td>○ Soft</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ Flat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY EQUIPMENT</th>
<th>INTERIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Light Bar</td>
<td>○ Prisoner Partition</td>
</tr>
<tr>
<td>○ Siren</td>
<td>○ Right Mirror</td>
</tr>
<tr>
<td>○ Flashing Headlights</td>
<td>○ Left Mirror</td>
</tr>
<tr>
<td>○ Radio</td>
<td>○ Rear View Mirror</td>
</tr>
<tr>
<td>○ Fire Extinguisher</td>
<td>○ Door Handle</td>
</tr>
<tr>
<td>○ Bloodborne Pathogen Equip.</td>
<td>○ Door Locks</td>
</tr>
<tr>
<td></td>
<td>○ Arm Rest</td>
</tr>
<tr>
<td></td>
<td>○ Seat Belts</td>
</tr>
<tr>
<td></td>
<td>○ Flooring</td>
</tr>
<tr>
<td></td>
<td>○ Window Cranks/Power</td>
</tr>
<tr>
<td></td>
<td>○ Rear Defrost</td>
</tr>
<tr>
<td></td>
<td>○ Gauges Working</td>
</tr>
<tr>
<td></td>
<td>○ Glove Compartment</td>
</tr>
<tr>
<td></td>
<td>○ Cleanliness Front</td>
</tr>
<tr>
<td></td>
<td>○ Cleanliness Rear</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOBILE/VIDEO</th>
<th>EXTERIOR</th>
<th>ROUTINE MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Audio</td>
<td>○ Unclean</td>
<td>○ Oil Change</td>
</tr>
<tr>
<td>○ Video</td>
<td>○ Dent(s)</td>
<td>○ Maintenance Light</td>
</tr>
<tr>
<td>○ Recording</td>
<td>○ Body Damage</td>
<td>○ Scratches</td>
</tr>
</tbody>
</table>

**NO DEFECTS DETECTED**

Vehicle Taken For Service/Repairs on ____________________ By ____________________

GPD 446
**OPERATOR'S CHECKLIST**

UNIT SERIAL NO: _________________________   LOCATION: _________________________________

<table>
<thead>
<tr>
<th>INSTRUCTION</th>
<th>RECOMMENDED CORRECTIVE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMINE AED CASE, CONNECTOR, AND BATTERY FOR FOREIGN SUBSTANCE AND/OR DAMAGE</td>
<td>CLEAN THE DEVICE / CONTACT AUTHORIZED SERVICE PERSONNEL IF DAMAGED</td>
</tr>
<tr>
<td>EXAMINE THE BATTERY PINS FOR BENDING OR DISCOLORATION</td>
<td>DISCARD AND REPLACE BATTERY</td>
</tr>
<tr>
<td>CHECK EXPIRATION DATE ON BATTERIES AND UIK-COMBO ELECTRODES</td>
<td>REPLACE IF EXPIRED</td>
</tr>
<tr>
<td>EXAMINE THE ACCESSORY CABLES FOR CRACKED, DAMAGED, BROKEN, OR BENT CONNECTORS</td>
<td>REPLACE DAMAGED OR BROKEN PARTS</td>
</tr>
</tbody>
</table>

WITH THE BATTERY INSTALLED, PRESS ON/OFF TO TURN ON THE AED AND LOOK FOR:

<table>
<thead>
<tr>
<th>SELF TEST MESSAGES</th>
<th>IF ABSENT, CONTACT AUTHORIZED SERVICES PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOMENTARY ILLUMINATION AT EACH LED AND ALL LED SEGMENTS</td>
<td>IF ABSENT, CONTACT AUTHORIZED SERVICES PERSONNEL TO REPAIR OR REPLACE PARTS</td>
</tr>
<tr>
<td>BATTERY LOW OR REPLACE BATTERY SELF-TEST MESSAGE</td>
<td>REPLACE THE BATTERY IMMEDIATELY</td>
</tr>
<tr>
<td>SERVICE INDICATOR OR CALL SERVICE MESSAGE</td>
<td>CONTACT AUTHORIZED SERVICE PERSONNEL</td>
</tr>
</tbody>
</table>
## OPERATORS INSPECTION GUIDE AND TROUBLE REPORT

<table>
<thead>
<tr>
<th>DAY</th>
<th>OPR SIGNATURE</th>
<th>DAILY ITEMS TO BE CHECKED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1. RADIO CHECK / OPERATION OF ALL LIGHTS, SIRENS, HORNS, MIRRORS &amp; RADIOS</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2. LUBRICATING OIL LEVELS (ENGINE/TRANS.)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>3. COOLANT, FUEL, AND HYDRAULIC LEVELS</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>4. CLEANLINESS, DAMAGE, MISSING ITEMS, CORROSION (ALL INTERIOR &amp; EXTERIOR ITEMS)</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>5. BRAKES, CLUTCHES (OPERATION), OPERATE PARKING BRAKE</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>6. SPECIAL EQUIPMENT (AXE, SPANNER WRENCH, LADDER, PIKE POLE, TROUBLE LIGHT, RESCUE TOOLS, WINCH, ETC.)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>7. SAFETY DEVICES (BUZZERS, FIRE EXTINGUISHERS, ROPES, BREATHING APPARATUS, PERSONAL ALERT SAFETY SYSTEM, ETC.)</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>8. WINDSHIELD, WIPERS, AND WASHERS (CONDITION / OPERATION)</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>9. INSTRUMENTS AND GAUGES (DURING OPERATION)</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>10. TRANSMISSION SHIFTER FOR PROPER OPERATION</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>11. HOSES, REELS, AND HANDLINES (OPERATION / ALL FUNCTIONS)</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>12. FIREFIGHTING SYSTEM OPERATION, WATER LEVELS</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>13. RELIEF VALVE GOVERNOR</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>14. PUMPS, PIPING, AND DISCHARGE VALVES FOR OPERATION / LEAKS / CORROSION (DURING OPERATION)</td>
</tr>
</tbody>
</table>

### WEEKLY ITEMS TO BE CHECKED

<table>
<thead>
<tr>
<th>DAY</th>
<th>OPR SIGNATURE</th>
<th>WEEKLY ITEMS TO BE CHECKED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td></td>
<td>1. CONDITION OF ALL DRIVE BELTS, ALL HOSES, SPRINGS &amp; SHACKLES</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>2. NUTS &amp; BOLTS ON FRAME &amp; BODY, TIRES, WHEELS &amp; LUG BOLTS (CHECK ALL FOR TIGHTNESS, PRESSURE AND DAMAGE)</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>3. AIR CLEANER SERVICE INDICATOR</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>4. STEERING &amp; SUSPENSION, DRIVE SHAFT, UNIVERSAL JOINTS (FOR OPERATION AND DAMAGE), DIFFERENTIAL</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>5. POWER SAW</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>6. GENERATOR</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>7. BATTERIES FLUID LEVEL, CLEANLINESS, SECURITY, AND CHARGER</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>8. FOR LEAKS (OIL, FUEL, COOLANT)</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>9. AIR TANKS (DRAIN)</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>10. WIRING / CIRCUIT BREAKERS (VISUAL ONLY)</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>TYPE INSPECTION</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SENIOR ENGINEER SIGNATURE

MONTHLY TIRE PRESSURE CHECK

TIRES GAUGED, ADJUSTED TO: FRONT: _________ LBS.  REAR: _________ LBS.

MONTH OF

VEHICLE

LOCATION OF VEHICLE
APPARATUS TEST FORM

PUMPER NO. ____________ MAKE ___________ YEAR __________
CAPACITY ______________ TEST BY __________________________
SUCTION SIZE __________ LENGTH ______________ LIFT ________
SPEED TAKEN ON ___________________________ RATIO ________
VIBRATION OF APPARATUS ___________________ HOSE ______
PUMP PACKING OK ___________ RESERVE POWER ______
TIME TO OBTAIN SUCTION ____________________ SEC.
OPERATION OF REL. VALVE OR PRES. REG. ____________

CITY ______________________ DATE ____________
TESTED AT __________________________
ENGINE ________ CYL _______ BORE ______
STROKE _______ PUMP _______ KIND ______
MFG. NO. __________________________

GEAR RATIOS CAP _____ 200 _____ 250 _____
THRU TRANS? __________________________

TIME CNTR RPM TACH APP TEST PITOT
GAGE GAGE

CAPACITY TEST
LAYOUT TIP __________
GATED? _______________________

<table>
<thead>
<tr>
<th>200 PSI TEST</th>
<th>250 PSI TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAYOUT</td>
<td>TIP __________</td>
</tr>
</tbody>
</table>
| GATED?       | _______________________

<table>
<thead>
<tr>
<th>200 PSI</th>
<th>250 PSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP</td>
<td>200 PSI</td>
</tr>
<tr>
<td>250 PSI</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>200 PSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRECTION</td>
<td>CORRECTED PRESS</td>
</tr>
<tr>
<td>GALLONS PER MIN.</td>
<td></td>
</tr>
<tr>
<td>RPM-ENGINE</td>
<td></td>
</tr>
<tr>
<td>RPM-PUMP</td>
<td></td>
</tr>
<tr>
<td>PRESS</td>
<td></td>
</tr>
<tr>
<td>GAGE</td>
<td></td>
</tr>
<tr>
<td>CORRECTION</td>
<td></td>
</tr>
<tr>
<td>SUCTION PRESS</td>
<td></td>
</tr>
<tr>
<td>NET PUMP PRESS</td>
<td></td>
</tr>
<tr>
<td>DISPLACEMENT</td>
<td></td>
</tr>
<tr>
<td>DISPLACEMENT NOMINAL</td>
<td></td>
</tr>
<tr>
<td>SLIP, PERCENT</td>
<td></td>
</tr>
<tr>
<td>PUMP GAGE NO.</td>
<td>PITOT GAGE NO.</td>
</tr>
</tbody>
</table>

OPERATOR ____________ PERFORMANCE ______
REMARKS ____________________________
Special Weather Circumstances

The City of Greer is located in an area that presents a wide variety of weather conditions. Because of this, all City employees driving City vehicles should be aware of and prepared for driving in all weather conditions. Often times, these conditions require department heads to make decisions regarding the limited use of vehicles and special equipment such as snow tires, etc.

**Rain** can interfere with a driver’s ability to control his or her vehicle. This is especially true during the first half hour after rain starts. The following techniques should be used when driving in rain:
- Reduce speed;
- Use low beams and defroster;
- Avoid driving through standing water; and
- Pump brakes if you begin to hydroplane.

**Snow** can also interfere with a driver’s ability to control his or her vehicle. Use the following techniques when driving in snow:
- Drive slowly;
- Look at least one block ahead to anticipate stops;
- Avoid lane changes at speeds higher than 25 mph;
- Never pass another car; and
- Pump brakes (lightly) if you begin to lose control.

**Ice** can be very slippery, especially at temperatures near freezing. Use the following techniques when driving on ice:
- Watch for ice spots in shaded areas and on bridges;
- Drive slowly;
- Avoid all lane changes;
- Never pass another car; and
- Pump standard brakes (lightly) if you begin to lose control or for ABS brakes, apply steady pressure.

Whether you are a beginner or an experienced driver, good driving habits are a must. Becoming a safe and considerate driver is more than learning a set of rules. It is an attitude and commitment. So, for your own safety and the safety of your co-workers and the general public, be alert, follow the rules of the road, and remain courteous whenever you drive a City of Greer vehicle.
CITY OF GREER

SAFETY BELT PROGRAM

To employees, motor vehicle crashes represent the number one cause of both lost work time and on-the-job fatalities. According to OSHA, where safety devices are provided, the employer is compelled to require their use to sustain compliance. It is the full intent of the City of Greer to provide a safe working environment and protect its employees from job-related injuries and illnesses. Thus, the City of Greer shall implement and enforce the following program regarding the use of safety belts in City owned and operated vehicles and equipment.

Safety Belt Use

No employee shall operate a City motor vehicle nor ride as a passenger in a City motor vehicle unless such employee is wearing a safety belt which is properly adjusted and fastened. If an employee needs to use a safety belt extender for comfort, the employee must notify the supervisor to make that available.

No employee operating a City motor vehicle shall permit any person to ride as a passenger in such City motor vehicle unless such person is wearing a safety belt which is properly adjusted and fastened.

All mowing, grading, and similar construction equipment which has the capability to exceed 15 mph during travel shall be equipped with a roll over protection device and safety belts which shall be worn by the operator, properly adjusted and fastened.

Any employee riding as a passenger in a motor vehicle in which all seating positions equipped with safety belts are occupied by other passengers who are using said restraints, shall not be allowed to stand, ride on tailgate, or hang on running board of the vehicle. In the event that all seats and safety belts are occupied, every effort shall be made to provide adequate transportation to accommodate additional passengers so that safety belts can be used. No employee shall be allowed to ride as a passenger on a trailer or otherwise towed equipment.

Safety Belt Provisions

There are provisions outlined in the Safety Belt Program that apply to any person who is physically unable to use safety belts. This allowance is provided only in those circumstances where such condition is certified by a licensed physician. These exceptions to the wearing of seat belts are allowed in very limited situations.

These provisions for exceptions also apply to any driver or passenger who frequently stops and leaves the motor vehicle where the speed between stops does not exceed 15 mph.
Safety Belt Maintenance

It is the direct responsibility of the driver and supervisor to ensure:

- That safety belts are inspected daily;
- That safety belts are always visible and readily accessible for use;
- That safety belts are regularly cleaned and are operational at all times; and
- That no City vehicle shall be allowed to operate where safety belts are missing or defective.

Failure to properly maintain safety belts shall require disciplinary action as described in this policy.

Disciplinary Action

The Safety Belt Program is mandatory and shall be enforced by all supervisors. Failure to enforce or otherwise comply with the provisions of this policy will result in disciplinary action.
CITY OF GREER

PARKING PROCEDURES

Proper parking and securing of City vehicles is a matter of great concern. The following rules are intended to be implemented and strictly adhered to by all employees:

- Parking brakes must be applied at all times before leaving a City vehicle;
- Transmissions shall be in park when leaving a City of Greer vehicle;
- Keys shall be removed from the switch and kept in the operator’s possession when an employee leaves a City of Greer vehicle;
- All doors shall be locked when employees leave vehicles unattended;
- Bin/storage doors shall be locked when work crews are not in the general vicinity of work vehicles;
- All equipment/tool carrying vehicles and machinery shall be protected from roll-off by the proper placement of wheel chocks when parked on an incline. Any vehicle that requires a Commercial Driver’s License to operate must be chocked when parked. Please refer to the City of Greer chocking procedures for details;
- When parked on a grade, the wheels shall be turned toward the direction that would inhibit downhill roll-off or roll-off in the direction of traffic lanes;
- No material of any kind may be stored on the driver-side visor or on the dash of vehicles;
- No unauthorized stickers or signs may be placed or displayed on City of Greer vehicles;
- No object that can become a missile during an accident may be stored inside the cab of work vehicles unless it is adequately secured; and
- Whenever possible, parking spots should be selected that afford the least chance of accidental collision. For example, when stopping at a fast-food restaurant for lunch, often it is safer to park at the corner or back of the parking lot and walk the extra steps, rather than park at the door amidst the confusion and careless drivers. Most off-road accidents happen in heavily congested eating and shopping areas during break time or lunch hour.

Certain situations (i.e., emergency fire scenes, police patrolling activities, clearing debris from street, etc.) may arise where the vehicle motor is left running and/or the vehicle remains unlocked for a particular job function to be completed. These situations should be under the approval of the supervisor or included in the General Orders of the department.
A chock is a wedge used to steady a wheel. All City of Greer dual wheeled vehicles, vehicles that have large tool bins, and/or vehicles towing trailers or equipment must be chocked with a minimum of 2 chocks when parked (exception: Emergency Response Team trailer when on scene). Again, if the vehicle requires a CDL, then chocking is required.

Generally the method of chocking to be used is:

- Place a chock in front of each rear set of tires when parked on a downhill incline, and behind both sets of rear tires when parked on an uphill incline. If parked on level ground, place a chock in front and back of one rear wheel;
- Please refer to City of Greer Parking Policy for rules pertaining to parking brakes, gear selector levers, and the locking of vehicle doors and bin doors when leaving a vehicle; and
- Hydraulic actuated attachments (diggers, loaders, blades) must be in the fully lowered position when leaving the equipment/machinery. Chocks will generally not be required on this type equipment unless equipment is parked on a severe incline.

**Exception:** If a City of Greer vehicle is equipped with air brakes, the vehicle will generally not require chocking unless parked on a steep grade, or on a hill covered with snow, ice, mud, oil, or if other conditions would require extra safety precautions. Be sure to use good judgment and as always, if unsure, make your decision on the side of safety.
CITY OF GREER

VEHICLE BACKING PROCEDURES

Since there are inherent dangers associated with the blind spots and limited vision created by the backing of a vehicle, it is the procedure of the City of Greer that backing of company vehicles should be a last choice. If your nature of business, your operation, or existing conditions require a vehicle to be backed, it is considered safer to back when you arrive as opposed to backing when you leave.

- Diagonal parking is an exception to the back-when-you-arrive rule, as it is more dangerous to back into a diagonal spot and then pull out headed at a different angle than others parked nearby;
- Backing onto or backing up on a street, road or highway should be avoided if at all possible. If backing is necessary, extreme caution should be exercised; and
- Spotters are required on all commercial driver licenses vehicles and dump trucks when backing.

Exception: Work crews that must back onto or back up on highways with equipment or vehicles due to special requirements of the work operation being performed should do so with great care. Please refer to the SC Department of Transportation Control Work Area Protection (page 54) safety practice for proper devices placement before setting up a job site on or near roads, streets, or highways that may require backing within the protected work area.

The rules on this page do not apply to individuals operating vehicles that are privately owned. If an individual is being reimbursed for use of a private vehicle, the operation and liability of the operator are solely the responsibility of that individual.
CITY OF GREER

BACK-UP ALARMS/HAND SIGNALING

General Guidelines

• All earth moving type equipment (loaders, graders, backhoes, bulldozers, bobcats, forklifts, etc.) will be equipped with back-up alarms that are audible above the sounds the equipment creates;
• All City of Greer trucks that have obstructed vision to the rear and all trucks used to tow trailers will be equipped with the same type back-up alarms;
• When conducting daily vehicle inspections, employees are instructed to include a test of the back-up alarm on their vehicle or equipment each day that vehicle or equipment is used;
• All operators of equipment and vehicles that are considered construction type (those other than cars and pickup trucks that do not carry appreciable amounts of tools or tow a trailer) will enlist the help of a fellow worker to direct them from behind or beside the vehicle when it is necessary to back up;
• As stated in the City Backing Procedure, backing should be your last choice. Conditions and the nature of work by this type of vehicles and equipment require more backing than everyday driving does and therefore the chance of a backing accident is more prevalent with this type operation;
• All employees are instructed to use simple but understandable and mutually agreed upon hand and voice signals when directing fellow workers to back safely;
• Care must also be taken so as not to place your body between the vehicle or equipment you are directing and other fixed objects. Be sure all surrounding objects are recognized by the operator as well as the directing employee before the operation is started; and
• Backing accidents are avoidable and unnecessary.

Violators of this procedure will be considered in serious violation of City safety procedures and disciplined accordingly.
Whenever necessary, first line managers, as well as engineers, are instructed to complete a City of Greer TCWAP Pre-Survey Form in advance of dispatching work crews to work sites with unusually heavy traffic volume or dangerous traffic conditions.

City of Greer employees that are assigned duties that require them to set up work sites on or near public and privately-owned right-of-ways (streets, roads, highways, sidewalks, parking lots, driveways, etc.) are instructed to place adequate warning, guiding, and guarding devices, in sufficient quantities as to safely direct vehicular and pedestrian traffic through, around, or near those work sites (EXCEPTION: TRASH REMOVAL VEHICLES, UNLESS BROKEN DOWN).

Employees must continuously monitor the effects that the TCWAP devices and schemes are having on the traveling public. Is there sufficient time for vehicular and pedestrian traffic to adjust accordingly, to allow safe passage by the work site, etc?

Employees are instructed to stop the operation and notify the appropriate management personnel immediately if they are not able to or are not equipped to properly place, in sufficient quantity or distances, the necessary traffic control devices required to warn, guide, direct, protect, or flag vehicular and/or pedestrian traffic safely by their work sites.

