

City of Las Vegas

Safety Loss Control Manual

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Insurance Services Division
Department of Human Resources
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POLICY STATEMENT

People are the City's most important asset, and their safety our greatest responsibility. It is the City's policy to provide safe and healthful working conditions and to establish and adhere to procedures that will protect employees and the public.

This Safety Manual contains rules, regulations, and procedures to prevent accidents and injuries, the safety responsibilities of City employees, and the administration of the City's Loss Control program.

This manual does not attempt to include the many federal and state codes and regulations pertaining to safety in the workplace; to list all regulations here would be unnecessarily cumbersome. Departments are responsible for knowing and complying with all laws and regulations applicable to the functions of that department. Regulations pertinent to specific jobs or work areas and policies established by department rule are contained in materials developed by individual City departments.

Administration of the City's Loss Control Program is the responsibility of the Department of Human Resources, Insurance Services Division, with the assistance of the Safety Oversight Committee. Any questions concerning material in this Manual should be directed to the Insurance Services Division. Changes, revisions, and additions will be issued as necessary, after review and approval by the Safety Oversight Committee and the City Manager.

Overall responsibility for good safety practices is the job of all City employees. With the sincere cooperation and safety consciousness of all employees in following these rules, we will have a successful safety program.


Elizabeth N. Fretwell, City Manager


Oscar B. Goodman, Mayor

DEFINITIONS

Act - The Nevada Occupational Safety and Health Act, contained in Nevada Revised Statute, Chapter 618, and the Occupational Safety and Health Standards for General Industry (29 CFR 1910) and Construction (29 CFR 1926).

ANSI - American National Standards Institute.

Citation - A written notice issued by the Department of Business and Industry, Division of Industrial Relations, Occupational Safety and Health Enforcement Section that a violation of the Act, standard, rule, or order has occurred and corrective action (abatement) must be taken by a set date. This generally includes a monetary fine. The abatement of violations can be enforced through court action.

Compliance Safety and Health Officer (CSHO) - A representative of the State of Nevada, Department of Business and Industry, Division of Industrial Relations, Occupational Safety and Health Enforcement Section (Nevada OSHA) with the power to enter any place of employment at any time, inspect and investigate, and cause a citation to be issued.

Employee representative - Any employee designated by a recognized bargaining group to accompany a State Safety and Health Representative during an inspection or investigation. The employee representative should be familiar with the area and operations being inspected.

Emergency - An unforeseen combination of circumstances or the resulting state that calls for immediate action, and in which danger of death or severe physical harm to a person or persons is imminent.

Environmental health hazard - A bacteria, chemical particulate, gas, or vapor that may cause sickness, impaired health, or disease; noise, radiation, and temperature extremes, and ergonomic stresses present in the workplace.

Hazard - A source of danger to the safety and health of any person.

Imminent danger - Any condition or practice in any place of employment which is such that a danger exists, that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Act.

Injury and personal injury – means a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result, including injuries to artificial limbs. Any injury sustained by an employee while engaging in an athletic or social event sponsored by his employer shall be deemed not to have arisen out of or in the course of employment unless the employee received remuneration for participation in the event.

Nevada OSHA - The State of Nevada, Occupational Safety and Health Enforcement Section.

Occupational illness – is defined as a disease caused by certain hazardous conditions or materials when there is a direct causal connection between the conditions under which the work is performed and the occupational disease.

Personal protective equipment (PPE) - Any clothing or device for protection against injury or disease.

Safe/safety - The maximum protection of persons from danger to life or injury as the nature of the employment, process, operation, and task will reasonably permit.

Standard - The Occupational Safety and Health Standards for General Industry (29 CFR Part 1910) and for the Construction Industry (29 CFR Part 1926), all standards incorporated by reference (such as Electrical, Fire, and Mechanical Codes, and standard setting organizations such as ANSI), declared in force by the State of Nevada Department of Business and Industry, Division of Industrial Relations, Occupational Safety and Health Enforcement Section.

Supervisor - An employee that has charge and/or responsibility of a unit, operation, process, or place of employment.

Threshold limit value - A value adopted to designate a safe degree of exposure the hazard, to a vapor, gas or particulate.

Variance - A rule or order issued by the Director of Nevada OSHA to use practices, means, methods, operations, or processes that differ from a standard. This is issued in lieu of the standard in order to protect against a citation covered by the standard.

Willful violation - An intentional disregard, indifference, or neglect to meet a Safety and Health requirement to provide protection which may be required or to make a reasonable effort to eliminate a hazardous condition. Willful implies deliberate, voluntary, or intentional as distinguished from inadvertent, accidental, or ordinary negligence.

CHAPTER I

Section I: General Rules and Responsibilities

Maintaining a safe working environment, conducting work in a safe manner, and protecting the safety of other employees and the public, are conditions of employment with the City of Las Vegas. All City employees are required to adhere to both City-wide and departmental safety regulations, including rules pertaining to the use of proper safety equipment, personal protective equipment, and machine guards. Supervisory staff is responsible for monitoring working conditions, instructing employees in the safe conduct of their work and enforcing safety regulations.

This program is established to emphasize an integral part of management procedures that enhance the best use of City capital and personnel assets through effective loss control. Although profit is not a purpose of municipal operations, the same efficiency is desired to ensure full utilization of each tax dollar available.

All employees of the City are responsible for assuring safe and healthful working conditions and practices, for protecting the safety of the public, and for complying with the State of Nevada, Chapter 618 of the Nevada Revised Statutes Occupational Safety and Health Act, hereafter referred to as "the Act."

Management Responsibilities

1. Department Directors

Each Department Director has the full authority and total responsibility for maintaining safe and healthful working conditions within the Director's jurisdiction, whether it is out in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward preventing injuries, accidents, liabilities and waste of materials in each. Therefore, each Department Director will:

- Budget the resources necessary to support safety and health activities within the Department.
- Ensure sufficient time is allotted to all personnel in carrying out their safety functions and duties as described in this manual.
- Evaluate each Deputy Director/Division Manager's overall safety performance as part of their annual PERFORMANCE EVALUATION for the areas they oversee and/or are responsible.
- Each Deputy Director/Division Manager is required to include an employee's safety record in the basic criteria used to judge each formal PERFORMANCE EVALUATION. An employee, who causes accidents to happen through negligence or failure to follow safety rules or procedures, has specific performance deficiencies that must be recognized, itemized, and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual concerned and detrimental to the efforts of management.
- Maintain the Safety/Loss Control Manual and ensure that the policies and procedures set forth herein are enforced by all personnel under his direction.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.

- Devote a portion of staff meetings, as necessary, to a review of departmental losses (accidents) and to discuss plans to bring about more positive loss reduction results. This will vary with the frequency and severity of losses and degree of hazardous operations involved in each department.
- Hold each Deputy Director and Division Manager fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by the Division's employees. An excessive number is an indication that some management policies and practices need re-evaluation.
- Demonstrate a personal concern in departmental losses by interviewing directly or through a responsible Deputy Director each employee (and the employee's supervisor) who has:
 - Lost work time from an industrial injury because of negligence.
 - Been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.

2. Deputy Directors/Division Managers

Each Division Manager will be fully responsible and accountable to the Department Director for compliance within the Division. Each Deputy Director/Division Manager will ensure that:

- Budget requirements include anticipated costs for protective equipment and facility modifications to meet Nevada OSHA specifications.
- Supervisors are allotted sufficient time to fulfill safety duties and responsibilities as mandated by the Safety Loss Control Manual.
- Any individual appointed to safety committees attends scheduled meetings.
- Each supervisor is required to include an employee's safety record in the basic criteria used to judge each formal PERFORMANCE EVALUATION. An employee, who causes accidents to happen through negligence or failure to follow safety rules or procedures, has specific performance deficiencies that must be recognized, itemized, and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual concerned and detrimental to the efforts of management.
- All hazardous tasks are covered by specific, published work procedures and are implemented.
- All employees are briefed and fully understand their Division's work procedures and existing policies which enforce their use.
- The City's Safety/Loss Control Manual and Hazard Communication Program, chemical inventory list and material safety data sheets are updated and maintained for their Division.
- Occupational safety and health training documentation is maintained for all employees. Training documentation includes all safety training, monthly safety meetings, employee orientation annual training requirements and periodic or refresher safety and health training.
- All employees, new and old are trained, and when necessary retrained, in the accepted way each hazardous job must be performed.
- All employees are instructed and understand the use and need for protective equipment for specific hazardous jobs.

- Necessary safety equipment and protective devices for each job are available, are used, and used properly.
- Employees' monthly safety meetings are conducted to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- Safety suggestions and written comments from employees are encouraged, and those that are feasible are adopted. Those ideas with possible general application are forwarded to the Safety Loss Control Officer for comment and/or implementation.
- Equipment acquisition specifications are reviewed so that specifications conform to the current safety requirements of the Nevada OSHA, American National Standards Institute (ANSI) and other applicable standards prior to soliciting bids.
- All accidents are thoroughly investigated, recorded and promptly reported in accordance with existing directives.
- Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- Each supervisor is held accountable for the preventable injuries, collisions, and liabilities incurred by his employees. A supervisor's capability to supervise is measured by the efficiency of his operation.

3. Supervisory Personnel

Each supervisor has full responsibility and will be accountable for the safe performance of machines and equipment within the supervisor's operating area, with full authority to enforce the provisions of this manual and their Division's work practices, to keep losses at an absolute minimum. Each supervisor will:

- Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction.
- Ensure they include an employee's safety record in the basic criteria used to judge each formal PERFORMANCE EVALUATION. An employee, who causes accidents to happen through negligence or failure to follow safety rules or procedures, has specific performance deficiencies that must be recognized, itemized, and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual concerned and detrimental to the efforts of management.
- Investigate employee accidents.
- Be fully accountable for preventable injuries, accidents, and liabilities caused by the employees.
- Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives.
- Conduct monthly safety meetings.
- Conduct safety inspections of employee worksites and facilities at least quarterly, or more frequently in hazardous environments. All inspections shall be documented and maintained by the Division for 1 year. The City's Safety Officers may request copies of the inspections.

- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect City loss control efforts.
- Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.
- Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published Department or Division work rules, by certifying in writing that he/she understands that compliance is mandatory. Forward all safety training documentation to the Division's safety training designee.
- Shut down operations considered to be an imminent danger to employees or remove personnel from hazardous jobs when they are not wearing or using the prescribed protective equipment.

4. Employees

Each employee has full responsibility and accountability for following the safety rules, wearing the appropriate personal protective equipment, and expecting safe and healthful working conditions. They will:

- Comply with the Safety and Health Standards and all rules, regulations and orders applicable to personal actions and conduct.
- Refrain from removing, displacing, damaging or destroying safety devices or safeguards, furnished for conducting work or installed on City equipment or property.
- Report unsafe conditions or possible violations of a safety standard to your supervisor, safety committee member, or Safety Officers, without fear of reprisal or discrimination. Employees may choose to remain anonymous in their safety concerns. Please contact the Safety Loss Control Officer at 229-5048 or 274-3093 to voice such concerns.
- Immediately report all accidents or near miss incidents to your supervisor.
- Operate only those machines and equipment for which the employee has been trained and authorized to operate.
- Wear protective equipment when it is required to perform a particular job.
- Notify the supervisor, prior to the beginning of the work shift if he or she is taking legally prescribed medication, therapeutic drug or any over the counter non prescription drug or cold medicine that carries a warning label or contains alcohol. The use of prescription drugs that does not alter the employee's work performance is acceptable only when prescribed by a qualified physician.

5. Safety/Loss Control Officer and Safety and Health Officers

The Safety/Loss Control Officer is responsible for the staff direction and administration of the loss control program to prevent injury, occupational disease, vehicle accidents, liability, and damage to equipment and material. The Safety/Loss Control Officer and Safety and Health Officers will:

- Acquire and make available to department directors, supervisors and employees the applicable Nevada OSHA standards and requirements.

- Maintain accident and occupational injury and illness records, and submit reports required by the Act.
- Assist directors, managers and supervisors in the interpretation and application of the laws and standards applicable to their jobs and work areas.
- Secure help, advice, and specialized assistance from outside sources when necessary.
- Coordinate and/or conduct safety training programs that are beyond the scope of individual supervisors or managers.
- Provide employees with information concerning their rights under the Act.
- Perform ongoing evaluations of the City's safety program and make recommendations to City management for improvements.
- Investigate any employee complaint.
- Conduct formal and informal inspections of work areas and work practices to evaluate the safety of work environment and work operations. The Safety Loss Control Officer and Safety and Health Officers have full authority to stop hazardous jobs when prescribed safety precautions are not being enforced.
- Review and analyze accident reports and investigations for causes and corrective actions.
- Establish a review of procedures to ensure the proper investigation of accidents.
- Process Nevada OSHA citations received by the City.
- Consult directly with management and employees on loss prevention matters and provide guidance to assure effective program administration.
- Chair the Safety Oversight Committee and the Subcommittees for Driver Safety and Employee Injuries and Illnesses.
- Make recommendations on the use, approved type and source of safety equipment essential for hazardous operations.
- Contact suppliers to determine the specific chemicals and substances contained in products and obtain chemical Material Safety Data Sheets (MSDS) upon request of the using departments.
- Evaluate contractor safety programs; participate in new construction plan review, and throughout the project as necessary.
- Conduct formal inspections on construction projects where City personnel have potential exposure to occupational safety and health hazards.

6. Fleet Services, Department of Operations and Maintenance Responsibilities

- Assure that equipment purchased, repaired or modified meets applicable safety standards and the State of Nevada vehicle laws.
- Maintain records of inspections and tests required by Nevada OSHA standards.

7. Fire Prevention, Department of Fire and Rescue Responsibilities

- Conduct an inspection at least every two years of all City facilities to determine compliance with applicable fire prevention standards.
- Establish and evaluate emergency procedures for City facilities and personnel.

8. Department of Public Works, Operations and Maintenance and Building and Safety Responsibilities

- Assure that the design of new construction and modification of City establishments meets applicable safety codes and standards.
- Coordinate construction plan review and design with Safety Officers to assure construction modification meets applicable codes and standards.

9. City Attorney Responsibilities

- Prepare formal applications for variances from standards after initial preparation has been performed by the requesting department and the Safety/Loss Control Officer.
- When requested by the Safety/Loss Control Officer, assist in response to NEVADA OSHA citations and represent the City at hearings conducted under the Act.

10. Purchasing and Contracts, Department of Finance Responsibilities

- Coordinate with Safety Officers and requesting departments to ensure that any purchase made or contract entered into meets applicable safety standards, i.e., any purchase of new chemicals, equipment, machinery, safety supplies, etc.
- Require contractor that will be performing work at City facilities, to submit their companies Safety Loss Control Programs to Human Resources, Insurance Services Division for review.

11. Employee Unions and Associations Responsibilities

- Assist in informing employees of their obligations and rights under the Act.
- Designate employee representative(s) to accompany Compliance Safety and Health Officers during Nevada OSHA inspections of City facilities.

12. Record-Keeping Requirements

The Occupational Safety and Health Act require records of occupational injury and illness be maintained. To simplify record maintenance, the requirements are met as follows:

- The Log - The Log is a calendar record that classifies injuries and illnesses and the extent and outcome of each. A central log is maintained in the Insurance Services Division, Department of Human Resources. Annually, a current log listing injuries and illnesses by Department/Division will be prepared by the Insurance Services Division and forwarded to Department Directors, Deputy Directors and Administrative Secretaries.
- The Supplementary Record - For every entry on the log except first-aid cases, additional information must be recorded and kept on file in the workplace. The workers compensation claim forms for each injury and illness meet this requirement. The Insurance Services Division will keep on file a copy of each completed form.
- The Summary - At the end of each calendar year, the Insurance Services Division will prepare a summary (OSHA Log 300-A Supplemental form) of the log entries. This summary must be posted from February 1 until April 30, in a place where all employees are likely to see it. The log will be maintained by the Safety Loss Control Officer for five (5) years after the year to which it relates. The summary is forwarded to all Department Directors, Deputy Directors and Administrative Secretaries for posting.
- A poster explaining the protection and obligations of employees under the Occupational Safety and Health Act must be displayed in each workplace. The poster can be obtained on line at www.4safenv.state.nv.us.

13. Prohibited Employee Activities

- The use or possession of alcoholic beverages and illegal drugs while on duty is prohibited.
- Employees will not report for duty while under the influence of alcohol or drugs which may affect their behavior or the ability to work in a safe manner. The only exception is an employee using drugs prescribed by a physician. These employees must inform their supervisor of such, so that any work limitation necessary can be determined and enacted. Employees have an obligation to notify their supervisor if there is an inability to perform the job; i.e. drive, use equipment, chronic health condition such as low blood sugar, chronic pain, etc. When requested, the employee will provide documentation from their physician explaining they can safely perform their job.
- Employees are prohibited from using City time, equipment and/or materials for personal projects or personal use, i.e., using City tools on your personal vehicle, using City equipment for home projects, etc.
- Under the Influence means that the effect of drugs or alcohol on the person's manner, disposition, speech, muscular movement, general appearance or behavior is apparent to observation.

- Horseplay - Employees will not engage in horseplay, including running or pushing, tripping others, throwing things, directing compressed air at another person, or otherwise engaging in acts which startle or distract other employees.
- Weapons - While on duty or on City property, employees will not bring, carry, or have in their possession firearms or other lethal weapons. The only exceptions to this rule will be those employees covered by Nevada Revised Statutes 202.3673(4) (c) for employees and Nevada Revised Statutes 202.350(5) for peace officers.
- Personal Items - The City of Las Vegas accepts no liability for personal items that an employee brings into the workplace, when they are lost, stolen or damaged. This includes microwaves, coffee pots, personal cell phones or computers, etc.

14. Violations of Safety Rules

- Any employee who violates a safety standard, rule, law or statute, practice or procedure will be subject to disciplinary action up to and including termination in accordance with the gravity and seriousness of the violation.
- Any employee whose willful violation of a safety standard, rule, law or statute, practice or procedure of the City, State, or Federal government results in death, an injury or near miss incident, will be suspended and terminated in accordance with applicable disciplinary procedures.
- Any employee who knowingly causes an imminent danger situation through his own actions or failure to perform necessary actions will be suspended and terminated in accordance with applicable disciplinary procedures.
- Any Director, Deputy Director, Manager or Supervisor who knowingly causes or allows a condition, practice, method, operation, or process that has substantial probability to result in death or serious physical harm will be reduced in grade, suspended, or terminated in accordance with applicable disciplinary procedures.
- Any Director, Deputy Director, Manager or Supervisor, or any other representative of the City, who fails to cease operations or correct an imminent danger situation upon notification by City Safety Officers, Nevada OSHA, Compliance Safety and Health Officers, or a higher level of supervision, or when it becomes known by the supervisor or representative himself, will be reduced in grade, suspended, or terminated in accordance with applicable disciplinary procedures.

15. Physical and Medical Requirements

City classifications are assigned specific medical standards based upon the physical demands of the job. The standards are used to determine the medical fitness for employment of job applicants and for continued employment of employees in their particular job position.

If an employee becomes unable to meet the medical standards established for a position, the employee may be reassigned or removed from that position until the standards are met; the employee is reclassified to another job, or is terminated.

If an employee becomes unable to perform the required duties in a job position because of physical or health conditions, and if the condition was caused by a job-related illness or injury, the following will apply:

- Temporary Disability - The employee may be assigned temporary duties compatible with the employee's physical condition.
- Permanent Disability - Rehabilitation services as prescribed in Nevada Revised Statutes Chapter 616 will be offered to aid the employee to change occupations.

If an employee is unable to meet the performance requirements of the job, or appears to be a safety or health hazard to him/her, other employees, or the public because of physical or health reasons, the supervisor will remove the employee from the job until the condition is corrected or certified acceptable by a physician.

The employee is responsible to obtain, release, or otherwise make known to the City any medical information necessary for making decisions affecting job status.

Section II: Safety Oversight Committee

To assure that departments have the necessary level of input and access to safety review and monitoring, the City Manager has established an inter-departmental committee known as the Safety Oversight Committee. The goals of the Safety Oversight Committee are:

- To communicate safety issues between management and employees;
- To inform management of safety hazards observed or reported;
- To disseminate safety information throughout City work operations; and
- To receive and review suggestions, comments, or complaints of City employees on matters pertaining to safety.
- To abide by the Safety Oversight Committee Charter Guidelines.

The Safety Oversight Committee will consist of between five and sixteen members. The President of the City Employee's Association (CEA) will appoint six committee members from different divisions to represent the Association on the committee. The City Manager will appoint the remaining committee members.

The Safety/Loss Control Officer Chair the meeting, keep the minutes of the committee meetings and prepare an agenda prior to each meeting date. The Safety Oversight Committee will meet monthly, or more often as needed.

Hazard recognition training for committee members will be conducted monthly during its regular meeting. The minutes of the meeting will contain the subject matter and those members who attended.

The Committee may request the staff assistance of any department in conducting Committee activities. The Committee may recommend the establishment of subcommittees, either special or standing, subject to the approval of the City Manager. Subcommittees for Driver Safety and Employee Injuries and Illnesses have been established. These committees meet monthly to review incident reports and provide recommendation to reduce future incidents. See Chapter II, Section III and IV of this manual regarding Driver Safety and Employee Injuries and Illnesses.

Safety Oversight Committee members will assist in the development of Safety Policies/Procedures. The Safety Loss Control Officer will review the procedures and forward to the City Manager for approval. New or revised procedures will be provided to all Department Directors, Deputy Directors and Administrative Secretaries for update and distribution. These Policies/Procedures prescribe the Safety and Health requirements which are applicable to all City of Las Vegas employees. Revisions or additions to these Safety Policies/Procedures will be made as required.

Section III: Subcommittee on Driver Safety

To promote the use of safe driving practices, the Safety Oversight Committee will maintain a standing Subcommittee on Driver Safety. The Subcommittee on Driver Safety will serve as an advisory committee to City management for review of driving practices, driver training, and vehicular accidents.

The Subcommittee will include not less than three or more than seven members of the Safety Oversight Committee, appointed to the Subcommittee by the Safety Oversight Committee chairperson. The Subcommittee will meet monthly. The activities of the Subcommittee will include:

- Review of City driver training and refresher courses.
- Review of all monthly reports pertaining to driver safety.
- Review of vehicular accidents to determine preventability, driver error or misconduct, and/or the cause of the accident.
- Recommendation to City management of policies, procedures, or actions that may reduce the frequency of vehicular accidents.
- Evaluation of the effectiveness of management practices in accident prevention.

The Subcommittee may request the appearance of any City staff having information pertaining to a vehicular accident under review by the Subcommittee. Any written information pertinent to the accident will be made available to the Subcommittee for purposes of review. Subsequent to any formal review of an accident by the Subcommittee, the Subcommittee will forward a written report of its findings to the City Manager's office.

The existence of the Subcommittee does not prohibit and should not inhibit the use of internal review boards or other mechanisms within a department to assist department directors in accident prevention or review functions. Disciplinary action against employees who cause a preventable vehicle accident shall be administered by the Department in accordance with the City's Disciplinary Policy.

Section IV: Subcommittee on Employee Injuries and Illnesses

To promote a safe and healthful workplace, the Safety Oversight Committee will maintain a standing Subcommittee on Employee Injuries and Illnesses. The Subcommittee will serve as an advisory committee to City management to review all employee incident reports as they relate to either injuries and/or illnesses that occur in the workplace.

The subcommittee will include not less than three or more than seven members of the Safety Oversight Committee, appointed by the Chairperson of the Safety Oversight Committee. The Safety/Loss Control Officer will request that representatives from the Insurance Services Division, Worker Compensation Section attend the monthly meetings of the Subcommittee.

The activities of the Subcommittee will be to:

- Review the incident reports to determine complies with the City's Safety Policies/Procedures.
- Provide recommendations to City management to reduce the frequency of incidents.

The Subcommittee may request the appearance of any City staff having information pertaining to an employee injury under review by the Subcommittee.

CHAPTER II

Section I: Operation of City Vehicles and Equipment and Motor Vehicle Collision Control

The Fair Labor Standards Act as amended on October 31, 1998, restricts teenage workers from driving on the job. Therefore, the City of Las Vegas prohibits those licensed drivers under the age of 18 years from operating cars and trucks on behalf of the City. City employees who drive or operate City vehicles are responsible for the safe operation of those vehicles and for the safety of passengers.

The operation of vehicles and equipment is indispensable in conducting City business and how each vehicle is handled directly affects the production of each respective City Department and Division. Vehicular collisions are potentially the most costly losses we can incur when the summation of property damage, bodily injury, fatalities and liability are considered. And, unless perfect driving is the rule, the cost can amount to proportions that will adversely affect every Division in its efforts to accomplish its mission and maintain good public relations.

1. Department Directors, Deputy Directors and Division Managers Responsibilities:

- Assume full responsibility for the driving record of their employees while they are on duty.
- Establish and adhere to firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.
- Personally review decisions on collisions and take all steps necessary to prevent recurrence.
- Establish and adhere to firm policies on disciplinary actions in accordance with the City policy regarding actions that will be taken against employees who show a repeated disregard for good driving practices.
- Insist that all assigned vehicles and other equipment are maintained adequately for safe operation.
- Implement the monthly vehicle inspection checklist for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
- Fully support the City's 8-hour Defensive Driving training program to promote defensive driving and require employees attend training at least every 3 years.
- Review each vehicle collision and preventable Equipment/Vehicle Accident Report with the employee and his Supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
- Establish an aggressive campaign to enforce the wearing of seat belts on all trips.
- Strongly discourage the use of personal vehicles for City business, encouraging the use of fleet vehicles whenever possible.

2. Supervisor Responsibilities:

- Ensure that employees do not drive any City vehicle unless they have a **VALID** driver's license and are familiar with State and City driving rules and regulations.
- Ensure that only authorized personnel be allowed to operate City vehicles, special purpose vehicles and trucks. This includes but is not limited to vans, boom trucks, forklifts, aerial lifts, scissor lifts or other heavy equipment.
 - An employee shall not be authorized to operate a special purpose vehicle until they have satisfactorily demonstrated their complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's instructions, vehicle limitations, and emergency procedures and be able to successfully pass an operator's test to the satisfaction of the Supervisor or Safety Officers.
 - These procedures shall be accomplished for each type of special purpose vehicle or equipment the operator is required to operate.
 - All safety training documentation must be maintained by the Division.
- Must be alert in observing unsafe practice of City employees and ensure that action is taken immediately to correct the operator.
- Review all preventable vehicle collisions with employees at monthly safety meetings and discuss each unsafe act that was responsible so that something can be gained from the loss.
- Periodically ride with the operator to ensure compliance with operating instructions and traffic regulations.
- Ensure unsafe vehicles are not driven until safety discrepancies have been corrected by Fleet Services.
- Fully utilize the decisions and recommendations handed down by the Safety Oversight Committee and Subcommittees.
- Ensure employees attend the 8-hour Defensive Driving training course at least every 3 years.
- Ensure that all employees are briefed and understand that the use of seat belts while driving or riding in a City vehicle is **MANDATORY**.

3. Employee Responsibilities:

Inspect the vehicle or equipment which they are about to drive, in accordance with established work rules and/or vehicle checklists

- If there is evidence of vehicle damage, the employee shall report it to their Supervisor before leaving. Otherwise, they could be charged for the accident they did not have.
- If the vehicle is found to be unsafe, the employee shall report it to their supervisor and request another vehicle.
- Vehicles having steering or braking defects shall not be driven. They will be towed to Fleet Services and repaired before being returned to service.
- Report to the supervisor in writing all defects noted during the trip.
- It is the employee's responsibility to notify the supervisor, prior to the beginning of the work shift if he or she is taking legally prescribed medication, therapeutic drug or any over the counter non prescription drug or cold medicine that carries a warning label or contains alcohol. The use of prescription drugs that does not alter the employee's work performance is acceptable only when prescribed by a qualified physician.
- It is **MANDATORY** that all operators and passengers wear seat belts at all times while the vehicle is being operated.
- If involved in an accident, follow the procedures outlined in Section III of this Chapter.

4. **Driver's License**

- Whenever driving City vehicles or equipment, employees must have in their possession a valid driver's license. Employees will notify their supervisor if their license is suspended, revoked, or expired.
- City employees who drive vehicles, which require a Commercial Driver's License (CDL), will comply with the Nevada State Department of Motor Vehicles' requirements for medical examinations and license renewal.
- Supervisors will maintain a system that ensures all employees operating City vehicles have the proper class of license and check licenses for current status at frequent intervals.
- Insurance Services reviews each employees driving record every six months and communicates any driving record concerns to the Department Director.
- The City may review the driving record of persons hired or promoted into jobs that require operation of City vehicles. An invalid license or a poor driving record may result in disqualification for the position. Records of employees in driving jobs may be checked periodically. Driving with a suspended license may result in disciplinary action, demotion, or termination.
- Each employee involved in a preventable, at fault vehicular accident, whether it involves the public or not, will be required to attend the 8-hour Defensive Driving Course. The Safety Loss Control Officer will make the necessary arrangements and notify the employee.

5. Driver Training

- All City employees that are required to drive a City vehicle at least 4 hours a month, and as part of their job duties, will attend the City's Defensive Driving Course or equivalent as soon as possible after hire (or promotion). Employees in classifications that require vehicle operation on a daily basis will attend a driver-refresher course every three years.
- Employees being trained in the operation of a vehicle or piece of equipment will have an instruction permit for the class of vehicle they are learning to drive and a qualified trainer with them at all times. The trainer retains the driver responsibilities listed in this manual.

6. Operation of City Vehicles

- City vehicles may include cars, trucks, trailers, heavy equipment, golf carts, etc.
- The driver is responsible for checking the safety and general condition of the vehicle, including gas, lights, and brakes. With the assistance of Fleet and Transportation Services Division, supervisors will furnish vehicles with checklists. If there is something wrong with the vehicle which may affect safety, repairs will be made before use. Operators will initiate work order requests for all items needing repair that appear during checks and operation. The checklists will be maintained by the Division for a period of 6 months. The Safety Officers may request copies of the checklist. The driver is responsible for passenger safety, **by ensuring that all vehicle occupants wear the seat belts provided**, cargo and equipment loading and tie down, and the attachment of towed equipment.
- Department Responsibility - All permanent full time employees are only authorized to operate city vehicles/equipment that their valid driver's license is issued. Hourly paid employees may be authorized by Department Directors to drive specific City vehicles/equipment under 26,001 pounds. It is the Department's responsibility to verify that the hourly employee has a valid driver's license prior to driving any vehicle/equipment.
- Vehicle Abuse - No employee will use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, and operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.
- Transporting Employees in City Vehicles - No more than three City employees will ride in the front seat or cab of a City vehicle. Each position will be equipped with a seat belt, and each person will use the seat belt provided. No City employee will be authorized to ride or work from the bed or rear of a vehicle while it is in motion.
- Traffic Laws - Employees will adhere to all traffic laws and regulations when operating City vehicles. An employee will at all times operate a City vehicle in such a manner as to avoid injury to persons or damage to property.

