



*Employee*

*Handbook*

*ON*

*Safety*

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## **THE CITY OF BEAUMONT SAFETY AND HEALTH POLICY STATEMENT**

**The City Of Beaumont recognizes its responsibility and accountability for the protection of employees and the preservation of property and equipment. As such, it is the City Of Beaumont's policy to utilize safeguards and procedures which will minimize risks of personal injury and loss of, or damage to, property and equipment during the performance of employee's duties within the City.**

**Each manager and supervisor is answerable for the safety and safe work conduct of all employees under their supervision. The City Of Beaumont strives to provide and maintain a safe and healthful work environment where hazards are identified, analyzed and eliminated or controlled and supplemented by a pro-active and aggressive safety and health program. Each employee is instructed to comply with the safety and health laws and regulations as they apply to their respective operations.**

**Each employee is expected to observe established safe practices, use the safety equipment and devices provided and conduct themselves in a manner which assures their safety and that of their fellow employees. All employees are responsible for assisting in the safety and health program by participating in training activities and immediately reporting any unsafe practices, procedures or conditions observed to their Manager, Supervisor or Foreman.**

**Commitment to and participation in this program by employees is essential to the success of this program. Recommendations to improve the Safety and Health Programs are encouraged. It is the responsibility of each employee to prevent personal injury. This responsibility requires learning to do our work without accident or injury to ourselves or others. Everyone is encouraged to use and share our safety practices with their families while away from work so as to eliminate off the job injuries.**

## **GENERAL RESPONSIBILITIES**

1. Be sure you understand what must be done before you begin a job. Think it through and plan your actions. If any point is not clear, ask your supervisor.
2. Get all the tools required to do a job properly and safely. This includes any type of protective equipment the job requires.
3. Make sure that equipment guards are in place and the work area is clean and unobstructed.
4. Work at a prudent speed; foolish hurry is dangerous.
5. Obey all warning signs and tags.
6. Follow recommended work procedures; and avoid short cuts or other unapproved actions.
7. When any defects or malfunction of equipment or any other unsafe condition is detected, report it to your supervisor.
8. Make suggestions that you believe will assist in a safe performance of your job.
9. Report all accidents to your supervisor, whether injury occurs or not.
10. Report all injuries for treatment; cuts and scratches can become infected unless cared for.
11. Never allow children to play in, or other persons to stand around in, the area where you are working.
12. Barricade, flag or otherwise secure your work area when your activities could come in conflict with, or create hazard to, others.
13. Never indulge in pranks, practical jokes or horseplay.

## HOUSEKEEPING

1. Keep work area clean. Pick up or clean up all materials that might cause a person to trip and fall or slip and fall.
2. Empty trash containers regularly to avoid trash overflow.
3. Avoid stringing hoses and wires across aisles, doorways and stairs.
4. Store materials in an orderly manner and do not allow them to project into or block the walkway. Boxes stacked more than two tiers high should be cross-tied.
5. When storing bagged material, cross-tie the first four layers, and allow a one-bag set-back for each layer above the fourth.
6. Stack pipes on racks when possible. If not possible, use chocks to prevent them from spreading.
7. Never allow materials to block fuse panels, fire extinguishers or other emergency equipment or exits.
8. Remove or hammer down protruding nails before stacking used lumber.
9. Use a dust pan and a cardboard pusher to pick up larger particles of broken glass. Never use your bare hands. A broom and a dust pan can be used to remove the smaller particles, but a vacuum cleaner is better.
10. When a slippery substance such as grease, oil or water is spilled on the floor, clean it up quickly. If immediate cleanup is not possible, spread sand or a commercial absorbent on it, or place a chair over it until it can be cleaned up.

## CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

1. Wear goggles when grinding, welding, cutting, chipping or handling molten metal; or when doing other work dangerous to the eyes.
2. Use screens where necessary to protect other persons from flying chips or harmful rays (as in welding).
3. When working on or near machinery, don't wear worn or ragged clothing; keep outer clothing fastened. Keep dangling rags out of pockets.
4. Remove rings and watches before starting work. They may look good, but wearing them at work is dangerous to hands and fingers.
5. Keep your shoes repaired--especially the soles. (Use safety toe shoes if required.)
6. Wear gloves when handling rough material. Don't wear gloves when operating machinery unless your supervisor tells you to. (Hand injuries occur in gear in-running operations.)
7. Don't wear oil-soaked clothing that may catch fire. Don't carry oily waste in pockets. Especially keep oily waste and oil away from oxy-acetylene welding equipment.
8. Wear hard hats when there is danger from falling objects.
9. When working with corrosive, irritating, hot or cold substances, acids or caustics--wear rubber or asbestos gloves, suits, aprons, leggings, boots, cut-type goggles, respirators and face shields.
10. Wear safety shoes on all construction jobs or when handling heavy materials.
11. Keep sleeves and collars buttoned and wear a respirator when handling cement, lime, or other dusts, or when doing other jobs which contaminate the air with matter (such as spray painting, sand-blasting etc.)
12. Wear proper clothing covering all parts of the body when welding, cutting or working on chemical and steam lines.
13. Use safety belts and life lines when working where scaffolding or staging isn't practical (such as running pipes or ducts along open roof trusses and working on unguarded catwalks.)

## MATERIALS HANDLING

Of all disabling injuries suffered by American workers, almost 25% are caused by improper handling of materials--more than from any other single source. Thus the need for care and knowledge of the job in handling materials is obvious.

1. When carrying long objects such as pipes or ladders around corners or through doors, watch the ends and, when possible use two men.
2. When handling pipes, ducts, or other materials be careful not to catch fingers and hands between the materials, the floor or other objects.
3. Work clear of suspended loads. If a load is moved above where you are working, step aside until it passes by.
4. Pipes or ducts should be securely tied to prevent movement when carried by elevators or hoists.
5. Remove piping from stock piles carefully to prevent sudden movement of other pipes.
6. Empty carboys containing acid or caustic liquids only with an inclinor or with a pump which draws the liquid from the bottle without causing either suction or pressure in the bottle.
7. Examine cables, chains or ropes carefully before using them. Throw away cables with kinks or broken wires, chains cracked or sprung links, and ropes that have been burned, cut, subjected to acid, weather or that are defective in any other way.
8. When long objects, such as planks and pipes, are carried on a man's shoulder, the front end should be lower.
9. When two or more persons carry a long object, all should carry it on the same shoulder (right or left) and walk in step.
10. When stacking material with other persons, work together to prevent pinched fingers.
11. Most fine materials are explosive when suspended in air in proper concentrations. Releasing such dusts in the presence of ignition sources may be dangerous. Many dusts are irritating to the eyes, skin and throat, and protective clothing, goggles, and respirators should therefore be worn.
12. In going from a warm to a cold room, goggles or glasses may fog up. Use an anti-fogging agent on glasses, periodically.
13. Objects or materials should not be thrown in work areas.

## LIFTING AND MOVING OBJECTS

Hernias and back strain are not usually caused by one large effort in lifting a heavy object. The average person could try to lift the biggest building in town once in his lifetime and probably never suffer any effects of hernia.

However, continued extreme exertion, especially when done in an improper manner, is likely to result eventually in a hernia or back strain. Both are the result of over-stretching certain muscles and usually can be avoided by lifting the correct way.

1. Be sure you have a good footing, then lift with a smooth, even motion; don't jerk on a load.
2. Remove greasy substances from the hands before lifting. Get a good hand hold. Don't shift or re-adjust the grip after raising the load.
3. Before lifting a heavy object, shift the object or your body until you can make a straight lift. Never lift while in an awkward position.
4. When lifting or putting down a load, keep your arms and back straight as possible, keep your feet shoulder width, get your body over the load, bend your knees, then lift with the muscles in your legs, using back muscles as little as possible.
5. Ask for help when the load is too heavy, bulky or awkwardly shaped to be handled (lifted, shifted or rolled) safely by one person.
  - a. When two or more persons lift together, one of them should give all signals.
  - b. Hands, feet and other parts of the body should be in the clear when rollers or skids are being used. One person should handle the rollers or skids.
6. When placing an object on floor or platform, put one corner down first, to avoid pinching fingers.

### **Before moving an object, ask yourself these questions.**

1. Do I have the right tools for moving or lifting the load? (hooks, ropes, slings, levers, etc.)
2. Do I have proper personal protective equipment, such as safety shoes, goggles, gloves or aprons?
3. Is the path through which I will move material free from stumbling and tripping hazards? Free from electric wires and equipment that could contact me or the object I'm working?
4. Are there any special instructions I should get from my supervisor?
5. Are there other workers in the same area I should watch for?
6. Is there enough light along the path I will travel?
7. Are there doors and stairs to watch out for en route?