City of Greer provides its employees with TCWAP devices that meet or exceed South Carolina Department of Transportation (SCDOT) and Federal Manual of Uniform Traffic Control (MUTCD) specifications.

Employees are instructed to care for and maintain said equipment as if in a like new condition as to realize the total effects of distance, reflectorization, and recognition value.

Management personnel and workers are instructed to utilize all available TCWAP devices including NASI approved safety vest and equipment before resorting to posting flaggers due to the inherent danger associated with flagging traffic. If flagging is necessary, flaggers must remain constantly alert and follow all flagging guidelines and safety precautions found in the City of Greer TCWAP training and the Manual on Uniform Traffic Control Devices (UTCD). This information may be found in the “SC Work Zone Intermediate Safety Guidelines” manual located in the Public Services Department office.

If in a traffic control area, all employees must wear a NASI approved safety vest.
This permit-required confined space written program is compliant with OSHA Standard 1910.146 “Permit-Required Confined Space” (PRCS) and represents the specific confined spaces, work practices and procedures adopted by the City of Greer for entry into PRCS.

This policy is presently adopted for contractor use only. **Employees do not enter confined spaces.**

**Workplace Evaluations**

The City of Greer has permit-required confined spaces that have one or more of the following characteristics at storm drains, manholes, storm vaults, and underground water retention systems throughout the City of Greer:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

**Description of Potential Permit Required Atmospheric & Other Confined Space Hazards**

- Manholes: O2 deficiency, flammable atmospheres, possible hydrogen sulfide and carbon monoxide
- Underground Water Retention Systems: O2 deficiency, flammable atmospheres
- Storm Drains: O2 deficiency, flammable atmospheres, possible hydrogen sulfide, carbon monoxide, engulfment
- Storm Vaults: O2 deficiency, possible hydrogen sulfide, engulfment, flammable atmospheres

**Contractors**

When contractors are required to enter permit-required spaces to perform work, the City of Greer will ensure that the contractor complies with, and adheres to, all applicable SC OSHA Standards and safety requirements in addition to all safety policies of the City of Greer. The City of Greer will:

- Inform the contractor that there are permit-required spaces at the worksite and entry is allowed only when using a permit space procedure that meets the OSHA permit space requirements;
• Inform the contractor of experience with and hazards of the permit space;
• Inform the contractor of any precautions or procedures that have been implemented by the City of Greer to protect employees in or near permit spaces where contractor personnel will work;
• Coordinate entry operations with the contractor when both contractor and the City of Greer personnel will be working in or near permit spaces;
• Debrief the contractor following entry operations regarding the permit space procedure followed and regarding any hazards confronted or created during entry operations; and
• Require contractor to provide current training records for all employees prior to being hired for the job to include entrant, entry supervisor, and attendant training.

General Procedures

The City of Greer will ensure the safety of employees who work in permit-required confined spaces by:
• Enforcing measures necessary to prevent unauthorized entry into the permit space;
• Identifying and evaluating the hazards of permit spaces before employees enter them;
• Specifying acceptable entry conditions;
• Providing each authorized entrant (or his representative) with a chance to observe any monitoring or testing of permit space atmospheres.
• Isolating, purging, inerting, flushing ventilating the permit space to eliminate or control hazards within the space;
• Providing pedestrian, vehicle, or other barriers to protect entrants from external hazards;
• Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry;
• Providing the following equipment at no cost to the employees, maintaining that equipment properly, and ensuring that employees use it properly:
  Testing and monitoring equipment capable of monitoring for oxygen level, flammable gases, and toxic vapors.
  Ventilating equipment needed to obtain acceptable entry conditions.
  Communications equipment for use by entrant and attendant.
  Personal protective equipment insofar as feasible.
  Engineering and work practice controls that adequately protect employees.
  Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  Barriers and shields.
  Equipment such as ladders needed for safe entry and exit from the space by authorized entrants.
  Rescue and emergency equipment such as body harness, tripod and hoist.
  Any other equipment necessary for safe entry into and rescue from permit spaces, such as appropriate respiratory protective equipment;
• Providing at least one attendant outside the permit space into which entry is authorized
for the duration of entry operations;

- Designating the persons who are to have active roles in entry operations, identifying the duties of each such employee, and providing each such employee with the training necessary to carry out the assigned entry responsibilities;
- Developing and implementing procedures for summoning rescue and emergency agency services in a timely manner for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees and for preventing unauthorized personnel from attempting a rescue;
- Using a system for the preparation, issuance, use, and cancellation of entry permits;
- Developing and using procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space;
- Developing and using procedures necessary for concluding the entry such as closing off a permit space and canceling the permit after entry operations have been concluded;
- Reviewing entry operations when it is believed that measures taken under the permit space program may not protect employees and revising the program to correct deficiencies found to exist before future entries are authorized; and
- Reviewing the permit space procedure at least annually using the cancelled permits kept from entries of the previous year and revising the procedure as necessary.

The following guide will be used in the annual evaluation:

<table>
<thead>
<tr>
<th>ENTRY PERMIT</th>
<th>PERMIT REVISON DATE</th>
<th>SPACE ENTERED</th>
<th>PROBLEMS FOUND</th>
<th>PROCEDURE REVISION</th>
<th>NEEDED</th>
<th>MADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signage of Permit-Required Confined Spaces

Training sessions will provide instruction to employees to not enter PRCS such as manholes, underground water retention systems, and storm drains without a permit.

Specific Work Practices & Procedures for Entry into Permit-Required Confined Spaces (PRCS)

A. Manholes

1. Permit issued by department director to entrant supervisor from a file of permits kept at his office.
2. Attendant(s)/entry supervisor turns on air monitoring equipment that will be used by attendant and verifies auto-zeroing and error-check completes successfully.
3. Forced air ventilation is set up and run for 10 minutes to flush fresh air into space.
4. Permit is initially filled out.
5. Attendant(s) takes initial reading of space at the 1) top, 2) middle, 3) bottom of space by lowering monitor slowly for about 5 to 8 minutes and at the conclusion of testing, records readings on permit.
6. Attendant(s) and entrant(s) don communication head gear equipment if entrant will not be in voice and sight of attendant. Communication equipment is checked prior to use.
7. If air readings check out as all good, permit is completed and posted at sight.
8. Entrant(s) dons personal fall arrest harness, while checking harness for damage and adjusts for proper fit. (Harness is stored in work truck.)
9. Set up rescue equipment to include tripod and winch. Winch shall be checked before use to verify proper operation in both the fall prevention mode and the retrieval mode.

**NOTE:** If feasible, the tripod can be set up on top of the storm drain and attendant can manually pull the entrant out vertically should a non-entry rescue be required. Once entrant(s) is pulled from the storm drains, he can be raised vertically by use of the tripod or assisted out of the entrance area of the storm drain by another means. Engulfment is one of the hazards to storm drains and once a blockage is cleared, the threat of an engulfment is increased. If there is no blockage or threat of engulfment and only an atmospheric hazard exists, forced air ventilation alone is sufficient to make the space safe.

10. Entrant(s) enters space to perform work.
11. Attendant(s) continues to monitor atmosphere in space and records readings every fifteen (15) minutes.
12. Attendant(s) stays in voice communication with entrant(s) and performs no other jobs that take him away from the space or occupies his attention away from monitoring the space and entrant.
13. Entrant(s) performs work in the space.
14. Work is performed and entrant(s) emerges from the space.
15. Attendant(s) shall verify the exit of all entrants.
16. Equipment is disconnected and permit is completed and returned to the department head at the end of the day.
17. Department head maintains permits in his office for at least one year.

**B. Storm Drains**

1. Permit issued by the department director to entrant supervisor from a file of permits kept at his office.
2. Attendant(s)/entry supervisor turns on air monitoring equipment that will be used by attendant and verifies auto-zeroing and error-check completes successfully.
3. Mechanical ventilation is set up and run for 10 minutes to flush fresh air into space.
4. Permit is initially filled out.
5. Attendant(s) takes initial reading of space at the 1) front, 2) middle, 3) rear of space by lowering monitor slowly for about 5 to 8 minutes and at the conclusion of testing, records readings on permit.
6. Attendant(s) and entrant(s) don communication head gear equipment if entrant(s) will not be in voice and sight of attendant. Communication equipment is checked prior to use.
7. If air readings check out as all good, permit is completed and posted at sight.
8. Entrant(s) dons personal fall arrest harness, while checking harness for damage and adjusts for proper fit. (Harness is stored in work truck.)
9. Set up rescue equipment to include tripod and winch. Winch shall be checked before use to verify proper operation in both the fall prevention mode and the retrieval mode.

NOTE: If feasible, the tripod can be set up on top of storm drain and attendant(s) can manually pull entrant(s) out vertically should a non-entry rescue be required. Once entrant(s) is pulled from the storm drains, he can be raised vertically by use of the tripod or assisted out of the entrance area of the storm drain by another means. Engulfment is one of the hazards to storm drains and once a blockage is cleared, the threat of an engulfment is increased. If there is no blockage or threat of engulfment and only an atmospheric hazard exists, forced air ventilation alone is sufficient to make the space safe.

10. Entrant(s) enters space to perform work.
11. Attendant(s) continues to monitor atmosphere in space and records readings every 15 minutes.
12. Attendant(s) stays in voice communication with entrant and performs no other jobs that take him away from the space or occupies his attention away from monitoring the space and entrant(s).
13. Work is performed and entrant(s) emerges from the space.
14. Attendant shall verify the exit of all entrant(s).
15. Equipment is disconnected and permit is completed and returned to the department head at the end of the day.
16. Department head maintains permits in his office for at least one year.

C. Storm Vaults

1. Permit issued by department director to entrant supervisor from a file of permits kept at his office.
2. Attendant(s)/entry supervisor turns on air monitoring equipment that will be used by attendant(s) and verifies auto-zeroing and error-check completes successfully.
3. PRCS is opened.
4. Permit is initially filled out.
5. Set up rescue equipment to include tripod and winch. Winch shall be checked before
use to verify proper operation in both the fall prevention mode and the retrieval mode.

6. Entrant(s) dons personal fall arrest harness, while checking harness for damage and adjusts for proper fit. (Harness is stored in work truck.)

7. Attendant(s) takes initial reading of space at the 1) top, 2) middle, 3) bottom of space by lowering monitor slowly for about 5 to 8 minutes and at the conclusion of testing, records readings on permit.

8. Attendant(s) and entrant(s) don communication head gear equipment if entrant(s) will not be in voice and sight of attendant(s). Communication equipment is checked prior to use.

9. If air readings check out as all good, permit is completed and posted at sight. If not, forced air ventilation equipment is set up and space is flushed for 15 minutes prior to entry, then begin air monitoring readings again.

10. Entrant(s) harness attached to winch cable.

11. Entrant(s) dons all PPE.

12. Entrant(s) enters space to perform work. If more than one entrant, each one is attached to a cable and winch.

13. Attendant(s) continues to monitor atmosphere in space and records readings every 15 minutes.

14. Attendant(s) stays in voice communication with entrant and performs no other jobs that take him away from the space or occupies his attention away from monitoring the space and entrant(s).

15. Entrant(s) performs work in the space.

16. Work is performed and entrant(s) emerges from the space.

17. Attendant(s) shall verify the exit of all entrant(s).

18. Equipment is disconnected and permit is completed and returned to department head at the end of the day.

19. Department head maintains permits in his office for at least one year.

D. Underground Water Retention Systems

The City of Greer has adopted a policy that these permit-required confined spaces will NOT be entered by city employees. Annual inspections of these spaces will be accomplished by either the use of cameras operated from outside the space or the use of contractors. Contractors shall comply with all safety policies of the City of Greer and meet all applicable OSHA regulations.

Air Monitoring

Air monitors will be a 4 gas detector and the type that is read from outside the space with an appropriate amount of tubing to reach into the space. Air monitor calibration will be performed by an employee assigned by the Department Head and calibration will be performed according to the manufacturer’s recommendations. Records will be maintained by the City of Greer on calibration results for the life of the monitor. Employees will be trained to properly operate, read, and maintain the air monitor. Personal air monitors are designed to be worn on
the Entrant’s PPE and give actual readings inside the space wherever the Entrant is located and are designed to be used IN ADDITION TO, NOT IN PLACE OF, the air monitor outside the space.

**Permit System**

The City of Greer will complete an entry permit to document the completion of measures specified under “General Procedures” specifically “reviewing entry operations when it is believed that measures taken under the permit space program may not protect employees and revising the program to correct deficiencies found to exist before future entries are authorized”. Permits will be maintained in the department director’s office and will be issued by him for all entries. Permits will be completed by the entry supervisor, posted at the entry, and turned into the department director at the end of the work day. All permits shall be maintained on file for at least one year. A copy of the permit is attached to this written plan.

**Training**

The department head is responsible for providing and documenting training of employees:

- Before the employee is first assigned duties involving entry into permit spaces and before there is a change in assigned duties.
- Whenever there is a change in permit space operations that presents a hazard that an employee has not been previously trained; and
- Whenever there is reason to believe that there are deviations from the permit space entry procedures of the facility or that there are inadequacies in the employee’s knowledge or use of these procedures.

The training must establish employee proficiency in the duties they are expected to perform in permit space entry procedures:

**Entrant(s):**

- Must know the hazards that may be faced during entry, such as information on the mode, signs or symptoms, and consequences of the exposure.
- Know how to properly use testing and monitoring equipment, ventilating equipment, communication equipment, personal protective equipment, lighting equipment, ladders (no step ladders), and rescue and emergency equipment;
- Must understand the method by which to communicate with the attendant;
- Must know how to recognize the signs or symptoms of exposure to a dangerous situation or detect a prohibited condition; and must know to exit the space when ordered to do so by attendant or entry supervisor, recognizes any warning signs or symptoms of exposure to a dangerous situation, detects a prohibited condition, or an evacuation alarm is activated.

**Attendant(s):**

- Must know the hazards that may be faced during entry, including information on the mode, signs and symptoms, and consequences of the exposure;
• Must know the possible behavioral effects of hazard exposure on entrants;
• Must keep an accurate count of authorized entrants in the permit space and ensure that the means used to identify them accurately identifies who is in the permit space;
• Must remain outside the permit space during entry operations until relieved by another attendant;
• Must communicate as necessary with authorized entrants to monitor their status and to alert them of the need to exit the space under the following conditions:
  a) If a prohibited condition is detected;
  b) If the behavioral effects of hazard exposure are detected in the authorized entrant;
  c) If a situation outside the permit space is detected that could endanger the authorized entrants; or
  d) If the attendant cannot effectively and safely perform all the duties required for the entry procedure;
• Must know how to summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
• Must know to take the following action when unauthorized persons approach or enter a permit space while entry is underway:
  a) Warn unauthorized persons to stay away from the permit space; advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
  b) Inform authorized entrants and entry supervisor if unauthorized persons have entered the permit space.
• Must know how to perform non-entry rescue as specified in this program under Rescue and Emergency Services; and
• Must know to perform no duty that interferes with the primary duty to monitor and protect the authorized entrants.

Entry Supervisor:
• Must know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
• Must know to verify, by checking, that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit is in place before signing the permit and allowing entry to begin;
• Must know to terminate the entry and cancel the permit when entry operations covered in the entry permit have been completed and a condition not allowed under the entry permit arises in or near the permit space;
• Must know to verify that rescue services are available and that the means for summoning them are operable;
• Must know that he must remove unauthorized persons who enter or who attempt to enter the permit space during entry operations; and
• Must know how to determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed in the space, that those entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

**Refresher and New Hire Training**

The City of Greer will provide refresher training for its employees who work in and around permit-required confined spaces at least annually. The training will consist of approximately ½ day. All newly hired employees will be trained in a one day training session that includes hands-on exercises, prior to performing as an Entry Supervisor, Entrant, or Attendant. A training outline is attached for topics to be covered in the training. Training records will be maintained according to the following criteria:

<table>
<thead>
<tr>
<th>DATE OF TRAINING</th>
<th>EMPLOYEE NAME</th>
<th>DUTY OF EMPLOYEE</th>
<th>TRAINER’S SIGNATURE</th>
</tr>
</thead>
</table>

See attachment for training records forms for entrant and attendant training

**Rescue and Emergency Services**

The City of Greer Public Services Department will prepare for emergency rescue of authorized entrants from permit spaces by using self rescue and non-entry rescue procedures. The Greer Fire Department provides, organizes, trains and equips a rescue team of Public Safety employees for full entry rescue and provides this service in a timely manner. Public Service employees will alert the Greer Fire Department each time they are about to make entry into a permit-required confined space.

The rescue service will be given access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

Non-entry rescue procedures performed by the Greer Public Service Department employees shall consist of the following:

• Train affected employees in basic first-aid and CPR and maintain current certifications;
• Provide team members with personal protective equipment (PPE) needed to conduct permit space rescues safely and train affected employees so they are proficient in the use of that equipment;
• To make non-entry rescue easier, entrants will wear full body harnesses with a retrieval line attached at the center of the entrant’s back at shoulder level or at another point that will give a small enough profile to remove the entrant from the space;
• Equip attendant(s) and entrant(s) with radio communications and have them use this equipment when visual and voice communication is not effective; and
• The other end of the retrieval line must be attached to a mechanical device or fixed point outside the space and if the space is more than 5 feet deep a mechanical device such as a tripod-mounted hoist must be set up for use over the entrance to the space.

The City of Greer Fire Department will ensure that its confined space rescue team is properly outfitted with all required rescue equipment, receives initial and annual training in confined space rescue that includes attendant and entrant training, and provides this service in a timely manner. Training records will be maintained that document OSHA required training requirements.
**CITY OF GREER PUBLIC SERVICES DEPARTMENT**
**PERMIT-REQUIRED CONFINED SPACE ENTRY PERMIT**

Date and Time Issued ___________       Date and Time Expires ____________

Job Site/Space ID ______________       Entry Supervisor _________________

Equipment to be worked on__________________________________________

Work to be Performed ________________________________________________

Attendants 1)_________________________       2)_________________________

Entrants 1)_________________________       2)_________________________

1. Source Isolation (No Entry) N/A Yes No
   Pumps or lines blanked, blinded, or disconnected (    ) (    ) (    ) (    )
2. Ventilation Modification: Natural Ventilation Only (    ) (    ) (    )
   Mechanical Ventilation (    ) (    ) (    )

3. Atmospheric Check after Isolation and Ventilation:
   Atmosphere checked at the Top Middle Bottom
   Oxygen _____ % > 19.5 % LEL _____ % < 10 %
   CO _____% <35 PPM H(2)S______< 10 PPM Time ________________
   Tester’s Signature _____________________________________________

4. Communication Procedures: _______________________________________

5. Rescue Procedures & Phone Numbers: 1) Self Rescue; 2) Non-Entry Rescue; 3) Entry Rescue:

6. Entry and attendant: N/A Yes No
   Successfully completed required training? (    ) (    ) (    )
   Is it current? (    ) (    ) (    )

7. Equipment:
   Direct reading gas monitor- tested (    ) (    ) (    )
   Safety harnesses and lifelines for entry persons (    ) (    ) (    )
   Tripod non-entry rescue equipment (    ) (    ) (    )
   Powered communication equipment (    ) (    ) (    )
   Protective clothing (PPE) (    ) (    ) (    )

Entry cannot be approved if any checks are in the “no” column. This permit is not valid unless all appropriate items are completed.

8. Periodic atmospheric tests:
   Time _______ Oxygen _____ % LEL % CO____ % H(2)S ______ %
   Time _______ Oxygen _____ % LEL % CO____ % H(2)S ______ %
   Time _______ Oxygen _____ % LEL % CO____ % H(2)S ______ %
   Time _______ Oxygen _____ % LEL % CO____ % H(2)S ______ %

Supplemental Information (LOTO, Hot Work Permits, etc.)_________________

Permit Approved by (Entry Supervisor)_________________________________

Time & Signature for Permit Cancellation________________________________

*This permit to be kept at job site: Return to Department Head at end of work day.*
CERTIFICATION OF TRAINING DOCUMENTATION

I CERTIFY THAT I RECEIVED TRAINING AS AN EMPLOYEE UNDER THE CITY OF GREER PUBLIC SERVICES FOR PERMIT-REQUIRED CONFINED SPACE ENTRY FOR CONFINED SPACES AS REQUIRED.

I FURTHER CERTIFY THAT I UNDERSTAND THE PROCEDURES AND WILL ABIDE BY THOSE PROCEDURES.