- Unauthorized Use of Vehicles - City vehicles are to be used for City business only. Persons found using City vehicles for their personal errands or lunchtime transportation may be subject to disciplinary action.
- Out of State Operation of City Vehicles Prohibited - No employee will be permitted to drive a vehicle which is owned by the City outside of the State of Nevada or to drive their personal vehicle on City business outside the State of Nevada unless they provides proof of adequate liability insurance as required by Finance and Business Services Travel Policy.
- Field Trips and Excursions - Transportation for all field trips and other excursions, which are sponsored by the City, shall be furnished only by adequately ensured transportation services, and no vehicle which is owned by the City and no employee's personal vehicle will be used for such purpose.
- Car Rental - Arrangements for obtaining a rental car for an employee will be made by the Department's Travel Coordinator. This will be performed in accordance with current travel policy and adequate liability insurance will be provided.
- Unauthorized Personal Equipment - Personal property not directly related to the employee's job duties may not be used, stored, or transported in a City vehicle. This includes radios, stereos, headphones, radio headsets, and tape or record players of any kind. Personal property may not be attached to or installed in a City vehicle. The Fleet Services Division or the employees immediate supervisor may remove any non-City furnished or installed equipment or items found in any City vehicle.
- Operation and Occupancy of City of Las Vegas Vehicles - Only employees of the City of Las Vegas will be permitted to drive vehicles owned by the City of Las Vegas. Non-employees of the City will be allowed to ride in City of Las Vegas vehicles when they are participating in official City business or programs.
- Use of One City Vehicle to Move Another Vehicle - Except in extraordinary situations, no employee may use a City vehicle to push or pull another vehicle or object, unless the City vehicle is specifically equipped or designed for this purpose.
- Eating and Drinking in Vehicles Prohibited - Eating or drinking is not permitted in a moving City vehicle, either by the driver or the passenger.
- Parking Vehicles - All employees will park their vehicles in a legal and proper manner. Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of a street or highway, unless it is mandatory to park in such a location to perform a job. All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Employees will use all safety brakes, lockout devices, lowered buckets and blades, and other parking safety methods when parking equipment.
- Use of Personal Vehicles for City Business - The Department Director will identify and authorize those employees who are required, as part of their normal job duties to use their personal vehicle

to conduct City business. The employee's own insurance policy is the primary coverage and, therefore, the City of Las Vegas will not be responsible for any claims that arise out of any motor vehicle accident that the employee is involved while operating their personal vehicle. The mileage reimbursement the employee receives is intended to fully cover all costs of the operation of the employee's personal vehicle including but not limited to fuel, maintenance, repairs, insurance, etc.

- Transporting Equipment - Employees using City vehicles will exercise caution when transporting equipment, packages or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Such items as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. Pickups, whether standard cab or extended, should have secured storage capabilities in the bed of the vehicle such as tool storage or camper shells if they are used with any regularity in the transport of items that could injure the driver or passenger(s) in the event of an accident. Vans used in the regular transport of such items should have screen type barriers between such cargo and the driver/passenger compartment. It is always important to keep the driver/passenger as free as possible of objects that could distract their attention or could cause injury from unexpected movement.

7. Vehicle and Equipment Accident Investigation

All accidents involving motorized equipment will be investigated. The investigation of minor accidents involving City property only, is the responsibility of the Department involved. The investigation of accidents involving damage or injury to a third party is the responsibility of Insurance Services Division and the City's Insurance Adjuster.

The Safety Loss Control Officer may investigate any accident resulting in serious property damage, injury or death to a City employee or when an apparent violation of City policy or law has occurred; or in which unusual circumstances involving City employees are present. All accidents must be reviewed by the Safety Oversight Committee. The City Manager may initiate any other investigations deemed appropriate.

Drug and alcohol testing may be conducted on any City driver involved in a preventable accident, or an accident in which citizens are injured. Such testing may also be conducted when an accident results in reasonable suspicion that the driver was under the influence of drugs or alcohol. However, if the accident involved a City driver with a Commercial Driver's License (CDL) a drug and alcohol test is **ALWAYS** required, regardless of fault.

Insurance coverage is available only for repair and replacement of City vehicles and equipment damaged through no fault of the employee. Therefore, it will be the responsibility of each department to provide the necessary funds to repair the damage cost incurred from each preventable vehicle or equipment accident.

Section III: Reporting Vehicle Accidents

REPORTING CITY VEHICLE ACCIDENTS

OPERATOR

- Call 229-0291. (Fire Services Communication) Give Location. (Fire Services Communication will notify Metro and the Insurance Adjuster.)
- Call 9-1-1 immediate, if injuries.
- Notify your supervisor.
- DO NOT MOVE VEHICLE until told to by Metro.
- Do not admit or voice any judgments concerning liability. Do not make statements to the public or press.
- Obtain names, addresses, and telephone numbers of all witnesses.
- Do not leave scene until Metro and Insurance Adjuster authorizes you to leave.
- Complete SECTION I - OPERATOR'S REPORT of the Vehicle/Equipment Accident Investigation Report.
- Take vehicle (if drivable) immediately for inspection and estimate. Give 2nd copy of the Accident Report to Vehicle Services.

SUPERVISOR

- Go to the scene; identify yourself to the Metro and Insurance Adjuster. Offer to assist as needed.
- Advise all City personnel not involved as either a participant or a witness to leave the scene.
- Notify Department Director/Division Manager.
- Complete SECTION II - SUPERVISOR'S REPORT of the Vehicle/Equipment Accident Investigation Report.
- Ensure that vehicle (if drivable) is taken to Fleet Services for inspection and estimate.

VEHICLE ACCIDENTS WITH ONLY CITY VEHICLE (S)

OPERATOR

- DO NOT MOVE VEHICLE. Immediately notify your Department and do not leave the scene until told to do so by your supervisor.
- Notify your supervisor and explain the accident.
- Complete SECTION I - OPERATOR'S REPORT of the Vehicle/Equipment Accident Investigation Report.
- Take vehicle to Fleet Services (if drivable) immediately for inspection and estimate. Give 2nd copy of the Accident Report to Vehicle Services.

SUPERVISOR

- Complete SECTION II - SUPERVISOR'S REPORT of the Vehicle/Equipment Accident Report.
- Ensure that vehicle (if drivable) is taken to Fleet Services for inspection and estimate.

CHAPTER III

Section I: Fire Evacuation Procedures

City departments located in City Hall will make accessible to all employees a copy of the City of Las Vegas City Hall Emergency Procedures Flipchart. This plan is periodically updated by Insurance Services Division, Human Resources. Each department will develop a similar plan for all facilities and work areas other than City Hall.

Every City department will appoint one Safety Warden and at least one Alternate Safety Warden for all work areas within the department. The Safety Wardens will be responsible for periodically reviewing the applicable Emergency Procedures and for assuring that all persons within their area are aware of fire drill practices, exit routes, and lockdown/shelter-in-place and evacuation refuge areas.

Section II: Fire Prevention Provisions

All City employees are responsible for maintaining their work areas in a manner conducive to the prevention of fires. Specifically:

- Fire extinguishing systems will be provided and maintained per National Fire Prevention Association (NFPA) Standards.
- Vehicles transporting paints, solvents, or more than five gallons of flammable or combustible liquids or gases, vehicles equipped with welding, cutting, and heating units and Commercial Vehicles will carry a fire extinguisher rated not less than 10 BC.

Supervisors will ensure that the following inspections are performed at regular intervals and defects found are corrected. Supervisors will ensure that:

- Trash and scrap are removed and not allowed to accumulate.
- Flammable liquids are properly stored; containers are closed when not in use.
- Exits are clearly marked; burned-out bulbs in exit lights are replaced.
- Exit doors, aisle ways, and means of egress are clear; doors are not locked or blocked.
- Broken windows and wall, and ceiling holes are repaired.
- Electrical equipment and cords are in good working order; defective equipment is removed from service.
- Emergency numbers are conspicuously posted.
- "No Smoking" areas are posted, and no smoking in those areas is enforced.

Fire Extinguishing Systems

Facilities Management will be responsible for the inspection of all fire extinguishing systems to assure that they are in proper working condition.

CHAPTER IV

First Aid Kits

First aid kits are required and will be easily accessible in work locations when medical personnel are not immediately available. The Safety/Loss Control Officer will determine which work locations require first aid kits. All first aid kits will meet the minimum requirements set forth below:

<u>Item</u>	<u>Quantity</u>
Antiseptic spray	1 container
Antibacterial towelettes	1 box
Tri-cut tape	1 roll
Eye wash 4 oz.	1 bottle
Eye and skin buffering solution 8 oz.	1 bottle
Butterfly closures, medium 10 each	1 box
Fingertip bandages, regular 40/box	1 box
Dura strip bandages 1" x 3" 100/box	1 box
Large patch	3 each
Telfa pads 2" x 3" 12/box	1 box
Painaid extra strength	1 box
Ibutab	1 box
Antibiotic ointment 25/box	1 box
Burn spray	1 container
First aid guidebook	1 each
Ice pack, small	1 each
Compress, extra large	1 each
Latex gloves 2 pair/package	1 package

The following items are optional if necessary for the work environment:

Finger splint	1 each
Tweezers, disposable	1 each
Burn gel	3 each
Electrolyte Tablets	1 box

To prevent pilferage and contamination of supplies, kits should not be placed in areas accessible to the public. Supervisors will ensure the kits are stocked at all times with the minimum required/necessary materials. Replacement items may be procured through normal requisition procedures.

Any work crew that does not have reasonable access to an Emergency Medical Service or to a medical facility because of distance or lack of communication will have an employee trained in first aid available at the work site to render first aid.

CHAPTER V

Section 1 - Industrial Accidents and Workers' Compensation

All classified, appointed and hourly personnel who receive injuries arising out of and in the course of employment within the City of Las Vegas are eligible for workers' compensation benefits. Departments that employ volunteers must have on file with Human Resources a Volunteers Application on each program and submit a roster of active volunteers each month.

Industrial Injuries Reporting Procedures

Timely reporting of any accident is mandatory. Insuring full employee benefits and reasonable liability adjustments at the lowest cost to the City is totally dependent upon proper reporting. It is the responsibility of each employee to report all accidents in accordance with this chapter.

Reporting of Industrial Injuries

Employee shall report all injuries to his supervisor immediately, or as soon as possible, during the current shift as is practicable.

Employees injured on the job must file their claim for benefits by filling out a C-1 "Notice of Injury or Accident". Send the original (white) to Insurance Services, provide the pink copy to the injured employee and retain the yellow copy for the Department Director. Upon receipt of the C-1, Insurance Services Division will determine the validity and acceptance of the claim. Under Nevada Statutes, the employee must provide written notice within seven (7) days of the accident. The City of Las Vegas procedures require that the employee complete the C-1 form as soon as is practicable, but in no case should the reporting time exceed seven (7) days.

Upon receipt of the C-1, from the injured employee (***or whenever the supervisor is aware of an injury/accident***), the supervisor must investigate the circumstances of the accident, interview all witnesses and complete the C-3 "Employers Report of Industrial Injury" and the Supervisors Accident Investigation Report (purple and white form). Send the original C-3 (white) to Insurance Services Division, provide the pink copy to the injured employee and retain the yellow copy for the Department Director.

Fatality Reporting

The death of an employee or the hospitalization of three (3) or more employees, as a result of an injury by accident arising out of and in the course of employment shall be reported to Insurance Services Division **immediately by telephone**. Nevada law requires any fatality or hospitalization of three or more employees be reported to Nevada OSHA within 8 hours of occurrence. The supervisor in charge shall be responsible notifying Insurance Services and providing as much initial information as possible. Insurance Services Division shall immediately notify the City Manager and Nevada OSHA upon receipt of a fatality report.

Severe injuries occurring to employees during duty hours requiring **emergency medical treatment** (i.e. Marshals, ambulance or paramedics called), shall be reported to Insurance Services Division **by telephone**, as soon as possible.

Exposure to Communicable Disease

Employees exposed to communicable disease through such instances as needle sticks or exposure to body fluids should notify their supervisor as soon as practicable and report to an assigned workers' compensation physician for preventative treatment. Any employee who has such an exposure must fill out a C-1 form.

A C-3 form must be submitted in accordance with Section 1 of this Chapter, "Reporting of Industrial Injuries".

The Safety Loss Control Officer will maintain an annual sharps injury log. See Policy/Procedure 89-5 regarding the City's Bloodborne Pathogen Program.

Exposure to Toxic Materials

All exposures to a toxic material must be reported on a C-1 form whether treatment at the time of exposure was required or not. The report must include the specific chemical involved (if known), if contact was by skin contact, breathing, oral or other and an estimate of how much of the substance the employee was exposed to.

All records pertaining to an employee exposure record shall be forwarded to Insurance Services Division, in accordance with Occupational Safety and Health Standards.

Section 2 - Disability From a Previous Injury

Should an employee experience recurrence of a previously reported industrial injury, it should be reported to their supervisor immediately. The employee shall contact Insurance Services Division to determine if the claim is open or closed.

- If the claim is still **open**, the employee shall go to the physician who previously provided treatment and advise the physician that further treatment is required for the previous industrial injury. If a special consultation is needed, Insurance Services Division will make the necessary arrangements.
- If the claim is **closed**, it is the employee's responsibility to petition the City to have the claim **reopened**.

Employee Responsibility

On any recurrence of a previous injury, the employee, according to the law, must initiate action to have their case reopened.

The employee must submit a letter requesting their claim file be reopened to the Workers' Compensation Section of Insurance Services Division. Mail it or hand carry directly to Insurance Services Division. The physician will be required to furnish substantiating information and may be mailed separately.

Under Nevada Statute, the cost of the physician's examination required for reopening of a claim is the responsibility **OF THE EMPLOYEE**. Reimbursement to the employee for this expenditure will be made only if the claim is reopened.

The physician's letter, by Statute, must document using objective medical evidence that the employee's condition has worsened since claim closure and contain information regarding suggested future treatment.

BENEFITS WILL NOT BEGIN UNTIL THE CLAIM IS OFFICIALLY REOPENED BY THE WORKERS' COMPENSATION SECTION OF Insurance Services.

Accident Compensation Time

Time lost because of a new injury is compensable when it is a valid claim within the definition of Workers' Compensation Law.

Time lost because of a recurrence of a previous injury is compensable only when the disability is confirmed as a recurrence by the treating physician and when the **Letter to Reopen** has been received from the employee and approved by Insurance Services Division.

Supervisory personnel shall be responsible for closely monitoring Accident Compensation time lost by their employees by:

- Insuring that the employee has been given a signed disability slip by the treating physician.
- Periodically checking on the progress of recovery.
- Insuring that the employee returns to work on the date the physician releases them. Any disability claim in excess of that indicted by the doctor shall be considered unauthorized and the employee shall be carried on leave without pay status.
- Making every attempt to put the employee to work on modified duty when authorized by the treating physician.
- The City has a Structured Return-To-Work Program. Please consult Insurance Services Division, Workers' Compensation personnel for details.

Denied Claims

Occasionally a claim for industrial injury is not accepted because the accident, as reported, does not meet the requirements of a workers' compensation claim. If the employee chooses to protest the denial through the appeal process, a period of time elapses before a hearing can be scheduled and a legal determination is made. In the interim, the employee may be placed on sick leave status until the case is resolved.

If a decision is made in favor of the employee and their claim is accepted:

- Upon notification from the Insurance Services Division that the claim is accepted, the Department shall reinstate the sick leave used by notifying the Finance Department, Payroll Supervisor, requesting payroll status be changed to "Workers' Compensation Paid" effective as of the date of disability.
- Upon notification from the Department that the claim has been accepted, the Payroll Clerk shall reinstate the sick leave used and ensure the credit is properly entered in the leave records.

Section 3 – Investigation of Industrial Injuries

Investigation of any accident is an invaluable tool in controlling losses. Thorough investigation, reporting, recording and corrective follow-up of each accident can be time consuming, but devoting necessary time

and effort to prevent recurrence of each accident is an investment that pays compounded benefits to employees and management as their number decreases.

Each industrial injury shall be investigated by the **Supervisor** of the injured employee as soon as possible after it occurs and the following procedures shall be adhered to as closely as possible:

- Notify the Insurance Services Division Manager or Safety Loss Control Officer.
- Conduct an investigation of the scene where the accident occurred. Carefully examine where the injury occurred.
- Reconstruct as much as possible the chain of events leading up to the injury and attempt to determine the single event that caused the injury.
- Draw a diagram of the location if it will be helpful in arriving at a conclusion.
- Make a sketch of machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.
- Take notes on all facts that may relate to the causes of the injury. As an example, "employee complained of dizziness" or "the employee had not used proper equipment" etc.
- Obtain a copy of the operating procedure or document any procedure used, misuse of equipment or other factors that are not in accordance with published work rules or safety policies.
- Document any unsafe conditions in work areas, defective tools, faulty equipment noted or housekeeping.
- Don't forget to document other items such as the time of the accident, time of the investigation, lighting conditions, weather conditions and a description of any other supplementary evidence and conversation having a bearing on the case.

If any injury or near miss incident occurs when machine parts or structures fail, it is essential to determine what failed and why. This can frequently be conducted without laboratory analysis and corrective action can be initiated without great expense. If, however, a detailed study is determined to be essential, then all components shall be collected and submitted for study immediately. Do not hesitate to contact the Safety Loss Control Officer for any assistance.

It is important to interview witnesses separately at the scene as soon as possible. Request a written statement from each witness.

When interviewing the victim, timing is important. If the injury is minor, the interview should be conducted as soon as the investigation of the scene and a review of the medical report are complete.

If the injury is serious, selecting the right time is a judgment factor. Too soon afterward and the victim may be confused and inaccurate. Waiting too long may cause him to be cautious and evasive. Let the employee tell his story as he wishes, but a complete picture should be encouraged. The interview must be comprehensive and it may be necessary to question the employee or witnesses several times.

Weighing the evidence is essential in order to eliminate any inconsistencies in the testimony of the injured or witnesses, even if further questioning is required. When assembled, all facts should be reviewed for completeness before submission to Insurance Services Division.

Prepare the C-3 Form in detail and forward to Insurance Services Division, Workers' Compensation Section within three (3) working days.

Section 4 – Medical Treatment of Industrial Injuries

An industrial injury is a personal injury by accident, arising out of and in the course of employment. Treatment for these injuries is outlined below and supervisory personnel shall ensure compliance.

For all serious emergencies, call Fire Rescue at 9-911. Serious injuries requiring immediate emergency medical treatment such as profuse bleeding, broken bones, head injury, unconsciousness, shock, etc. shall warrant emergency treatment. The injured person shall be transported to the nearest hospital.

Unless you are certified, **DO NOT** attempt to administer first-aid or CPR.

Fatalities and injuries within this emergency category shall be reported by telephone to the Safety Loss Control Officer at 274-3093. Provide the name of the victim, where and how the accident occurred and the nature of the conditions causing the accident. Complete the appropriate workers' compensation forms and submit to Insurance Services Division.

All injured employees requiring non-emergency medical attention as a result of an on the job injury should report to an initial medical care provider on the Workers' Compensation Preferred Provider List. The workers' compensation medical packet should be completed and provided to the medical facility.

The employee must advise the medical facility that the City of Las Vegas is self-insured and all bills must be submitted to Insurance Services Division, 400 Stewart Avenue, Las Vegas, Nevada 89101 for payment.

Upon notification that an employee has been injured on the job, the Supervisor shall ensure that:

- First aid is self administered, if possible.
- Transport the employee to a medical facility if medical treatment is required. The employee must use a provider from the Workers' Compensation Preferred Provider List.

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be self treated in the field or office. Failure of the employee to report injuries at the time of occurrence may result in delays or loss of benefits if medical treatment is needed at a later date.

An individual injured off duty, who **FALSELY** claims an on the job injury or an individual who collaborates in a false claim is committing a misdemeanor and shall be subject to full penalties provided by law.

After treatment of an industrial injury, bills for medical treatment and medicines are normally sent directly to Insurance Services Division for payment. However, bills are sometimes inadvertently sent to the employee for payment and the employee frequently ignores them until threatening letters are received from a collection agency. Employees have a responsibility to forward such bills to Insurance Services Division for payment and processing.

The City of Las Vegas has contracted for pharmacy services with Catalyst Rx. Workers' compensation prescriptions should be taken to the nearest Walgreens. The employee should show his employee

identification and a copy of the C-4 form to the pharmacist and indicate the prescription is required for a workers' compensation injury. The pharmacy reference is "CLVWC". No co-pay will be required.

If the injury is reported to the Insurance Services Division through filing a C-1, the employee may seek medical treatment if the need should arise at any time for 90 days. After 90 days, if no medical treatment is sought, the incident will be closed.

Section 5 – Disability Compensation

Maintenance and compensation for employees unable to work because of a service incurred accident or illness will be provided in accordance with current employee labor contracts and the City of Las Vegas Human Resources Policies and Procedures Manual.

To initially receive these benefits, the injured employee must provide Insurance Services Division with a certificate stating that the employee is unable to work for the period of disability being claimed.

To continue to receive these benefits, the injured employee must:

- Keep the Department Director, or their designee, informed of their medical condition at intervals specified by the Department Director, or their designee, and provide physician's certificates of disability covering the period of disability.
- Be at their place of residence, a medical facility, or physician's office while disabled, or notify their supervisor of their whereabouts.
- Adhere to the treatment prescribed by a qualified physician and not engage in any injurious practices that tend to retard recovery. (This may also result in termination of benefits and closure of the claim.)
- Employees **will not be authorized to take vacation leave** during any period of disability that has been certified by a physician.
 - EXCEPTION: An employee may use vacation leave if sick leave has been exhausted to make up the difference between the workers' compensation payments, and their normal salary in order to receive 100% pay for the disability period. The leave must have been previously scheduled and approved annual leave. The employee must obtain documentation from the physician that he is medically stable to travel and travel will not hinder his care.

Disability compensation for an industrial injury is paid to the employee under provisions of Nevada Revised Statute 616. The employee receives $66 \frac{2}{3}$ of the state average monthly wage, if the employee is disabled for five (5) days within a twenty (20) day period. The City of Las Vegas, by labor contract with its employees, pays its employees 100% of their pay from the first calendar day of absence and continues 100% of pay for a period of time as specified by the individual contract, provided the employee has been authorized for the disability leave by his treating physician.

Persons employed by the City on a contract basis are not eligible for maintenance of income benefits, unless expressly authorized in writing by the City Manager.

Section 6 – Accounting and Pay Procedures

The following provisions apply to employee time card reporting. If there has been an industrial injury:

- Report the injury to the Insurance Services Division and record any time lost as a result of the accident on the time card as W/C Paid. As a result, for the duration of the contractually agreed upon time the employee will receive full pay and full benefits. Approximately 2/3 of the employee's average monthly wage will be charged to the Workers' Compensation Fund and 1/3 to the Department.
- As the contractually agreed upon time period for maintenance of income varies with the individual contract, the Supervisor should maintain contact with the Finance, Payroll Section to determine when income maintenance terminates.

Note: After the termination of the City-funded income maintenance, the employee may choose to use accrued sick or vacation time to supplement the amount paid by the Workers' Compensation Fund. This will enable the employee to continue to receive a full paycheck.

When an employee elects this option, the supervisor should code the entire time off for Workers' Compensation to either W/C Sick or W/C Vacation. Payroll will then credit back to the employee any sick or vacation hours not required to bring the employee up to 100%.

This option could continue for as long as medically approved and as long as the employee has available leave. The use of any other type of leave must be authorized by the Department Director.

Once sick and vacation leave have been exhausted, or if the employee elects not to use accrued leave time to receive full pay:

- Record the total number of hours off on Workers' Compensation WOP. As a result, the employee will receive only the amount of money they are eligible for under workers' compensation coverage which is approximately 2/3 of the average monthly wage. The City will not take any deductions from the workers' compensation check and direct deposit is not available with this option. The employee will receive their check by mail to their home address.

CHAPTER VI

INDUSTRIAL INJURY AND ILLNESS CONTROL

Section 1 – Physical Examinations and Employee Health

Physical fitness of employees is a prime requisite in preventing a significantly large number of personal injuries. The City of Las Vegas seeks to ensure employees are able to perform their assigned duties with the lowest possible risk of injury through the use of pre-placement testing, fit for duty exams, and annual physicals for specified positions.

All required pre-employment screening or routine annual physical examinations will be administered by Human Resources Department.

Each individual selected to be a permanent employee or a provisional employee intended to be permanent shall satisfactorily pass a pre-placement examination, if required by the City, **BEFORE** being put to work. These tests are designed to objectively assess the applicant's physical ability to perform the essential functions of the job.

Employee positions designated in State Occupational Safety & Health regulations, Civil Service Regulations, NRS 617 and any other position specified by the City Manager will receive an annual physical examination.

Annual physical examinations showing a need for medical treatment will be forwarded to the Human Resources Department for the employee's medical file. Insurance Services Division will arrange for medical treatment, maintain the medical file and results of the physical examination.

Department Directors and Division Managers shall be responsible for insuring that the employee complies with the doctor's recommendations for treatment. The employee will utilize sick leave, if necessary, for the required medical treatment.

Special Physical Evaluations (Fitness For Duty)

Any employee whose physical condition is a result of non-industrial accident or illness for one or more of the reasons listed below will be required to undergo an independent medical evaluation. Departments will request and schedule evaluations through Insurance Services Division as soon as the need is determined to minimize delays in returning the employee to work.

- An inability to do a satisfactory job because of a physical or mental problem.
- Return from an extended absence because of a non-industrial injury or illness when time lost has exceeded thirty (30) days and the individual is not in a sedentary position.
- Any employee whose physical condition constitutes a safety hazard to themselves or other employees.
 - Return from resignation or leave-without-pay status of six (6) months duration.
 - Return from resignation or leave-without-pay status of any duration, when the health status of the employee is questionable.

- Employees transferring to a job that requires greater physical capability.

All departments will request and schedule evaluations through Insurance Services Division for employees who return from an industrial injury when absence has exceeded thirty (30) days and the individual is not in a sedentary type position.

On all conditions listed above, the employee shall not be returned to work until their condition has been determined to be satisfactory by an independent medical evaluation.

When absence has not exceeded thirty (30) days, a Supervisor shall not allow an employee to return to work unless he receives a signed authorization from the treating physician for **FULL DUTY** or the employee has been released for restricted duty by his treating physician or an independent medical examination in a fitness for duty exam.

Human Resources Department only, will notify applicants of medical qualification or disqualification. No certificate or report of fitness or disqualification shall be issued to the examinee. Notice of all medical determinations shall be sent to the Human Resources Department on their forms and in accordance with their procedures. Extreme care must be taken that medical reports are not accessible to unauthorized persons.

Confirmed alcoholism is acknowledged as a disease and therefore may be treated as any other illness. An alcoholic employee is potentially hazardous to themselves and to others. When the need for treatment of an alcoholic employee is indicated, contact Human Resources Department for assistance.

An employee reporting to work who is obviously under the influence of alcohol or drugs shall not be allowed to work under these conditions. A Supervisor who believes an employee is under the influence of alcohol or drugs should act in accordance with Section 9.02 of the Personnel Policies Manual. If reasonable suspicion of such abuse exists, the employee should be transported for a drug test and/or a fitness for duty exam. Contact the Employee and Organizational Services Division of Human Resources for specific instructions.

It is the employee's responsibility to notify the supervisor, prior to the beginning of the work shift if he or she is taking legally prescribed medication, therapeutic drug or any over the counter non prescription drug or cold medicine that carries a warning label or contains alcohol. The use of prescription drugs that does not alter the employee's work performance is acceptable only when prescribed by a qualified physician.

An employee taking strong or multiple medications which causes dizziness, blackouts, drowsiness, double vision, impaired judgment or other abnormal reactions shall not attempt to work nor shall a Supervisor allow them to work. Multiple medications made up of relatively mild ingredients individually can cause a systemic interaction which sometimes affects the individual's ability to act and perform normally. When this is evident, the individual shall be required to consult with their physician for an adjustment in medication.

Section 2 – Restricted Duty Policy

Temporary Disability means an injury or illness that temporarily limits the ability of an employee to perform the primary task(s) of their regularly assigned work.

Job-Related Injury or Illness means injury or illness incurred in the performance of the job and accepted by Insurance Services Division as a workers' compensation claim under the provisions of NRS 616 and 617.

Transitional Work Assignments (TWA) means modified work assignments provided on a temporary basis to industrial injured employees which meet their temporary physical restrictions allowing them to transition back to their regular full duty job.

When available, TWA's:

- Will be offered on a temporary basis to any employee with a job-related injury or illness who has been released by his/her physician to perform restricted duty work.
- Will be provided as long as there is legitimate work to do and as long as the employee's treating physician anticipates his/her ultimate return to pre-accident duty. TWA's cannot be provided for an employee after a treating physician determines the employee has permanent restrictions and must be accommodated on a permanent basis.

Insurance Services Division will determine the nature and location of the TWA and conform to the requirements of NRS 616-617 and NAC 616-617, and be consistent with business necessity.

Transitional Work Assignment Procedures

When an employee is disabled and off work due to an industrial injury the Workers' Compensation Section will contact the treating physician to determine if and when the employee may return to work, with or without limitations, and if full recovery is expected.

When a treating physician advises the Workers' Compensation Section that an employee is able to return to work in a temporary restricted duty capacity, Workers' Compensation will contact the employee's Department to determine if they can accommodate the employee's restrictions with a TWA.

NOTE: First preference is given to the employee's Department because wages paid will be charged to that Department, regardless of the location of the TWA.

If a TWA is available within the employee's Department, the Supervisor will fill out a Transitional Work Assignment form and have the employee sign and date the form and forward it to the Workers' Compensation Section.

If a TWA is not available within the employee's Department, the Workers' Compensation Section will attempt to place the employee in a Temporary Transitional Work Assignment in another Department. Workers' Compensation will fill out the Transitional Work Assignment form and contact the employee to complete the form before reporting to the assignment.

If no TWA is available for an employee released to restricted duty, the employee will remain off duty until an appropriate assignment is identified or until he/she is returned to full duty by the treating physician. If the employee has an accepted workers' compensation claim, he/she will be eligible to collect temporary, total disability benefits.

The duty status of employees placed in a TWA will be reviewed on a monthly basis by the Workers' Compensation Section. This review will be conducted by contacting the treating physician to determine the expected date of return to full duty, no less than every 30 days. In addition, those Departments with employees assigned to other Departments will be contacted to determine if a TWA has become available.

