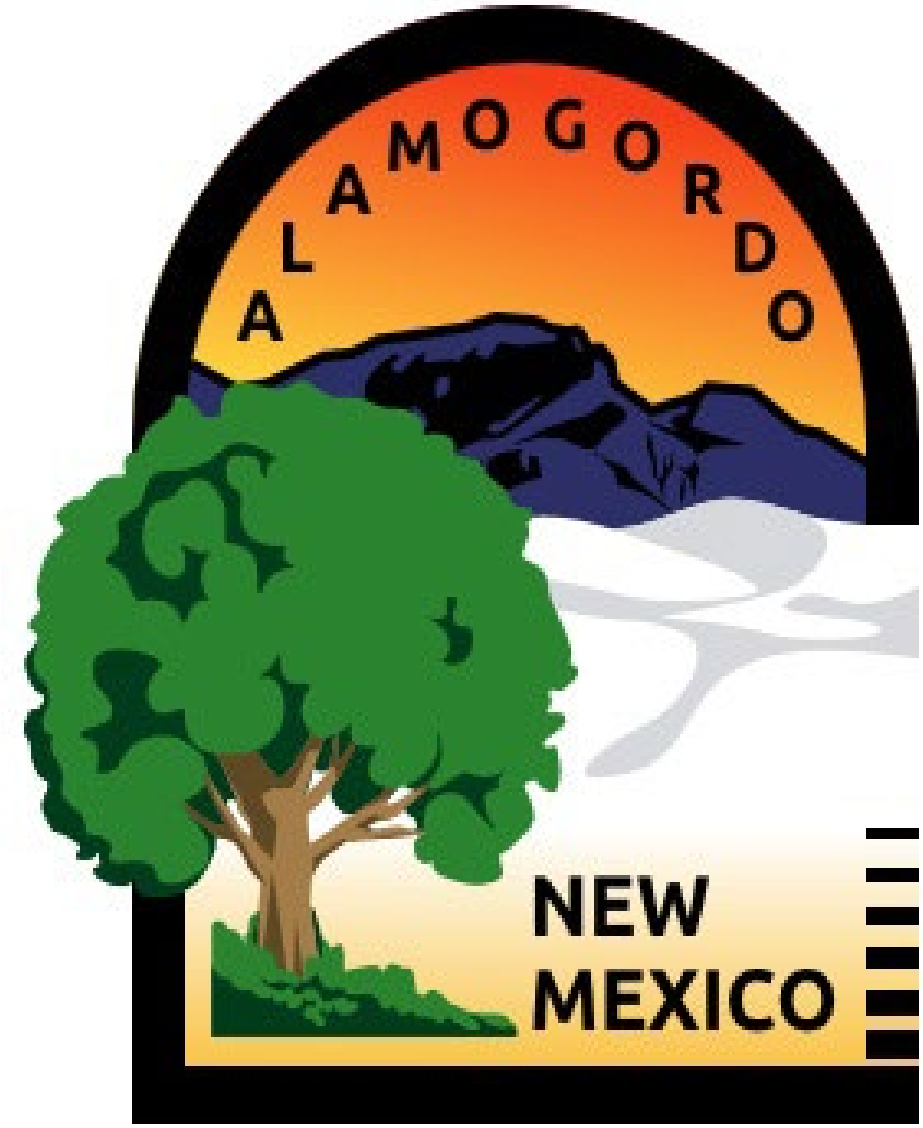
CITY OF ALAMOGORDO
SAFETY & HEALTH MANUAL



2024

CITY OF ALAMOGORDO

SAFETY & HEALTH POLICY

It is the policy of the **CITY OF ALAMOGORDO** to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

We have and will continue to maintain a Safety and Health Program designed to train our employees to follow safe practices and to recognize and correct unsafe working conditions.

Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee will be required to perform a task that is deemed unsafe by management. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as establishing safe work practices.

Our Safety Policy holds equal importance with **CITY OF ALAMOGORDO** policies in providing the best quality and most productive service in our industry.

It is our goal to reduce accidents and injuries to a minimum. Because of the many different hazards in our industry, we must maintain constant safety awareness to achieve this goal.

Rick Holden
Rick Holden (Jul 12, 2024 06:31 MDT)

Rick Holden, City Manager

Jul 12, 2024

Date

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SECTION 1 – INTRODUCTION

1.1 - PURPOSE

The City of Alamogordo shall provide, to the maximum extent possible, all employees with safe working conditions so that the employees may perform their jobs without endangering their safety or health. These conditions include, but are not limited to the following:

A safe place to work;
Safe equipment with which to work;
Proper training in safe work procedures; and
Adherence and enforcement of all applicable safety rules.

1.2 - COMPLIANCE

The City of Alamogordo shall use the Code of Federal Regulations, 29 CFR 1910 and 1926, the Occupational Safety and Health Act (OSHA) Standards as safety guides to ensure that safe working conditions are in effect. The City of Alamogordo shall also abide fully by all other applicable Federal, State, and Local Regulations, which have jurisdiction over the City of Alamogordo facilities and personnel.

1.3 - GENERAL INFORMATION

OSHA GENERAL DUTY CLAUSE

29 USC 654

(a) Each employer --

(1) shall furnish to each of their employees, employment and a place of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm to their employees.

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

The rules and regulations in this Safety & Health Manual shall extend to each employee of the City of Alamogordo.

Some of the regulations adopted by the Fire and Police Department are included here, and by reference, made a part hereof. Where there is a conflict between the Safety Manual or Fire

Department or Police Department Regulations, the Fire and Police Department Regulations will govern Fire and Police employees.

This Safety & Health Manual is available in digital form on the City of Alamogordo website for viewing. Each employee will be notified of the location and required to sign the Safety & Health Manual Acknowledgment at time of hire.

Employees will take every possible precaution to prevent accidents to themselves, their fellow employees, and the public.

Unsafe practices or conditions shall be reported immediately to a Manager/Supervisor.

Safe work practices and procedures established by individual departments SHALL BE OBSERVED. See the City Employee Manual Section 1-9, Authority to Develop Departmental Rules and Regulations for specific guidelines.

1.4 - CONTRACTORS

All contractors working for the City of Alamogordo shall adhere to all Federal and State standards and the City of Alamogordo policies and procedures. The City of Alamogordo is not responsible for providing safety equipment or clothing to the contractor or their employees.

1.5 - DEPARTMENT DIRECTOR RESPONSIBILITY

- Providing a safe work environment and adequate supervision;
- Inspecting work areas and operations periodically for compliance in accordance with all Federal, State, and Local standards;
- Provisioning of tools and equipment that meet or exceed all applicable safety standards;
- Providing proper safety equipment/clothing;
- Training and on-site safety direction;
- Ensuring prompt action is taken when unsafe conditions or actions are identified;
- Ensuring all incidents are reported and properly investigated; and
- Reviewing incident/accident reports to verify that proper corrective action is taken.

1.6 – MANAGER/SUPERVISOR RESPONSIBILITY

- Promoting safety awareness, and leading by example;
- Ensuring employees comply with all applicable standards;
- Ensuring employees are trained on safe work practices related to their assigned job tasks;

- Conducting frequent safety inspections of all work areas and operations to improve and eliminate unsafe conditions;
- Reviewing new equipment to identify potential risks;
- Ensuring safety equipment and protective devices are provided and properly used;
- Educating employees on the corrective action policy as it relates to the safety policy;
- Taking prompt, corrective action when unsafe conditions and/or unsafe actions are observed;
- Investigating and reporting incidents involving personnel and/or property to management, and completing all incident/accident reports required as soon as possible;
- Arrange transportation and accompany the injured employee to the medical facility; and
- Facilitating paperwork and answering questions of both the treating physician and injured employee if necessary.

1.7 - EMPLOYEE RESPONSIBILITY

- Following the safety policy and procedures;
- Obey all safety rules and follow work instructions;
- Wear uniforms and/or safety equipment as appropriate for work;
- Keeping work areas clean and orderly, and practicing good housekeeping at all times;
- Inspect all equipment prior to use and report any unsafe conditions to their Manager/Supervisor promptly;
- Operating equipment only if authorized and instructed on safe work procedures;
- Make full use of safeguards provided with City equipment;
- Report unsafe conditions and practices to management immediately; and
- Report all incidents/accidents to management immediately and complete all incident/accident reports as soon as possible.

1.8 - SAFETY STAFF RESPONSIBILITES

- Conduct work site inspections and observations;
- Conduct facility checks and inspections;
- Communicate and enforce all applicable Federal, State, and Local safety standards and policies;

- Conduct accident and injury investigations to find root cause for the purpose of preventing future, similar occurrences;
- Work with all levels of City Management to obtain and maintain compliance with Federal, State, and Local safety standards and policies;
- Process and manage Worker's Compensation files for all City staff;
- Coordinate safety training for all City staff;
- Coordinate and conduct Safety Committee meetings on a periodic basis;
- Provide suggestions and input on safety issues and concerns to all levels of City management; and
- Promote safety awareness and lead by example.

1.9 - INTOXICANT AND NARCOTIC DRUGS

The use of any kind of intoxicant or narcotic drug during working hours is forbidden. Use of a prescribed narcotic drug shall be reported to a Manager/Supervisor immediately. All employees are subject to the City Employee Manual Section 7-1. Drug-Free and Alcohol-Free Workplace Policy.

SECTION 2 – PERSONAL INJURY & VEHICLE ACCIDENT REPORTING PROCEDURES

2.1 - PERSONAL INJURY AND ILLNESS - REPORTING PROCEDURES

It shall be the responsibility of every City employee to report all accidental injuries or illnesses arising out of and during employment including occupational disease and disablement, regardless of severity, to each of the following:

- Immediate Manager/Supervisor;
- Human Resources; and
- Safety Office.

Reporting shall be made immediately by the injured employee if possible or by an employee/witness if the injured is unable to do the reporting because of the extent of the injuries.

Whether or not an employee elects to seek medical attention, the employee and their Manger/Supervisor must jointly complete the Employee Report of Injury form and submit the form to Human Resources as soon as possible but no later than the next business day.

On-the-job injuries are covered by the City's Worker's Compensation Insurance Policy. If an employee is injured on the job, no matter how minor, they should report the incident immediately

to their Manager/Supervisor. Failure to follow City procedures may affect the ability of the employee to receive Worker's Compensation benefits.

Worker's Compensation benefits will be administered in accordance with the State of New Mexico's Worker's Compensation law.

If an employee does want to receive medical attention, the employee will first report the injury to their Manager/Supervisor and then report it to Human Resources. The Worker's Compensation Administration allows an employee who is injured on the job to choose their initial healthcare provider for treatment. Worker's Compensation also reserves the right to change the health care provider after the first sixty (60) days.

2.2 - VEHICLE & EQUIPMENT ACCIDENTS – REPORTING PROCEDURES

It shall be the responsibility of each employee to report each accident/incident to their Manager/Supervisor, regardless of severity. Accidents involving City-owned vehicles, equipment, or private vehicles while conducting City business must be reported. Relevant information must be provided, including, but not limited to, the name of anyone injured, the owner of the damaged property, witnesses, and details of the incident.

It is the responsibility of the employee and/or Manager/Supervisor to notify the NM State Police or the Otero County Sherriff's Dept. immediately when there is damage to property or to other vehicles and equipment because of a motor vehicle accident. The Alamogordo Police Department should not be contacted for an accident or property damage involving a City employee due to the potential appearance of a conflict of interest.

Responsibility for notification to persons designated shall be by the following persons and in the following order:

Employee: however, if an employee is unable to report due to incapacitation, then it shall be the responsibility of the Manager/Supervisor to notify; however, if the Manger/Supervisor is not available, then it shall become the responsibility of the lead person to notify. In the event neither the Manager/Supervisor nor the lead person is available, it shall be the responsibility of the Department Director to comply. A Vehicle/Equipment/Property Incident Report must be submitted to the Human Resources Department as soon as possible but no later than the next business day.

Any safety-sensitive, non-safety-sensitive, or Department of Transportation (D.O.T) regulated employee involved in an on-the-job accident may be subject to post-accident drug and/or alcohol testing. See the City Employee Manual Section 7-1, Drug-Free and Alcohol-Free Workplace Policy on post-accident procedures for specific guidelines.

SECTION 3 – CLASSIFICATION OF PREVENTABLE INCIDENTS/ACCIDENTS

3.1 – PREVENTABLE INCIDENTS/ACCIDENTS

The following list includes some examples of incidents, accidents, and actions that may be considered preventable, but is not all-inclusive:

- Failure to observe safety rules and regulations;
- Failure to properly report an injury or accident regardless of severity (includes failure to report within prescribed time);
- Falsifying a report/deliberately furnishing false or misleading information;
- Reckless or negligent actions; carelessness/failure to exercise due caution;
- Horseplay or fighting;
- Causing injury to another employee;
- Failure to use personal protective equipment;
- Deliberately making a safety device inoperative;
- Failure to properly instruct an employee;
- Failure to use proper warnings and/or flagmen; and
- Violations of Section 7.1, Drug-Free and Alcohol-Free Workplace of the City Employee Manual.

3.2 - PREVENTABLE VEHICLE, EQUIPMENT, INCIDENTS AND ACCIDENTS

The following list includes some examples of vehicle or equipment incidents, accidents, and actions that may be considered preventable, but is not all-inclusive:

- Driving on the wrong side of the street or highway (unless in accordance with City policies and procedures);
- Improper backing/failure to use mirrors and/or turn around;
- Turning from the wrong lane;
- Cutting in on moving vehicles;
- Leaving vehicle/equipment improperly parked;
- Excessive speeding-reckless driving;
- Failure to use signals at a turn;
- Failure to stop at a stop sign or traffic signal;
- Following too close;
- Abuse or lack of care for personal protective equipment;
- Failure to use provided seat belt;
- Improper operation of motor vehicles entering or leaving a parking space;
- Passing in a no-passing zone;

- Operating a vehicle or equipment under the influence of alcohol or drugs in violation of Section 7.1, Drug-Free and Alcohol-Free Workplace of the City Employee Manual;
- Unauthorized use of a City vehicle or equipment, including the transporting of an unauthorized passenger(s);
- Failure to properly report a motor vehicle or equipment accident;
- Operating vehicles or equipment when known to be in an unsafe condition;
- Leaving the scene of an accident (failure to remain to give information); and
- Driving without a driver's license while the license is suspended or revoked.

3.3 - SAFETY COMMITTEE RESPONSIBILITY

The Safety Committee shall consist of an appointed representative from each Department, the Safety Coordinator, and/or the Safety Specialist, and AFSCME and APSOA Union President or appointed Representative. The responsibilities of the Safety Committee are to:

- Make recommendations for department safety meeting topics, policy changes; equipment needs, and personnel needs. Review suggestions presented by employees for consideration;
- Discuss accidents/injuries that have occurred since the last meeting;
- Discuss necessary training scheduling and topics;
- Review and discuss accidents and injuries with the purpose of making determinations if the accidents and injuries are preventable or non-preventable incidents, and if the accidents or injuries should be charged to employee's safety records. The Committee is to make corrective action recommendations to the Department Director based on the Safety and Health Manual Corrective Action Policy, see Appendix A; and
- The Safety Committee shall meet at least on a quarterly basis or more often as required.

3.4 - EMPLOYEE RIGHT TO APPEAL

A non-probationary employee has the right to grieve the recommendations of the Safety Committee and any corrective action resulting from an accident or incident in accordance with the City Employee Manual policies and the Collective Bargaining Agreement.

SECTION 4 - PERSONAL PROTECTIVE EQUIPMENT

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. The City will provide training to each employee who is required to use personal protective equipment. Each employee shall be trained and demonstrate an understanding of the following:

- When personal protective equipment is necessary;
- Which type of personal protective equipment is necessary for each task;
- How to properly don, doff, adjust, and wear personal protective equipment;
- The limitations of personal protective equipment; and
- The proper care, maintenance, useful life, and disposal of personal protective equipment.

4.1 CLOTHING

Work clothing shall be of suitable quality, in good repair, and clean. City-issued uniforms should be worn when an employee is on duty. City uniforms shall also be cleaned and serviced by the uniform service contracted with the City.

Fire and police personnel shall wear clothing and/or PPE as required by their respective departments.

Loose or baggy clothing, neckties, and dangling jewelry shall not be worn by persons working in shops, around equipment, or by persons engaged in maintenance or construction activities.

High visibility vests, jackets, and/or coats with reflective material shall be worn when employees are working on or near any public roadway and in traffic settings.

4.2 - EYE & FACE PROTECTION

It is the intent of the City to minimize the potential for any eye injuries as stated in OSHA Standard 29 CFR 1910.133 which applies to eye and face protection. This policy shall define the type of eye protection required and when eye protection is required.

All safety glasses, goggles, and face shields shall meet ANSI Z87.1-2015.

Proper eye protection and/or face protection shall be used when employees are exposed to flying particles, molten metal, chemical liquids, gases or vapors, or potentially dangerous light radiation. When there is a hazard from flying objects, eye protection offering side protection must be used. Eye and/or face protection shall be utilized including, but not limited to:

- Air tools;
- Air cylinder filling (SCBA);
- Firefighting;
- Cutting concrete and breaking;
- Asphalt cutting and breaking;
- Saw cutting;
- Jackhammering;
- Exposure to bloodborne pathogens;
- Metal cutting;
- Grinding;
- Toxic/hazardous chemical handling;

- Laboratory areas;
- Weed eating/string trimmers;
- Welding – tinted full hood required;
- Operating power tools;
- Herbicide handling and application;
- Any job or area deemed necessary by a Manager/Supervisor; and
- Any area, tool, or device where the need for eye protection or face protection is posted, or a reasonable expectation exists.

The aforementioned list is not all-inclusive; if in doubt, use the protection that offers the most protection to the eyes and face. In addition, the aforementioned list does not intend to exclude the use of other forms of protection as may be required, such as respiratory protection.

Goggles, face shields, and other forms of eye protection shall be provided by the City of Alamogordo for the employees' protection.

4.3 - FOOTWEAR

It is the intent of the City to minimize the potential for foot injuries to all employees, as stated in OSHA Standard 29 CFR10.136. Employees are required to wear safety footwear that meets the standard specifications as established in their respective positions and detailed in their job descriptions.

All employees must wear protective footwear when working in areas where foot injuries can occur, including, but not limited to:

- Falling or rolling objects;
- Objects piercing the sole; and
- Or exposure of the employee's feet to electrical hazards.

All personnel who regularly work in or whose job requires them to perform rescue operations, firefighting, hazardous materials operations, maintenance, and construction or repair activities are required to wear footwear that is of suitable quality and material and approved for the activities their job description details.