TRAINED BY: _________________________________

SIGNATURE OF TRAINER: _____________________________

DATE OF TRAINING: _____________________________

PRINT NAME    SIGNATURE    DATE
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
CITY OF GREER

PERMIT REQUIRED CONFINED SPACE:
TRAINING OUTLINE FOR REFRESHER AND NEW HIRE TRAINING

Refresher Training
The following topics should be covered (all classrooms):

- Space Hazards;
- Attendant Duties;
- Entrant Duties;
- Entry Supervisor Duties;
- Air monitoring;
- Location and type of permit-required confined spaces in the City of Greer (this requirement satisfies the signage of permit-required confined spaces) and that employees should never enter a space unless a permit is properly completed prior to the entry;
- Review Permit-Required Confined Space Written Program for entry procedures and lockout/tagout procedures;
- Review permit and certification form process;
- Review any performance issues or problem areas that have occurred in the past year; and
- Review any changes in the written program.

New Hire Training
The following topics should be covered (classroom and practical training sessions):

- All of the topics covered in “Refresher Training” section; and

- Practical exercise of full entry along with a non-entry rescue scenario. Students are divided into teams and Entrant is attached to a tripod, wears harness, tests air, completes permit, etc. Attendant and Entry Supervisor also perform their respective duties. Instructor evaluates performance and gives feedback, answers questions, etc. Training records should be completed and maintained for all training sessions.
CITY OF GREER

EXCAVATION WORK PROCEDURES

General Practices

All excavation work must be in compliance with the rules, guidelines, and restrictions as set forth in the recently updated Code of Federal Regulations (29 CFR, 1926 Subpart P) which were adopted by South Carolina’s OSHA.

Due to the nature and degree of hazards involved and the everyday chance of a misunderstanding, it is the City of Greer policy that no employee will enter any excavation (splice pit, hole in the ground, trench, etc.) without the benefit of completing Competent Person training or having a qualified Competent Person inspect the job site. Appropriate training must be successfully completed and positive certification must be on file before an employee is qualified.

Competent Person: One who has had training on the standard (29 CFR, 1926 Subpart P), can identify existing or predictable hazards in the work area, the surrounding area, as well as in the atmosphere, and has the authority to stop the work if necessary. A Competent Person must have had training on soil analysis and be knowledgeable about protective systems (shoring, sloping, shielding, etc.)

Spoils: The ground removed from an excavation. All equipment and supplies must be stored a minimum of two feet from all sides of an excavation, including the spoils.

Means of Access and Egress: In excavations more than four (4) foot in depth, there must be a ladder (no step ladders), steps cut on inside walls, or a ramp supplied as a means of access or egress. An employee in an excavation must not have to travel more than 25 lateral feet to get to a means of access or egress.

Protective System: Slope, shield or shore. All excavations must have a protective system unless made entirely in solid rock with vertical walls, or when less than five (5) feet in depth and inspected by a Competent Person who has determined there is no potential of a cave-in, water accumulation, collapse or hazardous atmosphere.

Excavation: Any manmade cut, cavity, trench or depression in the earth’s surface, formed by earth removal.

All excavations over 20 feet in depth or a protective system used in an excavation less than 20 feet that do not conform with one of the four appendices (A, B, C, or D) in the standard must be designed by a registered professional engineer who:

- Is registered in his home state or another state; and
- Has the proper structural and design training to design the necessary protective system needed in each and every case.

**Encumbrances:** All utilities having physical plant in or around an excavation must be notified or a call placed to a central or one-call locating service prior to the start of excavation work. Protection or safeguards must be used to protect encumbrances, workers, and the public. This includes all public and privately-owned encumbrances or obstructions (cables, lines, signs, mailboxes, sidewalks, trees, fences, driveways, swimming pools, etc.)

**Traffic Control:** All local, county, state and federal traffic control regulations must be followed. The Competent Person must oversee the safety of workers as well as the safety of the general public (vehicular and foot traffic) traveling around, near, or through a work site. The Competent Person must ensure that all safeguards are used pertaining to the safety of the aforementioned traffic, as well as constantly monitor any changing conditions that would necessitate a change in the amount or location of traffic control devices or guides (flaggers).

**Aluminum Hydraulic Shoring:** A pre-engineered aluminum strut/plate system used to hold back the pressure of a possible cave-in or slide of earth that would fill or partially fill a manmade excavation in the earth’s surface.

**Timber Shoring:** A system used to protect workers from a cave-in while working in an excavation made of timbers of a particular type/size of wood and having pre-designated bending strengths. This method can be very costly due to the size and availability of the timbers necessary to hold back the weight and force of earth in the event of a cave-in.

**Sloping and Benching:** A pre-determined angle that the banks (sides) of an excavation can be sloped and/or benched at to ensure safety of workers conducting their tasks while in an excavation.

**Shielding:** A protective structure that can be assembled in place or pre-constructed. This structure must be able to withstand the force imposed on it in the event of a cave-in and protect the employees in the excavation. Other names are trench shields and trench boxes.

**Tabulated Data:** Tables and charts approved by a registered professional engineer and used to design and construct a protective system. In the case of a pre-manufactured protective system, this data would be called the manufacturer’s tabulated data.

**Soil Classification:** Made by using accepted or recognized means of determining the class and condition of the soil in and the soil removed (spoils) from the earth’s surface so as to enable the Competent Person to choose and monitor a proper protective system to protect employees who enter said excavation. A minimum of one visual and one manual soil classification/analysis must be made by the designated Competent Person.

**Inspections:** Thorough inspections of the excavation, the protective system and the surrounding area must be made by a Competent Person before the start of each work day, at the change of shifts, upon arriving back at the job site after leaving, and whenever conditions
in the environment or weather change enough to warrant it. Some examples of things you must inspect or look for are: vehicular or other types of vibrations, hot sun, thawing conditions, blasting in the area, appearance of surface water, new fissures, cracks, spalling, raveling, sloughing, movement of protective system, changes in traffic conditions, rain water, etc.

**Tables and Charts:** The standard (29 CFR) includes different charts and tables that enable the Competent Person to choose the proper protective system, but only after conducting the necessary inspections, visual and manual, and determining the class of soil (solid rock, Class A, B, or C) and depth, width and height of the excavation, the weather conditions, the potential for cave-in, etc. The Competent Person should choose the protective system necessary in each separate case and monitor it accordingly.

**Excavations Reference:** Excavations with a depth of three (3) feet or over require employees to wear an approved hard hat, (see City of Greer Hard Hat Procedure).

Excavations with a depth of four (4) feet or over require a means of access and egress for employees. A stairway, ramp or ladder must be provided so that no more than 25 feet of lateral travel is necessary to reach by each employee in the excavation.

Ropes, handles of tools, equipment, backhoe buckets, boring rods, or any other means of assistance are not considered a safe means of egress from an excavation. If a ramp is constructed as a means of egress, the employee must be able to walk out in an upright position, unassisted by fellow employees.

If a ladder or ladders are used as a means of access/egress, each ladder must be in good repair, on sound footing, extend at least three (3) feet above the top of the excavation, and be secured at top if possible.

If an excavation is cut in solid rock and has vertical walls, no means of protection is required.

If an excavation is less than five (5) feet in depth and has been inspected (documented) by a Competent Person and found not to pose any danger of collapse, failure, fatigue, or safety hazard to employees, a protective system is not necessary.

Excavations with a depth of five (5) feet or over must have a compliant protective system in place before an employee can enter (sloping, shielding, shoring, etc.). The protective system can only be approved by a Competent Person or a registered professional engineer (RPE) after they have inspected and measured according to the standards, rules, and regulations as documented in CFR 1926.

If a hazardous atmosphere is detected, proper breathing apparatus, rescue personnel, and rescue equipment must be in place and used as necessary. If it is suspected that a hazardous atmosphere may exist, proper monitoring procedures and testers shall be used.
throughout the entire period of possible exposure, and emergency breathing apparatus, rescue equipment, and trained attendants shall be on the job site.

All water existing in an excavation or running into an excavation shall be redirected or removed by accepted means under the direct monitoring of a Competent Person. In the case of the probability of water problems occurring, the proper equipment and procedures shall be in place, implemented and monitored at the direction of a Competent Person.

All motorized or power equipment used above/in an excavation shall be equipped with a sound signal or at the direction of a signaler.

Protective systems shall be placed from the top down and removed from the bottom up.

Constant monitoring of the surrounding conditions for changes in the weather, as well as changes in the condition of the soil (loose soil falling, spalling, raveling, sloughing, new or changing cracks, etc.), falling or leaning encumbrances, etc., are necessary by all employees while in or near an excavation.

Each time an excavation has been abandoned for any reason (break time, lunch, end of work shift, etc.) the Competent Person must re-inspect all possible conditions for changes that may have occurred. This includes returning to the excavation the next day.

Vehicular traffic/equipment vibrations, sun, wind, water, weather, shifting soil, super imposed loads, and unforeseen conditions or circumstances may render a safe/compliant protective system unsafe at any time. Therefore, it is important to constantly remain aware and monitor all possibilities of this type on an ongoing basis.

**Other Factors:** Each excavation, as well as each job site, has different obstacles and conditions which test our ability to identify hazards and affect the safeguards and protective systems necessary to enable us to work safely and comply with the federal and state rules and regulations.

The aforementioned statements in this manual are not intended to be all inclusive. Only the proper training qualifies an employee of the City of Greer to be considered safety trained and qualified.

However, everyday, all-the-time application of safe acts, sound judgment, and compliance with the 29 CFR Standards on the part of all employees will reduce the risk of employee injury.
CITY OF GREER
LOCK OUT/TAG OUT PROCEDURES

Due to the hazards associated with direct contact, exposure to, or release of hazardous energy sources (electrocution, engulfment, entrapment, asphyxiation, drowning, etc.), the following procedures will become effective immediately.

All work operations that involve immediate or incidental exposure to hazardous energy sources will be subject to the City of Greer Lock Out/Tag Out Procedures included in the City of Greer Lock Out/Tag Out training material.

City of Greer Lock Out/Tag Out training has been developed to comply with all of the rules and regulations as set forth in the Code of Federal Regulations 29 CFR §1910.147.

Supervisors shall issue a lock out/tag out identification form to each crew that will be required to work with or in the vicinity of known hazardous/stored energy sources requiring lock out/tag out application(s).

Although every attempt has been made to identify, train, and protect employees from exposure to, contact with, or the release of hazardous/stored energy sources, the possibility always exist that an unidentified hazard is present.

If the above-mentioned situation occurs, employees are instructed to stop the operation, safely remove/rescue all persons in danger, secure the area, render first aid or summon emergency services as necessary, and notify their supervisor(s) immediately.

No employee is permitted to remove or tamper with locks or tags that are placed by other employees. No employee may start-up or energize any machine, line, or equipment that has been locked out or tagged out by other employees or employees of contractors.

Failure to comply with the City of Greer Lock Out/Tag Out Procedures will be considered a serious health and safety violation, and the violator will be disciplined accordingly.

Ongoing job site observations and a yearly re-evaluation of all returned lock out/tag out identification forms and operations shall be conducted in conjunction with the yearly review of cancelled permits by the City of Greer Permit Required Confined Space Program and shall be completed by February 20th of each calendar year for the previous year.
Everyday work operations could expose City of Greer employees to potentially hazardous energy contact or release.

All City of Greer employees having the occasion to work in a space or on a job that requires lock out/tag out procedures will have:

- Completed this training;
- Demonstrated to their immediate supervisor that they understand the City of Greer Lock Out/Tag Out procedure; and
- Been issued an appropriate number of lock out/tag out locks, keys, and tags.

If an occasion arises that this training or referring to this training manual does not provide sufficient, safe, compliant answers, safeguards or procedures, you are instructed to stop the operation, remove all persons in danger, secure the area, and notify your immediate supervisor before you proceed.

Proper planning and constant re-evaluation of what you are about to do and what may result from not locking out/tagging out hazardous or stored energy sources, as well as the possible hazards of such actions could be fatal.

When employees are assigned work that places them in or near hazardous or stored energy sources, management shall:

- Complete the City of Greer Lock Out/Tag Out Hazard Identification Form;
- Provide a copy to employees involved with the daily work assignments; and
- Keep a copy with them. (The third copy shall remain in the supervisor’s office.)

No City of Greer employee will knowingly be assigned work that includes hazardous or stored energy until:

- The employee has completed this training;
- The employee has demonstrated to his immediate supervisor an understanding of the Lock Out/Tag Out Procedure and training; and
- The training has been documented in their Training file.

If any employee is confronted with a situation where a potential release or contact with stored energy is present and that condition has not been addressed or communicated via a City of Greer Lock Out/Tag Out Identification Form between that person, all persons that could be affected and the management person in charge, the operation must be halted. The appropriate management personnel should be notified immediately and all proper safeguards shall be implemented as necessary before the work can commence.
When possible, all hazardous electric sources will be de-energized and locked out/tagged out before any City of Greer employee is authorized to work on or make contact with electric circuits, perform maintenance, or work with or near any moving parts of equipment or machines that could electrocute, entrap, entangle, cut, dismember, or injure said employees.

When possible, all other sources of stored energy will be blanked, bled, shut down, etc., and locked out/tagged out before any City of Greer employee is authorized to work with, on, or within such spaces that could engulf, entrap, asphyxiate, or drown said employees.

In the event that any such stored energy sources cannot be shut down, cut off, drained, blanked, eliminated, cleaned up, etc., notify your immediate supervisor and proceed only after appropriate safeguards have been implemented.

All sources of stored energy that pose a hazard to City employees shall be locked out/tagged out before work can commence. It is the responsibility of all employees to abide by any locks and tags placed by others. This means if you are preparing to operate a machine, push a start button, open a valve, drain a tank, drain a line, etc. and you encounter a lock out/tag out device, stop what you were about to do and do not remove the locks, tags, or continue with the operation. Failure to comply with this strict rule could cause serious injury or a fatality. Violators will be disciplined accordingly.

Periodic observations and ongoing inspections by management personnel will be conducted to ensure compliance with the City of Greer Lock Out/Tag Out Program.

Locks, keys, and tags will be issued to employees who generally have use for them in the everyday execution of their job functions. In other cases, when employees who have not been issued locks, keys, and tags are confronted with the necessity of application of City Lock Out/Tag Out procedures, locks, keys, and tags will be issued on an as needed basis by their immediate supervisor.

Tags will be issued to City of Greer employees who will then print their name on the tag to identify who placed it. Only the employee that places tags and locks may remove them. If a lock and/or tag has been left on a control device inadvertently and the employee that placed the lock and tag is not available to remove the lock and/or tag, and if it is safe to do so, supervisors over both employees involved shall confer, investigate, and agree before the lock can be cut/removed by anyone other than the employee that placed it.

Locks and tags that are provided to employees under the City of Greer Lock Out/Tag Out program are not to be used for any other purpose than the temporary locking out and tagging out of hazardous energy sources. (Do not use them to lock tool boxes, equipment on vehicles, etc.)

If City of Greer employees are assigned to work with or near employees of contractors or other companies or happen to encounter a situation where this occurs, it will be necessary to
stop the operation, notify their supervisor, and develop a co-existing understanding of each others' lock out/tag out procedure being utilized if this has not been handled before the fact.

After a hazardous energy source has been disabled, shut down, blanked, bled, drained, de-energized, etc., and as practical, all the secondary machine switches, buttons, valves, etc., shall be tested to ensure the main lock out implemented did in fact disable the hazard.

After this operation proves the lock out is successful, all secondary control(s), button(s), switch(es), valve(s), etc., shall be returned to the off/closed position so as not to create a hazard after the locks/tags are removed at the completion of the job assignment.

Employees are not permitted to inadvertently or permanently remove guards from machines, belts, chains, pulleys, rollers, etc., or work in close proximity to moving parts, without appropriate application of the City of Greer Lock Out/Tag Out procedures.

It will be necessary to notify all other affected employees/persons in the area of lock out/tag out operations before the fact to help prevent accidental start up or opening by those persons and to ensure that a hazard is not created by locking out/tagging out sources they are working on or near.

If an energy isolating device is not capable of being locked out, place appropriate tags, follow all safety procedures, and notify others in the area.

After locking out/tagging out the energy source for a stored energy, employees are instructed to dissipate or restrain any residual energy such as that found in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air lines, gas lines, steam lines, water lines, sewer lines, etc., in an approved/recognized safe manner.

If more than one employee is working on, in, or near an area where lock out/tag out procedures are required to protect them from accidental exposure or contact with hazardous energy sources, they shall also place their individual locks and tags on all possible start-up or release points or all energy sources as required to render the operation safe and ensure accidental start-up by one employee does not endanger or injure other employees working on the same operation.

If a shift change occurs that requires other employees to relieve those engaged in lock out/tag out type operations, the relieving employees shall place their locks and tags before the initial locks and tags placed by the first crew can be removed.

Only employees that place locks and tags for the purpose of this program are authorized to remove them and only remove them when employees are working in an area where:

- There is no possibility of accidental start-up of the power source or release of or contact with or exposure to stored or residual energy;
- They are in complete control of the power source that controls stored energy; and
• They have received approval from their immediate supervisor.

They may proceed with the operation without locking out or tagging out the power source if it is safe to do so.
CITY OF GREER
OFFICE SAFETY PROCEDURES

The office environment generally does not present the hazards that other occupations may experience.

However, there are certain everyday office functions that could lead to employee injuries if the proper training and safeguards are not addressed and administered.

Housekeeping: The improper storage, placement, or use of office supplies, office furniture, and personal property in an office environment is one of the leading causes of accidents. The proper placement of desks, chairs, trash containers, coat racks, umbrellas, coats, bookshelves, printer stands, guest seating, pocketbooks, etc., can greatly reduce the possibility of trips, slips, and falls in the office environment.

General Guidelines

- All liquid spills must be wiped dry immediately;
- Heavier items should be stored as near to waist level on shelves as possible and should never be stored on the top of higher shelves;
- Never lean off balance when reaching to higher shelves to move supplies, and always use proper lifting techniques when picking up, placing, or carrying items;
- Report all floor discrepancies (loose tiles, holes in carpeting, worn mats, etc.) as soon as they are discovered;
- Never block doors, hallways, exits, fire extinguishers, electric panels, or stairs/steps;
- Immediately report any signs of insects, rodents, or animals in your building;
- Close all drawers and shelves as soon as you are finished working in them, and never walk away from one that is open;
- Report all missing, broken, or cracked windows and mirrors immediately;
- All discarded food/drink items shall be immediately discarded in a closed trash receptacle and they should be removed from buildings daily; and
- Never leave an area without turning off all appliances (approved fans, coffee pots, toasters, etc.)

Chairs:

- Position yourself in front of a chair and use arm rests or the back of the chair to steady the chair when preparing to sit down. Use the arm rests or the back of the chair when standing up from the sitting position to steady the chair; and
- Your feet should be positioned on the floor in front of you when sitting in a chair and the chair should be adjusted to the proper height as to allow proper circulation in your legs and feet.
Desks:
- Desks should be kept as neat as possible, and drawers should be closed except when working in them; and
- All pencils, pens, and letter openers should be stored in a drawer or with the point down if pencil holders are used on top of the desk; and
- Check your desk for sharp edges or burrs.

Cords:
- All cords (lamps, phones, computers, office machines, etc.) shall be placed or secured in a manner as to not pose a potential of tripping employees.

Stairs/Steps:
When ascending or descending stairs/steps:
- Use available hand rails;
- Take one step at a time;
- Be sure to place at least ¾ of your foot on each step;
- Never carry an object that blocks your view either over or around it;
- Be sure proper lighting is available and working before closing the door behind you when entering a stairwell or room;
- Take time for your eyes to adjust to varying lighting conditions when preparing to ascend or descend steps/stairs, especially when coming in from a bright sunlight condition;
- Never store material near stairs/steps or in stairwells;
- If windows are provided in doors, be sure to look on the other side before opening a door;
- If there is no window in a door, open it carefully;
- Report all loose or missing tiles; and
- Clean-up all spills immediately.

Paper Cutters:
- All paper cutters must have a locking device on the cutting handle and the device must be in the secure position except when an actual paper cut is being made;
- Never look up from the paper cutter once you have unlocked the guard; and
- Be sure of your hand placement before closing the cutter lever.