While the employee is working on a TWA, the regular duty Department will maintain the time card and show the employee as working regular duty hours.

Whenever the employee working in a TWA is absent from their assignment, the Department in which they are working **must** notify both the employee's regular duty Department and the Workers' Compensation Section **immediately**.

Any employee in a TWA for more than 90 days will be considered at risk for non-return to their previous position. Their physician will be specifically requested to provide reporting on the prognosis for return to pre-accident duty. In addition, the employee will be required to undergo a vocational assessment with a certified vocational rehabilitation counselor to identify transferable skills and/or areas in which training may enhance their ability to be placed in an alternative position, if it becomes necessary due to permanent restrictions.

An employee assigned to a TWA whose physician has determined he/she has permanent restrictions which must be accommodated, will be advised as follows:

- The City of Las Vegas is no longer able to offer the TWA. Therefore, the assignment will end 30 days from the date the employee was given permanent restrictions.
- A vocational counselor will be provided to the employee to determine their current transferable skills so that available openings may be reviewed to determine if a position for which they are qualified is currently open.
- If there are no positions currently vacant for which the employee is qualified, the employee will be provided with a vocational counselor to assist in job search activities, including vocational training programs, if required.
- During the vocational rehabilitation period, the duration of which is determined by the percentage of disability found in the permanent, partial disability rating examination (as required by Nevada statute), the employee will be eligible to collect rehabilitation maintenance benefits, equal to their temporary, total disability benefits.
- Employees who undergo formal retraining as part of a vocational rehabilitation program will remain employees of the City of Las Vegas until they are successfully re-employed or a period of sixty (60) days has elapsed since the completion of the program (whichever comes first). During a program of vocational rehabilitation, they will be considered on Leave Without Pay (LWOP) and will continue to be covered by the City's group health insurance program. Upon re-employment or the elapse of the sixty days since program completion, the employee will be separated from City employment.
- If a permanent partial disability rating examination has not already been scheduled, one will be scheduled immediately.

Medical Appointments While on a Transitional Work Assignment

Administrative Leave will be used for City of Las Vegas employees, with open, accepted workers' compensation claims when either physician or physical therapy appointments cannot be scheduled before or after work. The following provisions apply:

- Employees shall schedule all medical appointments before or after normal working hours, whenever possible.
- In those cases where appointments cannot be scheduled before or after normal working hours, the following procedure is applicable:
 - The employee will be required to present, to the supervisor, an appointment slip from the doctor or physical therapist, stating the date and time of the appointment.
 - Upon return to work from the appointment, the employee will be required to present to the supervisors, a slip from the doctor or physical therapist, stating the time the employee left the office.
 - Thirty (30) minutes will be allowed for travel to and from appointments.
 - The total time away from work will be recorded on the time card as WC Admin.

Non-Covered Injury or Illness

Employees are not eligible for assignment if an injury incurred off the job or a non-occupational disease, or any injury was:

- Caused by the employee's willful intention to injure themselves; or
- Caused by the employee's willful intention to injure another; or
- Caused by intoxication or the use of drugs; or
- Caused or aggravated by refusal or neglect to follow medical treatment, failure to refrain from unsanitary or injurious practices which are reasonable to promote recovery from injury or illness or failure to maintain the physical and mental ability necessary to perform in the present job; or
- Gross negligence on the job.

Salary-Job Related Injury or Illness

The employee will remain at current pay status with all benefits while assigned to a transitional duty status.

Annual Physical Examinations

An employee may be assigned to an alternative work assignment (transitional or modified duty) for one of the following reasons:

- Medical Examination: When the results of an annual or special medical examination determine that an employee may endanger themselves, co-workers or the general public due to an injury or medical condition, the employee may be assigned to modified duty status, pending re-testing or further medical testing.
- If further medical testing show the employee does not meet the medical standards to return to his regular duties, and their medical condition is not job related, the employee may be placed in sick leave or leave without pay status, pending reassignment or personnel action.

Section 5 – Rehabilitation and Reclassifications

For the purpose of this policy, permanent partial disability means an injury or illness resulting in a permanent disability that may or may not restrict the employee from fully performing the duties of their present classification.

Permanent total disability means incapacity which prevents the employee from performing any occupation for which they are fitted or could become fitted by education, training or experience.

Permanent Partial Disability

When an employee suffers a job-related permanent disability and a medical report from a treating physician or an independent medical evaluation indicates the employee will not recover sufficiently to return to their full duty position, the following policy shall govern the assignment of the employee:

- Step 1: Workers' Compensation Section sends the employee's Department Director a memo outlining the restrictions and asking if they can be accommodated, or if there is another vacant position within the department for which the employee could qualify with their present limitations.
- Step 1A: If **YES** - The Department Director shall advise by return memo within seven (7) days the Workers' Compensation Section of the position title, a copy of the job description and pay status.
- Step 1B: If **YES** - The Department Director assigns the employee to modified duty for no longer than thirty (30) days, pending assignment under provisions of NRS Chapter 616.
- Step 1C: If **YES** - The Department Director shall schedule a meeting with the employee and a Workers' Compensation representative in order to:
- Advise the employee that their physician has provided restrictions which cannot be accommodated and prevent a return to their previous position.
 - Advise the employee of all options open to them, including the open position.
 - If reassignment is accepted by the employee, actions for this reassignment will be handled by the Personnel Services Division of Human Resources.
- Step 2: If accommodation is not possible and **NO** position is available within the department, the Department Director will:
- Advise the Workers' Compensation Section by memo, within seven (7) days, of no available position.
 - Place employee in Modified Duty Status pending further administrative action by Human Resources Department.

Step 3: The Workers' Compensation Analyst will send Personnel Services Division a memo requesting vacant positions within the City for which the employee could qualify and which do not represent a promotion. The position considered must be equal or lesser in classification that at the time of pre-injury illness.

Step 4: The Personnel Services Division will respond by memo, advising:

- No positions are available, or
- Listing vacant positions by job title, job description and salary.

Step 5: If an appropriate position is vacant, the Workers' Compensation Section will work with Personnel Services Division to offer the position to the employee, under NAC 616.

Step 5A: If Personnel Services Division approves the new job offer, the Workers' Compensation Section will schedule a meeting with the employee and make the new job offer under provisions NAC 616.

If no appropriate job is vacant within the City, the Worker' Compensation Section will schedule the employee for a meeting with a Vocational Rehabilitation Counselor. The Vocal Rehabilitation Counselor will assist the employee in obtaining alternative employment through job search or retraining, if necessary.

Permanent Total Disability

Within ten (10) days after permanent total disability has been determined by Insurance Services Division, the employee may:

- Elect Permanent Total Disability under provisions of NRS 617.455 or 617.457 (if applicable).
- Elect to be rehabilitated into another position or assigned to a rehabilitation counselor for retraining.
- Elect retirement, if eligible. Employees electing retirement shall process their retirement expediently to be effective within sixty (60) days.
- Resign.
- Employees determined to be permanently, totally disabled due to a compensable injury, will receive monthly benefits for as long as they continue to meet the criteria for such benefits, as determined by NRS 616 and 617.

CHAPTER VII

Section I - Liability Control

Liability claims resulting either directly because of some action by a City employee or indirectly because of an unsafe condition of City facilities constitute a significant financial drain upon City capital. While some liability potential is beyond control, a high percentage can be kept within reasonable limits when efforts are directed toward eliminating the causes. It shall be the responsibility of every employee to include such efforts as an integral part of their everyday duties, whenever possible.

City Field Inspections – Department Directors who are responsible for maintenance of field facilities shall ensure that inspections are conducted at a frequency determined to be adequate for controlling defects. Such inspections performed by Divisions in their own respective areas of concern shall include, but are not limited to the following:

- Condition of all City streets, gutters and sidewalks with respect to holes, roughness, drainage, cracks, breaks, irregularities and excessive amounts of gravel or sand on pavement.
- Conditions of main and branch sewer lines as well as freedom from restrictions.
- Conditions of public easements with respect to accumulated piles of trash, illegal fencing or structures that endanger City personnel working in the easement or that constitute a fire hazard.
- Condition of recreation areas, parks, pools, golf courses, etc., with respect to glass, cans and debris on the grounds and the presence of structural hazards which can cause cuts, tripping, bumping and falling injuries.
- Condition of alleys for obstructions to passage, excessive holes, weeds and rough surfaces that could throw a vehicle out of control or cause injuries.
- Condition of trees and shrub growth along streets and sidewalks which could damage vehicles, injure the public or create blind areas at intersections.
- Condition of drainage ditches to ensure good flow of water and proper guarding of street drains and drain ducting.
- Proper placement of regulatory signs.
- Condition of pavement striping and marked crosswalks.

City Building Inspections – Occupants of City buildings shall make periodic inspections to keep hazards at a minimum in work areas and public facilities. Following is a general list of items that should be inspected:

- Housekeeping
- Condition of stair treads, floor tiles and carpet for trip hazards.
- Exposed floor electrical and telephone outlets for trip hazards.
- Loose stairway railings.
- Windows for cracked glass.
- Walls and door frames for protrusions.
- Office furniture and office machines in need of repair.
- Proper storage of materials.
- Adequate lighting and ventilation.
- Freedom from insects and other pests.
- Exit signs and emergency lighting.

- Isles and passageways unobstructed.
- Fire extinguishers (current inspection tag) and First Aid Kits stocked.
- Locks on security doors and gates, in good condition and used.

Outside Contractors – Outside contractors and other municipalities are **prohibited** from utilizing City owned equipment.

Section 2 - Damage Loss Reports – Recovery of City property damaged by a third party is an important factor in reducing expenses of the Department for repair or replacement of damages. Therefore, all Departments are responsible for reporting any damage or loss of City property to Insurance Services Division. A City of Las Vegas Equipment Damage or Loss Report form must be submitted to Insurance Services Division, accompanied by a Deputy City Marshal's Event Number and a quote from a vendor for replacement. ***Note: Deputy City Marshals are not required to file an event number in cases involving lost cellular telephones, radios or graffiti.*** Once the claim is processed, a check will be issued to the vendor for replacement.

Insurance Services Division will **normally** replace losses under the following circumstances:

- A non-preventable vehicular accident.
- Stolen and/or vandalized City property or equipment
- Acts of nature (on a case by case basis)

Insurance Services Division **will not** pay to replace damage or loss under the following circumstances:

- Preventable vehicular accidents.
- Employee negligence/irresponsibility
- Loss not reported within 30 days of occurrence.

Section 3 - Citizen Incident Report – This form should be utilized to document a citizen injury on City property. Once completed, the form should be submitted to Insurance Services Division for processing.

Section 4 – Notice of Claim Form – This form is utilized when a citizen wants to file a claim against the City for damage and/or loss.

Any City employee that is made aware of an unsafe condition at a City facility should immediately notify Insurance Services Division at 229-5048 or 229-5049. ***Any employee*** that receives a complaint advising of any unsafe condition within the City such as sidewalks, streets, traffic lights, sewer covers, etc., from the general public, should obtain the location and immediately call Insurance Services Division.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO: 87-5.1

DATE: 10/87

REVISED 2/01

APPROVED 3/90

REVIEWED 7/10

Accident Prevention Signs and Tags

SCOPE:

These specifications apply to the design, application and use of signs or symbols intended to indicate and, insofar as possible, define specific hazards of a nature such that failure to designate them may lead to accidental injury to workers or the public, or both, or to property damage. These specifications are intended to cover all safety signs except those designed for streets, highways, railroads, and marine regulations. These specifications do not apply to bulletin boards or to safety posters.

PURPOSE:

Ensure adequate warning is provided to reduce or eliminate accidental injury to City employees and the public.

STANDARD:

State of Nevada, Division of Occupational Safety and Health Enforcement Section, General Industry Standards 29 CFR 1910.144, 29 CFR 1910.145, 29 CFR 1910.1030, Construction Industry Standard 29 CFR 1926.200, and American National Standard Institute (ANSI) Z35.1, or the latest Edition.

POLICY:

Definitions – "SIGN" means a surface prepared for the warning of, or safety instructions of industrial workers or members of the public who may be exposed to hazards. Excluded from this definition however, are new releases, displays commonly known as safety posters, and bulletins used for employee education.

Type of Accidental Prevention Signs

Danger Signs

- There will be no variation in the type of design of signs posted to warn of specific dangers and radiation hazards.
- Danger signs indicate immediate danger and special precautions are necessary.
- The colors red, black and white will be those of opaque glossy samples as specified in Table 1, Fundamental Specifications of Safety Colors for CIE Standard Source "C", American National Standard Z53.1-1967 or the latest edition.

Caution Signs

- Caution signs are used to warn against potential hazards or to caution against unsafe practices.
- Caution signs indicate a possible hazard against which proper precautions should be taken. The caution sign is used to mark physical hazards such as: striking against, stumbling, falling, tripping, and caught in-between.
- The basic color for the background of caution signs is yellow, and the panel, black with yellow letters. Any letters used against the yellow background are black. See Section II.A.3.

Exit Signs

- All exits will be marked by a readily visible sign.
- In all cases where the exit or the way to reach the exit is not immediately apparent, a sign reading "exit," with an arrow indicating the direction to travel to reach the exit, will be posted.
- All doors, passages, or stairways, which are neither exits nor ways of exit access, will be identified by a sign, reading "NOT AN EXIT".
- Exit signs will be lettered in red letters not less than 6 inches high on a white field and the principal stroke of the letters will be at least 3/4 of an inch in width.

Safety Instruction Signs

- Safety instruction signs will be used where there is a need for general instructions and suggestions for safety measures.
- The basic color of the background for safety instruction signs will be white, and for the panel, green with white letters. Any letters used against the white background will be black. See Section II.A.3.

Slow-Moving Vehicle Emblem

- The emblem is intended as a unique identification for, and for use on vehicles which by design move slowly (25 M.P.H. or less) on the public roads. The emblem is not a clearance marker for side machinery, nor is it intended to replace required lighting or marking of slow-moving vehicles.
- This emblem consists of a fluorescent yellow-orange triangle with a dark red reflective border. The yellow-orange fluorescent triangle is a highly visible color for daylight exposure. The reflective border defines the shape of the fluorescent color in daylight, and creates a hollow red triangle in the path of motor vehicle headlights.

Biological Hazard Signs and Labels

- Will contain the symbol found in General Industry Standard 29 CFR 1910.1030 (g).

- Signs and labels will be fluorescent orange-red.
- Red bags or red containers, with the legend imprinted on them, may be substituted for labels.

Types of Accident Prevention Tags

- Biological Hazard Tags will be used to identify the actual or potential presence of a biological hazard (those infectious agents presenting a risk of death, injury or illness), and will be used to identify equipment, container, or rooms that contain or are contaminated with hazardous biological agents.
- Danger Tags will be used in major hazard situations where an immediate hazard presents a threat of death or serious injury.
- Caution Tags will be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of injury.
- Warning Tags will be used to represent a hazard level between "Caution" and "Danger," instead of the required "Caution" tag, provided they contain a signal word of "Warning," and appropriate major message.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	92-1
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REVIEWED	7/10

Aerial and Scissor Lifts

SCOPE:

This policy/procedure provides guidelines for the safe operation of aerial and scissor lifts.

PURPOSE:

To ensure City of Las Vegas employees are protected to the greatest degree possible when performing work from aerial and scissor lifts.

STANDARD:

State of Nevada , Occupational Safety and Health Administration, General Industry Standard 29 CFR 1910.67, Construction Industry Standard 29 CFR 1926.453 and .454, and ANSI/SIA A92.2, A92.3, A92.5 and A92.6.

POLICY:

Only employees of the City of Las Vegas who have received general instructions regarding the inspection, application and operation of aerial devices, including recognition and avoidance of hazards associated with their operation and who have been authorized by their supervisor may operate this equipment.

Requirements

A visual walk-around inspection of the equipment shall be conducted in accordance with manufacturer's operation manual prior to the use of the equipment. When defects are noted, the equipment will be shutdown, red tagged and repaired before being used:

- Instruction and warning labels will be legible; if not, they will be replaced.
- The controls will be plainly marked as to their function.
- Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- Aerial and scissor lifts shall not be "field modified" without written approval from the manufacturer.

- Attaching overhanging loads to the platform or increasing the platform size with unauthorized deck extensions or attachments is prohibited.
- In aerial lifts, a full body harness shall be worn by employees working from the basket with the lanyard attached to equipment anchorage points. Under no circumstances shall the lanyard be attached to a pole, the structure, or other equipment.
- In scissor lifts, the guardrail system provides fall protection. Access gates or openings shall be closed and secured in place.
- 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 to elevate work position.
- Boom and basket load limits specified by the manufacturer shall not be exceeded.
- Equipment shall be positioned on a smooth, level, and firm surface before elevating the platform. Equipment shall not be operated on grades, slopes or ramps exceeding those specified by the manufacturer.
- The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial and/or scissor lift on an incline.
- An aerial and/or scissor lift shall not be moved when the boom is elevated in a working position with workers in the basket, except for equipment which is specifically designed for this type of operation in accordance with the manufacturer's operation manual.
- Check clearances above, below, and on sides and bottom of platform when rising and lowering platform.
- An aerial and/or scissor lift shall not be used near electrical power lines unless the lines have been de-energized or adequate clearance is maintained. A minimum of 10 feet shall be maintained at all times.
- When other moving equipment and/or vehicles are present, special precautions shall be taken, such as the use of flags, barricades, etc.
- Aerial and/or scissor lifts shall not be used in outside work activities when severe wind conditions exist.
- When a lift is utilized to gain access to a structure, 100% fall protection will be required.
- Fleet and Transportation Services will maintain all maintenance records.

Training

- Each Division Manager and Supervisor will ensure that each worker that utilizes an aerial and/or scissor lift has been properly trained and certified prior to equipment use. The Division will forward training documentation to Human Resources, Insurance Services for issuance of training cards.
- Refresher training shall be conducted if there is an accident or near miss incident, when unsafe observation and evaluation of the operator indicates it is necessary, and/or if there is a change in the equipment utilized.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	87-3
DATE:	10/87
REVISED	2/01
APPROVED	3/90
REVIEWED	7/10

Automotive Brake and Clutch Repair Operations

SCOPE:

To establish guidelines for City of Las Vegas employees during the repair/replacement of automotive brakes and clutches.

PURPOSE:

To reduce City of Las Vegas employee's exposure to asbestos fibers below the action level of 0.1 fibers per cubic centimeter (f/cc).

STANDARD:

Nevada Occupational Safety and Health (NVOSHES) General Industry Standard, 29 CFR 1910.1001, Appendix F.

POLICY:

Asbestos exposure occurs during the replacement of clutch plates and brake pads, shoes and linings. Asbestos fibers may become airborne when an automotive mechanic cleans and removes the asbestos-containing residue that has been deposited as brakes and clutches wear.

The use of compressed air to clean parts and employee or dry or wet brushing to clean parts is prohibited.

Acceptable Work Practices

Negative Pressure Enclosure/High Efficiency Particulate Air (HEPA) Vacuum System Method consists of:

- The brake and clutch inspection, disassembly, repair and assembly shall be enclosed to cover and contain the brake or clutch assembly.
- The enclosure shall allow the clear view of the work and be provided with impermeable sleeves to handle the work.
- A HEPA-filtered vacuum shall be used to first loosen the asbestos containing residue and then to evacuate the material from the enclosure.

Low Pressure/Wet Cleaning Method consists of:

- A catch basin that shall be placed under the brake assembly, positioned to avoid spills or splashes.
- The reservoir shall contain a surfactant or water wetting agent. The flow of liquid shall be controlled to gently flood the brake assembly and to prevent the asbestos fibers from becoming airborne.
- After removing the brake drum, the wheel hub and back of the brake assembly shall be thoroughly wetted to suppress dust.
- The brake support plates, brake shoes and brake components used to attach the brake shoes shall be thoroughly washed before removing the old shoes.

Wet Method consists of:

- Place a collection pan under the assembly.
- A spray bottle, hose nozzle, or other implement capable of delivering a fine mist of water or amended water at low pressure shall be used to first thoroughly wet the brake or clutch parts
- Parts are then wiped with a rag.

Disposal of Contaminant Materials

The vacuum's filter shall first be wetted, then removed and disposed in an impermeable container. The container will be properly labeled.

Contaminated rags shall be placed in an impermeable container, properly labeled and disposed.

When contaminated work uniforms or rags are laundered, these materials will be placed in labeled plastic bags and kept separate from similar materials. The laundered/cleaner will be advised that the material has been contaminated with asbestos fibers.

Hygiene Practices

Food or beverages will not be consumed or stored, nor will smoking be allowed until the hands and face are thoroughly washed with soap and hot water.

Training

Training will be conducted upon initial hire or assignment for this type of work activity. Refresher training shall be conducted when an unsafe observation or evaluation occurs.



City of Las Vegas
SAFETY POLICY/PROCEDURE

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DATE:	10/89
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Bloodborne Pathogens

SCOPE:

To establish guidelines for all occupational exposures to blood or other potentially infectious materials.
PURPOSE:

To reduce the risk of contracting and spreading disease caused by bloodborne pathogens, including but not limited to Hepatitis B Virus (HBV) Hepatitis C Virus (HVC) and Human Immunodeficiency Virus (HIV).

STANDARDS:

OSHA General Industry Standard 29 CFR 1910.1030.

POLICY:

Definitions

Definitions specific to this Safety Policy/Procedure will be found in Appendix I.

Responsibility

All employees will follow the established guidelines when involved with a communicable disease or when a parenteral or mucous membrane exposure to blood or other potentially infectious body fluids occurs.

Confidentiality

Information regarding each exposure or potential exposure will be considered CONFIDENTIAL and will be only released to those persons directly involved in the follow-up care of the employee.

Exposure Determination

Each Department listed in this section will be required to develop a written Exposure Control Plan. The Exposure Control Plan will be submitted to the Human Resources, Insurance Division for review. Appendix II was used to determine that the following employees are covered by this Safety Policy/Procedure:

- Fire and Rescue - Fire Operation Division.
- Municipal-Court Marshals
- Neighborhood Services - Code Enforcement Officers, Maintenance Workers, and Painters.

- Detention and Enforcement - Correction Officers, Classification/Intake Aides, Animal Control Officers and Marshals.
- Public Works - Environmental Division - All personnel.
- Public Works - Traffic Engineering, Traffic/Electrical Field Operations - All personnel.
- Field Operations - Facilities Management Division, Fleet and Transportation Division, Parks and Open Spaces Division and Streets and Sanitation Division - All personnel.

Implementation Schedule and Methodology

Compliance Method

- Universal precautions will be observed in order to prevent contact with blood or other potentially infectious material. All blood or other infectious materials will be considered infectious regardless of the perceived status of the source.
- Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains, personal protective equipment will be used. A list of the type of engineering controls (e.g., sharp disposal containers, self-sheathing needles, sharps with engineered injury protections and needleless systems) and work practice controls (e.g., prohibiting recapping of needles by a two-handed technique) will be developed.
- The engineering and work practice controls will be examined and maintained on a regular basis. An inspection schedule will be developed indicating whether the inspection is required daily, once per week, etc., as well as who will be responsible to inspect and review the effectiveness of the individual controls.
- Hand washing facilities will be made readily accessible to employees who incur exposure to blood or other infectious materials. A list the hand washing locations will be developed. When hand washing facilities are not feasible antiseptic cleaner in conjunction with a clean cloth/paper towels or antiseptic towelettes. If these alternatives are to be used, then the hands will be required to be washed with soap and running water as soon as possible. When alternatives to readily accessible hand washing facilities are used a list of the locations, tasks and who will be responsible to ensure maintenance and accessibility of these alternatives.
- Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. A list of procedures and mechanical devices to be used or alternatively if a one handed technique will be used.
- Sharps containers will be puncture resistant, leak proof and labeled with a biohazard label. A list of where sharps containers are located and who will be responsible for the disposal of full containers will be developed.
- Employees will not eat, drink, apply cosmetics or lip balm, smoke or handle contact lens in work areas (e.g., rescue units) where there is a likelihood of exposure to blood or other potentially

infectious materials. These activities will be done in the designated areas only (e.g., employee break rooms).

- When equipment or a work area becomes contaminated with blood or other infectious materials the equipment or area will be decontaminated. A list of proper decontamination methods and designated areas will be developed.
- All personal protective equipment, cleaning, laundering and disposal will be provided without cost to the employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other infectious material to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. A list of the type of personal protective equipment required for each procedure and who will be responsible for the distribution will be developed.
- All garments which are contaminated with blood will be removed immediately and be placed in the appropriate labeled containers. A list of container locations will be developed.
- Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, other infectious materials, non-intact skin and mucous membranes. A list of procedures that require the use of gloves and the locations where gloves will be available will be developed.
- Disposable gloves will not be washed or decontaminated for re-use. They shall be replaced when they become contaminated or if they are torn, punctured or when their ability to function as a barrier is compromised. Dispose of gloves in the biohazard containers that have been provided.
- Masks in combination with eye protection devices, such as goggles or glasses with side shields or chin-length face shields will be required to be worn whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. A list will be developed of those situations where such protection will be required.
- Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked red bags at the location where it is used. Such laundry will not be sorted or rinsed in the area of use. All employees who handle contaminated laundry will use personal protective equipment to prevent contact with blood or other potentially infectious materials. When contaminated laundry is sent off-site, the laundry service will be notified in writing and a copy of the letter will be maintained as part of this Safety Policy/Procedure.

Hepatitis B Vaccination Program

- All employees who have been identified as having reasonably anticipated exposure to blood or other potentially infectious materials will be offered Hepatitis B vaccinations, at no cost to the employee. The vaccine will be offered within ten (10) working days of their initial assignment to

work involving the potential for occupational exposure to blood or other potentially infectious materials, unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

- Employees who decline the Hepatitis B vaccination will sign the waiver found in Appendix III. The original signed waiver will be forwarded to Human Resources, Insurance Services Division and placed in the employee's medical file. Employees who initially decline the vaccine but who later wish to have it will have the vaccination provided at no cost.
- Each Department covered by this Safety Policy/Procedure will designate a responsible party to ensure that the vaccine is offered and the waivers are signed.

Post-Exposure Evaluation and Follow-up

- When an employee incurs an exposure incident, it will be reported immediately to the supervisor and reported to Human Resources, Insurance Division within twenty-four (24) hours of the incident.
- A confidential medical evaluation will be scheduled. The health care provider will offer the appropriate counseling concerning the precautions to be taken after the exposure incident. The employee will also be given information on what potential illnesses to be aware of and to report any related symptoms to the appropriate personnel.
- A Notice of Injury or Occupational Disease, Form CLV 7040, an Employers Report of Industrial Injury, Form CLV 7034 and an Employee's Claim for Compensation/Report of Initial Treatment, Form CLV 7041 will be completed and forwarded to Human Resources, Worker Compensation Section.
- A Disease Exposure Report will be completed and forwarded to Human Resources, Insurance Services Division.

Interaction with Health Care Professionals

- A written opinion will be obtained from the health care professional who evaluates employees. The written opinions will be obtained when:
 - When an employee is sent to obtain the Hepatitis B vaccine.
 - When an employee is sent to a health care professional following an exposure incident.
- The health care professional will be instructed to limit their opinion to:
 - ❖ Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine or for evaluation following an incident.
 - ❖ That the employee has been informed of the results of the evaluation.
 - ❖ That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

Training

- Training will be conducted prior to initial assignment where occupational exposure may occur.
- Training for employees will include explanations of:
 - ❖ The Bloodborne Pathogens Standard.
 - ❖ Epidemiology and symptomatology of bloodborne disease.
 - ❖ Modes of transmission of bloodborne pathogens.
 - ❖ The City of Las Vegas Infectious Control Plan.
 - ❖ Procedures which might cause exposure to blood or other potentially infectious materials.
 - ❖ Control methods which will be used to control exposure to blood or other potentially infectious materials.
 - ❖ Personal protective equipment available and who should be contacted concerning availability.
 - ❖ Post-exposure evaluation and follow-up procedures.
 - ❖ Signs and labels that are used.
 - ❖ Hepatitis B vaccination program.
- Training will be classroom instruction, using videotapes and written materials. The training materials will be located in the Department of Human Resources, Insurance Services Division
- Refresher training will be conducted on an annual basis.

Infectious Control Plan Review

- The plan will be reviewed and updated annually to reflect new or modified tasks and procedures.
- The review should reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and document effective safe medical devices designed to eliminate or minimize occupational exposure.
- Solicit non-managerial employee's comments on the identification, evaluation and selection of effective engineering and work practices.

Recordkeeping

The Sharp's Injury Log will be maintained by Human Resources, Insurance Services Division.

APPENDIX I

Definitions

AIDS: Acquired Immune Deficiency Syndrome.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Cleaning: Removing by scrubbing and washing, as with hot water, soap or suitable detergent or by vacuum cleaning, of infectious agents and of organic matter from surfaces on which and in which infectious agents may find favorable conditions for surviving and multiplying.

Communicable Disease: An illness due to a specific infectious agent which arises through transmission of that agent from an infected person, animal, or object to a susceptible host, either directly or indirectly.

Contact: A person or animal that has been in such association with an infected person or animal or a contaminated environment as to have had opportunity to acquire the infective agent.

Contamination: The presence of or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination: A process or method whereby an object or material is freed of biological contaminants and rendered safe for human handling.

Disinfection: Killing infectious agents outside the body by chemical or physical means directly applied.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parental contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Engineering Controls: Controls that isolate or remove bloodborne pathogen hazards from the workplace (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as, sharps with engineered injury protections and needleless systems).

HBV: Hepatitis B Virus.

HCV: Hepatitis C Virus.

HIV: Human Immunodeficiency Virus.

HIV antibody test: Blood test for antibody to the AIDS virus.

HIV – Antibody positive: Positive blood test (including Western Blot test) meaning infection at some time with the AIDS virus.

Host: The organism from which a parasite obtains its nourishment.

Incubation period: The time interval between exposure to an infectious agent and appearance of the first sign or symptom of the disease in question or the first time transmission is possible.

Infectious waste: Blood and blood products, contaminated sharps, pathological wastes, and microbiological wastes.

Infectious disease: A clinically apparent disease of man or animals resulting from an infection.

Mucous membrane exposure: Splash to the eyes or mouth.

Occupational exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This definition excludes incidental exposures that may take place on the job, and that are neither reasonably nor routinely expected and that the worker is not required to incur in the normal course of employment.

Other potentially infectious materials: The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

- Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- HIV or HBV-containing cell or tissue cultures, organ cultures, and HIV or HIB containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Needleless systems: A device that does not use needles for (1) the collection of bodily fluids or withdrawal of bodily fluids after initial venous and arterial access is established; (2) the administration of medication of fluids; or (3) any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasion.

Prophylaxis: Preventative treatment.