## **LADDERS (General)**

1. When you must climb, use a ladder -- never use boxes, shelves or other makeshift devices.
2. Select a ladder of the proper length to do the job. Never try to extend a ladder by splicing two ladders together or setting a ladder on boxes, barrels or other objects.
3. Use wooden or plastic-fiber ladders when working near live electrical lines -- do not use metal ladders.
4. Always face the ladder, going up and coming down, and keep a firm grip on the ladder.
5. Keep the area at the base of the ladder clear and free from tools and debris.
6. Before climbing a ladder, check the rungs or steps, and the side rails for cracks, weathering or other damage. Check the joints for tightness. If it is unsteady and wobbles or sways back and forth, get another ladder.
7. Never paint a ladder because this could hide defects in the rails, rungs or steps.
8. Before discarding a weak or damaged ladder, cut it up to prevent anyone else from trying to salvage it for use.
9. Keep shoe-soles and ladder rungs free from mud, ice, snow or grease.
10. When reaching to the side on a ladder, do not over-reach; get down and move the ladder.
11. Allow only one person at a time on a ladder.

## **STEP LADDERS**

1. Open step ladders to full width and make sure the spreader bar is fully extended and locked.
2. Make sure the surface it is placed upon is firm and level before climbing a step ladder.
3. Do not climb any higher than the second step from the top of a step ladder.
4. Never straddle the top of a step ladder (i.e., placing one foot on the second step from the top and the other on the work shelf). The work shelf is designed to hold about 25 lbs.
5. Never use a step ladder as a straight ladder (in the folded position).

## **STRAIGHT LADDERS**

1. Make sure the ladder is on a firm, level surface with the base of the ladder one-fourth the ladder's length away from the wall, or from point directly under the top support.
2. Secure the base of the ladder by nailing a cleat at the ladder's foot, or if it is outside, by dividing a stake in the ground and securing the base of the ladder to the stake.
3. If the ladder is equipped with safety feet, make sure they are properly positioned to prevent the base from slipping.
4. If the ladder is used to gain access to a roof or a platform, it should extend at least 3 ½ feet above that surface, and should be anchored or tied securely at the point of contact.
5. Extension ladders should not have more than three sections, and when extended, should not be longer than the stated standards. Each section should be moved with a rope and pulley and should have two automatic locks.

## **SCAFFOLDS**

1. Scaffold materials should be straight-grained, free from cracks, large knots or other defects.
2. Use diagonal bracing to prevent upright posts from swaying.
3. There should be guardrails and toe boards along the edges of all scaffold platforms 10 feet or more above ground, except platforms covering all the floor space in rooms, or on platforms where life belts or lines are used.
4. Platforms or scaffolds built for use by other workmen should be thoroughly examined before being used.
5. Build runways or ladders to perform 5 feet or more in height.
6. Tie up swing scaffolds to prevent swaying.
7. Be sure you have overhead protection when men are working above you.
8. Keep scaffolds free of trash, snow, ice and other hazards.
9. Use life lines and safety belts on hanging swing scaffolds.
10. Check cables and ropes of hanging scaffolds before and during use.

## MANUAL TOOLS

### **Wrenches**

1. Be sure wrenches are adjusted to fit tightly. Use only correct size end or box wrenches.
2. Pull, don't push, when using a wrench.
3. Don't tighten a nut or bolt too much. You may strip the threads or snap the bolt.
4. When stooping and using a wrench or when using large wrenches on heavy work, brace yourself to avoid slipping or being thrown off balance. When using a wrench lying on your back, don't let it slip and hit your face.
5. Never hit a wrench with a hammer unless the wrench is made for striking.
6. Don't use a pipe or another wrench extension on a wrench handle to increase leverage. This often causes stripped threads, broken bolts, sudden loosening of nuts or bolts, slipping of the pipe from the wrench, and broken wrenches and fingers.
7. When pulling on a wrench above you, stand out of its line.
8. Place wrenches so that the pull will be on the stationary jaw.

### **Screwdrivers**

1. Don't use screwdrivers with broken or rounded points or bent shafts.
2. When using a screwdriver, place work on a solid object; never hold it in the palm of hand.
3. Keep the screwdriver shank directly over the screw head.
4. Never use pliers or wrenches on the shanks of screwdrivers unless they are a type especially designed to withstand the strain.

### **Saws**

1. Use each type of saw only for the purposes for which it is intended.
2. Start the cut carefully so the saw will not jump and strike you.
3. Be sure that the materials to be cut are firmly supported or secured. When sawing horizontally, cut on the side opposite the direction in which you want the cut-off parts to fall.