Staplers:
Placing and removing staples can be dangerous if not performed properly.
- Never use a stapler in the open position or with your hand under the bottom of the stapler;
- Always remove staples with a staple remover. Loosen the staples from the back side then turn over and remove from the front;
- Never leave removed staples on the staple remover; and
- Never use your teeth or mouth to remove staples.
File Cabinets:
- Only one drawer should be opened in a single cabinet at one time; and
- Never walk away from a desk or cabinet and leave a drawer or shelf open.

General Precautions:
- Never walk around in an office in bare feet;
- Remain constantly alert for any unsafe conditions and report them to your supervisor immediately;
- Never lift or move an item that is too big or too heavy, GET HELP;
- A friendly reminder to a co-worker may save an unnecessary accident when you observe them conducting a task or action that may be unsafe; and
- When using any type of office equipment, attention should be paid to loose clothing, jewelry and the length of hair;
- Employees should be aware of recommended ergonomics when performing repetitive tasks. After extended periods, employees should take brief breaks and stretch to prevent repetitive motion injuries.
Every attempt has been made to identify the necessity and provide appropriate PPE devices according to recognized hazards at City of Greer facilities and work sites. All City of Greer approved PPE devices shall meet or exceed ANSI, NFPA, OSHA, etc., standards.

Supervisors are instructed to train employees before the need and/or actual use of PPE. Training shall include the appropriate selection, proper adjustment and use, and all manufacturer-recommended care and maintenance of City of Greer approved PPE.

If employees encounter a hazard for which appropriate PPE and training has not been provided, they are instructed to stop the operation, secure the area, and notify the appropriate supervisor immediately.

Employees are instructed to use good judgment when planning a work operation that requires use of PPE, including consideration of other persons in or near the work area who could be affected or injured without the proper use of necessary PPE.

If a previously unrecognized hazard requiring PPE use is detected, all employees should stop the operation, notify the appropriate supervisory personnel, complete a City of Greer hazard analysis and take appropriate action before the operation continues.

Employees are encouraged to remind fellow employees in a friendly manner if any are observed not using appropriate PPE.

First line supervisors are instructed to ensure optimum employee protection from hazards and injuries by inspecting appropriate PPE selection, use, care and maintenance by all employees at all times.

All City of Greer employees are instructed to use the appropriate PPE when entering a work area where other employees are working and utilizing any type of PPE (see attached for City of Greer PPE Requirements by Work Task and Department).
CITY OF GREER

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS BY WORK TASK

It is the intent of the City of Greer to meet or exceed the requirements of OSHA 1910.132 subpart 1, Personal Protective Equipment (PPE). Each City Department shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. Each City Department shall have a written certification for hazard assessment and training pertaining to personal protective equipment. Employees shall be trained on PPE upon employment and annually thereafter or anytime a new PPE is going to be used by any City Department. Every City of Greer department director shall ensure that a Personal Protective Equipment Policy is in place and enforced to maintain a safe work environment.

These guidelines do not eliminate or reduce the employee’s personal responsibility for using proper personal protective equipment. City of Greer employees are never prohibited from wearing PPE in addition to that which is required and are, in fact, encouraged to do so. Should any City employee recognize deficiencies in these guidelines or become aware of any unsafe condition in the work place, they are directed to immediately notify their supervisor or any other manager in the Department so that corrective action can be taken.

See Department PPE Requirements attached.
POLICE DEPARTMENT
PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the intent of the City of Greer Police Department to meet or exceed the requirements of OSHA 1910.132 subpart 1. Personal Protective Equipment.

I, Randle Ballenger, Training Officer for the City of Greer Police Department, have conducted the required workplace hazard assessment and hereby do certify that Personal Protective Equipment is needed as stated on this the 15th day of January 2010.

Possible Hazards                                      Personal Protective Equipment Needed
Assault with firearms                                 Bullet Proof Vest
Basic First Aid                                        Eye protection, gloves, foot covers, spill kit, face shield and protective apron – located in Bloodborne Pathogen Kit
Contaminated evidence collection - Bloodborne Pathogens Eye protection, gloves, foot covers, spill kit, face shield and protective apron – located in Bloodborne Pathogen Kit
Hazardous materials contaminated evidence collection Respirator, eye protection, gloves, boots, spill kit, face shield and TyvekSuits
Hazmat, Biological/Chemical Incidents Respirator, eye protection, gloves, boots, spill kit, face shield and TyvekSuits
Movement of prisoners in case of fire Self-Contained Breathing Apparatus (SCBA)
Needle Sticks                                          Sharps Containers
Searching Persons                                      Vinyl Gloves
Traffic Direction                                      Reflective Vest
Chemical Agent (i.e., pepper spray) Bioshield, Eye wash, Water

In being in compliance of 1910.132 subpart 1. Training on Personal Protective Equipment will be conducted for all affected employees upon implementation of this policy and when new employees are hired and as changes or updates are made to this policy. Police Officers are not to enter areas that would compromise their personal safety. Only those officers who have been issued the appropriate PPE for the incident should respond.
FIRE DEPARTMENT
PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the intent of the City of Greer Fire Department to meet or exceed the requirements of OSHA 1910.132 subpart 1. Personal Protective Equipment.

I, Dwayne Duncan, Training Officer for the City of Greer Fire Department, have conducted the required workplace hazard assessment and hereby do certify that Personal Protective Equipment is needed as stated on this the 3rd day of January 2010.

<table>
<thead>
<tr>
<th>Possible Hazards</th>
<th>Personal Protective Equipment Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetylene Cutting Tools</td>
<td>Eye Protection, Gloves &amp; Turnout Gear</td>
</tr>
<tr>
<td>Aerial Operations</td>
<td>Helmet, Safety Belt, Turnout Gear &amp; Respiratory Protection</td>
</tr>
<tr>
<td>Air Bags</td>
<td>Eye &amp; Head Protection, Gloves &amp; Respiratory Protection</td>
</tr>
<tr>
<td>Air Compressor – Blower</td>
<td>Eye Protection</td>
</tr>
<tr>
<td>A-Jax Cutting Tools</td>
<td>Eye &amp; Face Protection, Hearing Protection &amp; Gloves</td>
</tr>
<tr>
<td>Automobile Accidents</td>
<td>Gloves, Head &amp; Eye Protection (Glass Breakage &amp; Sharp Metals) &amp; Reflective Vest</td>
</tr>
<tr>
<td>Axes, Pike Poles, Halogen Tools</td>
<td>Eye &amp; Head Protection, Gloves, Foot &amp; Protective Turnout Gear</td>
</tr>
<tr>
<td>Basic First Aid &amp; Life Support</td>
<td>Bloodborne Pathogen Protective Clothing, Eye &amp; Face Protection &amp; Gloves</td>
</tr>
<tr>
<td>Bench Grinder</td>
<td>Eye Protection &amp; Gloves</td>
</tr>
<tr>
<td>Building Collapse</td>
<td>Gloves, Head, Eye, Foot, Hearing &amp; Respiratory Protection</td>
</tr>
<tr>
<td>Chain Saw and K-12 Saw</td>
<td>Eye, Face &amp; Leg Protection, Hearing Protection &amp; Gloves</td>
</tr>
<tr>
<td>Confined Spaces-Monitoring Equipment for low oxygen and Toxic Gases ---</td>
<td>Respiratory Protection, Gloves &amp; Head Protection</td>
</tr>
<tr>
<td>Cooking Devices</td>
<td>Towels, Hot Pads &amp; Oven Mitts</td>
</tr>
<tr>
<td>Electrical Hazards</td>
<td>High Voltage Gloves, Eye &amp; Foot Protection &amp; Protective Clothing</td>
</tr>
<tr>
<td>(Power, Power lines, etc.)</td>
<td></td>
</tr>
<tr>
<td>Exterior Firefighting</td>
<td>Head, Eye, Face, Foot &amp; Extremities Protections, &amp; Respiratory Protection</td>
</tr>
<tr>
<td>(Ladders, Defensive Attack, etc.)</td>
<td></td>
</tr>
<tr>
<td>Possible Hazards</td>
<td>Personal Protective Equipment Needed</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fire Hose Testing</td>
<td>Gloves &amp; Hearing Protection</td>
</tr>
<tr>
<td>Gardening Tools</td>
<td>Eye Protection &amp; Gloves</td>
</tr>
<tr>
<td>Hand Saw</td>
<td>Eye Protection &amp; Gloves</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Specialized Haz-Mat Encapsulated Suits, Gloves, Foot Protection, Respiratory Protection &amp; Monitoring Equipment</td>
</tr>
<tr>
<td>Helicopter Landing Zone</td>
<td>Eye &amp; Head Protection</td>
</tr>
<tr>
<td>High Level Rescue</td>
<td>Gloves, Head, Eye Protection &amp; Safety Harness</td>
</tr>
<tr>
<td>Hurst Rescue Tools</td>
<td>Eye &amp; Face Protection, Gloves &amp; Turnout Gear</td>
</tr>
<tr>
<td>Hydrant Maintenance</td>
<td>Reflective Vest &amp; Gloves</td>
</tr>
<tr>
<td>Interior Firefighting</td>
<td>Head, Eye, Face, Foot Protection, Extremities Protection, Turnout Gear &amp; Respiratory Protection</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladder Testing</td>
<td>Gloves &amp; Foot Protection</td>
</tr>
<tr>
<td>Liquid Cleaners / Aerosol Cans</td>
<td>Eye Protection &amp; Gloves</td>
</tr>
<tr>
<td>Operating Fire Apparatus Pumps</td>
<td>Hearing Protection &amp; Gloves</td>
</tr>
<tr>
<td>Power Tools</td>
<td>Eye &amp; Hearing Protection &amp; Gloves (Drills, Saw, etc.)</td>
</tr>
<tr>
<td>Swiftwater Rescue</td>
<td>Personal Floatation Devices &amp; Helmet</td>
</tr>
<tr>
<td>Trench Collapse</td>
<td>Gloves, Head, Eye, Foot &amp; Hearing Protection, Respiratory Protection &amp; Monitoring Equipment</td>
</tr>
<tr>
<td>Truck Maintenance &amp; Battery Charging</td>
<td>Eye Protection &amp; Gloves</td>
</tr>
<tr>
<td>Weed Eater &amp; Lawn Mower</td>
<td>Eye &amp; Hearing Protection &amp; Gloves</td>
</tr>
</tbody>
</table>

In being in compliance of 1910.132 subpart 1. Training on Personal Protective Equipment will be conducted for all affected employees upon implementation of this policy and when new employees are hired and as changes or updates made to this policy.
PUBLIC SERVICES DEPARTMENT

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the intent of the City of Greer Public Service Department to meet or exceed the requirements of OSHA 1910.132 subpart 1. Personal Protective Equipment.

I, Harrold Rhoads, Senior Street Crew Leader for the City of Greer Public Services Department, have conducted the required workplace hazard assessment and hereby do certify that Personal Protective Equipment is needed as stated on this the 3rd day of January 2010.

PPE- Personal Protection Equipment is both the responsibility of the employer and the employee to properly wear and maintain this equipment. It is also the employer and employees obligation to replace this equipment when in disrepair.

In being in compliance of 1910.132 subpart 1. Training on Personal Protective Equipment will be conducted upon implementation of this policy for all affected employees, when new employees are hired and when changes or updates are made to this policy.

The City of Greer will provide training to all employees in the proper use wearing and adjusting of the equipment and provide follow up training as necessary to ensure proper use of PPE.

Personal protection equipment consists of, but not limited to, the following list:

Protective clothing – heat sleeves or welding jacket coveralls
Eye- safety glasses; colored lens for gas cutting tools
Hearing - ear plugs; ear muffs
Face - protective clear, colored or screen shield
Head - Safety helmet (not a bump helmet)
Foot - safety toe leather shoes
Gloves - leather palm- rubber- latex- heat resistant
Dust Mask - fiber or cloth woven dust mask
Legs - chaps
<table>
<thead>
<tr>
<th><strong>Tools or Equipment</strong></th>
<th><strong>Personal Protective Equipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetylene Torch or cutting tool</td>
<td>Protective Clothing-Eye-Face-Glove</td>
</tr>
<tr>
<td>Air Compressor</td>
<td>Hearing, Eye</td>
</tr>
<tr>
<td>Air Gun</td>
<td>Hearing-Eye-Gloves</td>
</tr>
<tr>
<td>Air Jack Hammer 10 lbs</td>
<td>Hearing-Eye-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Air Jack Hammer 60 lbs</td>
<td>Hearing-Eye-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Backhoe</td>
<td>Eye–Hearing–Glove–Foot</td>
</tr>
<tr>
<td>Basic First Aid Kit</td>
<td>Bloodborne Pathogen Protective Clothing, Eye-Face-Gloves</td>
</tr>
<tr>
<td>Bench Grinder</td>
<td>Hearing–Eye–Gloves–Dust Mask</td>
</tr>
<tr>
<td>Chainsaw</td>
<td>Hearing-Eye-Head-Face-Foot-Leg-Gloves</td>
</tr>
<tr>
<td>Electric Hand Grinder - 4&quot;- 6&quot; - 8&quot;</td>
<td>Hearing-Eye-Face-Gloves-Foot</td>
</tr>
<tr>
<td>Gas Blower Back Pack Hand Held</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Cut Off Saw</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Hedge Trimmer</td>
<td>Hearing-Eye-Gloves</td>
</tr>
<tr>
<td>Gas Long Arm Chainsaw</td>
<td>Hearing-Eye-Face-Head-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Push Mower</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Gas Weed Trimmer</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Hand Power Tools</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Hand Tools (shovels, rakes, picks, digging bar)</td>
<td>Eye, Foot, Glove</td>
</tr>
<tr>
<td>Hydrant Wrench</td>
<td>Eye-Gloves</td>
</tr>
<tr>
<td>Impact Wrench</td>
<td>Hearing-Eye-Gloves</td>
</tr>
<tr>
<td>Limb Pole Trimmer</td>
<td>Eye-Glove-Head</td>
</tr>
<tr>
<td>Liquid Cleaners/Aerosol</td>
<td>Read Label – Glove - Eye</td>
</tr>
<tr>
<td>Riding Mower</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Skid Steer</td>
<td>Eye-Hearing-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Step Ladder - Extension Ladder</td>
<td>Glove-Foot</td>
</tr>
<tr>
<td>Vac-Jet Truck</td>
<td>Traffic Vest-Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Welder Electric or Gas</td>
<td>Protective Clothing-Hearing-Eye-Face-Gloves</td>
</tr>
</tbody>
</table>
BUILDING & DEVELOPMENT STANDARDS DEPARTMENT

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the intent of the Building and Development Standards Department to meet or exceed the requirements of OSHA 1910.32 subpart 1. Personal Protective Equipment.

I, Phil Rhoads, Department Director, have conducted the required workplace hazard assessment and hereby do certify that Personal Protective Equipment is needed as stated on this 1st day of November 2009.

Building & Zoning Inspectors
1. Reflective safety vests must be worn where inspections are within 20 feet of a roadway, if on the exterior of a structure.
2. Eye protection must be worn where eye hazards exist and/or the inspected construction site is posted (i.e., EYE PROTECTION MUST BE WORN AT ALL TIMES).
3. Inspectors must wear ANSI approved protective head gear when there is work being done overhead and/or the inspected construction site is posted - HARD HAT AREA.

Stormwater Inspectors/Engineers
1. Where inspections are to be done in vegetation and underbrush, snake-proof leggings, chaps or boots must be worn.
2. Reflective safety vests must be worn where inspections are at, in or near roadways.
3. Where there could be contact with debris, limbs, vines or other hazards that could be in the area of the eyes, safety glasses must be worn.
4. Long sleeves should be worn when working in thick or overgrown areas for lessening the possibilities of exposure to poison ivy, oak or sumac.

In being in compliance of 1910.132 subpart 1. Training on Personal Protective Equipment will be conducted upon implementation of this policy for all affected employees, when new employees are hired and when changes or updates are made to this policy.
RECREATION DEPARTMENT
PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the intent of the City of Greer Parks and Recreation Department to meet or exceed the requirements of OSHA 1910.132 subpart 1. Personal Protective Equipment

I, Bruce Viehman, Grounds Superintendent, have conducted the required workplace hazard assessment and hereby do certify that Personal Protective Equipment is needed as stated below on this 28th day of December 2009.

Personal Protection Equipment (PPE) is both the responsibility of the employer and the employee to properly wear and maintain this equipment. It is also the employer’s and employees’ obligation to replace this equipment when in disrepair.

The City of Greer will provide training to all employees in the proper use, wearing and adjusting of the equipment and provide follow-up training to insure proper use of the PPE.

Personal protection equipment consists of, but is not limited to, the following list:

| Protective Clothing | heat sleeves or welding jacket coveralls |
| Eye                | safety glasses; colored lens for gas cutting tools |
| Hearing            | ear plugs – ear muffs |
| Face               | protective clear, colored or screen shield |
| Head               | safety helmet (not a bump helmet) |
| Foot               | safety toe leather shoes |
| Leg                | chaps |
| Gloves             | leather palm – rubber-latex-heat resistant-chemical resistant |
| Dust Mask          | fiber or cloth woven dust mask |
| MSHA-NIOSH approved respirator |
| Chemical Resistant Apron |

**Tools or Equipment**
- Acetylene Torch or cutting tool
- Air Compressor
- Air Gun
- Air Jack Hammer 10 lbs.
- Air Jack Hammer 60 lbs.
- Backhoe

**Personal Protective Equipment**
- Protective Clothing – Eye-Face-Gloves
- Hearing, Eye
- Hearing-Eye-Gloves
- Hearing-Eye-Gloves-Dust Mask
- Hearing-Eye-Gloves Dust Mask
- Eye-Hearing-Gloves-Foot
<table>
<thead>
<tr>
<th>Tools or Equipment</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic First Aid Kit</td>
<td>Bloodborne Pathogen Clothing-Eye-Face-Gloves</td>
</tr>
<tr>
<td>Bench Grinder</td>
<td>Hearing-Eye-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Chain Saw</td>
<td>Hearing-Eye-Head-Face-Foot-Gloves-Legs</td>
</tr>
<tr>
<td>Electric Hand Grinder 4”, 6”, 8”</td>
<td>Hearing-Eye-Face-Gloves-Foot</td>
</tr>
<tr>
<td>Gas Blower Back Pack Hand Held</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Cut Off Saw</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Hedge Trimmer</td>
<td>Hearing-Eye-Gloves</td>
</tr>
<tr>
<td>Gas Long Arm Chain Saw</td>
<td>Hearing-Eye-Face-Head-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Gas Push Mower</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Gas Weed Eater</td>
<td>Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Hand Power Tools</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Hand Tools (shovels, rakes, picks, digging bar)</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Hydrant Wrench</td>
<td>Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Impact Wrench</td>
<td>Eye-Gloves</td>
</tr>
<tr>
<td>Limb Pole Trimmer</td>
<td>Hearing–Eye-Gloves</td>
</tr>
<tr>
<td>Liquid Cleaners-Aerosol</td>
<td>Eye-Gloves-Head</td>
</tr>
<tr>
<td>Riding Mower</td>
<td>Read Label-Gloves-Eye</td>
</tr>
<tr>
<td>Skid Steer</td>
<td>Hearing-Eye-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Stepladder – Extension Ladder</td>
<td>Eye-Hearing-Foot-Gloves-Dust Mask</td>
</tr>
<tr>
<td>Vac-Jet Truck</td>
<td>Gloves-Foot</td>
</tr>
<tr>
<td>Welder Electric or Gas</td>
<td>Traffic Vest-Hearing-Eye-Foot-Gloves</td>
</tr>
<tr>
<td>Excavator-Track Hoe</td>
<td>Clothing-Hearing-Eye-Face-Gloves</td>
</tr>
<tr>
<td>Pesticide Sprayers powered or hand-held</td>
<td>Eye-Hearing-Glove-Foot</td>
</tr>
<tr>
<td></td>
<td>Read Label-Eye-Face-Gloves-Dust Mask-Respirator</td>
</tr>
</tbody>
</table>

In being in compliance of 1910.132 subpart 1. Training on Personal Protective Equipment will be conducted upon implementation of this policy for all affected employees, when new employees are hired, when changes or updates are made to this policy and periodically as necessary.
CITY OF GREER

RESPIRATORY PROTECTION PROCEDURES

City of Greer employees will not be assigned duties that require actual or possible exposure to respiratory hazards such as oxygen deficiency or breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, vapors, etc., until they have been properly trained.