Seronegative: Negative blood test.

Seroconvert: Blood test change from negative to positive.

Sharps: any object that can penetrate the skin including, but not limited to, needles, scalpels, and broken capillary tubes.

Sharps With Engineered Sharps Injury Protections: A non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Suspect: A person whose medical history and symptoms suggest that he may have or be developing some communicable disease.

Universal precautions: Is an approach to infectious control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

APPENDIX II

The following information is provided as a quick reference guide to when personal protective equipment is required to be worn.

Personal Protective Equipment	Nature of Task	Equipment should be:	
		Available	Worn
I	Direct contact with blood or body fluids to which universal precautions apply exposure to skin/mucous membrane to victim's body fluid.	YES	YES
II	Activity performed without blood exposure but exposure might occur in an emergency.	YES	NO
III	Task/activity does not entail predictable or unpredictable exposure to blood.	NO	NO

APPENDIX III

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis vaccine, at no charge to me. However, if I decline the hepatitis B vaccination at this time, I understand that by declining this vaccine I will continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccine series at no charge to me.

I understand that this vaccine is made from common baker's yeast cells through genetic engineering and does not contain any human blood products. The vaccine is given by injection on three (3) separate dates; the first two doses are given one (1) month apart and the third dose is given five (5) months after the second. After three doses, the Hepatitis B vaccine is 85%-95% effective in preventing Hepatitis B infection.

_____ With full knowledge of the above statements, I elect to receive the vaccine.

_____ With full knowledge of the above statements, I decline the Hepatitis B vaccination at this time. I understand that I can receive the vaccination series, at no charge and at a later date if I continue to have an occupational exposure.

Employee's Name (Print)

Employee's Signature (Date)

Distribution - Original to Risk Management
Copy to Employee



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO: 07/1

DATE: 4/07

REVISED

APPROVED 4/07

REVIEWED 4/07

Card Lock & City ID Badges Fuel Use

SCOPE:

All City Departments and employees utilizing City owned vehicles and equipment requiring fueling.

PURPOSE:

To provide guidelines for the proper use of City issued Compressed Natural Gas (CNG) card-lock fueling system cards and City identification cards issued to fuel at the City owned and operated gasoline and biodiesel, diesel fueling sites.

POLICY:

As a key component of promoting the City's efforts to guard the City's assets and good business practices, the need to safeguard those assets that operate City vehicles operating on liquefied and gaseous fuels is of paramount importance.

General Requirements

- All card-lock fuel access cards - primarily those used for compressed natural gas (CNG) - have PIN numbers allowing for fuel access and the confidentiality of those numbers are of paramount importance.
- PIN numbers are NOT to be posted in a public manner or in such a way that public accessibility is easy or obvious.

PROCEDURE:

- Card-lock cards primarily issued through an outside vendor to access various CNG fueling sites throughout the City are issued through the Fleet and Transportation Services Division of the Department of Field Operations only.
- Points of contact are: In the West area of the City - 2950 Ronemus Drive - phone 229-5159. In the East area of the City - Mojave/Bonanza - phone 229-5170.

- City issued identification badges act as the control point of entry for all vehicles and equipment using the City owned fueling network. Once activated by an authorized City employee, the automated fuel system prompts the user to several sequential steps before fueling commences.

Lost or Stolen Cards

- A lost card-lock card must be reported immediately to the Fleet and Transportation Services Division so that a new one(s) can be issued and the lost card de-activated. Points of contact by location see Procedure item # 2 above.
- A stolen card-lock card must be reported immediately to BOTH Detention and Enforcement phone 229-6444 AND Fleet and Transportation Services Division phone 229-6971, so that they can be de-activated and new card(s) issued expeditiously.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	93-2
DATE:	2/93
REVISED	4/01
APPROVED	2/93
REVIEWED	9/10

Commercial Driver's License Procedure

SCOPE:

To establish alcohol and drug testing guidelines for City of Las Vegas employees who are required to have a Commercial Driver's License (CDL) and a procedure to obtain a Commercial Driver's License (CDL).

PURPOSE:

To comply with the Omnibus Transportation Employee Testing Act of 1991 and the alcohol and drug testing rules mandated by the U. S. Department of Transportation (DOT) and The Federal Highway Administration (FHWA). City employees who have a Commercial Driver's License (CDL) shall be subject to policies and procedures developed from the U. S. Department of Transportation and Federal Highway Administration rules.

STANDARDS:

U. S. Department of Transportation (DOT), The Federal Highway Administration and the State of Nevada , Department of Motor Vehicles Regulations.

POLICY:

Because alcohol and drugs use can detrimentally affect job performance and employee safety, the City of Las Vegas is committed to achieving and maintaining an alcohol and drug free workplace. While the City has no intention of intruding into the private lives of its employees, any impairments (both mental or physical) as the result of drug and alcohol use, we will be firm in identifying and disciplining those employees. These impairments may endanger the health and safety of fellow employees, the public at large, or interfere with the operations of the City.

Human Resources, Insurance Services Division will conduct Alcohol and Drug Awareness Training Programs to inform CDL holders and their supervisors about the dangers of alcohol misuse and drug use in the workplace, the disciplinary action that may be imposed upon CDL holders for alcohol misuse and drug use violations in the workplace and the available counseling assistance or rehabilitative programs. Violations of these rules may mean loss of an employee's CDL, loss of income and even loss of employment. Employees with substance abuse problems are strongly encouraged to voluntarily seek self-help through the City's Employee Assistance Program (EAP).

All CDL holders' alcohol and drug testing results and records are maintained under strict confidentiality by Human Resources, Insurance Services Division, the drug testing laboratory and the Medical Review Officer (MRO). This information cannot be released to others **without the written consent of the CDL holder.**

Any questions regarding the Mandated Alcohol and Drug Testing Policy can be answered by contacting the Human Resources, Insurance Services Division.

Procedure

Effective January 1, 1995, the DOT alcohol and drug testing rules require local government employees be tested if they have a CDL and perform the following safety-sensitive job functions:

- Operates a single or combination motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more;
- Operator a vehicle designed to carry more than 15 persons, including the driver;
- Operate a vehicle requiring hazardous material placard to be displayed.

Safety-Sensitive employees are those employees who:

- Are required as part of their job classification to have a CDL;
- Voluntarily have a CDL and occasionally serve in an acting capacity which requires the license;
- Voluntarily has a CDL and operates a City vehicle that would normally require a CDL operator. (Participation in testing is required even if the employee was working out of his or her classification, and it only occurred once.)
- City employees shall not work or be at work while under the influence of alcohol, illegal drugs or controlled substances. Neither shall the employee consume alcoholic beverages, use illegal drugs, or use controlled substances while on paid time.
- The use of prescription drugs that would not alter an employee's work performance is acceptable if a qualified physician prescribes the drugs. It is the employee's responsibility to notify the supervisor prior to beginning the work shift, if he or she is taking legally prescribed medication, therapeutic drug, or any over-the-counter non-prescription drug or cold medicine that carries a warning label or contains alcohol.
- For purposes of this policy ON-DUTY TIME will mean the time a driver begins work, or is required to be in readiness to work, up until the time the driver is relieved from all work related responsibilities.
- For the purposes of this policy MAXIMUM DRIVING TIME will mean that a driver will not be permitted to drive:
 - ❖ More than 10 hours following 8 consecutive hours off duty; or
 - ❖ For a period after having been on duty 15 hours following 8 consecutive hours off duty.

Required Alcohol and Drug Tests

All drug and alcohol tests will be administered at the expense of the City of Las Vegas. Testing will be required under the following conditions:

Pre-Employment Testing

All employees being hired into a safety-sensitive position requiring a CDL license are required to take Alcohol and Drug Pre-Employment Test before hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. If the driver has participated in a drug testing program that meets the federal requirements within the last 30 days the pre-employment test is not necessary.

Transfers

Testing for controlled substances is required when an existing employee is transferred to a safety-sensitive position. If the driver has participated in a drug testing program that meets the federal requirements within the last 30 days the pre-employment test is not necessary.

Post-Accident Testing

- The City of Las Vegas will require alcohol and drug testing be conducted for all accidents involving a commercial motor vehicle.
- The alcohol breath test must be administered within two (2) hours following the accident and cease attempts after eight (8) hours. The drug test must be administered within thirty-two (32) hours of the accident; after 32 hours all attempts must be ceased.
- An employee who is subject to Post-Accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to testing.
- Federal Highway Administration Subpart B, Section 382.303 Post Accident testing does not require the driver be removed from driving, but only when the driver tests positive for controlled substances or alcohol. The City policy requires that the driver not operate a vehicle until they are tested. It is at the discretion of the Department/Division whether or not the employee is returned to a non safety-sensitive function prior to receiving the laboratory test results.

Reasonable Suspicion Testing

- Conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol or drug misuse.
- When the trained supervisor has observed appearance, behavior, speech or body odor of an employee that is characteristic of drug or alcohol misuse, the Division Manager should be present when the supervisor completes the "Supervisor's Report of Reasonable Suspicion" found on page eleven (11) of this policy.

- Once the form is completed, the supervisor is to immediately transport the employee to the nearest collection site.

Random

- Drug and alcohol tests shall be conducted on a random, unannounced basis and spread reasonably throughout the calendar year. Each driver shall have an equal chance of being tested when selections are made.
- Alcohol testing shall equal at least 10 percent of eligible employees each year and shall be conducted just before, during or after an assigned safety-sensitive function.
- Drug testing shall equal at least 50 percent of all eligible employees each year and does not have to be conducted in immediate time proximity to performing a safety-sensitive function.
- Random testing shall always occur during the course of the workday. Testing will not interfere with the employee's personal time off.
- The selection process will be performed through the use of a statistically valid computer random selection method.
- Random testing will be administered at the expense of the City of Las Vegas.

Return-To-Duty and Follow-Up Testing

- Return to duty test is required when an employee violates the City's CDL Drug and Alcohol Policy. The employee must undergo a return to duty drug and alcohol test before the employee may return to a safety-sensitive position.
 - ❖ The alcohol breath test results must have an alcohol concentration of less than 0.02; and,
 - ❖ A verified negative result for controlled substances.
- Follow-up tests are unannounced, random and a minimum of six (6) tests will be conducted in the first 12 months after an employee's return to duty. Testing over the minimum will depend on the outcome of the Disciplinary Hearing. Upon recommendation of the Substance Abuse Professional (SAP), follow-up testing may be extended for up to 60 months following an employee's return to duty.

Alcohol and Drug Testing

Drug Testing

- THE UNAUTHORIZED USE OF ANY CONTROLLED SUBSTANCE IS STRICTLY PROHIBITED IN ALL SITUATIONS.

- All drug testing is performed at a laboratory certified and monitored by the U. S. Department of Health and Human Services (DHHS) and is done by analyzing an employee's urine specimen. All urine specimens are analyzed for the following drugs:
 - ❖ Marijuana
 - ❖ Cocaine
 - ❖ Amphetamines
 - ❖ Opiates (including heroin)
 - ❖ Phencyclidine (PCP)
- Each urine specimen is subdivided into two (2) bottles labeled as a "primary" and a "split" specimen. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of illegal, controlled substances, the employee has seventy-two (72) hours to request the split specimen be retested at the same laboratory or be sent to another (DHHS) certified laboratory for analysis, at the employee's expense.
- An employee who fails to notify the City within seventy-two (72) hours, of receiving the results of the positive test, of their desire to have the split specimen tested shall be deemed to have waived their right to seek testing of the split specimen.
- All drug test results are reviewed by a physician (Medical Review Officer-MRO) before the test results are reported to the City. An employee will be interviewed by an MRO any time there is a positive, adulterated or substituted drug test to determine if there is an alternative medical explanation for the positive, adulterated or substituted drug test. For all drugs except PCP, there are some limited, legitimate medical uses that may explain the positive test results. If an employee provides appropriate and acceptable documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as "negative" to Human Resource, Insurance Services Division. Testing for drugs does not have to be conducted in immediate time proximity to performing a safety sensitive function. Test results are confidential and may only be released to Human Resource, Insurance Services Division, the Substance Abuse Professional (SAP) and/or Medical Review Officer (MRO).

Alcohol Testing

- Safety-sensitive employees may not consume alcohol:
 - ❖ Within four (4) hours before performing a safety-sensitive function;
 - ❖ While performing a safety-sensitive function;
 - ❖ After an accident unless the employee has been tested or eight (8) hours have elapsed from the actual time of the accident.
- Once an employee is notified of their selection for testing, they must proceed immediately to the appropriate testing location.

- Alcohol testing is conducted just before, during or just after an employee performs a safety sensitive function or as required by a covered accident.
- Employees shall be required to submit to breath testing using an approved evidential breathing testing (EBT) device. A State certified Breath Alcohol Technician (BAT) shall administer the testing process.
- If the alcohol concentration is greater than 0.02, a second or confirmation test must be conducted, 15 minutes after the initial test, and not more than 30 minutes.
- The employee and the Breath Alcohol Technician (BAT) will complete an alcohol testing form to ensure that the results are properly recorded.

Consequence of Positive Alcohol Testing

- Any employee who tests positive for alcohol concentrations greater than 0.02 is subject to discipline, up to and including termination.
- When the confirmation test level is between 0.02 and 0.039, the employee shall be removed from the safety-sensitive function and either retested or removed from their position for a minimum of twenty-four (24) hours.
- When a confirmation alcohol test measures greater than 0.04, the employee shall be immediately removed from their safety-sensitive position.
- The employee will not be permitted to drive his/her own vehicle home at the time of a positive result. The employee must make alternative transportation arrangements in order to leave the collection or employment site.
- Based on the severity of the situation, the employee will not be permitted to return to work nor be assigned to a non-safety-sensitive position. The employee may also be placed on administrative leave until the disciplinary hearing.
- Before returning the employee to a safety-sensitive function:
 - ❖ The employee must have a return to duty alcohol breath concentration level below 0.02.
 - ❖ The employee shall be refer to the City's EAP for assessment of an alcohol problem and a determination of whether participation in a treatment program is necessary; and,
 - ❖ A Substance Abuse Professional (SAP) shall determine that the employee has successfully completed any required rehabilitation; and,
- Follow-up testing may be required to monitor the employee's continued abstinence from alcohol use. Testing will consist of a minimum of six (6) random follow-up tests or based on the outcome

of the Disciplinary Hearing. Testing will be random and unannounced during the next year, with the possibility of follow-up testing up to 60 months.

- Employees participating in recognized counseling and rehabilitation programs, if unable to work, may use accumulated sick and annual leave.
- The employee is responsible for any evaluation or treatment costs not covered by the City of Las Vegas, EAP or Medical Insurance.

Consequence of Positive Controlled Substance Testing

- An employee who tests positive for controlled substances is subject to discipline, up to and including termination.
- The employee shall be immediately removed from the safety-sensitive position when Human Resources, Insurance Services Division are notified of a positive test.
- The employee shall be referred to the City's EAP for assessment and subsequent compliance with recommended rehabilitation after a determination of a drug problem has been made;
- The employee shall be evaluated by a SAP or MRO and determined to be fit to return to work prior to their release of the employee; and,
- The employee shall have a negative test result on a return-to-duty drug test. Follow-up testing to monitor the employee's continued abstinence from drug use may be required.

Prescription Drugs

- THE MISUSE OR ABUSE OF LEGAL DRUGS WHILE PERFORMING CITY BUSINESS IS PROHIBITED.
- It is the employee's responsibility to notify the supervisor prior to beginning the work shift, if he or she is taking legally prescribed medication, therapeutic drug or any over-the counter non-prescription drug or cold medication that carries a warning label or contains alcohol.
- If the supervisor has reason to question the employee's ability to perform assigned duties while on prescription medication, clearance from a qualified physician may be required.
- Before a physician prescribes medication to a safety-sensitive employee, it is the responsibility of the employee to advise the physician of his/her safety-sensitive function.

Refusal to Take Alcohol or Drug Test

An employee who refuses to be tested shall NOT be permitted to operator a commercial motor vehicle. A refusal shall be treated as a positive test and all provisions relating to a positive test results shall be applicable.

Procedure to Obtain a Commercial Drivers License (CDL)

- The employee will obtain the Commercial Driver's License Handbook and application form from the Department Of Motor Vehicles.
- The employee can schedule the required medical examination by contacting the Human Resources, Insurance Services Division. These medical examinations are provided at no cost to the employee.
- The employee will submit the CDL application and medical examination results to the Department of Motor Vehicles at the time of the written examination. The employee is responsible for making the necessary arrangements to take the test directly with the Department of Motor Vehicles.
- The employee will pay all applicable fees, initial and renewal, and submit a receipt to the Department/Division for reimbursement.
- When the employee has obtained a CDL permit, arrangements must be made with the City's in-house trainers and certifiers for training and testing. When the employee has completed the necessary training, the employee will be tested on the skills and driving portion by the City certifier.

Written Tests

- The written tests that are to be taken depending on class of license (A or B) and endorsements (T-Doubles & Triples, P-Passengers, X-Hazardous and Tankers, N-Tankers, etc.) are required.
- The CDL knowledge tests include:
 - ❖ General Knowledge Test, taken by all applicants.
 - ❖ Passenger Transport Test, taken by all bus/trolley drivers.
 - ❖ Air Brake Test, if the vehicle has air brakes.
 - ❖ Combination Vehicle Test, to drive combination vehicles.
 - ❖ Hazardous Materials Test, to haul hazardous materials.
 - ❖ Tanker Test, to haul liquids in bulk.
 - ❖ Doubles/Triples Test, to pull double or triple trailers.
- It is the responsibility of the employee to assure that all applicable tests are taken.
- The Commercial Driver's License Handbook contains the necessary study materials to pass these tests. The employee will need to study this material and fully understand it before taking the test.

Skills Test

- After passing the required written knowledge tests, the Department of Motor Vehicles will issue a permit to the employee. This permit will allow the employee to operate a commercial vehicle for

the class and with the proper endorsements for the vehicle to be driven ONLY when another employee with a valid Nevada CDL is in the vehicle.

- The City of Las Vegas has been certified by the State of Nevada to administer the skills and driving test. The Department/Division will contact Human Resources, Insurance Services Division to arrange for these tests.

Prohibitions

- No employee will be assigned or allowed to drive a commercial vehicle without the proper class of license and endorsements, if required.
- No employee will be assigned or allowed to operate a commercial vehicle, with only a permit.

Determination of Legal Weight Limits

- According to Nevada Revised Statute 484.739, a combination vehicle SHALL NOT exceed the legal weight determined by using the Bridge Formula.
- The legal weights have been calculated for those commercial vehicles in the City's fleet affected by the formula.

Vehicle Number	Gross Vehicle Weight	Legal Weight
900	80,000	76,000
902	80,000	76,000
949	52,000	49,000
2116	33,000	52,000
2125	33,000	52,000
2161	52,000	49,000
2215	33,000	48,000
2554	54,000	52,000
2555	54,000	52,000
2836	21,500	43,000
2873	30,000	45,000

- When picking up a load it shall be the responsibility of the driver to double-check the weight slip to ensure that the load does not exceed the legal weight.
- It shall be the responsibility of the operator of the vehicle for any citations issued for "Improper Weight".



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	90-5
DATE:	3/90
REVISED	8/07
APPROVED	12/07
REVIEWED	9/10

Confined Space Entry

SCOPE:

This policy/procedure establishes practices and procedures for entry into and work within confined spaces.

PURPOSE:

To ensure City of Las Vegas employees are protected to the greatest degree possible from the hazardous atmospheres and other conditions which are immediately dangerous to life or health (IDLH).

STANDARD:

State of Nevada , Occupational Safety and Health Administration, General Industry Standard 29 CFR 1910.146.

DEFINITIONS:

ATTENDANT means an individual stationed outside the permit required confined space who monitors the authorized entrants and who performs all attendants' duties as assigned.

AUTHORIZED ENTRANT means an employee who is authorized by the employer to enter a permit required confined space.

CONFINED SPACE means a space which:

- Is large enough and so configured that an employee can bodily enter and perform assigned work;
- Has limited or restricted means for entry or exit, such as (but not limited to) tanks, vessels, storage bins, hoppers, vaults, pits and diked area;
- Is not designed for continuous employee occupancy.

ATMOSPHERE means an atmosphere that contains:

- Flammable gas, vapor or mist in excess of 10% of its lower explosive limit;
- Airborne combustible dust at a concentration that meets or exceeds its lower explosive limit;

- An oxygen concentration below 19.5% (oxygen deficient) or above 23% (oxygen enriched);
- An atmospheric concentration in excess of the Permissible Exposure Limit (PEL) found in the State of Nevada , Occupational Safety and Health Administration, General Industry Standards, Subparts G and Z.

ENTRANT SUPERVISOR means the person responsible for determining if acceptable conditions are present at a permit required space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.

NONPERMIT CONFINED SPACE means a confined space that does not contain or with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

PERMIT REQUIRED CONFINED SPACE (PRCS) means a confined space that has one or more of the following characteristics:

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

POLICY:

Non-Permit Required Confined Space

A permit will not be required under the following conditions:

- When it can be demonstrated that the only hazard is an actual or potential hazardous atmosphere.
- Where it can be demonstrated that continuous forced air ventilation **alone** is sufficient to maintain safe entry.
- When developing monitoring and inspection data that supports the demonstrations listed above; and
- The determinations and supporting data will be made available to all employees.

Entry into a non-permit required confined space will be conducted according to the following:

- Conditions which make it unsafe to remove an entrance cover will be eliminated.

- When entrance covers are removed, the opening will be guarded to prevent falling through the opening and falling objects from entering the space.
- Before entry is made, the internal atmosphere will be tested for oxygen content, flammable gases and vapors and any other air contaminants.
- When the established PEL's are exceeded, entry **WILL NOT BE MADE**.
- When forced air ventilation is required it will be used as follows:
 - ❖ Entry **WILL NOT BE MADE** until the forced air ventilation has eliminated any hazardous atmosphere.
 - ❖ The forced air ventilation will be directed at the immediate area where the employee(s) are or will be working
 - ❖ The forced air ventilation will be continuous until ALL employees have left the space.
 - ❖ The forced air ventilation will be from a clean source.
 - ❖ The space will be continuously tested to ensure that the forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- When a hazardous atmosphere is detected after entry, the following steps will be taken:
 - ❖ All employees will leave the space **IMMEDIATELY**.
 - ❖ The space will be evaluated to determine how the hazardous atmosphere developed.
 - ❖ Corrections will be made and the space will be re-evaluated, the internal atmosphere tested and forced air ventilation will be required.
- The form in Appendix A will be completed as written certification that the space is safe to enter and will be made available to all affected employees. The certification will be kept on file with the Department/Division for review by Human Resources, Insurance Services Division.
- When a non-permit required confined space changes in its use or configuration, it will be re-evaluated and if necessary, reclassified as a permit required confined space (PRCS)

Permit Required Confined Space (PRCS)

- Before entry is authorized, the permit in Appendix A will be completed for any PRCS identified.
- The permit will be completed and signed by the entry Supervisor and posted at the entry. The entry supervisor will terminate entry and cancel the entry permit when:
 - ❖ The work covered by the permit is completed; or,
 - ❖ A condition that is not allowed by the permit arises in or near the permit space.
- The duration of the permit will **NOT** exceed the time it takes to complete the work.

- Permits will be retained for one (1) year and reviewed annually so revision can be made, if required.
- The following equipment will be supplied, if required:
 - ❖ Testing and monitoring equipment
 - ❖ Ventilating equipment, capable of obtaining acceptable entry conditions;
 - ❖ Communication equipment to allow the attendant to monitor and alert the entrants of the need to exit the space;
 - ❖ Personal protective equipment when engineering and work practices do not protect the employee(s).
 - ❖ Lighting equipment that will adequately light the space and is listed as intrinsically safe;
 - ❖ Ladders for safe ingress and egress;
 - ❖ Rescue and emergency equipment, except to the extent that the equipment is provided by outside rescue services; and,
 - ❖ Any other equipment that is necessary for the safe entry and exit from the space.
- Tests will be performed in the permit space to determine if acceptable entry conditions exist before entry is authorized.
- The permit space will be tested continuously while employees are in the space to ensure acceptable conditions are being maintained.
- One (1) attendant will be provided outside of the space to monitor the authorized entrant during the duration of the entry operation.

Rescue and Emergency Services

The Entry Supervisor will contact the City's Fire Department by dialing 229-0291 and advise them of the confined space entry. They will provide rescue and emergency services.

Training

Three levels of training will be required and provided annually relating to the Authorized Entrant, Attendant and Entry Supervisor.

Duties of Authorized Entrant

- Recognizes the hazards which may be present during entry.
- Knows the modes, signs or symptoms and consequences of exposure to the hazards.
- Is aware of the behavioral effects of the hazard exposure.
- Is aware of the personal protective equipment requirements needed for safe entry and exit and their use.

- Uses all required equipment according to the instructions given.
- Maintains communication contact with the attendant.
- Notifies the attendant when the entrant initiates self-evacuation.
- Alerts the attendant whenever the entrant recognizes any warning signs or symptoms or exposure.
- Alerts the entrant if a prohibitive condition is detected.
- Exits the space whenever
 - ❖ Ordered to do so by the attendant or Entry Supervisor.
 - ❖ The entrant recognizes any warning signs or symptoms of exposure.
 - ❖ The entrant detects a prohibitive condition.
 - ❖ An evacuation alarm is activated.

Duties of the Attendant

- Recognizes the hazards which may be present during entry.
- Knows the modes, signs or symptoms and consequences of exposure to the hazards.
- Is aware of the behavioral effects of the hazard exposure.
- Continuously maintain an accurate count of the authorized entrants in the permit space.
- Remains outside of the permit space during entry operation until relieved by another attendant.
- Alerts the entrant of any hazard detected outside of the space that could affect the entrant. The attendant will warn unauthorized person(s) that they must stay away, advise the unauthorized person(s) that they must exit immediately if they have entered the space and inform the authorized entrants and Entry Supervisor when unauthorized person(s) have entered the PRCS.
- Is aware of the personal protective equipment requirements needed for safe entry and exit and their use.
- Uses all required equipment according to the instructions given.
- Monitors the status of authorized entrant(s).
- Alerts the entrants of the need to evacuate.

- Alerts the entrant if a prohibitive condition is detected.
- Summons the City's Fire Department when it has been determined that the entrant may need assistance.

Duties of Entry Supervisor

- Recognizes the hazards which may be present during entry.
- Knows the modes, signs or symptoms and consequences of exposure to the hazards.
- Verifies that the appropriate entries have been made on the PRCS form.
- Ensures that all tests specified by the PRCS have been conducted.
- Verifies that all procedures and equipment specified by the permit are in place.
- Ensures that rescue and emergency services are available and the means to summon them are operable.
- Signs the permit **before** allowing entry to begin.
- Terminates and cancels the PRCS permit whenever:
 - ❖ The entry operation covered by the permit is completed.
 - ❖ Tests indicate that safe levels are exceeded.
 - ❖ A condition not allowed under the entry permit arises in or near the PRCS.

Outside Contractors

Contractors will be required to submit their Confined Space Entry Program to the City of Las Vegas for review. The City of Las Vegas will provide the contractor with all available information on permit required confined space hazards.

Permit Required Confined Spaces

A review of the existing City facilities has identified the following types of spaces that require a PRCS:

- Sewers – sanitary and storm
- Box culverts.
- Lift stations
- Electrical vaults
- Irrigation pump stations.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	87-7
DATE:	10/87
REVISED	2/05
APPROVED	12/87
REVIEWED	2/05

Electrical Safety Program

SCOPE:

To provide guidelines in electrical safety requirements.

PURPOSE:

To ensure the safeguarding of City of Las Vegas employees from the hazards of electric shock and electrocution.

STANDARD:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standards, Subpart I, 29 CFR 1910.137 and Subpart S, 29 CFR 1910.303 through 308 and 29 CFR 1910.331 through 335; Construction Industry Standards, Subpart K, 29 CFR 1926.400 through 449, and the appropriate National Electrical, Fire Protection, ASTM Codes and Safety Policy/Procedure No. 89-1, Lock Out/Tag Out.

POLICY:

General Requirements

- Only listed or labeled equipment will be utilized or installed.
- Flexible cords will be used only in continuous lengths. The repairing spliced cords are PROHIBITED.
- Where multiple outlets at the end of an extension cord are needed, Facilities Management will be contacted to obtain the appropriate multi-plex strips and/or equipment.
- Each disconnecting means (circuit breaker) will be marked to indicate its purpose.
- Materials will not be stored within 3 feet of circuit-breaker boxes, motor control centers, or transformers. This includes file cabinets, office equipment, drums, pallets, stacked materials, etc. The circuit breaker boxes, motor control centers and transformers are required to be accessible for repair or in emergency situations to gain access to the disconnecting means.
- Where light fixtures are 7 feet or less from the floor, or if storage shelves are at or above the fixture level, the bulbs will be guarded.

- All electrical repairs, including the changing of plug and receptacle ends of flexible cords, will only be performed by a qualified electrician. A "qualified electrician" is one that has been trained in the proper repair procedures and the hazards of the job.
- All cord sets, plugs and receptacles will be visually inspected for defects before each day's use. Equipment found to be damaged will not be used. The following types of equipment shall be inspected for defects; i.e., power tools (saws, grinders, drills, etc.), buffers, shampoo machines, vacuum cleaners, extension cords, lights or items which are connected to an outlet by cord and plug. Office equipment is not required to be inspected prior to each day's use.
- Unused openings in cabinets, cutout boxes, fittings, and circuit-breaker boxes will be effectively closed.
- During periods of inclement weather, i.e. rain, fog, snow, no work will be performed on outdoor energized electrical circuits due to the nature and extent of the associated hazards of electrical shock or electrocution.
- Electrical circuits will be tested using the appropriate test equipment. The use of a Wiggy Solenoid Voltage Tester is PROHIBITED.

Grounding Program

- No grounded conductor will be attached to any terminal to reverse the designed polarity.
- The path to ground from circuits, equipment and enclosures will be permanent and continuous.
- The following types of equipment or tools connected by cord and plug will be grounded or protected by double insulation:
 - ❖ Refrigerators, freezers and air-conditioners;
 - ❖ Clothes-washing, clothes-drying and dishwashing machines, swamp coolers, and electrical aquarium equipment;
 - ❖ Hand-held motor-operated tools;
 - ❖ Motor-operated appliances of the following type: hedge clippers and lawn mowers; and
 - ❖ Portable hand lamps.

Ground-Fault Circuit Interrupter (GFCI) Program

- All 120-volt, single-phase, 15 and 20 ampere receptacle outlets on construction sites and as part of the permanent wiring of the building or structure, and which are in use by employees, will have approved ground-fault circuit interrupters (GFCI) for personnel protection.