### **Chisels**

1. Hold the chisel in your fingers with a steady but relaxed grip. Keep your eyes on the cutting edge and not the chisel head.
2. Clamp small pieces in a vise before chiseling them. Chip toward the stationary jaw of the vise. Chip away from yourself.
3. Wear goggles when chipping.

### **Punches**

1. Keep the points of center punches ground and the faces of starting and pin punches square.
2. Don't use center punches on materials hard enough to dull or shatter the points.
3. Be sure punches are held firmly in position before striking especially on round surfaces. Strike lightly at first, then increase the force.

### **Files and Rasps**

1. Cut only in the forward direction. Ease pressure on the backward stroke. When teeth become clogged, clean them with a file card (a brush with short, stiff wire bristles).
2. When storing files or rasps in tool boxes, wrap each tool with cloth or paper.
3. Don't use files and rasps on materials that are too hard or soft. Hard objects wear the teeth smooth. Soft objects clog the teeth. Smooth cutting faces may cause the tool to slip suddenly and injure you.
4. Never hammer on files or rasps or use them for pry bars, chisels or punches.
5. When filing small objects, use a vise.

### **Hack Saws**

1. Place the blade in the frame so that the teeth point toward the end of the frame and away from the handle. Tighten the blade rigidly.
2. Cut away from yourself, and saw with straight, long strokes, using almost the whole blade. Ease pressure on the backward stroke.
3. Judge cutting speed by the hardness of the metal. Forty to fifty strokes per minute is right for metals of average hardness. A faster rate may ruin the blade.

4. Don't saw objects that are too hard. Test objects for hardness with the front or rear end of the blade.

### **Pliers**

1. Use pliers only when no other tool will do the job.
2. Don't use pliers as wrenches.
3. Use cutting pliers only for cutting soft metals, never on hardened metal or as nail pullers.
4. When cutting wire that is under tension, protect yourself so the wire can't fly and strike you. When cutting wire in rolls and on bales, loaded cars, trucks and boxes, use long-handled wire cutting pliers.

### **Wheelbarrows**

1. Watch where you are going when pushing or pulling a wheelbarrow and slow down at corners.
2. Load wheelbarrows so you can see over and around the load.
3. Park wheelbarrows at a spot where people will not stumble over them.
4. When using wheelbarrows, make sure your hands are in the clear when going through doors, halls or past other objects. Always use the wheelbarrow handles.
5. Don't overload wheelbarrows. Center the material to prevent tipping.

## SAFETY WITH MACHINERY

### **Machinery & Tools**

1. One easy way to prevent injuries is to keep guards in place on all machinery at all times.
2. Unguarded machinery accounts for 67% of lost-time accidents. These accidents can and should be eliminated. It may take a few extra minutes to replace the guards, but it only takes a few seconds to sever an arm, finger, or leg.
3. All equipment with moving parts will be operated with guards in place. Do not remove guards until all machine motion has stopped and the machine is disconnected from its power source.
4. Replace all guards after repairs.
5. Defective power or hand tools will not be used.
6. Use tools only for their intended purpose.
7. Do not start machinery, operate valves, or change electric switches until you've made certain that it is safe to do so.
8. Never start any machine until everyone is clear and warned.
9. Never put your hand or foot in moving conveyor.
10. Do not sit or stand on equipment, shafts, or belting.
11. Never walk on machinery while it is running.
12. Consider all electrical wires as being dangerous.
13. Do not repair or adjust machinery while it is in operation.
14. Do not work on any machinery until authorized to do so by your supervisor or foreman.
15. Never work under vehicles or equipment supported by jacks or chain hoists without protection blocking.
16. When repairing electrical systems or equipment, the electrical power must be locked out.
17. Caution workers, and provide close supervision, whenever work must be done near high power lines.

## WELDING AND CUTTING

### **Gas Welding and Cutting, Storage and Handling of Cylinders**

1. Identify cylinders from tag on the bottle, not from the bottle color.
2. Store cylinders so they won't be knocked over or damaged by falling objects, passing vehicles or persons.
3. Don't store oxygen cylinders near acetylene types in buildings.
4. Close cylinder valves and replace caps after finishing work.
5. Use cylinders in the order you get them from the supplier. When you empty them close their valves and mark them empty.
6. Keep the valve key wrench on the spindle while using cylinders.

### **Hose Lines and Connections**

1. Examine hose often for leaks and defects.
2. Don't use tape to fix hose.
3. Don't stand in front of regulator hoses when opening tank valve. Sudden pressure could blow out the gauge glass and parts.