Special jobs requiring employees to regularly enter, process, or maintain work site areas that may be harmful to the human skin include but are not limited to working in oils or other harmful chemicals, so rubber boots shall be worn. Other jobs, such as jackhammering concrete, require additional foot protection, such as steel toes, metatarsal guards, and shin guards. Each special job shall be evaluated by the Manager/Supervisor on a task-by-task basis to determine the need for special footwear.

Visitors to the work site and employees whose jobs do not require them to regularly be exposed to construction, maintenance, or repair sites or other sites that pose a hazard regarding an injury to the feet are not covered by this policy since their exposure is minimal. These individuals are

not allowed to perform any work and should stay at a safe distance. However, task appropriate shoes are to be worn by any individual in these restricted areas.

4.4 - HAND PROTECTION

Hand protection will be provided by the City of Alamogordo. The appropriate type of hand protection, depending on conditions and work duties, will be determined by Manager/Supervisors and personnel. Some types of hand protection that will be provided include leather work gloves, disposable rubber or nitrile gloves, cold-weather gloves, acid-resistant gloves, and welding gloves.

Protective gloves must be worn when handling sharp or rough objects such as rough lumber, glass, sheet metal, etc. Additional conditions for wearing protective gloves include, but are not limited to:

- Handling hot objects, hot conditions and cold conditions;
- Welding;
- Concrete work;
- Asphalt work;
- Handling or mixing chemicals;
- Handling and spraying pesticides;
- Tree trimming;
- Landscaping work;
- Handling animals;
- Hazardous electrical work;
- Performing medical treatment; and
- Working with inmates and prisoners.

Rubber gloves shall be worn when handling acids, hazardous substances, oils, and solvents.

Latex or nitrile gloves shall be worn by all personnel when handling or possible exposure to bloodborne pathogens or any infectious material. Latex or nitrile gloves may be worn under leather gloves. Leather gloves exposed to bloodborne pathogens shall be disposed of properly.

4.5 - HEARING PROTECTION (noise exposure)

Hearing protection is required whenever engineering and work practice controls cannot reduce noise to the required levels.

The City shall provide hearing protection for all workers when required or requested. The City shall allow employees the opportunity to select their protective devices from a variety of approved choices.

Hearing protection must be worn by employees who are exposed to an eight (8) hour time-weighted average (TWA) of eighty-five (85) decibels or above. If levels equal or exceed an eight

(8) hour TWA of ninety (90) decibels, the employees must wear City provided hearing protection, (earmuffs, earplugs). For example: a lawn mower is between 80 to 89 decibels and average home noise is 40 to 60 decibels.

Visitors to the work site where hearing protection is required shall be supplied with hearing protection and will be required to wear such protection.

4.6 - RESPIRATORY PROTECTION

It is the intent of the City of Alamogordo to minimize the potential for respiratory injuries to all employees as stated in OSHA Standard 29 CFR 1910.134. Standard 1910.134 shall be adhered to by all personnel engaged in the use of respiratory equipment.

A respirator shall be provided to any employee when the equipment is necessary to protect the health of each employee. The City shall provide respirators that are applicable and suitable for the purpose intended. The City shall be responsible for the establishment and maintenance of a respiratory protection program which shall include the requirements outlined in paragraph (c) of the Standard. The program shall cover each employee required to use a respirator.

Responsibilities of the City Safety Office will include but will not be limited to:

- Administering the respiratory protection program;
- Identify positions that will require the use of respiratory protection for essential functions of the job. The requirement to use respiratory protection will be included in the job hazard analysis portion of each job description and communicated to each employee;
- Provide input for the selection of respiratory protection options;
- Monitor respirator use to ensure that they are used in accordance with this program;
- Coordinate training;
- Maintain records required by the program; and
- Evaluate and update the program as needed.

Responsibilities of management will include but not be limited to:

- Ensure the respiratory protection program is implemented in their respective areas;
- Ensure that their employees have received appropriate training, fit testing, and annual medical evaluations;
- Provide the availability of appropriate respirators and accessories;
- Determine the tasks requiring the use of respiratory protection;
- Enforce the proper use of respiratory protection when necessary;
- Ensure that respirators are properly cleaned, maintained, inspected, and stored according to the respiratory protection program;
- Continually monitor work areas to identify respiratory hazards; and
- Coordinate with the City Safety Office on how to address respiratory hazards or other concerns regarding the program.

Responsibilities of the employees will include but not be limited to:

- Proper use of respirators when and where required and in the way they were trained;
- Care and maintenance of their respirators as instructed, and store them in a clean, sanitary location;
- Inform their Manager/Supervisor if the respirator no longer fits well and request a new one that fits properly;
- Inform their Manager/Supervisor of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program; and
- Inform their supervisor of the need for a medical re-evaluation.

The proper respiratory equipment will be provided and used for the task to be accomplished. The City Safety Office and Managers/Supervisors will be responsible for identifying work areas, processes, or tasks that will require employees to use respiratory protection.

The City shall provide a medical evaluation to determine the employee's ability to use a respirator before the employee is fit tested or required to use a respirator in the workplace. The City may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator. Employees are not permitted to wear respirators until a Physician or other Licensed Health Care Professional (PLHCP) has determined that they are medically able to do so. An employee refusing the medical evaluation or do not meet the medical requirements will not be allowed to work in processes requiring respiratory protection.

- The City must identify a PLHCP to perform all medical evaluations using the medical questionnaire in Appendix C of the Respiratory Protection Standard or a medical examination that obtains the same information. (See Paragraph (e)(2)(i));
- The medical evaluation must obtain the information requested in Sections 1 and 2, Part A of Appendix C. The questions in Part B of Appendix C may be added at the discretion of the health care professional. (See Paragraph (e)(2)(ii));
- The medical questionnaire and examinations shall be administered by a PLHCP confidentially during the employee's normal working hours or at a time convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content; and
- The City must ensure that a follow-up medical examination is provided for any employee who gives a positive response to any question among questions 1 through 8 in Part A Section 2, of Appendix C, or whose initial medical examination demonstrates the need for a follow-up medical examination. The City must provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP, and that the employee understands the content (See Paragraph (e)(3)(i)).

The proper respiratory equipment shall be used in these hazardous conditions to include, but not be limited to:

- Heat;
- Dust;

- Smoke;
- Toxic Gases;
- Hazardous Chemicals and Toxins; and
- Oxygen Deficiency.

Respiratory equipment that can be used depending on each individual condition include, but not be limited to:

- N95 style disposable particulate respirators;
- Half face respirators;
- Full face respirators; and
- SCBA (Self-Contained Breathing Apparatus).

All respirators shall be properly chosen and fit to each employee who is required to use one during hazardous conditions. Facial hair will limit or interfere with the proper sealing and fit of any type of respirator. Employees who are required to wear tight-fitting respirators will be fit tested:

- Prior to being allowed to wear any respirator with a tight-fitting facepiece;
- Annually;
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.);
- Employees will be fit tested with the make, model, and size of respirator they will wear in the performance of their duties; and
- Employees will be provided with a selection of models and sizes so that they may find the optimal fit.

Employee's responsibilities for respirator use are as follows:

- Use respirators under conditions specified by this program, and in accordance with the training they receive on the use of each model;
- Must conduct user seal checks each time that they wear a respirator, and periodically throughout their workday to ensure they are sufficiently protected;
- Must use either the positive or negative pressure check, depending on what works best for each employee;
- Must maintain respirators in a designated respirator cleaning area within their respective department;
- Not wear a tight-fitting respirator if they have any condition such as facial scars, facial hair, or missing dental pieces that prevent them from achieving a good seal; and
- Not wearing headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

Procedures for a negative pressure seal check are as follows:

- Don the facepiece and adjust it so it's snug but not overly tight;
- Use the palm of the hand, block the air inlet, usually found on the sides of the facepiece;

- Gently breathe in so the facepiece collapses slightly and hold breath for 10 (ten) seconds; and
- If the facepiece remains slightly collapsed while the breath is held, this indicates that there is no inward leakage of air, and the respirator is sufficiently sealed for use.

Procedure for a positive pressure seal check are as follows:

- Don the facepiece and adjust it so it's snug but not overly tight;
- Using the palm of the hand, block the exhalation valve, usually found on the bottom of the respirator;
- Gently try to breathe out, which should allow the facepiece to puff out slightly; and
- If a slight amount of positive pressure can build up inside the facepiece without any evidence of it leaking outward, the respirator is considered satisfactory to use.

Disposable dust masks may be chosen for minor hazardous conditions such as grass mowing, weed eating, etc. Half and full-face respirators will be used in conjunction with the proper cartridge and filter type depending on the condition. Supervisors and/or a competent person will determine the appropriate filter type for each employee working in a potentially hazardous condition. Filter types and their applications include:

- Particulate filters – used in minor dust applications; particulate filters can be used in combination with organic/vapor and chemical cartridges for additional protection depending on the severity of the condition;
- Organic/vapor cartridges – used for sanding paints or varnishes, sawing, grinding, or sweeping; and
- Chemical cartridges – used for potentially health hazardous conditions such as - chemical handling (chlorine, hydrogen chloride, bleach, methamphetamine, etc.), asbestos, silica, lead paint, heavy dust, concrete cutting, mold, pesticides, etc.

Procedures for cleaning, maintenance, and storage

Cleaning

- Disassemble the respirator, removing any filters and cartridges;
- Wash the facepiece and associated parts with a mild detergent and water or disinfectant wipes (70% Alcohol or better); and
  Air dry in a clean area and reassemble the respirator.

Maintenance

Respirators are to be properly maintained to ensure that they function properly and adequately protect the employee. Maintenance should include a thorough visual inspection for cleanliness and defects. The following checklist should be used when inspecting respirators:

- Cracks and tears in the facepiece. Cracked or loose face shield lenses;
- Residue, dirt, cracks, or tears in the valves;

- Breaks, broken buckles, and tears on the head straps;
- Cracks or dents in the cartridge housing, and proper cartridge selection for the hazard;
- Cartridges and filters should be changed according to the manufacturer's recommendations for each type of respirator;
- If an employee during inspection discovers a defect in a respirator, it should be reported to management and taken out of service. If the respirator is not repairable, it should be disposed of properly by management and replaced. If the replacement respirator is not the same make, model, and size, then the employee must be fit-tested for the new respirator; and
- Defective or damaged respirators must be repaired according to the manufacturer's recommendations.

Storage

- Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations;
- Each employee will clean and inspect their own respirator in accordance with this program and store their respirator in an air-tight container when not in use; and
- Each employee will have their name on the air-tight container for which their respirator is stored and will only be used to store the employee's respirator.

Training

The City Safety Office and/or Human Resources will coordinate training to employees and supervisors on a periodic basis, the contents of City's Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Supervisors will ensure that each employee can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- How to inspect, put on and remove, use, and check the seal of the respirator;
- What the procedures are for the maintenance and storage of the respirator;
- The general requirements of the City Respiratory Protection Program; and
- Supervisors will ensure that employees are trained upon hire, for applicable promotions and/or transfers, and annually thereafter.

Training on the Respiratory Protection Program will include, but not be limited to:

- Online, web-based training;
- In-person training;
- External and internal sources; and
- Tool-box talks.

Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;

- Inadequacies in the employee's knowledge or use of the respirator indicate that the worker has not retained the requisite understanding or skill; and
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

Program Evaluation

- The City Safety Office will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented; and
- The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring, and a review of records.

Documentation and Recordkeeping

- A written copy of this program and the OSHA standard will be kept in the City Safety Office and in each Department that requires the use of respirators and will be available to all employees who wish to review it;
- Training records and materials;
- Copies of fit test records;
- The records will be updated as new employees are trained and as existing employees receive refresher training;
- The City Safety Office will also maintain copies of the records for all employees covered under the respirator program; and
- The complete medical questionnaire and the documented findings are confidential and will remain with the PLHCP. Only the PLHCP's written recommendation regarding each employee's ability to wear a respirator will be provided to the City Safety Office, and the department supervisors included in this program.

All employees of the Fire Department are required to use self-contained breathing apparatus-style respirators only. No other type of respirator is approved. Any City employee preparing to utilize a SCBA type of respirator must follow specific guidelines and instructions on maintaining SCBA-type respirators.

Self- Contained Breathing Apparatus (SCBA) shall be inspected and tested daily for:

- Cleanliness and damage;
- High and medium pressure hoses, and regulator gauge pressure;
- Emergency bypass operation and low-pressure warning alarm;
- Straps inspected and extended, tank pressure and hydro test date; and
- Pass device operability.

SCBA shall be maintained and overhauled as per the manufacturer's instructions.
Hydrostatic tests on cylinders shall be conducted as per the manufacturer's instructions.
All SCBA units shall always be ready for emergency use. The donning and operation of SCBA respirators shall be in accordance with the manufacturer's recommendations and instructions. Other references may also be used to determine appropriate procedures and operations.

Any SCBA failing the above inspection shall be tagged for repair and taken out of service.

All employees covered under this program shall be trained by a qualified person initially and receive refresher training as needed. City employees must follow any interdepartmentally developed Standard Operating Procedures (SOPs) involving SCBA-type respirators or respiratory protection in conjunction with the guidelines set forth in this manual unless there is a conflict, in which case the interdepartmental SOPs will supersede this manual.

Employees who voluntarily express a desire to wear a respirator for operations that do not require respiratory protection shall be reviewed by management on a case-by-case basis. Volunteer use of respirators is subject to the requirements of this program and the reading and signing of Appendix D of OSHA Standard 1910.134.

When using breathing equipment, employees shall work in pairs - never alone.

Visitors shall not be allowed in any area requiring the use of respiratory protection.

4.7 - SILICA EXPOSURE CONTROL PLAN

Exposure to crystalline silica can lead to silicosis, a serious and sometimes fatal respiratory disease, lung cancer, other respiratory diseases, and kidney disease. The primary root of exposure is through inhalation. Excessive amounts of silica dust may be generated during activities such as sandblasting, rock drilling, roof bolting, foundry work, stonecutting, drilling, quarrying, brick/block/concrete cutting, drywall sanding, lead-based paint encapsulating applications, asphalt paving, demolition operations, hammering, and chipping and sweeping concrete or masonry. This section applies to all occupational exposures to respirable crystalline silica in construction work, except where employee exposure will remain below twenty-five (25) micrograms per cubic meter of air (25 μg/m3) as an eight (8) hour time-weighted average (TWA) under any foreseeable conditions.

The following written exposure control plan is designed to protect employees who may come into contact with silica during their work. Operations that may contain exposure to crystalline silica will comply with OSHA Standard 29 CFR 1926.1153 Respirable Crystalline Silica.

Competent person(s)

A competent person will be designated by the supervisor of the project and will have the following responsibilities:

- Identify existing and predictable silica-related hazards;
- Make frequent and regular inspections of the job site, materials, and equipment; and
- Implement this exposure control plan to a qualified person(s) for further guidance as necessary.

Training

Employees will be trained in the following:

- The identity of the competent person(s);
- Health hazards associated with silica exposure;
- Tasks in the workplace that could result in silica exposure;
- Protective measures to protect employees from silica exposure include engineering controls, work practices, and respiratory protection;
- The purpose and a description of the medical surveillance program; and
- Training outline available.

Medical surveillance

Medical surveillance will be made available at no cost for each employee who will be required to use a respirator for thirty (30) or more days per year, depending on the exposure level and number of hours of exposure. Medical surveillance will follow Table 1, Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica, detailed in OSHA Standard 29 CFR 1926.1153(c)(1) and OSHA Standard 29 CFR 1926.1153(h).

Workplace inspections

The Safety Office and management will conduct routine workplace inspections to assess potential dust-generating tasks and implement adequate control methods.

Description of tasks

Tasks on the project that will involve potential silica exposure controls may include the following:

- Using handheld power saws for cutting or removing concrete;
- Using handheld drills (impact and rotary hammer drills) to drill into concrete;
- Using jackhammers and powered chipping tools for concrete removal or surface disturbance;
- Using handheld grinders for uses other than mortar removal; and
- Conducting general housekeeping/cleaning.

Control methods

Exposure control methods include the following:

- Protect workers from exposures above the permissible exposure limit (PEL) of fifty (50) micrograms per cubic meter of air averaged over an eight (8) hour day;
- Perform an exposure assessment to assess the exposure of each employee who is or may reasonably be expected to be exposed at or above the action level;
- Dust control measures must be used to protect workers from exposures above the PEL; and

- Provide respirators to workers when dust controls cannot limit exposures.

Housekeeping

- Restrict dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming, or other methods that minimize the likelihood of exposure are not feasible;
- Cleaning with compressed air will not be permitted unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created or no alternative method is feasible; and
- The use of sweeping compounds and other alternatives should be utilized to minimize dust and reduce employee exposure.

Restriction to work areas

Access will be restricted to work areas where potential silica dust exposure is present using barricading systems.

4.8 – HEAD PROTECTION

Employees working in areas where there is a possible danger of head injury from impact, falling or flying objects, or from electrical shock and burns, shall be issued and wear protective headwear as stated in OSHA Standard 29 CFR 1926.100 (a).

The protective headwear shall meet the specifications contained in American National Standards Institute, Z89.1-2014, Safety Requirements for Industrial Head Protection.

In addition to the requirements of OSHA Standard 29 CFR 1926.100, all employees will adhere to the following for utilizing protective headwear:

- While engaged in repair, maintenance, landscaping, or construction work on public roadways, including medians or center dividers;
- When engaged in work inside a building when such work entails the use of an overhead crane, aerial lifts, hoists, chain fall, com-a-long and/or the suspension or elevating of any object. Protective headwear will also be worn inside of buildings when personnel are below a catwalk, grating, scaffolding, low-mounted pipes, or any situation that poses a threat to a possible head injury of personnel;
- Protective headwear must be worn during tree-trimming operations where overhead dangers exist. This shall include the operators and ground crew of boom lifts and/or trucks;
- Protective headwear is not required by operators of heavy equipment unless the cab is of the open type. If the operator leaves the equipment, protective headwear must be worn while entering the work area; and
- Protective headwear is not required by operators of ground maintenance equipment such as riding lawnmowers or mowing machines. Protective headwear is not required to be worn during the operation of automotive vehicles such as cars and trucks.

Police Officers and Firefighters shall wear approved protective headwear issued to them whenever they enter a hazardous area or any area that may evolve into a hazardous situation.

Police Officers and Firefighters shall adhere to specific departmental policies or SOPs as set forth in this manual unless there is a conflict, in which case the departmental policies will supersede this manual.

Office workers are excepted unless they enter a hazardous area or any area that may evolve into a hazardous area such as a construction site or roadway.