- Portable tools, extension cords or equipment used in damp or wet locations will be protected by a GFCI.
- When a ground-fault circuit interrupter trips the tool or appliance, the cord set, plugs and receptacles will be visually inspected for defects. Contact Facilities Management immediately so they can make the appropriate determination regarding repair or replacement.
- The bypassing or removal of a GFCI by any employee, except removal for repair or replacement by Facilities Management electricians, is PROHIBITED.
- Receptacles on 2-wire, single-phase portable or vehicle-mounted generators rated not more than 5KW are exempt when circuit conductors are insulated from the generator frame and all other grounded surfaces.

Flexible Cords

Flexible cords will NOT be:

- Used as a substitute for the fixed wiring of a structure;
- Run through walls, ceilings or floors;
- Run through doorways, windows or similar openings;
- Attached to building surfaces; or
- Concealed behind building walls, ceilings or floors.
- Two wire extension cords are PROHIBITED.

Safety Related Work Practices

- Live parts of electrical equipment operating at 50 volts or more shall be guarded against accidental contact by deenergizing, isolating or insulating.
- Live electrical parts to which an employee may be exposed shall be deenergized before an employee works on or near them, unless it is demonstrated that deenergizing introduces additional or increased hazards or it is infeasible due to equipment design or operational limitations (See Safety Policy/Procedure No. 89-1, Lock Out/ Tag Out).
- Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits that are or may be energized. The specific safety related work practices shall be consistent with the nature and extent of the associated electrical hazards.

- When the exposed live parts are not deenergized, Personal Protective Equipment (PPE) shall be used to protect employees who may be exposed to electrical hazards (see Section VI of this Policy).

Selection of PPE

- The wearing of leather gloves when working on live energized parts operating at 50 volts or more, is PROHIBITED.
- Only Flame Retardant (FR) clothing will be worn when working on live energized parts. Cleaning of the FR clothing will be performed by the supplier. Employees are PROHIBITED from washing the clothing at home.
- Low voltage gloves, Type O or OO, will be worn when working on live energized parts operating at 50 volts to 600 volts. Protector gloves shall be worn over the insulated gloves at all times, unless the criteria identified below under Use of Insulated Gloves, is met.
- High voltage gloves, Type 2, will be worn when working on live energized parts operating at 600 volts or more. Protector gloves shall be worn over the insulated gloves at all times.
- Insulated gloves shall be electrically tested every six (6) months or replaced.
- Insulated tools, face shields, hard hats, blast suits and electrically safe designated footwear will be utilized.

Use of Insulated Gloves

- Protector gloves may be omitted for Class O low voltage gloves, where small equipment and parts manipulation requires unusual good finger dexterity.
- Under the same conditions, Class OO gloves may be used without protector gloves, but only at voltages up to and including 250 Volts ac.
- Other classes of gloves may be used without protector gloves for similar conditions only where the possibility of physical damage to the gloves is unlikely and provided the voltage class of the glove used is one class above the voltage exposure.
- Rubber insulating gloves that have been used without protector gloves shall not be used with protector gloves until visually inspected and an electrical retest is performed.
- Cloth gloves may be worn inside of insulating gloves for warmth in cold weather and to absorb perspiration in hot weather.

Inspection of Insulated Gloves

- Visual inspection of insulated and protector gloves shall be made before each use, over their entire surface and shall be rolled gently between the hands to expose defects and embedded materials or texture changes, i.e., swelling, softening, hardening, becoming sticky or inelastic, holes, tears, punctures or cuts. Defective PPE will not be used and replaced immediately.
- Before each use, the wearer shall perform an air test by rolling the cuff tightly toward the palm in such a manner that air is entrapped inside the glove. The glove shall be examined for punctures. Punctures can be detected by listening for escaping air or holding the glove against your cheek to feel for escaping air.
- Insulated gloves shall not be marked, and adhesive tape or labels must not be applied.

Inspection of Protector Gloves

- Protector gloves shall be inspected at the same time as the insulated gloves for:
 - ❖ Holes, tears or cuts;
 - ❖ Contamination from oils, chemicals or other materials; and,
 - ❖ Sharp or pointed objects on the inner surface.
- Defective protector gloves shall not be used and replaced immediately.
- Protector gloves that have been used for any other purpose shall not be used to protect insulated gloves.

Storage of Gloves

- Gloves shall be stored in a cool, dark and dry location. The location shall be free of ozone, chemicals, oils, solvents, damaging vapors and fumes and away from electrical discharges and sunlight.
- Gloves shall be stored in their natural shape and NEVER folded, creased or compressed.
- Gloves should be kept inside the manufacturer's protector bag, box or container.

Insulating Equipment

- Insulating equipment found to have defects that might affect its insulating properties shall be removed from service and returned for testing.
- Insulating equipment shall be cleaned as needed to remove foreign substances.

- Insulating equipment shall be stored in such a location and in such a manner as to protect it from light, temperature extremes, excessive humidity, ozone and other injurious substances.
- Insulating equipment failing to pass inspection or electrical tests may not be used by employees and shall be removed from service.

Training

- Training will be provided in accordance with 29 CFR 1910.333 through 399 and 29 CFR 1910.137.
- Training will be provided when the employees' work requires them to be exposed to parts of electrical equipment operating at 50 volts or more.
- The training can be of the classroom or on-the-job type and the degree of training will be determined by the risk to the employee. All training must be documented.
- Retraining may be conducted to reestablish employee proficiency.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	xxx
DATE:	xxx
REVISED	xxx
APPROVED	xxx
REVIEWED	xxx

Excavations

SCOPE:

To establish guidelines for City of Las Vegas employees to enter excavations.

PURPOSE:

To reduce injuries/fatalities to City of Las Vegas employees when working in excavations.

STANDARD:

State of Nevada , Occupational Safety & Health Enforcement Section, Construction Industry Standard 29CFR1926.650, 29CFR1926.651, and 29CFR1926.652.

Protective Equipment

Employees will be provided with the following personnel protective equipment.

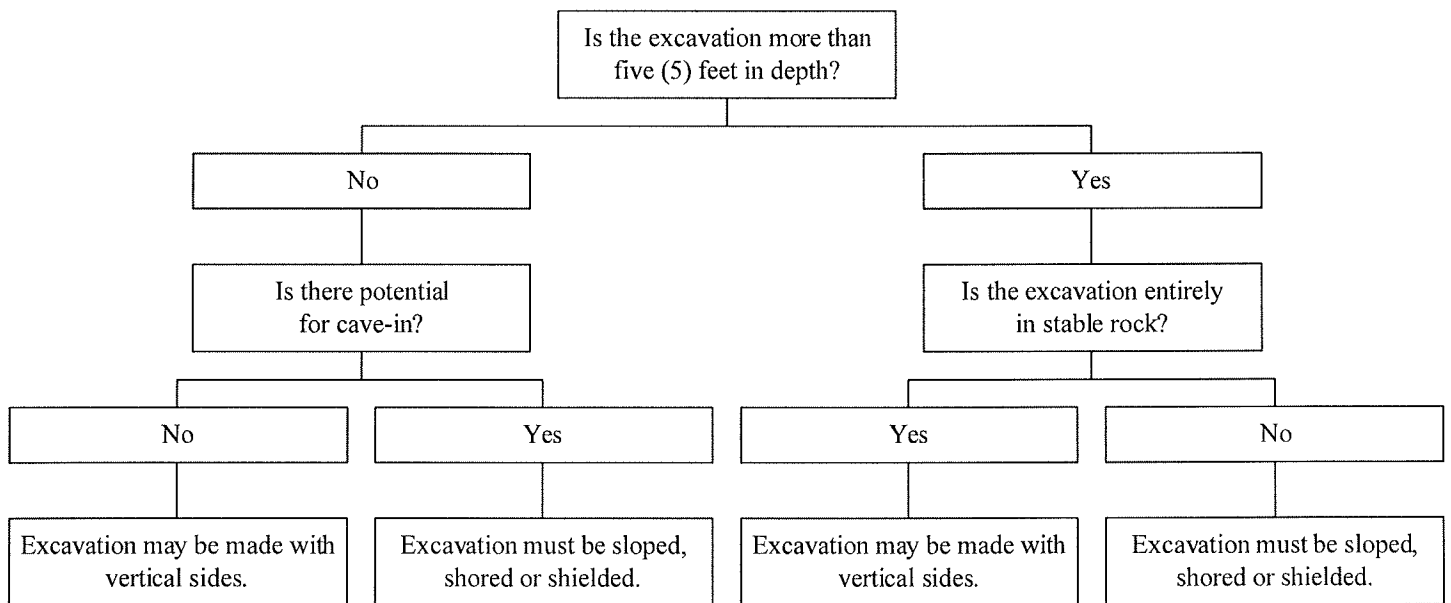
- Head (hard hat), eye (safety glasses with side shields) protection, and safety shoes.
- Where employees are exposed to vehicular traffic, on an excavation site, a warning vest of reflective material is required to be worn.
- The protective equipment required by Items 1 and 2 will be provided and worn when employees are on the excavation site.

Hazard Recognition

- Excavated material will be at least two (2) feet from the edge of the excavation.
- Where heavy equipment such as power shovels, trucks, etc. is operated near an excavation, or when the excavation is near a City street with vehicular traffic, which in either case causes extra

pressure due to the load, the sides of the excavation are required to be sheet-piled, shored and braced.

- When conditions that would affect the stability of the walls of the excavation are noted, the excavation will NOT be entered. Such conditions are, but not limited to, accumulation of water or material from the walls, undercutting of the sidewall, etc.
- The following will be used to determine if sloping, shoring or shielding is required before entering the excavation:



- Portable trench boxes or sliding trench shields can be used in lieu of shoring, to meet the requirements. Either the shoring or the trench shield will be in place while the City employee is in the excavation.
- An adequate means of exit (i.e. ladder or steps), are required when the excavation is four (4) feet or more in depth and be within twenty-five (25) feet of the employee.
- The employee may request the excavation plan from the Competent Person. The excavation plan may indicate the required protective system.
- When walkways are provided over excavations, the walkway or bridge will be provided with standard guardrails. All wells, pits shafts, etc. will be barricaded or covered.
- To prevent exposures to harmful levels of atmospheric contaminants, the contractor is required to test the atmosphere of excavations, greater than four (4) feet in depth, prior to employees entering them.

- NO entry into an excavation is allowed if the excavation contains less than 19.5% oxygen and/or a concentration of a flammable gas in excess of 20% of the lower explosive limit of the gas.
- Entry into the excavation would be allowed only if proper respiratory protection and/or ventilation are provided.

Procedure

- When the conditions in Section II have NOT been met, the employee will NOT enter the excavation.
- The employee will contact their Supervisor, who will request the City's Safety/Loss Control Officer to inspect the excavation.
- The Safety/Loss Control Officer will contact the Competent Person to inspect the excavation, and request that the area of concern be corrected.
- When the Competent Person does not correct the conditions, the Safety/Loss Control Officer will make a referral to Nevada DEISH.
- Employees will NOT enter the excavation until the Safety/Loss Control Officer verifies compliance with the excavation standards.

Competent Person's Duties

- To be qualified as a Competent Person contact Human Resources, Insurance Services Division to schedule the required training class.
- The Competent Person will complete the checklists found in Appendixes A, B and C.
- The checklists will be kept as a permanent record with the project file and a copy will be forwarded to Human Resources, Insurance Services Division.

SITE LOCATION: _____

SOIL TYPE (See Appendix B) _____

TYPE OF PROTECTION SYSTEM USED: _____

1. General Inspection of Jobsite

- [illegible]

- K. Warning system established and utilized when mobile equipment is operating near the edge of the excavation.
- L. Employees prohibited from going under suspended loads.
- M. Employees prohibited from working on the face of slopped or benched excavations above other employees

2. Utilities

- A. Utility companies contacted and/or utilities located.
- B. Exact location of utilities marked.
- C. Underground installations protected, supported or removed when excavation is open.

3. Means of Access and Egress

- A. Lateral travel to means of egress no greater than 25 feet in excavations 4 feet or more on depth.
- B. Ladders used in excavations secured and extended 3 feet above the edge of the trench.
- C. Structural ramps used by employees designed by a competent person.
- D. Structural ramps used for equipment designed by a registered professional engineer (RPE).
- E. Ramps constructed of materials of uniform thickness, cleated together on the bottom, equipped with no-slip surfaces.
- F. Employees protected from cave-in when entering or exiting the excavation.

4. Wet Conditions

- A. Precautions taken to protect employees from accumulation of water.
- B. Water removal equipment monitored by a competent person.
- C. Surface water or runoff diverted or controlled to prevent accumulation in the excavation.
- D. Inspections made after every rainstorm or other hazard increasing occurrence.

5. Hazardous Atmosphere

- A. Atmosphere within the excavation tested where there is a reasonable possibility of an oxygen deficiency, combustible or other harmful contaminant exposing employees to a hazard. _____
- B. Adequate precautions taken to protect employees from exposure to an atmosphere containing less than 19 % oxygen and/or to other hazardous atmospheres. _____
- C. Ventilation provided to prevent employee exposure to an atmosphere containing flammable gas in excess of 10% of the lower explosive limit of the gas. _____
- D. Testing conducted often to ensure that the atmosphere remain safe. _____
- E. Emergency equipment, such as breathing apparatus, safety harness and lifeline, and/or basket stretcher readily available where hazardous atmospheres could or do exist. _____
- F. Employees trained to use personal protective and other rescue equipment. _____
- G. Safety harness and lifeline used and individually attended when entering bell bottom or other deep confined excavation. _____

6. Support Systems

- A. Materials and/or equipment for support systems selected based on soil analysis, trench depth and expected loads. _____
- B. Materials and equipment used for protective systems inspected and in good condition. _____
- C. Materials and equipment not in good condition have been removed from service. _____
- D. Damaged materials and equipment used for protective systems inspected by a registered professional engineer (RPE) after repairs and before being placed back in service. _____
- E. Protective systems installed without exposing employees to the hazard of cave-ins, collapses or threat of being struck by materials or equipment. _____
- F. Members of support system securely fastened to prevent failure. _____
- G. Support system provided to insure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc. _____

- H. Excavations below the level of the base or footing supported and approved by the RPE.
- I. Removal of support systems progresses from the bottom and members are released slowly as to note any indication of possible failure.
- J. Backfilling progresses with removal of the support system.
- K. Excavation of material to a level no greater than 2 feet below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth.
- L. Shield system placed to prevent movement.
- M. Employees are prohibited from remaining in shield system during vertical movement.

Corrective Action and Comments

	City of Las Vegas		NO: 87-4
	SAFETY POLICY/PROCEDURE		DATE: 10/87
			REVISED 9/99
			APPROVED 9/99
			REVIEWED xxx
Exposure to Hazardous Substances			

SCOPE:

To establish guidelines for the reporting of suspected exposure to hazardous substances during construction, repair, rehabilitation or demolition of City buildings or equipment and employee access to relevant exposure and medical records.

PURPOSE:

To ensure that City of Las Vegas employees are not exposed to dust fibers, gases, fumes or vapors above the acceptable industrial hygiene limits established for those substances and have access to relevant employee exposure records.

STANDARDS:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standard 29CFR1910, Subpart Z, Construction Standard 29CFR1926.55, and/or the latest edition of the American Conference of Governmental Industrial Hygienist (ACGIH), "Threshold Limit Value and Biological Exposure Indices" and 29CFR1910.1020, Access to Employee Exposure and Medical Records.

POLICY:

Procedure

During the construction, repair, rehabilitation or demolition of any City building or equipment, where suspected hazardous substances are encountered, the following course of action will be taken:

- Work will be stopped.
- The Safety/Loss Control Officer will be contacted.
- A survey will be conducted to determine the employee's level of exposure.

- Samples will be collected when required, to determine what the hazardous substance(s) may be.
- A plan will be developed to reduce or eliminate the employee's exposure.

Access to Employee Exposure Records

- Employee exposure records means environmental (workplace) monitoring or measuring of a toxic substance, biological monitoring, Material Safety Data Sheet and employee medical record(s).
- Whenever an employee or their designated representative requests an employee exposure record, the request will be in writing, submitted to the Department of Human Resources, Insurance Services Division. The City will have fifteen (15) working days to response with the information. If there is a delay the City will advise the requester of the reason for the delay.

	City of Las Vegas SAFETY POLICY/PROCEDURE	NO:	87-3
		DATE:	10/87
	REVISED	2/01	
	APPROVED	3/90	
	REVIEWED	9/02	
Hazard Communication Program			

SCOPE:

To establish guidelines for providing information to City of Las Vegas employees about the chemical hazards associated with the products they use in their course of employment.

PURPOSE:

To provide information on the hazards of chemicals used by City of Las Vegas employees by means of a comprehensive Hazard Communication Program (HCP), which includes a chemical inventory list, container labeling, Material Safety Data Sheets (MSDS) and employee training.

STANDARDS:

State of Nevada , Occupational Safety and Health Administration, General Industry and Construction Standards 29 CFR 1910.1200.

POLICY:

The Division Manager shall select a designee responsible for maintaining their Hazard Communication Program (HCP). The Division Manager shall ensure this policy/procedure is implemented and followed.

Definitions:

CHEMICAL means any element, chemical compound or mixture of elements and/or compounds.

EXPOSURE or EXPOSED means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure.

FORESEEABLE EMERGENCY means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

HAZARDOUS CHEMICAL means any chemical which is a physical hazard or a health hazard.

HAZARD WARNING means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the hazard of the chemical in the container.

HEALTH HAZARD means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term HEALTH HAZARD includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

MATERIAL SAFETY DATA SHEET (MSDS) means written or printed material concerning a hazardous chemical.

PHYSICAL HAZARD means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

SAFETY TEAM MEMBERS include the Safety/Loss Control Officer and the Safety and Health Officers for Public Works and Field Operations.

PROGRAM ELEMENTS

Chemical Inventory List

An inventory of all chemicals purchased will be maintained by each Division utilizing chemicals. Appendix A provides a sample inventory list that can be used to record this information.

The inventory list will be updated as new products are purchased by the HCP designee.

When a chemical is no longer used, the information will **not** be removed from the Inventory. However, the Chemical Inventory List will note the date the product was no longer used. A copy of the updated inventory list will be forwarded to Human Resources, Insurance Services Division.

The Material Safety Data Sheet is a permanent record as defined by 29 CFR 1910.20, and is required to be kept for 30 years.

A Master Log of all Chemical Inventory Lists will be maintained by Human Resources, Insurance Services Division. Each Department/Division is responsible for maintaining their complete Hazard Communication program, chemical inventory list, MSDS and training records.

Container Labeling

Upon receipt of a hazardous chemical, it will be verified by the Division Manager or the HCP designee that the label, tag or markings contain the following:

- Identity of the hazardous chemicals contained therein.
- Appropriate hazard warning. The warning must denote the hazard as specifically as possible. For example, if a chemical causes lung damage, a general warning such as "caution," "danger," or "harmful if inhaled" is not sufficient. The appropriate warning is "causes lung damage." A more general warning such as "harmful if inhaled," is appropriate only if a target organ cannot be identified.

When a label, tag or markings do not contain the appropriate information, and before the container is placed in the work area, the following procedure will be followed:

- If a MSDS is on file, a copy will be affixed to the container.
- If a MSDS is not on file, the manufacturer and/or distributor must be contacted to obtain the required information. Contact a Safety Team Member if you have difficulty obtaining an MSDS.

Labels will not be removed or defaced unless the container is immediately marked with the required information. All labels and other warnings will be legible and in English.

Portable containers into which hazardous chemicals are transferred will be labeled with the identity and specific hazard, i.e. "Danger-Flammable", "Caution-Combustible" or "Warning-Eye Irritant", of the chemical. The identity used will permit cross references to be made among the chemical inventory record, label and MSDS.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets will be obtained by the HCP designee for each chemical on the Chemical Inventory List.

The Safety Team Members will review the MSDS to ensure they contain the required information. When deficiencies are found, a Safety Team Member will contact the distributor/manufacturer to obtain the required information.

Prior to the replacement of products in use with new products, a MSDS for the new product will be obtained. Division Managers or the HCP designee will contact the Safety Team so that a comparison can be made to ensure that the new product is not more hazardous than the product in use.

The Chemical Inventory List and MSDS will be maintained by each Division in a location accessible to their employees.

Employee Training

Employees exposed to hazardous chemicals will be trained by the HCP designee or their immediate supervisor, prior to use of any hazardous chemical.

When a hazardous chemical is introduced into the workplace, all affected employees will receive training on the hazards associated with the chemical.

Elements of employee training will consist of the following:

- Information on the requirements of the Hazard Communication Regulation 29 CFR 1910.1200.

- Information on safety and operating procedures in their work areas where hazardous chemicals are present.
- An explanation of MSDS with respect to the physical and health hazards of the chemicals and the container labeling system.
- Methods which employees can use to protect themselves, such as work practices and the use of personal protective equipment, if necessary.
- The location and availability of the written Hazard Communication Program, MSDS file, and Chemical Inventory List.
- If employees will be exposed to hazardous chemicals while performing non-routine tasks, they will be advised of the protective measures to be followed by the HCP designee or their immediate supervisor. If employees are assigned to work areas containing vessels or pipes which are unlabelled, or to areas which contain hazardous chemicals, the employee will be advised of the hazards and protective measures in case of spill or other potential exposure.
- Information on the monitoring system employed by the City, and other methods (including how to read a MSDS), as well as observations that may be used to detect the presence or release of a hazardous chemical in the workplace.
- An explanation of the existing safety rules, the new rules required by this Hazard Communication Program, and a statement of the disciplinary actions which will be taken for any violations.

The attached Hazard Communication Training Record (Appendix B) will be completed by the HCP designee or the immediate supervisor. These records will be maintained by the Division and a copy forwarded to Human Resources, Insurance Services Division.

Outside Contractors

Prior to the commencing of work by an outside contractor, the contractor will be required to provide a copy of their company's Hazard Communication Program to the City of Las Vegas. The contractor's program will be submitted to Human Resources, Insurance Services Division for review by the Safety Team.

Prior to the commencing of work by an outside contractor, the contractor will be advised by Purchasing and Contracts of the City of Las Vegas' Hazard Communication Program. The contractor will be informed of the hazardous chemicals in the work area to which his employees may be exposed so that he can take the appropriate precautions to protect his employees.

APPENDIX A

Chemical Inventory List

Department/Division _____

Location _____

[illegible]

APPENDIX B

Example

SAFETY TRAINING

Date

City of Las Vegas

Department of Human Resources

Insurance Services Division

Subject: Hazard Communication Training

Instructor: _____

Print Name

Signature

Please be safe. You are an important part of our team!

	City of Las Vegas SAFETY POLICY/PROCEDURE		NO: xxx
			DATE: xxx
			REVISED xxx
			APPROVED xxx
			REVIEWED xxx
Hearing Conservation Program			

SCOPE:

This policy covers the establishment and implementation of procedures to determine City of Las Vegas employees' exposure to noise, annual hearing testing and training.

PURPOSE:

To reduce the loss of hearing to City of Las Vegas employees who operate noisy equipment.

STANDARD:

State of Nevada , Occupational Safety & Health enforcement Section General Industry Standard 29CFR1910.95 and Construction Industry Standard 29CFR1926.52 and 29CFR1926.101

Program Elements

Monitoring

A sampling program will be conducted to identify employees for inclusion in the program and to enable the proper selection of hearing protectors.

- Where the circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, personal sampling will be used to determine employee exposure.
- All continuous, intermittent and impulse sound levels from 80 decibels (db) to 130 db, shall be integrated into the noise measurements.
- Monitoring will be repeated whenever a change in production, process, equipment or controls increases/decreases noise exposure.

Audiometric Testing Program

- Audiometric testing will be made available to employees whose exposure equals or exceeds an 8-hour time-weighted average (TWA) of 85 db.
- The program will be provided at no cost to the employees.

- ❖ Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation.
- ❖ A valid baseline audiogram will be obtained within six months of the employee's first exposure to the action level of 85db.
- ❖ Audiometric testing will be completed annually thereafter. The annual audiogram will be compared to the baseline audiogram to determine:
 - If the audiogram is valid;
 - If a standard threshold shift has occurred.

Follow-up Procedures

- If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee will be informed in writing within 21 days of the determination.
- Unless a physician determines that the standard threshold limit is not work-related or aggravated by occupational noise exposure, the following steps will be taken when the standard threshold shift occurs:
 - ❖ Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.
 - ❖ Employees already using protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary.
 - ❖ If additional testing is necessary or, if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors, the employee will be referred for a clinical audiological evaluation or an otological examination, as appropriate.
- If a medical pathology of the ear is unrelated to use of hearing protectors, the employee will be informed of the need for further otological examination.

Hearing Protector Requirements

- Hearing protectors will be made available to all employees exposed to an 8-hour TWA of 85 db or greater at no cost to the employees. Hearing protectors will be replaced as necessary.
- Training will be provided in the use and care of all hearing protectors provided to employees.
- It will be ensured that initial fitting is proper, and corrected use of all hearing protectors will be supervised.
- Hearing protector attenuation will be evaluated for the specific noise environments in which the protector will be used.
 - ❖ Hearing protectors must attenuate employee exposure at least to an 8-hour TWA of 90 db.

- ❖ For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour TWA of 85 db or below.
- ❖ The adequacy of hearing protector attenuation will be reevaluated whenever employee's noise exposure increase to the extent that the hearing protectors provided may no longer provide adequate attenuation.

Training Program

- A training program will be established for all employees who are exposed to noise at or above an 8-hour TWA of 85db.
- The training program will be repeated annually for each employee included in the Hearing Conservation Program. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes.
- Each employee will be informed of the following:
 - ❖ The effects of noise on hearing;
 - ❖ The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions of selection, fitting, use and care; and
 - ❖ The purpose of audiometric testing and an explanation of the test procedures.

Recordkeeping

- An accurate record of all employee exposure measurements will be maintained. All employee audiometric test records will include:
 - ❖ Name and job classification;
 - ❖ Date of the audiogram;
 - ❖ The examiner's name;
 - ❖ Date of the last acoustic or exhaustive calibration of the audiometer;
 - ❖ Employee's most recent noise exposure assessment;
 - ❖ An accurate record of the measurements of the background sound pressure levels in the audiometric test room.

Noise Surveys

- Noise surveys help pinpoint areas where problems exist and provide records/documentation to help prove compliance with the noise and recordkeeping requirements. Surveys must be made:
 - ❖ Annually of all facilities;
 - ❖ Of specific noise sources in work areas;
 - ❖ At the location where the employee spends the greater part of his work day.
 - ❖ Noise measurements will be taken in the employee's hearing zone.

Noise Controls

Administrative Controls simply involve a reduction in the amount of time an employee is subjected to excessive noise. The following are examples of this type of control:

- Rotating/rescheduling personnel;
- Shutting down a noisy machine when it is not in use.
- Rescheduling high noise operations to hours when only a small number of employees would be exposed.

Engineering Controls involve reduction in the noise level or exposure itself. This can be accomplished by two approaches:

- Reduce the noise at the source through use of such means as:
 - ❖ Noise dampers (mufflers);
 - ❖ Maintenance and repair;
 - ❖ Use a less noisy manufacturing process (welding instead of riveting).
- Reduce the amount of noise that reaches the employee through the use of:
 - ❖ Acoustic absorption material;
 - ❖ Enclosures or barriers between equipment and the employee;
 - ❖ Increase of distance between the employee and noise source.

Personal Protective Equipment is direct protection of the employee. This type of control can only be used if the first two methods fail to successfully lower the noise levels. Any hearing protective equipment issued will meet the requirements of ANSI Standard Z24.22 or latest Edition.

- In those areas with high noise levels, wearing protective equipment will be mandatory not only for permanently assigned personnel but also for any employee who is in that area long enough to have a noise exposure.
- Employees will be informed of locations where hearing protection must be worn and those areas should be posted to this effect with warning signs.
- Radio/CD type headsets are NOT an approved type of hearing protection and DO NOT provide any noise reduction. Employees are PROHIBITED in wearing these types of devices during working hours.

MEMOFORM FOR TRAINING PROGRAM

TO: _____ DATE: _____

SUBJECT: Acknowledgment of Mandatory Hearing Protector Requirement

On _____ undersigned employee attended a Hearing Conservation Training Program. The training program included the following topics:

- The effects of noise on hearing.
- The purpose of hearing protectors.
- The advantages, disadvantages, and attenuation of hearing protectors.
- Instructions on the selection, fitting, use and care of hearing protectors.
- The purpose of audiometric testing.
- An explanation of the test procedures.

I UNDERSTAND THAT THE WEARING OF HEARING PROTECTORS IS MANDATORY WHEN OPERATING ASSIGNED EQUIPMENT IN THE PERFORMANCE OF MY DUTIES.

Employee Signature

Date



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	xxx
DATE:	xxx
REVISED	xxx
APPROVED	xxx
REVIEWED	xxx

Ladders & Stairwells

SCOPE:

This policy covers the establishment and implementation of procedures covering the care and use of portable wood and metal ladders, job-made ladders, fixed ladders and stairways.

PURPOSE:

To reduce serious injuries to City of Las Vegas employees in those job classifications requiring the use of ladders and stairways.

STANDARDS:

The State of Nevada , Division of Enforcement For Industrial Safety and Health (DEISH) Standards, 29CFR1910.24, 29CFR1910.25, 29CFR1910.26, 29CFR1910.27 and 29CFR1926.1050 to 1060.

POLICY:

When a City employee notes a deficiency, the equipment will not be used and will be reported to his/her supervisor. The Supervisor will report it to the City's Safety/Loss Control Officer and will contact the appropriate authority to correct the deficiencies.

Definitions

- CLEAT means a ladder crosspiece of rectangular cross section placed on edge upon which a person may step while ascending or descending a ladder.
- EXTENSION TRESTLE LADDER means a self-supporting portable ladder, adjustable in length, consisting of a trestle ladder base and a vertically adjustable extension section, with a suitable means for locking the ladders together.
- FIXED LADDER means a ladder that cannot be readily move or carried because it is an integral part of a building and structure.
- A SIDE-STEP FIXED LADDER is a fixed ladder that requires a person getting off at the top to step to the side of the ladder side rails to reach the landing.

- A THROUGH FIXED LADDER is a fixed ladder that requires a person getting off at the top to step between the side rails of the ladder to reach the landing.
- HANDRAILS means a rail used to provide employees with a handhold for support.