To be considered properly trained, employees will have successfully completed this training and will have demonstrated to their immediate supervisor the ability to:

- Identify the atmospheric hazard(s);
- Choose and demonstrate use of the appropriate respiratory protection;
- Properly inspect and perform maintenance on the respirator specific to their work assignments;
- Complete Qualitative Fit Testing;
- Perform negative and positive pressure tests; and
- Pass spirometry test and meet other physical requirements.

Engineering controls have been utilized where possible to reduce the possibility of hazardous atmospheric conditions and exposure. All employees are instructed to stop the operation, evacuate the area, and notify the appropriate management personnel when any signs of a hazardous atmosphere are suspected.

A yearly review of the City of Greer Respiratory Protection Program will be conducted in conjunction with the yearly review of the City of Greer Permit Required Confined Space Program. The review will be completed by February 20th of each calendar year for the previous year.

City of Greer health and safety procedures and training have been developed as a result of a concentrated effort that include referring to state and federal regulations, experience, professional consultation, and by solicitation of opinions from employees. All health and safety related matters and subjects are very important, but this subject matter leaves no room for error.

All employees are instructed to strictly adhere to all procedures associated with hazardous atmospheres.
PROPERLY selected, maintained, and used, respiratory protection will allow employees to function in hazardous atmospheres when necessary. Only NIOSH-certified respirators will be issued.

Successful use of respiratory protection includes the following:

- Proper identification of the hazard(s) in the atmosphere;
- Proper selection of respirator protection;
- Proper training, practice, and maintenance (before the fact); and
- Proper application of safe respiratory procedures.

Generally, City of Greer employees will not need to don respirators in the everyday execution of job assignments due to engineering controls that have been implemented where possible.

However, when hazardous atmospheres are encountered, your life and/or the life of your fellow co-workers will depend on your ability to select and properly use the appropriate respirator.

Although all possible precautions are taken to eliminate or reduce the accidental release of hazards in the atmosphere at all of our facilities and operations, there are a few operations that pose a threat of accidental release or exposure:

- The atmospheric hazards associated with confined spaces (manholes, dry wells, lift stations, water tanks, etc.) pose another threat to life and health if not identified and eliminated or protected against; and
- In-house rescue teams may encounter atmospheric hazards when called upon to render quick emergency aid to fellow employees.

For these reasons, it is necessary to understand which type of respiratory protection is necessary for which type of hazard.

There are three types of respirators:

- Air-Purifying – These respirators cleanse the air. Never choose this type of respirator for operations where air might be oxygen deficient;
- Air Line or Supplied Air Respirators – These respirators are used against oxygen deficiency or air contaminants in concentrations that are not immediately dangerous to life and health (IDLH); and
- Self-Contained Breathing Apparatus (SCBA) – These respirators can be used in oxygen deficient or contaminated atmospheres. Due to the configuration of openings in many confined spaces, this type of respirator does not afford the mobility that supplied air lines do, and therefore is not always functional for rescue-type operations.
Employees that are required to wear/use respirators must be physically examined by a physician and the examination must include a spirometry test. This test measures a person’s ability to inhale and exhale with enough force to breathe under the accelerated breathing conditions necessary for respirator use, including the physical demands associated with confined space entry and confined space rescue operations. Additional medical evaluations shall be provided in the following situations:

- An employee reports medical signs or symptoms that are related to the ability to use a respirator;
- The physician reports that the employee needs to be reevaluated;
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation;
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

General Guidelines

- Proper care and storage is important due to the bad effect sunlight, oil, grease, dirt, grit, sand, etc. can have on various respirator parts;
- Facial stubble, long hair, sideburns, beards, prescription glasses, skull caps, etc. tend to inhibit the proper face piece seal;
- Contact lenses are not permitted to be worn under face mask respirators;
- All respirators shall be inspected before and after every use for worn, broken, or damaged parts;
- All respirators that are intended for use by rescue personnel will be inspected before and after every use and a minimum of one time every month, and the monthly inspection will be documented on the appropriate form;
- If a respirator is to be worn by more than one employee, it shall be cleaned and disinfected after each use; and
- Negative and positive pressure tests shall be implemented before entering any hazardous atmosphere.

You cannot be too careful when it comes to ensuring the quality of the air you breathe in a hazardous atmosphere.

Respirator Testing

**Fit Testing:** To ensure that the face piece that you have been issued is the proper size, it will be necessary for employees to be fit tested initially and annually thereafter. This is the process of placing a hood over the head with your face piece on. A substance is introduced into the hood that has a very detectable odor.
Negative Pressure Test: After properly adjusting the straps on your face piece, block off the inhalation inlets with your hand or squeeze the tube, inhale gently until the face piece starts to collapse, and hold your breath for at least ten (10) seconds. If the face piece goes back to normal while conducting this test, you need to re-adjust and re-test or try another face piece that provides a better fit.

Positive Pressure Test: After properly adjusting your face piece and tightening the straps, cover the exhalation valve with the palm of your hand and blow outward gently until you feel the face piece filling up with air, and hold your breath for a minimum of ten (10) seconds. If the face piece shrinks back down to normal, re-adjust and try the test again. If that does not provide you with the proper seal, you will need to try a different size face piece.

Respirator Inspection, Cleaning and Disinfecting: Carefully follow the manufacturer’s instructions regarding disassembling, inspecting, cleaning, and disinfecting your respirator face piece.

Frequent cleaning with mild dish soap and warm water will usually keep your respirator parts clean without the need for stronger cleaning agents. After properly cleaning, rinse thoroughly in warm to hot water and allow to air dry before re-assembling.

Pressurized air tanks, supports, straps, clamps and holders must be inspected and maintained at the same frequencies as the rest of your respirator. Again, you must follow manufacturer’s recommended intervals, procedures, and tool usage guidelines.

Airline supply hoses must be checked for holes or excessive wear and care should be taken to properly dry them after cleaning. To do this, stretch the hose and dry with a soft dry cloth. Never use solvents to clean plastic or rubber parts or elastomer parts.

Regulators, valves, supply lines, tanks, straps, brackets, etc. shall all be inspected and properly maintained at the same intervals as respirators.

Leak checks are necessary and very important to ensure that a full air supply will be available when most needed. Check manufacturer’s recommended procedures and intervals. As with all inspections of respiratory protection equipment, documentation is required on the appropriate form.

All broken, worn, frayed, mis-shaped, cracked, bent, or otherwise damaged parts must be replaced with the proper parts by an authorized employee trained to do so.

All air and oxygen cylinders shall be fully charged and alarms checked according to the manufacturer’s specifications. Respirators shall be stored in a dry, clean place away from direct sunlight.
CITY OF GREER

FIRE DEPARTMENT RESPIRATORY PROTECTION PLAN

Purpose

The City of Greer Fire Department has determined that their employees are exposed to respiratory hazards during emergency operations (i.e.: interior firefighting, confined space, hazardous material incidents, and special rescue operations).

These hazards include elevated temperatures, smoke and related fire gases, toxic gases or fumes and oxygen deficiency and in most cases represent immediate danger to life and health (IDLH) conditions. The purpose of this program is to ensure that all firefighters with the City of Greer Fire Department are protected from exposure to these respiratory hazards.

Scope

This program applies to all firefighters (paid and volunteer) who are required to wear respirators during emergency operations.

Firefighters participating in the respiratory program do so at no cost to themselves. The expenses associated with the training, medical evaluations and respiratory protection equipment will be borne by the City of Greer.

Program Administrator – Training Officer

The Fire Department Training Officer is responsible for administering the respiratory protection program.

Duties include:

- Identifying work areas, processes or tasks that require workers to wear respirators and evaluating hazards;
- Selection of respiratory options;
- Monitoring respirator use to ensure that respirators are used in accordance with their manufacturer’s requirements;
- Arranging for and/or conducting training;
- Ensuring proper storage and maintenance of respiratory protection equipment;
- Conducting qualitative fit testing;
- Maintaining records required by the program;
- Evaluating the program; and
- Updating the written program as needed.
Supervisors

Supervisors are responsible for ensuring that the Respiratory Protection Program is implemented on their shifts. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the firefighters on their shifts.

Supervisory duties include:

- Ensuring that the firefighters under their supervision (including new hires) have received appropriate training, fit testing and an annual medical evaluation;
- Ensuring the availability of appropriate respirators and accessories;
- Being aware of the tasks requiring the use of respiratory equipment;
- Enforcing the proper use of respiratory protection when necessary;
- Ensuring that respirators are properly cleaned, maintained and stored according to the respiratory protection program;
- Ensuring that respirators fit well and do not cause discomfort;
- Continually monitoring work areas and operations to identify respiratory hazards; and
- Coordinating with the Training Officer on how to address respiratory hazards or other concerns regarding the program.

Firefighters

Each firefighter has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained.

Employees must:

- Care for and maintain their respirators as instructed, and store them in a clean, sanitary location;
- Inform their supervisor(s) if the respirator no longer fits well and request a new one that fits properly; and
- Inform their supervisor(s) or Training Officer of any respiratory hazards they feel are not adequately addressed in the work place and of any other concerns they have regarding the program.

Respirator Selection

The respirators that the City of Greer Fire Department will wear will be at least 30-minute positive-pressure full face piece self-contained breathing apparatus (SCBA). These SCBAs shall meet OSHA and NFPA standards and be NIOSH certified.

The following are respiratory hazards that firefighters will face during emergency operations that would require the use of SCBAs:

- Elevated temperatures - when operating in structure fires, the temperatures could reach at least 1,200 degrees Fahrenheit;
• Smoke and related fire gases - these are present at all fires. Smoke is air-borne solid and liquid particulates from incomplete combustion;
• Fire gases - these are examples of fire gases, but limited to the following along with IDLH (Immediately Dangerous to Life and Health) limits:
  1. Carbon Monoxide IDLH 1,200 ppm
  2. Carbon Dioxide IDLH 40,000 ppm
  3. Hydrogen Chloride IDLH 50 ppm
  4. Hydrogen Cyanide IDLH 50 ppm
  5. Nitrogen Dioxide IDLH 20 ppm
  6. Ammonia IDLH 300 ppm
  7. Chlorine IDLH 10 ppm
• Toxic gases and fumes – hazardous material emergencies from incidents in local roadways and railways within the City of Greer;
• Oxygen deficiency - when oxygen levels are below 19.5%, it is considered IDLH. Levels may reach this level or below in structure fires, confined spaces, collapses, etc.; and
• When entering an atmosphere that has not been evaluated, it is considered IDLH.

All members of the City of Greer Fire Department will be fit tested with the MSA SCBAs.

Medical Evaluation

All firefighters who are required to wear respirators must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear a respirator until a physician has determined that they are medically able to do so. Any firefighter refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at Spartanburg Regional Occupational Health, where all City of Greer Fire Department medical services are provided, will provide the medical evaluation.

Medical evaluation procedures are as follows:
• The medical evaluation will be conducted using the questionnaire provided in Appendix C of the Respiratory Protection Standard. Spartanburg Regional will provide a copy of this questionnaire to all firefighters requiring medical evaluations;
• All affected firefighters will be given a copy of the medical questionnaire to complete and return at the time of examination. Employees will be permitted to complete the questionnaire on company time;
• Follow up exams will be done each year and/or more frequently as deemed necessary by Spartanburg Regional Occupational Health physicians;
• All firefighters will have the opportunity to speak with the physician about their medical evaluation, if they so request;
• All examinations and questionnaires are to remain confidential between the employee and the physician; and
• All records concerning the medical examination are kept in the employee’s confidential medical file in Human Resources.

Fit Testing

Fit testing is required for firefighters wearing the full-face piece mask for protection against respiratory hazards already mentioned.

Firefighters who are required to wear full-face piece mask will be fit tested:
• Prior to being allowed to wear any respirator with a tight fitting face piece;
• Annually; and
• When there are changes in the firefighter’s physical condition that could affect respiratory fit (i.e., obvious change in body weight, facial scarring, etc.).

All firefighters will be fit tested with the MSA Ultralite Demand full-face piece (until the MSA are completely phased out). The firefighters will be provided several sizes of respirators so that they may find an optimal fit.

The Training Officer will conduct fit testing following the OSHA approved Isoamyl Acetate QLFT protocol in appendix B (B2) and irritant smoke QLFT Protocol in appendix B (B5) of the respiratory program.

Respirator Use

Respiratory protection is required for all firefighters with the City of Greer Fire Department.

General procedures are as follows:
• All firefighters will use their respirators under conditions specified by this program and in accordance with the training they have received;
• The respirator shall not be used in a manner for which is not certified by NIOSH or its manufacturer;
• All firefighters shall conduct a user seal check each time they wear their respirator; and
• Firefighters are not permitted to wear tight fitting respirators if they have any condition such as facial hair, facial scars or missing dentures that prevent them from achieving a good seal. Firefighters are not permitted to wear jewelry or any other articles that may interfere with the face piece to face seal.

Procedures for Immediately Dangerous to Life and Health (IDLH) Atmospheres and Interior Structural Firefighting

• Firefighters will always work in teams of at least two (2) people;
• Firefighters must stay in physical, voice, signal line or visual contact with each other at all times; and
• During any entry into IDLH atmospheres, the OSHA “2 in-2 out” rule will apply.
Respirator Malfunctions

- Communicate to the team of your respirator problem;
- Inform the incident commander as soon as possible of the malfunction; and
- If the problem is no air, connect to your partner's buddy breathing system according to Standard Operating Guidelines (SOGs).

Care and Maintenance of Respirators

- Cleaning: Carefully clean and inspect respirator after each use and/or when deemed necessary. Clean and disinfect according to the manufacturer's instructions;
- Storage: All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperature, excessive moisture, damaging chemicals and they may be packed or stored to prevent deformation of the face piece and the exhalation valve;
- Inspection: All respirators shall be inspected before each shift and during cleaning. Refer to the daily check list and SOGs on items to inspect;
- Maintenance and repairs: Any respirators that have failed inspection or have been damaged must be tagged with the reason it was taken out of service and by whom; and
- Only trained personnel shall make repairs to respirators and with only NIOSH approved parts.

Breathing Air Quality and Use

- For air-supplied respirators, only grade D breathing air shall be used;
- Testing of the air compressor shall be done annually by an approved air testing agency;
- There shall be at least one (1) spare air cylinder for every SCBA available; and
- Cylinders must be tested and maintained according to D.O.T. shipping container specification regulations.

Training

The training department will provide training to respirator users and their supervisors on the contents of the City of Greer Fire Department respiratory protection program, their responsibilities under it and on the OSHA respiratory protection standard. Firefighters shall be trained prior to using a respirator.

The training course will cover the following topics:

- The City of Greer Fire protection respiratory program;
• The OSHA respiratory protection standard;
• Respiratory hazards encountered and their health effects;
• Proper selection and use of respirators;
• Limitations of the respirators;
• Respirator donning and user seal (fit) checks;
• Fit testing;
• Emergency use procedures;
• Maintenance and storage; and
• Medical signs and symptoms limiting the effective use of respirators.

Firefighters will be retrained annually or more often as needed.

Program Evaluation

The Training Officer will conduct periodic evaluations to ensure that the provisions of this program are being implemented.

Documentation and Record Keeping

A written copy of this program and the OSHA Standard will be kept in the Training Officer’s office, at each Fire station and will be available to all employees who wish to review it. Also maintained in the employee’s training file will be copies of training and the annual fit testing records. These records will be updated as new firefighters are trained, as existing employees receive refresher training, and as new fit tests are conducted. Medical paperwork is maintained by Spartanburg Regional Occupational Health and in the individual employee’s confidential medical file located in the Human Resources office.
CITY OF GREER

POLICE DEPARTMENT RESPIRATORY PROTECTION PLAN
OSHA 1910.134

Purpose

The City of Greer Police Department has determined that their employees can potentially be exposed to respiratory hazards during emergency operations, i.e., fire in the detention facility, hazardous material incidents, and biological/chemical terrorist incidents. These hazards include toxic gases or fumes, oxygen deficiency and in most cases, present immediate danger to life and health (IDLH) conditions. The purpose the program is to ensure that all police and detention officers with the City of Greer’s Police Department are protected from exposure to these respiratory hazards.

Scope

This program applies to all police and detention officers who are required to wear respirators during emergency operations.

Police and detention officers participating in the respiratory program do so at no cost to the employee. The expenses associated with the training, medical evaluations and respiratory protection equipment will be borne by the City of Greer.

Program Administrator – Training Officer

The Police Department Training Officer is responsible for administering the respiratory protection program. Duties include:

- Identifying situations, processes or tasks that require workers to wear respirators and evaluating hazards;
- Selection of respiratory options;
- Monitoring respirator use to ensure that respirators are used in accordance with their manufacturers’ requirements;
- Arranging for and/or conducting training;
- Ensuring proper storage and maintenance of respiratory protection equipment;
- Conducting qualitative fit testing;
- Maintaining records required by the program;
- Evaluating the program; and
- Updating the written program as needed.
Supervisors

Supervisors are responsible for ensuring that the Respiratory Protection Program is implemented on their shifts. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the police and detention officers on their shifts.

Supervisory duties include:

- Ensuring that the police and detention officers under their supervision (including new hires) have received appropriate training, fit testing and annual medical evaluation;
- Ensuring the availability of appropriate respirators and accessories;
- Being aware of incidents requiring the use of respiratory equipment;
- Enforcing the proper use of respiratory protection when necessary;
- Ensuring that respirators are properly cleaned, maintained and stored according to the respiratory protection program;
- Ensuring that respirators fit well and do not cause discomfort;
- Continually monitoring incidents and operations to identify respiratory hazards; and
- Coordinating with the Training Officer on how to address respiratory hazards or other concerns regarding the program.

Police and Detention Officers

Each police and detention officer has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained.

Employees must also:

- Care for and maintain their respirators as instructed, and store them in a clean, sanitary location;
- Inform their supervisor(s) if the respirator no longer fits well, and request a new one that fits properly; and
- Inform their supervisor(s) or Training Officer of any respiratory hazards they feel are not adequately addressed in the work place and of any other concerns they have regarding the program.

Respirator Selection

The respirators that the City of Greer Police Department will wear during hazardous conditions in the detention facility and that the narcotics officer will wear during meth lab clean ups will be at least 30-minute positive-pressure full face piece self-contained breathing apparatus (SCBA). These SCBAs shall meet OSHA and NFPA standards and be NIOSH certified.

The respirators that the City of Greer police and detention officers will wear during hazardous conditions at incident locations will be NIOSH 450-00-01 HE Particulate.
The following is a list of respiratory hazards that police and detention officers will face during emergency operations that would require the use of SCBAs:

- Elevated temperatures - when operating in structure fires, the temperatures could reach at least 1,200 degrees Fahrenheit;
- Smoke and related fire gases - these are present at all fires. Smoke is air-borne solid and liquid particulates from incomplete combustion;
- Fire gases - this is an example of fire gases, but limited to the following along with IDLH limits:
  1. Carbon Monoxide       IDLH 1,200 ppm
  2. Carbon Dioxide        IDLH 40,000 ppm
  3. Hydrogen Chloride     IDLH 50 ppm
  4. Hydrogen Cyanide      IDLH 50 ppm
  5. Nitrogen Dioxide      IDLH 20 ppm
  6. Ammonia               IDLH 300 ppm
  7. Chlorine              IDLH 10 ppm

- Oxygen deficiency - when oxygen levels are below 19.5%, it is considered IDLH. Levels may reach this level or below in structure fires, confined spaces, collapses, etc.

The following is a list of hazards that police officers will face during emergency operations that would require the use of NIOSH 450-00-01 HE Particulate:

- Toxic gases and fumes – Hazardous material emergencies from incidents in local roadways and railways within the City of Greer;
- Biological or chemical terrorist attacks; and
- Meth Labs.

All police and detention officers of the City of Greer Police Department will be fit tested with the type of respirator they are required to wear.

**Medical Evaluation**

All police and detention officers who are required to wear respirators must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear a respirator until a physician has determined that they are medically able to do so. Any police or detention officer refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician at Spartanburg Regional Occupational Health, where all City of Greer Police Department medical services are provided, will provide the medical evaluation.

Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in Appendix C of the Respiratory Protection Standard or online from the provider of the
respirators. All police and detention officers requiring medical evaluations will be provided a copy this questionnaire;

- All affected police and detention officers will be given a copy of the medical questionnaire to complete. Employees will be permitted to complete the questionnaire on company time;
- Follow up evaluations will be done as deemed necessary by Spartanburg Regional Occupational Health physicians;
- All police and detention officers will have the opportunity to speak with the physician about their medical evaluation, if they so request;
- All examinations and questionnaires are to remain confidential between the employee and the physician; and
- All records concerning the medical examination are kept in the employee’s confidential medical file in the Human Resources office.