Protective headwear shall always be worn in areas that have been designated or posted as required.

Any job or task as deemed necessary by a Manager/Supervisor.

All protective headwear shall be utilized in the manner prescribed by the manufacturer. All protective headwear shall be worn with the suspension system installed and intact. The suspension system or shell shall in no way be modified. Caps or hats shall not be worn under protective headwear.

Protective headwear receiving a blow or being impacted by an object shall immediately be reported to their Manager/Supervisor and replaced. Protective headwear shall be replaced in a timely manner as recommended by the manufacturer.

All City employees must follow any interdepartmentally developed SOPs or specific instructions from management involving head protection in conjunction with the guidelines set forth in this manual.

Visitors and contractors shall wear approved protective headwear while visiting any City related hazardous area.

SECTION 5 – GENERAL SAFETY RULES

Familiarity with any job may foster carelessness. Every employee must constantly remind themselves of the hazards present and reconsider whether their habits and procedures are safe. They must examine whether there is something unique or different about the job at hand, and exercise common sense and good judgment in the performance of essential duties.

5.1 - ALCOHOL, NON-PRESCRIPTION, AND PRESCRIPTION DRUGS

Use or possession of alcohol or non-prescription drugs is prohibited.

Use of prescription or over-the-counter drugs that may impair an employee in any manner while engaged in their job is prohibited. Employees who are taking prescribed or over-the-counter medication that can affect performance or safety should report the use of these substances to their employer. See the Drug-Free and Alcohol-Free Workplace Policy, Section 7-1. in the City of Alamogordo Employee Manual for additional information.

5.2 - ASBESTOS AWARENESS

Asbestos is a mineral-based material that is resistant to heat and corrosive chemicals. Usually, asbestos appears white in color and is a fibrous material that can release fibers when disturbed which can cause health damage. Exposure to asbestos can cause Asbestosis (scarring of the lungs resulting in loss of lung function that often progresses to disability and death), Mesothelioma (cancer affecting the membranes lining the lungs and stomach), cancers of the lungs, esophagus, stomach, colon, and rectum.

Employees at risk for exposure will be trained in the following:

- The identity of the competent person(s);
- Health hazards associated with asbestos exposure;
- Tasks in the workplace that could result in asbestos exposure; and
- Protective measures to protect employees from asbestos exposure include engineering controls, administrative controls, work practices, and respiratory protection.

In some situations, work duties may arise because City employees must perform tasks due to emergency conditions that may include a potential asbestos exposure. Any work duties that must be done by a City employee and has the potential of asbestos exposure must be reviewed by a supervisor prior to the start of work and the appropriate personal protective equipment must be utilized by all employees working in the affected area. The appropriate respiratory equipment shall be provided, and the procedures outlined in this Safety & Health Manual in reference to respiratory protection shall be enforced by the supervisor to protect all personnel from potential asbestos exposure.

Please note that some of the older water line pipe used and repaired by the City contains asbestos.

5.3 – MACHINE GUARDING

Moving machine parts have the potential to cause severe workplace injuries. Safeguards are essential for protecting workers from these preventable injuries. Any machine part, function, or process that may cause injury must be safeguarded. Machine Guarding procedures shall follow OSHA Standard 29 CFR 1910.212, Machinery and Machine Guarding.

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks. Guards shall be affixed according to the manufacturer's recommendations. In the event an aftermarket guard is required, these guards shall be such that they do not present a hazard in themselves.

The point of operation is the area on a machine where work is actually performed upon the material being processed. The point of operation of machines, whose operation exposes an employee to injury, shall be guarded. Machine guards shall be used in accordance with the manufacturer’s recommendations. Machine guards should never be removed unless it is to replace them due to defect, damage, or wear.

All guards should:

- Prevent contact – machine guards must provide a physical barrier that prevents the operator from having any part of his/her body in the "danger zone" during the machine's operating cycle;
- Be secured in place – machine guards must be secure and strong so that workers are not able to bypass, remove, or tamper with them;
- Create no new hazard – A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. If possible, one should be able to lubricate the machine without removing safeguards; and
- Not interfere with the machine operation– Any safeguard that impedes a worker from performing the job quickly and comfortably might soon be overridden or disregarded. Proper safeguarding can enhance efficiency since it can relieve the worker's apprehensions about injury.

There are five (5) general types of machine safeguards that can be used to protect workers and personnel in the immediate vicinity of machinery:

- Guards – these are physical barriers that prevent contact. They can be fixed, interlocked, adjustable, or self-adjusting;
- Devices – these limit or prevent access to hazardous areas. These can be presence-sensing devices, pullback or restraint straps, safety trip controls, two-hand controls, or gates;
- Automated Feeding and Ejection Mechanisms – These eliminate the operator's exposure to the point of operation while handling materials;
- Machine Location or Distance – this method removes the hazard from the operator's work area;
- Miscellaneous Aids – these methods can be used to protect both operators and people in the immediate vicinity of operating machinery. Examples include shields to contain chips, sparks, sprays, or other forms of flying debris; holding tools that an operator can use to handle materials going into the point of operation; and awareness barriers to warn people about hazards in the area;
- All personnel will receive adequate training by a competent person in the use of machines with moving parts prior to operation;
- All safety rules and procedures posted on the machines shall be maintained in a legible manner. Any warning labels, placards, or operator manuals of any machine that are damaged, missing, or not legible should be replaced by contacting the manufacturer as needed; and
- Machine operators shall use all personal protective equipment as recommended by the manufacturer or deemed necessary by the supervisor or competent person.

5.4 - CARBON MONOXIDE

Carbon monoxide is a colorless odorless gas produced by fuel-powered engines including but not limited to vehicles, mowers, chain saws, pumps, weed whackers, welders, compressors, landscaping equipment, pressure washers, and heavy equipment. Carbon monoxide is also present in stoves, ovens, heaters, and furnaces.

Carbon monoxide accumulates rapidly. Overexposure can cause illness, permanent neurological damage, and death. Use of the proper respirator as may be required.

The use of engines and other carbon monoxide emitting equipment inside buildings or confined spaces is extremely dangerous and proper venting or equipment to remove carbon monoxide from the workplace must be provided and utilized.

Be cognizant of the following signs and symptoms of exposure:

- Headache;
- Nausea weakness;
- Dizziness;
- Visual disturbances;
- Changes in personality; and
- Loss of consciousness.

OSHA standards limit employee exposure to an average of fifty (50) parts CO per million parts of air during an eight (8) hour work shift in a forty (40) hour work week. If in doubt, monitor the area with properly calibrated monitoring equipment.

5.5 - COLD ENVIRONMENTS

Environmental emergencies can lead to serious injury including death. The signs and symptoms of cold emergencies include:

- Tingling sensation followed by numbness;
- Hard and numb skin;
- Pale, waxy white skin color;
- Usually affects the extremities, fingers, toes, ears, and nose; and/or
- Blisters.

Effects of cold emergencies include:

- Fatigue or drowsiness;
- Uncontrolled shivering;
- Cool bluish skin;
- Slurred speech and/or;
- Clumsy movements.

To protect against cold exposure, employees must dress to break the wind, use proper head protection, and use foot and hand protection. Use safe work practices whereas sufficient breaks are provided, limit exposure, and schedule tasks during warmer parts of the day if possible. Keep hydrated; the risk of dehydration during vigorous work activities is possible even in cold temperatures. Provide engineering controls such as portable heaters and shelters as may be appropriate for the work conditions.

Be aware that a small amount of wind can substantially drop the temperature.

5.6 - COMPRESSED AIR

Only trained employees will use compressed air and compressed air equipment.
Compressed air must not be directed at anyone. Compressed air will not be used to blow dust, chips, etc., off clothing while being worn.

When using air for job duties or cleaning purposes, the appropriate personal protective equipment such as eye, face, and hearing protection must be worn.

5.7 - COMPRESSED GASES

Only trained, qualified employees shall be allowed to handle, use, and store compressed gas materials and related supplies.

Gas cylinders shall always be secured to a compartment, truck bed, cart, or wall.

Valves on gas cylinders shall always be closed and capped when not in use.

If valves cannot be opened by hand using an approved wrench/handle, that cylinder should be sent back to the vendor for inspection. If the cylinder requires a special wrench, the wrench must be left in the operating position on the stem of the cylinder to allow for emergency shut-off. Never use a hammer or “cheater wrench” to open or close a valve.

Use all gases only for their intended purpose. Treat all cylinders with respect as they contain high pressures.

5.8 - FALL PROTECTION

OSHA Standards 29 CFR 1926.500, 1926.501, 1926.502, and 1926.503 Subpart M requires the use of fall protection when workers are working at heights of six (6) feet or greater above a lower level. It applies at heights of less than six (6) feet when working near dangerous equipment, working over machinery with open drive belts, pulleys or /gears, or open vats of degreasing agents or acid.

Fall protection must be provided at:

- Floor openings including temporary floor openings;

- Wall openings and holes from which there is a drop of more than six (6) feet, including temporary wall openings and holes;
- Open-sided floors, platforms, and runways that are six (6) feet or more above ground level, including temporary ones;
- Stairway railings and rails that meet certain specifications;
- Scaffolds;
- Towers;
- Steep roofs;
- Hoisting areas; and
- Tanks.

Fall protection can be provided with guardrail systems or personal fall arrest systems.

Guardrail systems are barriers erected to prevent workers from falling to lower levels. If the employer chooses to use guardrail systems to protect workers from falls, the following provisions shall be adhered to:

- Top rails, or equivalent guardrail system members, must be forty-two (42) inches plus or minus three (3) inches above the walking or working level;
- When mid rails are used, they must be installed at a height midway between the top edge of the guardrail system and the walking or working level;
- Toe-boards or mesh screening may also be installed, especially if there is any concern of accidentally falling objects striking workers below;
- Guardrail systems must be capable of withstanding a force of at least two hundred (200) pounds applied within two (2) inches of the top edge, in any outward or downward direction, at any point along the top edge; and
- When guardrail systems are used at hoisting areas, a chain, gate, or removable guardrail section must be placed across the access opening between guardrail sections during those times when hoisting operations are not taking place.

A personal fall arrest system is a system used to safely stop (arrest) a worker who is falling from a working level. It consists of an anchorage, connectors, and a body harness. It also may include a lanyard, deceleration device, lifeline, or suitable combinations of these.

When employees choose to use a personal fall arrest system as a means of worker fall protection the following provisions shall be adhered to:

- Limit the maximum arresting force on a worker to eighteen hundred (1,800) pounds when used with a body;
- Be rigged so that a worker can neither free fall more than six (6) feet nor contact any lower level;
- Bring a worker to a complete stop and limit the maximum deceleration distance a worker travels to three and a half (3.5) feet;
- Have sufficient strength to withstand twice the potential impact energy of a worker free-falling a distance of six (6) feet or the free-fall distance permitted by the system, whichever is less; and

- Be inspected prior to each use for wear, damage, and other deterioration. Defective harness components must be removed from service.

5.9 - FIRE EXITS

All exits and means of egress shall comply with all applicable fire and building codes. All exits and means of egress shall be maintained and clear of any obstructions.

All employees shall be familiar with all exits and means of egress.

All buildings shall be provided with floor plans indicating all means of egress and exits from buildings. These plans shall be prominently displayed for all occupants.

5.10 - FLAMMABLES AND COMBUSTIBLES

Gasoline and other flammable liquids shall not be used for any cleaning purposes.

Flammable liquids and combustible liquids shall be maintained, stored, and used in keeping with this safety manual and the fire code.

Storage of all flammable liquids shall be maintained in self-closing safety cans and flammable liquid cabinets.

5.11 - HOT ENVIRONMENTS

Environmental emergencies can lead to serious illness including death.

The three (3) heat emergencies that are most common are:

- Heat Cramps - This includes muscular pain and spasms caused by loss of water and salt through sweating. Place the victim in a cool area and give water and/or sports drinks/powders, as available at Central;
- Heat Exhaustion - Symptoms include cool, pale, and moist skin. First aid should include getting the victim into the shade, placing them in the recovery position, and lying down with feet raised. Cool by fanning, misters, applying cold packs, wet sheets, or towels. If conscious, give water. Contact 911 if symptoms do not improve; and
- Heat Stroke - Symptoms include skin that is hot, red, and dry; pupils are constricted, and body temperature is very high. First aid includes getting the victim into a cool place and begin aggressive cooling. Contact 911 immediately.

In all cases, a supervisor should be notified immediately.

Provide plenty of water and/or sports drinks/powders, as available at Central. All employees should drink plenty of water, about a quart of water each hour. Avoid caffeine as it dehydrates you. Employees should be encouraged while they are off duty to hydrate, get plenty of rest, and avoid alcohol if they anticipate working in high temperatures.

Workers are encouraged to wear lightweight, loose-fitting, and light-colored clothing, as allowed by departmental uniform policies, and take frequent breaks in shaded/cool areas.

Seek professional advice for any workers that may have heart conditions or other medical issues that may increase their risk of heat-related illness.

5.12 – LIGHTNING

New Mexico has a high incidence of lightning and lightning strikes, and as such, extreme caution must be exercised.

Employees, visitors, and contractors shall not be allowed to work outside when lightning is present within the vicinity of the work site.

All athletic/recreational fields, swimming pools, and/or other facilities owned or under the jurisdiction of the City shall be immediately evacuated when lightning is in the area. Coaches, managers, officials, and employees of the City shall have the responsibility and the authority to evacuate these areas when deemed necessary.

5.13 - PNEUMATIC TYPE TOOLS

Read and understand all the instructions and safety precautions provided by the manufacturer of all such tools. Only compressed air shall be used for pneumatic tools. Never exceed the pressure that the tool is designed for.

Hose and hose connections for connecting compressed air tools must be designed for the pressure and service to which they are subjected.

Inspect all tools prior to use including cracks in housings; repair or replace as required. Employees using pneumatic tools are required to use eye, face, hand, and hearing protection as needed.

SECTION 6 - LADDERS, STEPLADDERS, & SCAFFOLDS

6.1 - LADDERS

Manufactured wood ladders must comply with the requirements of ANSI A14. 1, "Portable Wood Ladders", ANSI A14.2, "Portable Metal Ladders" or ANSI A14.5, "Fiberglass (Plastic) Ladders".

Job-made ladders must be fabricated in accordance with the applicable criteria contained in OSHA Standard 1926.1053.

Ladders shall be inspected by a competent person on a periodic basis. All parts shall be checked for visible wear, corrosion, bent frame members, and other structural defects.

Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.

Do not use makeshift ladders, such as boxes, chairs, or desks to reach a certain area.

The areas around the top and base of ladders must be kept clean and free of tripping hazards. The same holds true for the bottom of stairways and on stairway platforms.

Ladders must be erected at the proper angle. The base of a ladder should be set out at least one-fourth of the ladder's height measured from bottom to point of bearing.

Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.

The length of a ladder shall be sufficient to extend a minimum of thirty-six (36) inches above the top landings.

Ladders should not be placed in passageways, doorways, or any similar location that subjects it to displacement by personnel, moving equipment, or material handling. If it is necessary to place a ladder in a passageway or doorway, barricades and warning signs must be placed on the job site.

Never lean a ladder against unsafe backing such as loose boxes, barrels, gutters, windowpanes, etc.

Tie both the bottom and top to prevent displacement when using a ladder for access to scaffolds.

Always face toward the ladder when ascending or descending. Hold on to the side rails with both hands and never slide down a ladder.

Be sure that your shoes are not greasy, muddy, or slippery before climbing. Also, ensure that the ladder is clean and free of slip hazards.

Do not carry materials or tools up or down a ladder. Materials and tools should be lowered or raised with a rope or other mechanical means.

Work facing the ladder and always maintain three (3) points of contact. Do not reach or lean too far in any direction.

A safety belt or lifeline shall be used if the nature of the work requires it.

Do not use ladders during strong winds except in an emergency, and then only when they are securely tied and guarded at the base by another worker.

Metal ladders must not be used for electric welding or near any electrical lines or services.

Ladders shall be stored where they will not be exposed to the weather, including excessive heat, or dampness.

Ladders should be hung on brackets against a wall or placed on edge on racks rather than stored flat. This will prevent warping, rungs becoming loose, and other structural damage.

Do not place tools or equipment on ladders.

When using a ladder on grating, the grating must be covered with plywood.

6.2 - STEPLADDERS

Open stepladders fully and lock the spreaders.

Do not use the top step of a stepladder as a step.

Do not use the cross bracing on the rear section of a stepladder for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.

6.3 - EXTENSION LADDERS

The sections of an extension ladder must extend at least three rungs above the upper landing surface.

Extension ladders must not be taken apart and sections used separately.

After the extension ladder has been raised to the desired height, check the safety latches to ensure they are engaged, and the extension rope is secured to a rung on the base section of the ladder.

Do not climb higher than the third rung from the top on straight or extension ladders.

6.4 - SCAFFOLDS

All scaffolds shall be erected and provisions for their use shall be followed in accordance with manufacturer's recommendations, state, and federal requirements.

Scaffolding must be erected on a firm footing capable of carrying the maximum intended load.

Guardrails shall be 2 X 4 inches in diameter to withstand two hundred (200) pounds of top rail pressure.

The guardrail height shall be between thirty-six (36) and forty-five (45) inches. The mid-rail shall be 1 X 4 inches in diameter or equivalent. The toe board shall be at least four (4) inches in vertical height.

Safety belts, lifelines, and lanyards shall be used in accordance with state and federal safety regulations. Boxes, barrels, loose concrete blocks, or brick must not be used to support the structure.

Scaffolding must be erected on a firm footing capable of carrying the maximum intended load.

No scaffold shall be erected, moved, or dismantled, except under the supervision of a competent person.

Platforms that are four (4) or more feet above adjacent floors or ground levels shall be guarded by a standard railing. The railing shall have a toe board.

Consideration must be given to the weight the scaffold is to carry. It must be capable of supporting, without failure, four (4) times the maximum intended load, according to the manufacturer's recommendations.

The load includes not only the weight of the people on the scaffold but also any supplies and equipment being used.

SECTION 7 – MOBILE ELEVATED WORK PLATFORMS & FORKLIFTS

7.1 – MOBILE ELEVATED WORK PLATFORMS (AERIAL LIFTS)

Implementation of Fall Protection OSHA Standard 29 CFR 1926.500 is required during aerial lift and scissor lift operation. A minimum of two (2) employees are required to always operate aerial lifts.

Fall protection safety harnesses should be inspected for wear prior and after each use for defects and must be replaced as needed. This can be determined by the operator and/or a competent person.