General Requirements

- The use of ladders with broken or missing rungs or steps, broken or split side rails, rungs contaminated with grease or oil, missing safety feet, damaged hardware connections, or side rails with dents/bends is prohibited.
- Portable ladders will be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders will not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted unless protected by barricades or guards.
- The bottom rails of ladders will be supplied with insulating non-slip material for the safety of the user.
- The side rails will extend not less than 36 inches above the landing. When this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, will be installed.
- Portable ladders in use will be tied, blocked, or otherwise secured to prevent their being displaced.
- Portable metal ladders will not be used for electrical work or where they may contact electrical conductors.
- Only Type I - Industrial or Type II - Commercial Stepladders will be purchased for City of Las Vegas employees. When ladders are supplied by contractors for use by City of Las Vegas employees, they will be of the Type I or II. Type III - Household ladders will not be purchased or used by City of Las Vegas employees.
- Based on the nominal length of the ladder, each section of a multi-section ladder will overlap the adjacent section by at least the number of feet stated in the following:

<u>Normal Length of Ladder (Feet)</u>	<u>Overlap (Feet)</u>
Up to and including 36	3
Over 36, up to and including 48	4
Over 48, up to 60	5

Extension ladders will be equipped with positive stops to insure the overlap requirements are met.

- A metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position will be a component of each stepladder. The spreader will have all sharp points or edges covered or removed to protect the user.

Portable Wooden Ladders – General Industry

- The spacing of rungs or steps will be on 12-inch centers.
- Stepladders greater than 20 feet will not be used.
- The minimum width between side rails at the top, inside to inside, will be not less than 11 ½ inches. From top to bottom, the side rails will spread at least 1 inch for each foot of length of the stepladder.
- Two-sectioned extension ladders longer than 60 feet will not be supplied. All ladders of this type will consist of two sections, one to fit within the side rails of the other, and arranged in such a manner that the upper section can be raised and lowered.
- Single ladders longer than 30 feet will not be supplied or used.

Portable Metal Ladders – General Industry

- Spacing of rungs and steps will be 12 inches apart.
- The minimum width between side rails of a straight ladder or any section of an extension ladder will be 12 inches.
- The length of single ladders or individual sections of ladders will not exceed 30 feet. Two-sectioned ladders will not exceed 48 feet in length and over two-sectioned ladders will not exceed 60 feet in length.
- Rungs and steps of ladders will be corrugated, knurled, dimpled or coated with skid resistant materials.

Job Made Ladders – Construction Industry

- Ladders will be constructed to carry four (4) times the maximum intended load.
- Rungs, cleats and steps will be parallel, level and uniformly spaced.
 - ❖ Rungs, cleats and steps of ladders will be spaced not less than 10 inches nor more than 14 inches apart.
 - ❖ Rungs, cleats and steps of step stools will be spaced not less than 8 inches nor more than 12 inches apart.
 - ❖ Rungs, cleats and steps of the base section of extension trestle ladders will be spaced not less than 8 inches nor more than 18 inches apart.

- ❖ Rungs on the extension section of the extension trestle ladder will be spaced not less than 6 inches nor more than 12 inches.
- The minimum clear distance between the sides of individual-rung/step ladders and side rails of other fixed ladders will be 16 inches.
- The minimum clear distance between side rails for all portable ladders will be 11 ½ inches.

Fixed Ladders – General Industry

- All rungs will have a minimum diameter of ¾ inch if metal, or 1 1/8 inches if wood. They will be a minimum of 16 inches wide and should be spaced uniformly no more than 12 inches apart.
- Cages, wells, or ladder safety devices for ladders affixed to towers, water tanks, or chimneys will be provided on all ladders more than 20 feet long. Landing platforms will be provided each 30 feet of length, except where no cage is provided, landing platforms will be provided for every 20 feet of length.
- Tops of cages on fixed ladders will extend 42 inches above top of landing, unless other acceptable protection is provided, and the bottom of the cage will be not less than 7 feet nor more than 8 feet above the base of the ladder.
- Side rails will extend 3 ½ feet above the landing.
- The distance from the centerline of rungs, cleats, or steps to the nearest permanent object behind the ladder will be not less than 7 inches.
- The side rails of through or side-step ladder extensions will extend 3 ½ feet above parapets and landings. For through ladder extension, the rungs will be omitted from the extension and will have not less than 18 inches nor more than 24 inches in clearance between the rails.
- Ladder safety devices may be used on tower, water tank, and chimney ladders over 20 feet in unbroken length in lieu of cage protection. No landing platform is required in these cases.

Fixed Ladders – Construction Industry

- The minimum perpendicular clearance between fixed ladder rungs, cleats and steps and any obstruction will be 7 inches (4 ½ for pit ladders).
- The minimum perpendicular clearance between the center line of fixed ladder rungs, cleats and steps and any obstruction on the climbing side of the ladder will be 30 inches.
- When unavoidable obstruction are encountered, the minimum perpendicular clearance between the centerline of fixed ladder rungs, cleats and steps and the obstruction on the climbing side of the ladder may be reduced to 24 inches, provided that a deflection device is installed to guide employees around the obstruction.

- Through fixed ladders at their point of access/egress will have a step-across distance of not less than 7 inches nor more than 12 inches as measured from centerline of the rungs or steps to the nearest edge of the landing area. If the normal step-across distance excess 12 inches, a landing platform will be provided to reduce the distance to the specified distance.
- Fixed ladders without cages or wells will have a clear width to the nearest permanent object of at least 15 inches on each side of the centerline of the ladder.
- Fixed ladders will be provided with cages, wells, ladder safety devices or self-retracting lifelines where the length of the climb is less than 24 feet above the lower level.
- Where the total length of a climb equals or exceeds 24 feet, fixed ladders will be equipped with either a ladder safety device, self-retracting lifelines and rest platforms at intervals not to exceed 150 feet or a cage or well and multiple ladder section, each ladder section will not exceed 50 feet in length. Ladder sections will be offset from adjacent sections and landing platforms will be provided at 50 feet intervals.

Uses of Ladders

- Ladders will be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). The ladder will be so placed as to prevent slipping, or it will be lashed, or held in position. Ladders will not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders will not be used by more than one person at a time, nor with ladder jacks and scaffold planks.
- Portable ladders will be so placed that the side rails have a secure footing. The top rest for portable rung ladders will be reasonably rigid and will have ample strength to support the applied load.
- Ladders will not be placed in front of doors opening toward the ladder unless the door is locked or guarded.
- Ladders will not be placed on boxes, barrels, or other unstable bases to obtain additional height.
- Ladders with broken/missing steps, rungs, or cleats, broken side rails, or other faulty equipment will not be used; no improvised repairs will be made.
- Short ladders will not be spliced together to provide long sections.
- Ladders made by fastening cleats across a single rail will not be used.
- Ladders will not be used as guys, braces, or skids, or for other than their intended purposes.

- Tops of stepladders will not be used as steps.
- No ladder will be used to gain access to a roof unless the top of the ladder will extend at least 3 feet above the point of support, at eave, gutter, or roofline.
- When ascending or descending, the climber must face the ladder.
- When ascending or descending, the climber will not carry tools or equipment in his/her hands.
- Job-made wood ladders with spliced rails will be used at an angle such that the horizontal distance is 1/8 of the working length of the ladder.

Stairways – General Industry

- Stairways will be provided for access from one structure level to another where operations require regular travel between levels.
- Spiral stairways will not be permitted except for special limited usage and secondary access situations where it is not practical to provide conventional stairways.
- Stairways will be designed and constructed to carry a load of five times the normal live load anticipated but never less strength than to carry safely a moving concentrated load of 1,000 pounds.
- Stairways will have a minimum width of 22 inches.
- Stairs will be installed at angles to the horizontal of between 30 and 50 degrees.
- Treads will be slip-resistant and nosing will be of a nonslip finish.
- Rise height and tread width will be uniform throughout any flight of stairs.
- Stairway platforms will be no less than the width of a stairway and a minimum of 30 inches in length measured in the direction of travel.
- Standard railings will be provided on the open sides of all exposed stairways and stair platforms. Handrails will be provided on at least one side of closed stairways, preferably on the right side descending.
- Vertical clearance above any stair tread to an overhead obstruction will be at least 7 feet measured from the leading edge of the tread.

Stairways – Construction Industry

- Stairways that will not be part of the permanent structure will have landings of not less than 30 inches in the direction of travel and extend at least 22 inches in width at every 12 feet or less of vertical rise.

- Stairs will be installed between 30 and 50 degrees from the horizontal.
- Riser height and tread depth will be uniform and not vary over ¼ inch in any stairway system.
- Where doors or gates open directly on a stairway, a platform will be provided and the swing of the door or gate will not reduce the effective width of the platform to less than 20 inches.
- Metal pan landings and treads, if used, will be secured in place before filling with concrete or other materials.
- All parts of stairways will be free of hazardous projections, such as protruding nails. Slippery conditions on stairways will be eliminated before use to reach other levels.
- Except during stairway construction, foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete at a later date, unless the stairs are temporarily fitted with wood or other solid material at least to the top edge of each pan. This material will be replaced when worn.
- Except during stairway construction, foot traffic is prohibited on skeleton metal stairs where permanent treads and/or landings are to be installed at a later date, unless the stairs are fitted with secured temporary treads and landings long enough to cover the entire tread and/or landing area.
- Stairways having four or more risers or risers more than 30 inches, whichever is less, will be equipped with at least one handrail and one stair rail system along each unprotected side or edge.
- Stair rails will not be less than 36 inches from the upper surface of the stair rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
- Midrails will be located at a height midway between the top edge of the stair rail system and the stairway step.
- Screens or mesh, when used, will extend from the top rail to the stairway step and along the entire opening between top rail supports.
- When intermediate vertical members, such as balusters, are used between posts, they will be not more than 19 inches apart.
- When other structural members are used, they will be installed such that there are no openings in the stair rails system that are more than 19 inches wide.
- Handrails and the top rail of stair rail systems will be capable of withstanding, without failure, a force of 200 pounds applied within 2 inches of the top edge, in any downward or outward direction, at any point along the top edge.

- The height of handrails will be no more than 37 inches nor less than 30 inches from the upper surface of the handrail to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
- When the top edge of a stair rail system also serves as a handrail, the height of the top edge will be no more than 37 inches nor less than 36 inches from the upper surface of the stair rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread.
- Stair rail systems and handrails will be so surfaced as to prevent injury to employees from punctures or lacerations and to prevent snagging of clothing.
- Handrails will provide an adequate handhold for employees grasping them to avoid falling.
- The ends of stair rail systems and handrails will be constructed so as not to constitute a projection hazard.
- Handrails that will not be a permanent part of the structure will have a minimum clearance of 3 inches between the handrail and walls, stair rail system and other object.
- Unprotected sides and edges of stairway landings will be provided with guardrail systems.

Training

- Each Division Manager and Supervisor will ensure that each employee has been properly trained prior to performing work from a ladder. The Division will forward training documentation to Human Resources, Insurance Services.
- Refresher training shall be conducted if there is an accident or near miss incident, when unsafe observation and evaluation indicates it is necessary, and/or if there is a change in the type of ladder equipment utilized.

	City of Las Vegas		NO: 89-1
	SAFETY POLICY/PROCEDURE		DATE: 11/89
			REVISED 10/05
			APPROVED 10/05
			REVIEWED 10/05
Lock Out / Tag Out			

SCOPE:

This policy/procedure covers the servicing or maintenance of machines, equipment or processes in which the unexpected energization, start-up or release of stored energy could cause injury to employees.

PURPOSE:

To prevent injuries to City of Las Vegas employees from the unexpected energization, start-up or release of stored energy from machines, equipment or processes when employees are engaged in the activities of servicing or maintaining machines, equipment or processes.

STANDARDS:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standards, 29CFR1910.147 and Safety Policy/Procedure No. 87-7, Electrical Safety Program.

POLICY:

Definitions

- **AFFECTED EMPLOYEE** means an employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out or whose job requires them to work in an area in which such servicing or maintenance is being performed.
- **AUTHORIZED EMPLOYEE** means an employee who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.
- **CLOSED CIRCUITS** means a completed electrical circuit around which current flows or a signal circulates.
- **ENERGIZED** means connected to an energy source (mechanical, electrical, hydraulic, etc.) which has not been isolated.
- **ENERGY ISOLATING DEVICE** means a device that physically prevents the transmission or release of energy such as: a manually-operated switch, a slide gate, a slip blind, a line valve or

blocks. The term does not include push buttons, selectors, switches and other control circuit-type devices.

- ENERGY SOURCE means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy source that is capable of causing injury to employees.
- OPEN CIRCUITS means an incomplete electrical circuit in which no current flows.
- SERVICING AND/OR MAINTENANCE means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.
- STORED OR RESIDUAL ENERGY SOURCE means those sources such as springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc.

Program

- All energy-isolating devices used for the control of hazardous energy sources will be permanently marked and labeled.
- An annual inspection will be conducted to verify that the energy control procedures are being implemented. These inspections will be certified and include the identity of the equipment, the date of inspection, and the name of the person performing the inspection.
- Training will be provided as follows to ensure that the purpose and function of the energy control procedures are understood. A safety training sign-in sheet will certify each employees name and date of training.
- Employees will be trained in:
 - ❖ The recognition of hazardous energy sources.
 - ❖ The use of the methods and means for energy isolation and control.
 - ❖ The purpose and use of the energy control procedure.
 - ❖ Affected employees will be trained in the energy control procedure and how it affects their work operation.

Procedure

- Prior to commencement of work, those employees that will be affected by the lockout/tag out will be contacted and advised of the reason and duration of the shutdown.

- The authorized employee will ensure that the equipment is turned off or shutdown by locating all energy-isolating devices that are needed to control the energy involved and affixing his lock/tagout device.
- Where multiple locks/tags are required and the energy-isolating device cannot accept them, a multiply clasp will be used.
- All stored or residual energy will be stopped, blocked, disconnected, restrained and rendered safe.
- The authorized employee will verify, prior to starting work, that the equipment has been isolated and de-energized in the following manner:
 - ❖ Attempt to operate the equipment by use of the operating controls with the return of these controls to the "off" or "safe" position
 - ❖ Visually inspect the equipment to determine that the energy isolation is effective.
 - ❖ If applicable, test the electrical equipment to ensure it is deenergized.

Release from Control Procedure

- Prior to removing the lock/tag devices, inspect the areas for non-essential items, such as:
 - ❖ Tools, materials, mechanical restraints, etc.;
 - ❖ Replace all guards;
 - ❖ Cover all electrical wiring;
 - ❖ Ensure piping and valves that were open for repair or drained will be closed and connected.
 - ❖ Ensure all employees have been safety positioned and removed.
 - ❖ The responsibility for the removal of these devices is limited to the employee who affixes the device. EXCEPTION: When the authorized employee who applied the lockout or tag out device is not available to remove it, that device may be removed under the direction of the employer, providing:
 - That the employer has verified that the authorized employee who applied the device is not available.
 - A reasonable effort is made to contact the authorized employee to inform him/her that the device has been removed.
 - Ensuring that the authorized employee has this knowledge before they resume work.

Procedure to Transfer Control Measures During Shift or Personnel Changes When Individual Locks are assigned

- The authorized employee will be responsible to ensure the release locks/tags.
- The oncoming employee will place his locks/tags on the equipment before the off-going employee may remove his.

Outside Contractors

- The outside contractor will submit their Lock Out/Tag Out program to the City of Las Vegas for review.
- The City of Las Vegas will provide they outside contractor with a copy of the City's Lock Out/Tag Out program.
- The outside contractor will ensure that their employee comply with the restriction and prohibition found in the City of Las Vegas Lock Out/Tag/ Out program.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	87-6
DATE:	10/87
REVISED	2/90
APPROVED	6/01
REVIEWED	9/02

Office Ergonomics

SCOPE:

To provide guidelines in the use of office workstations.

PURPOSE:

To reduce potential Musculoskeletal Disorders (MSD) to City of Las Vegas employees.

STANDARD:

None.

POLICY:

This policy has been designed to match capabilities and limitations of the human body and the design of the office workstation and covers the elements of: Chair, Keyboard and Mouse, Computers Monitor, Copyholder, Visual Comfort and Work Habits.

Chairs

- Office workstations will have adjustable chairs, where the seat height can be set so that your thighs are parallel to the floor and your feet are flat on the floor.
- The seat pan depth, the distance from the front to the back of the seat, will be such that you can sit back comfortably against the backrest. The front of the seat will be rounded so it does not press into the back of your knees.
- Chair armrests should not be so high to force your shoulders upward or so wide as to force your elbows away from your body.
- Chair backrests should adjust and support your back. The chair should allow you to lean back about 10 to 25 degrees.
- The chair should be stable, mobile, swiveling easily and roll smoothly.
- When chairs cannot be adjusted, they can be improved temporarily, until a proper chair can be purchased, by:

- ❖ Attaching a pillow or rolled towel to the lower part of the chair back, which will support the lower part of your back.
- ❖ If your feet cannot reach the floor, use a footrest that allows your heels to be lower than your toes.

Keyboard And Mouse

- The height of the keyboard and mouse should be such that when you are seated in a comfortably position, your arms should rest at your side, forming a 90 degree angle at each elbow. Your forearms, wrists and hands should be relaxed and aligned. Adjustable keyboard trays allow you to change the height and angle of the keyboard and tray.
 - ❖ When adjustable trays are not available, the following measures can be used to adjust the height of your keyboard and mouse:
 - ❖ When the keyboard and mouse are too low, raise them by placing pads of paper or a flat piece of wood under them.
 - ❖ When the keyboard and mouse are too high, adjust your chair height and add a footrest.
 - ❖ When working at a keyboard always hold your wrists in the neutral position. Your fingers should rest flat or level on the work surface in order to keep your wrist in the neutral position.
- Use a wrist or palm rest, which allows you to relax your arms and keep your wrists straight while working at a keyboard or mouse. Never rest your wrist on the keyboard or against the hard edge of the workstation.
- Always align the keyboard with the computer monitor; both need to be positioned directly in front of you, which allow you to maintain proper head and neck position.
- The mouse and mouse pad need to be position next to the keyboard to allow you to keep your wrist straight and to avoid making long reaches.
- When using the button on the mouse, keep your index finger relaxed by resting it on and around the mouse, rather than holding it poised above the button.

Computer Monitor

- To maintain correct posture and proper head and neck position, while seated at the computer, your eye level should be at or just below the top of the monitor screen.
- The monitor needs to be positioned 24 to 30 inches from your face—about an arm's length.
- Always align the computer monitor with the keyboard to avoid having to turn your head or bend your neck to look at the monitor.

- Be sure to adjust the computer monitor controls for brightness and contrast.

Copyholder

- Copyholders can help in reducing eye motion and discomfort and allow you to maintain proper neck posture.
- Place the copyholder between you and the monitor or directly next to the monitor on either side.
- Always position the copyholder at the same height and distance from your face-about an arm's length.

Visual Comfort

- There should be sufficient lighting to allow you to read documents, but this does not mean bright light. The goal is to prevent or reduce glare.
- Direct Glare is caused by intensely bright light sources, such as sun shining in windows or bright light fixtures shining down from the ceiling.
- Reflected Glare includes bright spots that are caused when light reflects on a computer monitor or work surface.
- To improve visual comfort, reduce glare and shadows the following needs to be considered:
 - ❖ Indirect lighting.
 - ❖ Diffusers on overhead lights.
 - ❖ Task lightening directed at specific documents, so general lighting can be lowered.
 - ❖ Shades on windows.
 - ❖ Remove one of the fluorescent light tubes.
 - ❖ To control glare on the computer monitor any one of the following methods can be used:
 - ❖ Install blinds on windows near the monitor.
 - ❖ Adjust the controls for brightness and contrast on the monitor.
 - ❖ Use a non-glare filter to cover the screen on the monitor.
 - ❖ Tilt or move the monitor so that it does not reflect light sources.
 - ❖ Position workstations so the light source is perpendicular to the monitor, rather than directly behind you or the monitor.
 - ❖ Lower the level of area lights.

Work Habits

- To work efficiently, the human body needs to change positions throughout the day. Concentration will increase and fatigue will decrease when you spread out or break up tasks when possible.

- Take regular stretch breaks, after one hour of continuous work at the computer, by performing a series of stretching and relaxation activities. Perform each of the following three times, holding the position for 10 to 20 seconds:
 - ❖ Lower Back – Place hands on your hips and bend back gently.
 - ❖ Shoulders, Arms And Upper Back – With your fingers interlaced and your head hands locked behind your head, gently move your shoulder blades together and then apart. Do not push on your head. Stretch your arms out and down. You should feel the stretch in your chest and upper back.
 - ❖ Neck – Lean your head gently to one shoulder. You should feel the stretch in your neck on the opposite side that you are leaning. Repeat in the opposite direction.
 - ❖ Wrist – With your palm up, stretch your wrist gently backward by leaning on a firm surface. You should feel the stretch in the front of your forearm.
 - ❖ Hands – Make a fist with each hand and open it, spreading out your fingers as far as you can.
 - ❖ Eyes – Move your eyes in all directions: up, down, around and diagonally. Close your eyes for a few seconds. Look across the room and focus on something at least 20 feet away.
- While typing, remember to keep your wrist straight or flat in the neutral position. Your hands, wrists and forearm should be on the same plane – parallel to the floor.
- Whenever you stop typing or keying, drop your hands into your lap for a rest. Avoid resting your wrists on the edge of the workstation or other sharp corners can cause discomfort.
- Keep a soft touch on the keys; light strokes will save your fingers, hands, wrist and forearms.
- If you share your workstation with someone else, take the time before starting to readjust the chair, computer monitor, keyboard and mouse, so you can maintain proper body and wrist posture.
- Telephone headsets can be used to ensure proper head and neck posture while working at the computer and talking on the telephone.

Ergonomic Questions

Any questions or concerns about what is ergonomically correct should be forwarded to Human Resources, Insurance Services Division.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	00-1
DATE:	9/00
REVISED	12/04
APPROVED	9/00
REVIEWED	12/04

Parking & Backing of Motorized Vehicles

SCOPE:

To establish guidelines for City of Las Vegas employees to follow when parking and backing motorized vehicles.

PURPOSE:

To reduce the risk of bodily injury and property damage due to vehicular accidents.

STANDARD:

Nevada Department of Motor Vehicles Regulations.

POLICY:

All City of Las Vegas employees will adhere to the following procedures when parking and backing motorized vehicles.

Parking Motorized Vehicles

- Select a space where you can pull through so you can drive forward when leaving.
- Select a parking space that is away from congested areas.
- Avoid parking next to vehicles that severely obstruct your vision, such as, campers, vans, high clearance pickups, etc.
- The parking brake should be set on standard transmissions, vehicles should be parked with the parking brake set and the gear shift placed in first gear. On automatic transmissions, the parking brake should also be set and the gear shift should be placed in park.
- On an upgrade, the front wheels should be turned to the left. On a downgrade the front wheels should be turned to the right. Wheel chocks shall be used when necessary.
- After exiting the vehicle, set a traffic cone in close proximity to the right rear bumper. ¹ (exemptions)

- Before leaving the parking space, pick-up the traffic cone and place it in the vehicle's trunk/bed. **WALK AROUND YOUR VEHICLE TO OBSERVE THE AREA BEHIND YOUR VEHICLE FOR ANY HAZARDS.**

Backing A Motorized Vehicle

- Exercise extreme caution when backing a vehicle to avoid injury to persons and to prevent property damage.
- After starting your vehicle and placing it in reverse, continuously check to your LEFT AND RIGHT for other vehicles or pedestrians while backing into the travel lane.
- If needed, use a spotter when you are backing, especially for vehicles with restricted visibility, i.e. construction vehicles, vans, boom and utility trucks, etc.
- If the motorized vehicle is equipped with an audible back-up alarm it must be operable.
- If needed, use your horn to warn others of vehicular movement.

Training

- This policy will be provided to those employees that are required to attend the City's Defensive Driving class.
- All employees that operate City vehicles must attend the City's one-hour Defensive Driving Class at least every other year.

¹Exemptions

- City vehicles responding to emergencies and unmarked City vehicles are exempt from using cones.
- City vehicles parked at the East and West Service Centers.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	87-2
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APPROVED	9/06
REVIEWED	9/06

Personal Protective Equipment

SCOPE:

To provide guidelines in the selection, use and care of Personal Protective Equipment (PPE).

PURPOSE:

To reduce the potential for injury to City of Las Vegas employees.

STANDARDS:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standards, 29CFR1910.132, 29CFR1910.133, 29CFR1910.135, 29CFR1910.136, 29CFR1910.137; Construction Standards 29CFR1926.95, 29CFR1926.96, 29CFR1926.100 , 29CFR19126.102, ANSI/ISEA 107-2004 , ASTM F2143-05 & ANSI Z89.1.

POLICY:

Protective equipment, including PPE for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields and barriers are provided and will be used and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards of processes or environment. These hazards include those of chemical irritants or of a mechanical nature encountered in a manner capable of causing injury or impairment to the function of any body part through absorption, inhalation or physical contact.

Protective equipment is defined as any device designed to prevent injury, illness or death, from machine guards to safety shoes to seat belts in cars. All protective equipment, whether furnished by the employer or employee, will meet the standards set by law or the recognized standard and specifications for that equipment.

Where employees provide their own protective equipment, the supervisor will be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

As a condition of employment, the wearing of PPE may be specified for a particular task and its use is MANDATORY. Supervisors are responsible for the enforcement and education of employees regarding the reasons for using the equipment and the possible injury that can result when the need is ignored.

Safety Footwear

- Certain occupations and job duties require special footwear, i.e. Electricians, firefighters and/or when work is performed in wet locations. All employees are required to wear footwear applicable to their jobs and duties.
- Steel toe footwear will be capable of withstanding a Class 75 impact resistance and a Class 75 compression resistance at a minimum, as specified in American Standard Testing Materials ASTM F2413-05. Steel toed shoes or boots will be worn anytime an employee performs work to protect them from the following hazards; handling of heavy materials, impact hazards from falling or moving objects, abrasive or sharp objects or tools, etc.
- In addition to the steel toed requirements, Human Resources, Insurance Services or the Department's Safety Officer have established applicable hazard assessments that all shoes will meet for each employee's particular job. These standards may include the following requirements: oil resistant soles, slip resistant soles or moisture or chemical resistant. Tennis shoes steel toed or otherwise are PROHIBITED.

Head Protection

- Employees working where there is a possible danger of head injury from impact, falling or flying objects, or electrical shock and burns will wear protective helmets.
- Helmets will conform to ANSI Z89.1 latest edition. Only Type II, Class G and E will be supplied. Type II are intended to reduce the force of impact resulting from a blow to the top or sides of the head.
 - ❖ Class G (General) helmets are intended to reduce the danger of contact with low voltage conductors.
 - ❖ Class E (Electrical) are intended to reduce the danger of contact with higher voltage conductors.
 - ❖ Class C (Conductive) are not intended to provide protection against contact with electrical hazards.
- Long hair will be covered or confined where it could become entangled in moving machinery.

Hand and Arm Protection

- When necessary to protect the hands and arms from cuts, bruises, abrasions, contact from chemicals, electrical contact and heat, suitable hand protection will be worn to minimize or eliminate injury.

- Gloves will NOT be used while working on moving machinery such as drill presses, lathes, table saws or other such rotating or moving equipment that might catch on the glove and pull it and the employee's hand into a hazardous area.
- Live parts of electrical equipment operating at 50 volts or more shall be guarded against electrical contact by deenergizing, isolating or insulating. See Safety Policy/Procedure No. 87-7.
- **INTER.** When working with acids, caustics or chemicals, the use of chemical resistant face shields or goggles and acid-resistant gloves will be considered as minimum protective equipment. Under certain conditions, aprons or disposal clothing may be required.
- For personnel engaged in operations where hands and arms are subject to heat, flame, sparks, molten metal and splashes, etc., gloves, gauntlets, and/or sleeves of suitable flame and heat resistance materials will be provided and worn.
- When sheet metal, glass, sharp wire or other sharp objects are handled, gloves that provide protection against cuts, punctures, and slivers will be provided and worn.

Eye and Face Protection

- Eye protection will be provided and used whenever foreign objects may enter the eyes due to work operations. Protective equipment will conform to ANSI Z87.1 latest edition.
- Protective eye and face equipment will be required where there is a reasonable probability of injury that can be prevented by such equipment. They will provide adequate protection against the particular hazards for which they are designed and employees will use the protectors. No unprotected employee will knowingly be subjected to a hazardous environmental condition. Suitable eye protectors will be worn where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards. (See Table 1 for proper selection of equipment.)
- Employees whose vision require the use of corrective lenses in spectacles and who are required to wear eye protection will wear goggles or a face shield covering the lenses. Prescription safety glasses with side shields are permitted.
- Only safety glasses, full cover goggles, or face shields that fit properly and are kept clean at all times will be worn when an employee is engaged in or close to work involving:
 - ❖ Drilling or chipping stone, brick, concrete, paint, pipe coatings, metal, tile, masonry or terracotta ducts.
 - ❖ Power grinding, buffing or wire brushing, whether there is a built-in barrier shield or not.
 - ❖ Dust or flying articles (such as using compressed air or water to clean materials or machinery).
 - ❖ Flame welding, cutting or burning. Approved colored lenses will be used, (see Table 2).
 - ❖ Drilling with hand or electric drill overhead.
 - ❖ Pouring hot compounds or the use of other hot or injurious substances.

- ❖ Handling acids, caustics, toxicants, or other similar liquids or gases,
 - ❖ Exposure to electrical arc or flash.
 - ❖ Cleaning or scalding pipe.
 - ❖ Flying particles caused by others if the employee is within the range of such particles.
 - ❖ Injurious light or heat rays or any other danger of injury to eyes (welding, cutting, soldering).
 - ❖ Work under motor vehicles.
 - ❖ Cleaning operations using compressed air, steam, water or silica sand.
 - ❖ Using powder actuated tools.
 - ❖ Tree pruning or cutting underbrush, grinding, or loading brush and limbs.
 - ❖ Handling battery cells and solutions and taking battery readings with a hydrometer.
 - ❖ Removing or rearranging strand or open wire.
 - ❖ Performing lead sleeve wiping and soldering.
 - ❖ Demolition or tear down of buildings, walls, structures.
 - ❖ Any situation where the supervisor in charge considers that the use of eye protection is necessary.
- It is the supervisor's responsibility to ensure that eye protection devices are used and worn by an employee with optical correction that meet ANSI Standard Z87.1. Industrial quality eyewear will be marked with each manufacturer's individualized symbol and Z87 will be stamped on the frame.

Hazard Assessment

- The workplace will be assessed to determine what hazards are present or likely to be present that would require personal protective equipment.
- Based upon the assessment, personal protective equipment will be selected and provided to employees.
- Human Resources, Insurance Services or the Department's Safety Officer will provide a certified written assessment to the Department.
- Annual training will be provided to employees by their Division and will contain the following:
 - ❖ When PPE is required;
 - ❖ What PPE is required;
 - ❖ How to properly don, doff, adjust and wear the PPE;
 - ❖ The limitations of the PPE; and,
 - ❖ The proper care, maintenance, useful life and disposal of the PPE.
- For further information, see Safety Policy/Procedure No. 01-1.