**Fit Testing**

Fit testing is required for police and detention officers wearing respirators for protection against respiratory hazards already mentioned.

Police and detention officers who are required to wear full-face piece mask or NIOSH 450-00-01 HE Particulate respirators will be fit tested:

- Prior to being allowed to wear any respirator with a tight fitting face piece;
- Annually; and
- When there are changes in the officer’s physical condition that could affect respiratory fit (i.e.: obvious change in body weight, facial scarring, etc.).

All police and detention officers will be fit tested with the respirator(s) they are going to wear. The police and detention officers that wear the detention facility’s SCBA respirators are provided different sizes of masks so that they may find an optimal fit.

The Training Officer will ensure fit testing is conducted following the OSHA approved Isoamyl Acetate QLFT protocol in appendix B (B2) and irritant smoke QLFT Protocol in appendix B (B5) of the respiratory program.

**Respirator Use**

Respiratory protection is required for all sworn police and detention officers with the City of Greer Police Department.

General procedures are as follows:

- All police and detention officers will use their respirators under conditions specified by this program and in accordance with the training they have received. The respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer;
• All officers shall conduct a user seal check each time they wear their respirator; and
• Police and detention officers are not permitted to wear tight fitting respirators if they have any condition such as facial hairs, facial scars, or missing dentures that prevent them from achieving a good seal. Police and detention officers are not permitted to wear jewelry or any other articles that may interfere with the face-piece to face seal.

Respirator Malfunctions

Communicate to the incident supervisor of your respirator problem.

Care and Maintenance of Respirators

• Cleaning: Carefully clean and inspect respirators after each use and/or when deemed necessary. Clean and disinfect according to the manufacturers’ instructions.
• Storage: All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperature, excessive moisture, damaging chemicals and they may be packed or stored to prevent deformation of the face piece and the exhalation valve.
• Inspection: All respirators shall be inspected monthly. Supervisors will note on their monthly reports that all respirators assigned to personnel on their shift were inspected.

Maintenance and Repairs

Any respirator that has failed inspection or has been damaged must be taken out of service. The respirator must be tagged with the reason it was taken out of service and by whom.

Only trained personnel shall make repairs to respirators and with only NIOSH approved parts.

Breathing Air Quality and Use

For air-supplied respirators, only Grade D breathing air shall be used. Testing of the air compressor shall be done annually by an approved air testing agency. There shall be at least one (1) spare air cylinder for every SCBA available. Cylinders must be tested and maintained according to D.O.T. shipping container specification regulations.

Training

The training officer will provide training to respirator users and their supervisors on the contents of the City of Greer Police Department respiratory protection program and their responsibilities under it and on the OSHA respiratory protection standard. Police and detention officers shall be trained prior to using a respirator.

The training course will cover the following topics:
• The City of Greer Police Department respiratory program;
• The OSHA respiratory protection standard;
• Respiratory hazards encountered and their health effects;
• Proper selection and use of respirators;
• Limitations of the respirators;
• Respirator donning and user seal(fit) checks;
• Fit testing;
• Emergency use procedures;
• Maintenance and storage;
• Medical signs and symptoms limiting the effective use of respirators.

Police and detention officers will be retrained annually or as needed.

**Program Evaluation**

The Training Officer will conduct periodic evaluations to ensure that the provisions of this program are being implemented.

**Documentation and Recordkeeping**

A written copy of this program and the OSHA Standard will be kept in the Training Officer’s office and at the detention facility front desk and is available to all employees who wish to review it. Also maintained in the employee’s training file will be copies of training and fit testing records. These records will be updated as new police and detention officers are trained, as existing employees receive refresher training, and as new fit tests are conducted. Medical paperwork is maintained by Spartanburg Regional and in the employee’s confidential medical file located in the Human Resources office.
CITY OF GREER

CHAINSAW SAFETY TRAINING AND PROCEDURES

OSHA Requirements

This section of chainsaw training will familiarize you with the standards that appear in the Code of Federal Regulations (CFR).

§§29CFR §1910.266 (5) (i.)- (xi.) states that chainsaw operators shall be instructed as follows:

- Inspect the saws daily to ensure that all handles and guards are in place and tight, that all controls function properly, and that the muffler is operative.
- Follow manufacturer’s instructions as to operation and adjustments.
- Fuel the saw only in safe areas and not under conditions conducive to fire, such as persons smoking, hot engines, etc.
- Hold the saw with both hands during operation.
- Start the saw a minimum of ten feet away from fueling areas.
- Start the saw only on the ground or when otherwise firmly supported.
- Be certain of good footing and clear away brush (or any trip hazards) which might interfere before starting engine.
- Do not use engine fuel for starting fires or as a cleaning solvent.
- Shut off the saw when carrying it for a distance that is more than from tree to tree or in hazardous conditions such as slippery surfaces or heavy underbrush. The saw shall be at idle speed when carried short distances.
- Carry the saw in a manner to prevent contact with the chain or muffler.
- Do not use the saw to cut directly overhead or at a distance that would require the operator to relinquish a safe grip on the saw.

Chainsaw Safety

Chainsaws are an extremely helpful tool when cutting logs, trees, or limbs. They are also one of the most dangerous tools when not used properly or not maintained in a like-new mechanical/operating condition.

Chainsaws will sever limbs (tree limbs and body limbs) and have caused death when the proper care and safety precautions have not been followed. The cut of a chainsaw is unforgiving and at the very least will cause severe body damage in the blink of an eye.

The following section of chainsaw safety training outlines additional rules and guidelines that all City of Greer employees are charged with following and abiding by when using a chainsaw or being near someone else who is using a chainsaw:

- Gloves are required to be worn whenever carrying or using a chainsaw.
- Chaps are required when operating a chainsaw.
- Clothing should fit properly: no loose clothing, shirt and sleeves buttoned, shirt tails
tucked in. Proper footwear (i.e., safety shoes) is mandatory when using or carrying a chainsaw. Safety glasses are required when using, carrying, or in the vicinity of the use of a chainsaw.

- A hard hat is required to be worn by operators or others in the vicinity of a chainsaw operation.
- Wear ear (hearing) protection as needed/required.
- Thoroughly inspect all areas where cuts are to be made for energized conductors, attachments, objects, or hardware that may cause electrical shock or cause the chainsaw to kick back while a cut is being made. Examples: power lines, strand, u-guards, lags, nails, bolts, rams heads, washers, staples, clotheslines, basketball hoops, etc.
- Cutting edges of the chain are to be inspected, maintained, and sharpened before each use and as needed.
- Automatic oilers are to be functional and the oil flow unobstructed at all times, and oil is to be of a sufficient amount in the reservoir that a dry cut will not be made.
- Chainsaws must be stored in a secure, safe manner on a vehicle.
- Guards for covering the cutting bar and chain are to be in place when the saw is not in use.
- The proper tension must be maintained on the chain at all times to prevent the chain from jumping out of the channel and causing serious injury. A chain cannot be too tight or it will burn up the motor.
- All hardware, chain brakes, guards, and handles are to be inspected and properly tightened before each use.
- Never drop start a chainsaw.
- Always use both hands to control a chainsaw, both when starting and when cutting.
- Never make a cut above chest level.
- Safety lines of ample size and strength to hold/lower the load are to be used as needed when felling or dropping sections, limbs or trees, so as not to cause injury to persons or damage to property.
- Safety lines should be used to control swinging, shifting, and falling of the object being cut and to lower it after the cut is finished. Caution must be exercised relating to the proximity of energized power lines before, during, and after the cut is to be made. Hand lines may be used to lower or raise a chainsaw when the chainsaw is not running, but never attach any line to a chainsaw before starting the motor or while it is running.
- Pre-survey the work area to assure yourself that the chainsaw operation you are about to conduct can be completed without encountering dangerous or unnecessary obstacles or conditions. If any obstacles are detected, move or remove them, change the location of the cut, or do not proceed if you cannot make the work area safe for yourself, co-workers, or the public.
- Safeguards must be taken to protect all public and private property from damage.
- Never use an extension or stepladder to aid in cutting trees or branches.
- Never lean off balance or on the handle of a chainsaw when the motor is running or
when you are making a cut.

- Undercuts are particularly dangerous and should be made with great care. When an undercut is necessary, never apply more “up” pressure than is needed to make a controlled, safe cut.

- If a gas chainsaw is used in the air (not recommended), there is extra danger due to the limited foot space and positioning room. Pre-survey the cut you are about to make and think it through. If it is decided that a chainsaw would be too dangerous to use in the air, use a stick saw, hand saw or contact your supervisor.

Listed below are some questions you need to answer before you begin to take a gas saw in the air:

- Are there any attachments or hardware on the back of the pole, tree or limb?
- What is in the way that could cause a kick back?
- Where is the cutting bar going to come out at the end of the cut?
- Do I need a safety/lowering line on the object to be cut or a ground hand before I make this cut?
- Am I positioned and balanced properly to control the starting and operation of the saw, the cut object as well as any shifting load that will result from the cut?
- Will the object I am about to cut fall, swing or move when cut, and where?

Special care must be taken when using a chainsaw in slippery or wet conditions so as not to slip or fall while starting or actually using the chainsaw.

Most times when an injury or fatality is the result of a chainsaw accident, the investigations revealed that had the proper maintenance, care and safety precautions been taken, there would not have been an accident.

Make sure your mind is on what you are doing and think the job through safely before you proceed. Because of the high revolutions of the cutting chain that are necessary to make desirable cuts and the close proximity of the operator to the chainsaw, there is no room for taking the smallest of chances. Be sure that all rules and regulations are followed and never take any shortcuts.

**General Guidelines**

- Proper positioning and well-maintained equipment are essential throughout a chainsaw operation;
- Never attempt to start a chainsaw if you do not have complete control of the saw with both hands;
- Never operate a chainsaw if you are off balance or have to lean off balance to finish the cut;
- Make sure your body and head are not going to be in the path of the saw in the event of a kick back; and
- The few extra minutes needed to make an aerial cut with a hand saw as opposed to
using a gas-powered chainsaw may prevent a serious injury, save a limb, or even your life.

Exercise good judgment when planning to use a chainsaw, maintain your chainsaw properly, follow all safety practices at all times, and review this training material as needed.
SAFE LIFTING PROCEDURES

- Back injuries and accidents are usually attributed to poor or improper lifting habits, unnecessary twisting, slips, trips or falls;
- Proper foot placement should be considered before an object is lifted. Plan your lift with the direction you will be carrying the object in mind. Do not lift an object facing one direction and then swivel or turn around and walk off in another direction;
- If the item is heavy or needs to be moved a long distance, consider hand trucks, dollies, moving your vehicle closer to the item, or soliciting one or more co-workers to help you;
- When lifting an object from the floor or ground, squat down close to the object by bending both knees and keeping your back as straight as possible. With your arms kept inside your knees, grasp the object while keeping it close to your body and lift by straightening your legs;
- Proper planning of a lift before the fact can save a painful back injury and days or weeks of discomfort; and
- Regular exercise and proper planning should prevent back injuries.
CITY OF GREER

COMPRESSED GAS PROCEDURES

There are many hazards associated with handling, storage, transportation and use of compressed gases.

When City of Greer employees are assigned duties or tasks that require direct or indirect exposure to compressed gas cylinders or tanks, their safety and the safety of others will depend on proper and safe handling, use, transportation, and storage procedures.

Employees are instructed to stop the operation and notify their supervisor if they are not fully trained on safe use and handling, including the information found on the individual compressed gas Material Safety Data Sheets (MSDS) in the City of Greer Hazardous Communications Program manuals.

MSDS manuals will provide employees with subject-specific safety requirements, including Personal Protection Equipment (PPE), to be used when exposure is possible.

MSDS sheets will also provide other pertinent safety information, such as safeguards, storage conditions, temperature restrictions, reactivity conditions, handling requirements, safety precautions, exposure warnings, first aid and medical treatment, requirements for exposure, etc.

Compressed gas cylinders are susceptible to explosion or becoming life-threatening missiles or torpedoes if not handled and secured properly at all times.

Employees must adhere to all safeguards, rules, and regulations covered in the City of Greer compressed gas training material, all OSHA regulations, all manufacturer recommendations on storage, handling, transportation and use. Violators will be disciplined accordingly.
Some products supplied in compressed gas cylinders are highly combustible and the smallest leaks and sparks have resulted in explosions, fires, and fatalities. Proper handling, storage, transportation, and use of compressed gas cylinders will reduce the risk of this type of hazard.

Some products supplied in compressed cylinders are not combustible by nature, but have very serious dangers associated with improper handling, storage, and use due to the amount of those products being compressed into the cylinder by the manufacturer.

When employees are about to perform any type of operation in the vicinity of compressed gas cylinders, whether the cylinders are being used or just stored in or near the work area, they must first check to see that regulators are shut off, that all cylinders are stored properly and that all other safety procedures are in place and followed.

Listed below are some of the necessary safety rules associated with compressed gas cylinder handling, storage, transportation and use:

- All compressed gas cylinders are to be secured and transported in the upright position. It is harder for a cylinder to become a missile if stored in the vertical or upright position;
- Never move cylinders by rolling their base on the ground or floor while holding onto the upper part of the cylinder. Cylinders can easily become missiles if dropped;
- All compressed gas cylinders must be chained or secured by some other acceptable means at all times, even when moving on a hand truck;
- All empty or full compressed gas cylinders are to be identified as “full” or “empty” while in storage;
- If a compressed gas cylinder is accidentally dropped, employees are instructed to stop all spark-producing or heat-producing operations, secure the area, and notify the appropriate management personnel before continuing;
- Smoking is not permitted in the vicinity (within 25 feet) of compressed gas cylinders. This includes work operations, transporting vehicles, storage areas or while employees or others are using compressed gas cylinders;
- Compressed gas cylinders that contain flammable gases or liquids are to be stored separately from other cylinders, especially oxygen cylinders, or they must be separated by an approved fire wall;
- Regulators and valves are to be shut off immediately when employees have finished using the gas;
- Never walk away and leave hoses or valves pressurized;
- All manufacturer-supplied caps for cylinders are to be in place and checked for tightness during storage and before handling/moving, transporting them;
- All associated equipment (hoses, regulators, nozzles, torch ends, caps, igniters, securing chains, racks, storage, carts, etc.) must be inspected and in perfect working
order before employees use them and whenever dropped, stepped on, run over, stretched or damaged; and

- Never use tools to open or close valves. This operation is to be done with your hands. If you encounter a cylinder valve that is too tight to open or close by hand, stop the operation, secure the area, and notify the appropriate management personnel before continuing.

Department of Transportation (DOT) regulations require that the type of gas in a cylinder be legibly marked either on the cylinder or on a tag. Be sure to check the mark or tag before each use (do not rely on cylinder color for this purpose).

The DOT also mandates that each cylinder be stamped or marked with a DOT number, a cylinder identification number and name/location that indicates ownership. Check to be sure all cylinders are stamped or tagged. Employees are instructed to ensure they are in place and the dates are good before use is authorized.

All high pressure compressed gas cylinders must be tested initially by an approved agency. The date of the test is stamped on the cylinder or placed on a ring or tag. These cylinders must be re-tested every five (5) years. If the date for re-test has expired, do not use the cylinder, attach a warning tag immediately, and notify the appropriate management personnel at once.

If returning a partially used cylinder to a storage area, before closing the pressure gauge, mark the pressure reading on the tank with chalk or on a tag. Also provide on the cylinder or tag the date and your name so others can decide if they can use the remainder for their operation or if they will need a full cylinder.

Threshold quantities of compressed gas cylinders being transported require vehicle placarding. Employees are instructed to carry only the amount of compressed gas cylinders that their supervisor approves for their vehicle.

Only trained/authorized employees are allowed to handle or use compressed gas cylinders, and all City of Greer associated procedures shall be followed (Compressed Gases, Permit Required Confined Spaces, Lock Out/Tag Out, Atmospheric Testing, Respiratory Protection, In-house Rescue, etc.).

Temperature changes the pressure and weight of gases in high pressure compressed gas cylinders but generally, they will weigh between 150 and 180 pounds.

Due to the shape and uneven distribution of weight, compressed gas cylinders can fall over easily and are very cumbersome to handle. Always properly secure them in a level upright position.
CITY OF GREER

HAND AND POWER TOOL PROCEDURES

- Proper footing, positioning, and balance is essential when using hand or power tools;
- All tool and machine guards must be operating properly, in place and in use at all times when using hand or power tools;
- All necessary protective clothing and personal protection equipment must be utilized at all times when using hand or power tools, or when in the vicinity of the use of hand or power tools;
- Proper grounding of all electrical cords, tools and equipment is mandatory at all times;
- All power cords should be checked and replaced if any damage has occurred (i.e., nicks, cuts);
- Proper glove use (as necessary to protect the hands for each separate application) and eye protection is mandatory at all times;
- General horseplay (pushing, pulling, shoving, grabbing) is very dangerous when using hand or power tools, as in any work environment, and is strictly prohibited; and
- It is the duty of all to stop any task or work operation if it is discovered that an employee has not been trained or is not following the proper and safe procedures associated with the operation or use of hand or power tools.
CITY OF GREER

STEP LADDER PROCEDURES

- Never stand higher than the first step down from the top on step ladders that are four (4) feet or shorter;
- Never stand higher than the second step down from the top on step ladders higher than four (4) feet;
- Inspect the area around the step ladder and ensure solid footing and level placement of all four (4) feet. Insure that spreader hinges are fully opened and locked in place before using a step ladder;
- Care must be taken when opening or closing a step ladder so as not to pinch hands or fingers in the spreader hinges;
- Position the step ladder close enough to the work to avoid a reaching hazard;
- Always face a step ladder when ascending or descending it. Be sure your foot is on the bottom step when reaching for the floor or ground with the other foot. Be sure to observe the area where your head is going to be before ascending a ladder. Look for electrical hazards, beehives, insect nests, exposed nails, sharp or loose hardware, etc. Do not leave tools or obstacles on top of a step ladder; and
- When it is necessary to use a step ladder in a passageway, near a doorway, or near steps, be sure to use adequate warning devices.