### **Torches**

1. Close cylinder valves when changing torches or stopping the welding operation longer than 5 minutes.
2. Don't re-light torches from hot work. If gases don't light quickly, they could explode.

### **Personal Protection Considerations**

1. Eliminate front overall pockets and pants cuffs.
2. In confined spaces, where the only exit is a manhole or other small opening, provide a way (such as a life belt and line) for getting workers out quickly in an emergency. Leave a man outside the exit while work is going on.

### **Fire Prevention Techniques**

1. Keep approved fire extinguishers handy.
2. Use sheet metal guards, fire blankets or other protection to keep sparks from falling on floors, partition or other flammable material that can't be moved.

## **ELECTRIC ARC WELDING**

1. Keep leads as short as possible.
2. Take electrodes out of holder when not in use.
3. Don't use pipelines containing gases or flammable liquids or conduits carrying electrical conductors for "grounds."
4. Screen the flash to avoid eye injury to others in the work area.
5. Wear eye protection and heavy welder's gloves.

## **ELECTRICITY**

1. Unless it's a part of your regular work, don't try to repair or adjust any electrical equipment.
2. Treat all electric wires as "live wires." Don't touch dangling wires; report them to your supervisor.
3. When freeing someone from a "live" electrical circuit, disconnect the circuit first, if possible, or remove the victim immediately. Never touch the victim with your bare hands. Insulate yourself by wrapping several thicknesses of dry cloth or newspaper around your hands, or remove the victim with a rope, dry board, wooden pole, leather belt, etc.
4. Persons working around electricity should know an approved method of resuscitation. Many times after an electrical shock, a victim can be saved by prompt artificial resuscitation.
5. When working with electric portable tools, especially in damp places, check the insulation on cords. Also wear rubber overshoes.
6. Ground old type portable electric tools at the frame by a grounding wire or at the plug by a 3-wire conductor. The ground wires must never be disconnected or broken.
7. Inspect portable electrical equipment periodically.
8. Cords and other conductors for electrical equipment should not be wrapped around or allowed to contact water pipes, steel fixtures, or metallic equipment.
9. Use only weather-proof sockets for extension cords and drop lights in wet misty places. Before using an extension cord make sure there are no breaks in the insulation and that plug and socket are in good condition.

## **POWER AND AIR TOOLS**

1. When you must leave your machine or power tool, turn it off.
2. When using electrically-driven tools, check insulation on wires and make sure plug is not broken. Where possible, tools should be grounded. When working in wet places, wear rubber overshoes or boots.
3. Don't use a grinder without a guard.
4. When an abrasive wheel vibrates or wobbles, stop operations and report the malfunction to your supervisor.
5. Before disconnecting an air tool, shut off the air and bleed the pressure from the line. Never use compressed air to blow dirt, dust or chips from hands, face or clothing or to clean other equipment.

## **WORKING IN TRENCHES, MANHOLES AND TANKS**

1. When digging trenches deeper than 5 feet in loose soil, use bracing or sheet piling to prevent cave-ins. Put the dirt at least 18 inches back from the trench walls.
2. Put high-level warning signs and barricades around the area when working in manholes or trenches in public places. Use approved flashers to mark the area at night.
3. The following precautionary steps should be taken when entering confined spaces that may hold explosive or poisonous vapors or in which there is a chance of oxygen deficient atmosphere.
  - a. Test confined space to determine atmospheric content.
  - b. Steam or neutralize purge tanks to remove vapors.
  - c. Work in pairs--one in the confined space, and one outside to observe.
  - d. Rig lifelines and ladders to provide for easier ascent, descent, and rescue.
  - e. Wear approved self-contained breathing equipment when indicated, or when in doubt as to the atmosphere content, or when your work may produce toxic vapor.
  - f. Inspect all safety equipment regularly.

- g. Only persons in good physical condition should work in confined spaces such as tanks or pits.
- h. All crew members should be trained in proper methods of resuscitation.
- I. Lock or disconnect valves capable of admitting dangerous materials to tank during repair or cleaning activities.
- j. Lower tools and materials into tanks with a rope, do not drop them in.
- k. Do not weld, cut or solder on the outside, inside, or near manholes of tanks which contain traces of flammable substances or vapors.
- l. Check all three-wire grounded tools with a continuity checker to assure that the ground circuit is intact, and check electric cords for broken or damaged insulation.
- m. Use only non-sparking hand tools in tanks where flammable vapors may be present.