Safety Vest

- For daytime use, safety vests shall meet the requirements of Class 2 garments per ANSI/ISEA 107-2004.

- For nighttime use, safety vests shall meet the requirements of a Class 3 garment per ANSI/ISEA 107-2004.

NOTE: Regardless of the area of material used, a sleeveless garment or vest alone shall not be considered Class 3.

- During the months of May through September, consideration must be given to the health effects that may be caused from the elevated ambient temperatures. During these months, Class 2 mesh vests will be allowed to be worn during daytime and nighttime operations.
- See Safety Policy/Procedure 87-5.0.

Respirator Protection

- See Safety Policy/Procedure 90-3.

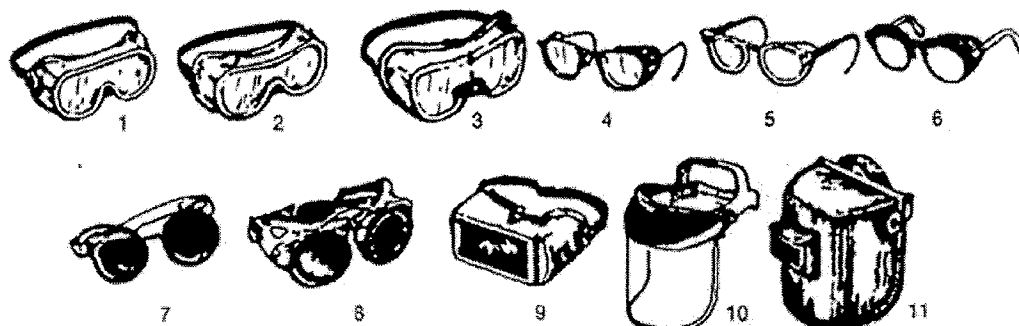
Hearing Protection

- See Safety Policy/Procedure 89-3.

Fall Protection

- When working on elevated work platforms (i.e. aerial lifts, boom trucks, etc.), a full body harness with a six (6) foot lanyard attached to the handrail or bucket will be required.

Table 1 – Eye and Face Protector Selection Guide



- 1. GOGGLES, Flexible Fitting, Regular Ventilation
- 2. GOGGLES, Flexible Fitting, Hooded Ventilation
- 3. GOGGLES, Cushioned Fitting, Rigid Body
- 4. SPECTACLES, Metal Frame, with Sideshields
- 5. SPECTACLES, Plastic Frame, with Sideshields
- 6. SPECTACLES, Metal-Plastic Frame, with Sideshields

- 7. WELDING GOGGLES, Eyecup Type, Tinted Lenses (Illustrated)
- 7A. CHIPPING GOGGLES, Eyecup Type, Clear Safety Lenses (Not Illustrated)
- 8. WELDING GOGGLES, Coverspec Type, Tinted Lenses (Illustrated)
- 8A. CHIPPING GOGGLES, Coverspec Type, Clear Safety Lenses (Not Illustrated)
- 9. WELDING GOGGLES, Coverspec Type, Tinted Plate Lens
- 10. FACE SHIELD (Available with Plastic or Mesh Window)
- 11. WELDING HELMETS

* Non-side shield spectacles are available for limited hazard use requiring only frontal protection.

** See Table E-2, in paragraph (b) of this section, Filter Lens Shade Numbers for Protection Against Radiant Energy.

Applications		
Operation	Hazards	Recommended Protectors: Bold Type Numbers Signify Preferred Protection
Acetylene—Burning Acetylene—Cutting Acetylene—Welding	Sparks, Harmful Rays, Molten Metal, Flying Particles	7, 8, 9
Chemical Handling	Splash, Acid Burns, Fumes	2, 10 (For severe exposure add 10 over 2)
Chipping	Flying Particles	1, 3, 4, 5, 6, 7A, 8A
Electric (Arc) Welding	Sparks, Intense Rays, Molten Metal	9, 11 (11 in combination with 4, 5, 6, in tinted lenses, advisable)
Furnace Operations	Glare, Heat, Molten Metal	7, 8, 9 (For severe exposure add 10)
Grinding—Light	Flying Particles	1, 3, 4, 5, 6, 10
Grinding—Heavy	Flying Particles	1, 3, 7A, 8A (For severe exposure add 10)
Laboratory	Chemical Splash, Glass Breakage	2 (10 when in combination with 4, 5, 6)
Machining	Flying Particles	1, 3, 4, 5, 6, 10
Molten Metals	Heat, Glare, Sparks, Splash	7, 8 (10 in combination with 4, 5, 6, in tinted lenses)
Spot Welding	Flying Particles, Sparks	1, 3, 4, 5, 6, 10

TABLE 2

Filter Lens Shade Numbers for Protection Against Radiant Energy

<u>Welding Operation</u>	<u>Shade Number</u>
Shielded metal-arc welding 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	10
Gas-shielded arc welding (non-ferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	11
Gas-shielded arc welding (ferrous) 1/16-, 3/32-, 1/8-, 5/32-inch diameter electrodes	12
Shielded metal-arc welding 3/16-, 7/32-, 1/4-inch diameter electrodes	12
5/16-, 3/8-inch diameter electrodes	14
Atomic hydrogen welding	10-14
Carbon-arc welding	14
Soldering	2
Torch brazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 inch to 6 inches	4 or 5
Heavy cutting over 6 inches	5 or 6
Gas welding (light), up to 1/8-inch	4 or 5
Gas welding (medium), 1/8-inch to 1/2-inch	5 or 6
Gas welding (heavy), over 1/2-inch	6 or 8



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	01-1
DATE:	6/01
REVISED	7/05
APPROVED	7/05
REVIEWED	6/05

Personal Protective Equipment Hazard Assessment

SCOPE:

To provide guidelines in the determination of the appropriate Personal Protective Equipment (PPE).

PURPOSE:

To reduce the potential for injuries to City of Las Vegas employees.

STANDARD:

State of Nevada , Occupational Safety & Health Enforcement Section, General Industry Standards, 29CFR1910.132 through 138.

POLICY:

Hazard Assessment

- Human Resources, Insurance Services Division will perform a hazard assessment of the workplace to determine what hazards are present or likely to be present, which will require the use of personal protective equipment (PPE).
- The assessment will consider the following hazard categories:
 - ❖ Impact
 - ❖ Penetration
 - ❖ Compression
 - ❖ Chemical
 - ❖ Heat
 - ❖ Dust
 - ❖ Light Radiation
- When such hazards are found, the appropriate PPE will be selected, provided and worn by the employees.
- A written PPE Hazard Assessment will be prepared and provided to those divisions where the hazards exist.

Training

- The Division Managers will provide annual training to their employees on the following:
 - ❖ When personal protective equipment (PPE) is necessary;
 - ❖ What personal protective equipment (PPE) is necessary;
 - ❖ How to properly don, doff, adjust and wear personal protective equipment (PPE);
 - ❖ The limitations of the personal protective equipment (PPE); and,
 - ❖ The proper care, maintenance, useful life and disposal of the personal protective Equipment (PPE).
- The Divisions written Personal Protective Equipment Hazard Assessments will be provided with a PPE Training Certification, which will be used in the training of the employees.
- The PPE Training Certification will be completed at the time of the training and returned to Human Resources, Insurance Services Division.

Defective And Damaged Equipment

- The use of damaged or defective PPE is PROHIBITED.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	89-2
DATE:	11/89
REVISED	6/01
APPROVED	12/89
REVIEWED	9/02

Powered Industrial Trucks

SCOPE:

This safety policy/procedure covers the safe operation of Powered Industrial Trucks operated by City of Las Vegas employees.

PURPOSE:

To prevent injuries to City employees and damage to City equipment.

STANDARD:

NEVADA OSHA General Industry Standard 29CFR1910.178, Construction Industry Standard 29CFR1926.602, National Fire Protection Association (NFPA) No. 505-1969, and American National Standard Institute (ANSI) B56.1-1969, or Latest Edition.

POLICY:

Only employees of the City of Las Vegas who have been certified through the City of Las Vegas Powered Industrial Truck Training Course and who have been authorized by their supervisor will operate these units.

Modification

- Modifications and additions which affect capacity and safe operation will not be performed by City of Las Vegas employees without manufacturer's prior written approval. Capacity, operation and maintenance instruction plates, tags or decals will be changed accordingly.
- The City of Las Vegas will see that all nameplates and markings are in place and are maintained in a legible condition.

Lighting for Operating Areas

Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting will be provided on the truck.

Control of Noxious Gases and Fumes

Concentrations of carbon monoxide gas created by powered industrial truck operations will not exceed 50 parts per million (ppm) when operated indoors.

Truck Operation Safety Rules

- Trucks will not be driven up to anyone standing in front of a bench or other fixed object.
- No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- The operator of the truck will not transport personnel on the body or forks of the truck.
- Arms or legs will not be placed between the uprights of the mast or outside the running lines of the truck.
- The operation of the forklift controls will be done in the seated position, and not while standing on ground level.
- When forklift is left unattended, load-engaging means will be fully lowered, controls will be neutralized, power will be shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline. A forklift is unattended when the operator is 25 feet or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
- When the operator of the forklift is dismounted and within 25 feet of the truck, still in his view, the load-engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
- Use of a safety platform secured to the lifting carriage and/or forks will be used to elevate personnel.

Traveling Safety Rules

- All traffic regulations will be observed, including authorized plant speed limit. A safe distance will be maintained approximately 3 truck lengths from the vehicle ahead, and the fork lift kept under control at all times.
- Seat belts will be worn during the use of the equipment.
- The right-of-way will be yielded to other vehicles in emergency situations.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations will not be passed.

- The driver will be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver will be required to travel with the load trailing.
- The driver will be required to look in the direction of, and keep a clear view of the path of travel.
- Grades will be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. On all grades, the load and load-engaging means will be tilted back, if applicable, and raised only as far as necessary to clear the road surface (6 inches).
- Under all travel conditions, the truck will be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay will not be permitted.
- The driver will be required to slow down for wet and slippery surfaces.
- When forklifts are towed on City streets, they will be towed by a two-axle vehicle. The operator of the towing vehicle will be required to have a valid Class B State of Nevada driver's license in his possession. The forks of the truck will be repositioned so that they point inward during the towing of the unit.
- Running over loose objects on the roadway surface will be avoided.
- While negotiating turns, speed will be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very slow speed, the hand steering wheel will be turned at a moderate, even rate.
- The mast of the forklift will not be raised or lowered while the vehicle is moving either backwards or forwards.

Loading Safety Rules

- Only stable or safely arranged loads will be handled. Caution will be exercised when handling off-center loads which cannot be centered.
- Only loads within the rated capacity of the truck will be handled.
- Long or high loads (including multiple-tiered) which may affect capacity will be adjusted.
- Forklifts equipped with attachments will be operated as partially-loaded trucks when not handling a load.
- There will be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.

- The forks of the truck will be placed under the load as far as possible; the mast will be carefully tilted backwards to stabilize the load.

Operation of the Truck

- If at any time the forklift is found to be in need of repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.
- Fuel tanks will not be filled while the engine is running. Spillage will be avoided.
- Spillage of oil or fuel will be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck will be operated with a leak in the fuel system until the leak has been corrected.
- Open flames will not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

Maintenance of Fork Lifts

- Any forklift not in safe operating condition will be tagged and removed from service. All repairs will be made by authorized personnel.
- A forklift in need of repairs to the electrical system will have the battery disconnected prior to such repairs.
- All parts of the forklift requiring replacement will be replaced only by parts equivalent to those used in the original design.
- The fork lift will not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor will they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counterweighting of fork trucks will not be done unless approved by the forklift manufacturer.
- Forklift trucks will be examined before each use according to the Pre-Operation Check List, Appendix A. Defects found will be immediately reported and corrected. The Pre-operation checklist will be maintained by the Department/Division that is operating the lift.
- The forklift will be kept in clean condition, free of lint, excess oil, and grease. Noncombustible agents will be used for cleaning the forklift.

Training

- Each designated operator will be required to attend a training program before they can operate the powered industrial truck.

- Training will consist of a lecture, discussion, video tape and other written material covering the following topics:

Truck Related Topics

- Operating instructions, warnings and precautions for the types of truck the operator will be authorized to operate;
- Differences between the truck and the automobile;
- Truck controls and instrumentation: where they are located, what they do and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility, including restrictions due to load;
- Fork and attachment adaptation, operation and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries will be done by designated employees only;
- Operating limitations; and,
- Any other instructions, warnings or precautions listed in the operator's manual for the type of vehicle that the employee is being trained to operate.

Workplace-Related Topics

- Surface conditions where the vehicle will be operated;
- Composition of loads to be carried and load stability;
- Load manipulation, stacking and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Hazardous classified locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation may lead to the buildup of carbon monoxide or diesel exhaust; and,
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Refresher training will be conducted when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.
- An evaluation of each powered industrial truck operator's performance will be conducted at least once every three (3) years by the operator's supervisor. The Performance Tests For Lift Truck

Operators will be completed, signed by the supervisor and forwarded to the Department of Human Resources, Insurance Services Division.

APPENDIX A
PRE-OPERATION CHECKLIST

TRUCK NO. _____ **MAKE** _____ **DATE** _____ **SHIFT** _____

	PASS	FAIL
Is the forklift's appearance in good CONDITION and free of lint, excess oil and grease?		
Is the Manufacturer's DATA PLATE clean and readable?		
LIFT CHAINS - Check for equal tension, broken pins and extra wear.		
Check the FORKS for damage.		
Check for loose bolts and cracks on OVERHEAD GUARD, BACKREST and TILT CYLINDERS.		
Check TIRES for cracks or other signs of wear. If inflatable tires, does air pressure meet the manufacturer's specifications?		
Do all the LIGHTS work, if available?		
Any signs of oil, coolant or fuel leaks UNDER THE FORKLIFT?		
Check the FLUID LEVELS for the brake fluid, engine oil, hydraulic tank and coolant.		
Start the engine and check the DASHBOARD GAUGES for proper readings.		
Check that the PARKING BRAKE is working properly.		
Make sure there is not excessive free play in the STEERING WHEEL.		
Does the HORN work?		
Do the MAST and Forks raise, lower and tilt smoothly?		
Check that the Clutch engages properly. Does it shift roughly?		
Hold the BRAKE down with your foot for 10 seconds. Is there any noticeable drift with the pressure?		
If an electric forklift, is the BATTERY in good condition and charged? Are connections tight? Is the discharge indicator in the green when you turn the key?		

Operator's Signature _____

APPENDIX B

PERFORMANCE TEST FOR CITY OF LAS VEGAS LIFT TRUCK OPERATORS

Operator's Name _____ Date _____
Evaluator _____ Dept./Div. _____

Rating: 1 = Poor 2 = Fair 3 = Good 4 = Excellent

1. Operator performed inspection for safe operation of forklift prior to use:

- _____ Forklift appearance in good condition
- _____ Check overhead guard, backrest, seat belt, tilt cylinder
- _____ Data plate legible
- _____ Check lift chains, chain tension, broken or worn pins
- _____ Check forks for damage
- _____ Check tires
- _____ Check lights
- _____ Check for signs of oil, coolant or fuel leaks
- _____ Check dashboard gauges (fluid levels)

2. Operator understands proper use of forklift instrumentation and controls:

- _____ Clutch operation
- _____ Inching control
- _____ Tilt control
- _____ Lift control
- _____ Attachment control
- _____ Brake control
- _____ Horn

3. Maneuvering Skills:

- _____ Mast and forks; raise, lower and tilt smoothly
- _____ Smooth starting and stopping
- _____ Proper speed
- _____ Looks in direction of travel
- _____ Carries fork low

- ☐ Clear obstacles by safe distance
- ☐ Sounds horn at intersections and corners
- ☐ Drove backwards when required
- 4. Load Handling
 - ☐ Approach load properly
 - ☐ Lifted load properly
 - ☐ Travel with load at proper height
 - ☐ Smooth stopping and starting
 - ☐ Smooth lifting and lowering slowly
 - ☐ Load balanced properly
 - ☐ Forks under load properly
 - ☐ Placed load within marked area
 - ☐ Stacked load evenly and neatly
- 5. Operator aware of the following environmental conditions:
 - ☐ Pedestrian Traffic
 - ☐ Narrow Aisles
 - ☐ Overhead Obstructions
 - ☐ Wet, oily and rough surfaces
 - ☐ Other equipment and vehicles operated in the area
 - ☐ Potential atmospheric hazards
- 6. Shutdown Procedures
 - ☐ PARKED PROPERLY
 - ☐ Neutralized all controls
 - ☐ Lowered forks to ground
 - ☐ Set Brakes
 - ☐ Turned off engine

TOTAL SCORE: _____
Points

Maximum Score = 176 Points

Passing Score = 125



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	90-4
DATE:	2/90
REVISED	8/05
APPROVED	7/91
REVIEWED	8/95

Respiratory Protection Program

SCOPE:

To set forth standard operating procedures for the selection, fitting, use and maintenance of respirators.

PURPOSE:

To provide employee protection in those situations where engineering controls or process design do not reduce exposures below acceptable industrial hygiene levels.

STANDARDS:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standard, 29CFR1910.134, Construction Standard 29CFR1926.103 and the latest edition of the American National Standard Institute (ANSI) Z88.2.

Responsibilities

Management

- The City of Las Vegas will be responsible for providing annual training of employees in the selection, fitting, use and maintenance of respiratory protective equipment.
- The City of Las Vegas will provide a Medical Surveillance Program to assure that employees are not assigned to tasks requiring respirators unless they are physically able. Human Resources, Insurance Division will coordinate the operation of this program.
- The City of Las Vegas will assure the availability of approved respiratory protective equipment and the necessary facilities for cleaning and sanitizing the equipment.
- The City of Las Vegas will allow volunteer use of respirators at the request of an employee, if it does not in itself create a hazard.
- When voluntary use is requested, the employee will be provided with "Information For Employees Using Respirators When Not Required Under The Standard".

- ❖ Employees using a respirator voluntarily will be required to participate in the City's Medical Surveillance Program, Section II and will ensure that the respirator is cleaned, stored and maintained according to the City's Respirator Maintenance Program, Section VII.
- ❖ The requirements of Section A.4.a & b do not apply to employees who voluntarily use dust masks.

Coordinator

The Safety/Loss Control Officer will be responsible for:

- Establishment of respirator selection procedures;
- Establishment of an annual respirator training program for employees;
- Establishment of a continuing program of cleaning, storing and inspection of equipment;
- Establishment of accounting procedures for and issuance of respiratory protection equipment;
- Establishment of respirator fit testing program;
- Establishment of procedures to obtain necessary respirators, spare parts and other personal protective equipment;
- Establishment of an air monitoring program to determine the level of employee exposure; and,
- Establishment of procedures to evaluate the above to assure program effectiveness;

Employees

- Each employee will be responsible to:
- Select, use and maintain respiratory protection equipment in conformance with instructions and training received.
- Cooperate with the Coordinator in the proper fitting of respirators.
- Wear only those respirators for which they are fitted.
- Conduct a quick visual inspection of respiratory protection equipment for defects before putting the equipment to use.

Important: Modification to approved respirators, unauthorized by the approving agencies, automatically voids the respirator approval and may seriously jeopardize the health and safety of the employee.

- Perform a negative and positive pressure test prior to using.

- Report any malfunction of the respirator to the Coordinator.
- Protect respiratory protection equipment from damage and abuse.
- Inform the Coordinator of any problems arising from the use of respiratory protection equipment.
- Facial hair, moustaches, sideburns or beards, lying between the sealing surface of a respirator face piece and the wearer skin will prevent a good face seal. Employees will ensure that they are clean-shaven when they are required to wear a respirator.
- Contact lenses will not be worn while wearing any type of respiratory protection device. Contaminants may get into eyes and cause severe discomfort. Chemicals inadvertently splashed into the eyes while wearing a half-mask may cause severe ocular damage as the chemical becomes trapped between the contact lens and the surface of the eye.
- Participate in the Medical Surveillance Program.

Medical Surveillance Program

The City of Las Vegas has established a Medical Surveillance Program to ensure that employees will not be assigned to tasks requiring the use of respirators unless they have been found physically able to do the work while wearing the respirator.

- Respirator user will be required to complete a Respirator Medical Evaluation Questionnaire. To obtain the questionnaire contact Human Resources, Insurance Services Division.
- The completed questionnaire will be reviewed by a physician or other licensed health care professional and will perform any medical testing they deem necessary to determine if the employee is medically able to wear the respirator.
- Physical examination for Fire Fighters will be conducted annually according to the latest edition of the National Fire Protection Association (NFPA) 1582, Medical Requirements For Fire Fighters and Information For Fire Department Physicians.

Selection and Use of Respirators

- The correct respirator will be specified for each job based on the following factors:
 - ❖ The nature of the hazard;
 - ❖ Monitoring of the hazard;
 - ❖ Characteristics of the hazardous operation or processes;
 - ❖ The respiratory protection fit factor; and
 - ❖ The Material Safety Data Sheet for the product.
- Negative pressure, full or half mask respirators with the appropriate organic vapor cartridges and/or filters will be used for spraying operations or operations that generate dusts. Additionally, either a

Power Air-Purifying Respirator (PAPR) or Supplied Air Respirator with a disposal hood would be acceptable.

- For operation that contains atmospheres that are immediately dangerous to life and health (IDLH) or are oxygen deficient, a self-contained breathing apparatus (SCBA) with a full-face piece will be used.
- The air supplied to respirators from cylinders will be certified Grade D air.
- When a compressor is used to supply air only an oil-less pump will be used.
- All respiratory equipment will contain a National Institute Of Occupational Safety & Health (NIOSH) approval number.

Respirator Fit Testing Procedures

- Qualitative fit testing will be conducted according to acceptable protocols. Fit testing will be conducted prior to initial use, whenever a different face piece is used or when there are changes in the employee's physical condition. Fit testing will be conducted by the Coordinator and records will be maintained by Human Resources, Insurance Services Division.
- The respirator wear will be required to perform a positive and negative test after donning the respirator to obtain a proper face piece to face seal.

Employee Training

Training will be provided to all employees who are required to use a respirator in the performance of their duties and whenever the Coordinator deems necessary for the employee to maintain their proficiency.

Training will include the following:

- Nature of the respiratory hazards, which may be encountered during routine situations and emergencies.
- An explanation of the engineering controls provided in their work area to minimize exposure to respirator hazards.
- Reasons for selection of the particular type of respirator, which has been provided for their use.
- Capabilities and limitations of the selected respirators.
- Methods of donning, removing the respirators and checking the fit of the respirator.
- Proper wearing of the respirator.

- Procedures and schedules for cleaning, disinfecting, storing, inspecting and repairing the respirator.
- Recognition of the medical signs and symptoms that may limit or prevent the effective use of the respirator.

Respirator Maintenance Program

Inspections

- All respirators will be inspected by the wearer immediately before, after each use and during cleaning.
- Inspection will include:
 - ❖ Checking the condition of the respirator for wear, distortion and missing parts that would compromise the respirator function and effectiveness.
 - ❖ Checking the respirator for dirt or other contaminant residues that would affect the use of the respirator.

Repairs

- All repairs to the respirator will be done per the manufacturers recommendations.
- All respirator or parts found defective will be discarded immediately.
- Respirator parts are not interchangeable between different respirator manufacturer's units. Only approved parts by the respirator manufacturer will be used.
- An adequate supply of respirator parts will be maintained and available for employee use.

Cleaning and Disinfecting

- Respirators, which are intended, for further use will be maintained in a clean and sanitary condition.
- Respirators will be cleaned using a mild detergent solution in warm water.
- Respirators will be thoroughly dried before being stored.

Storage

- Respirators will be placed in zip lock bags and stored in such a manner to protect the respirator from environmental damage and distortion.

Change Schedule

- The coordinator will evaluate the respiratory hazards in the workplace and implement a schedule for cartridges and filters that is based on objective information or data to ensure they are changed before the end of their service life.

Respirator Program Evaluation

The following procedures will be utilized in evaluating the respirator program.

- **Wearer Acceptance.** The effectiveness of a respirator program is largely determined by the degree of worker acceptance. Respirator wearers will be requested to submit their comments and suggestions on the type of respirators in use.
- **Examination of Respirators in Use.** Periodic inspections by the wearer's supervisor will be conducted to insure that the respirators have been properly selected, used, cleaned and stored.

	City of Las Vegas		NO:	93-1
	SAFETY POLICY/PROCEDURE		DATE:	2/93
			REVISED	3/95
			APPROVED	3/93
			REVIEWED	9/02
Safe Lifting Program				

SCOPE:

To establish guidelines for City of Las Vegas employees in safe lifting techniques.

PURPOSE:

To ensure City of Las Vegas employees use the proper lifting techniques, to reduce on-the-job back injuries.

STANDARDS:

None.

POLICY:

It is not the intent of this policy to require an employee to use a back belt when lifting material. However, when a back belt is used in combination with proper body mechanics lifting techniques, injuries to the back can be prevented. DO NOT rely on the back support device as a SUBSTITUTE for practicing proper lifting techniques (see Section I and II).

It is understood that persons who are required to wear special safety gear such as chemical suits, turn out gear, etc., may not be able to wear the back belt during some operations.

The back belt should be loosened during breaks and other non-lifting periods.

The back belt should have orange shoulder straps and side panels, allowing them to be worn when an employee is working in the roadway.

Employees who are issued a back belt will be required to attend a training program on the use, care and proper lifting techniques.

The Department/Division will purchase the back belt for their employees or if the back belt becomes unusable due to wear and tear. When the back belt is no longer useable, it will be returned to the supervisor for replacement. It will be the employee's responsibility to pay for the device if it is lost or damaged due to the employee's negligence. Contact the Department of Human Resources, Insurance Division, for the proper ordering information.

Safe Lifting Techniques

- Your back supports your whole body. It is made up of a spinal column, ligaments connected to vertebrae (bones) and muscles. Your back is meant only to hold you up. When you use your back, instead of your legs to lift, injuries will occur.
- Safe lifting means using your head. The following practices will be used in combination with the support device that has been provided.

Loading

- Establish a firm footing and balance the load.
- BEND YOUR KNEES, NOT YOUR BACK.
- Stand close to the load. Bring it into your body for more power and less strain. Keep your arms and elbows close to your body.
- Grab the load with your hands, not just your fingers.
- LET YOUR LEGS DO THE WORK. First, raise your head and shoulders. Then push your body upward with your legs.
- Make sure that the load does not block your view of the walking surface.
- DO NOT TWIST YOUR BODY. If you have to change directions, move your feet first.
- Buddy-up. Get help with heavy loads.

Unloading

- Face the area where the load is to be deposited.
- BEND YOUR KNEES, NOT YOUR BACK. Remember let your legs do the work.
- Lower the load slowly.
- Keep your fingers from the bottom of the load; place the load on the edge of the surface and slide the load back.

Unusual Lifting Practices

High Placed Shelves, etc.

- Use a platform rather than a ladder.

- Break the load down into smaller pieces.
- Raise the load before lifting to see how heavy it is.
- Grasp the load firmly and slide it down.

Lifting Overhead

- Lifting heavy objects overhead should be avoided.
- Use a mechanical device to raise a load from a lower to a higher level.

Awkward Objects-Chairs, etc.

- Spread your feet and BEND YOUR KNEES.
- Grasp the bottom inside and top outside corners.
- Keep your back straight and USE YOUR LEGS TO LIFT.
- Buddy-up. Get help with heavy loads.

Cylinders, barrels and drums.

Use a specialized piece of equipment such as a wheelbarrow, forklift, hand truck, dolly or other type of material handling equipment.

Use and Care of the Support Device

- Wear the support device low on your hips.
- Continuous wearing of the support device off the job may cause loss of stomach muscle tone.
- The support device will be hand washed, using mild soap and warm water. Lay it flat and dry at room temperature.

Training

- Each employee who receives a support device will attend a training program.
- Training programs will be scheduled for newly hired employees.
- The Department/Division can contact the Department of Human Resources, Insurance Division to arrange for the required training.

Disciplinary Action

- It is the responsibility of the supervisor/foreman to ensure that this Safety Policy/Procedure is being followed.
- Violations of the Safety Policy/Procedure will be noted and disciplinary action will follow the City of Las Vegas Positive Discipline Program.

	City of Las Vegas		NO:	90-1
	SAFETY POLICY/PROCEDURE		DATE:	1/90
			REVISED	2/01
			APPROVED	7/91
			REVIEWED	9/02
Scaffolds				

SCOPE:

This policy covers establishment and implementation of procedures covering the erection and use of scaffolding by City of Las Vegas employees.

PURPOSE:

To reduce serious injuries to City of Las Vegas employees in those classifications requiring the use of scaffolds.

STANDARDS:

The State of Nevada , Occupational Safety and Health Enforcement Standards 29CFR1910.28 and 29CFR1926.450 through 452.

POLICY:

For All Scaffolds

When any one of these requirements is not met, the employee will not use the scaffold and will report it to his supervisor. The supervisor will contact the City's Safety/Loss Control Officer. The Safety/Loss Control Officer will contact and work with the appropriate authority to correct any deficiencies.

General Requirements

- Scaffold braces, brackets, trusses, screw legs, ladders, etc. will be in good condition.
- Scaffold legs need to be adequately supported by base plates.
- Unstable objects such as barrels, boxes, loose bricks or concrete blocks will not be used to support scaffolds or planks.
- The unevenness of the ground will be compensated for by the use of adjustable screws.
- Scaffolds will be level and plumb at all times.

- Top and intermediate guardrails will be used on all open sides and ends of scaffolding 10 ft. in height (4 ft. in height if the minimum dimension in either direction is less than 45 inches). Toeboards will be used over 10 ft. in height.
- Ladders will be used to gain access to the desired level. While the ends of some scaffolds look like ladders, they do not meet the requirement and they will not be used to gain access.
- Overhead protection will be provided for workers on scaffolds exposed to overhead hazards.
- Anchor running scaffold to wall at least every 30 ft. in length and 26 ft. in height.
- Do not use ladders or makeshift devices on top of the scaffold to increase the height.
- Scaffold is not to be placed in the proximity of power lines unless special precautions are taken.
- Scaffolds will be properly braced by cross-bracing or diagonal braces, or both, for securing vertical members together laterally, and the cross braces will be of such length as will automatically square and align vertical members, so that the erected scaffold is always plumb, square, and rigid. All brace connections will be made secure.
- Scaffolds will be capable of supporting at least 4 times the maximum intended load.