Always inspect a ladder before using it. The recommended procedures for inspecting a step ladder are:
- Check for splits, cracks, breaks, or splinters on the steps, handrails, and side rails;
- Ensure that all nuts, bolts, screws, and brackets that hold the ladder together are tight and firmly secured;
- Spreader hinges should be firmly held in place and properly aligned;
- All hardware should be clean and free of rough edges and metal splinters; and
- All ladders should be free of grease, oil, wax, or paint.
CITY OF GREER

EXTENSION LADDER PROCEDURES

- After removing straps or unhooking ladder clamps on your vehicle, lower the base of the ladder to the ground. Take up a position at the side of the vehicle facing the base, bend your knees slightly, and fit the side rails snugly against the shoulder;
- Lift the ladder by straightening the knees and re-adjust if necessary at this time to find the balance point;
- Carry the ladder on the shoulder in a balanced position, ladder hooks turned in, base down and to the front, or carry at your side with the spurs forward;
- The ladder should be inspected when you receive it, once a week and if dropped or jarred;
- Check side rails for cracks, splits, splinters, decay, protruding rivets or loose attachments;
- Check rungs for cracks, splits, splinters, decay, looseness or wear;
- Check hardware for broken, worn or defective spurs, rubbers, pads, guide-irons, locks, pulley, and strand hooks;
- Check ladder rope for wear, broken fibers, cuts, extreme softness, decay or burns;
- To raise an extension ladder, place the ladder upright with the fixed section close to the wall or stand. Face the fly section;
- Place one foot at the side of the fixed section to steady the ladder but not in a position that it could be struck by the fly section if it got loose during the raising operation;
- Bring the rope around the side rail and use one hand to pull the rope and the other hand to raise the fly section one or two rungs at a time. Engage the locks after each pull;
- After the top section is extended beyond the reach of the free hand, steady the ladder by holding the side rail and continue to raise the ladder to the desired height;
- After the ladder is extended, place at proper height and angle (two rungs above strand and three rungs above the edge of a roof). Secure the ladder rope;
- To lower the ladder, move the base close to the wall or strand and reverse the raising procedure by lowering one or two rungs at a time. Make sure to engage the locks each time. Never let the rope slip through your hands to lower a ladder;
- Ensure both ladder feet are on the same level;
- On uneven surfaces use the proper block, wedge, or ladder foot;
- On wet or oily pavement, a smooth floor, an icy or metal surface, you must lash, block, secure, or have the ladder held by another employee;
- The proper angle for a ladder on a strand, pole or building is ¼ the height;
- The “Firefighter’s” method is the easiest and quickest way to determine if you have the proper angle. Place your toes against the base of the ladder; fully extend both arms straight out and parallel to the ground. When standing erect, you should be able to grasp the side rails;
- Do not lean any further than to allow your breast bone to pass the side rail;
• Observe all industry standards pertaining to distance from energized power lines;
• Do not climb any higher than the fourth rung down on an extension ladder;
• Extension ladders require one person bracing the ladder at base while second employee climbs the ladder. Only one person should be on the ladder at any given time;
• Ensure that the ladder-locking clamps or straps are in the open position;
• Lay the ladder against the fixed upright of the ladder rack;
• Raise the base of the ladder into the ladder rack and secure with locking clamps;
• Unless stored on a vehicle, extension ladders must be stored under cover and not on the ground;
• All extension ladders that are permanently removed from service due to damage or deterioration must be tagged “defective” and destroyed immediately by sawing the middle of all rungs and placing in the trash receptacle; and
• Never exceed the rated weight capacity of the ladder.
CITY OF GREER

AERIAL LIFT PROCEDURES

- Only properly trained City of Greer employees shall be authorized to work out of an aerial lift vehicle;
- **NO** City of Greer employee is authorized to work on or near any type of power, telephone or cable line until that utility has been notified and has been provided express approval for work to proceed.
- All ground fault interrupters must be functional and tested;
- Maintain proper distances from all energized power conductors;
- Hard hats and safety glasses/goggles must be worn when working in an aerial lift;
- Climbers shall not be worn in the bucket of an aerial lift;
- Wheel chocks will be utilized when an employee is elevated in an aerial lift procedure;
- Safety belts and lanyards are provided for City of Greer aerial lift vehicles and are required to be worn at all times by employees who use or work out of one of these vehicles;
- Never attach a lanyard to a pole, post, sign or any object other than the proper attachment provided inside the bucket;
- Safety belts and lanyards are to be inspected when received, daily before first use, and whenever they are caught on something;
- Check for loose stitching, keepers or snaps, enlarged buckle holes, general wear and tear, and dry rot; and
- If an employee arrives at the job site and discovers that his/her safety belt or lanyard is missing or damaged, he/she must stop the operation and not attempt to work in the bucket. The employee should call their supervisor, report the problem and follow instructions.
CITY OF GREER

AERIAL LIFT TRAINING

All City of Greer employees shall be trained and demonstrate to their immediate supervisor the necessary skills in the safe operation of an aerial lift vehicle before being authorized to work in one, particularly in an unsupervised status.

- This type of vehicle shall be equipped with a minimum of two (2) wheel chocks which shall be placed in a manner that will inhibit roll off of the aerial lift vehicle before any City of Greer employee is authorized to ascend/work in one;
- The emergency brake shall be set before and during the time an employee is authorized to ascend/work in an aerial lift;
- Aerial lift vehicles shall be inspected daily to ensure that all safety features and other associated equipment are in a good repair and fully operable. The daily inspection shall include all items of the City of Greer Daily Vehicle Inspection Form, and the inspection shall include visual inspection of the bucket and lifting mechanisms;
- When working near or on a road, street, highway, or parking lot, all necessary traffic control devices and plans shall be utilized and implemented;
- Approved lanyards will be in good condition, properly attached to the provided hook inside the bucket, and secured to the D ring on an approved safety belt at all times when a City of Greer employee ascends or works in an aerial lift;
- Poles, pole lines, sign posts, and associated hardware shall be properly inspected, including other utility attachments, bonds, grounds, guide attachments, power clearances, etc., before an employee is authorized to ascend or work in an aerial lift;
- All employees are instructed to comply with power clearance procedures as set forth in the City of Greer Minimum Approach to Exposed Overhead Power Lines Procedures;
- All load limits and restrictions as posted on the boom of aerial lift vehicles shall be strictly adhered to at all times;
- When positioning an aerial lift vehicle to work on the field side of a pole, particular attention should be paid to work area protection. Any part of your bucket extending over to the road side of the pole could result in accidental contact with trucks, equipment, or vehicles traveling by;
- When moving sideways, up or down while in the bucket, look where you are going before you move and be sure that there are no obstacles (branches, power lines, street light fixtures, bolts, clamps, lashing wire ends, un-contained strand ends, etc.) that you, the bucket, or the boom are going to come in contact with;
- Proper positioning of the truck before you ascend in the bucket must be planned with safety in mind and can make your job safer and easier;
- Moving parts of equipment and machinery carried on or mounted on aerial lift trucks shall be guarded;
- Cones, barricades, signs, and barricade tape should be used to direct pedestrian traffic safely around (not under) your work area when working from an aerial lift. When coning out an area, be sure not to cause a situation where pedestrians must walk in
the road, especially in areas where children may be present (schools, neighborhoods, playgrounds, etc.);
• Hand lines should be used to raise and lower tools, material, hardware, etc. as opposed to throwing or dropping;
• Most smaller bucket trucks are not recommended for pole to pole span loads. Generally this type of cable transfer or load should be handled by the sling-come-along off the pole method;
• All City of Greer aerial lift derricks and associated equipment will be inspected by a Competent Person at the manufacturer’s recommended intervals or at least a minimum of once per year; and
• Modifications or additions to the derrick and associated equipment will not be authorized unless the manufacturer has approved them in writing. Such modifications may require the changing and posting of the new limitations on the boom or bucket.

If you are assigned to work in an aerial lift vehicle and are not sure of its limitations or are not properly trained, stop and notify your supervisor at once.

Bucket Trucks/Aerial Lifts

Only authorized persons who are properly trained and qualified shall use or operate this equipment.

Bucket accidents usually occur because of two things:
• Bad judgment on the part of the operator; and/or
• Improper maintenance.

General Guidelines

• The operating and maintenance instruction manuals issued by the manufacturer shall be followed (Manuals may be obtained through your supervisor.);
• Bucket Trucks shall not be “field modified” unless such modification is certified by the manufacturer. The installation portion shall not be altered in any manner that might reduce its insulating value;
• Prior to use, the equipment shall be given a warm up period. The hydraulic system and the lift controls shall be checked and tested daily before use to determine such features are in safe working condition. Report all malfunctions or unsafe operational conditions to your supervisor. Do not use equipment which is not in proper operational condition;
• Rope, conductors and other material shall not be pulled over or allowed to rub against or around an aerial bucket or aerial boom in such a manner as to possibly cause damage;
• Before beginning each work shift, the operator shall test the bucket control system for proper operation. A visual inspection of the machine shall be also conducted. If any cracks, dislodged pins or bolts or other unusual conditions are found during the
inspection, do not operate the machine until it is properly repaired;

- If at any time any unusual condition is noticed during the operation of the bucket, the operator shall STOP in position. Unusual conditions are such things as jerking, loss of motion, leaking down, failure to properly respond to controls, unusual noises such as popping, grinding, or grating sounds. The problem shall be diagnosed and resolved before attempting to operate the machine;
- Employees shall not belt to an adjacent pole or structure;
- Employees shall not stand or sit on top of the bucket or climb out of the bucket to establish a work position. Employee's feet shall be on the floor of the bucket the entire time he is performing work from it. Exceptions: Employees may climb out onto tree limbs on occasion only after a supervisor has determined that this would be safer than attempting to climb the tree;
- Climbers shall not be worn by employees while in the bucket;
- When two men are in the bucket, one of them shall be designated to operate the controls;
- Bucket trucks are equipped with the necessary equipment to ground the vehicle. The grounding equipment shall be used whenever the boom is raised near a line being worked as energized. This grounding cable shall be attached to the system neutral where practical;
- Industrial lifts shall not be parked (for working purposes) where any wheel is closer than 6 inches from the edge of a drop off. These lifts shall not be operated in the forward or reverse direction when the lift is in the raised position and the wheels are within 2 feet of any drop off unless the lift itself is lowered completely into the cradle prior to moving; and
- Harnesses (attached to lift rails) shall be worn when working from small industrial lifts;
- Only certain tools are approved for use by a person working from a bucket truck or line truck with a bucket attached or while working near energized lines (lines that may become energized):
  1. Hydraulic tools such as impact wrenches, compression tools, and chainsaws, may be used if the hose and hydraulic fluid are nonconductive.
  2. Battery operated tools with self-contained batteries (the battery must reside inside the tool) are allowed, as are insulated-type hoists. Battery operated drills that are of the type where the drill and battery are separate with a cable connecting the two are not to be used while working within six (6) feet of energized equipment. A lineman performing overhead distribution work may carry his personal hand tools but these should be carried in the separate tool tray provided for that purpose.

The following tools shall not be allowed in an aerial bucket while working on, over, or near energized lines or lines worked as energized:
- Regular metal coffing-type hoist;
- Electric tool or lights that use an electrical cord;
• Mechanical jumper ends when the other end is attached to or near energized equipment, neutrals, or grounds; and
• Wire hooks over the rim of the bucket.

The following rules shall apply at all times during the operation of the buckets:
• The bucket shall not be loaded beyond the manufacturer’s recommended maximum load limit;
• Shock loading (sudden stops or starts) of the equipment shall be avoided;
• Excess tools and/or materials shall not be allowed in buckets and all materials shall be removed from the buckets at the end of each work day; and
• An aerial unit shall not be operated without the proper use of wheel chocks.

The following is a list of safety gear to be worn by employees aloft in buckets:
• Hard Hat;
• Rubber sleeves when required by company or customer’s rules; and
• A bucket-type body belt/harness that is properly secured.

Employees shall not ride in the bucket while the truck is traveling. (Exceptions: Employees may ride in the bucket for short distances (50 to 100 feet) when trimming right of way from the bucket or span to span if performing overhead distribution work if the bucket is returned to the cradled position for each move, the employees face the direction of travel, and the rate of speed does not exceed 5 mph.)

Proper Method for Storing Hi-Ranger Booms with Lift Cables

1. Fold the lower boom to leave a space of 12” to 18” between the boom and the carrying saddle;
2. Fold the upper boom completely against the lower boom;
3. Fold the lower boom into the saddle, making sure the boom is accurately centered over the saddle before dropping into place; and
4. Lock the upper boom into the saddle with the hold down device.

All Aerial Device Operators

The fiberglass upper boom must be completely seated in the saddle with no tension remaining in the lifting cable and the boom hold down latch must be locked before travel. The boom hold down latch must be used for off-the-road travel or for travel over rough secondary roads. When traveling from pole to pole or when trimming right of way on specific projects boom-hold-down straps shall be secured if the aerial bucket is required to travel more than 100 feet between work stations. If the boom is allowed to bounce in the saddle, the plastic becomes crazed and shattered next to the saddle, eventually allowing the boom to buckle.

For specific instructions on the storing of booms other than Hi-Ranger, refer to the manufacturer’s operating manual.
Proper Storing Procedure for Telect Hi-Ranger (5TC) External Cylinder Booms

1. With the upper booms are out of the saddle a minimum of three (3) feet, store the lower boom into the saddle. Make certain that the boom is accurately centered over the saddle before lowering into place;
2. After the lower boom is in the saddle, operate the boom down function until the upper boom downward movement stops;
3. If the upper boom contacts the saddle before the downward movement stops, raise the upper boom a minimum of three (3) feet and repeat step 2. Repeat steps 2 and 3 as necessary;
4. Store the upper boom in saddle; and
5. Lock the upper boom into the saddle with the hold down device. Lock the lower boom into the saddle with the hold down device, if equipped.
CITY OF GREER

AERIAL BASKET SAFETY PRACTICES

General

To facilitate safe working practices in handling energized conductors from an insulated basket of a bucket truck or the fiberglass jib on a line truck, care must be taken to use the proper tools and equipment to preserve the insulating quality of the fiberglass boom. The fiberglass boom serves to isolate the basket from a grounded source.

Safety Precautions

- The use of wires extending from the basket, except while in the process of installing or removing the equipment ground from the common neutral which is located at the secondary level, is not permitted;
- The use of wet rope, conductive hose or other conductive material extending from the basket to the truck or other conductors or to the earth, is not permitted;
- Conductive material extending from the bucket will provide a direct path to ground, thereby eliminating the insulation of the fiberglass boom. This elimination of the insulating qualities of the fiberglass boom will create a hazard for personnel in the basket and other men working in proximity of the truck; and
- Care must also be observed when handling a conductor or guy wire (where the conductor or guy wire is in contact with the truck or the earth) to prevent accidental contact with energized conductors or equipment in proximity.

Tools

The following list of tools is approved for use from an insulated basket:

- Air tools with electrically tested nonconductive hose:
  - Air impact wrench
  - Air limb lopper (with nonconductive handle)
  - Air pruning saw, circular or reciprocating (with nonconductive handle)
  - Air-driven compression tool
  - Air-driven chainsaws
- Hydraulic tools with electrically tested nonconductive hose and oil:
  - Hydraulic impact wrench
  - Hydraulic limb lopper (with nonconductive handle)
  - Hydraulic pruning saw, circular or reciprocating (with nonconductive handle)
  - Hydraulic compression tool
  - Hydraulic chainsaw
- Battery operated tools but only if the battery is self-contained in the handle or body of the tool:
  - Drill (self-contained)
Spot light (self-contained)
Insulated-type coffin hoist
Gasoline-powered chainsaws
Normal hand tools used by lineperson

In no case will the following be allowed in an aerial basket:

- Electric tools or lights using a cord extending from the basket to the vehicle or other electrical source;
- Wire hooks over the rim of the basket; or
- Regular metal coffin hoist.

EXCEPTION: With approval of the immediate supervisor only, an electrical drill may be used when strapping conduit to concrete and brick structures.
CITY OF GREER

OVERHEAD ENERGIZED POWER LINES PROCEDURES

At no time will a City of Greer employee work on or near an energized power line unless that utility has given their express permission and safety clearance.

All machinery and equipment (boom trucks, backhoes, loaders, diggers, dump trucks, bucket trucks, trash trucks, etc.) including any parts or attachments thereof, that are capable of being moved, raised or elevated to a height that would bring the elevated or moving part in close proximity to energized power conductors will be operated ONLY by authorized employees.

To be authorized to operate such equipment, City of Greer employees will have first completed the City of Greer associated training and will have demonstrated to their immediate supervisor the ability to identify associated energized power hazards, eliminate and/or protect against inadvertent contact, and to operate such equipment safely under those conditions after hazards have been eliminated or protected against.

All employees are instructed to maintain the minimum exposure distances (10 feet) referred to in the City of Greer overhead energized power lines training package when equipment, machinery, attachments (booms, buckets, derricks), or tools are used near energized aerial power lines (including risers on poles and on the side of buildings and especially service drops).

Violators of these rules will be disciplined accordingly.

Every attempt must be made to avoid unnecessary physical contact with any tool, equipment, or machine being operated in the vicinity of energized power lines, both aerial and buried.

If confronted with a situation where the proper distances between your equipment and energized power lines cannot be maintained, stop the operation, secure the area, and notify your immediate supervisor and await instructions.

All associated electrical protection equipment and personal protection equipment (PPE) shall be used as needed (insulated rubber gloves, insulated rubber blankets, line hoses, etc.) and shall meet or exceed the testing methods and limitations as referred to in 29 CFR 1910.137.

Great care must be exercised and all safeguards shall be utilized when employees work around or near energized power conductors, including the City of Greer Lock Out/Tag Out Procedures, City of Greer Power Hazard Identification Procedures, City of Greer Chocking Procedures, City of Greer Backing Procedures, City of Greer Traffic Control Work Area Protection Procedures, City of Greer Minimum Approach Distances to Overhead Energized Power Lines Procedures, etc.
**Unnecessary Personal Contact with Equipment:** Many times, the person shocked, burned, or fatally injured due to contact with energized power sources or lines, is not always the operator of the equipment.

Co-workers or other persons in the work area who could walk up to and make unnecessary contact with machinery or equipment operating in the vicinity of energized power conductors are often the unsuspecting victims. For this reason, City of Greer employees are instructed to halt the operation and warn the approaching person(s) to stop and back away immediately. Proper placement of necessary quantities of work area protection devices will aid in keeping unauthorized persons out of harm’s way.

The best way to avoid accidental contact with energized power lines is to plan the work operation before the fact by preserving the area. After it is determined that all power attachments look sound at the utility poles or on buildings, position the equipment or vehicle in such a manner that the load is directly under the lifting device. This procedure, along with maintaining proper minimum distances for energized power lines during the entire operation, will ensure the safety of the employees involved.

**Unnecessary Equipment Contact with Energized Lines:** It is not advisable to position the boom of a truck or lifting equipment so that a side pull is created. Many times when an object being lowered or raised or the lift line is not positioned where the lift is a straight up and down lift, the line or load can spring off an obstruction or snag point and the momentum can cause the load, the line, or even the boom to spring into an energized power line.

If it is determined that the lifting device or equipment will be too close to energized power lines or may make contact with the power lines, and the hazard cannot be eliminated by relocating the lifting equipment, the work must be halted and the utility provider must be notified.

**When Contact is Imminent:** Stop the operation before moving equipment near the power source, secure the area, and notify the appropriate management personnel.

Most electric companies will either cover the energized lines with line hoses, temporarily move them, or re-route the lines so the work can be completed safely.

When on private property or the property of other businesses, the same precautions must be taken relating to maintaining the proper minimum distances between your equipment and energized power lines.

**Minimum Clearances Distance:** If you are unsure of the power voltages present, which would not allow you to determine the minimum personal and equipment approach distances necessary and to maintain the proper minimum distances, you must stop the operation and contact the utility or property owner and inquire as to what voltage is present.

The minimum distances for **all operations** that City of Greer employees must maintain
between equipment (stingers, booms, derricks, buckets, etc.) and exposed aerial power conductors is ten (10) feet.

When working in an area where power transmission lines are a possible safety hazard, it will be necessary to visually inspect surrounding poles, anchors, guide wires, trees, branches, etc.

Other Obstacles in the Area: It is also imperative that all other obstacles in the area (trees, tree limbs, unremoved/unused poles, aerial power lines, utility poles, building risers, etc.) that may be bumped into, be identified and eliminated, tied back, removed, or otherwise protected against.

No Unnecessary Bumping: If the nature of the work or lift you are about to make dictates locating your equipment or machinery in close proximity to a utility plant, utility poles, equipment, or hardware bumping or making contact with poles, anchors, guides, and transmission lines should be avoided at all times.

Testing Associated Hardware: If a multi-grounded neutral (MGN), which is usually a #6 copper wire, is present on a pole, it will be necessary to test it with an approved voltage detector after you have visually inspected to see that the potential conductor is not broken, damaged from the ground line or ground rod all the way up the pole, including bonding or grounding clamp attachments.

Documenting Vehicle/Equipment Clearances: All authorized operators of City of Greer vehicles and equipment are instructed to ensure that the overall clearance of a truck and the equipment loaded on the truck or a trailer is accurately documented in a designated area of the dash board of the towing vehicle. When approaching a low clearance while driving, it may be too late to try to guess the clearance of your vehicle or load.

Loading Equipment on Trucks and Trailers: When loading equipment or machinery on trailers to transport to job sites or to the work center, it is necessary to locate the trailer in a spot where no overhead or side obstacles could cause contact. It is also important to lower all hydraulic attachments as soon as the desired position is reached on the truck or trailer.

All booms, buckets, blades, outriggers, etc., should be positioned so as not to cause accidental contact with surrounding obstacles and especially overhead utility wires and hardware.

Physical Grounding of Vehicles/Equipment: Vehicles or equipment that have the reaching capacity to encroach an area where primary or secondary overhead power conductors are present should be physically grounded before work may commence.

When the boom or other attachments of these types of vehicles or equipment are going to be raised to a height where they may come into contact with overhead power conductors, a physical ground should be made between the vehicle frame and a known earth ground or
source. Approved connectors and the proper size (gauge) ground wire shall be used for this purpose.

**Pole Conditions:** Poles that are used to support/carry power transmission lines can be rotten, weathered, insect infested, cracked, decayed, or otherwise unsafe and the slightest bump or disturbance can cause them to lean, snap, break, or fall over.