Only trained and certified employees may operate aerial lifts. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive learning, etc.), practical, behind-the-wheel training, and evaluation of the operator's performance in the workplace. All operator training and evaluations shall be conducted by a qualified person who has the knowledge, training, and experience to train aerial lift operators and evaluate their competence. Documentation for each employee that becomes certified for aerial lift operation shall include the name of the operator, the date of the training and evaluation, and the identity of the person(s) performing the evaluation. An evaluation of each aerial lift operator's performance shall be conducted at least once every three years.

Refresher training shall occur when:

- An operator has been observed to operate an aerial lift in an unsafe manner;
- An operator has been involved in an accident or near-miss incident;
- An operator has received an evaluation that reveals that the operator is not operating an aerial lift safely; or
- An operator is assigned to operate a different type of aerial lift or a condition in the workplace changes in a manner that could affect the safe operation of the lift.

Prior to each work shift, operators should conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition. Follow the manufacturer's recommendations and include a check of:

Vehicle components:

- Proper fluid levels (oil, hydraulic, fuel and coolant);
- Leaks of fluids;
- Wheels and tires;
- Battery and charger;
- Lower-level controls;
- Horn, gauges, lights, and backup alarms; and
- Steering and brakes.

Lift components:

- Operating and emergency controls;
- Personal protective devices;
- Hydraulic, air, pneumatic, fuel, and electrical systems;
- Fiberglass and other insulating components;
- Missing or unreadable placards, warnings, or operational, instructional and control markings;
- Mechanical fasteners and locking pins;
- Cable and wiring harnesses;
- Outriggers, stabilizers, and other structures;
- Loose or missing parts; and
- Guardrail systems.

Do not operate any aerial lift if any of these components are defective until it is repaired by a qualified person. Remove defective aerial lifts from service (tag out) until repairs are made.

Aerial baskets or platforms shall not be allowed to rest on or against any structure when workmen are on the platform or in the basket while in an elevated position. Transferring from a basket or platform to another location while in an elevated position is not permitted.

Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to each day of use to determine that such controls are in safe working condition.

Be aware of overhead clearance and overhead objects, including ceilings. Do not position aerial lifts between overhead hazards if possible. Treat all overhead powerlines as energized and stay at least ten (10) feet away.

Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.

Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices as a working platform.

Boom and basket load limits specified by the manufacturer shall not be exceeded.

The braking system shall be set when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed. All outriggers shall be equipped with individual locks at the outriggers.

All employees working on, or around aerial lifts shall wear protective headwear, a safety vest, and all other appropriate personal protective equipment.

7.2 - FORKLIFTS

Forklift operators and employees working around these operations are at risk of hazards such as collisions, falls, tip-overs, and struck-by conditions. A forklift is a type of powered industrial truck covered by OSHA Standard 29CFR 1910.178.

Forklift operations include but are not limited to:

- Always operate the vehicle according to the manufacturer's instructions;
- Always wear a seatbelt;
- Always wear a reflective safety vest;
- Never exceed the rated load and ensure it is stable and balanced;
- Do not raise or lower the load while traveling;
- Keep a safe distance from the platform and ramp edges;
- Be aware of other vehicles in the work area;
- Have clear visibility of the work area and ensure you have enough clearance when raising, loading, and operating a forklift;
- Use proper footing and the handhold, if available, when entering the lift;
- Use horns at cross aisles and obstructed areas;
- Watch for pedestrians and observe the speed limit; and
- Do not give rides or use forks to lift people.

Only trained and certified employees may operate a forklift. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive learning, etc.), practical, behind-the-wheel training, and evaluation of the operator's performance in the workplace. All operator training and evaluations shall be conducted by a qualified person who has the knowledge, training, and experience to train forklift operators and evaluate their competence. Documentation for each employee that becomes certified for forklift operation shall include the name of the operator, the date of the training and evaluation, and the identity of the person(s) performing the evaluation. An evaluation of each forklift operator's performance shall be conducted at least once every three years.

Refresher training shall occur when:

- An operator has been observed to operate a forklift in an unsafe manner;
- An operator has been involved in an accident or near-miss incident;
- An operator has received an evaluation that reveals that the operator is not operating the forklift safely; and
- An operator is assigned to drive a different forklift or a condition in the workplace changes in a manner that could affect the safe operation of the truck.

It is the responsibility of every operator to ensure that their forklift is inspected before each use. A pre-operation checklist should be kept with each forklift for documentation purposes. Operators should never assume that a forklift has been inspected. Pre-operation checks should include:

- All fluid levels;
- Engine belts, hoses, fans, battery, and cables;
- Forks and all vehicle parts associated;
- Tires;
- Safety equipment such as seat belts, mirrors, rotating lights, and horns; and
- Brakes and steering operation.

Only qualified personnel shall perform maintenance and repairs on forklifts. All maintenance shall be performed according to the manufacturer's instructions.

SECTION 8 - SIGNS, SIGNALS AND BARRICADES

To protect City workers and the public, all construction sites and work sites along streets, roads, right of way, and other locations shall have proper signage, signal, and barricades erected. This shall include construction sites, trenches/ditches/open excavation sites, highway/street construction and repair sites, water and sewer line installation and repair sites, and surveying crews.

The placement and installation of traffic signs and traffic control devices shall be in accordance with MUTCD (Manual on Uniform Traffic Control Devices), rules and regulations. Proper traffic control compliance using the MUTCD standards shall be used to ensure employee safety with equal considerations for public safety and convenience. Traffic control devices should be placed and operated in a uniform and consistent manner. Employees shall be trained and certified for the safe and proper procedures of traffic control installation and flagging on all roadways.

Employees working in or around traffic and on public roadways must wear a City provided ANSI approved Class II reflective vest and hard hat. Flaggers shall be used as required.

Locate, mark, and protect utilities to prevent damage. Barricades around open excavation work sites shall include but not be limited to:

- Construction grade barricade fencing;
- Caution or danger tape; and
- Traffic control devices with adequate lighting devices for excavation sites that remain open at night or in poorly lit areas.

All regulatory signs and traffic control devices shall be supported by City, State, and Federal laws, ordinances, and regulations.

SECTION 9 – MATERIAL HANDLING

9.1 - LIFTING

Lifting of any object greater than fifty (50) pounds by a single individual is prohibited. Employees are urged to use hand trucks or a buddy system whenever possible. Hand trucks, platform trucks, wheeled carts, or other approved devices shall be used for any item more than fifty (50) pounds.

Do not attempt to lift a heavier weight than you can handle safely. Get help when needed. While lifting, keep your back straight and as nearly upright as possible. Lift with the strong leg muscles, not with the weaker muscles of the back and abdomen. Squat down bending at the knees and hips to a comfortable degree. Keep your lower back in a normal posture. Never lift when the body is in an awkward position, as when twisting or when footing is insecure. Stretching and warm-up are encouraged before starting strenuous labor.

The use of cranes, backhoes, loaders, and other devices designed and used properly for the load anticipated is encouraged and shall be used for loads exceeding the weight of fifty (50) pounds or when such load is awkward, bulky, and/or places the material handler in an unsafe position or compromises his/her personal safety or the safety of another.

Wear proper hand and feet protection when lifting objects. Work Smarter, Not Harder. Use a buddy to help lift whenever possible.

The City will provide training on lifting and the proper lifting techniques, which employees will be required to attend periodically.

SECTION 10 - OFFICE SAFETY

10.1 - GENERAL RULES

Drawers and doors of desks, files, and cabinets should not be left open when unattended.

Potential hazards should be discussed in office safety meetings. Safe doors, vaults, and other closures should be closed with the proper handles ensuring that fingers are clear before closing. To prevent file cabinets from tipping over, open only one drawer at a time.

Electrical outlets that provide electricity to more than one component should be checked periodically by feeling the outlet for heat to ensure that the load being used is not too much for the capacity of the cord or outlet. Power strips with surge protectors should be used to prevent overloading and electric shock.

Fire extinguishers shall be available in the workplace for emergency use only. All employees shall be trained regularly in extinguisher use.

All obstructions that could cause employees to trip or fall, such as telephone and machine cords, should be kept out of general traffic areas and arranged to prevent trips and falls.

Sharp edges on chairs, desks, and filing cabinets should be repaired immediately to prevent injury.

When retrieving heavy objects from overhead storage, always use a ladder to eliminate the possibility of the objects falling on you.

Employees shall not run in City offices and buildings, including stairways, in hallways, and entrances.

During inclement weather, entrances into offices and buildings shall be salted to ensure firm footing and minimize slip/fall hazards.

Metal transition strips that hold down carpet edges must be solid. Carpet edges should be secured to prevent tripping.

10.2 - OFFICE MACHINES AND EQUIPMENT

Place heaters and fans in such a way that employees cannot come in contact with them. Heaters shall have a "tip-over" switch that interrupts the circuit when the heater is not upright. Heaters and fans shall be turned off when not in use when employees leave for the day, or when off duty.

Contact Facility Maintenance for any adjustments or repairs on all electrical equipment.

Never use damaged electrical extension cords.

Never use an electrical extension cord across a walking surface (it may cause a trip hazard). If cords must cross floors, cover with rubber channels or other means to secure cords.

Never overload electrical circuits with microwaves, coffee pots, or portable heaters. These items are not to be plugged into extension cords, as they draw a large amount of current and can overheat and cause a fire hazard. If possible, these items need to be plugged into a wall outlet.

Do not store equipment and heavy objects on windowsills, ledges, and tops of cabinets or other areas not designed for such storage.

All walkways should be free of obstructions and have a minimum of 36 inches in width of clearance for adequate wheelchair access.

Do not piggyback or plug in power strips to each other. One power strip per outlet is the maximum used.

Supplies shall be stacked no closer than eighteen (18) inches from the ceiling in all buildings to ensure proper spacing for proper fire suppression ceiling operation.

SECTION 11 - FIRE PREVENTION/SAFETY

All buildings of the City are subject to the Fire Code as adopted by the City and other rules and regulations promulgated by the State Fire Marshall. Fire safety and prevention is everyone's responsibility.

11.1 - FIREFIGHTING EQUIPMENT AND FIREFIGHTING OPERATION

City vehicles and buildings shall be equipped with the appropriate fire extinguishers. Fire extinguishers shall be located in buildings so that travel distance does not exceed fifty (50) feet to any extinguisher. Because there are several different types of fire extinguishers, the proper class should be chosen depending on the environment. There are five classes of fire extinguishers and their capabilities:

- Class A – Used to extinguish ordinary combustibles such as wood, paper, and trash; Class A extinguishers are charged with water, dry powder, and/or halon;
- Class B – Used to extinguish flammable liquids such as gasoline, petroleum oil, and paint. Also included are gases such as propane and butane. Class B extinguishers are charged with CO2, dry powder, and/or halon;
- Class C – Used to extinguish energized electrical equipment such as motors, transformers, and appliances. Class C extinguishers are charged with CO2, dry powder, and/or halon;
- Class D – Used to extinguish combustible metals such as potassium, sodium, and aluminum magnesium. Class D extinguishers are charged with dry powder; and
- Class K – Used to extinguish cooking oils and greases such as animal fats and vegetable fats. Class K extinguishers are charged with a wet chemical.

Each department shall be responsible for checking fire extinguishers. The Fire Department or Safety Office will provide training as needed.

- All fire extinguishers shall be inspected monthly and documented accordingly;
- All departments should also have all fire extinguishers inspected annually by an approved fire extinguisher company;
- Chemicals from fire extinguishers must not be used for any purpose except fighting fires;
- Employees should attend fire extinguisher training every two years;
- Check batteries in department smoke alarms monthly; and
- Fire blankets must not be taken from fire blanket boxes and seals must not be broken except in case of an emergency.

Contact 911 before attempting to extinguish a fire.

Never attempt to extinguish a fire on an electrical apparatus with water or foam because water is a conductor of electricity. A Class C fire extinguisher should be used for all electrical fires.

If your clothing is on fire, protect your face with your hands and arms, run out of the fire, and immediately STOP - DROP and ROLL to extinguish the fire.

Dry chemical fire extinguishers can be used on people (if the nozzle is kept at least four (4) feet from the person) whose clothes are on fire.

11.2 - FIRE SUPPRESSION SYSTEMS

Fire suppression extinguishing systems shall be inspected and maintained annually or when discharged. Such inspection and maintenance shall be conducted by an approved company.

If fire suppression systems use agents that are serious health hazards such as carbon dioxide or halon, the following shall apply.

The system shall be equipped with an alarm system to warn employees of the impending discharge and allow them time to evacuate the area.

11.3 - FIRE PREVENTION

Fire prevention is everyone's responsibility. Potential ignition sources include, but are not limited to:

- Open flames from matches, candles, and cutting torches;
- Open flames from fuses;
- Open flames from pilot lights on stoves, furnaces, hot water heaters, and pressure washers;
- Electric arcs from welding equipment;
- Overloaded electrical systems;
- Chemical reactions;
- Compression type actions;
- Friction producing actions;
- Lightning; and
- Smoking.

The installation of stoves or ranges and the cooking on such is prohibited unless the said appliance is provided with an approved vapor/grease removal type hood, an approved extinguishing system, and an approved automatic fuel gas terminating valve.

All doors shall be kept closed at night or when the building is not in use. This is to limit the spread of fire if such should occur.

Oil-soaked rags shall be placed in an approved self-closing metal container and disposed of as soon as possible.

Burning of debris is prohibited unless the proper permits have been received from the Fire Department. Only yard-type waste may be burned. Burning of plastics, rubbers, paper, and construction materials is prohibited. Burning of flammable and combustible liquids and gases is prohibited.

Only approved cleaning materials shall be used for cleaning purposes. Flammable liquid storage shall be in accordance with OSHA Standard 1910.106.

Paint, solvents, etc. shall be stored in their original containers. All such containers shall be kept in approved Flammable Liquid Cabinets. Combustible and flammable liquids used for fueling operations should be kept in approved containers with self-closing lids.

Combustible and flammable liquid containers stored inside buildings shall be done so in accordance with the fire code. All such containers shall be kept in approved flammable liquid cabinets except for fire apparatus or maintenance vehicles where such shall be kept within closed compartments or beds of trucks. Combustible and flammable liquids and gases shall not be carried inside the passenger compartment of any vehicle.

Candles or any open flame device for decorative or fragrant purposes shall not be used in any City building. Dead or dying vegetation such as Christmas trees or plants should be disposed of.

Smoking is prohibited inside any City of Alamogordo facility, vehicle, or equipment. Approved "butt" cans shall be provided outside of buildings at designated smoking areas.

Smoking and the use of matches, lighters, and other open flames are prohibited during fueling operations or while near any combustible or flammable liquid or gas. "Strike anywhere" type matches are prohibited.

Matches and lighters shall be removed from clothing prior to the commencement of welding/cutting or firefighting operations.

11.4 - FIRE EVACUATION PROCEDURES & DRILLS

All employees shall be trained in fire evacuation procedures and drills.

A means to alert employees of a drill, fire, or other emergency shall be provided in all City buildings. The alert shall sound an audible signal such as voice, bells, whistles, and or horns.

A means for all employees to report emergencies shall be made available in all City buildings, facilities, and vehicles. A procedure for accounting for all employees shall be provided.

Procedures to evacuate physically impaired employees and the public shall be provided. All employees shall be familiar with and trained in all procedures and their specific roles in the procedures.

Drills should be conducted on a regular basis and logged. Drills should be conducted in the same manner as a real emergency. The Fire Department may be scheduled to assess the drill for effective procedures.

In the event of a drill, fire, smoke, hazardous material incident, bomb threat, or other similar hazard, the following shall be adhered to:

- Immediately call 9-1-1 and report the incident type and location and other information as requested by the 9-1-1 operator;
- Sound the alarm if it has not already been activated;
- Upon receipt of an alarm, all persons (employees, visitors, and citizens) shall be immediately evacuated or sheltered in a safe location based on the hazard/emergency at hand;
- A "quick sweep" of a given area to determine evacuation or sheltering shall be made by employees designated to do so;
- Utilize floor plans/site plans and evacuate via the shortest routes;
- Ensure all windows and doors are closed;
- The last person out of each area shall ensure total evacuation. Do not lock doors unless sheltering from other hazards;
- Gather all employees in a pre-determined area and take roll call;
- Do not move vehicles as their movement may impede emergency apparatus;
- The right of way around all buildings must be available to fire apparatus;
- Meet with Command Personnel from the fire or police departments;
- Follow directions from Emergency Responders; and
- Do not re-enter facilities until given the All Clear by Emergency Responders.

Be cognizant of the possibility of persons armed and/or seeking to harm building occupants by utilizing evacuation of a building to lure people out.

SECTION 12 – MOTOR VEHICLES & EQUIPMENT: COMMERCIAL AND NON-COMMERCIAL

All violations under the Motor Vehicle Code of the State of New Mexico, which Code is adopted by reference herein, are made violations under this policy.

12.1 - GENERAL PRECAUTIONS

Only licensed, qualified, and trained personnel shall operate City equipment.

Riding tandem on any equipment or vehicle is unauthorized unless such vehicle is designed for such use.

Never walk under a load.

No equipment shall be overloaded beyond the vehicle's gross weight.

All operators shall be responsible for ensuring that equipment is in safe operating condition. The operator shall inspect their vehicles and equipment prior to use. The operator shall use the COA Vehicle Inspection Form to perform and document commercial vehicle checks. No equipment

shall be used that is found to be in an unsafe condition or is defective. Operators shall comply with the equipment manufacturer's operation and maintenance manual.

Employees should not leave keys in City vehicles or running while unattended.

Operators should keep to the right of the roadway.

Spotters should be used if at all possible, when operators do not have full view of the backing path.

Lifting equipment shall never be operated beyond the rated load capacities and recommended speed.

No one shall ride or be lifted in the bucket of any backhoe or loader.

No one shall ride in a trailer or other pulled equipment while moving.

Extreme caution shall be used when operating on sloped embankments. Operators in these situations should be trained by a competent person to ensure that the appropriate equipment and procedures are followed during these tasks.

Equipment operators must maintain adequate clearance and be aware of all overhead lines.

Loads transported in dump trucks or waste trucks must be tarped.

12.2 - INSPECTION, CARE AND REPAIR OF EQUIPMENT

Employees shall ensure that equipment in their charge is always in safe operating condition including but not limited to a check of brakes, tires, windshield wipers, lights, mirrors, horns, and audible warning devices on commercial and non-commercial vehicles. Supervisors are responsible for ensuring safety procedures and inspections are performed daily. See the attached COA Vehicle Inspection Form for commercial vehicles.