TYPE	WEIGHT RATING	LENGTHS
Light Duty	25 lbs. per sq/ft	10
Medium Duty	50 lbs. per sq/ft	8
Heavy Duty	75 lbs. per sq/ft	6

- The employee will estimate (overestimate) the weight of individuals and tools/equipment on the scaffold, and apply the following:
 - ❖ Three 150-pound employees and 50 pounds of equipment (intended load): 500 lbs. x 4 (safety factor) = 2000 lbs.
 - ❖ Determine the type of scaffold to be used, or in use, i.e. light, medium or heavy duty.
 - ❖ Determine square footage of working platform. Scaffold lengths are standard at 10 feet, 8 feet and 6 feet. However, scaffold widths may vary from 3 feet to 5 feet.
 - ❖ Multiply the square footage by the weight rating for the type of scaffold in use to determine if the scaffold will support the intended load.

TYPE	SQUARE FOOTAGE	WEIGHT RATING	WEIGHT
Light Duty, 10' x 5'	50 sq/ft	25 lbs.	1250 lbs.
Medium Duty, 8' x 5'	40 sq/ft	50 lbs.	2000 lbs.
Heavy Duty, 6' x 5'	30 sq/ft	75 lbs.	2250 lbs.

In the above example, only a heavy duty scaffold will safely support 4 times the intended load of 2,000 pounds.

Planking

- All planking will be scaffold grade of sound quality, straight-grained and free from knots. Broken/split planking will not be walked on.
- All planking will have at least 12 inches of overlap and extend 6 inches beyond support (bearer) or be cleated at both ends.
- Do not overload scaffolds. Maximum allowable spans for nominal thickness lumber are:

<u>Span Feet</u>	<u>Load Pounds per Sq. Inch</u>
6	75
8	50
10	25

- Scaffold platforms will be fully planked.
- Scaffold planks will be secured when necessary to prevent uplift or displacement.

Manually Propelled Mobile Scaffolds

- Rolling towers will be level and plumb at all times.
- Rolling towers will be no higher than 4 times the minimum base dimension.
- Caster brakes will be applied at all times when scaffold is not being moved.
- Casters will be attached to the frame leg by pins or other suitable means.
- Rolling towers will be fully braced on both sides.
- Horizontal diagonal bracing will be used on the bottom and 20 ft. thereafter to prevent rocking.

- All frames will be locked together.
- Top and mid-guardrails (approximately 42 inches) in height and toe boards will be installed on all open sides and ends on all scaffolds over 10 feet high.
- Ladders will be used to gain access to the tower platform. The tower structure will not be climbed to gain access.
- Tower platform will be fully planked and secured in place.
- Rolling scaffolds will not be ridden.

Training

Each Division where scaffolding is used will provide their employee with training on the proper erection and care of the scaffolding annually.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	89-4
DATE:	12/89
REVISED	2/01
APPROVED	2/90
REVIEWED	9/02

Single and Multi-Piece Rim Wheels

SCOPE:

This policy covers the establishment and implementation of safe operating procedures for the servicing of single and multipiece wheels.

These servicing procedures address only the inflating, deflating, installing, removing and handling of single and multipiece rim wheels by City of Las Vegas employees. The mounting and demounting of single and multipiece rim wheels will not be done by City of Las Vegas employees, but will be done on a contractual basis by an outside vendor.

PURPOSE:

To reduce serious injuries to City of Las Vegas employees in those job classifications requiring them to service single and multipiece rim wheels.

STANDARD:

The State of Nevada , Occupational Safety and Health Enforcement Section General Industry Standard 29CFR1910.177.

POLICY:

Tire Servicing Equipment

The following equipment will be supplied at the locations, fixed or mobile, where tires are serviced:

- A clip-on chuck.
- An in-line valve with a pressure regulator.
- A sufficient length of hose between the clip-on chuck and the in-line regulator, to allow the employee to stand outside the potential path or route (trajectory) that a rim wheel component may travel during an explosive separation or sudden release of the pressurized air.
- Current charts and rim manuals containing instructions for the types of wheels being serviced will be available for employee use.

- Only tools recommended in the Rim Manuals will be used.

Safe Operating Procedure for Multipiece Wheels

Multipiece wheels are vehicle wheels consisting of two or more parts, one of which is a side or locking ring designed to hold the tire on the wheel by interlocking components when the tire is inflated. For those wheels which are serviced by City of Las Vegas employees, the following safety procedure will be followed:

- Tires will be completely deflated by removing the valve core before a wheel is removed from the axle.
- If a tire on a vehicle is under-flated but has more than 80% of the recommended pressure, the tire may be inflated while the rim wheel is on the vehicle, provided remote control inflation equipment is used and no employees remain in the trajectory during inflation.
- No attempt will be made to correct the seating of side and lock rings by hammering, striking, or forcing the components while the tire is pressurized.
- Cracked, broken, bent or otherwise damaged rim components will not be reworked, welded, brazed, or otherwise heated.
- Whenever multipiece rim wheels are being handled, employees will stay out of the trajectory unless the employer can demonstrate that performance of the servicing makes the employee's presence in the trajectory necessary.
- No heat will be applied to a multipiece wheel or wheel component.
- Tires will be mounted only on compatible wheel mating head diameter and width.

Safe Operating Procedure for Single Piece Wheels

Single piece wheels are vehicle wheels consisting of one part designated to hold the tire on the wheel when the tire is inflated. It does not include wheels used on automobiles or pickup trucks, and vans utilizing automobile tires or truck tires designated "LT" (Light Truck). For those tires serviced by City of Las Vegas employees, the following safety procedures will be followed:

- Tires will be inflated only when contained within a restraining device, positioned behind a barrier, or bolted on the vehicle with the lug nuts fully tightened.
- Tires will not be inflated when any flat, solid surface is in the trajectory and within one foot of the sidewall.
- Employees will stay out of the trajectory when inflating a tire.
- Tires will not be inflated to more than the inflation pressure stamped in the sidewall unless a higher pressure is recommended by the manufacturer.

- Heat will not be applied to a single piece wheel.
- Cracked, broken, bent, or otherwise damaged wheels will not be reworked, welded, brazed, or otherwise heated.
- Tires will be mounted only on compatible wheel of mating head diameter and width.

Safe Operating Procedure for Tires on Automobiles, Pick-up Trucks, Vans, or Tires Designated "LT" (Light Truck)

For the above tires, the following safety procedure will be followed:

- A tire changing machine will be used to mount, demount, inflate and/or deflate tires.
- The rim hold down device will remain in place throughout the entire demounting, mounting and inflation procedure.
- Tires will be completely deflated by removal of the valve core before demounting.
- Mounting and demounting of tires will be done only from the narrow ledge side of the wheel. Care will be taken to avoid damaging the tire beads.
- Tires will be mounted only on compatible wheel of mating bead diameter and width.
- If a bead expander is used, it will be removed before the valve core is installed, and as soon as the rim wheel becomes airtight.
- Tires will not be inflated to more than the inflation pressure stamped in the sidewall unless a higher pressure is recommended by the manufacturer.
- Employees will stay out of the trajectory when tire is being inflated.
- Heat will not be applied to a single piece wheel
- Cracked, broken, bent or damaged wheels will not be reworked.
- Non-flammable rubber lubricant will be applied to bead and wheel mating surfaces before assembling the rim wheel, unless the tire or wheel manufacturer recommends against the use of any rubber lubricant.

Training Program

- A training program will be provided to those City of Las Vegas employees who service single, multipiece and automobile tires.

- Training will consist of instruction in the correct procedure of servicing the type of wheel being serviced and the safe operating procedures described in this policy.
- Annually, the supervisor will evaluate the employee's ability to safely service the types of wheels in use.
- The attached evaluation form will be used for this purpose. The original will be maintained at the site, and a copy forwarded to the Insurance Division for review.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	87-5.0
DATE:	10/87
REVISED	5/07
APPROVED	6/07
REVIEWED	5/07

Street Barricades

SCOPE:

This policy/procedure provides guidelines for the safe work practices when working in the public right of way or City alleys.

PURPOSE:

To ensure City of Las Vegas employees are protected to the greatest degree possible when performing work in the public right of way.

STANDARD:

US Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD), 2003 Edition or latest revision, State of Nevada , Occupational Safety and Health Administration, Construction Industry Standard 29 CFR 1926.200 through 203 and ANSI/ISEA 107-204.

POLICY:

- No employee will work in or alongside a public right of way or alley without the protection of traffic cones, barriers, warning flags, signs, or lights placed in accordance with the MUTCD.
- For daytime use, safety vests shall meet the requirements of Class 2 garments and for nighttime use, safety vests shall meet the requirements of Class 3 garments per ANSI/ISEA 107.204.

NOTE: Regardless of the area of material used, a sleeveless garment or vest alone shall not be considered Class 3.

- During the months of March through October, consideration must be given for the health effects that can be caused by elevated ambient temperatures. During these months, Class 2 mesh vests will be allowed to be worn during daytime and nighttime operations.
- A flag person will be used when required and they will be trained and certified.
- Arrow boards will be maintained in good repair with all lights illuminated and maintained clean and highly visible.

- Vehicles that perform “stop and go” or moving/mobile operations that require a wide turn radius or make sudden turns or stops will be appropriately signed on the rear of the vehicle.
- All slow moving vehicles will display the slow moving vehicle emblem on the rear.

Training

Each Division will provide annual training to their employees on the proper practices required to set street barricades. The Division will forward training documentation to Human Resources, Insurance Services.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	xxx
DATE:	xxx
REVISED	xxx
APPROVED	xxx
REVIEWED	xxx

Tree Trimming and Removal

Could not find this policy in the old manual.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	3-02
DATE:	6/03
REVISED	3/03
APPROVED	7/03
REVIEWED	7/03

Trailer Towing

SCOPE:

To provide guidelines in the inspection of trailer hitches.

PURPOSE:

To reduce the potential damage to City of Las Vegas equipment.

STANDARD:

State of Nevada , Motor Vehicle Code.

POLICY:

- There is a lot more to towing a trailer than just hitching up and taking off down the road. Tow vehicles must be compatible with hitching, braking and wiring systems to ensure safety.
- Trailer types range from no brakes to surge brakes, electric brakes and hydraulic brakes with a pull cord or air brakes.
- For a trailer with a load weight of more than 1500 pounds, a separate braking system and a breakaway switch located on the tongue is required to activate the trailer brakes in the event the trailer separates from the tow vehicle.
- Ball mounted attachments are to be removed and stored in the vehicle between uses. The operator will be responsible for storing and maintaining the ball mount attachments in good condition. Fleet and Transportation Services will replace the ball mount attachments when, in their opinion, the unit has reached its end of service life. Missing, stolen or damaged units will be replaced at the Department/Division's expense. Ball mount attachments will be replaced upon request accompanying a Vehicle/Equipment Accident Investigation form signed by the supervisor.
- To ensure safe operation, the Pre-Departure Safety check list will be completed prior to each use. All defects must be reported to your supervisor and Fleet and Transportation Services. The unit will be tagged out of service until the defects are corrected.

- When the weight of the trailer and its load are less than 10,000 pounds and the towing vehicle is greater than 26,001 pounds a Class B Commercial Drivers License (CDL) is required.
- When the weight of the trailer and its load exceeds 10,001 pounds and the towing vehicle is greater than 26,001 pounds a Class A Commercial Drivers License (CDL) is required.

**TRAILER TOWING
PRE-DEPARTURE SAFETY CHECKLIST**

- ☐ Inspect tires for correct tire pressure with a tire pressure gauge. Visually inspect wheel lug nuts to ensure they are present on the tow vehicle and trailer.
- ☐ Be sure that the hitch, coupler, draw bar and other equipment that connects the trailer and the tow vehicle are properly secured and adjusted.
- ☐ Ensure the wiring harness is properly connected – not touching the road, but loose enough to make turns without disconnecting or damaging the wiring.
- ☐ Make sure all running lights, brake lights, turn signals and hazard lights are working.
- ☐ Verify that the brakes on the tow vehicle and trailer are operating correctly.
- ☐ Ensure all items are securely fastened/secured on and in the trailer.
- ☐ Be sure that the trailer jack, tongue support and any attached stabilizers are raised and locked in place.
- ☐ Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side.
- ☐ Check side and rearview mirrors to make sure you have good visibility.
- ☐ Safety chains (2) with hooks (2). When connected, safety chains should have some slack to permit sharp turns but should not drag on the road. They should cross under the trailer tongue to help prevent the tongue from dropping to the road in the event the trailer separates from the tow vehicle.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	95-1
DATE:	3/95
REVISED	11/06
APPROVED	12/06
REVIEWED	11/06

Use of Cellular Phones and Computers

SCOPE:

To establish guidelines for City of Las Vegas employees to follow when using cellular phones while operating motor vehicles.

PURPOSE:

To reduce the risk of bodily injury and property damage due to vehicular accidents.

STANDARDS:

Nevada Revised Statutes, Chapter 484.

POLICY:

The following procedures shall be used by all City of Las Vegas employees for receiving incoming and making outgoing calls on cellular phones.

If it is not possible, the following procedure applies:

- Receiving incoming calls:
 - ❖ Answer the call and advise the caller to hold.
 - ❖ Safely pull to the side of the road.
 - ❖ Place vehicle in park.
 - ❖ Respond to the caller.
- Making outgoing calls:
 - ❖ Calls WILL NOT be initiated until the vehicle has been pulled safely to the side of the road and the vehicle has been placed in park.
 - ❖ Use of headsets is prohibited. While these devices allow the operator of the vehicle to have both hands free, the operator of the motor vehicle is still distracted by communicating with the caller lessening their ability to concentrate on roadway hazards.

Training

- Information on this policy shall be made available every 2 years to those drivers required to attend the City's Defensive Driving Training.
- See Chapter II of the Safety/Loss Control Manual regarding Defensive Driving and Remedial Driver Training attendance requirements.

Discipline

- Failure to follow this Safety Policy/Procedure will result in disciplinary action and in accordance with City of Las Vegas policies and procedures.



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	90-4
DATE:	2/90
REVISED	8/05
APPROVED	7/91
REVIEWED	8/05

Welding and Cutting

SCOPE:

To provide guidelines for the safe operation of welding and cutting operations.

PURPOSE:

To reduce City of Las Vegas' employee exposure during welding and cutting operations.

STANDARD:

State of Nevada , Occupational Safety and Health Enforcement Section, General Industry Standard 29CFR1910.252 through 29CFR1910.255 and Construction Industry Standards 29CFR1926.350 through 354.

POLICY:

General Requirements for Storage of Compressed Gas Cylinders

- Compressed gas cylinders will be labeled to identify the gas content with either the chemical name or the trade name of the gas.
- Compressed gas cylinders will be kept away from heat sources or where they might become part of an electrical circuit.
- Compressed gas cylinders when stored inside buildings will be:
 - ❖ In designated areas away from elevators, stairways or passageways;
 - ❖ In well ventilated areas;
 - ❖ In a dry location;
 - ❖ At least 20 feet from combustible materials; and
 - ❖ With the valve protection cap in place.
- Acetylene compressed gas cylinders will be stored valve end up and should NEVER be laid on their side.

- Oxygen compressed gas cylinders will be separated from fuel-gas cylinders or combustible materials by either:
 - ❖ A minimum of 20 feet; or
 - ❖ A non-combustible barrier at least 5 feet high, having a fire resistance rating of at least one-half hour.

Operating Procedures for Oxygen-Fuel Gas Systems

- Compressed gas cylinders, cylinder valves, couplings, regulators, hoses and apparatus will be kept free from oily or greasy substances.
- Compressed gas cylinders will not be dropped or permitted to strike each other violently.
- Valve-protection caps will not be used for lifting purposes nor will bars be placed under valves or through valve protection caps to pry cylinders loose.
- Compressed gas cylinders not having fixed hand wheels will have keys, handles, or non-adjustable wrenches ON the valve stems while the cylinder is in service.
- Compressed gas cylinder valves will be closed:
 - ❖ Before moving cylinder;
 - ❖ When work is finished; and
 - ❖ When the cylinder is empty.
- Compressed gas cylinders will never be used as rollers or supports.
- Compressed gas safety devices in cylinders or valves will not be tampered with.
- Compressed gas cylinder valves will not be opened by the use of a hammer or wrench if valves cannot be opened by hand, the supplier will be contacted.
- Before connecting a regulator to a cylinder valve, the valve will be opened slightly and closed immediately to check the valve's function.
 - ❖ Stand to one side.
 - ❖ Never crack a fuel gas cylinder near other welding work or other sources of ignition.
 - ❖ When leaky valves or fittings are found which cannot be stopped by closing the valve, the cylinder will be taken outdoors away from sources of ignition and slowly emptied.
- Acetylene cylinder valves will not be opened more than one and one-half turns and preferably no more than three-fourths of a turn.
- Flash-back (check valve) protection will be provided by an approved device that will prevent flame from passing into the fuel-gas system.

- Hose(s) showing leaks, burns, worn places or other defects will be replaced.

General Requirements for Arc Welding/Cutting Systems

- Employees designated to operate equipment will be properly instructed and qualified to operate the equipment.
- Terminals for welding leads will be protected from accidental electrical contact by employees or metal objects by dead-front receptacles for plug connections; recess openings with non-removable covers; heavy insulating sleeves or taping.
- Chains, wire ropes, cranes, hoists and elevators will not be used to carry welding current.
- The work lead will be firmly attached to the work, clamped and will be free of metal particles on the contact surface(s).
- Grounding of the welding machine frame will be checked.
- Electrode holders when not in use will be placed so they cannot make electrical contact with persons, conducting objects or compressed gas cylinders.
- Electrodes will be removed from the holder when the unit is not in use.
- Cables with splices within 10 feet of the holder will not be used.
- Welding electrode cables will not be coiled or looped around the welders' body.
- Machines that have become wet will be thoroughly dried and tested before being used.
- All equipment defects or safety hazards will be reported to the operator's supervisor. Repairs to equipment will be made only by qualified personnel.

Fire Prevention and Protection

- If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity will be taken to a safe place.
- If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards will be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.
- Restrictions: If the requirements stated in (A) and (B) cannot be followed then welding and cutting will not be performed.

- When the nature of the work to be performed falls within the scope of (B), certain additional precautions will be necessary:
 - ❖ Wherever there are floor openings or cracks in the flooring that cannot be closed, precautions will be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions will be observed with regard to cracks or holes in walls, open doorways and open or broken windows.
 - ❖ Suitable fire extinguishing equipment will be maintained in a state of readiness for use.
 - ❖ A fire watch will be required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:
 - Combustible material, in building construction or contents, closer than 35 feet to the point of operation.
 - Combustibles are more than 35 feet away but are easily ignited by sparks.
 - Wall or floor openings within a 35-foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
 - Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
 - The fire watcher will have fire extinguishing equipment readily available and be trained in its use. They will be familiar with facilities for sounding an alarm in the event of a fire. They will watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A fire watch will be maintained for a least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.
 - Before cutting or welding is permitted, the area will be inspected by the individual responsible for authorizing cutting and welding operations. He will designate precautions to be followed in granting authorization to proceed by completing the Hot Work Permit (See Appendix A).
 - Where combustible materials such as paper clippings, wood shavings, or textile fibers are on the floor, the floor will be swept clean for a radius of 35 feet. Combustible floors will be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wet down, personnel operating arc welding or cutting equipment will be protected from possible shock.
 - Cutting or welding will not be permitted in the following situations:
 - In areas not authorized by the supervisor.

- In sprinklered buildings while such protection is impaired.
 - In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dusts with air), or explosive atmospheres that may develop inside uncleaned or improperly prepared tanks or equipment.
 - In areas near the storage of large quantities of exposed, readily ignitable materials.
- Where practicable, all combustibles will be relocated at least 35 feet from the work site. Where relocation is impracticable, combustibles will be protected with flameproof covers or otherwise shielded with metal, guards or curtains.
 - Ducts and conveyor systems that might carry sparks to distant combustibles will be shut down.
 - Where cutting or welding is done near walls, partitions, ceiling or the roof of combustible construction, fire-resistant shields or guards will be provided to prevent ignition.
 - If welding is to be conducted on a metal wall, partition, ceiling or roof, precautions will be taken to prevent ignition of combustibles on the other side, due to conduction or radiation, preferably by relocating combustibles. Where combustibles are not relocated, a fire watch on the opposite side from the work will be provided.
 - Welding will not be attempted on a metal partition, wall, ceiling or roof having combustible covering nor on walls or partitions of combustible sandwich-type panel construction.
 - Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs will not be undertaken if the work is close enough to cause ignition by conduction.
 - The Supervisor will:
 - ❖ Be responsible for the safe handling of the cutting or welding equipment and the safe use of the cutting or welding process.
 - ❖ Determine what combustible materials and hazardous areas are present or likely to be present in the work location.
 - ❖ Protect combustibles from ignition by the following:
 - Have the work moved to a location free from dangerous combustibles.
 - If the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition.
 - See that cutting and welding are so scheduled that operations that might expose combustibles to ignition are not started during cutting or welding.
 - ❖ Issue authorization for the cutting or welding operations.

- ❖ Determine that the cutter or welder assures his approval that conditions are safe before going ahead.
- ❖ Determine that fire protection and extinguishing equipment are properly located at the site.
- ❖ Where fire watches are required, he will see that they are available at the site.

Employee Protection

- Helmets will be used by the welder during all arc welding and cutting operations.
- Goggles will be used by the welder during all gas welding or oxygen cutting operations.
- Helpers will be required to wear proper eye protection. The following guide will be followed to select the proper shade number for the lenses to be used:

<u>Welding Operation</u>	<u>Shade No.</u>
Shielded metal-arc welding:	
1/6, 3/32, 1/8, 5/32-inch electrodes.....	10
Gas-shielded arc welding (non-ferrous)	
1/16, 3/32, 1/8, 5/32-inch electrodes.....	11
Gas-shielded arc welding (ferrous):	
1/16, 3/32, 1/8, 5/32-inch electrodes.....	12
Shielded metal arc welding:	
3/16, 7/32, 1/4-inch electrodes.....	12
5/16, 3/8-inch electrodes.....	14
Atomic hydrogen welding.....	10-14
Carbon arc welding.....	14
Soldering.....	2
Torch brazing.....	3 or 4
Light cutting, up to 1 inch.....	3 or 4
Medium cutting, 1 inch to 6 inches.....	4 or 5
Heavy cutting, 6 inches and over.....	5 or 6
Gas welding (light) up to 1/8 inch.....	4 or 5
Gas welding (medium) 1/8 inch to 1/2 inch....	5 or 6
Gas welding (heavy) 1/2 inch and over.....	6 or 8

- Workers adjacent to the welding areas will be protected from the rays by non-combustible or flameproof screens or shields or will wear the appropriate goggles.

- The appropriate protective clothing will be worn during welding and cutting operations.
- When working in confine spaces, City of Las Vegas Safety Policy/Procedure No. 90-5 will be followed.

Ventilation and Health Protection

Ventilation

- When welding screens are used, they will be so mounted that they are about 2 feet above the floor so as not to restrict the ventilation.
- Mechanical ventilation will be provided when welding and cutting is preformed indoors on materials containing the following compounds:
 - ❖ Fluxes, coverings, or other materials which contain fluorine;
 - ❖ Zinc-bearing base or filler metals or metals coated with zinc-hearing materials;
 - ❖ Lead-base metals;
 - ❖ Beryllium-containing base or filler metals;
 - ❖ Cadmium-bearing or cadmium coated;
 - ❖ Metals coated with mercury-bearing materials including paints;
 - ❖ Cutting of stainless steel;
 - ❖ In a space of less than 10,000 cubic feet per welder;
 - ❖ In a room having a ceiling height of less than 16 feet; and
 - ❖ In confined spaces.
- Ventilation will be at the minimum rate of 2,000 cubic feet per minute per welder, except where local exhaust hoods or fixed enclosures are provided.
 - ❖ Local exhaust hoods are:
 - Freely movable hoods intended to be placed by the welder as near as practicable to the work being welded and provided with a rate of airflow sufficient to maintain a velocity in the direction of the hood of 100 linear feet per minute in the zone of welding when the hood is at its most remote distance from the point of welding. The rates of ventilation required to accomplish this control velocity using a 3-inch wide flanged suction opening are shown in the following:

<u>Welding Zone</u>	<u>Minimum Air Flow/CFM*</u>	<u>Duct Diameter Per Sq. Inch²</u>
4 to 6 inches from arc or torch	150	3
6 to 8 inches from arc or torch	275	3-1/2
8 to 10 inches from arc or torch	425	4-1/2
10 to 12 inches from arc or torch	600	5-1/2

*Cubic Feet Per Minute

¹ When brazing with cadmium bearing materials or when cutting on such materials, increased rates of ventilation may be required.

² Nearest half-inch duct diameter based on 4,000 feet per minute velocity in pipe.

- ❖ Fixed enclosure: A fixed enclosure with a top and not less than two sides which surround the welding or cutting operations and with a rate of airflow sufficient to maintain a velocity away from the welder of not less than 100 linear feet per minute.
- Oxygen will NEVER be used for ventilation.

Health Protection

Local exhaust or general ventilating systems will be provided and arranged to keep the amount of fumes, gases or dust below the maximum allowable concentration as specified in Subpart Z, 29CFR1910.1000 or the latest edition of the American Conference of Governmental Industrial Hygienist (ACGIH), Threshold Limit Values and Biological Exposure Indices.

Prohibition

NO welding, cutting or other hot work will be performed on used drums, barrels, tanks or other containers.

Personal Protective Equipment

Division Managers, which require welding and cutting activities will ensure that the appropriate personal protective equipment (PPE) is provided and used according to their Division's Personal Protective Equipment Assessment. See Safety Policy/Procedure 01-1.

Training

Division Managers which require welding and cutting activities will provide annual training to those employees engaged in welding and cutting operations.

APPENDIX A

WARNING!

HOT WORK IN PROGRESS

WATCH FOR FIRE!

REQUIRED CHECKLIST

- ☐ Available sprinklers, hose streams and extinguishers are in service/operable.
- ☐ Hot Work equipment in good repair.

REQUIREMENTS WITHIN 35 FEET OF WORK

- ☐ Flammable liquids, dust, lint and oily deposits removed.
- ☐ Explosive atmosphere in area eliminated.
- ☐ Floors swept clean.
- ☐ Combustibles floors wet down, covered with damp sand or fire-resistive sheets.
- ☐ Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields.
- ☐ All wall and floor openings covered.
- ☐ Fire-resistant tarpaulins suspended beneath work.

WORK ON WALLS OR CEILINGS

- ☐ Construction is noncombustible and without combustible covering or insulation.
- ☐ Combustibles on other side of walls moved away.

WORK ON ENCLOSED EQUIPMENT

- ☐ Enclosed equipment cleaned of all combustibles.
- ☐ Containers purged of flammable liquids/vapors.

FIRE WATCH/HOT WORK AREA MONITORING

- ☐ Fire Watch will be provided during and for 30 minutes after work, including any breaks.
- ☐ Fire Watch is supplied with suitable extinguishers.
- ☐ Fire Watch trained in use of this equipment and sounding alarm.
- ☐ Fire Watch is required for adjoining areas, above and below.
- ☐ Monitor Hot Work area 4 hour after job is completed.
- ☐ Other precautions taken. _____

INSTRUCTIONS

1. Employees doing Hot Work: Indicate time started and post permit at Hot Work location. After Hot Work, indicate time completed and leave permit posted for Fire Watch.
2. Fire Watch: Prior to leaving area, do final inspection, sign and leave permit posted and notify supervisor.
3. Final inspection, sign and return permit to supervisor.

Hot Work being done by:

☐ Employee ☐ Contractor: _____

Date Location/Building & Floor: _____

Nature of Job: _____

Name of Person Doing Hot Work: _____

Signed: _____

Time Started _____ AM PM Time Finished _____ AM PM

Permit Expires: Date _____ Time _____ AM PM

FIRE WATCH SIGN OFF

Work area and all adjacent areas to which sparks and heat have spread were inspected during the Fire Watch period and were found fire safe.

Signed _____

FINAL CHECKUP

Work area was monitored and found fire safe.

Signed _____

**THIS PERMIT IS TO BE RETURNED TO THE SUPERVISOR AND KEPT ON FILE
BY THE DIVISION WHICH IS DOING THE HOT WORK**



City of Las Vegas

SAFETY POLICY/PROCEDURE

NO:	xxx
DATE:	xxx
REVISED	xxx
APPROVED	xxx
REVIEWED	xxx

Working Outdoors in Warm Climates

SCOPE:

This policy covers the establishment of safe operating procedures for employees that perform work outdoors when exposed to heat and sun hazards.

PURPOSE:

To ensure City of Las Vegas employees are protected from heat stress and heat stroke hazards when performing work outdoors in warm climates.

POLICY:

All employees must be familiar with the potential hazards associated with working in warm outdoor climates as listed below:

SUN - Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. There are no safe UV rays or safe suntans. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features: numerous, irregular, or large moles; freckles, fair skin; or blond, red, or light brown hair.

Methods to block those harmful rays:

- Cover up. Wear loose-fitting, long-sleeved shirts and long pants.
- Use sunscreen with a sun protection factor (SPF) of at least 30. Be sure to follow application directions on the bottle or tube.
- Wear a hat. A wide brim hat, not a baseball cap, works best because it protects the neck, ears, eyes, forehead, nose and scalp.
- Wear UV-absorbent sunglasses (eye protection). Sunglasses should block 99 to 100 percent of UVA and UVB radiation.
- Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m.

HEAT – The combination of heat and humidity can be a serious health threat during the summer months. If you work outside, you may be at increased risk for heat-related illness.

Take precautions:

- Drink small amounts of water frequently.
- Wear light-colored, loose-fitting, breathable clothing – cotton is good.

- Take frequent short breaks in the shade.
- Eat smaller meals before work activity.
- Avoid caffeine and alcohol or large amounts of sugar.
- Work in the shade, when possible.
- Find out from your health care provider if your medications and heat don't mix.
- Know that equipment such as respirators or work suits, such as Tyvek, can increase heat stress.
- Temperatures are highest between 10 a.m. and 4 p.m. so a heavy workload should be limited between these time periods when possible.

If excessive heat warning is issued, workers must be protected from heat-related illness.

There are three kinds of major heat-related disorders – heat cramps, heat exhaustion, and heat stroke, which can be fatal. You need to know how to recognize each one and what first aid treatment is necessary.

Symptoms of heat exhaustion include:

- * Headaches, dizziness, lightheadedness or fainting
- * Weakness and moist skin.
- * Mood changes such as irritability or confusion.
- * Upset stomach or vomiting.

Symptoms of heat stroke include:

- * Dry, hot skin with no sweating.
- * Mental confusion or losing consciousness.
- * Seizures or convulsions.

Training

Each Division will ensure that all employees in those job classifications that work outdoors are trained annually to protect themselves. The Division will forward all safety training documentation to Insurance Services Division.