The slightest bump or contact with load-carrying pole lines or any of their attachments (guy wires, push braces, anchors, etc.) can cause many spans to fall over on work crews as well as unsuspecting vehicular and pedestrian traffic in the area.

Pole condition, depth, and the associated hardware (cable/wire attachments, clamps, push braces, extension arms, crossovers, splice cases, transformers, pole steps, head guys, down guys, etc.) must be inspected before equipment can be operated near them.

**Rated Capacity of Lift Lines/Booms/Associated Rigging Equipment:** The boom, lift line, swing, attachments, keepers, hooks, holding device, etc. chosen to attach and lift an object with must be of sufficient strength and repair and rated at or above the manufacturer rating for the load lifted. Never exceed the manufacturer's weight rated capacity when lifting (see 29 CFR § 1926.251 for capacity ratings).

**Inspections:** All slings, fasteners, hooks, and attachments shall be inspected daily for damage or defects by a Competent Person before, during, and after each daily use.

The criteria to be considered for daily inspections are:

- Frequency of sling use;
- Severity of service conditions;
- Nature of lifts being made; and
- Experience gained in the service life of slings used in similar circumstances.

All repaired slings must be proof tested by a Competent Person before re-use is permitted.

In addition to the above daily inspections, all rigging equipment including alloy steel chain slings shall be thoroughly inspected routinely by a company designated Competent Person, a minimum of yearly, and documented (see 29 CR § 1926.251 inspection criteria).

**Safe Sling Operating:** Slings shall be inspected by a Competent Person daily, before, during (as needed), and after each use.

- Slings that are damaged or defective shall not be used;
- Slings shall not be shortened by knots, bolts, or other makeshift devices;
- Sling legs shall not be kinked;
- Sling legs shall not be loaded in excess of their rated capacity;
- Slings used in a basket hitch shall have the loads balanced to prevent slippage;
- Slings shall be attached securely to their loads;
• Slings shall be padded or protected from the sharp edges of their loads;
• Suspended loads shall be kept clear of all obstructions;
• All employees shall be kept clear of loads about to be lifted, suspended or moved;
• Shock loading is prohibited; and
• A sling shall not be pulled from under a load when the load is resting on the sling.

**Attachments:** Hooks, rings, oblong links, pear shaped links, welded or mechanical coupling links or other attachments shall have a rating capacity of at least equal to that of the sling being used in excess of the weakest link.

All City of Greer vehicles that have a greater height than normal vehicles (cars/pickup trucks) shall be measured while positioned on level ground. The height shall be documented somewhere on the dash of the vehicle, but not where it would impede the safe operation of the vehicle. All trailers that transport equipment shall also be measured for height and documented on the equipment and trailers.

**Reference Material:** If additional reference material or information is necessary, refer to “American Society of Testing Materials” (ASTM D 120-87, ASTM D 1048.88A, ASTM D 1050-90, ASTM F 487-92, ASTM f 479-88a, ASTM F 496-91, etc.).

Aerial power lines have been a silent killer due to a lack of understanding or respect for the necessary safe approach distances.

Operators must pre-survey where their equipment or attachments are going to move **before** operating, swinging, or moving their equipment near energized power lines.

Fatalities have been attributed to persons walking up and simply touching trucks or equipment that was in contact with power conductors.

Be sure to look out for co-workers, innocent by-standers, and especially inquisitive children.
Industrial trucks (forklifts) can be extremely dangerous if not operated in a safe manner. There have been many serious industrial accidents, including fatalities, associated with improper use of forklifts.

Only certified City employees are authorized to operate industrial trucks.

To become certified, an employee must:
- Have successfully completed the City of Greer related training;
- Demonstrate to the immediate supervisor the ability to inspect and properly operate a forklift as well as the ability to make appropriate decisions concerning industrial truck operation;
- Continue to operate the forklift in a safe manner, abiding by the following rules at all times.

**General Guidelines**

- Horseplay, speeding, hot-rodding, and disregarding City of Greer rules associated with industrial truck safety will not be tolerated and violators will be disciplined accordingly;
- All forklifts in operation at City facilities have roll cages and seat belts. Employees are instructed to keep all parts of their body, including head, legs, feet, hands, and arms inside the perimeter of the roll cage during the operation of forklifts. Likewise, all certified City of Greer forklift operators are instructed to wear seatbelts at all times (see City of Greer Safety Belt Program) while driving or operating forklifts;
- Loads must be properly balanced, load restrictions must be observed, and all manufacturer-recommended service intervals must be met and documented;
- A daily safety inspection shall be conducted by each operator before each daily use of all forklifts. This safety inspection shall be documented on the City of Greer Daily Forklift Safety Inspection Form, which will be kept on the forklift and changed out at the end of each month by the immediate supervisor. Completed daily inspection forms shall be kept by the individual immediate supervisor for a period of one year; and
- All forklifts not in use shall be parked safely on level ground or the floor with the emergency brake applied, keys removed, transmission selector in neutral, and the forks lowered and the front tips level with the floor so as not to cause a trip hazard.
Industrial trucks are ideal for handling and moving large amounts of material. They can also be very dangerous in the hands of unskilled and untrained operators. The only City employees that are authorized to operate company owned forklifts are those that have been certified by their immediate supervisor.

Rules for Operating a Forklift

- Conduct/document a safety inspection before each day's use;
- Report, document, and have fixed any needed repairs;
- Follow all manufacturers’ maintenance recommendations in the recommended time frame;
- Allow no riders on the forklift except in cases when trained employees are to be raised up in an approved cage to conduct work operations that are pre-approved by your supervisor. Forklifts may not be moved while authorized employees are in or elevated in an approved cage;
- Never exceed the rated lifting capacity of the forklift;
- Be sure all loads are balanced properly and that the forks are fully inserted into the pallet before lifting;
- Tilt mast back slightly to cradle load while traveling;
- Never raise or lower a load while the forklift is traveling;
- Always carry a load as close to the ground or floor as possible without actually touching the ground or floor with the load;
- Never carry a load that exceeds the counter weight at the rear of the truck as this could cause tipping or loss of steering;
- Make all starts and stops smoothly;
- Keep all of your body parts inside the perimeter of the roll cage. Never place any part of your body through the mast to move or steady a load;
- Never attempt to make repairs on a forklift if you are not trained or authorized to do so;
- Slow down when turning, approaching pedestrian traffic, or when in the vicinity of other objects;
- Always look in the direction of travel;
- Haul the load in reverse if you are unable to see properly over large loads while going forward;
- Sound horn in a friendly manner when approaching corners, when approaching those on foot or any time warnings are necessary. Never be a nuisance with the horn;
- When approaching a potential load, never guess. Stop and get off and look if necessary, or request a fellow worker to guide you;
- Never pick up unsafe or unbalanced loads. You must restack or secure unbalanced loads before lifting or moving;
• Avoid overloading. It is better to make additional trips and be safe, not sorry;
• Never stand under a load that is raised or allow others to do so;
• All repairs that are made with the forks lifted may only be done if the lifted load is
  properly blocked (see City of Greer Lock Out/Tag Out Procedures);
• Never act up, hot rod, speed, carry on, or show off while operating a forklift;
• Travel at a safe distance from other vehicles in the area;
• Always allow plenty of room when turning or passing other objects;
• Always chock trucks and/or trailers before approaching them with a forklift to load or
  unload, unless they have air brakes;
• Always park the forklift in a safe area, never in front of a fire door, never in front of fire
  fighting equipment, never on a ramp or hill;
• Always secure the forklift when dismounting. Lower the forks, secure the hand brake,
  place gear selector in neutral, turn off the ignition, and remove the key;
• Never operate a forklift near ladders or scaffolding, or under persons working aloft;
• Never stand, lean too far, or remove seat belt to see around obstacles. Stop the
  operation and get help;
• Always wear gloves while loading or unloading pallets;
• No eating, drinking or use of a cell phone is permitted while operating a forklift;
• Be sure of ALL clearances before moving under obstacles;
• Never attempt to lift objects using unauthorized, worn, or damaged slings or ropes;
• Be sure all loads that may tip or fall are secured with the appropriate size ropes or
  slings;
• Never operate a forklift unless properly seated and belted in with the safety belt;
• Do not remove the overhead guard or backrest unless specifically authorized;
• Do not sit or stand on the forks (loaded or not);
• Do not get under or pass under the forks or allow others to do so;
• Before operation, make sure that the seat belt is secure and the top panel latch is in
  the locked position;
• Check the load chart for load weight limitations and load center information;
• Use special care when operating (driving) a forklift without a load due to the increased
  possibility of lateral overturn;
• When ascending or descending slopes, drive with the load facing upward;
• If the forklift begins to tip over, do not attempt to loosen the seat belt and jump. You
  should lean away from the direction of the tip-over, hold onto the steering wheel, and
  brace your feet squarely on the floor; and
• Never attempt to lift vehicles or equipment (especially those with gas holding tanks)
  with a forklift.

When charging the batteries:
• Do so only in designated areas;
• Be sure to plug the live end of the charging unit into the proper outlet from the batteries
  and not the one connected to the drive unit of the forklift (plugging the charging unit
  end into the wrong end could cause personal injury and damage to the forklift);
• There is an automatic five (5) second delay of energized power from the power source after the charging unit end is plugged into the battery cable end to reduce the risk of spark or flash fires that could ignite gases emitted from the batteries;
• Make sure there is no possible source of ignition (sparks, open flames, welding/cutting, smoking, flammable liquids, etc.) in the area before plugging the charging unit end into the battery cable end; and
• Never charge the battery without proper ventilation.

Before driving over a dock board or bridge plate:
• Stop the forklift on level ground or surface;
• Set the hand brake;
• Remove the key; and
• Get off and inspect the dock board or bridge plate to ensure that it is capable of sustaining the weight of the forklift and the load, especially if you are going to pick up the load after crossing.

When conducting the daily safety inspection, answer all questions on the form, and also check:
• Housekeeping of forklift and working area;
• Emergency brakes;
• Peddle brakes;
• All liquid levels (battery fluid levels in each cell and leaks, hydraulic fluid levels and leaks and brake fluid levels and leaks);
• Steering wheel play (0.70 to 1.18 inch or less);
• Chains for wear or damage;
• Wheels for cracks, fatigue or damage;
• Horn;
• Lights/flashers;
• Signals;
• Backup alarm;
• Operation and condition of seat belt;
• Hydraulic cylinders for leaks or damage;
• Tires for damage or objects imbedded in them;
• Mast (smooth lifting, lowering and roller operation), damage to mast and/or rail, etc.;
• Safety start system; and
• Seat belt and back rest for damage and ease of operation.

All City authorized operators of forklifts are authorized and instructed to redline a defective forklift.

If you are authorized to operate a company forklift by your supervisor, you are expected to follow all the rules in the training program and will be removed from the authorized list if observed not doing so.
Any employee observed not following proper safety rules while operating any company vehicles or equipment may be disciplined accordingly.
The driver (operator) of both tow vehicles and trailers is responsible for understanding and following safe trailering procedures.

The driver must know the Gross Vehicle Weight Rate (GVWR) and the Gross Axle Weight Rate (GAWR) of the trailer before operating.

Federal law requires trailers to have tail lights, brake lights, side marker lights, turn signals and side and rear reflectors. These light systems must be working when the trailer is being used.

Before driving, the vehicle maintenance and trailer maintenance must be current. This is very important because towing puts additional stress on the tow vehicle. The maintenance checklist should be completed before operating the vehicle.

Maintenance Checklist

- Check and correct tire pressure on the tow vehicle and trailer.
- Make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque.
- Be sure the hitch, coupler, draw bar, and other equipment that connect the trailer and the tow vehicle are properly secured and adjusted.
- Check that the wiring is properly connected – not touching the road, but loose enough to make turns without disconnecting or damaging the wires.
- Make sure all running lights, brake lights, turn signals, and hazard lights are working.
- Verify that the brakes on the tow vehicle and trailer are operating correctly.
- Check that all items are securely fastened on and in the trailer.
- Be sure the trailer jack, tongue support, and any attached stabilizers are raised and locked in place.
- Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side.
- Check side- and rear-view mirrors to make sure you have good visibility.
- Check routes and restrictions on bridges and tunnels.
- Make sure you have wheel chocks and jack stands.

Safety Tips for Driving with a Trailer

The driver should be very familiar with the vehicle and trailer before driving on main roads. No one should ride in or on the trailer at any time. Prior to driving, all routes and restrictions on bridges and tunnels must be checked.
General Handling

- Use the driving gear that the manufacturer recommends for towing.
- Drive at moderate speeds. This will place less strain on the tow vehicle and trailer. Trailer instability (sway) is more likely to occur as speed increases.
- Avoid sudden stops and starts that can cause skidding, sliding or jackknifing.
- Avoid sudden steering maneuvers that might create sway or undue side force on the trailer.
- Slow down when traveling over bumpy roads, railroad crossings, and ditches.
- Make wider turns at curves and corners. Trailer wheels are closer to the inside of a turn than the wheels of the tow vehicle and are more likely to hit or ride up over curbs.
- To control swaying caused by air pressure changes and wind buffeting when larger vehicles pass from either direction, release the accelerator pedal to slow down and firmly grip the steering wheel.

Braking

- Allow considerably more distance for stopping.
- If the vehicle has an electric trailer brake controller and excessive sway occurs, activate the trailer controller by hand. Do not attempt to control trailer sway by applying the tow vehicle brakes as it will generally make the sway worse.
- Always anticipate the need to slow down. To reduce speed, shift to a lower gear and press the brakes lightly.

Acceleration and Passing

- When passing a slower vehicle or changing lanes, signal well in advance and make sure extra distance is allowed to clear the vehicle before pulling back into the lane.
- Pass on level terrain with plenty of clearance. Avoid passing on steep upgrades or downgrades.
- If necessary, downshift for improved acceleration or speed maintenance.
- When passing on narrow roads, avoid going onto a soft shoulder as it could cause the trailer to jackknife or go out of control.

Downgrades and Upgrades

- Downshift to assist with braking on downgrades and to add power for climbing hills.
- On long downgrades, apply brakes at intervals to keep speed in check. Never leave brakes on extended periods of time to avoid overheating.
- Some tow vehicles have specifically calibrated transmission tow-modes. Be sure to use the tow-mode recommended by the manufacturer.
Backing Up

• Hands should be placed at the bottom of the steering wheel. To turn, move the hands left for a left turn and right for a right turn. Back up slowly and have someone outside at the rear of the trailer for guidance whenever possible.

• Use slight movements of the steering wheel to adjust direction. Exaggerated movements will cause greater movement of the trailer. If there is any difficulty, pull forward and realign the tow vehicle and trailer and begin again.

Parking

• Try to avoid parking on grades. If possible, have another employee outside to guide as the vehicle is parked. Once stopped, but before shifting into Park, another employee should place blocks on the downhill side of the trailer wheels. Apply the parking brake, shift into Park, and then remove foot from the brake pedal. Following this parking sequence is important to make sure the vehicle does not become locked in Park because of the extra load on the transmission. For manual transmissions, apply the parking brake and then turn the vehicle off in either first or reverse gear.

• When uncoupling a trailer, place blocks at the front and rear of the trailer tires to ensure that the trailer does not roll away when the coupling is released.

• An unbalanced load may cause the tongue to suddenly rotate upward; therefore, before uncoupling, place jack stands under the rear of the trailer to prevent injury.

Maintenance

Tow vehicles often have more frequent maintenance requirements, including changes of engine and transmission oils and filters, lubrication of components, and cooling system checks. The owner’s manual should be reviewed for information on scheduled maintenance of the tow vehicle and trailer. Additional maintenance suggestions are listed below.

• Tires - Periodic inspection and maintenance of tow vehicle and trailer tires and wheels are essential to towing safety, including spare tires. Proper tire pressure affects vehicle handling and safety. The owner’s manual or tire information placard provides the correct tire pressure.

Under-inflation of tires reduces the load-carrying capacity of the tow vehicle or trailer, may cause sway and control problems and may result in overheating, causing blowouts or other tire failure. Over-inflation causes premature tire wear and affects the handling characteristics of the tow vehicle or trailer.

• Brakes - On a regular basis, the brakes on both vehicles should be inspected. All damaged or worn parts are to be replaced and necessary adjustments made.
• Hitch - Check the nuts, bolts and other fasteners to ensure that the hitch remains secured to the tow vehicle and the coupler remains secured to the trailer. The connection point may require periodic lubrication to permit free movement of the coupler to the hitch ball.

• Wiring - Ensure connector-plug prongs and receptacles, light bulb sockets, wire splices and ground connections are clean and shielded from moisture. Lightly coat all electrical terminal connections with non-conducting (dielectric), light waterproof grease. Clean the prongs with very fine sandpaper, being careful not to damage the contact area.

Clean the surface deposits in the connector holes. (Make sure the lights are off to prevent blowing a fuse.) Clean off only the deposits and lubricate lightly with dielectric, light waterproof grease.
In response to attacks on September 11th, Homeland Security Presidential Directive 5 (HSPD-5), “Management of Domestic Incidents,” directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) that would identify steps to improve coordination of Federal, State, local and private industry response to incidents and described the way these agencies would prepare for such a response. NIMS was established in March 2004.

NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS enables us to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. Applications of use vary greatly including such events as parades to fires to tornadoes to search and rescue missions to terrorist incidents using weapons of mass destruction.

The City of Greer has established that the National Incident Management System (NIMS) will serve as the City of Greer’s standard for incident management.

What is the National Incident Management System?

- Comprehensive, nationwide systematic approach to incident management;
- Core set of doctrine, concepts, principles, terminology and organizational processes for all hazards;
- Essential principles for a common operating picture and interoperability of communications and information management;
- Standardized resource management procedures for coordination among different jurisdictions and organizations;
- Scalable and applicable for all incidents.

NIMS Components

Built on existing structures, such as the Incident Command System (ICS), NIMS creates a proactive system to assist those responding to incidents or planned events. To unite the practice of emergency management and incident response throughout the country, NIMS focuses on five key areas, or components. These components link together and work in unison to form a larger and comprehensive incident management system.

NIMS Components include:

- Preparedness
- Communications and Information Management
Resource Management
Command and Management
Ongoing Management and Maintenance

Employee Training

The established training and information as designed by the Federal Emergency Management Agency (FEMA) covers employees who could be involved in an emergency management operation. Minimum training requirements are outlined below but this does not prohibit an employee in a lower classification from obtaining the higher levels of training.

Incident Command System Training (ICS)

ICS 100 Training “Introduction to Incident Command” and FEMA IS-700 “National Incident Management System (NIMS), an Introduction”
Fire Department
Police Department
Public Services personnel
Building Inspectors
Stormwater Engineering Personnel
Finance Personnel
Information Technology Personnel
Human Resources Personnel
Parks & Recreation Personnel
Department Directors
City Administrator
Asst. City Administrator
Communications Manager

ICS 200 Training “ICS for Single Resources and Initial Action Incidents”
Supervisors, Managers and Directors in all departments

ICS 300 Training “Intermediate Incident Command System” and IS-800 “National Response Framework. An Introduction”
Police Department – Sergeants, Lieutenants, Captains, Chief
Fire Department – Deputy Fire Marshal, Lieutenants, Captains, Chief
Public Services – Supervisor and Department Director
Recreation – Grounds Superintendent and Department Director
Building & Development Standards – City Engineer, Zoning Coordinator and Department Director
Finance & IT – Department Director
Administration – City Administrator, Asst. City Administrator
ICS 400 Training “Advanced Incident Command System”
Department Directors (except Courts)
Police Department – Lieutenants, Captains, Chief
Fire Department – Fire Marshal, Chief

Each department will be responsible for ensuring employees receive the appropriate levels of training and are re-trained as necessary. Certifications of completion of the NIMS training will be maintained in the employee’s personnel and/or training file in Human Resources upon completion of the training.
RESOLUTION NUMBER 9-2008

A RESOLUTION DESIGNATING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE CITY OF GREER

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising comprehensive resource management and designated incident facilities during emergencies or disasters; and

WHEREAS, it is necessary and desirable that all City of Greer departments and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the City of Greer’s ability to utilize federal funding to enhance local readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the City of Greer;

NOW THEREFORE, be it resolved that the City of Greer hereby establishes the National Incident Management System (NIMS) as the City of Greer’s standard for incident management.

PASSED, ADOPTED AND APPROVED, by the Council of the City of Greer on this 26th day of August 2008.