Employees shall report all defects to the immediate supervisor as soon as possible after the employee notices the defect. The supervisor shall make sure defects are corrected before the equipment/vehicles are used. All equipment must be equipped with the appropriate operator's manual. Any equipment that is missing its operator's manual must be reported to their Manager/Supervisor or Fleet Maintenance for replacement.

Employees shall keep windshields, windows, mirrors, headlights, taillights, emergency lights, and observation parts clean and clear always. Broken or cracked windows and mirrors that affect or obstruct the operator's view shall be replaced in a timely manner. Housekeeping shall be performed on a regular basis to ensure that all vehicles are clean and orderly, including dashboards, seats, and floorboards.

12.3 – DISTRACTED DRIVING AND THE USE OF SEATBELTS

Cell phone calls while driving should be kept to a minimum and should be limited to emergency calls only. Employees should find a safe area to park when possible, to accept non-emergency calls. Texting or messaging of any kind while driving is strictly prohibited. Operators should keep all distractions down to a minimum while driving any vehicle or equipment.

All City employees must fasten their seat belts before any vehicle or equipment is put into motion. The operator of the vehicle shall ensure that all passengers in the vehicle have properly fastened their seat belts prior to starting or leaving for a destination. In the event a passenger or operator is observed without having the seat belt properly fastened, he/she shall be in direct violation of State Law (Mandatory Seat Belt Use Act).

In accordance with Section 66-7-357, New Mexico Statute Chapter 66, operators shall never allow more than three (3) people to ride in the front seat. Operators shall also ensure their view is not obstructed either by passengers, dashboard clutter, or cracked/damaged windshields. Operators shall also ensure and enforce that there are no personnel allowed to ride in the back (bed) of trucks.

12.4 - GROUNDING OF UNSAFE EQUIPMENT

Based on the determination of the Fleet Maintenance Manager, Department Director, Department Supervisor, or the Safety Office, equipment that is not in safe operating condition shall be immediately stopped from use until repaired and safe to operate. Lock-Out/Tag-Out procedures shall be utilized for this process and will be coordinated with the appropriate Department Supervisor and Fleet Maintenance Manager.

12.5 - MOWERS, CHIPPERS, SHREDDERS

Mower, chipper, and shredder operators shall use all personal protective equipment as recommended by the manufacturer or deemed necessary by the supervisor or competent person or as outlined in the operator's job description.

All personnel will receive adequate training in the use of all mowers, chippers, and shredders prior to operation.

Do not operate any mower on a slope where there is a danger of rollover without the proper training and instruction from a supervisor or competent person.

All guards shall be inspected regularly and kept in place. Safety devices provided with the machine shall not be compromised, bypassed, or removed. Any safety device that is damaged or missing shall be replaced by contacting the manufacturer.

All safety rules and procedures posted on the machine shall be maintained in a legible manner. Any warning labels, placards, or operator manuals on any mower or chipper/shredder that are damaged, missing, or not legible should be replaced by contacting the manufacturer as needed.

12.6 - SECURING TRAILERS AND LOADS

All loads shall be adequately secured with appropriate tie downs including but not limited to ratchet straps, rope, or chains. All employees should be trained by a supervisor or a competent person in the proper procedures for securing loads. All tie-down equipment used for securing loads

should be inspected for defects before each use. Defective or damaged tie-down equipment should not be used and taken out of service.

Proper flagging and signs shall be required on any load that extends beyond the sides or rear end of the vehicle. Spotters are encouraged and recommended with wide loads and during the backing of vehicles and equipment. Loads should be level and the weight should be evenly distributed. Loads that can roll or have wheels should be blocked with boards to avoid shifting or rolling during movement. Operators must monitor all secured loads during movement for load shift, failed or loose tie downs, and loose items that could fall into the roadway.

Trailers shall be secured to the vehicle with the proper-sized ball and with safety chains in use. All lighting shall be hooked up and checked for proper operation. This includes running lights, signals, and hazard flashers. All trailers requiring electric brakes due to load weight shall be used. Trailers requiring air brakes should be checked for proper air pressure and connection. Any loose items or materials, such as gravel or debris, should be removed from the trailer before movement. Vehicles that are equipped with tarping mechanisms shall be utilized.

SECTION 13 - TRENCHING, EXCAVATION, AND SOIL CLASSIFICATION

13.1 - EXCAVATION AND TRENCHING PROCEDURES

Excavation, trenching, and shoring shall be performed in accordance with State, Federal, and OSHA regulations.

A supervisor or competent person must be on all dig sites.

Before excavation work of any kind is begun, make a thorough inspection of the site to include underground installations which require notification to NM811 for utility line locate requests.

First consideration shall be given to the safety of the City staff and the public. The proper type of traffic control, such as but not limited to warning signs, shall be provided in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD).

When employees are required to enter an excavated area, excavated or other materials (dirt spoils) shall be kept two (2) feet or more from the edge of the excavation unless effective retaining devices are used.

Always work in teams. Never enter an excavation, trench, ditch, hole, or other confined space without other workers present. All excavation sites shall have a ladder in place for safe entry and exit of the trench or ditch.

Precautions shall be taken to protect employees against the hazards posed by water accumulation while working in excavations. The soil in an excavation that has been exposed to a large amount of water either from a water break, heavy rain, etc., can quickly become soft and hazardous with

the potential of a cave-in. Sides of trenches in unstable, water-saturated, or soft material shall be supported by the appropriately selected protective systems. Shoring, benching, shielding, and/or sloping are protective systems that can be selected to sufficiently provide employees with adequate protection and prevent a cave-in.

There are different types of protective systems:

- Benching- This is a method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. Benching cannot be done in Type C soil;
- Sloping - Involves cutting back the trench wall at an angle inclined away from the excavation;
- Shoring - Requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins;
- Shielding - Protects workers by using trench boxes or other types of supports to prevent soil cave-ins; and
- Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes caused by weather or climate, surcharge loads (e.g., spoil, other materials to be used in the trench) and other operations in the vicinity.

When employees are required to be in trenches at any point of four (4) feet or more in-depth, a means of exit shall be provided within twenty-five (25) feet.

Employees shall wear the appropriate protective equipment, i.e. hard hat, safety vest, safety glasses, etc. when working in or around an excavation/trench.

13.2 - SOIL CLASSIFICATION

OSHA's soil classification system includes three (3) types of soils:

- Type A – Cohesive (clay or clay-rich) soil with a high unconfined compressive strength of 1.5 tons per square foot or greater, or cemented soil like a caliche or hardpan. Type A will not be split or cracked, previously disturbed, or have water seeping through it. Type A can withstand more weight without falling;
- Type B – Soil is cohesive (medium stiff clay) with medium unconfined compressive strength of 0.5 – 1.5 tons per square foot or less. Type B can be cracked or disturbed, with pieces that do not stick together as well as Type A; and
- Type C – Soil that is the least stable or cohesive (soft, wet clay) with low unconfined compressive strength of 0.5 tons per square foot or less. Type C soils include granular, gravel, or sand and may be submerged or have water seeping through it.

Soil classifications can be tested and obtained with field tests, with a competent person performing one or more of these tests to determine the soil cohesiveness and strength.

Adequate protective systems can be chosen once the soil classification is determined by a competent person to protect employees from cave-ins.

The competent person should always be mindful that rain or any other introduction of water may be all that is required to turn Type B into Type C. Likewise the soil may change vertically and horizontally as the excavation progresses.

13.3 - MARKING OF DITCHES AND TRENCHES

All excavations shall be adequately marked with barrels, safety fencing, and warning lights when left unguarded. All barriers and barricades shall be securely installed using adequate materials and in an organized, uniform method.

Trenches should be barricaded and lit in such a manner as to prevent vehicles and people from accidentally entering a ditch/trench. All barricades and lighting shall be clearly visible.

SECTION 14 - CONFINED SPACES

All City employees and City controlled contractors that are required to enter a confined or enclosed space shall be trained as to the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required. All necessary training and equipment associated with working in confined spaces will be provided by the City.

The City of Alamogordo shall comply with OSHA Standard 29 CFR 1910.146 which applies to confined space work in hazardous or potentially hazardous work areas.

14.1 - CONDITIONS FOR ENTERING CONFINED SPACES

Each facility will be inspected to identify and evaluate all confined spaces. Determinations will be made as to whether a space is a permit space or not. A decision flowchart can be found in OSHA Standard 29 CFR 1910.146 and can be used as a guide for making these determinations. Newly contracted facilities or changes in the scope of work at existing facilities will require implementation or revision of the confined space identification program.

All affected employees are to be informed of the existence and location of all permit spaces. Signs or other equally effective means of communicating the existence, location, and danger posed by the permit spaces are to be employed.

After the initial identification of all confined spaces, specific conditions shall be met before any employee is allowed to enter:

- Identify and evaluate permit space hazards before allowing employee entry;
- The confined space must be carefully cleaned and decontaminated to place it in a safe condition for entry;
- All connecting lines to the confined space including but not limited to, liquid, steam, gas, or electrical, must be physically disconnected, or turned off, locked, and tagged or blinded; and

- The atmosphere inside all identified confined spaces must be checked before entry for combustible gases, explosives, oxygen deficiency, and toxic vapors. The space atmosphere must be purged, inserted, flushed, or ventilated to eliminate or control atmospheric hazards.

The inside of all confined spaces must be:

- Explosivity – Zero;
- The Lower Flammable Limit (LFL) must be less than 10%; and
- The oxygen content of the atmosphere must not be less than 19.5% nor greater than 23.5%.

The confined space shall be constantly monitored for explosivity and oxygen deficiency before and while it is occupied using tested and calibrated equipment necessary for monitoring permit space conditions. If hazardous conditions are detected during entry, employees must immediately leave the space. The space must be re-evaluated to determine the cause of the new conditions and modify the space for re-entry.

14.2 - TYPES OF CONFINED SPACES

All City departments are required to inform the Fire Department of all locations, monitoring and all developed and completed inspection records. When employees are scheduled to enter any confined space, the Fire Department must also be notified. Notification is also required when the employees have completed their work duties and are no longer occupying the space.

A confined space:

- Has limited or restricted means of entry or exit;
- Is large enough for an employee to enter and perform assigned work; and
- Is not designed for continuous occupancy by any person.

These spaces may include but are not limited to, underground vaults, tanks, spring cans, pits, sewers, manholes, pumphouses, wells, and chemical storage rooms.

A permit-required confined space is one that has all the characteristics of a confined space and has one or more of the following characteristics:

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

All City employees and contractors entering permit spaces are required to follow the permit entry requirements below and complete the Confined Space Entry Permit Form.

An entry permit, signed by the entry supervisor, must be posted at all entrances, or otherwise made available to entrants before they enter a permit-required confined space. The permit must verify that pre-entry preparations outlined in the standard have been completed. The duration of entry permits must not exceed the time required to complete an assignment.

Entry permits must include:

- Name of permit space to be entered, authorized entrant(s), eligible attendants and individuals authorized to be entry supervisors;
- Test results;
- Tester's initials or signature;
- Name and signature of supervisor who authorizes entry;
- Purpose of entry;
- Known space hazards;
- Measures to be taken to isolate permit spaces and to eliminate or control space hazards;
- Name and telephone numbers of rescue and emergency services and means to be used to contact them;
- Date and authorized duration of entry;
- Acceptable entry conditions;
- Communication procedures and equipment to maintain contact during entry;
- Additional permits, such as for hot work, that have been issued authorizing work in the permit space;
- Special equipment and procedures, including personal protective equipment and alarm systems; and
- Any other information needed to ensure the safety of the entrant.

The entry supervisor must cancel entry permits when an assignment is completed or when new conditions exist. New conditions must be noted on the canceled permit and used in revising the permit space program. The standard requires that the employer keep all canceled entry permits for at least one year.

14.3 - AUTHORIZED ENTRANTS, ATTENDANTS, AND ENTRY SUPERVISORS

Authorized entrants are required to:

- Know space hazards, including information on the means of exposure such as inhalation or dermal absorption, signs of symptoms, and consequences of the exposure;
- Use appropriate personal protective equipment properly; and
- Maintain communication with attendants as necessary to enable them to monitor the entrant's status and alert the entrant to evacuate when necessary.

Exit from the permit space as soon as possible when:

- Ordered by the authorized person;
- Alert the attendant when warning signs or symptoms of exposure exist;

- A prohibited condition is detected that is not associated or recognized with the confined space assessment in the entry space; or
- An automatic alarm is activated.

An attendant shall be required when employees enter confined spaces. The attendant is required to:

- Know existing and potential hazards, including information on the mode of exposure, signs or symptoms, consequences, and physiological effects;
- Remain outside the permit space during entry operations unless relieved by another authorized attendant;
- Perform non-entry rescues when specified by the employer's rescue procedure; and
- Maintain communication with and keep an accurate account of those workers entering the permit space;

Order evacuation of the permit space when:

- A prohibited condition exists;
- A worker shows signs of physiological effects of hazard exposure;
- An emergency outside the confined space exists;
- The attendant cannot effectively and safely perform required duties;
- Summon rescue and other services during an emergency;
- Ensure that unauthorized people stay away from permit spaces or exit immediately if they have entered the permit space;
- Inform authorized entrants and the entry supervisor if any unauthorized person enters the permit space; and
- Perform no other duties that interfere with the attendant's primary duties.

Entry supervisors are required to:

- Contact the Fire Department prior to space entry and subsequently after work in space is completed;
- Know space hazards, including information on the mode of exposure, signs, or symptoms, and consequences;
- Verify emergency plans and specified entry conditions such as permits, tests, procedures, and equipment are in place before allowing entry;
- Verify that rescue services are available and the means for summoning them are operable;
- Issue the City/department-approved entry permit;
- Take appropriate measures to remove unauthorized entrants;
- Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained; and
- Terminate entry and cancel permits when entry operations are completed or if a new condition exists.

The proper equipment, including personal protective equipment, should be provided when an employee enters a confined space. Confined space equipment and PPE includes but is not limited to:

- Safety harness;
- Lifelines and safety tripods;
- Ropes and or cables for retrieval in case of emergencies;
- Ladders;
- Hard hats, safety glasses, fire resistant clothing;
- Hand protection, safety shoes, hearing protection;
- Respirators, or any other form of breathing protection;
- Communication equipment as needed for continuous monitoring of personnel occupying space; and
- Air tester/monitors, forced air ventilation i.e. fans, negative and positive pressure devices, and lighting equipment.

Authorized entrants who enter a permit space must wear a chest or full-body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads. Wristlets may be used if the employer can demonstrate that the use of a chest or full-body harness is not feasible or creates a greater hazard. Also, the employer must ensure that the other end of the retrieval line is attached to a mechanical device or a fixed point outside the permit space. A mechanical device must be available to retrieve someone from vertical-type permit spaces more than five (5) feet deep.

In some cases, permit-required confined spaces can be reclassified as non-permit-required spaces. To reclassify a permit space, make sure the confined space meets the following requirements:

- There is no actual or potentially hazardous atmosphere in the confined space; and
- Any hazards capable of causing death or serious injury have been eliminated. This includes any health and safety hazards including engulfment, in solid or liquid material, electrical shock, or moving parts.

The confined space can be classified as a non-permit required space only for as long as all the hazards remain eliminated. If someone must enter the space to remove the hazards, it must be treated as a permit-required confined space until the hazards have been eliminated. Controlling atmospheric hazards through forced air ventilation does not eliminate the hazards.

Employees of other employers or contractors are required to adhere to this policy while working with and for City personnel. Contractors working independently from City personnel are required to follow all provisions of this policy. In these circumstances, the City's responsibilities to the contractor are as follows:

- Identify permit spaces to the contractor and entry into permit spaces under the City's responsibility will only be allowed through compliance with this standard;
- Apprise the contractor of elements, including hazards that make a space a permit space;
- Apprise the contractor of safety precautions or procedures implemented to protect

employees in or near permit spaces where contractor personnel are working;

- Coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space so that employees of one employer do not endanger the employees of other employers; and
- Debrief the contractor after the entry operations regarding the permit space program followed and regarding any hazards confronted or created in the permit space during entry operations.

All confined spaces shall be secured for unauthorized entry. Confined spaces will be barricaded or secured when not being occupied. Spaces should all be clearly marked with warning signs stating, “confined space”, “permit-required confined space”, “do not enter”, and “authorized personnel only”.

SECTION 15 – INFECTIOUS AND COMMUNICABLE DISEASE CONTROL

The City of Alamogordo has established a written exposure-control plan for all employees who handle, store, use, process, or dispose of potentially infected blood and bloodborne pathogens.

This program includes requirements for personal protective equipment, housekeeping procedures, and training. The City will comply with OSHA Standard 29 CFR 1910.1030 which applies to bloodborne pathogens.

The City of Alamogordo has also established a Communicable Disease plan and will take proactive steps to protect the workplace in the event of an infectious disease outbreak. This will be accomplished through providing information about the nature and spread of infectious diseases, including symptoms and signs to watch for as well as required steps to be taken in the event of an illness or outbreak. It is the goal during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees remain safe within the workplace.

The City of Alamogordo will provide, at their own expense, hand sanitizer containing at least 60% alcohol as recommended by the Centers for Disease Control and Prevention (CDC) and sanitizing dispensers throughout the workplace and in common areas.

15.1 - GENERAL WORK PROCEDURES

The City of Alamogordo will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used such as bathrooms, breakrooms, conference rooms, door handles, railings, etc.

Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

All employees shall participate in taking steps to reduce the transmission of infectious and communicable diseases in the workplace. These steps include frequent hand cleaning with warm water and soap and/or the use of hand sanitizer (containing at least 60% alcohol), covering the mouth when sneezing or coughing, and discarding used tissues in wastebaskets.

Employees shall not eat, drink, smoke, or handle contact lenses in areas where exposure to bloodborne pathogens is possible. The storage of food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored is strictly prohibited.

If any personnel sustain an exposure (contact with eye, mouth, or mucous membrane, non-intact skin, or piercing skin barrier through such events as needle sticks, human/animal bites, cuts, and abrasions), initial first aid shall be performed. The exposed area shall be thoroughly washed immediately using water on mucosa, and soap and water on skin surfaces. If soap and running water are not available, alcohol or other skin-cleaning agents that do not require water shall be used until soap and running water can be obtained. After the initial first aid is done, an immediate confidential medical evaluation shall be made available to all employees who sustain an exposure. Documentation should be made on the following:

- The individual exposed;
- The routes of exposure and how the exposure occurred; and
- A description of the employee's job duties relevant to the exposure incident.

All sustained exposures should be reported to the immediate Manager/Supervisor. The exposure and the details of the incident should be recorded on a COA Employee Report of Injury Form as soon as possible, but no later than the next business day, and submitted to Human Resources.