<b>FIRE EXTINGUISHERS</b>
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**Which type should be used?**

The type of extinguisher needed depends on the fire. Spraying a fire with water may not always be the right thing to do (e.g., water spreads flammable liquids fires.)

**Class A** extinguishers contain water and are used for fighting fires in paper, wood, or cloth, known as ordinary combustibles. This type of extinguisher will have a green triangle on it, and contain the letter A.

**Class B** extinguishers are used for fighting flammable liquid fires. The extinguisher usually contains a dry chemical or carbon dioxide. The letter B is marked in a blue square on the extinguisher.

**Class C** extinguishers are used for fighting electrical fires. The extinguisher contains a dry chemical. The type C extinguisher can be identified by a red circle containing the letter C.

Dual Class B and C extinguishers have been generally available for many years. In recent years, triple-class A, B & C extinguishers have become generally available.

## MEDICAL SERVICES --- FIRST AID

### **Prompt Reporting of Injury or Illness**

It is important that you report promptly for medical aid when you become sick on the job or incur any injury, however slight.

### **First Aid**

Know the location of any first aid and rescue equipment in your work area. (Emergency showers and fountains, stretchers, resuscitators, self-contained breathing masks, gas rescue equipment, etc).

### **Severe Injury**

If you are in the vicinity when a person sustains a severe injury or becomes suddenly sick: (1) call for medical aid and give your location; (2) If the sick or injured person cannot be moved, send someone to direct the doctor or nurse and ambulance to the scene; (3) notify your supervisor.

### **Suggestions for the care of an injured person:**

1. Make the injured person comfortable and cover him to maintain body temperature.
2. If he is unconscious, remove false teeth, tobacco, gum, etc., to prevent choking. If vomiting, turn him/her on their side.
3. Loosen his belt, necktie and collar.
4. In case of broken bones, move the injured only enough to make him safe or comfortable. Move an injured limb as a unit. If a broken back or neck is suspected, move the injured person only enough to remove him from existing danger, and wait for the doctor.
5. Keep onlookers back to allow the injured person plenty of air. Be very careful in placing and carrying the injured person on a stretcher. Improper handling often aggravates the injury.
6. Never give the injured person anything to drink unless he is fully conscious. If internal injuries are suspected do not give the patient anything to drink.

### **Severe Bleeding**

In cases of severe bleeding, apply direct pressure over the wound to stop the bleeding. Use the tourniquet only in extreme cases.

### **Acid or Caustic Burns**

In case you are splashed with any acid, caustic, or corrosive material, especially about the eyes, wash with large quantities of water immediately and remove contaminated clothing. Quick action will prevent burns or lessen their severity. Then report for medical aid at once.

### **Handling Gas Patients**

If a person has been gassed, get him to fresh air; put him in a reclining position and cover him to maintain body warmth. Never allow a gassed person to walk. If he has stopped breathing, apply artificial respiration at once.

### **Drowning - Asphyxiation**

#### **Electric Shock - Resuscitation**

Split seconds count in saving persons from electrocution. Throw the switch to break the electrical contact at once. But don't waste seconds looking for it. Be sure your clothing is dry, and use a dry board, broom handle, or rope to separate the person from the electrical contact.

If breathing has stopped for any reason, start artificial respiration immediately and continue it until advised to stop by medical personnel. **People have been revived after long periods.**

Each year, more than 650,000 Americans die suddenly. There are many causes: poisoning, drowning, suffocation, choking, electrocution and smoke inhalation. But the most common cause of sudden death is heart attack. In some cases of sudden death caused by heart attack, the victim might have been saved. If he had gotten to a hospital quickly or if someone near him could have performed CPR, his chances of surviving would have been increased greatly.

#### **The most common early warnings of heart attack are:**

- prolonged, oppressive pain in the center of the chest, behind the breastbone
- pain may radiate to the neck, jaw, shoulder or arm
- sweating
- nausea, vomiting and shortness of breath

*Sometimes these symptoms subside and return.*

<b>MOTOR VEHICLE SAFETY</b>
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Three out of four deaths, and more than half of the injuries suffered by workers occur **off the job**. Therefore, preventing accidents is important, whether at home, on a hunting trip, at the beach, or driving your automobile.

#### **City Owned Vehicle Use Procedures**

1. City-owned vehicles shall be assigned and used strictly in the performance of official job duties.
2. It shall be the responsibility of all operators of motor equipment to report to their supervisor any defect in the mechanical equipment and to use every precaution to prevent additional property loss, expense, or recurrence of such conditions.

