

GENERAL SAFETY RULES

1.0 PURPOSE:

To provide City of Wilson employees an understanding of safety rules that are general in nature and are designed to be observed throughout all work areas located within City property or throughout the Wilson County area wherever City employees must provide services to customers.

2.0 ORGANIZATIONS AFFECTED:

All Departments.

3.0 GENERAL RULES

- 3.1 It is the responsibility of every employee to know and adhere to the safety rules and regulations that apply to the area he/she is working or visiting.
- 3.2 Report all injuries and property damage to your supervisor immediately.
- 3.3 Report unsafe conditions to your supervisor.
- 3.4 Under normal conditions, walk, *do not run*.
- 3.5 Fighting, disorderly conduct, horseplay, and practical jokes are not allowed.
- 3.6 Persons under the influence of intoxicants will not be permitted on City property.
- 3.7 Smoking regulations must be observed.
- 3.8 Unauthorized firearms or explosives will not be allowed on City property.
- 3.9 No person will be permitted to work if his ability or alertness is so impaired through fatigue, illness or other causes, as to make it unsafe for himself or his other fellow workers.
- 3.10 Jewelry, loose clothing, neckties, or loose headbands will not be worn when working around or operating rotating machinery or equipment.
- 3.11 City of Wilson management expects each employee to perform work for which he is qualified. If an employee is instructed to perform work that he believes exposes him (or other employees) to unwarranted hazards, he should call this to the attention of his supervisor before starting the work.
- 3.12 It is the duty of supervisors to see that employees observe safety principles and to take necessary precautions to provide a safe working environment.
- 3.13 No one should operate any piece of equipment or machinery unless he has been trained and instructed to do so. If in doubt, the supervisor should be consulted.
- 3.14 If an employee becomes ill at work, the supervisor should be notified promptly.

- 3.15 In hot weather employees are encouraged to drink plenty of water. The following applies to drinking containers:
- 3.15.1 Water containers will be made readily available and sanitary.
 - 3.15.2 The tops of the containers will be kept closed tight at all times. Employees will not be allowed to dip water out of container.
 - 3.15.3 Employees will use their own cup for drinking. No community cups will be allowed.

4.0 **PROTECTIVE EQUIPMENT AND DEVICES**

- 4.1 Guards installed on machinery and equipment, barriers and other protective devices provided for your protection, will not be removed, and will be used in accordance with established rules and procedures.
- 4.2 All fire and safety equipment, such as fire extinguishers, hose racks, hose reels, detectors, fire alarms and fire lanes will be kept clear of obstruction.
- 4.3 Notify your supervisor of any fire safety equipment that is damaged or will not operate.
- 4.4 Emergency equipment will not be removed or used except for simulated or actual emergencies.
- 4.5 Never operate machinery and equipment with guards removed.
- 4.6 Report all instances where guards are not installed or inoperative, or need replacement or repair.
- 4.7 Report all defects in personal protective equipment to your supervisor for replacement or repair.
- 4.8 Wearing of goggles, face shields, safety glasses, and other protective clothing and equipment are mandatory when required by safety rules and procedures contained in this Safety Manual or directed by your supervisor.
- 4.9 The City will furnish protective equipment. Persons working in an area where protective equipment is required must use this equipment.
- 4.10 Fire extinguishers will be inspected for serviceability at least monthly and properly annotated on attached service tag.

5.0 **PROPER DRESS FOR WORK**

- 5.1 Each employee shall wear clothing suitable to the job he/she is performing at all times. Suitable clothing means clothing that will minimize damage from moving machinery, hot or injurious substances, sunburn, or other harmful agents.
- 5.2 Employees are expected to wear clothing in a neat and professional manner. Because of the exposure City of Wilson employees face by the community on a daily basis, a clean, neat,

professional appearance is expected at all times. Uniform shirts will be tucked into trousers and not left hanging out.

- 5.3 Individuals, whose hair length make it possible for their hair to get caught in machinery or equipment shall wear a hard hat, cap or net when working around moving machinery.
- 5.4 Individuals required to wear breathing devices in hazardous atmospheres shall be clean-shaven where the mask contacts the face.
- 5.5 Employees working in hazardous areas shall wear appropriate safety apparel, including safety shoes.

6.0 **ELECTRICAL GENERAL**

- 6.1 Personnel assigned to work on electrical equipment shall be trained in the equipment's operation and function by the supervisor to assure their safety.
- 6.2 Only qualified personnel should make repairs to electrical circuits and/or mechanical equipment.

NOTE: Rings, watches, or jewelry will not be worn when working with or near electrical circuits or conductors.

- 6.3 Whenever practical, all work is to be performed on de-energized circuits utilizing the lockout/tagout procedures.
- 6.4 When working on electrical equipment, if circuits are to be de-energized, the equipment shall be locked out and tagged with a danger tag.
- 6.5 Due to the hazardous nature of electrical work, two (2) persons shall be assigned where personnel may be in contact with energized circuits.
- 6.6 Do not use pipes or drains for grounding.
- 6.7 Keep wires from becoming a trip hazard.
- 6.8 Handle breaker wires as though they were live wires.
- 6.9 Use portable ground fault circuit interrupter (GFCI) where needed or appropriate.
- 6.10 The use of metal ladders or tape measures around electrical equipment is prohibited.
- 6.11 When working in close quarters, all energized circuits should be covered with insulating blankets or material.
- 6.12 In wet locations, wear rubber boots and gloves or stand on a good insulated mat or platform. Use only low voltage equipment in such location, if possible.

7.0 **HIGH VOLTAGE (over 600 volts)**

(Note: This section does not apply to employees of the Public Utilities Department when conducting electrical distribution service repair and/or installation)

- 7.1 No work shall be performed on energized circuits over 600 volts.
- 7.2 All personnel assigned to work under this category shall be trained in the use of test equipment for voltages that may exist.
- 7.3 All work performed under this category shall be done while the equipment is under lock and danger tag (lockout/tagout), with ungrounded conductors connected to a suitable ground while personnel are working on the equipment.

8.0 CHEMICAL SPRAYING

- 8.1 Only properly trained/certified employees will be allowed to apply herbicides, pesticides, defoliates, or other hazardous chemicals.
- 8.2 The restrictions noted on the Material Safety Data Sheet (MSDS) will be adhered to at all times. Employees will comply with all personal protective equipment requirements as stated in the MSDS throughout the application and fully understand the proper de-contamination procedures. If in doubt, *ask your supervisor* before mixing and/or applying the chemical.
- 8.3 Employees will wear the proper dress for chemical applications. The use of a chemical resistant suit or protective overalls is recommended.
- 8.4 Employees will not be allowed to wear exposed/contaminated clothes home or into eating areas. If clothes are to be washed at home, employees should first remove the clothing at work and place it in a suitable container (i.e., plastic trash bag).
- 8.5 Employees exposed to chemical spraying will wash hands and face prior to eating, drinking or smoking.
- 8.6 For applications that require the use of respirators, once the application of chemical is complete, respirators will be properly cleaned, dried and returned to storage.
- 8.7 Recreation & Parks employees will avoid applying chemicals directly at or causing immediate contact to patrons of parks or courses.