Unless otherwise notified, normal attendance and leave policies will remain in place during any infectious or communicable disease outbreak designated as such by the City Manager, or an outside agency such as the Centers for Disease Control and Prevention (CDC), the Department of Health (DOH), etc.

It is not possible to give an exhaustive list of symptoms that may be relative to any declared infectious or communicable disease outbreak. However, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of illness, or symptoms of a declared outbreak including, but not limited to the following:

- Fever;
- Cough;
- Sore throat;
- Runny or stuffy nose;
- Body aches;
- Headache;
- Chills; and/or
- Fatigue.

It is recommended by the CDC that people with infectious illnesses such as the flu remain at home until at least twenty-four (24) hours after they are free of fever at or above 100.4˙F (37.8˙C), or signs of a fever without the use of fever-reducing medications.

Outside of, or during a designated infectious or communicable disease outbreak, the City may, at its discretion take the following actions, including but not limited to:

- Send employees home in accordance with the above health guidelines;
- Isolate employees in a closed-door room that can serve as an isolation room until employee(s) can be safely removed from the worksite;
- Provide appropriate personal protective equipment (PPE);
- Limit nonessential travel and meetings;
- Encourage employees to self-monitor for signs and symptoms of illness;
- Approve telecommuting work on a case-by-case basis;
- Request medical documentation as compliant with the City of Alamogordo Employee Manual;
- Implement social distancing guidelines as defined by the CDC, such as encouraging the use of telephones, and email rather than engaging in face-to-face meetings, and cancellation of non-essential meetings; and
- Limit public access to the worksite(s) and/or restrict access to only certain workplace areas where appropriate.

Social distancing as related to this policy and according to the CDC means “remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately six (6) feet from others when possible.

15.2 - PERSONAL PROTECTIVE EQUIPMENT

All personnel, prior to any contact with patients, prisoners, waste matter, urine, fecal matter, blood, contraceptives, or sanitary napkins shall use latex gloves and masks when applicable, as provided by the City. Personnel with lacerated, chapped, or otherwise damaged skin will cover these areas with adhesive dressings.

Leather or cut-resistant gloves shall be worn by personnel in any situation where sharp or rough surfaces are likely to be encountered, such as extrication or maintenance.

The City shall provide all personnel with eye protection, face shields, and/or masks to use for incidents in which splashing of contaminated fluids can occur, such as situations involving combative patients, prisoners, sick individuals, and working around sewage.

All personnel shall wear protective clothing such as splash suits and shoe coverings that are provided by the City when entering a work area where infectious materials are handled.

Remove all protective clothing and equipment when leaving the work area, and if the equipment and/or clothing is contaminated, place it in a proper storage container for washing,

decontamination, or disposal. All personnel shall remove contaminated clothing before entering other work areas, leaving the building, or returning home.

15.3 - DISPOSAL OF REGULATED/CONTAMINATED WASTE

Contaminated waste shall be placed in containers that are closable, constructed to contain all contents, that are non-penetrable, and prevent leakage of fluids during handling, storage, transport, or shipping. Warning labels must be affixed to containers of regulated waste. This may include containers of contaminated sharps, refrigerators, and freezers containing blood or OPIM, and bags or containers of contaminated laundry. Facilities may also use bags red in color or marked with the universal bio-hazard symbol.

All personnel shall take precautions during procedures or work tasks to prevent injuries from handling or encountering of sharps. Sharps may include, but are not limited to needles, scalpels, glass, or knives.

All used sharps shall be placed in a sharp's container. Needles shall never be recapped, bent, or broken following use, but placed in a sharp's container as soon as possible. Departments expected to encounter or dispose of sharps shall receive training on how to handle and dispose of sharps and have containers available that shall be used exclusively for this purpose.

All reusable equipment shall be disinfected and washed for reuse. Affected work areas including floors shall be decontaminated and washed as needed.

15.4 - TRAINING

The City of Alamogordo will provide training on bloodborne pathogens and communicable disease exposure by a qualified professional or competent person to all employees whose assigned job duties include potential contact with infectious materials. All employees with affected jobs will receive training upon hiring, and yearly thereafter. Training will include, but is not limited to:

- City policy;
- Scheduled safety training with a qualified instructor;
- Interdepartmental developed SOPs;
- Types and transmission of bloodborne pathogens;
- Infectious and communicable disease control methods;
- Good hygiene and infection control practices;
- General safety rules and precautions;
- Use of personal protective equipment;
- Contaminated sharps disposal procedures;
- Post-exposure treatment and procedures; and
- Hepatitis B vaccinations.

15.5 - DISCRIMINATION

The City of Alamogordo will not discriminate against any employee based on the individual having an infectious or communicable disease.

The City will comply with all applicable statutes and regulations that protect the privacy of persons who have an infectious or communicable disease. Every effort will be made to ensure sufficient procedural safeguards to maintain personal confidence.

SECTION 16 – LOCKOUT/TAGOUT PROCEDURES

It is the intent of the City of Alamogordo to define those procedures necessary to assure the safe lockout and/or tagout of equipment found to be defective and not in safe operating condition and to assure the safe lockout/tagout of equipment prior to maintenance work. These procedures are mandatory and considered the minimum of protective measures to be utilized.

It shall be the responsibility of the supervisor to ensure employees are informed of the requirements for compliance with these procedures and that each employee is properly trained in methods of safe operation and lockout/tagout of equipment.

The City of Alamogordo will provide additional training to all employees on the purpose of lockout/tagout procedures and the prohibited action of restarting or reenergizing equipment that has been locked and/or tagged out. Lockout/Tagout procedures can only be performed by trained, authorized personnel.

16.1 - LOCKOUT PROCEDURES

The user and maintenance departments shall have the joint responsibility to specify, install, and maintain equipment that may be locked out in accordance with this order.

An energy-isolating device is considered “capable of being locked out” if it meets one of the following requirements:

- Is designed with a hasp or other part to which you can attach a lock such as a lockable electric disconnect switch;
- Has a locking mechanism built into it; or
- Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy-control capability, such as a lockable valve cover or circuit breaker block out.

Any equipment found to be defective or in need of maintenance shall be rendered inoperable using the following procedures:

- In preparation for shutdown, an initial survey must be made to make sure no one is operating the equipment before proceeding to turn off the power. All affected personnel

should also be notified of the power shutdown before maintenance begins. Locate and identify all energy-isolating devices to be certain which switch, valve, or other energy-isolating devices apply to the machine or equipment to be locked out;

  - If the equipment is electrical, this will include locking out the breaker and returning to the equipment to try field-mounted start/stop devices to verify that the proper breaker was pulled, and the equipment is disabled;
  - On mechanical, pneumatic, steam, and hydraulic equipment, this will include locking out the energy isolating devices such as valves or pressure switches and verifying the release of any stored energy by opening bleeders and verifying complete depressurization; and
  - On vehicles and motorized equipment, this will include the removal of the key and/or other starting devices.

- Locate, padlock, and tag all energy isolation devices to include the date, person executing lockout, and signature with a tag clearly labeled "Do Not Operate". The lockout padlock and tag will remain attached to the energy-isolating devices until all maintenance work is complete. Only the person placing the lockout tag and padlock shall have the authority to remove such items and only after the equipment is rendered safe.

16.2 - REENERGIZING PROCEDURES

- The equipment operator under maintenance shall perform an on-site audit of the work area to ensure all equipment components are operationally intact, and all nonessential items are removed from the area before all maintenance tags and padlocks have been removed. The operator must also check to ensure that everyone is positioned safely and away from the equipment before re-energization;
- After removing the lockout or tagout devices, but before reenergizing the machine, the operator must assure that all employees who operate or work with the machine, as well as those in the area where service or maintenance is performed, know that the devices have been removed and that the machine is capable of being re-energized;
- The equipment should be reenergized and tested to ensure the equipment is safe to put back in operation;
- If a problem is discovered that would affect the safe operation of the equipment, the lockout padlock and tag shall be reinstalled on the equipment, the power turned off, and the problem corrected before the operator's padlock and tag is permanently removed; and/or
- If the equipment is found to be in satisfactory operating condition, the lockout padlock and tag may be removed, and the equipment put back in service.

16.3 - TAGOUT PROCEDURES

Sometimes it is not possible to lock out the energy-isolating device associated with the machinery. In that case, authorized personnel must securely fasten a tagout device as safely as possible to the energy-isolating device in a position where it will be immediately obvious to anyone attempting to operate the device.

If an energy-isolating device is not capable of being locked out, tagout procedures may be utilized. When a tagout warning/danger tag is used on an energy source that is incapable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached. Ensure that the placement of the warning/danger tag will provide a clear warning to employees that the equipment is non-operable and unsafe to use. Follow the lockout procedures using a tag in place of a lock. The person applying the tag shall sign, date, and state the cause for the placement of the tag.

Additional means to be considered as part of the demonstration of full employee protection shall include additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, or the removal of a valve handle to reduce the likelihood of inadvertent energization. Safety measures must demonstrate that the tagout will provide a level of safety equivalent to that obtained by a lockout.

Only the person applying the warning/danger tag shall have the authority to remove such tag and only after the equipment is rendered safe.

A tagout device is a prominent warning that clearly states that the machinery being controlled must not be operated until the tag is removed in accordance with an established procedure. Tags are essentially warning devices and do not provide the physical restraint of a lock. Tags may evoke a false sense of security. For these reasons, OSHA considers lockout devices to be more secure and more effective than tagout devices in protecting employees from hazardous energy.

16.4 - LOCKOUT/TAGOUT DEVICES AND ADDITIONAL PRECAUTIONS

Whether lockout or tagout devices are used, they must be the only devices the employer uses in conjunction with energy-isolating devices to control hazardous energy. The employer must provide these devices and they must be singularly identified and not used for other purposes. In addition, they must have the following characteristics:

- Durable enough to withstand workplace conditions. Tagout devices must not deteriorate or become illegible even when used with corrosive components such as acid or alkali chemicals or in wet environments;
- Standardized according to color, shape, or size. Tagout devices also must be standardized according to print and format. Tags must be legible and understandable by all employees. They must warn employees about the hazards if the machine is energized and offer employees clear instructions such as: “Do Not Start,” “Do Not Open,” “Do Not Close,” “Do Not Energize,” or “Do Not Operate.”;
- Substantial enough to minimize the likelihood of premature or accidental removal. Employees should be able to remove locks only by using excessive force with special tools such as bolt cutters or other metal-cutting tools. Tag attachments must be non-reusable, self-locking, and non-releasable, with a minimum unlocking strength of thirteen (13) to fifty (50) pounds. Tags must be attachable by hand, and the device for attaching the tag should be a one-piece nylon cable tie or its equivalent so it can withstand all environments and conditions; and
- Labeled to identify the specific employees authorized to apply and remove them.

Temporary removal of lockout or tagout devices and the reenergizing of the machine is only permitted in limited situations for tasks that require energization—for example, when power is needed to test or position machines, equipment, or components. However, this temporary exception applies only for the limited time required to perform the task requiring energization. Authorized personnel must provide effective protection from hazardous energy when employees perform these operations. The following steps must be performed in sequence before reenergizing any machine:

- Clear tools and materials from machines;
- Clear employees from the area around the machines;
- Remove the lockout or tagout devices as specified in the standard;
- Energize the machine and proceed with testing or positioning; and
- Deenergize all systems, isolate the machine from the energy source, and reapply energy-control measures if additional service or maintenance is required.

Training must ensure that employees understand the purpose, function, and restrictions of the energy-control program. Initial training shall be provided before starting service and maintenance activities that will include lockout/tagout procedures.

Affected employees (usually machine operators or users) are employees who operate the relevant machinery or whose jobs require them to be in the area where service or maintenance is performed. These employees do not service or maintain machinery or perform lockout/tagout activities. Affected employees must receive training in the purpose and use of energy-control procedures. They also need to be able to recognize when the energy-control procedure is being used, understand the purpose of the procedure, and understand the importance of not tampering with lockout or tagout devices, and not starting or using equipment that has been locked or tagged out.

SECTION 17 – ELECTRICAL SAFETY

The City of Alamogordo shall ensure that its employees will be responsible for performing electrical work in a safe manner by assessing and controlling the hazards associated with performing the work and by adhering to safe work practices. The City has established work policies and procedures to train employees in electrical hazard recognition and safe work practices. These procedures apply to all employees who are exposed to electricity as part of their job.

17.1 - GENERAL WORK PROCEDURES

Only trained, qualified personnel are authorized to work on electrical equipment.

All personnel will wear the appropriate National Fire Protection Association (NFPA) 70E Series approved protective personal equipment such as electrical-rated boots, non-conductive gloves, fire-rated clothing, face shields, safety glasses, and hard hats when working with or around electrical equipment.

City employees are required to report all electrical safety hazards to their supervisor.

All personnel shall use the lockout/tagout procedures on all electrical systems while completing maintenance work.

All electrical systems should have the manufacturer's name, or descriptive marking that identifies the company responsible for the product. The equipment will also have its operating voltage, current, wattage, or other rating clearly marked on it.

17.2 - TOOLS AND EQUIPMENT

All extension cords, power strips, and power tools shall be inspected before use. If any defects or damage are found, the cord or strip should be removed from service and repaired by a qualified person only.

Power strips should only be used in office settings.

Grounding prongs will never be removed from the end of any cord, power strip, or power tool and should not be plugged in until repaired.

Extension cords should not be used where vehicles or other equipment could run over the cord.

Electrical tools shall be stored in a dry place when not in use.

Fiberglass ladders are required when working on electrical systems, equipment, or wires.

17.3 - HIGH VOLTAGE ELECTRICAL ROOMS AND CLOSETS

All electrical distribution panels, breakers, disconnects, switches, and junction boxes will be completely enclosed.

All electrical receptacles and cover plates will be kept intact and in good condition.

All electrical panels will always be easily accessible and a minimum of three (3) feet of clearance will be maintained on all sides.

The voltage housed inside all electrical panels shall be indicated on the outside of the panel.

High-voltage rooms and closets must always be locked.

Only qualified employees are allowed into high-voltage rooms and closets.

No non-qualified employee will open or remove covers or access panels of high-voltage electrical distribution systems.

Safety signs warning about any electrical hazards shall be clearly displayed on the front door of the room or closet.

17.4 - GROUND FAULT CIRCUIT INTERRUPTERS (GFCIs)

Ground fault circuit interrupters (GFCIs) protect employees from electrical shock while using electrically powered tools and equipment, especially in wet environments. GFCIs can be located on an extension cord or power strip, wall outlet, or circuit breaker.

GFCIs will be used in the following conditions:

- Locations where employees are likely to come in contact with water or conductive liquids such as outdoors, bathrooms, kitchens, or any other work area with potential exposure to water. A GFCI wall outlet should be installed around sinks or any other area where water is found;
- Construction sites; and
- When portable lighting is used in wet or other conductive locations such as boiler rooms, tanks, or vault rooms.

17.5 - ARC FLASH PROTECTION AND WORK PROCEDURES

Whenever possible, electrical systems and equipment should be de-energized to eliminate the risk of shock or arc flash. In some cases, if it is necessary to work on energized equipment, procedures must be established to protect employees from an arc flash injury.

An arc flash occurs when an electrical current passes through the air. This occurs when an electric current leaves its intended path and travels through the air from one conductor to another.

Only authorized, qualified personnel shall perform work on energized electrical systems and equipment. An arc flash blast can generate heat up to thirty-six thousand (36,000) degrees. If someone is within proximity to the arc flash, serious injury and even death can occur.

In the event it is necessary to work on energized equipment, the proper PPE guidelines should be followed:

1. Electrical Hazard/Risk Category – 0 - Energized equipment where the voltage is 50v or less:

- Long sleeve shirt;
- Safety glasses;
- Hearing protection; and
- Leather gloves.

2. Electrical Hazard/Risk Category – 2 – Energized equipment where the voltage is 50v to 600v:

- Fire-rated long-sleeve shirt and pants;
- Fire-rated coveralls;
- Fire-rated face shield or flash suit hood;
- Hard hat, safety glasses, or goggles; and
- Voltage-rated rubber gloves with leather protectors, and leather work boots.

No personnel are allowed within a four (4) feet boundary without wearing the appropriate electrical protective equipment.

3. Electrical Hazard/Risk Category – 4 – Energized equipment where the voltage is 600v or greater:

- Fire/Arc-rated long-sleeve shirt and pants;
- Fire/Arc-rated coveralls, flash suit jacket and pants;
- Fire/Arc-rated flash suit hood, parka, or rainwear;
- Fire/Arc-rated hard hat, hard hat liner;
- Safety glasses or goggles;
- Hearing protection (ear canal inserts); and
- Voltage-rated rubber gloves with leather protectors and leather work boots.

Live work shall only be performed by personnel who are certified and authorized to work at the rated voltage level.

Two (2) people will be required to perform work at Category 4 level, both wearing appropriately rated protective equipment. One person can act as a Standby Person and is not required to be an electrician but should be trained to know what to do should a problem arise.

Personnel are not allowed within ten (10) feet of the work area without wearing the appropriate electrical protective equipment.

Electrical systems and equipment that are likely to require examination, adjustment, servicing, or maintenance while energized shall be field marked with a label containing all the following information:

- Nominal system voltage;
- Arc flash boundary;
- Minimum arc rating of clothing; and
- Site-specific level of PPE.

Labels that are illegible, damaged, or missing on all electrical systems and equipment should be replaced as soon as possible by contacting the original manufacturer of the equipment.

SECTION 18 - HAZARD COMMUNICATION

The City of Alamogordo has developed a hazard communication program to ensure that all potentially hazardous chemicals brought to City property are evaluated and that information about their hazards be communicated to all employees. This communication will include container labeling, maintaining a Safety Data Sheet for all chemicals, and procedures on safe handling, storage, and precautions when using hazardous chemicals. The City will comply with OSHA Standard 29 CFR 1910.1200 which applies to toxic and hazardous substances.

Training will be provided to all employees who are exposed to potentially hazardous chemicals upon hiring and yearly thereafter. Training will include, but will not be limited to:

- City policy;
- Scheduled safety training with a qualified instructor;
- Interdepartmental developed SOPs;

- Safety Data Sheet (SDS); and
- Use of personal protective equipment.

18.1 - LABELING AND STORAGE OF HAZARDOUS CHEMICALS

All chemicals brought on City property shall be properly labeled in English. If labels do not arrive with the chemical, the supplier should be contacted to get the specific labels. These labels should provide the following information:

- Identity of the chemical products or substance in the container;
- Hazard warnings;
- Name and address of the manufacturer or other responsible party; and
- Labels should not be removed and need to be replaced if damaged or illegible.