3. City-owned vehicles shall be used primarily to transport City employees and individuals with legitimate business-related reasons. Any other individual must have the prior approval of an employee's supervisor before being transported in a City-owned vehicle.
4. With prior authorization and approval of the supervisor, employees who are on call may take City vehicles home overnight to ensure emergency response. Limited personal use of the vehicle will be allowed as long as such use is within the travel route to and/or from the work-site or the employee's home.
5. Employees must obey all traffic regulations, including seatbelt laws, when operating motor vehicles.
6. Tractors and other vehicles should be shut off every time the operator leaves the seat and, certainly, before machines are serviced, adjusted or unclogged.
7. Permit *NO RIDERS* on tractors, machinery or on the outside of vehicles.
8. All vehicle operators must have a valid driver's license; many need a commercial driver's license, and must receive the proper training for the equipment that is to be operated.

### **Mandatory Seat Belt Usage**

All employees and occupants of vehicles driven by employees on City business must have their seat belts and harness fastened while the vehicle is in motion. This directive applies to City owned or rented/leased vehicles, and privately owned vehicles being used to conduct authorized City business.

### **Speed:**

1. Consider that the official speed limits are maximum speeds.
2. Drive so you can stop in time if an emergency arises.
3. Slow down:

- when there is rain, snow, ice or fog.
- when traffic is heavy.
- when approaching curves and intersections.
- when you are tired, drowsy, or feel sick.

### **Night Driving:**

1. Control your speed so that you can stop within your headlights range.
2. Keep your windshield and lights clean.

### **Intersections:**

1. Be careful of pedestrians at crossings.

2. Signal far in advance of turns and stops.
3. Stop, look and listen at unprotected railroad crossings.

**Passing:**

1. Pass only when certain the road is clear. Allow extra distance to be safe.
2. Signal plainly before swinging out to pass.
3. Never pass on hills, curves, or at intersections.
4. Obey center line markings forbidding passing at certain places.

**Alcohol, Illegal drugs, prescription drugs, and any other substance which could impair an employee's ability to perform safely and effectively the functions of any given job:**

**The City will act to eliminate the use of:**

1. Illegal drugs, prescription drugs, and any other substance which could impair an employee's ability to perform safely and effectively the functions of any given job.
2. Substances when such use may increase the potential for accidents, absenteeism, substandard performance; and
3. When such use may tend to undermine the efficiency of the work force.

**Pedestrian:**

1. Watch for vehicles turning right or left into your path.
2. On rural roads, walk facing oncoming traffic.
3. Look carefully before stepping off a bus or out of a car on traffic side.

<b>HOME SAFETY</b>
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**Falls:**

1. Eliminate hazards that may cause falls (such as toys, tools, etc., on floor or stairways and slippery floor surfaces).
2. Use non-skid wax on hardwood floors.
3. Use step ladders to reach high shelves or hang pictures; don't stand on chairs, stools or books.

4. Keep stairway well lighted and clear.

**Burns and Explosions:**

1. Wind from a window can blow out a gas flame. If it does, don't re-light gas at once; shut it off and ventilate room first.
2. Don't clean with gasoline.
3. Don't "pep" fires with flammable mixtures.

**Gas and Electricity:**

1. Don't neglect electrical hazards. Don't use worn wiring, overloaded outlets, defective equipment and electrical equipment that is not an approved type.
2. To light a gas burner, light match first, hold it close, then turn gas on.
3. Never run your car engine in a closed garage. Keep muffler in perfect repair to avoid harmful fumes.

<b>WORKPLACE VIOLENCE</b>
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The City of Beaumont has a zero tolerance policy for violence in the workplace. Workplace violence is defined as any act that results in threatened or actual harm to a person or property.

**The City will not tolerate the following conduct or behavior:**

1. Threats, direct or implied.
2. Physical conduct that results in harm to people or property.
3. Possession of deadly weapons on city property, other than sworn peace officers; (a deadly weapon is defined as any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon).
4. Intimidating conduct or harassment that disrupts the work environment or results in fear for personal safety.

**Employee Responsibility**

All City employees are responsible for notifying their immediate supervisors, Department Directors

## WORKING IN HOT CONDITIONS

### Meeting Objectives

To understand the potential hazards of working in hot conditions and to learn to recognize the symptoms and take preventive and corrective action. The result should be a reduction in illnesses resulting from working in heat.