All containers of chemical products including laboratory bottles, solvent cans, and dispensers must be labeled. In storage areas where chemical products are stored, signs or placards will be posted to identify the material and transmit the required information to employees. In cases where a product, other than that specified on the container label, is placed in the container, re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

Only approved containers and portable tanks shall be used for the storage and handling of flammable liquids. Approved safety cans shall be used for the handling of flammable liquids in quantities of five (5) gallons or less. For quantities of one (1) gallon or less, the original container may be used for handling and storage.

Flammable liquids should be stored in approved flammable storage cabinets. OSHA Standard 29 CFR 1910.106 requires flammable cabinets to be constructed to specific requirements and must be designed to limit the internal temperature to three-hundred twenty-five (325) degrees F. The cabinets must be labeled “Flammable – Keep Fire Away”. Cabinets must be constructed with eighteen (18) gauge sheet iron, double walled with half-inch (1/2) air space, riveted joints, and the bottom of the cabinet raised at least two (2) inches above the cabinet bottom to retain spilled liquid within the cabinet.

Spill containment platforms or spill pallets shall also be used for all stored hazardous chemicals to prevent spills or in the event of hazardous chemical container leakage. Spill pallets should be utilized for fifty-five (55) gallon drums, or when a hazardous chemical is stored in large quantities.

Flammables shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

18.2 - LIST OF HAZARDOUS CHEMICALS

All departments shall maintain an inventory list of all chemicals used at each site. Each chemical should be listed exactly as it is stated on the container. The expiration of each chemical should also be listed; an expired chemical can become unstable and hazardous when past its expiration

date. The list will be expanded as new chemicals are brought into the department and deleted as they are removed from service. The list should be in written form but can also be filed electronically by the department supervisor. The chemical list should be kept in the same location as the Safety Data Sheets

18.3 - SAFETY DATA SHEETS (SDS)

All departments shall have a safety data sheet in the workplace for each hazardous chemical to which they use or may be exposed. Supervisors and employees should review SDS as often as necessary for completeness, and missing SDS or new chemicals brought into use should be obtained and/or replaced by the supplier.

Each department shall have SDS notebooks or a storage area such as a file cabinet that is clearly marked and always accessible to all employees in case of an emergency or chemical spill. All SDS sheets should be kept in alphabetical order and should be maintained regularly for new chemicals or the deletion of any chemical in the department.

All employees should be trained and familiarized with how to use SDS. New employees should be introduced to and familiarized with all hazardous chemicals they will be in contact with. Supervisors should ensure that all affected employees understand the purpose and use that SDS provides. This includes, but is not limited to:

- Hazard identification;
- First aid measures in case of exposure;
- Fire-fighting measures in case of a spill or fire;
- Handling and storage;
- Exposure control;
- Proper personal protective equipment needed to handle chemicals safely;
- Transport information;
- Disposal procedures; and
- Mixing instructions and restrictions.

All City departments should have appropriate personal protective equipment for employees to ensure safe handling and use of hazardous chemicals in their work areas. This may include but not be limited to, heavy-duty disposable gloves, eye protection, respirators or masks, splash suits, and face shields.

All departments that have hazardous chemicals in their area must also have adequate eye wash stations, a first aid kit, and spill kits, in the event of an emergency. The eye wash station should be maintained and serviced regularly for effective use in case of an emergency. The first aid kit should be inspected and stocked regularly to ensure the proper supplies are available in case of an emergency. Spill kits should be adequate for appropriate and safe cleanup of the chemicals present in each workplace.

The City of Alamogordo will comply with all Local, State, and Federal Right to Know reporting requirements regarding employee's rights to know of the dangerous chemicals in their workplace.

SECTION 19 – KITCHEN SAFETY

19.1 - GENERAL WORK PROCEDURES

Floors should be clean, uncluttered, and treated with slip-resistant coatings or chemical treatments. Floor-cleaning chemicals with good grease-removal and slip-resistant properties must be used. Spills should immediately be cleaned up and "wet floor" signs should be posted.

Ice machines should have rubber or fabric-faced mats in front of them to minimize spill accidents. Employees should make sure any spills or excess ice dropped on the floor are mopped up immediately. All ice machines and freezers should be checked for proper sealing to prevent water from leaking onto the floor.

Employees who need to move loads of up to fifty (50) pounds or more should take extra caution and seek assistance. The buddy system should be used whenever possible. Employees should use proper lifting and handling techniques to reduce potential back injuries. Carts and dollies should be used for extra heavy loads. Aisles should be wide enough for employees to lift and carry items without obstruction.

19.2 - EQUIPMENT AND CLOTHING

New employees should be trained in proper knife handling. Knives should be kept sharp, and the blades covered when not in use. Knives that are stored on a wall mount in the kitchen area should always have blades facing up to guard against an employee's hand injury. All employees should be trained in electric slicers before operating them. All slicer guards should be kept in place and be replaced when damaged. Slicers should be cleaned and oiled daily to ensure safe operation of the equipment.

Employees should wear proper clothing to prevent injuries or accidents. Employees should wear long-sleeved shirts to prevent burns. Closed-toe skid-resistant shoes should be used to reduce falls and injuries from hot substances and slippery floors.

Potholders should be easily accessible for safe handling. Only allow trained employees to condition deep fryer grease, and only with proper personal protective equipment.

19.3 - FIRE PREVENTION

Good housekeeping should be performed on a regular basis to help prevent kitchen fires. Below are some guidelines that should be followed by all kitchen employees:

- Keep rags and other cloth materials away from hot surfaces;
- Keep all appliances clean to reduce grease build-up;
- All kitchens should have at least one Class K fire extinguisher. A Class K is capable of extinguishing a fire started with hot oil or grease igniting;

- Do not overload electrical outlets;
- Never use equipment that does not have three-pronged cords. Always inspect equipment for damaged cords;
- All electrical outlets located within six (6) feet of a sink or other water source must have a ground-fault circuit interrupter (GFCI) to prevent shock hazards. GFCI should be tested at least once every three (3) months using the test button located on the device. Faulty GFCI outlets should be reported to Facility Maintenance for servicing; and
- Do not use equipment that smokes, sparks, or demonstrates other signs of equipment defect. Kitchen employees should always be aware of the building evacuation plan, how to turn on the fire alarm, the location of all fire extinguishers, and how to use them.

SECTION 20 – LAW ENFORCEMENT SAFETY

The City of Alamogordo Police Department's mission is to assure a safe and secure community by developing a police force that upholds the Constitution and protects the rights of all citizens through the shared responsibility of police personnel, government leaders, and the overall community. APD (Alamogordo Police Department) enforces the laws and protects the lives, property, and safety of Alamogordo citizens, victims, offenders, and law enforcement officers. In partnership with the community, APD engages in constitutional policing to promote public safety, and it enforces all laws to reduce crime.

The City has set forth some procedures to assist the Police Department in ensuring public safety, as well as the safety of APD personnel. These procedures exist to maintain high levels of professional conduct and are the embodiment of the APD concerns for ensuring effective, safe, and constitutional law enforcement.

20.1 - MOTOR VEHICLES AND EQUIPMENT - SAFE OPERATIONS

Personnel will be responsible for safeguarding, using, and properly maintaining all departmental-issued property. All authorized equipment will be used only for its intended purpose. Personnel will operate official vehicles in a careful and prudent manner and will obey all laws and all department orders about such vehicle operations. Official vehicles will be used by personnel while on duty and for official business.

Except for emergency communication, the use of hand-held cellular telephones or electronic devices is prohibited while operating a City emergency vehicle. Personnel may use a hands-free device, such as an earpiece or Bluetooth while operating a City vehicle. APD personnel should pay full attention to the road and possible hazards and avoid distractions such as cell phone use unless it involves an emergency. The priority should always be the safety of the public and APD personnel. All Department personnel will utilize seat belts when operating Department vehicles except in situations where wearing a seat belt would cause a greater safety risk.

When stopped on heavily traveled or unlighted streets or highways to provide traffic control or make traffic stops, officers will:

- Activate all the emergency flashing lights of their vehicle;
- Remove the police vehicle from the traveled portion of the roadway whenever possible;
- Use flares and traffic cones whenever possible; and
- Wear a reflective traffic vest when outside of their vehicles and in the street for extended periods or directing traffic.

Whenever possible, officers should not park their police vehicles in a manner that will hamper traffic flow, block driveways, or traffic control devices. If possible, park in a safe position ensuring approaching motorists a clear field of vision with enough distance for braking and merging into traffic.

APD vehicles will be properly secured and parked to prevent damage to the vehicle and theft of its contents. All employees assigned an APD vehicle will exercise good judgment in utilizing them and will not drive or use the vehicle in an unsafe manner or cause additional hazards to the public. APD personnel should adhere to all City roadway markings, speed limits, and stopping points that correspond with MUTCD standards and regulations unless they are responding to an emergency.

Employees of the APD should not expose a City vehicle to unreasonable hazards or abuse, except in exigent circumstances.

20.2 – HAZARDOUS MATERIAL PRECAUTIONS AND PERSONAL PROTECTIVE EQUIPMENT

The appropriate respiratory protection and other personal protective equipment are key components in reducing the risk of adverse health effects for personnel that may be exposed to methamphetamine or other similar hazardous materials. The appropriate respiratory equipment, protection, and procedures in Section 4 of this manual shall be referenced to when an employee is exposed to meth and requires respiratory protection.

Personnel who may be exposed to methamphetamine during seizure or remediation tasks should have safety and health training (40-hour HAZWOPER training) and should use the appropriate level of personal protective equipment based on the site-specific conditions. PPE for meth exposure may include but not be limited to protective eyewear, disposable gloves, foot coverings, protective footwear, and long-sleeved coveralls or a disposable protective suit. Decontaminate or discard, as appropriate, all clothing and PPE worn during contact.

Because meth can be injected intravenously, loose hypodermic needles may be present in a former meth lab or in a vehicle involved in a search and may pose a danger to those involved in search, or remediation activities. The appropriate PPE shall be worn when collecting and removing trash, bedding, clothing, drapes, furniture, carpet, flooring, or materials from any location that could conceal needles. PPE may include but not be limited to heavy gloves, protective footwear, and protective suits. Dispose of all needles in a labeled sharps container following state and local requirements or guidelines. Use respiratory protection when removing contaminated materials or working in highly contaminated areas. Respirators also should be used if the inhalation of sampling materials and cleanup solvents poses a threat to human health. Never eat, drink, smoke, or store food or beverages in a former meth lab prior to or during remediation.

It is the responsibility of the APD to ensure personnel receive the appropriate treatment after exposure to any hazardous or infectious material and to facilitate proper protection and follow-up care. The procedures set forth in Section 15, Communicable Disease Control, of this manual shall be adhered to regarding employee exposure.

20.3 - WORKPLACE SAFETY

All employees shall safely handle firearms while performing on-duty assignments or while acting in a law enforcement capacity, in a manner consistent with APD training and established department rules and regulations.

Employees who handle firearms shall do so in a safe manner to avoid unintentional discharges. Employees are responsible for any discharge of a firearm in their custody. Any unintentional, reckless, unlawful, or other discharge inconsistent with APD training and policy may result in discipline.

Some emergency situations may arise that require APD personnel to lift heavy objects or assist in lifting injured or incapacitated persons due to intoxication or subdued conditions. Some basic rules for lifting heavy objects include:

- Bend at the knees;
- Get a good handhold;
- Center on the load;
- Lift straight up – let your legs do the work;
- Keep the load as close to your body as possible; and
- Do not twist, turn, or make any awkward movements while lifting.

Twisting or turning while lifting heavy objects can cause a strain on many parts of the body. It is important to maintain a straight back position while lifting. Do not twist or turn the load to regain a grip. It is safer to set the load down to regain a better grip.

Always seek help when a task requires heavy lifting. Seek multiple personnel to make a heavy lift safer and minimize back, wrist, knee, and hand injuries. Lifting an injured or incapacitated person should involve all available emergency personnel, and it is important that everyone lifts at the same time, so the weight is evenly distributed.

20.4 - EMERGENCY VEHICLE AND FOOT PURSUIT

It is the priority of the Alamogordo Police Department to protect lives while enforcing the law and to guide its officers in the safe and reasonable performance of their duties. To accomplish this, the following policy is provided to control and regulate emergency vehicle operations. When engaged in emergency vehicle operations in the performance of official duties, drivers of authorized emergency vehicles may exercise privileges set forth under New Mexico Statute 66-7-6: Authorized Emergency Vehicles. These privileges do not relieve drivers of emergency vehicles from the duty to drive with due regard for the safety of all persons nor does it protect drivers from the consequences of their reckless disregard for the safety of others.

Emergency vehicle pursuit is justified when:

- A vehicle operator fails to stop after being given an audible signal to stop by a peace officer; and
- A vehicle contains a felony suspect who poses an immediate threat of death or serious bodily injury to the member or others, or if probable cause exists that the fleeing suspect committed a felony which resulted in death or serious bodily injury.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

- The safety of the public, including the type of area, such as a school zone;
- Time of day, lighting, weather, and density of vehicular and pedestrian traffic;
- Whether or not the identity of the suspect has been verified; and
- The need to immediately apprehend the suspect is more important than the risk created by the pursuit, and the likelihood of apprehension at a later time.

Some procedures and tactics to consider during a pursuit include:

- All pursuing units must space themselves from other involved vehicles to enable them to see and avoid hazards or react safely to unexpected maneuvers by the eluding vehicle;
- Pursuing units shall exercise due caution and slow down as necessary when proceeding through intersections, especially controlled intersections;
- Eluding suspects shall not be pursued driving on the wrong side of a roadway. In the event the eluding vehicle is driving in the wrong direction, officers shall maintain visual contact with the eluding vehicle by paralleling the vehicle while driving on the correct side of the roadway;
- Officers shall notify the NM State Police or other law enforcement agencies if it appears that the pursuit may enter another jurisdiction;
- The primary unit shall update critical information to the dispatcher before leaving its jurisdiction; and
- Upon receiving notification that the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch:

1. Unit identification;
2. Offense for which the suspect is being pursued;
3. Suspect vehicle description including license number;
4. Location, direction, and speed of both vehicles; and
5. Any other pertinent information about the suspect vehicle or environment (for example, the suspect is traveling without lights, or the officer has lost sight of the vehicle).

If a secondary unit enters the pursuit, the driver shall:

1. Immediately notify the dispatcher of entry into the pursuit;

2. Remain a safe distance behind the primary unit, unless directed to assume the role of primary unit; and
3. Serve as a backup to the primary unit once the eluding vehicle has been stopped.

The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect, and shall consider terminating the pursuit under the following conditions:

- When a supervisor directs the pursuit to be terminated;
- When it is determined that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the suspect;
- Communication is broken;
- Visual contact is lost for a reasonable period of time, or the direction of travel cannot be determined; and
- The pursuing vehicle sustains damage, mechanical failure, or if the vehicle's emergency lighting or siren becomes inoperable and renders it unsafe to drive.

If, during a pursuit, an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. The primary unit will be responsible for ensuring assistance is provided to people who may have been injured during a pursuit. The primary unit may delegate the responsibility to render assistance to a secondary unit.

The primary officer and the supervisor shall file a summary report after the pursuit has concluded. The report must contain the following elements:

- The reason (s) and the circumstances for engaging in the pursuit;
- The alleged offense;
- The length of the pursuit including time and distance;
- The outcome of the pursuit;
- Any injuries or property damage resulting from the incident; and
- Any pending criminal charges against the driver.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in, or has engaged in criminal activity. The decision to initiate or continue a foot pursuit must be continuously evaluated depending on the circumstances presented at that time.

When engaging in a foot pursuit of a suspect, officers must exercise sound judgment, carefully consider the facts, and weigh the seriousness of the offense against the consequences of jeopardizing the safety of themselves or others.

SECTION 21 - DEFINITIONS

ACCIDENT – An event that happens by chance or that is without apparent or deliberate cause.

ANSI – The American National Standards Institute is a private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States.

BENCHING – A method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. Benching cannot be done in Type C soil.

BLOODBORNE PATHOGENS – Pathogenic microorganisms that are present in human blood and can cause disease to humans.

CITY – The City of Alamogordo municipal government, composed of the City Commission, the City Manager, all departments, divisions, agencies, and employees which comprise the organization designed to provide service to the citizenry.

COMPETENT PERSON – One who can identify existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them. All competent persons shall only be designated by a supervisor.

DECIBEL – A unit used to measure the intensity of a sound or the power level of an electric or acoustic signal by comparing it with a given level on a logarithmic scale.

ENERGY-ISOLATING DEVICE – A mechanical device that physically prevents the transmission or release of energy.

ENGULFMENT – The surrounding and effective capture of a person by liquid, solid material, or fire that can cause injury or death by the blocking of the respiratory system or the exertion of force including strangulation, constriction, or crushing.

ENTRY SUPERVISOR - The person (such as the employer, manager, supervisor, or designee) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

EXCAVATION – A man-made cut, cavity, trench, or depression in the Earth's surface formed by earth removal.

EXPOSURE – When an employee is subjected to a hazardous chemical during employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential, accidental, or possible exposure.

FIRE SUPPRESSION SYSTEM – A system used to control and extinguish fires in a building without human intervention.

GROUND FAULT CIRCUIT INTERRUPTER (GFCI) – A device designed to reduce electric shock by shutting off an electric power circuit when it detects that current is flowing incorrectly, such as through water or a person.

HALON – A liquefied, compressed gas that stops the spread of fire by chemically disrupting combustion.

HAZARD - An unavoidable danger or risk, even though often foreseeable.

HAZARDOUS ATMOSPHERE - A hazardous atmosphere is defined as a dangerous atmosphere that exposes workers to the risk of death, incapacitation, injury, acute illness, or an inability to self-rescue. This atmosphere can arise due to flammable gas, high airborne combustible dust, lack of oxygen, or any other deadly atmospheric condition.

HAZWOPER - Hazardous Waste Operations and Emergency Response is a set of guidelines produced and maintained by the Occupational Safety and Health Administration which regulates hazardous waste operations and emergency services in the United States and its territories.

HEAVY EQUIPMENT – Heavy machinery specially designed for executing construction tasks, most frequently involving earthwork operations or other large construction tasks.

INCIDENT – An unplanned, undesired event that affects the completion of a task; An event that has the potential to lead to an accident.

INTERNATIONAL FIRE CODE – A series of building codes that covers the regulation of fire hazards in existing buildings, and the installation, testing, and maintenance of fire protection in new and existing buildings.

MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) – Manual that contains basic principles that govern the design and use of traffic control devices for all streets, highways, bikeways, and private roads open to public travel.

MEDIAN – The portion of a roadway separating opposing directions of the roadway.

METHAMPHETAMINE - A synthetic drug with more rapid and lasting effects than amphetamine, used illegally as a stimulant and as a prescription drug to treat narcolepsy and maintain blood pressure.

MUCOSA - the soft tissue that lines the body's canals and organs in the digestive, respiratory, and reproductive systems.

OPIM – Other Potentially Infectious Materials.

OSHA - Occupational Safety and Health Administration, an agency of the U.S. government under the Department of Labor with the responsibility of ensuring safety at work and a healthful environment.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Specialized clothes or equipment worn by employees for protection against health and safety hazards.

PRIMARY UNIT – The law enforcement vehicle who initiates a pursuit, or any unit that assumes control of the pursuit as the lead vehicle.

PRUDENT – Careful or wise in handling practical matters, exercising good judgment and common sense.

PUBLIC ROADWAY - Any road or street under the jurisdiction of and maintained by a public authority and open to public travel.

REMEDIATION – Abatement, cleanup, or other method to contain or remove a hazardous substance from an environment.

SAFETY DATA SHEET (SDS) – Documents used by chemical manufacturers and importers to convey both the physical hazards and health hazards of their chemicals to the end user.

SANITIZATION – Cleaning something to make it free of bacteria or disease-causing elements.

SCBA – Self-Contained Breathing Apparatus – A device worn by rescue workers, firefighters, and others to provide breathable air in an immediately dangerous to life or health atmosphere.

SHARPS – Devices with sharp points or edges that can puncture or cut skin.

SHIELDING - Protects workers by using trench boxes or other types of supports to prevent soil cave-ins.

SHORING - Requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins.

SLOPING - Involves cutting back the trench wall at an angle inclined away from the excavation.

SILICA – A common mineral used to manufacture building materials such as sand, stone, concrete, and mortar.

STANDARD OPERATING PROCEDURE (SOP) – A set of step-by-step instructions compiled by a department to help workers carry out complex routine operations.

APPENDIX A – CORRECTIVE ACTION POLICY

PURPOSE

This section is intended to provide rules and guidelines for administering corrective action to employees who violate safety rules and procedures, or if the Safety Committee decides their actions are unsafe.

In addition to the classification of preventable injuries, incidents, and accidents mentioned in Sections 3.1 and 3.2 of this manual, listed below are conditions that could result in corrective action under the provisions of the policy:

- Violation of a supervisor's safety-related instructions;
- Violation of instructions on posted safety-related signs;
- Accumulation of a multiple number of injuries or accidents;
- Accumulation of a multiple number of City policy infractions;
- Unsafe actions as may be indicated by the improper use of equipment, horseplay, or practical joking, poor housekeeping practices, fighting, etc.;
- Aggressive behavior and/or creating a hostile work environment that contributes to unsafe actions;
- Lack of concern toward safety instructions and programs; and
- Reporting to work or operating any vehicle or equipment under the influence of illegal drugs or alcohol.

The above conditions are not all-inclusive. Any other circumstances that indicate an employee's disregard for his/her own safety, the safety of others, or the neglect of proper care for equipment, may also result in corrective action under the provisions of this policy.

PROCEDURE

All vehicle/equipment accidents and personal injury and illness incidents will be classified by the Safety Committee according to the accident report, law enforcement crash report, and supporting documents the degree of negligence, whether it was preventable or non-preventable, and if the incident or accident should be charged to the employee's safety record.

If the employee was not at fault and exercised all available precautions to avoid the incident or accident, it will be classified as non-preventable.

If the employee was at fault and a negligent act was a contributing factor, the incident or accident is classified as preventable, and charged to the employee's safety record.

In some instances, an incident or accident can be classified as preventable for factors where the employee was not at fault or negligent, but preventative measures could have been taken to avoid the accident or incident. These instances can be classified as preventable, but not charged to the employee's safety record.

Non-Preventable - No Disciplinary Action

Preventable and not charged to the employee – No disciplinary action. The Safety Committee will recommend actions to prevent future incidents and accidents.

Preventable and charged to the employee's safety record - 1st Offense: Consultation and verbal warning with Department Supervisor and Department Director.

2nd Offense within a three (3) year period: Written reprimand, counseling with Department Supervisor and Department Director. A letter stating the reason for the corrective action will be included in the individual's personnel file.

3rd Offense within a three-year period: One (1) to five (5) day suspension, final written warning, and counseling with the Department Director and HR Director. A letter stating the reason for the corrective action will be included in the individual's personnel file.

4th Offense within a three (3) year period: Up to thirty (30) day suspension or possible recommendation for termination. A letter stating the reason for the corrective action will be included in the individual's personnel file.

Unreported Accidents - 1st Unreported Accident: One (1) to three (3) day suspension without pay. Medical bills, repair costs and other expenses may be forwarded to an individual for payment. A letter stating the reason for the corrective action will be included in the individual's personnel file.

2nd Unreported Accident within a three (3) year period: From a thirty (30) day suspension without pay to termination of employment. A letter from the Department Director stating the reason for the suspension will be included in the individual's personnel file.

SAFETY & HEALTH MANUAL ACKNOWLEDGMENT

This Safety & Health Manual is an important document intended to help you conduct your job with the City of Alamogordo in a safe manner. This document is intended to provide the minimum guidelines and procedures only, it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the industry's federal, state, and local standards and the City's operations may change, the contents of this manual may be changed at any time, with or without notice, in an individual case, or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Safety & Health Manual.

The key provisions of this manual have been reviewed with me and I acknowledge my responsibility to know all provisions included in this manual. I understand that the policies, rules, and guidelines described in it are subject to change at the sole discretion of the City at any time. I understand that my signature below indicates that I have been made aware that the City's Safety & Health Manual is available on the City's website at ci.alamogordo.nm.us. Contact Human Resources for any questions regarding this manual.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.

POLICY HISTORY

June 1, 2018 – Safety & Health Manual approved.

April 20, 2020 – Policy updates to Section 14, Infectious Disease Control.

June 10, 2024 – Removed Sections 5.3, Battery Charging, 5.8, Electric Operated Tools, and 5.12 Jokes and Horseplay. Removed the Safety Incentive Program. Removed Appendix B, Emergency Services Contact Information. Added Sections 5.3, Machine Guarding, Section 7, Mobile Elevated Platforms and Forklifts.

Confined Space Entry Permit — Permit No.

Location/Building:

Purpose of Entry:

Space to be entered:

Authorized Duration of Permit:

Permit Open Date: Time:

Permit Closed Date: Time:

PERMIT SPACE POTENTIAL HAZARDS (Indicate specific hazards with initials)

_____ Oxygen deficiency (less than 19.5%
_____ Oxygen enrichment (greater than 23.5%)
_____ Flammable gases or vapors (greater than 10% of LFL)
_____ Airborne combustible dust (meets or exceeds (LFL)
_____ Toxic **gases** or vapors (greater than PEL)
_____ Mechanical hazards
_____ Electrical shock
_____ Materials harmful to skin
_____ Engulfment
_____ Other: _____

EQUIPMENT REQUIRED FOR ENTRY AND WORK (Specify as required)

Personal Protective Equipment:

Respiratory Protection:

Atmospheric Testing/Monitoring: **Bump Test Completed** •

Communication:

Rescue Equipment:

Other:

PREPARATION FOR ENTRY (Check after steps are completed)

☐ **Notification** of affected departments of service interruption

☐ **Isolation Methods:** ☐ Lockout/Tagout ☐ **Blank/blind**

☐ Purge/clean ☐ Inert ☐ Ventilate

☐ Atmospheric test ☐ **Barriers** ☐ Other

Signature of Authorized LOTO:_____

☐ **Personnel Awareness:**

☐ Pre-entry briefing on specific hazards and control methods

☐ Notify contractors of permit and hazard condition

☐ **Additional** permits required and/or attached:

☐ Hot work ☐ Line breaking ☐ Other: ____ _

AUTHORIZED ENTRANTS (list by name or attach roster)

AUTHORIZED ATTENDANTS (list by name)

LOCKOUT/TAGOUT INFORMATION

LOCK# **NAME**

EMERGENCY SERVICE

Name of Service | Phone Number | Method of Contact

TESTING RECORD

Initial Testing lime:	Acceptable Conditions	Pre-Entry Test	1st Test	2nd Test	3rd Test	4th Test	5th Test	6th Test
Oxygen - Level	>20.0% <22%							
Flammability	<10% LEULFL							
H2S	<10ppm							
CO	<35ppm							
Toxic (specify)								
Toxic (specify)								
Heat								
Other								
Tester Initials:								

Entry Supervisor | Signature | Date | Time

INSPECTION PROCEDURE

HAVE ALL DEFECTS CORRECTED BEFORE DEPARTURE

1. Approaching vehicle note general condition. Look for leakage of water, fuel or lubricants under vehicle.
2. Under hood check water, crankcase and any other fluid levels. Check fan and compressor belts for cracks and excessive slack and wear. Note general condition of engine space.
3. Start engine and set at fast idle for warm-up. Check for abnormal engine noise. Check gauges for normal readings (pilot lights, if equipped), "LOW AIR" warning should operate if air pressure is below 60 pounds. Anti-lock warning light should light briefly and then go out (vehicles with operable anti-lock).
4. Check emergency equipment, horn(s), windshield wipers. Turn on all lights including 4-way flasher switch for turn signals. Check steering wheel action.
5. Leave cab to check headlights and turn signals. Switch headlights on and check both beams, then turn off headlights *only*. Leave all other lights on.
6. Check front clearance and identification lights.
7. Check left and right front wheels, tires, lugs or studs. Check for leaks around hubs.
8. Check right side of cab, door, mirrors, etc. and check lights and reflectors along right side as inspection progresses.
9. Check right rear tractor tires, wheels, lugs or studs. Note any thrown lubricant.
10. Check trailer light and brake lines for secure connections. Be sure manual shut-off valves are open. Be sure lines are properly secured to prevent entangling or chafing.
11. Check hook-up: fifth-wheel, jaws, release lever on tractor-trailer, pintle hook, towbar, safety chains, converter gear on full-trailer unit.
12. Check right trailer tires, wheels, lugs or studs. Check for thrown lubricant.
13. Check rear of body, mudflaps, rear light (clearance and identification, stop, tail, turn signals), rear reflectors, rear-end protection.
14. Check left trailer tires, wheels, lugs or studs. Check lights and reflectors on left side as inspection progresses.
15. Check left rear tractor tires, wheels, lugs or studs. Check for thrown lubricant.
16. Re-enter cab. Re-check all gauges. Air pressure should be at maximum.
17. Check parking brake.
18. With fully-charged system, check air brakes as follows:
    a.) Be sure Trailer Air Supply valve is "in" and that trailer brake air system(s) are charged. Apply and release brakes with treadle valve to check service system.
    b.) Pull out Trailer Air Supply valve to check manual application of trailer brakes. Push button back in.
    c.) Reduce air pressure by rapid application and release of treadle valve. "LOW AIR" warning should operate when primary needle reaches 60 psi. Brakes should apply automatically when secondary needle reaches a point between 45 and 20 psi.
    d.) Recharge trailer air system to check for leaks. With engine off, apply treadle valve and hold for 1 minute. After initial drop of 5-10 psi, air pressure should not drop more than 4 psi. If audible leaks or rapid pressure drop are noted, have repairs made before departure.
19. Turn off 4-way flasher and actuate left and right turn signals. Proper operation of turn signals can be ascertained by checking front ones.
20. Make a test stop before leaving yard. Drain air tanks daily. Check tires each time the vehicle is parked when carrying placarded hazardous materials.
21. Use this form to report vehicle condition at end of run.

DON'T FORGET

• FASTEN YOUR SEAT BELT • CHARGE TRAILER AIR RESERVOIRS

• FOR HAZARDOUS MATERIALS – CHECK PLACARDS AND SHIPPING PAPERS

DRIVER'S VEHICLE INSPECTION REPORT

Completion of this report required by Federal Law 49 CFR 396.1 1 & 396.13

CITY OF ALAMOGORDO

~~Location~~ _____ ~~Date~~ _____

Truck/Tractor _____ Trailer #1 _____

WO# _____ Trailer #2 _____

Odometer Mileage _____

Check ✓	Explain any Defects
	Engine
	Transmission
	Clutch
	Steering Mechanism
	Horn
	Windshield Wipers/Washers
	Rear Vision Mirrors
	Lighting Devices and Reflectors
	Parking Brake
	Service Brakes
	Air Lines/Light Lines
	Coupling Devices
	Tires
	Wheels and Rims
	Emergency Equipment
	Other

☐ Vehicle condition OK
(This must be checked if there are no out of service defects)

_____
Reporting Driver's Signature

☐ Defects need to be corrected for safe operation

☐ Defects Corrected

Certified by: _____
Mechanic's Signature

_____
Reviewing Driver's Signature

WHITE - MAINTENANCE
CANARY - DRIVER REVIEW

Appendix C to Sec. 1910.134: OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____

2. Your name: _____

3. Your age (to nearest year): _____

4. Sex (circle one): Male/Female

5. Your height: _____ ft. _____ in.

6. Your weight: _____ lbs.

7. Your job title: _____

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____

9. The best time to phone you at this number: _____

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):
a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes," what type(s):_____
_____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you *ever had* any of the following conditions?

a. Seizures: Yes/No

b. Diabetes (sugar disease): Yes/No

c. Allergic reactions that interfere with your breathing: Yes/No

d. Claustrophobia (fear of closed-in places): Yes/No

e. Trouble smelling odors: Yes/No

3. Have you *ever had* any of the following pulmonary or lung problems?

a. Asbestosis: Yes/No

b. Asthma: Yes/No

c. Chronic bronchitis: Yes/No

d. Emphysema: Yes/No

e. Pneumonia: Yes/No

f. Tuberculosis: Yes/No

g. Silicosis: Yes/No

h. Pneumothorax (collapsed lung): Yes/No

i. Lung cancer: Yes/No

j. Broken ribs: Yes/No

k. Any chest injuries or surgeries: Yes/No

l. Any other lung problem that you've been told about: Yes/No

4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?

a. Shortness of breath: Yes/No

b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No

c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No

d. Have to stop for breath when walking at your own pace on level ground: Yes/No

e. Shortness of breath when washing or dressing yourself: Yes/No

f. Shortness of breath that interferes with your job: Yes/No

g. Coughing that produces phlegm (thick sputum): Yes/No

h. Coughing that wakes you early in the morning: Yes/No

i. Coughing that occurs mostly when you are lying down: Yes/No

j. Coughing up blood in the last month: Yes/No

k. Wheezing: Yes/No

l. Wheezing that interferes with your job: Yes/No

m. Chest pain when you breathe deeply: Yes/No

n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you *ever had* any of the following cardiovascular or heart problems?

a. Heart attack: Yes/No

b. Stroke: Yes/No

c. Angina: Yes/No

d. Heart failure: Yes/No

e. Swelling in your legs or feet (not caused by walking): Yes/No

f. Heart arrhythmia (heart beating irregularly): Yes/No

g. High blood pressure: Yes/No

h. Any other heart problem that you've been told about: Yes/No

6. Have you *ever had* any of the following cardiovascular or heart symptoms?

a. Frequent pain or tightness in your chest: Yes/No

b. Pain or tightness in your chest during physical activity: Yes/No

c. Pain or tightness in your chest that interferes with your job: Yes/No

d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No

e. Heartburn or indigestion that is not related to eating: Yes/No

d. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you *currently* take medication for any of the following problems?

a. Breathing or lung problems: Yes/No

b. Heart trouble: Yes/No

c. Blood pressure: Yes/No

d. Seizures: Yes/No

8. If you've used a respirator, have you *ever had* any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)

a. Eye irritation: Yes/No

b. Skin allergies or rashes: Yes/No

c. Anxiety: Yes/No

d. General weakness or fatigue: Yes/No

e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you *ever lost* vision in either eye (temporarily or permanently): Yes/No

11. Do you *currently* have any of the following vision problems?

a. Wear contact lenses: Yes/No

b. Wear glasses: Yes/No

c. Color blind: Yes/No

d. Any other eye or vision problem: Yes/No

12. Have you *ever had* an injury to your ears, including a broken ear drum: Yes/No

13. Do you *currently* have any of the following hearing problems?

a. Difficulty hearing: Yes/No

b. Wear a hearing aid: Yes/No

c. Any other hearing or ear problem: Yes/No

14. Have you *ever had* a back injury: Yes/No

15. Do you *currently* have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No

b. Back pain: Yes/No

c. Difficulty fully moving your arms and legs: Yes/No

d. Pain or stiffness when you lean forward or backward at the waist: Yes/No

e. Difficulty fully moving your head up or down: Yes/No

f. Difficulty fully moving your head side to side: Yes/No

g. Difficulty bending at your knees: Yes/No

h. Difficulty squatting to the ground: Yes/No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.: Yes/No

j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them:_____
_____
_____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

a. Asbestos: Yes/No

b. Silica (*e.g.*, in sandblasting): Yes/No

c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No

d. Beryllium: Yes/No

e. Aluminum: Yes/No

f. Coal (for example, mining): Yes/No

g. Iron: Yes/No

h. Tin: Yes/No

i. Dusty environments: Yes/No

j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures:_____
_____

4. List any second jobs or side businesses you have:_____
_____

5. List your previous occupations:_____
_____

6. List your current and previous hobbies:_____
_____

7. Have you been in the military service? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them:_____

10. Will you be using any of the following items with your respirator(s)?

a. HEPA Filters: Yes/No

b. Canisters (for example, gas masks): Yes/No

c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

a. Escape only (no rescue): Yes/No

b. Emergency rescue only: Yes/No

c. Less than 5 hours *per week:* Yes/No

d. Less than 2 hours *per day:* Yes/No

e. 2 to 4 hours per day: Yes/No

f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. *Light* (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines.

b. *Moderate* (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of moderate work effort are *sitting* while nailing or filing; *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface. c. *Heavy* (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift:_____hrs._____mins.

Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shoveling; standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment:_____
_____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):
_____
_____

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):
_____

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
Name of the second toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
Name of the third toxic substance:_____
Estimated maximum exposure level per shift:_____
Duration of exposure per shift:_____
The name of any other toxic substances that you'll be exposed to while using your respirator:
_____

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and

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Information for employees using respirators when not required under the Respiratory Protection standard

Appendix D to §1910.134

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

I have read and understand the information in Appendix D of the Respiratory Protection standard.

Name _____

Date _____