### Introduction/Overview

Heat, whether it's inside or outside, can be a health hazard. If you don't know when enough becomes too much, you can suffer from some form of heat stress. That can be a momentary problem or something more serious. And it can strike you down at work or at play.

So we're going to review the conditions that can cause heat-related health problems, the symptoms to watch out for, and the actions to take if they strike you, one of your co-workers, or a family member or friend outside the workplace.

### General Hazards

1. Your body is designed to operate within a fairly narrow temperature range. If your body temperature goes too high, you get sick.
2. Heat exhaustion is a risk if you're physically active when it's hot. You'll probably get dizzy and sweaty, but it's not likely to be life-threatening.
3. Heatstroke is much more serious. It is also a hazard when you're physically active in hot conditions. But heatstroke can send your body temperature so high that you become unconscious.
4. Even worse, too much exposure to these conditions can put so much strain on your heart and blood vessels that you risk heart failure or stroke. The risk is greatest for people who have heart or circulatory problems. Their bodies are least able to take the strain and may not perspire and cool properly.
5. If you're working outside, you can also be exposed to hazards from too much sun exposure.
6. One hazard is skin cancer -- the result of too much sun.
7. Another problem is sunburn or sunstroke from getting too much sun when you're not used to it.

### Identifying Hazards

1. If you know the symptoms of heat stress, you can keep those symptoms from getting out of hand. The symptoms that indicate heat stress symptoms can also be symptoms

of other health problems. But if it's hot and you're getting a workout, heat stress is probably your prime hazard.

2. You usually start by feeling hot, uncomfortable, and just not ready to do much. That's not serious, but it's probably a sign you should get out of the heat. Here are the symptoms that could indicate a serious problem:

- Dizziness
- Rapid heartbeat
- Nausea
- Cramps
- Headache
- Dry skin (you're not sweating)
- Chest pain
- Breathing problems
- Great weakness
- Diarrhea

Even worse are these signs of heatstroke:

- High temperature
- Hot red skin
- Rapid pulse

Assume that any of these symptoms mean a serious problem.

3. You should also know the signs of skin cancer. See a doctor if you notice a mole or skin spot with these characteristics:

- One half is different from the other
- There are different colors
- The border is irregular
- It seems to be growing

### **Protection Against Hazards**

As with any hazards, the best way to deal with heat hazards is to try to prevent them.

1. Dress for conditions. Lightweight, light-colored loose clothing is the best. Wear a hat with a wide brim if you're out in the sun. Put sunscreen on exposed body parts.
2. Eat a regular well-balanced diet, but try to stay away from hot or heavy food. Also watch your salt consumption. Some people take salt tablets to replace the salt lost in perspiration

when it's hot. But too much salt can be bad for you, so don't take salt tablets without a doctor's recommendation.

3. Drink plenty of fluids. Don't wait until you're thirsty. Your body is sweating out a lot of fluid, and you have to keep replacing it. The best thing to drink is water. Avoid anything with caffeine or alcohol.
4. Use sun-screen outside and cover as much of your body with clothing as possible.
5. Build up your exposure to the sun slowly. Try to stay in the shade or inside between 10 a.m. and 3 p.m. when the sun is strongest.
6. You can get sunburned in cloudy weather. And sun is even more potent when it's reflected off water, concrete, or sand.

### **Safety Procedures**

1. Take immediate action if it's hot and you feel weak, dizzy, sweaty, or nauseous. Pay attention to cramps and to anyone who tells you that you look pale.
2. In any and all of those circumstances, get to a cooler area -- shade or a cool building. Lie down, loosen your clothing, and put some cool compresses on your skin. Drink fluids.
3. If you have, or see someone with, heatstroke or sunstroke symptoms, fast action is a must. Get medical help. And get yourself -- or any victim -- to a cool spot and loosen clothing. It's important to cool the body down quickly. Use cool compresses, water, even a hose for the job. Don't try to give fluids to an unconscious person.
4. If you get sunburned, rinse or soak with cool water or cold compresses. If you're sunburned but haven't blistered, you can use a mild non-medicated cream. But blisters can be serious; see a doctor.

<b>OTHER TYPES OF SAFETY</b>
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1. Never bring a loaded firearm into the house.
2. Never point a firearm at anything you don't want to kill.
3. Never take medicine in the dark.
4. Keep firearms, poisons, matches, hot pots and pans and sharp tools away from children.
5. Keep a first aid kit handy in the car and at home.